

# ADOLESCENT SERVICES

## Secondary School

42-2

### Secondary School Senior Year Expenses

DCF shall provide financial assistance to a committed youth for his or her secondary school senior year expenses up to a maximum of \$500.00.

To be eligible, the youth shall be committed to DCF as abused, neglected or uncared for, or dually committed, and enrolled in:

- a high school;
- a State of Connecticut Department of Education (SDE) private school; or
- an alternative education program (e.g., adult education, GED program, Job Corps).

A youth requesting secondary school senior year expense funds shall submit a request in writing to his or her Adolescent Specialist, with supporting documentation of the item(s) and the cost(s).

The Adolescent Specialist and Social Work Supervisor shall review the request. All payments shall be subject to approval by the Social Work Supervisor and the Program Manager.

If the request is approved, the Adolescent Specialist shall enter the payment into LINK. The Adolescent Specialist shall apply for a vendor number for the youth, if one is not available, and funding shall be issued directly to the youth.

All requests for high school expenses shall be documented in LINK and copy of the requests shall be filed in the Uniform Case Record.

If funds are denied, the youth shall be notified of the right to an administrative hearing through the issuance of the DCF-800 "Notice of Proposed Denial, Suspension, Reduction or Discontinuance of Department of Children and Families Benefits."

**Related forms:** [DCF-800 "Notice of Proposed Denial, Suspension, Reduction or Discontinuance of Department of Children and Families Benefits."](#)

### Driver's Permit and License

If a youth age 16 or older who is in DCF care wishes to secure a driver's license, the Adolescent Specialist shall review the request with the youth and caregiver and determine whether the youth has exhibited sufficiently responsible behavior to be eligible for this privilege. DCF shall provide financial assistance to eligible youth to obtain a driver's license.

Youth under age 18 shall successfully complete a certified driver's education program in order to obtain a driver's license. DCF shall pay 100% of the cost of one driver's education program for eligible youth.

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#### **Driver's Permit and License (continued)**

At age 16, a youth may take the written exam to obtain his or her driver's permit. A youth may take the driving test to obtain his or her license six months after obtaining the permit.

The Area Office Director or designee shall sign the [Department of Motor Vehicles form 2D, "Parents' or Guardians' Certification,"](#) for youth who are ages 16 and 17.

The Adolescent Specialist shall verify with the owner of any car that the youth plans to drive that the required insurance is being carried and that the owner assumes responsibility for the actions of the youth while he or she is driving the car.

#### **Secondary Education and General Equivalency Diploma (GED)**

Youth who are committed abused, neglected, uncared for, or for whom the Commissioner is the statutory parent, shall be in full-time attendance in a secondary school (high school) program, adult high school credit diploma program or general equivalency diploma (GED) program. Adult high school or GED programs may be approved by the Commissioner in lieu of secondary school on a case-by-case basis. Youth shall be required to complete the adult high school or GED program by age 21.

All youth shall be encouraged to remain in and graduate from secondary school. In the event that it is in the best interest of the youth to pursue alternative means to secondary education completion, the Adolescent Specialist shall seek prior approval from the Commissioner. The Adolescent Specialist shall prepare a memorandum for the Commissioner to review which shall also include the prior approvals of the Area Office Director and the Regional Administrator. The following documents shall be included in memorandum:

- school transcripts;
- test scores;
- GED practice and test scores;
- anticipated Post-Secondary Education or Employment Plan; and
- anticipated time frame for GED completion.

Youth who have been approved to attend a GED program shall be required to accept additional support services, to include tutoring, in order to complete the program within six months. These youth shall be encouraged to also enroll in a post-secondary education program or employment training.

If a youth under the care of DCF is being considered for withdrawal from public education, the DCF protocol (see Adolescent Procedure Manual) shall be followed, including convening a case conference with participation from the youth, the Adolescent Specialist, the Adolescent Social Work Supervisor, the USD II Regional Educational Consultant and other interested persons.

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**Secondary Education and General Equivalency Diploma (GED) (continued)**

Youth who were committed abused, neglected, uncared for, or for whom the Commissioner was the statutory parent, and were committed upon their 18<sup>th</sup> birthday are eligible for re-entry in order to complete a secondary diploma.

**Note:** Youth who have not completed a secondary diploma are not eligible for an apartment under the CHAP independent living program. The youth may be eligible for either an individual boarding arrangement or housing through one of the DCF transition programs.

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**Encouragement to Remain in School**

Adolescent Specialists shall encourage all youth to remain in and graduate from high school. GED youth are eligible for post-secondary educational programs only if approved by the Commissioner.

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