

# TRANSITION PROCESS TIMELINE



PLANNING MEETINGS SHOULD OCCUR BIMONTHLY DURING THE YOUTH'S 17TH YEAR

## 16 YEARS 11 MONTHS

- Complete an initial meeting with the OKSA Transition Team to staff the case.
  - Bring name and contact information for adult supports to include in planning.\*
- Ensure original certified essential documents are in hand.
- Confirm submission of OK Promise application.
- Update youth's personal email and cell phone number in KIDS.
  - If youth does not have a non-school email, assist youth with setting up an email.

## 17 YEARS

- Provide youth with list of their medications and ensure they understand the list.
  - Assist youth with a safe plan to practice medication management.\*

## 17 YEARS 3 MONTHS

- Provide youth with copies of their essential documents to practice safe storage of documents.
- Begin exploring housing pathways with youth.\*
- Discuss educational progress and plans beyond high school, including the number of high school credits earned.\*
- Update education tab in KIDS.

## 17 YEARS 6 MONTHS

- If youth receives social security benefits, assist youth with compiling documents needed and submitting their adult application.\*

## 17 YEARS 8 MONTHS

- Schedule housing assessment with OKSA Helpline.
  - Housing assessment is required for many housing pathways.\*
- Utilize housing assessment results to assist youth with housing plan and alternate plan.

## 17 YEARS 9 MONTHS

- Discuss youth's ability to keep copies of essential documents secure and request document bag.
- Utilize housing assessment recommendations to assist youth with finalizing housing plan and alternate plans.\*
- Ensure youth is in possession of a cell phone with service.
- If youth does not have a bank account, assist them with opening one. Contact OKSA for information on low barrier, free accounts for youth in foster care.

# TRANSITION PROCESS TIMELINE



## 17 YEARS 11 MONTHS

- Provide youth with all applicable essential documents/items from checklist.
- Ensure youth's personal email and cell phone are updated in KIDS.
- Assist youth with selecting their adult medical plan.
- Youth should register for selective service (those assigned male at birth).
- If youth is not signing back into voluntary care, close case on the day the youth turns 18.

\* *Tipsheet Available*

## TRANSITION CHECKLIST

**These items should be provided to the youth upon their exit from care.**

*Oklahoma Statute §10A-1-9-107, Item F requires youth exiting foster care at 18 years of age be provided with certain documents.*

- Certified copy or original birth certificate**
- Original social security card** (with correct legal name)
- Government-issued photo ID** (state ID, driver's permit, driver's license, passport)
- Tribal membership card (if applicable)
- CDIB card (if applicable)
- Copy of educational records**
- Copy of medical records, including immunization record**
- Health insurance information (card or number)**
- Custody verification & Ward of the Court letter (OKSA can assist with this)**
- Contact information for OKSA Helpline
- List of medications, dosage, diagnoses and any allergies
- Copy of most recent SSI award letter
- Death certificate for deceased parent (if applicable)
- Bank account information
- Fireproof document bag (OKSA can assist with this)
- Cell phone with service (OKSA can assist with this)



Call or text OKSA  
**(800) 397-2945**



Visit our website  
**OKSA.ou.edu**



Email us  
**OKSA@ou.edu**