



**TEXAS**  
Department of Family  
and Protective Services

# **Personal Documents for Youth**

## **Resource Guide**

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# Personal Documents for Youth Ages 15 and 18

See the following policy in the CPS Handbook:

[6452 Personal Documents Provided to Youth](#) and its subitems:

- [6452.1 Personal Documents Provided to Youth Before Age 16](#)
- [6452.2 Personal Documents Provided to Youth Before Age 18](#)

## When to Provide Required Documents

DFPS is required to provide personal documents and other information to a youth:

- When the youth exits DFPS conservatorship.
- When the youth emancipates.
- Before a youth turns age 16 or age 18 (depending on when the youth came into care).

Best practice is to provide the documents at least six months before the youth turns 16 or 18.

## List of Required Documents

DFPS is required to provide the following documents to the youth:

- Birth certificate (photocopy and either the original or certified copy).
- Social Security card (photocopy and either the original or replacement card).
- Personal identification card or driver license issued by the Texas Department of Public Safety (DPS) (photocopy and original).
- Health passport.
- Immunization Records.
- Proof of Medicaid Enrollment.
- Medical Power of Attorney Forms 2559A and B.
- A copy of or notification that a credit report has been run (annually from ages 14 up to 18).

## Other Documents

Other documents may include:

- Citizenship Records/Passport.
- Request from Former Foster Youth for Case Records [Form 4884 \(Spanish\)](#)
  - A youth formerly in foster care may also submit Form 4884 [online](#).
- Family Tree Report.

## Resources to Access Personal Documents

### Birth Certificates

CPS State Office orders birth certificates for all youth in DFPS conservatorship at age 15. Upon receipt, the original or certified copy of the birth certificate is sent to the regional designee to provide to the caseworker. The caseworker or local permanency specialist will deliver the birth certificate to the youth in person and have them sign Form [2527](#) or [2528](#). In addition, the caseworker will check the new indicator box on the Child's Plan of Service in IMPACT. Copies of these birth certificates are maintained at State Office.

The caseworker must follow instructions in CPS Handbook [1520 Obtaining Certified Birth Certificates and Printing Birth Records Screenshots](#) if the youth:

- Was born out of the country.
- Comes into foster care later than age 15.
- Needs a birth certificate at an earlier age such as for an adoption or to resolve negative credit history.
- Loses the birth certificate previously provided by DFPS.

The CPS foster care eligibility specialists access the Department of State Health Services (DSHS) BVS system, which allows them to verify birth information and order certified or original birth certificates for children and youth in DFPS conservatorship who were born in Texas. See [1520 Obtaining Certified Birth Certificates and Printing Birth Records Screenshots](#) for additional information on requesting birth certificates.

### Social Security Card

If the child or youth has never had a Social Security number (SSN) issued by the Social Security Administration (SSA), the child or youth's caseworker completes the Social Security Administration's [Application for a Social Security Card Form SS-5](#) and coordinates with the regional SSI coordinator and other regional staff to process the request for a new SSN.

Use these same steps to request a replacement Social Security card.

### Driver License or State Identification Card

To obtain either a Texas driver license or state identification card, use both:

- [Form 2042 DFPS Youth or Young Adult in Foster Care Residency Verification for a Driver License or State Identification Card Fee Waiver](#) (provided by CPS caseworker).
- [DPS Form DL-14A](#) (17 and 10 months or older) or [DL-14B](#) (under 17 and 10 months).

Application forms are submitted at the Department of Public Safety (DPS) office. The DPS website contains the forms, a list of required documentation, and other information related to driver license and State ID card requirements.

## **Paying for a Driver License or State Identification Card**

Fees for a driver license or state identification card are waived for youth in DFPS conservatorship and young adults in DFPS paid foster care, subject to availability of funds in the DPS Identification Fee Exemption Account.

Funding to pay the costs of a personal identification certificate or driver's license may be accessed from other sources if funding is available. These sources include:

- DFPS regional funds.
- Child welfare boards.
- Rainbow Rooms.
- Community resources.
- Transition centers.
- PAL funds.

## **Health Passport and Immunization Records**

Superior Health Plan Network's Health Passport (<http://www.fostercaretx.com/>) is a web-based, secure application built using core clinical and claims information to deliver relevant health care information when and where it is needed. Using the Health Passport, providers can improve care coordination, eliminate waste, and reduce errors by gaining a better understanding of a person's medical history and health interactions.

The Health Passport is not an Electronic Medical Record. It will not contain ALL immunizations, visits, allergies, labs, or medications, but rather only those that Superior is made aware of via claims and or state supplied data.

For more information about Medicaid eligibility, see the following policy in the CPS Handbook:

- [1535 Medical Coverage for Children in Foster Care](#) and all subitems
- [1544 Medicaid for Young Adults Who Age Out of Foster Care](#)

For young adults formerly in foster care, find more information about available benefits and renewing or updating Medicaid benefits at [Your Texas Benefits](#).

## **Health Passport Benefits**

Improves care coordination by connecting authorized providers, state agencies, and medical consenters with health information from various facilities.

- Allows providers to monitor compliance with prescription regimens.
- Reduces duplicate diagnostic tests.

- Reduces risk of medication, allergy, and chronic problems interactions.
- Increases communication between the main stakeholders in the member's care plans.

## **Health Passport Information**

Once securely accessed, the Health Passport presents the authorized user with information including:

### **Medications**

The Health Passport presents a summary of medications. With a single click, providers and authorized users (e.g. child's caregiver) can access more detail, including the name of the prescription, the prescribing clinician, date filled, dosage, quantity, dosage instructions, and formulary information. The aggregation of medication information can significantly reduce incidents of drug-drug, drug-allergy, and drug-food interactions. A provider may also enter over the counter and/or sample drugs prescribed or given to the member.

### **Visit History**

With the Health Passport, providers and authorized users can view past visits that illustrate the description of the service, treating provider, diagnoses, and the service date. \*

### **Vital Signs**

Providers can use interactive documentation to chart vital signs in the Health Passport at the point-of-care.

### **Lab Results**

Providers typically only have lab results for tests that they ordered. However, by using the Health Passport authorized providers have access to all collected lab results. The solution uploads this information from contracted labs. Authorized users can then review the child's lab results.

### **Immunizations**

This section displays a comprehensive list of a person's immunizations collected from Immtrac, the state's immunization registry.

### **Allergies**

Providers can use interactive documentation to chart allergies at the point-of-care. Once charted, the solution automatically checks the allergy for medication interactions. Authorized users can review the child's allergy information.

### **Texas Health Steps (THSteps)**

Electronic documentation of well-child screenings and forms.

## **Accessing Health Passport**

To obtain a Health Passport, young adults must register either:

- When turning age 18 and leaving DFPS foster care.

- Before leaving DFPS extended foster care.

CPS staff help youth and young adults obtain their IMPACT Person ID (PID) and register as a Health Passport user. For information about registering, see [Health Passport – A Guide to Medical Services at CPS](#).

See the following policy in the CPS Handbook:

- [11240 Using the Health Passport](#)
- [Medical Services Resource Guide](#), under *Using the Health Passport*

## Immunization Records

DFPS is responsible for locating and providing copies of immunization records to a youth who has opted out of the STAR Health program if these records are not currently in the youth's Health Passport. To request immunization records, go to: Department of State Health Services (DSHS) Immunizations [ImmTrac2 Registry Home](#).

## Medical Power of Attorney Information

Three months (90 days) before a youth turns 18 and leaves conservatorship, CPS provides the youth with information on the importance of designating a health care or medical power of attorney (MPOA), who will make health care treatment decisions on behalf of a youth if the youth is comatose or incapacitated and unable to participate in these decisions. CPS staff must provide the youth with the option to execute a medical power of attorney, health care proxy, or other similar document recognized under state law.

CPS staff must review the Medical Power of Attorney Information Sheet ([Form 2559A](#)) and a Medical Power of Attorney Designation Health Care Agent Form ([Form 2559B](#)) with the youth or the youth's caregiver. If the youth chooses to complete and sign an MPOA, this must occur **after** the youth turns age 18.

CPS staff, the youth, the caregiver, or a combination of these parties as appropriate, must sign the bottom of the MPOA information sheet acknowledging that this information was reviewed with the youth, caregiver, or both, and that the documents were provided.

## Credit Reports

See the following policy in the CPS Handbook:

[6453 Consumer Credit Reports](#) and its subitems:

- [6453.1 Credit Reports for Youth 14 Through 17](#)
  - Case Plan Documentation
  - Credit Reports with Discrepancies
  - Requesting Individual Credit Reports



- Fraud Alert or Credit Freeze
- [6453.2 Credit Reports for Young Adults in Extended Foster Care](#)

## What is a Credit Report?

A credit report is a record of a person's credit activities. It lists any credit card accounts or loans the person has, the balances, and how regularly payments are made, as well as identifying information. Credit reporting agencies (CRAs), also known as credit bureaus, are national private companies that sell the information in credit reports to creditors, insurers, employers and other businesses that use it to evaluate a person's applications for credit, insurance, employment, or renting an apartment.

## Should Youth in Foster Care Have a Credit Report?

No. Because minor children do not usually have the legal capacity to sign a contract or apply for credit on their own, most children and youth do not have credit reports. Therefore, if a credit report does exist for a person younger than 18, whether in foster care or not, it may be due to error, fraud or identity theft. The credit reporting agencies will not knowingly disclose credit report information for a minor, except to a parent, guardian, or custodian of the child.

## Annual Batch Credit Reports

DFPS has agreements with TransUnion, Equifax, and Experian to run credit reports on behalf of youth in DFPS conservatorship. CPS State Office runs an annual batch report with these three CRAs on youth ages 14 up to age 18 who are in DFPS conservatorship. CPS places these reports in an identified file for CPS staff to access or sends the files to Single Source Continuum Contractors (SSCC's) for storage and access for Community-Based Care (CBC) staff.

Staff must inform youth that a credit report was run. Staff must document this conversation in the youth's case record.

## Requesting Individual Credit Reports

For youth ages 14 up to age 18, both CPS and SSCC staff may make individual requests to CPS State Office if:

- There are suspicions or proof that a youth's Social Security number has been used to open business accounts (such as credit cards, utilities, or mobile phone service).
- If a youth, age 17, recently came under the conservatorship of DFPS (i.e. a youth was removed at age 17).
- There is a court order requesting DFPS run a credit report.

Send requests for individual credits reports to [CPSCreditReports@dfps.texas.gov](mailto:CPSCreditReports@dfps.texas.gov). Be sure to include the youth's name, PID, legal region, and the **reason for the request**, along with any other relevant information for the request.

## Disputing Negative Information

If a youth shows any credit activity, the CPS State Office liaison sends a letter of dispute to the credit reporting agencies for resolution and to clear the youth's credit report.

Send requests to dispute credit activity to [CPSCreditReports@dfps.texas.gov](mailto:CPSCreditReports@dfps.texas.gov). Staff need to follow the directions and guidelines outlined in the [Credit Report Directions](#) document, available to staff on the DFPS Safety Net [Credit Reports for Youth](#) page.

## Young Adults 18 and Older in Extended Foster Care

See [6453.2 Credit Reports for Young Adults in Extended Foster Care](#).

Young adults 18 and older are encouraged to request their own credit reports from this website: [www.annualcreditreport.com](http://www.annualcreditreport.com). If the young adult is in extended foster care, the caseworker or PAL staff can explain the credit report to the young adult and help them navigate the website.

## Citizenship Records

Contact the regional immigration specialist for information regarding a youth in conservatorship who has an undetermined status, permanent resident, or other qualified alien. The immigration specialist can assist in obtaining any missing records as well as provide any updates on the youth's immigration status. See the [immigration specialists contact information](#).

## Case Record and Personal Documents Requests

Youth or young adults formerly in foster care may request a copy of their DFPS case record and personal documents at no charge. The youth or young adult must complete and follow the directions on Request from Former Foster Youth for Case Records ([Form 4884](#), also available in [Spanish](#)) or complete the request [online](#). The youth or young adult can access the form by:

- Going to the [Requesting My Case Record](#) section of the DFPS website.
- Contacting their former CPS caseworker.
- Contacting their Preparation for Adult Living (PAL) staff.

## Documents for Youth Changing Placements or Transitioning Out of Foster Care

### Documents for Youth Changing Placements

For the list of required documents that a youth and/or caregiver need for placement changes, see the Placement Summary [Form 2279](#). This form is required by CPS Handbook policy section [4121 Prepare the Child or Youth and Caregivers for the Move](#).

## Maintaining a Checklist of Materials for a Youth Transitioning Out of Foster Care

Caseworkers may use the checklist below to track each item provided to the receiving family or youth transitioning to adulthood. When the checklist is complete, the primary caseworker:

- Notes the dates in the case record.
- Files the checklist in the case record.

The items that are needed include, but are not limited to, the following (if an item does not apply to the child or youth, the caseworker writes NA in the record):

- Copying and filing materials.
- Information and Document checklist.
- Additional items and information to be provided to youth age 18.

Staff may develop a separate checklist from the information below to insert into the records with check boxes by each item and note the date that each piece of information was provided to the receiving family and child or youth.

### Copying and Filing Materials

Before providing materials to the receiving family or youth, the caseworker must ensure there are copies in the child's case file. For youth turning age 18, refer to [6452.2 Personal Documents Provided to Youth Before Age 18](#).

### Information and Documents Checklist

Required content for leaving care is flagged by an asterisk (\*).

- \_\_\_\_\_ \*The original birth certificate or certified copy, or both
- \_\_\_\_\_ \*Original Social Security card or replacement card, if applicable
- \_\_\_\_\_ \*Photographs, mementos, and any scrapbook or collection of materials that may have been assembled while the youth was in care
- \_\_\_\_\_ \*Clothing, personal effects, and toys
- \_\_\_\_\_ \*A copy of the final court order (the family's attorney should provide a copy, but the caseworker must confirm that the family has received it before closing the case)
- \_\_\_\_\_ \*The Educational Portfolio (green binder), which includes school transcripts, report cards, test scores, and special education records
- \_\_\_\_\_ \*The Health Passport
- \_\_\_\_\_ Medical and dental reports, exams, and logs that are not in the Health Passport

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\_\_\_\_\_ Details on follow-up medical and dental appointments that are scheduled or need to be scheduled

\_\_\_\_\_ \*Record of immunizations

\_\_\_\_\_ Psychological evaluations and a determination of intellectual disability, if applicable

\_\_\_\_\_ Original Medicaid card to include the Star Health card, which is valid until the end of the month that the child leaves care

\_\_\_\_\_ Ensure that the new caregiver knows how to apply for Medicaid or the Children's Health Insurance Program (CHIP) and if not, help the caregiver do so

\_\_\_\_\_ SSI application and supporting documentation, if applicable (ensure that the SSI application has been completed or that the payee on any of the youth's benefits has been transferred to the caregiver or guardian, if appropriate)

\_\_\_\_\_ Medication (if the prescription is nearly empty, the caseworker or caregiver must provide a current refill to give the receiving family time to make an appointment with a physician to get the prescription refilled)

\_\_\_\_\_ A Texas Health Steps brochure

\_\_\_\_\_ Certificate of Citizenship or Naturalization, passport, Legal Permanent Resident Card (green card), or other legal immigration identification document

\_\_\_\_\_ ACCESS GRANTED – [Texas Foster Care Handbook for Youth](#)

## **Additional Items and Information to Be Provided to Youth Age 18**

- Address Confidentiality Program (OAG-ACP)
- \*Almost 18? Form 2558 (letter) Youth Transition Portfolio and Transition Plan Reviews within 90 days of Turning 18 and 90 days of Leaving Extended Care
- \*Bank Account – Transfer to Name of Youth (if applicable)
- College Scholarship Information, (FAFSA; College for All Texans)
- \*Driver's license or Texas Personal Identification Certificate (Texas Department of Public Safety)
- Education and Training Voucher (ETV) program information
- Employment Preference Eligibility Information (if eligible)
- Extended Care Program Information/Brochure
  - May include signed Form 2540 Voluntary Extended Foster Care Agreement (VEFCA)
- Housing resource referrals information or list such as for the FYI, FUP and 811 housing voucher programs
- 2-1-1 Information

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- Legal rights in Texas information, including informed consent
- \*Medical Power of Attorney Information:
  - Form 2559a Information Concerning the Medical Power of Attorney
  - Form 2559b Medical Power of Attorney, Designation of Health Care
- \*National Youth in Transition Database (NYTD) information (as applicable)
- PAL Aftercare service contract providers contact numbers, local and statewide
- PAL Aftercare Room and Board (ACRB) and transitional living allowance (TLA) Information
- PAL (Statewide) staff contact information
- List of region-specific services and community resources
- Request for Records Form
- Return to Care Program information/brochure
- Form 2532 Ability to Return for Extended Foster Care
- Texas Youth Connection website address
- Texas Youth Hotline information (1-800-989-6884)
- Texas Workforce Commission website for youth
- Other employment referral resources
- \*Transitional Medicaid/Star Health Fact Sheet
  - Information on health care benefits for Foster Care Youth in Higher Education (FFCHE)
- Transition center locations and contact information
- Child's Plan of Service
- \*Tuition and fee waiver information and letter
- Voter registration card
- W-2 forms for income tax filing, if applicable
- Youth leadership/alumni opportunities
- Youth specialist – regional and state contact information