



**DEPARTMENT of CHILDREN and FAMILIES**  
*Making a Difference for Children, Families and Communities*



Joette Katz  
 Commissioner

Dannel P. Malloy  
 Governor

**POLICY BULLETIN**  
**2015-02**

**Section and Title**      Adolescent Services Policy  
                                   [42-1 Administration](#)  
                                   [42-2 Secondary School](#)  
                                   [42-3 Adolescent and Young Adult Programs](#)  
                                   [42-5 Community Housing Employment Enrichment Resources](#)  
                                   [\(CHEER\)](#)  
                                   [42-6 Working with Detained and Incarcerated Youth](#)  
                                   [42-7 Adolescent Transition Planning](#)  
                                   [42-8 Re-entry to the Adolescent Services Program](#)

**Related Practice Guides**      [Adolescent Services Practice Guide](#)

**New and Amended Forms**      [DCF-777 Attorney Credit Report Letter](#)  
                                   [DCF-778 State’s Attorney Letter re: Credit Fraud](#)  
                                   [DCF-779 Notice at Age of Majority and Agreement for Services Post-Majority \(SPM\)](#)  
                                   [DCF-2084 Adolescent Case Transfer Conference](#)  
                                   [DCF-2092 Adolescent Transition Plan](#)  
                                   [DCF-2095 Application for Re-entry to Adolescent Services Program](#)  
                                   [DCF-2163 Request for Case Management Services \(CHEER and CHAP\)](#)  
                                   [DCF-2166A Adolescent Services Service Agreement](#)  
                                   [DCF-2251 Community Housing Assistance Program \(CHAP\) Contract](#)  
                                   [DCF-2252 Community Housing Employment Enrichment \(CHEER\) Contract](#)  
                                   [DCF-3013 Appointment of Health Care Representative](#)  
                                   [DCF-3014 Living Will](#)

**Effective Date**              April 1, 2015

**Target Audience**            All Social Work Staff

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**Purpose** To update all Adolescent Services Policies (except Post-Secondary Education), add a Practice Guide, update forms.

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**Distribution and Review Process** Via all staff email. To be reviewed by social work chains of command with all social work staff.

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**Suggestions for Improvement** If you have any suggestions for clarifying or improving the attached policy, procedures or forms, please contact: Dr. Linda Dixon at linda.dixon@ct.gov.

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**Sunsetted Policy and Forms**

- 36-80 Treatment: Adolescent Services
- 42-4-1 Adolescents in Foster Care Placement: Special Study Foster Homes
- 42-5-1 Independent Living Program: Community Life Skills Program
- 42-5-2 Independent Living Program: Supportive Work, Education, and Transition Program (SWETP)
- 42-5-3 Independent Living Program: Community Housing Assistance Program (CHAP): Vocational and College
- 42-10-3 Case Planning: Adolescent Transition Plan
- 42-10-4 Treatment Planning: Decision to Decline Services
- 42-15-1 Area Office Adolescent Services Staffing: Social Work Supervisor Responsibilities
- 42-15-2 Adolescent Services Staffing: Adolescent Specialist
- 42-20-15 Support Programs and Services: Youth Advisory Boards
- 42-20-19 Support Programs and Services: High School Senior Year Expenses
- 42-20-22 Support Programs and Services: Household Allowance
- 42-20-25 Support Programs and Services: Driver's Permit and/or License
- 42-20-30 Support Programs and Services: Passing From Care
- 42-20-40 Support Programs and Services: Adolescent Parents' Program
- 42-20-51 Adolescent Reconnection to Birth Family
- 42-21 Appendix of Adolescent Services Related Forms