




**STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

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June 29, 2020

**TO:** DCYF Child Welfare and Juvenile Rehabilitation Field Staff

**FROM:** Kwesi Booker, Assistant Secretary of Field Operations and  
Marybeth Queral, Assistant Secretary of Juvenile Rehabilitation 

**SUBJECT:** Process for Incarcerated Foster Youth in Juvenile Rehabilitation facilities

The purpose of this memo is to recognize there are youth served by two DCYF programs - Child Welfare (CW) and Juvenile Rehabilitation (JR). Child Welfare and Juvenile Rehabilitation are committed to working together to serve these youth in an effective and coordinated fashion to ensure the DCYF meets the needs of the children and families.

Coordinated efforts will begin at the time of the youth's Juvenile Rehabilitation commitment.

DCYF JR staff will do the following:

- Within the first 72 hours of the youth arriving on the campus of a JR secure facility, youth meet with an Integrated Treatment Assessment/Intake Specialist who identifies key needs such as mental health issues, dependency, and housing instability. The ITA/Intake Specialist make the initial contact with an identified CW Social Service Specialist to both notify them of the youth intake to JR, request a service plan, and connect them to the JR Reentry Team Meeting (RTM) coordinator and assigned JR Residential Counselor.
- The JR Intake Specialist will also notify the Child Welfare Regional Lead within the first week of commitment. The Child Welfare Regional Lead will ensure the assigned Social Service Specialist is connected and notify the Supervisor and the Area Administrator of the youth's location and provide contact information.
- JR staff will invite the CW SSS to attend the initial reentry team meeting, held within the first 30 days of a youth's intake.
- JR staff will support regular contact with the youth's CW social service specialist as the legal guardian and provide notification to them of any significant changes or needs of the young person. At least 60 days prior to release, JR staff will ask the CW SSS about placement options for the youth. JR staff will support relationship development with any identified placements for youth pre-release.
- The JR team will schedule an RTM at least 30 days prior to the youth's release. JR staff will invite the Social Service Specialist and any identified placement contacts to the release RTM.

- If a youth is on parole, the JR Community Counselor will share information with the CW Social Service Specialist and have routine communication and coordinate case planning activities as needed while a youth is on parole.

The following is the responsibilities of DCYF Child Welfare for youth who are dependent of the State of Washington under court ordered placement, care authority of DCYF and concurrently committed to DCYF Juvenile Rehabilitation.

- The CW SSS will make every effort to attend the initial Reentry Team Meeting whether in person or by phone or web.
- Child Welfare Social Service Specialist will complete monthly health and safety visits with their youth and will have the appropriate shared planning staffings throughout the youth's incarceration.
- Notify Juvenile Rehabilitation at least 30 days prior to a Dependency review hearing, request treatment progress and assessments reports and input from the JR counselor. Discuss youth's participation in the hearing. Discuss the youth's reentry plan as needed.
- Contact the youth to notify them of the upcoming hearing and discuss the contents of the court report.
- Child Welfare Social Service Specialist will participate in the youth's Release Reentry Team Meeting at least 30 days prior to their release, to discuss the youth's treatment, assessments, and reentry transition plan to the community.
- When JR team schedules an RTM 30 days prior to the youth's release the Social Service Specialist will attend. The Child Welfare Social Service Specialist will identify if the youth will be returning home or to an out of home placement. In collaboration with the youth, the family, and the JR team the Child Welfare Social Service Specialist will develop a transitional plan. The Social Service Specialist will provide the placement resource contact information to JR staff as soon as possible.
- The Social Service Specialist will develop and implement a transition plan for the youth that includes (if applicable) visits in the community with the identified placement resource.
- The Child Welfare Social Service Specialist will update the Dependency court report to include a recommendation that the youth follow the conditions of JR parole and provide a copy to the JR staff.
- The Child Welfare Social Service Specialist will update the youth's court report to include information and feedback from the JR community counselor on youth's progress on parole, if the youth is eligible for parole.
- The Child Welfare Social Service Specialist and the JR Community Counselor will share information, have routine communication and coordinate case planning activities for the youth as needed while a youth is on parole.

This memo will be in effect until the CW/JR MOU is updated and converted into a DCYF Policy on crossover youth.

**Child Welfare Regional Leads with Juvenile Rehabilitation**

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|----------|---|--|
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