

Memorandum

CD26-01

ISSUED DATE: January 6, 2026**EXPIRATION DATE:** April 15, 2026**TO:** Children's Division Contracted Staff**FROM:** Sara Smith, Children's Division Director**SUBJECT:** Independent Living Arrangement - OYTS to Enter Approvals in FACES**RATIONALE:**

Children's Division has undergone a FACES modification regarding Independent Living Arrangement (ILA) approvals. In FACES, the Older Youth Transition Specialist (OYTS) and OY Program Coordinator will now act as the final approvers for youth and case managers requesting ILA placement.

This policy memo is effective January 6, 2026, and expires April 15, 2026. This memo will be rescinded (or extended) on the expiration date, April 15, 2026, to allow time for comprehensive policy revisions to be made to **CWM 4.5.5 Independent Living Arrangement**. Policy revisions are currently in development and going through the policy review process.

OVERVIEW:

CD Circuit Managers and FCCM Directors will continue to review ILA requests for approval. Following local approval by CD Circuit Managers or FCCM Directors, the requests will be submitted to the OYTS for modifying the FACES coding to an approved ILA code. The following policy language is changing, effective immediately.

Effective with the issuing date of this policy memo, the Child Welfare Manual, **CWM 4.5.5 Independent Living Arrangement Placement Review Process**, language will change from: *"After reviewing, the CM/PM will indicate whether the placement constitutes an ILA per the criteria in the Child Welfare Policy Manual. A decision as to whether the placement meets ILA criteria should be determined within 30 days after the checklist is initially received."*

And the language is replaced with:

"Within five (5) business days of receipt, the Circuit Manager or FCCM Program Director will review documents to ensure the placement meets criteria for an ILA and provides a recommendation of approval or denial. The checklist and plan are then uploaded to OnBase, and a copy is provided to the regional Older Youth Transition Specialist (OYTS) upon approval. The OYTS or Older Youth Program Coordinator is responsible for final approval or denial of the ILA placement. Once approved, the OYTS enters the ILA placement in the system of record"

(FACES) and the monthly maintenance fee is initiated. The placement date will not be backdated and no backpay of the maintenance fee will be provided.”

NECESSARY ACTION:

1. *Review this memorandum with all Children’s Division and contracted staff.*
2. *Review revised Child Welfare Manual chapters and forms as indicated below.*

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NEW/ REVISED CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

Full policy revisions for [CWM 4.5.5 Independent Living Arrangement](#) are anticipated to release on April 15, 2026.