

Policy to Support Bridges Participants through Temporary and Permanent Moves

A Temporary move is defined as 90 days or less.

This type of move could be caused by a YA wanting to move back home for college summer break or having to care for a relative for a short period of time.

In these cases the initial agency providing services will remain the YA's provider of record. Therefore that agency will continue to be responsible for monthly, or more if needed, face to face meetings in the YA's living situation; assisting with finding suitable housing; administering maintenance payments, quarterly reviews if they fall during that time frame; maintaining eligibility; linking to community resources; developing an emergency plan; and, continuing to provide other supportive services.

A temporary move will not result in the transfer of a case to a new Liaison or provider agency unless it becomes permanent.

A Permanent move is defined as 90 days or more.

In these cases, when a YA wants to relocate to another part of the State that would make continued communication and visitation difficult for the assigned provider agency, then the case would be transferred to a provider in the YA's new region. The YA will have an opportunity to provide input into which agency will serve them, just as they did with the initial provider assignment. The Regional Coordinator will either transfer the case to a new region, or assign a new provider within the current region. They will connect the current and future providers and Regional Coordinators via email. This email connection will be initiated as soon as the current provider notifies the Regional Coordinator of a plan for a permanent move. The newly assigned Liaison will set up a face to face meeting as soon as the YA moves to their new home. There will have to be a good deal of communication between both agencies and the YA to secure housing and other needed resources.

An official case transfer will occur once the YA has officially moved to his/her new location. That is also when the maintenance and administration payments will become effective for the newly assigned agency.

Other Requirements:

- Update Person Record with new address and contact information
- Finish all tasks in SACWIS (e.g. approve Bridges plan) so that the case can be transferred
- All activities must be fully documented in the YA's case activity log
- Regardless if the move is temporary or permanent, it is incumbent on the Young Adult and the Liaison to ensure eligibility is maintained
- Provider agencies are encouraged to work across Regional and County lines to connect the YA to the necessary needed services before, during and after the move