

# Independent Living Acknowledgement Form

Young Adult's Name:			
DCF Independent Living Coordinator:			
ILC Phone:		Email:	

## Section I: Purpose

This form explains what you need to do to participate in the DCF Independent Living Program as well as what you can expect from your DCF Independent Living Coordinator (ILC). Our goal is to work together to help you build a strong foundation by developing goals and connecting you with resources to help you achieve lasting success.

## Section II: Basic requirements for working with DCF Independent Living

The program requirements are meant to assist your ILC to be able to partner with you to provide meaningful services. While these are basic requirements your ILC will work with you to develop more specific case plans tasks to help you move forward.

By requesting DCF Independent Living Services, I agree to:

### General Requirements

1. Initiate contact with my DCF ILC at least once (1) per month.  
*This can occur through in-person meetings, emails, phone calls, texts, video call or Facebook messenger.*
2. Contact my DCF ILC promptly of any significant changes, such as, living situation, school enrollment status, employment status change, etc.  
*Not providing and updating a good mailing address often causes financial payments to be late.*
3. Meet with my DCF ILC at least once every 170 days (6 months) to update my plan and matrix.
4. Provide all required documentation requested by DCF.  
*This typically includes, but is not limited to things such as financial statements, invoices, receipts, driver's license, insurance, etc.*

### Specific Service Requirements *check services that apply*

#### ETV/SOUL PSCT

1. Enroll in a post-secondary education program at least 1 year (9 academic months) in length.
2. Provide copies of semester schedule(s), FAFSA confirmation, financial statements, and grades, dorm or rental agreement, if applicable.

#### Subsidy *check requirements that apply*

- Work towards completing your high school diploma or GED if not already achieved.  
*This could include providing copies of grades, class schedules, completing practice GED tests, etc.*
- Provide copies of \_\_\_\_ job applications per month until employment is found.
- If employed, provide copies of pay stubs monthly.

***All financial services and benefits are not guaranteed and depend on eligibility and funding availability***

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### Section III: Program Expectations of DCF ILC

1. Advocate for and partner with you and your supportive connections to build belonging and help you accomplish your goals towards lasting success.
2. Communicate openly and honestly with you by keeping you informed about decisions and support available to you to help meet your goals.
3. Determine accurate eligibility for services
4. Complete assessments and provide referrals for additional services as needed.
5. Complete all required paperwork in coordination with you and provide you copies of approved case plan documents and budget forms.
6. Make attempts to reach you if you have not initiated contact during a month.
7. Before closing your case due to no contact, your DCF ILC will make at least two different attempts to contact you for at least two months.
8. Maintain accurate financial documentation and submit paperwork to DCF financial departments.
9. Follow all agency, state, and federal laws and policies.
10. DCF ILCs are mandated reporters. This means that they are required by law to report any suspected child or adult abuse or neglect. If an ILC suspects abuse or neglect, they will notify the reporting center so that the situation can be assessed and, if needed, assigned for follow-up.

### Section IV: Texting and Social Media Informed Consent

DCF ILCs can communicate with you using text messages and Facebook, if you choose. While these are often easy ways for you to send documentation to your ILC it is recommended you send any personal information to your ILC's email address. If you choose to communicate with your worker via text message or Facebook it's important you know the following:

- Texting and social media are **not** fully secure or completely private
- If someone has access to your phone or Facebook account, they might see the messages
- Information can be stored on third-party servers
- There is a risk of delayed or failed message delivery
- Public comments, tagging, or posting about your services or ILC may compromise your confidentiality

You can choose how to communicate with your ILC. You can also change your mind at any time. Please remember monthly contact is required. Check the methods of communication you're most comfortable with:

Text Messaging       Email       Facebook       Only Phone Calls

*I have reviewed this form and have been given the opportunity to ask questions*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***The ILC shall provide a copy of this signed form to the young person and retain a copy for the file.***