



TEXAS

**Department of Family
and Protective Services**

Child Protective Services

**Accessing Personal
Documents for Youth
Resource Guide**

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PERSONAL DOCUMENTS FOR YOUTH AGES 16 AND 18

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

REQUIRED DOCUMENTS

See:

[6452.1](#) Personal Documents Provided to Youth at Age 16

[6452.2](#) Personal Documents Provided to Youth by Age 18

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

- when a youth exits DFPS conservatorship;
- when the youth emancipates; or
- at least 6 months before a youth turns age 16 or age 18 (depending on when the youth came into care).

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

- Birth certificate (copy and original)
- Social security card (copy and original)
- Personal identification card or driver license issued by Texas Department of Public Safety (DPS) (copy and original)
- Case Record and Personal Documents Request
- Health passport
- Immunization Records
- Proof of Medicaid Enrollment
- Medical Power of Attorney Forms 2559 A and B
- A copy of or notification that a Credit Report has been run (annually from ages 14 up to 18)

Other documents may include:

- Citizenship Records/Passport
- Case Record Request Form 4884
- Family Tree Report

RESOURCES TO ACCESS PERSONAL DOCUMENTS

Birth Certificates

The CPS foster care eligibility specialists access the Department of State Health State Service's (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 Screen-Printing Birth Records for additional information on requesting birth certificates.

Social Security Card or a Replacement 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 [Form SS-5 SSA form](#) and coordinates with the regional SSI coordinator and other regional staff to process the request for an SSN. Use these same steps to request a replacement social security card.

State Identification Card

A **certified or original birth certificate** and other additional records or supporting documentation (proof of residency) **MUST** be submitted with a DPS application to obtain either a Texas driver's license or

personal identification card. The [Texas Department of Public Safety](#) website contains the DPS application and a list of required documentation, records, and costs associated with purchasing these documents. There is a fee to obtain a state identification card but fees are waived if the youth or young adult is applying for a driver license and the youth or young adult is in DFPS paid foster care.

Case Record and Personal Documents Request

Former foster youth may request a copy of their DFPS case record and personal documents at no charge. The young adult must complete and follow the directions on Form [4884](#) Former Foster Youth's Request for Personal Records. The young adult can access the form by:

- contacting his or her former CPS caseworker;
- contacting his or her PAL staff; or
- clicking on the legal section on [Texas Youth Connection](#) website.

Health Passport/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 healthcare 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.

Recognized 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 members care plans.

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 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. 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.
- **Visit History** – With the Health Passport, providers 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.*
- **Immunizations** – This section displays a comprehensive list of a person's immunizations collected from Immtrac.*
- **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.
- **Texas Health Steps (THSteps)** – Electronic documentation of well-child screenings and forms.

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

- when turning age 18 and leaving DFPS foster care; or
- before leaving DFPS extended foster care.

CPS staff help youth and young adults obtain an 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:

[11240](#) Using the Health Passport

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

Immunization Records

The primary caseworker 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: [DSHS Immunization Records](#)

For more information about available benefits and renewing and updating Medicaid benefit visit [Your Texas Benefits](#).

Medical Power of Attorney Information

Ninety days before a youth turns 18 and leaves care, CPS provides the youth with information on the importance of designating a healthcare or medical power of attorney (MPOA), who will make healthcare 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, healthcare 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 caretaker. If the youth chooses to complete and sign an MPOA, this must occur after the youth turns age 18.

CPS staff, the youth, the caretaker, 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, caretaker, or both, and that the documents were provided.

Credit Reports

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

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) 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 a home.

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.

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 and to inform the youth that a credit report has been run for them. CPS staff must document this conversation in the youth's case record.

For youth ages 14 up to age 18, staff may make *individual requests* to state office if:

- there are suspicions or proof that a youth's social security number has been used to open business accounts;
- if a youth, age 17 recently came under the conservatorship of DFPS; or
- by a court order requesting DFPS run a credit report.

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 for credits reports to CPSCreditReports@dfps.state.tx.us

Young Adults 18 and Older in Extended Foster Care

See [6454.2](#) 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. If the young adult is in extended foster care the CPS caseworker can explain the credit report to the young adult.

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 specialist](#) contact information.

Family Tree Report

A youth or young adult may request a copy of his or her Basic Family Tree Report through [Form 4885](#) Request for Records in the "Other" category. CPS only releases a Basic Family Tree Report to a youth or young adult through a formal Request for Records and after the report has gone through the record redaction process.

AVAILABLE FUNDING SOURCES

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; or
- PAL funds.

DOCUMENTATION FOR YOUTH CHANGING PLACEMENTS OR FOR YOUTH TRANSITIONING OUT OF FOSTER CARE

MAINTAINING A CHECKLIST OF MATERIALS FOR A CHILD CHANGING PLACEMENTS OR FOR YOUTH TRANSITIONING OUT OF FOSTER CARE

Caseworkers may use the following checklist 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 child's record or youth's transition plan; and
- files the list in the family's or transitioning youth's record.

The items the family and child or youth transitioning out of foster care will need 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 copy the materials and file them in the child's record. For youth turning age 18, refer to [6452.2](#) Personal Documents Provided to Youth by Age 18.

Information and Document Checklist

Required content for changing placements and leaving care is flagged by an asterisk (*).

- *The original birth certificate or certified copy, or both
- *Original Social Security card or application for duplicate 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
- Medical and dental reports, exams, and logs
- *The Health Passport
- 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 child's or 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
- 2-1-1 Information
- 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
- Transition plan – copy
- **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