



# Practice Alert

PA19-OY-01

## VERIFICATION LETTER

The purpose of this Practice Alert is to remind staff of the requirement to provide youth transitioning from care a “verification letter” as part of the exit packet. A verification letter template has been created to assist staff in meeting this requirement and is now available on e-forms: Custody Verification Letter, [CD-276](#).

Youth who have exited care at an older age are eligible for various benefits such as post-secondary financial assistance because of their previous foster care status. Many agencies that serve transitioned youth require documentation of the youth’s time in care. A letter may also be needed if a youth is now residing in another state and wishes to receive aftercare services in that state through the Child Welfare Agency. The letter simply provides verification the youth was in foster care status while keeping other information confidential. Policy regarding the verification letter is in [Section 4, Chapter 5.9 Exit Plan](#).

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