July 10, 2026

**GENERAL LETTER NO. 18-D4-4**

ISSUED BY: Bureau of Child Protection Services
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter D(4), **Supervised Apartment Living Services**, Title Page, Contents Page 1, 1-16, revised; 17-20, new.

## Summary

This chapter is revised to

- update policy and procedure, definitions, and links
- update accessibility, branding, and style and formatting throughout.

## Effective Date

Upon receipt.

## Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter D(4), and destroy them:

| Page | Date |
|---|---|
| Title Page | May 19, 2023 |
| Contents 1 | December 15, 2023 |
| 1-16 | December 15, 2023 |

## Additional Information

Refer questions about this general letter to your area service administrator.

IOWA Health and Human Services

Employees' Manual
Title 18, Chapter D(2)

Revised July 10, 2026

# Supervised Apartment Living Services

Page

**Overview ..... 1**
Legal Basis ..... 1
Definitions ..... 2

**SAL Eligibility and Planning for the Placement Criteria ..... 7**
Age, School, and Work ..... 7

**Supervised Apartment Living Placement ..... 9**

**SAL Services ..... 12**
Services to Be Provided ..... 12
Method of Service Provision ..... 14

**Payment for Supervised Apartment Living ..... 15**
SAL Stipend ..... 15
Service Payment ..... 15
Additional Allowances ..... 16
SAL Start-Up ..... 16
Clothing Allowance ..... 17

**Termination of SAL Services ..... 18**
Mandatory Termination ..... 18

**Removal From the Placement ..... 19**
Notice and Explanation of Removal ..... 20

# Overview

The terms “contractor” and “provider” are used interchangeably throughout this chapter. They are intended to mean the entity providing these services. “Youth” and child” are also used in this manner.

This chapter provides information on Supervised Apartment Living (SAL) services and the related policies, procedures, and practice guidance. SAL services are a part of the Child Welfare Crisis Intervention, Stabilization, and Reunification Services (CISR) continuum of care. CISR also includes Qualified Residential Treatment Programs (QRTP) and child welfare emergency services/shelter (CWES).

SAL is the least restrictive type of foster care placement in which the living arrangement provides eligible youth between 16½ and 20 years of age with an environment where they can experience living in the community with less supervision than that provided by a foster family or QRTP setting. Services and supports are aimed at preparing them for self-sufficiency and children in SAL may live in either:

1. A cluster setting (where up to six children may share the same building) with contractor staff on-site (present and available to the children) any time more than one child is present; or,
2. A scattered-site setting (e.g., their own apartment unit or “renting” space in a home ) with access to contractor staff 24 hours a day, seven days a week. The Department’s goal is to keep a child in their home whenever possible. When out-of-home placement is necessary, the placement is not intended to be a permanent solution, and the child’s safety, permanency, and well-being are essential. Iowa Department of Health Human Services’ and SAL contractor staff is responsible for promoting each child’s relationships with family members and other persons in the child’s positive support system. Children shall be protected in the least restrictive setting necessary, and the HHS and its partners are obligated to provide a nurturing environment where children can thrive, and through SAL prepare themselves for their transition to young adulthood.

SAL services may only be provided by HHS/Juvenile Court Services (JCS) staff or contractors for this service.

## Legal Basis

Iowa laws and legal references related to this chapter include the following:

- Iowa Code Chapter 234, Child And Family Services
- Iowa Code Chapter 238, Child-Placing Agencies
- Iowa Administrative Code 441 Chapters 108, 130, 152, 156, and 202

## Definitions

**"Casey Life Skills Assessment" (CLSA)** means a suite of comprehensive online assessments, learning plans, and learning resources that can be utilized at no charge to help engage young people in foster care whereby they can gain the life skills they need to exit care. The tools are strengths-based and were built and refined with user input and research. The assessments consist of statements about life skills domains deemed critical by Youth and caregivers for successful adult living (Career Planning, Communication, Daily Living, Home Life, Housing and Money Management, Self-Care, Social Relationships, Work Life, and Work and Study Skills). The CLSA is intended for Youth age 8-18.

There are also additional assessment supplements designed to help young people who have specific needs and challenges. The specific topics are: pregnancy and parenting infants and young children, homeless, Youth values, education, and American Indian.

**"Case Management"** means Agency social casework working with children to assess and identify individual and Family strengths and needs, develop Case Permanency Plans to provide appropriate supports and services, implement the Case Permanency Plans, coordinate and monitor the provision of services, and evaluate client progress and the case. It also includes similar services provided by Juvenile Court Services' workers.

**"Case Permanency Plan"** means the Agency plan identifying goals, needs, strengths, problems, services, time frames for meeting goals and for delivery of the services to the child and parents, objectives, desired outcomes, and responsibilities of all parties involved and reviewing progress.

**"Caseworker"** means the Caseworker for a child in care. This is defined for Supervised Apartment Living in 441 IAC 108. All Caseworkers shall be responsible for coordination with referral sources and coordination of services to a child.

**"Child," "Children," "Youth,"** or **"Juvenile"** means a person(s) who meets the definition of a child in Iowa Code Section 234.1(2)

**"Child in Need of Assistance" (CINA)** means adjudicated by juvenile court to be a child in Need of Assistance pursuant to Iowa Code Section 232.

**"Delinquent"** means a child adjudicated by juvenile court for having committed a Delinquent act as defined in Iowa Code Section 232.

**"Family Case Plan"** means the official record of the Agency's involvement with the Family. It serves to help document the child and Family conditions and concerns that caused the Family to become involved with the child welfare system, help determine and document the most appropriate services and supports needed to assure and promote child safety, Permanency, and well-being. The Family Case Plan includes a description of a plan to keep the child safe; individual Family strengths, supports, and needs; how the strengths and Family supports can be used to assist the Family in self-directed change; how the Agency and others will assist the Family in overcoming the needs; and document compliance with applicable state and federal laws and regulations.

**"Family or Kin"** means the social unit consisting of the Child and relations of the Child including, but not limited to, biological or adoptive parent, stepparent, brother, sister, stepbrother, stepsister, and grandparent.

**"Formal Life Skills Assessment"** means a tool designed to measure a child's knowledge and skill comprehension a child needs to direct his or her life at home and in the community. Measurement of skills include "hard skills" including but not limited to money management, food preparation, hygiene, home management, accessing health care, education and employment-related skills, accessing community resources and time management. Measurement of skills also includes "soft skills," including but not limited to decision-making, problem solving, relationship skills, and self-advocacy skills.

Results of the Life Skills Assessment (both strengths and needs) are used in designing services and supports that promote a child-centered Transition plan to assist the child in successful Transition from the foster care system to early adulthood and Self-Sufficiency.

**"Foster Care"** means substitute care furnished on a 24-hour-a-day basis to an eligible child in a licensed or approved facility by a person or agency other than the child's parent or guardian. Foster care does not include care provided in a Family home through an informal arrangement for a period of 20 days or less. It includes the provision of parental nurturing and shall include, but is not limited to, the provision of food, lodging, training, education, supervision, and health care.

**"Guaranteed Payment Bed"** or **"Guaranteed Bed"** means a bed that is part of a SAL contract guaranteed available to the Agency and for which Agency payment will be made regardless of use in order to assure access as needed and stability of payment to a Contractor. For this contract, SAL cluster site beds will be Guaranteed Payment Beds.

**"Juvenile Court Services" (JCS)** means an administrative unit that is part of the judicial branch of Iowa government and established in each judicial district pursuant to Iowa Code Section 602. JCS provides intake services for all Iowa Youth who are alleged to have committed a delinquent act. JCS also supervises and provides services to those Youth who are adjudicated delinquent or those Youth who have committed a delinquent act but who have not been adjudicated delinquent by the juvenile court.

**"Life Skills Training"** means interpersonal and daily living skills training to prepare individuals to maintain a safe, healthy, and stable lifestyle. Skills training may involve "hard" skills including, but not limited to, money management, self-care and hygiene, physical and mental health care, education (e.g., study skills, tutoring), employment (e.g., job seeking/maintenance), housing (e.g., home-management, renter's rights and responsibilities, roommate decisions), time-management, accessing community resources. Skills training may also involve "soft" skills including, but not limited to, decision-making, problem solving, relationship skills, and self-advocacy skills.

**"Motivational Interviewing" (MI)** Means an evidence-based method of interacting with clients designed to promote behavior change and improve physiological, psychological, and lifestyle outcomes which target child safety and well-being, improved protective capacities for parents and reduce risk of future maltreatment.

**"No Reject, No Eject"** means that the contractor shall accept all Cases referred by the Agency or JCS, recognizing that the Agency may approve exceptions in unique situations.

**"Positive Support System"** mean members of the child's family and/or other positive adult role models identified by the child and/or Family to be a support for the child.

"**Positive Youth Development**" means an intentional, prosocial approach that engages Youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

**"Referring Worker"** or **"Referral Worker"** means either the Agency social work case manager or the JCS case manager (juvenile court officer) assigned to provide Case Management services to the child.

**"SAL Stipend"** means a monthly Agency issued payment made on behalf of the child to provide for the child's living costs. The stipend is paid at the beginning of the month for the month of service to cover expenses typically incurred at the beginning of the month (e.g., rent). The stipend will be prorated for children entering a SAL Placement during a month by prorating the monthly rate at one-thirtieth of the monthly allowance per day.

"**SAL Start-Up Allowance**" means an initial one-time allowance for children placed in SAL foster care to assist with initial costs of the Placement, such as rent/utility deposits, purchase of food, utensils, bedding, and cleaning supplies, as needed.

**"Self-Sufficiency"** means sustaining a safe and stable living environment and having resources to support that living environment. Indicators of Self-Sufficiency may include, but are not limited to: demonstration of attainability and sustainability of active education and/or employment plans; knowledge and access to personal and community resources, including self-care; adequate and appropriate physical and mental health care; and demonstration of basic life skills.

**"Service Area"** means one of the groups selected from Iowa's 99 counties with boundaries defined by the Agency.

**"Service Area Manager" (SAM)** means the Agency official responsible for managing the Agency's programs, operations, and child welfare budget within one of the Agency Service Areas.

**"Service Plan"** means the plan developed by the contractor in consultation with the child and the child's Family (unless a reason for non-involvement is documented in the case record), the Referral Worker, and significant others, whenever appropriate. This is the "care plan" required in Supervised Apartment Living. The Service Plan shall be based on individual child assessment as required by licensure and include the following:

1. Identification of specific needs; a description of all planned services and goals and objectives with projected dates of accomplishment intended to meet the specific needs of the child;
2. Action steps to be taken by the child, the child's support system, and staff and the frequency of actions or services;
3. Where services will occur; and,
4. the caseworker who will be responsible for the Service Plan.

The Service Plan shall include the child-specific Crisis Intervention and Stabilization and Reintegration Plans and be coordinated with other service plans

(e.g., Family Interaction, Behavioral Health Intervention Services or other mental or behavioral health services) and assure continuity of the child's day to day life activities while in care, such as, but not limited to, school, Family relationships, health care, mental health and behavioral needs, etc.

**"Service Planning Conference"** means a meeting conducted by the contractor with the Referral Worker, the child and the child's Family, and other key individuals after admission as a means of developing the core components of the Service Plan including, but not limited to, Family and community connections, physical and mental health, education, and Reintegration Planning.

**"Transition Planning"** means the services, supports, activities, and referrals to programs that assist children currently or formerly in foster care in acquiring skills and abilities necessary to Transition to adulthood successfully. Key Transition Planning domains are education, employment, health, housing, and relationships.

**"Voluntary Placement"** and related **"Voluntary Placement Agreement"** or **"VPA"** means a foster care Placement in which the Agency provides foster care services to a child according to a signed Placement agreement between the Agency and the child's parent or guardian. The Agency has authority to select the foster care Placement and has responsibility for care and supervision.

**"Youth Centered Planning Meeting"** means the JCS Youth centered process that promotes self-determination by engaging Youth in planning for their future. With the assistance of the Youth's support system, the Youth identifies his/her goals for the future and the supports and resources needed to be successful in eight (8) domains: education, employment, housing, health, supportive relationships, civic engagement/responsibility, self-sufficiency, and interpersonal skills/behaviors.

**"Youth Transition Decision-Making (YTDM) Meeting"** means a Youth-centered practice model and teaming approach that follows standards similar to that of Family Team Decision-Making (FTDM) Meetings and is offered to Youth 16 ½ years of age and older. This model has two key components: Engagement/Stabilization and the Dream Path process to promote Self-Sufficiency and to empower Youth to take control of their lives and dreams. Supportive adults and peers create a team to help the Youth make connections to resources, education, employment, health care, housing and supportive personal and community relationships.

**"24/7"** means the provision of services to the Target Population 24 hours per day and 7 days per week.

# SAL Eligibility and Planning for the Placement Criteria

Legal reference: 441 IAC 108.10, 156.20, 202.2, 202.6(5), and 202.9

## Age, School, and Work

**Policy:** To be eligible for supervised apartment living placement, a child shall meet all of the following conditions.

- The child must need foster care placement and services, based on an assessment completed according to rule 441 IAC 202.2(234) and subrule 202.6(5).
- The child must participate in services and activities to achieve self-sufficiency.
- The child must have the capacity to live in the community with less supervision than that provided by a foster family or in a group care/QRTP setting.
- The child must be at least 16 years and 6 months old for placement in a cluster setting.
- The child must be at least 17 years old and it has been determined by the Department or juvenile court services referral worker that the child has lived successfully in a SAL cluster setting until the child is able to live in a more independent placement in a scattered-site
- If the child is under the age of 18, the child must:
  - Satisfactorily attend school, in accordance with the school's attendance policies, with the objective of obtaining a high school diploma; or,
  - Satisfactorily attend an instructional program, pursuant to the program's policies, necessary to obtain a high school equivalency diploma; or,
  - Attend school to obtain post-secondary education or training on a full-time basis(based upon the institution's definition of full-time) or attend on a part-time basis and be either working or participating in a work training program leading to employment; or,
  - Work at least an average of 80 hours per month if not enrolled in school; or,
  - Participate in a work training program leading to employment if not enrolled in school.

If the child is aged 18 or older, the child must meet the requirements above and:

- When considering whether a child should remain in foster care past age 18, discuss all options with the youth. If the Iowa Aftercare Services Program and/or the Adult Mental Health and Disabilities System services are available for the youth and meet their needs, extended foster care is not necessary or appropriate. The amount of money the youth will receive from a program is not a sufficient determinant of the best service for the youth. Foster care over the age of 18 is for the youth who is at imminent risk of homelessness or failing to graduate from high school or to obtain a general education development diploma.
  - Be 18, 19, or 20 years of age;
  - Have been in foster care or a state institution immediately before reaching age 18;
  - Has continued in foster care or a state institution since reaching age 18 **or** left foster care at age 18 and voluntarily returned to Supervised Apartment Living or licensed family foster care;
  - Is at imminent risk of homelessness or failing to graduate from high school or to obtain a general education development diploma;
  - Has demonstrated a willingness to participate in case planning and to fulfill responsibilities as defined in the case plan (typically this includes work and/or school requirements at least 80 hours per month); and
  - Placement requires that funding is available and an appropriate alternative service is unavailable.

    NOTE: this is also dependent on a SAL placement or foster home being available to serve the youth.

**Procedure:** Confirm eligibility by assuring compliance with criteria noted here. See also **18-C(2)** for procedures for termination.

**Practice guidance:** To determine if child has the capacity to be in a SAL placement:

- Use the results of the assessment that reviews available child information to identify their needs, strengths, and resources, especially as these pertain to the child's ability to function in the community.

- To determine if SAL is suitable, the Department worker must complete form ***470-4063, Preplacement Screening for Supervised Apartment Living Foster Care.***

If SAL is deemed suitable for the child, the worker shall complete form ***470-3186, Request for Approval of Supervised Apartment Living Foster Care Placement***, to request that the SAM or designee approve the placement. This form is also used to request that the SAM or designee waive the requirement for continuous placement for a child who leaves foster care on or after the child's eighteenth birthday and voluntarily returns before the child's twentieth birthday in order to complete high school or obtain a high school equivalency diploma.

Use form 470-3186 to request that the SAM or designee:

- Approve the placement; or,
- Waive the requirement for continuous placement for a child who leaves foster care on or their 18th birthday and voluntarily returns before their 20th birthday in order to complete high school or obtain a high school equivalency diploma.

See **Supervised Apartment Living Placement** for procedures on locating a suitable placement.

The placement must be approved by:

- The SAM or designee, and,
- By the juvenile court if the child is under court jurisdiction.

## Supervised Apartment Living Placement

Legal reference: 441 IAC 202.9(3)

**Policy:** The child must have the capacity to live in the community with less supervision than that provided by a foster family or in a group care/QRTP setting and must be able to follow the provisions of the case plan and participate in activities and services to achieve self-sufficiency.

The child must have an approved living situation that:

- Provides reasonably convenient access to schools, places of employment, and services and supports required by the child;
- Complies with applicable state and local zoning, fire, sanitary, and safety regulations; and
- Is reasonably priced to fit within the child's budget.

There are two types of supervised apartment living (SAL) arrangements.

- The **cluster** setting provides support in a structured setting. Children reside in apartments or bedrooms in one building (such as an apartment building or residential housing), supervised by one agency. The supervising agency must have an adult staff member present and available on-site in the living arrangement at any time when more than one child is present.
- The **scattered-site** setting is the least restrictive. Up to three children supervised by one agency may reside in individual housing arrangements, such as apartments or residential housing, located in one building. The child must be able to contact supervising agency staff 24 hours a day, seven days a week.

**Procedure:** Participate with the child and the child's team (including service providers, family members, and positive support system) in making a decision when it is appropriate or necessary based on the child's needs and behaviors to choose cluster setting or a scattered site setting.

Review results of the life skills assessment completed by the child.

A scattered-site setting is suitable for children who have shown the ability to be responsible in previous placements, in school, in a work situation (if applicable), and, most importantly, it has been determined by the Department or juvenile court services referral worker that the child has lived successfully in a SAL cluster setting until the child is able to live in a more independent placement in a scattered-site setting.

Whenever possible, select a scattered site setting that provides the child the option of staying in that apartment after leaving foster care.

Consider the proximity of the SAL placement to the child's home and home school. Document your actions in the case record.

1. Complete form ***470-4063, Preplacement Screening for Supervised Apartment Living Foster Care*** to evaluate whether the child meets the placement-specific eligibility requirements.
2. Prepare form ***470-3186, Request for Approval of Supervised Apartment Living Foster Care Placement*** to get approval from the SAM or designee for the county where the child is from.
3. If child is under the age of 18, obtain a court order for placement in Supervised Apartment Living.
4. If child is 18 years or older, have the child sign form ***470-0715, Voluntary Foster Care Placement Agreement***. This VPA will need to be resigned every 6 months by the child.

5. See additional requirements in ***18-C(2), Voluntary Placement for Children Aged 18 or Older***.

**Practice guidance:** The child must have an approved living situation and setting that meets the following minimum standards:

- Compliance with applicable state and local zoning, fire, sanitary and safety regulations;
- Be located so as to provide reasonably convenient access to schools, places of employment, and services and supports required by the child; and,
- Be reasonably priced so as to fit within the child's budget.

The placement must have the approval of the juvenile court if the child is under court jurisdiction.

Determine that the living arrangement meets the minimum standards for approval before a lease is signed or a commitment is made to use the living arrangement. Document this in the case record.

It is up to the landlord whether or not to enter into a rental agreement. However, make sure the landlord is aware of the prospective tenant's age. Sometimes an adult support person may need to co-sign for the youth (this should not be an HHS employee). If an agency rents an apartment to the child, there must be a signed lease between both parties that includes, but is not limited to:

- The amount to be paid for a rental unit;
- The term of the lease, with both a beginning and an ending date;
- The rights and responsibilities of the tenant;
- The rights and responsibilities of the landlord; and
- The conditions under which the lease can be terminated.

Determine if you will provide services directly or will purchase services from a provider with a supervised apartment living contract with the Department. As per 441 IAC 202.9(3), to ensure the SAL arrangement is meeting the child's needs, required services shall be provided directly by the Department or purchased from an agency that has a contract with the Department to provide SAL foster care services. Utilize the CareMatch system to determine point-in-time bed availability.

Currently, the providers below are contracted for both cluster and scattered-site SAL services. Please use this link for a map of contractors and bed information: **https://hhs.iowa.gov/media/9482/download?inline**

- Hillcrest Family Services, located in the Eastern Service Area
- Lutheran Services in Iowa (LSI), located in the Northern Service Area

- Ellipsis, located in the Des Moines Service Area
- Florence Crittenton, located in the Western Service Area

If services are purchased, complete form ***470-5081, Placement Agreement and Service Authorization for Supervised Apartment Living (SAL)***.

## SAL Services

Legal Reference: 441 IAC 202

### Services to Be Provided

**Policy:** Required services shall be provided directly by the Department or purchased from an agency that has a contract with the Department to provide SAL foster care services. The contract for SAL providers is located at **https://hhs.iowa.gov/media/16977/download?inline**

**Procedure:** Assure the following required services are provided during the SAL placement:

- Development of a case or service plan (by either the Department worker or the service provider, if contracted out) in consultation with the child and the child's family (unless a reason for non-involvement is documented in the case record) and significant others whenever appropriate that documents the following:
  1. Goals, intended to meet the specific needs of the child to achieve self-sufficiency, with projected dates of accomplishment
  2. Objectives (action steps) to be taken by the child, the child's support system, and staff, with projected dates of accomplishment
  3. Services to be provided and activities to be undertaken, the frequency of such services, who will provide the services, the child's progress with the goals and objectives, and the child's compliance with the service plan
  4. A budget, developed with the child, based upon the child's monthly stipend payment, any start-up allowance, any earned or unearned incomes and financially related assistance (e.g., food assistance). Staff will work with the child to ensure payment of bills and receipt of necessary items as outlined in the budget.
- Life skills training involving interpersonal and daily living skills training to prepare the child to maintain a safe, healthy, and stable lifestyle and achieve self-sufficiency. Life skills training includes training of "hard" skills (e.g., money management, self-care and hygiene, physical and mental health care, skills related to educational and employment goals, housing and home management, time management, accessing community resources) and training of "soft" skills (e.g., decision making, problem solving, developing healthy relationships, self-advocacy)

Life skills training should be individualized to the needs of the child toward achieving self-sufficiency. If a child needs a specific life skills training service or services (e.g., parenting skill development, counseling services to reduce stress and social, emotional, or behavioral problems that affect the child's stability or ability to achieve self-sufficiency) in addition to basic life skills training services and services are purchased, the Department worker will specify the necessary services under special provisions on form **470-5081, *Placement Agreement and Service Authorization for Supervised Apartment Living (SAL)***

**Practice guidance:**

- Through visits with the child and to the living situation, the referral worker shall determine and document that:
  1. The living arrangement and mode of living are safe and suitable and provide an environment that allows for the child's social and emotional needs to be met; and,
  2. There is no reasonable cause to believe that the child's living situation or mode of living presents any unacceptable risks to the child's health or safety; and,
  3. The child has access to a telephone; and,
  4. There is an operating smoke alarm on each level of occupancy; and,
  5. The child is receiving any necessary medical care; and,
  6. The child is receiving appropriate and sufficient services and supports to achieve the child's goals and facilitate objectives according to the child's service plan.
- Supervision is needed to assist the child in developing the needed structure to live in the supervised apartment living setting and in locating and using other needed services. If the child is under the age of 18, supervision shall include a minimum of weekly face-to-face contacts. For a child aged 18 or older, supervision shall include a minimum of face-to-face contacts every other week. Supervision may include guidance, oversight, and behavior monitoring.
- Continue with ongoing assessment activities to monitor the child's ability to achieve self-sufficiency.
- If services are purchased, visits by the Department to the child according to subrule 441 IAC 202.11(2).

- If services are purchased, compliance by the provider with all reporting requirements as required by the provider's contract with the Department, including requirements for the individual service plan, quarterly reports, and a termination or discharge summary. Copies of these documents are located at: **Crisis Intervention Stabilization and Reunification (CISR) | Health & Human Services (iowa.gov)** under the "SAL" heading.
- Review the case and case plan every six months, in accordance with 441 IAC 202.6(4) and 202.6(5).

**Method of Service Provision**

Legal reference: 441 IAC 202.9

**Policy:** Supervised apartment living services may be provided directly by the Department or purchased from an agency that has a contract with the Department to provide supervised apartment living foster care services.

**Procedure:** If services are purchased:

- Department staff shall be responsible to determine the specific service components to be provided and any special provisions of this care. The Department case permanency plan shall specify the goals and objectives (action steps) of the services that are being purchased. Complete form **470-5081, *Placement Agreement and Service Authorization for Supervised Apartment Living***, to place the child with the contractor, to authorize the SAL service, and to identify any special provisions for the case. An overview of SAL Contractor Expectations is located at: **https://hhs.iowa.gov/media/7507/download?inline**
- If the referral source (JCS/HHS) and the SAL contractor are not in agreement regarding serving a specific youth (eject or reject), follow the protocol located here: **https://hhs.iowa.gov/media/7509/download?inline**
- Follow the terms of the SAL contract with the Department for billing related matters. Standard Contract:

  **https://hhs.iowa.gov/media/16977/download?inline**

# Payment for Supervised Apartment Living

## SAL Stipend

Legal reference: 441 IAC 156.8(2) and 156.12(1)

**Policy:** Each eligible child living in a SAL situation shall receive $787.50 monthly for living costs.

**Procedure:** Assure that this payment is made timely to either the child directly or to another payee (other than a department employee) for the child's living expenses.

**Practice guidance:** The stipend payment is issued at the beginning of every month to cover expenses typically incurred at the beginning of the month (e.g., rent) based on worker entries to the FACS system.

The stipend is $787.50 per month or $26.25 per day when the child enters after the first day of the month per *FACS Maintenance Payment*: I890 Supervised Apartment Living

Any remaining stipend of a child after all bills have been paid shall be returned to the Department's cashier's office when the child exits SAL during a month due to:

- Running away;
- Being placed in another type of foster care placement; or,
- Being discharged from voluntary foster care placement when 18 years of age or older due to not following program requirements.

When the Department cashier's office receives returned funds, the funds shall be placed back into the supervised apartment living program fund.

Youth in supervised apartment living may be eligible for Food Assistance. Refer the youth to the income maintenance unit for eligibility determination. A Food Assistance case must be set up separately in the applicable online system.

## Service Payment

Legal reference: 441 IAC 156.12

**Policy:** When services for a youth in SAL are purchased, the service components and any special provisions shall be specified by the service worker in the youth's case permanency plan and in form 470-5081.

**Procedure:** The worker shall enter the contracted SAL payment into the FACS system.

**Service Payments**

26CL- Clustered Service SAL
26SC – Scattered Service SAL

**SPIL Payments**

SL04 – Independent Living Clothing Allowance
SL05 – Independent Living School Fees
SL07 – Independent Living Initial Allowance
SL09 – Independent Living Medical Not Medicaid Covered
SL13 – Independent Living Same Day In/Out

**Program guidance:** The payment rate for both cluster and scattered settings are defined in the SAL contract. Each is a single daily rate and amounts are uniform across all SAL contractors.

## Additional Allowances

### SAL Start-Up

Legal reference: 411 IAC 156.8(2)

**Policy:** When a child is initially placed in SAL, the SAM or designee may authorize an allowance not to exceed $630 if the child does not have sufficient resources to cover initial costs.

**Procedure:** Determine if the initial living allowance is needed. Seek SAM or designee approval as needed.

**Practice guidance:** When a youth is initially placed in SAL, the SAM or designee may authorize an allowance to cover initial costs such as, but not necessarily limited to:

- Rental deposits;
- Food purchase; or,
- Household items like utensils, bedding, and cleaning supplies.

Work with the youth in setting up a budget for needed expenditures. Compare the budget with the youth's resources, including any funds in the youth's escrow account. If the youth's resources are insufficient to cover the expected expenses, request an allowance to make up the difference.

Document approval for and use of this allowance in the youth's case record.

Generate payment through the FACS system Special Issuance List (SPIL) screen.

**Clothing Allowance**

Legal reference: 441 IAC 156.8(1)

**Policy:** When in the judgment of the social work case manager, clothing is needed for a child who has been placed in Supervised Apartment Living by court order or Voluntary placement Agreement, an allowance may be authorized to purchase clothing up to maximum amounts.

Maximum amounts are $500 per year for a child through age 12 and $750 per year for a child age 13 and older. The maximum amount is reset annually based on the date the episode of foster care began. Placement changes while in foster care do not reset the maximum amounts.

The clothing allowance may be provided in addition to the maintenance payment.

**Procedure:** Since the child's parents are primarily responsible for the cost of the child's care, first approach the parents to supply the needed clothing. If clothing is not available from the child's family, explore the child's financial resources, including the child's escrow account, if any.

If no other resources exist, a clothing allowance can be authorized up to maximum amounts (see policy above). Document this determination in the case record. Clothing purchased with the clothing allowance goes with the child when their placement changes.

Generate reimbursement through the FACS system Special Issuance List (SPIL) screen. See also **18-C(2), *Clothing Allowance***. Procedure is as follows:

1. Determine the immediate clothing needs within the first 30 days of placement. Work with the provider, child, and parent to determine what clothing items are needed.
2. Provide verbal approval to the provider to purchase clothing, not to exceed maximum amounts.
3. When the provider purchases clothing, the provider shall submit receipts to the worker within 30 days of purchase for auditing purposes, using form 470-1952, Foster Care Clothing Allowance.

4. The social work case manager obtains the provider's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form.
5. Generate reimbursement through the FACS system Special Issuance List (SPIL) screen.
6. Document the total cost of clothing purchased in the case record, based on the clothing receipts submitted.

## Termination of SAL Services

### Mandatory Termination

Legal reference: 441 IAC 202.9(5)

**Policy:** SAL services shall be terminated when the child:

- No longer meets definition of child in Iowa Code Chapter 234.1;
- No longer needs services or needs a more restrictive level of placement;
- Chooses to live in a non-approved setting;
- Refuses to follow the provisions of the case permanency plan; and
- For a child age 18 or older, see also reasons for termination in **18-C(2), *Voluntary Placement for Children Aged 18 or Older***.

**Procedure:** Notify the service contractor (if the service is purchased and paid by HHS) when the Department plans to remove a child from the supervised apartment living placement.

Provide this notice in writing with the following information:

- The date of removal;
- The reason for the removal;
- The recourse available, if any: and,
- That the contested case (appeal) proceeding does not apply to the removal.

Notify the service contractor ten days in advance of the removal, except when the court orders removal of the child from the placement or there is evidence of neglect or physical or sexual abuse.

## Removal From the Placement

Legal reference: 441 IAC 202.13(2)

**Policy:** The Department may remove a child from a foster care placement when:

- There is evidence of abuse, neglect, or exploitation of the child;
- The child needs a specialized service that the placement does not offer;
- The child's lack of progress shows inability to benefit from the placement;
- There is evidence that the placement is unable to provide the care needed by the child and to fulfill its responsibilities under the case plan; or,
- There is a lack of cooperation of the care provider with the Department.

**Procedure:** When any type of child abuse is suspected in a placement:

- Make an immediate referral to Centralized Intake at the email address **csiu@hhs.iowa.gov** or by phone at the toll-free 24-hour hotline 1-800-362-2178.
- Handle referrals according to the procedures described in **Comm. 164, *Child Abuse: A Guide for Mandatory Reporters***. Also communicate any reports of suspected abuse to your supervisor.

**Practice guidance:** Also communicate the report of suspected abuse to your supervisor and the licensing specialist for the placement.

The child abuse investigation or assessment will involve the licensing worker when the facility is licensed by the Department. The investigation should be carried out jointly by the protective services investigator and the licensing worker to develop a record independent of the abuse investigation report.

Also end a placement when one of the following occurs:

- The child has left placement and the whereabouts of the child are unknown. (See **18-C(2), *Foster Care Placement: Unauthorized Absence from a Foster Care Placement***.
- The care provider requests the child be moved and the Department agrees that this move is in the child's best interest.
- The Department revokes the service contractor's license or approval to operate.

## Notice and Explanation of Removal

Legal reference: 441 IAC 202.13(1)

**Policy:** When the Department plans to remove a child from a placement, the care provider shall be informed in writing of:

- The date of the removal,
- The reason for the removal,
- The recourse available, if any, and
- That the contested case (appeal) proceeding does not apply to the removal.

**Procedure:** Notify the service contractor ten days in advance of the removal, except when:

- The court orders removal of a child from placement, or
- There is evidence of neglect or physical or sexual abuse.

**Practice guidance:** When termination results from a court order, parental demand for the child's return under a voluntary placement agreement, or the child's death or unauthorized absence, the requirement to inform the provider ten days in advance does not apply.

When the placement is terminated because the child has left, issue the form on the day the decision is made.

When services are denied or terminated, provide adequate and timely notice to the youth. To be timely, a notice must be issued ten days before the effective date of the action.