



**TEXAS**  
Department of Family  
and Protective Services



**Child  
Protective Services**

# **Personal Documents for Children and Youth Resource Guide**

---

**October 2024**

# Table of Contents

<b>Overview</b> .....	<b>4</b>
List of Personal Documents.....	4
When to Provide Documents .....	5
General Requirements and Exceptions.....	7
When to Obtain Documents .....	8
Inaccuracies .....	8
<b>1. Birth Certificate</b> .....	<b>9</b>
Requirements .....	9
How to Obtain .....	10
<b>2. Social Security Card</b> .....	<b>14</b>
Requirements .....	14
How To Obtain .....	16
<b>3. Driver License or State ID Card</b> .....	<b>18</b>
Required Documentation .....	19
Form 2042 Residency Verification .....	20
The DPS Application .....	23
Applying for a Driver License or State ID Card at DPS.....	27
Driver License Assessment and Approval Process .....	28
Reassessing a Youth Before or After Receipt of a Driver License .....	30
Canceling or Withdrawing a Driver License .....	31
Unpaid Traffic Violations or Citations .....	32
Youth Placed Out of State.....	33
Youth Born Out of Country .....	33
IMPACT Documentation.....	33
Insurance .....	35
<b>4. Driver’s Education</b> .....	<b>36</b>
Eligibility .....	36
How to Apply .....	37
<b>5. Health Passport</b> .....	<b>39</b>
Requirements .....	39
Benefits .....	40
Information Available.....	40
Accessing the Health Passport.....	42
<b>6. Immunization Records</b> .....	<b>43</b>
<b>7. Proof of Medicaid Enrollment</b> .....	<b>44</b>
<b>8. Proof of Foster Care</b> .....	<b>45</b>

<b>9. Medical Power of Attorney.....</b>	<b>46</b>
<b>10. Credit Reports .....</b>	<b>47</b>
Should Youth in Foster Care Have a Credit Report? .....	47
Youth Annual Batch Credit Reports .....	47
Requesting Individual Youth Credit Reports.....	48
Disputing Negative Information on a Youth’s Credit Report.....	49
Young Adults 18 and Older in Extended Foster Care .....	49
<b>11. U.S. Citizenship and Immigration .....</b>	<b>50</b>
U.S. Passport.....	50
U.S. Citizenship and Immigration Status.....	50
Requirements .....	52
How to Obtain .....	52
<b>12. Youth Changing Placements or Transitioning Out of Foster Care .....</b>	<b>54</b>
Information and Documents Checklist .....	54
<b>13. Former Youth in Foster Care Case Records Requests.....</b>	<b>59</b>
<b>List of Acronyms .....</b>	<b>60</b>

# Overview

## List of Personal Documents

The Department of Family and Protective Services (DFPS) is required to provide the following documents listed in Figure 1 to children or youth in conservatorship.

### Figure 1. Personal Documents for Children and Youth in DFPS Conservatorship

#### Personal Documents

- **Birth certificate:** Photocopy and either the original or certified copy;
- **Social Security card:** Photocopy and either the original or replacement card;
- **Driver license or state identification (ID) card:** Photocopy and original issued by the Department of Public Safety (DPS) (see [Youth Placed Out of State](#) for youth residing outside of Texas);
- **Health Passport;**
- **Immunization records;**
- **Proof of Medicaid enrollment:** Medicaid card or other proof of the youth's enrollment in Medicaid or an insurance card from a health plan that provides health coverage to foster youth;
- **Proof of Foster Care:** Form 4200 Foster Care Verification;
- **Medical Power of Attorney:** Forms [2559A](#) and [2559B](#); and
- **Credit report.**

## When to Provide Documents

In some cases, a child or youth may need their personal documents regardless of age. Examples may include, but are not limited to:

- A child age 13 who plans to start working at 14 may need their birth certificate.
- A child age 10 will need a passport to travel outside the U.S. to visit relatives.

It is best practice to provide documents to the child or youth **prior to** the age listed below in Table 1. Examples may include, but are not limited to:

- A **15-year-old** youth in conservatorship should be given their birth certificate, Social Security card, and state ID months before the youth turns 16.
- A youth who is likely to turn 18 while in conservatorship should also be given all the other listed documents several months before they turn **18**.

Table 1 lists the **absolute latest** age or situation that a child or youth in DFPS conservatorship must be given the document.



### Note

*A child or youth can be given a personal document sooner than the age listed in Table 1.*

**Table 1. Deadlines for Providing Personal Documents to Children and Youth in DFPS Conservatorship**

Document	Deadline
Birth certificate	<ul style="list-style-type: none"> <li>• On the day the youth turns <b>16</b>; or</li> <li>• As soon as possible if the youth enters DFPS conservatorship at <b>16 or older</b>.</li> </ul>
Social Security card	<ul style="list-style-type: none"> <li>• On the day the youth turns <b>16</b>; or</li> <li>• As soon as possible if the youth enters DFPS conservatorship at <b>16 or older</b>.</li> </ul>
Driver license or state ID card	<ul style="list-style-type: none"> <li>• On the day the youth turns <b>16</b>; or</li> <li>• As soon as possible if the youth enters DFPS conservatorship at <b>16 or older</b>.</li> </ul>
Health Passport	At least <b>30 days</b> before the youth leaves DFPS conservatorship.
Immunization records	At least <b>30 days</b> before the youth leaves DFPS conservatorship.
Proof of Medicaid enrollment	At least <b>30 days</b> before the youth leaves DFPS conservatorship.
Proof of Foster Care	<ul style="list-style-type: none"> <li>• As needed after <b>age 13</b>; or</li> <li>• At least <b>30 days</b> before the youth leaves DFPS conservatorship.</li> </ul>
Medical Power of Attorney	At least <b>90 days</b> before the youth leaves DFPS conservatorship.
Credit report	<b>Every fiscal year</b> the child or youth is in DFPS conservatorship, starting at age <b>14</b> and ending at age <b>18</b> .
Passport, immigration, or U.S. citizenship documents	<ul style="list-style-type: none"> <li>• Any age as needed; or</li> <li>• At least <b>30 days</b> before the youth leaves DFPS conservatorship.</li> </ul>

## General Requirements and Exceptions

In addition to age requirements for when a child or youth is in DFPS conservatorship, the documents listed in this guide are given to the child's parent or legal guardian when the child exits DFPS conservatorship at any age, including:

- Family reunification;
- Adoption; or
- Permanent managing conservatorship (PMC) to another person (e.g., noncustodial parent, relative, fictive kin, etc.).

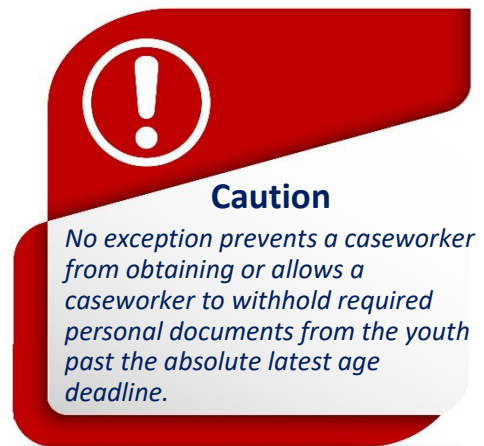


See [CPS Policy 6180 Discharging Children from Substitute Care](#).

Personal documents must be given to the youth regardless of frequent placement changes or the possibility of the youth losing the document. The caseworker has a duty to work with caregivers and the youth to ensure documents move when the youth changes placements and develop strategies and goals to prevent the loss of personal documents.

Also, personal documents are required regardless of permanency plan. In other words, a child or youth's need for personal documents does not require the permanency plan to be independent living.

A youth has just as much right and need to their personal documents if the permanency goal is family reunification, adoption, or any other goal.



## When to Obtain Documents

Since many of these documents take time, travel, effort – and sometimes money – to obtain, the caseworker or other staff should begin the process of obtaining the documents at least **six months to a year** ahead of time. If a child is born out of state, it can take more than a year to obtain the birth certificate; therefore, starting the process as early as **age 14** is recommended.

If a youth enters care after age 16, efforts must immediately begin to obtain and provide the required documents. The youth needs them for the same reasons as youth who enter care before age 16. Personal documents are critical to a youth's successful transition to adulthood.

For other purposes, the caseworker must begin the process as soon as they know the document is needed. For example, the caseworker will need original or certified copies of the birth certificate and Social Security card to dispute negative information for a child age six who has fraudulent history on their credit report. Once the caseworker knows there is negative information that needs to be disputed, the caseworker begins the process to obtain documents.

## Inaccuracies

A person with inconsistencies in identification documents will encounter many barriers in life, including difficulty obtaining a state ID card or driver license, employment, or access to financial aid.

If there is a discrepancy between DFPS records and the name, spelling of the name, or Social Security number (SSN) on other documents, the inaccuracy must be corrected. Caseworkers should seek assistance in resolving any inconsistencies and notify the people listed in Figure 2.

### **Figure 2. Persons Caseworks Should Notify of Inaccuracies in Identification Documents for Children and Youth in DFPS Conservatorship**

#### **Caseworkers Should Notify the:**

- Caregiver;
- Child or youth;
- **Regional Supplemental Security Income (SSI) coordinator;**
- Court;
- Attorney ad litem; and
- Court Appointed Special Advocate (CASA) or guardian ad litem.



# 1. Birth Certificate

Youth have a right to their birth certificate by law. Birth certificates are needed for the following:

- Obtaining other forms of documentation such as a passport or state ID;
- Employment;
- Housing;
- School or sports enrollment
- Obtaining other records; and
- Disputing negative credit report information.

## Requirements

At a minimum, the caseworker or other staff must ensure a youth possesses an original or certified copy of the birth certificate at the times listed in Figure 3.

**Figure 3. Circumstances When a Youth Must Receive a Birth Certificate**

### Youth Must Receive a Birth Certificate:

- On or before the date on which the youth turns **16 years old**;
- Before the youth turns **18 years old** and exits DFPS conservatorship or is legally emancipated;
- Before the young adult exits Extended Foster Care; and
- When the youth is **16 or older** and does not possess a birth certificate for any reason.
  - ▶ This includes if the document is lost or destroyed, not provided to the youth prior to turning 16, or the youth entered DFPS conservatorship at age 16 or 17.



### Note

*The youth or young adult needs a photocopy of their birth certificate in addition to the original or certified version.*

## Form 2527 or 2528 Completion

When a youth is given their birth certificate, [Form 2527 Personal Documents Checklist – Age 15](#) or [Form 2528](#) is signed by the youth (and/or the caregiver when appropriate).

## IMPACT Documentation

The caseworker must do the following steps described in Figure 4 to update IMPACT when a youth receives their birth certificate.

### Figure 4. Steps to Update IMPACT Once a Youth Receives Their Birth Certificate



Check the indicator box for the birth certificate on the Child’s Plan of Service in IMPACT in the Transitioning to Successful Adulthood (for youth age 14 and older) section.

Personal documents provided to youth:		
<input checked="" type="checkbox"/> Birth Certificate	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Valid Driver’s License/State ID



Upload a photocopy of the birth certificate into OneCase under the Vital Documents tab.

## How to Obtain

### Youth Turning 15

CPS State Office orders birth certificates for all youth in DFPS conservatorship when the youth turns 15 while already in conservatorship. 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. Photocopies of these birth certificates are maintained at State Office, but the caseworker should also upload the photocopy into OneCase under the Vital Documents tab.

## All Other Ages

The caseworker must follow [CPS Policy 1520 Obtaining Certified Birth Certificates and Printing Birth Records Screenshots](#) in the circumstances listed in Figure 5 for all ages of children and youth in DFPS conservatorship.

**Figure 5. CPS Policy 1520 Situations**

### If the Child or Youth:

- Was born out of the country;
- Comes into foster care after the month in which the youth turned 15;
- Needs a birth certificate at an earlier age such as for an adoption or to resolve negative credit report history; and
- Loses their birth certificate.



## Request Options

Three options are available to obtain a child or youth's birth certificate as listed in Figure 6.

**Figure 6. Options for Obtaining a Child or Youth's Birth Certificate**

### 1. Department of State Health Services Vital Statistics System

DSHS allows the Child Protective Services (CPS) foster care eligibility specialists to verify birth information and order certified or original birth certificates for children and youth in DFPS conservatorship born in Texas. Caseworkers should coordinate birth certificate needs with the CPS foster care eligibility specialist.

### 2. County Birth Certification Office

Some local birth certificate offices may provide birth certificates for a child born in any Texas county.

- Check with the local office or online via the [DSHS Order Records Locally webpage](#) to find county offices providing this service.
- Caseworkers who go in person to the county office where the child was born must obtain or use their own funds to order the birth certificate. If using personal funds, caseworkers may be reimbursed by following [CPS Policy 1521.5 Request Reimbursement if Personal Funds Must Be Used to Obtain Certificate](#).

### 3. Youth or Young Adult Application

Youth and young adults in foster care may apply for a replacement Texas birth certificate with the state registrar, a local registrar, or a county clerk, if they lose the birth certificate provided to them or cannot wait for DFPS to obtain the copy.

- The youth or young adult must complete **Form 2042 DFPS Youth or Young Adult in Foster Care Residency Verification for a Driver License or State Identification Card Fee Waiver** to:
  - ▶ Prove they are in foster care;
  - ▶ Obtain the birth certificate for free; and
  - ▶ Not have a parent or guardian apply if they are under age 18.  
(See also **Form 2042 Residency Verification for Fee Waiver.**)
- Documents to prove their identity are also necessary such as: school or work ID; Social Security card; Medicaid card; official school transcript; recent medical record or bill; paycheck stub; and/or bank account statement.
- The youth or young adult may need assistance in navigating the process.



#### Note

*The availability of the youth or young adult application option does not excuse the DFPS requirement to obtain and provide a birth certificate.*



#### More Information

*See the **DSHS Requirements for Mail/In-Person Orders webpage** and the **Texas Foster Youth Justice Project website**.*

Also see the **[DSHS Requirements for Mail/In-Person Orders webpage](#)** and **[Texas Foster Youth Justice Project website](#)**.

## Children Born Outside the Country

Obtaining a birth certificate for a child or youth born outside of the United States (U.S.). can be a time intensive and difficult process.

Caseworkers are not expected to have the knowledge to assess the non-U.S. born youth's status and incorrect determinations can set the identification documents process back years.

See [Immigration and U.S. Citizenship](#).

Staff must contact the [regional immigration specialist](#) to determine what is needed and the necessary steps. The regional immigration specialist responsibilities are listed in Figure 7.



### Note

*Immigration status and citizenship are different and should not be confused with one another.*

### Figure 7. Regional Immigration Specialist Responsibilities

#### Regional Immigration Specialists:

- Are familiar with the complex laws and documents related to immigration status and possible citizenship status; and
- Can assess:
  - ▶ The youth's immigration status;
  - ▶ Start the process to obtain needed documentation; and
  - ▶ Take any needed steps to determine the youth's immigration status.

## 2. Social Security Card

Youth have a right to a Social Security card by law. A Social Security card and SSN are needed for more than Social Security savings at retirement. They are necessary for:

- Employment;
- Credit (i.e., credit cards or loans);
- Opening bank accounts, accessing government benefits; and
- Housing.

See [\*The Purpose of Having a Social Security Number.\*](#)

### Requirements

At a minimum, the caseworker or other staff must ensure a youth possesses an original Social Security card, or replacement card, at the times listed in Figure 8.

**Figure 8. Circumstances When a Youth Must Receive a Social Security Card**

#### Youth Must Receive a Social Security Card:

- On or before the date on which the youth turns **16 years old**;
- Before the youth turns **18 years old** and exits DFPS conservatorship or is legally emancipated;
- Before the young adult exits Extended Foster Care; and
- When the youth is **16 or older** and does not possess a birth certificate for any reason.
  - ▶ This includes if the document is lost or destroyed, not provided to the youth prior to turning 16, or the youth entered DFPS conservatorship at age 16 or 17.



#### Note

*The youth or young adult needs a photocopy of the Social Security card front and back in addition to the original or replacement version.*

## Form 2527 or 2528 Completion

When a youth is given their Social Security card, [Form 2527 Personal Documents Checklist – Age 15](#) or [Form 2528](#) is signed by the youth (and/or the caregiver when appropriate).

## IMPACT Documentation

The caseworker must do the following steps in Figure 9 to update IMPACT when a youth receives their Social Security card

### Figure 9. Steps to Update IMPACT Once a Youth Receives Their Social Security Card



Check the indicator box for the Social Security card on the Child’s Plan of Service in IMPACT in the Transitioning to Successful Adulthood (for youth age 14 and older) section.

Personal documents provided to youth:					
<input checked="" type="checkbox"/>	Birth Certificate	<input checked="" type="checkbox"/>	Social Security Card	<input type="checkbox"/>	Valid Driver’s License/State ID



Upload photocopies of the Social Security card into OneCase under the Vital Documents tab.

# How To Obtain

## SSN Never Issued

If the child or youth has never had a SSN issued by the Social Security Administration (SSA), the child or youth's caseworker follows the steps in Figure 10.

**Figure 10. Steps to Request a SSN for a Child or Youth in DFPS Conservatorship**



Complete the SSA's [Form SS-5 Application for a Social Security Card](#).



Coordinate with the [regional SSI coordinator](#) or other regional staff to process the request for a replacement Social Security card.

## Replacement Cards

If a replacement Social Security card is needed, the caseworker or other designated staff follows the steps in Figure 11.

**Figure 11. Steps to Obtain a Replacement Social Security Card for a Child or Youth in DFPS Conservatorship**



Complete the SSA's [Form SS-5 Application for a Social Security Card](#).



Coordinate with the [regional SSI coordinator](#) or other regional staff to process the request for a replacement Social Security card.



## Limitations on Replacement Cards

The SSA places a limit on the number of replacement cards a person may obtain during their lifetime. Steps should be taken to prevent the need for additional replacement cards as listed in Figure 12.

**Figure 12. Caseworker Steps to Prevent the Need for a Social Security Replacement Card**



Educate youth and caregivers on keeping documents in a safe place.



Advise against regularly keeping a Social Security card in a wallet or purse.



Ensure the Social Security card remains with the child or youth if a placement change occurs.



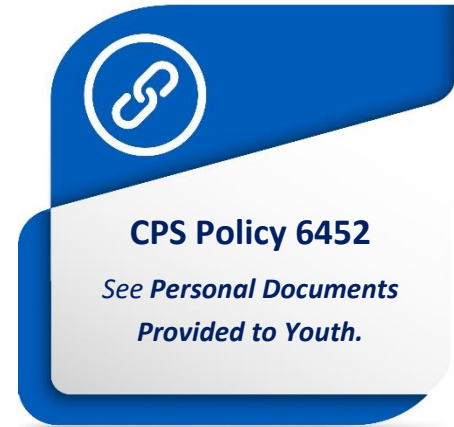
Leave the replacement card safely in storage when only the SSN or a photocopy is needed.

### 3. Driver License or State ID Card

All youth in DFPS conservatorship must have either a driver license or state ID card by their 16th birthday. Youth who are not ready or able to obtain a driver license by their 16th birthday must receive a state ID, even if they are working toward obtaining a driver license. See [CPS Policy 6452 Personal Documents Provided to Youth](#).

Government-issued photo identification is necessary for:

- Employment;
- Education;
- Housing;
- Transportation;
- Public benefits; and
- Voting.



While youth may not have an immediate need for an identification card or driver license, they need to have one available when it is required. Due to the complex and lengthy process involved in obtaining a driver license or state ID card, starting the process prior to age 16 is necessary to avoid delays. This process involves gathering and providing related documents; setting up an appointment with the DPS; and overcoming any barriers encountered along the way.

# Required Documentation

DPS requires every applicant for a driver license or state ID card to present the following original or certified documents listed in Figure 13.

**Figure 13. Required Documents to Apply for a Driver License or State ID**

## DPS Document Requirements for Driver License or ID Applications

- Proof of U. S. citizenship or evidence of lawful presence for non-U.S. citizens;
- Proof of identity;
- SSN; and
- Proof of Texas residency (**Form 2042 Youth or Young Adult in Foster Care Residency Verification for a Driver License or State Identification Card Fee Waiver** satisfies this requirement.).

The same forms are used for both the driver license and state ID card. See [The DPS Application](#).

## Caseworker Responsibilities

Caseworkers must:

- Review this list of documents needed;
- Determine what is missing; and
- Take steps to obtain the missing documents.

While others such as foster parents, CASA, or the youth can assist, it is the responsibility of the caseworker to ensure:

- The youth's documents are obtained;
- An appointment is scheduled at the DPS office;
- The youth has the necessary forms and documents to take to the appointment; and
- The youth is accompanied to the appointment by a knowledgeable adult familiar with the DPS requirements and forms.

## Resources

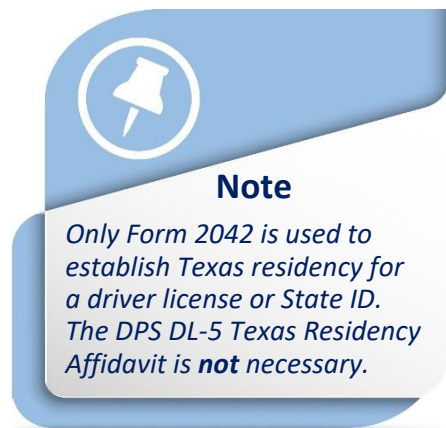
DFPS and DPS created the [Youth or Young Adult in Foster Care Driver License Fact Sheet](#) and [Youth or Young Adult in Foster Care Identification Card Fact Sheet](#) to help everyone involved understand what is needed to obtain these documents.

Also, see the [DPS Driver License webpage](#) and [Texas Foster Youth Justice Project website](#).

Caseworkers who need help understanding the DPS document requirements and how to obtain these documents should contact the [regional Preparation for Adult Living \(PAL\) staff](#) for assistance.



## Form 2042 Residency Verification



[Form 2042 Youth or Young Adult in Foster Care Residency Verification for a Driver License or State Identification Card Fee Waiver](#) verifies the following:

- The youth or young adult is in foster care or Extended Foster Care; and
- The mailing and residential address of the youth or young adult.

## Mailing and Physical Address

The youth may use either the caseworker’s office or their own physical address as their mailing address on DPS driver license and state ID card applications. Table 2 describes the use of each. See also [Address Changes](#).

**Table 2. Form 2042 Mailing Address Options for Youth Applying for a Driver License or State ID Card**

Mailing Address	Description	Additional Form Instructions
Caseworker’s Office	<p>The youth may use the caseworker’s office address as the mailing address on Form 2042.</p> <p>If the youth or young adult uses the office address, under state law the youth or young adult not required to update their driver license or state ID every time they move.</p>	<p>The caseworker also lists the youth or young adult’s current physical address (i.e., placement address) on Form 2042.</p>
Youth’s Physical Address	<p>When completing the application, the youth who is in a placement intended to be permanent may choose to use their current physical address as the mailing address, rather than the caseworker’s office.</p> <p>The young adult may also choose to have mail sent directly to them.</p>	<p>The address on Form 2042 should be the same as the address entered on DPS Form DL-14A or Form DL-14B.</p>

## Proof of Residency Without Form 2042

If the youth or young adult does not have a completed Form 2042, DPS requires **one** of the following listed in Figure 14.

**Figure 14. Requirement for Proof of Residency Absent Form 2042**

### Proof of Residency Requirement Absent Form 2042

- Two documents showing the applicant's current address; **or**
- Someone who lives at the address to:
  - ▶ Accompany the applicant;
  - ▶ Provide the DPS documents and a photo ID; and
  - ▶ Complete a Form DL-5 Texas Residency Affidavit before a notary public.



#### Note

*Caseworkers should always complete Form 2042 for the youth or young adult and attach a copy of the appropriate fact sheet.*

*This will make the DPS process simpler for the youth and prevent them from being turned away for not having the appropriate documents.*

## Fee Waiver

Through the DPS Identification Fee Exemption Account, fees for the issuance of a Texas driver license and state ID are waived for youth in DFPS conservatorship and young adults in DFPS paid foster care who meet the requirements of Transportation Code, Sections [521.1811](#) or [521.1015](#). Due to generous donations from Texans, more than sufficient funds are available.



#### Note

*This fee waiver does not apply to fees associated with address changes, replacing lost licenses, or reinstating a driver license.*

For the youth or young adult to obtain a fee waiver, the caseworker must complete and sign Form 2042.

## Additional Uses

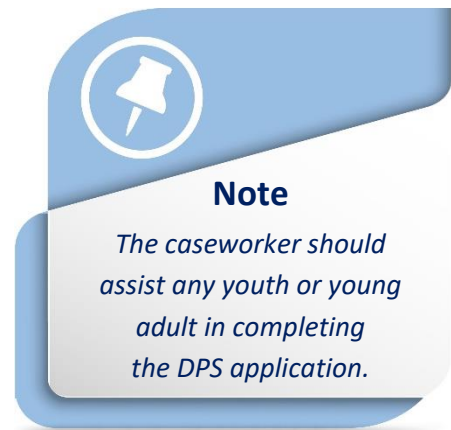
Form 2042 may also be used to obtain a birth certificate at the state or local birth certificate office by the youth. The form verifies the youth is in foster care, which allows them under state law to obtain their birth certificate as a minor without parental consent and it waives the cost of the birth certificate. The youth will need to present identification documents to obtain the birth certificate. See Birth Certificate – All other ages in this guide.

## The DPS Application

The same application form is used when applying for a driver license or state ID. However, **age** dictates which of two forms is required. Table 3 lists the two forms and their age requirements.

**Table 3. DPS Application Forms for a Driver License or State ID**

DPS Form	Applicant Age Requirement
DL-14A	Young adult 17 years, 10 months of age and older.
DL-14B	Youth under 17 years, 10 months of age



## State ID Card Application

Youth and young adults do not need parental permission to obtain a state ID card.

The DL-14B has places for the parent or legal guardian to sign. However, if the youth is applying for a state ID card, the caseworker's signature is **not** needed.

# Driver License Application

## Young Adults 18 and Older

Young adults who are 18 or older **do not** need permission to obtain a driver license.

## Youth Under 18

Youth under 18 years of age **do** need permission. See [Assessment and Approval Process for Driver License](#).

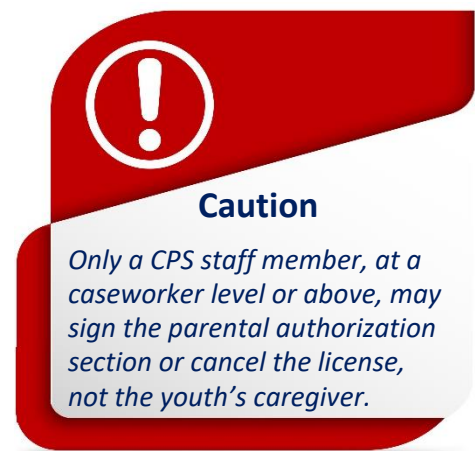
### DPS Form DL-14B Caseworker Signature Requirements

If the youth has been approved to pursue a driver license, the caseworker should sign the DPS Form DL-14B before a notary public, which authorizes the youth to obtain their driver learner license or driver license without the caseworker being present at the DPS office with the youth. Also, the DL-14B has places for the parent or legal guardian to sign.

Two sections required caseworker signature on the DFPS Form DL-14B.

1. The first is a box addressing educational information concerning state laws.
2. The second is a box with the heading "Parental/Waiver of Parental Authorization."

Both sections only need to be completed when the caseworker is approving the youth to obtain a driver license. Figure 15 is a screenshot of DPS Form DL-14B showing where these sections are located on the form.





**Figure 15. DPS Form DL-14B Sections Requiring Caseworker's Signature**

Texas law requires the Texas Department of Public Safety to provide every minor applicant (under age 18) and cosigner, for a driver license in Texas, educational information concerning state laws relating to distracted driving, driving while intoxicated, driving by a minor with alcohol in the minor's system, and the implied consent law. The minor applicant and cosigner must acknowledge receipt of this information prior to issuance of any driver license or permit.

I hereby acknowledge receipt of this information.

Minor Applicant \_\_\_\_\_ Parent/Legal Guardian \_\_\_\_\_ Date of Receipt \_\_\_\_\_

**Caseworker signature needed if youth is applying for a driver license**

**PARENTAL/WAIVER OF PARENTAL AUTHORIZATION (CERTIFY TO ONE AUTHORIZATION ONLY)**

**PARENTAL AUTHORIZATION**  
I do solemnly swear, affirm, or certify that I am the person named herein, that the statements on this application are true and correct, that the above named applicant is my (select one):  child  stepchild  ward, and that I have legal custody of the applicant. I authorize the Department of Public Safety to issue a Class (select one):  A,  B,  C, or  M license to said minor. The Department can access the said minor's school enrollment from the Texas Education Agency, and a school administrator or law enforcement officer is authorized to notify the Department if the said minor is absent for at least 20 consecutive instructional days. This parental authorization applies to all renewal and replacement driver license transactions until the minor's 18th birthday, unless rescinded.

**Caseworker signature needed if youth is applying for a driver license**

Usual Written Signature of Parent or Guardian \_\_\_\_\_ Driver License Number \_\_\_\_\_ Date \_\_\_\_\_

## Other DPS Driver License Requirements

For youth under age 18, there are additional requirements and information about the learner license on the [DPS How to Apply for a Texas Driver License as a Teen webpage](#).

A youth or young adult needs caseworker, supportive adult, or caregiver assistance in sorting through the many documents and requirements, taking the needed steps to complete the additional requirements, and helping get organized for their visit to the DPS office. See also the [DPS How to Apply for a Texas Driver License webpage](#).

## Address Changes

If a youth or young adult has a placement change or are discharges from DFPS conservatorship, DFPS staff and caregivers must inform the youth or young adult that they must notify DPS of a new address change within 30 days.

See [CPS Policy 6454.18 Address Changes for a Driver License](#).

However, if the youth or young adult has used the DFPS office address, then under state law they do not need to update their ID or driver license every time they move. They only need to update it once they leave foster care. See [Mailing and Physical Address](#).

People may access address change information on the DPS website by using [DPS' Online Services](#).



### CPS Policy 6454.18

*See Address Changes  
for a Driver License.*



### Caution

*DPS may charge  
a fee for address changes.*

# Applying for a Driver License or State ID Card at DPS

A youth or young adult is ready to apply for a driver license or state ID card at the DPS office **only** once the youth or young adult has all of the following listed in Figure 16.

**Figure 16. Items Required to Apply for a Driver License or State ID Card**

## Items Required to Apply for a Driver License or State ID Card

- Necessary identification documents;
- Completed Form 2042 Youth or Young Adult in Foster Care Residency Verification for a Driver License or State Identification Fee Waiver;
- Completed DPS Form DL-14B or DL-14A Texas Driver License or Identification Card Application; and
  - ▶ This must be signed by the caseworker before a notary if the youth is under 18 and pursuing a driver license.
- All other forms and requirements per DPS.

## DPS Appointments

Appointments are needed and must be made in advance – sometimes months in advance.

Best practice is to schedule the appointment early while documents and applications are being obtained and completed.

DPS publishes estimated availability and wait times on its [Driver License Appointment and Office Wait Times webpage](#).

# Driver License Assessment and Approval Process

A youth under age 18 in DFPS conservatorship may make a request to the caseworker to take driver's education courses or apply for a driver license at any time.

The primary caseworker conducts an assessment when the request is first received. The assessment determines both of the following:

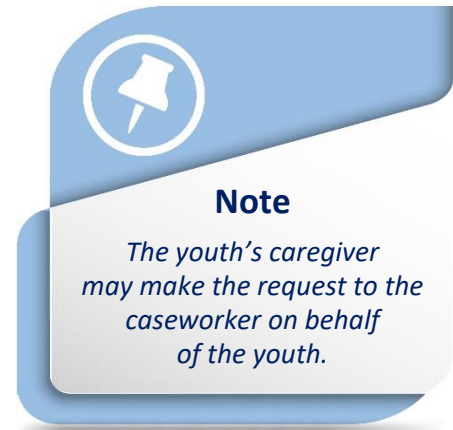
- The appropriateness for the youth to take a driver's education course or obtain a driver license; and
- Any existing safety risks that make driving not in the youth's best interest.

As part of the assessment, the caseworker considers all of the elements listed in Figure 17.

**Figure 17. Considerations for a Youth's Driver License Assessment**

## Caseworker Considerations When Making Driver License Assessments for a Youth:

- Placement restrictions;
- Age requirements per DPS (See [DPS How to Apply for a Texas Driver License as a Teen](#));
- Individual needs;
- Current situation;
- Impulse control or any recent high-risk behaviors;
- Emotional maturity;
- Background, including current or past substance abuse issue and medical issues;
- Need for normalcy; and
- Any other safety issues associated with the youth driving.



The caseworker should consult with any or all of the following people listed in Figure 18.

**Figure 18. People the Caseworker Should Consult When Making a Driver License Assessment for a Youth**

**Caseworker Should Consult with the Following People for the Youth Driver License Assessment:**

- Attorney or guardian ad litem;
- CASA;
- PAL staff if the youth participated in PAL life skills training;
- Caregiver;
- Other appropriate persons involved with the youth, such as the youth’s therapist; and
- Parents when:
  - ▶ Parental rights have not been terminated; and
  - ▶ The parents can be located with reasonable efforts.

See CPS Policies [6454.11 Driver License Assessment](#) and [6454.12 Driver License Approval Process](#).



## Reassessing a Youth Before or After Receipt of a Driver License

Once the youth completes all DPS requirements to apply for a driver license, the youth's caseworker may only reassess the youth if circumstances change. If, based on a reassessment, the caseworker determines that the license should be cancelled or withdrawn, the caseworker must submit a request following [CPS Policy 6454.19 Canceling or Withdrawing a Driver License](#). See also [CPS Policy 6454.14 Reassessing a Youth Before or After Receipt of a Driver License](#).



### More Information

See *CPS Policies 6454.19 Canceling or Withdrawing a Driver License and 6454.14 Reassessing a Youth Before or After Receipt of a Driver License*.

## Safety Concerns Warranting Reassessment of a Driver License

If the caseworker becomes concerned about the safety of a youth to drive, the caseworker may request the youth's driver license be canceled or withdrawn. See [Canceling or Withdrawing a Driver License](#) and [Unpaid Traffic Violations or Citations](#).

Concerns may include, but are not limited to, any of the following listed in Figure 19.

### Figure 19. Concerns to Consider When Reassessing a Youth's Driver License

#### Concerns to Consider When Reassessing a Youth's Driver License

- Substance use issues;
- Medical issues;
- Unsafe behaviors demonstrated by the youth that may potentially cause harm to themselves or others when driving;
- Unauthorized use of a caregiver or other person's motor vehicle; and
- Major traffic violations.

## Youth Who Come into Foster Care with a Driver License

If a youth comes into foster care with a driver license, the caseworker consults with the regional attorney to determine the best course of action if either of these situations apply:

- The caseworker has safety concerns with the youth’s driving.
- The caseworker learns the youth is driving and not covered under an automobile insurance policy.

## Canceling or Withdrawing a Driver License

A driver license should not be canceled or have the threat of cancellation because a youth is not attending school, or for program infractions.

According to *Normalcy Matters*, driving is “especially important for success after foster care since public transportation is limited in many areas” of Texas. A driver license is key to get to housing, jobs, services, food, etc.<sup>1</sup>

For youth under age 18, DPS allows the adult who signed the parental authorization section of DPS Form DL-14B to cancel a youth’s driver license.



### Note

*Taking away a youth’s license should only be done as a last resort and for the youth’s or others’ safety. Threatening to cancel or withdraw the youth’s license is not effective behavior management.*

–Normalcy Matters

---

<sup>1</sup> “Normalcy Matters.” *Normalcy Matters: A Guide to Supporting Children & Youth in Texas Foster Care*, Texas CASA, Sept. 2021, [texascasa.org/wp-content/uploads/2021/10/TexasCASA-NormalcyGuide-Final-for-WEB.pdf](https://www.texascasa.org/wp-content/uploads/2021/10/TexasCASA-NormalcyGuide-Final-for-WEB.pdf).

## Approval

CPS regional director, as the final authority, approves the cancellation of a youth's driver license. Only a CPS staff member, at a caseworker level or above, may sign the parental authorization section or cancel the license, not the youth's caregiver.

## Caseworker Responsibilities

Caseworkers must:

- Discuss with the youth and the youth's caregiver the issues that led up to a driver license cancellation or withdrawal;
- Documents reasons for this action in the narrative section of the Contact Detail page in IMPACT;
- Sign and submit [DPS Form DL-163 Withdrawal/Restoration of Authorization for Minor's License](#) to the DPS office to request cancellation of a youth's driver license, if the caseworker has the CPS regional director approval; and
- Assist the youth in obtaining a state ID card.



See [CPS Policy 6454.19 Canceling or Withdrawing a Driver License.](#)

## Unpaid Traffic Violations or Citations

If the caseworker becomes aware a youth has incurred a citation or traffic ticket and has failed to pay the fine or any associated costs in a timely manner, the youth's caseworker may work with the youth to find a way to pay for the traffic ticket and other costs. This may include:

- Using funds a youth earned from a job;
- Asking for funds from a relative; or
- Requesting funds from the local child welfare board.

If traffic violations or citations cannot be resolved, the CPS regional director may withdraw the driver license after discussions with the youth, caregiver, and primary



caseworker. If this occurs, the caseworker must assist the youth or young adult to obtain a state ID card. See [Canceling or Withdrawing a Driver License](#).

## Youth Placed Out of State

Laws differ from state to state for youth who are trying to obtain a driver license or state identification card. The DFPS regional attorney for youth in DFPS conservatorship who reside in another state, when the caseworker is first notified of the youth's desire to obtain a license.

## Youth Born Outside the Country

For youth not born in the U.S., a passport, immigration, or U.S. citizenship documents will be needed to obtain a driver license or state ID card. Staff must contact the [regional immigration specialist](#) to determine requirements and the necessary steps.

## IMPACT Documentation

Caseworkers must document in IMPACT when a youth or young adult has obtained a driver license or state ID card, as well as any conversations.

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

All of the following steps listed in Figure 20 must be completed in IMPACT.



### Note

*Youth 14 and older need an email address to receive encrypted copies of personal documents and other records. Maintaining a copy in OneCase is helpful for replacing lost ID documents and contains important information for reference or other purposes.*

*See also **CPS Policy 6452 Personal Documents Provided to Youth** and its subitems.*

## Figure 20. Caseworker Steps to Document a Driver License or State ID in IMPACT



Check the indicator box on the Child's Plan of Service.

Enter:



- One or more contacts;
- Conversations with and guidance given to youth, including insurance, changes of address, and any other information discussed with the youth and/or caregiver; and
- Information in monthly summaries and narratives.



Update the youth's driver license or state ID number on the Person Detail page. (Use the add button in the Person Identifiers section.)



Photocopy the front and back of the driver license or state ID card and upload into OneCase under the Vital Documents tab.

## Insurance

The youth, caseworker, and the caregiver are responsible for ensuring the youth is properly insured when taking the driver education course and the DPS driving test required for the driver license.

The caregiver has the option to put the youth on the caregiver’s insurance policy.



## Caseworker Responsibilities

Per [CPS Policy 6454.13 Insurance Coverage](#), caseworkers have the following responsibilities based on certain circumstances listed in Table 4.

**Table 4. Caseworker Responsibilities Regarding Automobile Insurance**

Youth’s Situation	Caseworker Actions
Obtains driver license	<ul style="list-style-type: none"> <li>• Informs the youth that they must not drive a vehicle at any time without the proper insurance; and</li> <li>• Document the discussion in the narrative section of the Contact Detail page in IMPACT.</li> </ul>
Drives without insurance	<ul style="list-style-type: none"> <li>• Cancels the license. See <a href="#">Canceling or Withdrawing a Driver License</a>.</li> </ul>
Covered under the caregiver’s insurance policy	<ul style="list-style-type: none"> <li>• Informs the caregiver that if the youth is removed from this policy, the caregiver should inform the caseworker 30 days before the change or as soon as the change occurs;</li> <li>• Counsels the youth that they cannot drive any vehicle until the youth is covered under a new insurance policy; and</li> <li>• Documents these discussions in IMPACT.</li> </ul>
Changes placement and is covered on current caregiver’s insurance policy	<ul style="list-style-type: none"> <li>• Discusses with the youth that they must obtain new insurance to drive a vehicle before the placement change;</li> <li>• Works with the youth to determine another way the youth can be placed on an insurance policy;</li> <li>• Counsels the youth that they cannot drive a vehicle if insurance cannot be obtained; and</li> <li>• Documents these conversations in IMPACT.</li> </ul>

## 4. Driver's Education

Under state law, youth currently or formerly in foster care can receive free driver's education through the Texas Workforce Commission (TWC) Driver Education Funding program.

Also, it is possible for someone seeking to obtain their license to take the test at the driver education school. Beginning July 2024, youth who are currently or aged out of DFPS conservatorship can obtain funding from the TWC program to cover the cost of driver education, the examination, and other fees. See the [TWC Driver Education Funding program](#) or contact the [PAL staff](#).

Regardless of where an applicant takes the driving test – DPS or the driver education school -- they must still go to DPS with the required documents to have the driver license issued. See [Required Documentation](#).

### Eligibility

To be eligible for TWC's Driver Education Funding program, one of the following criteria must be met:

1. Youth is at least **14 years old** and in DFPS conservatorship. The youth can be in any type of placement and be eligible.
2. Young adults at least **18 years old, but younger than age 26**, who aged out of DFPS conservatorship (turned 18 while in conservatorship). The young adult can be, but does not have to be, in Extended Foster Care to be eligible.



#### Note

*The TWC Driver Education Funding program **cannot** pay for fees the driving school may charge for late arrivals, no-shows, and other fees for not finishing the program within a certain time frame.*

*Please do **not** make any prepayments to the driver education school.*

# How to Apply

The following steps outlined in Figure 21 must be taken to apply for the TWC Driver Education Funding program.

**Figure 21. Steps to Apply for the TWC Driver Education Funding Program**



## Driver Education School Selection

- **Applicant:** Chooses an approved driving school from a [list of TWC vendors](#).
- **Caseworker:** Emails TWC to request they invite the vendor to join the program, if the driving school selected is not on the list.



## TWC Application Completion

- **Applicant:** Follows the [TWC Application Instructions](#) to:
  - ▶ Complete the application; and
  - ▶ Provide proof of eligibility.
- **Caseworker:**
  - ▶ Signs the TWC application if the youth is under age 18; and
  - ▶ Provides applicant proof of eligibility for the program with Form 4200 or 2042.



## TWC Application Submission

**Applicant:** Emails both documents to [DriverEducationProgram@twc.texas.gov](mailto:DriverEducationProgram@twc.texas.gov).



## Application Review

- TWC:**
- Reviews the application and notifies them of a decision within five business days, and
  - Sends payment to the driving school within 30 days if the application is approved.

See the [TWC Application Instructions](#).

## Applicants Without Computer Access

If a youth or young adult does not have a computer, other available options are listed in Figure 22.

**Figure 22. Options for Youth or Young Adults Without Computer Access**

### Options When Computer Access is not Available to the Applicant:

- Visit a **Local Workforce Solutions Office** to get an application and/or use a computer;
- Visit a local library to use a computer; or
- Request DFPS staff submit the application and eligibility verification on behalf of the youth or young adult and include them in the communication to TWC.

## Caseworker Responsibility

Caseworkers must:

- Inform youth, young adults and caregivers about this program;
- Assist youth with the application process when needed and provide verification of foster care;
- Follow current policy related to driver license, driver assessment and approval prior to submitting a verification form for this program.



See **CPS Policy 6454**, and email program questions to TWC at **DriverEducationProgram@twc.texas.gov**.

## 5. Health Passport

The Health Passport ([fostercaretx.com](http://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 for STAR Health members. 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 made aware of via Medicaid claims and/or state-supplied data.

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

See also [CPS Policy 11240 Using the Health Passport](#) and the [CPS Medical Services Resource Guide](#). Medicaid eligibility information is found in CPS Policies [1535 Medical Coverage for Children in Foster Care](#) and [1544 Medicaid for Young Adults Who Age Out of Foster Care](#) and all subitems.



### More Information

*See CPS Policies [11240 Using the Health Passport](#), [1535 Medical Coverage for Children in Foster Care](#), and [1535 Medicaid for Young Adults Who Age Out of Foster Care](#).*

## Requirements

At a minimum, the caseworker or other staff must ensure a youth possesses a copy of all the information contained within the Health Passport at the times listed in Figure 23.

### Figure 23. Circumstances When a Youth Must Receive Health Passport Information

#### Youth Receive Health Passport Information:

- At least **30 days** before the youth turns 18 and exits conservatorship or is legally emancipated.
- Before the young adult exits Extended Foster Care.

The Health Passport, as an online database or repository of medical information does not have an “original” version like the birth certificate or Social Security card. The Health Passport can be printed or converted into an electronic document that can be securely emailed.

## Form 2528 Completion

When a youth is given a copy of the information contained within their Health Passport, [Form 2528 Personal Documents Checklist – Age 18](#) is signed by the youth and/or the caregiver when appropriate.

There is no indicator in IMPACT to signal the youth has been given their Health Passport. Only Form 2528 is used, a copy of which should be uploaded to OneCase under the Child Medical/Dental/Mental Health Records tab.

## Benefits

The Health Passport improves care coordination by connecting authorized providers, state agencies, and medical consenters with health information from various facilities. Other benefits are listed in Figure 24.

**Figure 24. Health Passport Benefits**

### Health Passport Benefits Include:

- Allows providers to monitor compliance with prescription regimen;
- Reduces duplicate diagnostic tests;
- Reduces risk of medication, allergy, and chronic problems interactions; and
- Increases communication between the main stakeholders in the child or youth’s care plans.

## Information Available

Information is collected in the Health Passport as long as the child, youth, or young adult is covered by STAR Health Medicaid even if the young adult has left foster care or extended foster care and is still enrolled with STAR Health.



Once securely accessed, the Health Passport presents the authorized user with the following information described in Table 5.

**Table 5. Health Passport Information Available**

Information Type	Description
Medications	<p>The Health Passport presents a summary of medications. 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.</p> <p>The collection of medication information can significantly reduce incidents of drug-drug, drug-allergy, and drug-food interactions.</p> <p>A provider may also enter over the counter and/or sample drugs prescribed or given to the STAR Health member.</p>
Visit History	<p>Providers and authorized users can view past visits that illustrate the description of the service, treating provider, diagnoses, and the service date.</p> <p>Past visits are limited to those available to Superior Health Plan.</p>
Vital Signs	<p>Providers can use interactive documentation to chart vital signs in the Health Passport at the point-of-care.</p>
Lab Results	<p>Providers typically only have lab results for tests they ordered. However, by using the Health Passport, authorized providers have access to all collected lab results.</p> <p>The system uploads this information from contracted labs. Authorized users can then review the child’s lab results.</p>
Immunizations	<p>This section displays a comprehensive list of a person’s immunizations collected from ImmTrac, the state’s immunization registry.</p>
Allergies	<p>All allergies identified by a provider display in the child’s Health Passport. Authorized users can review the child’s allergy information.</p>
Texas Health Steps	<p>Electronic documentation of well-child screenings and forms.</p>

## Accessing the Health Passport

To obtain access to Health Passport, young adults must register at any of the following times listed in Figure 25.

### Figure 25. Timelines for Youth to Register for the Health Passport

#### Young Adults Should Register for the Health Passport:

- When turning age 18 and leaving DFPS foster care;
- Before leaving DFPS Extended Foster Care; and
- With the assistance of PAL staff if the young adult has left foster care but is under 21 and still receives STAR Health Medicaid.

## Caseworker Responsibilities

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

## Young Adults Not Receiving Medicaid

Once a young adult is no longer in foster care and not receiving Former Foster Care Children Medicaid, the young adult can request a copy of their Health Passport by filing a request for their DFPS records and specifying the Health Passport is the document they are seeking.

The young adult may use [Form 4884 Request From Former Foster Youth for Case Records](#). Requests can also be submitted online using the [Request for Case Record Information webpage](#).

## 6. Immunization Records

DFPS is responsible for locating and providing copies of immunization records to a youth or young adult for any of the reasons listed in Figure 26.

### Figure 26. When DFPS Must Provide Immunization Records

#### Youth and Young Adults Should Receive Copies of Immunization Records When:

- The records are not currently in the Health Passport;
- The youth or young adult has opted out of the STAR Health program; and
- The youth has been placed on a different form of Medicaid because they receive SSI.

Immunization records can be requested from the [DSHS ImmTrac2 Texas Immunization Registry](#).

Copies in the case file of the immunization records obtained from parents or caregivers when the child entered DFPS conservatorship may also be in the case file.



#### Note

*Original immunization documents should be given to the youth.*

## 7. Proof of Medicaid Enrollment

Before youth turn 18, they need a photocopy (or the original if available) of their Medicaid card or other documentation that proves the youth is enrolled in Medicaid.

If the youth is enrolled in health insurance other than Medicaid, the youth must be provided with the insurance card, proving the youth has health insurance.

Although it is rare for a youth not to be covered by Texas Medicaid STAR Health, it can happen. Some examples may include:

- The youth is placed with a parent who has enrolled the youth on the parent's private insurance policy.
- The youth is placed out of state and has other health insurance coverage.
- The youth is incarcerated in a juvenile detention facility or a jail or prison.



### **Note**

*Medicaid coverage stops while a youth is incarcerated. Not until the youth is released and Medicaid is notified of the release, can Medicaid eligibility resume.*

## 8. Proof of Foster Care

Any time after a youth turns 13 years old, the youth may need [Form 4200 Foster Care Verification](#) which meets requirements for 42 U.S.C. §675(5)(I) to prove a person was previously in foster care.

At any time from age 13 through adulthood, Form 4200 can be requested by the youth or young adult, and DFPS must complete the form and provide a signed copy.

If the youth is still in conservatorship and about to turn 18 or leave Extended Foster Care, then the caseworker should complete the form.



### Note

*Questions about completing Form 4200 for young adults not in Extended Foster Care should be directed to PAL staff.*

## 9. Medical Power of Attorney

Three months before a youth turns 18 and leaves conservatorship, DFPS provides the youth with information on the importance of designating a health care or medical power of attorney. This designates who will make health care treatment decisions on behalf of a youth if the youth is comatose, incapacitated, or otherwise unable to participate in these decisions.

DFPS 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.



### Note

*If the youth chooses to complete and sign a medical power of attorney, this must occur after the youth turns age 18.*

## Caseworker Responsibilities

Caseworkers must:

- Review the [Medical Power of Attorney Information Sheet Form 2559A](#) and [Medical Power of Attorney Designation Health Care Agent Form 2559B](#) with the youth or the youth's caregiver;
- Sign the bottom of the medical power of attorney information sheet – with the youth, caregiver or a combination of these parties as appropriate – acknowledging this information was reviewed with the youth, caregiver, or both and the documents were provided; and
- Upload a copy of the medical power of attorney to OneCase.

## 10. Credit Reports

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, 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 housing.

See CPS Policies [6453 Consumer Credit Reports](#), [6453.1 Credit Reports for Youth 14 Through 17](#), and [6453.2 Credit Reports for Young Adults in Extended Foster Care](#).



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

Generally, 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. Sometimes, however, youth who are 17 may have legitimate accounts, especially when signing up for an account of their own. This occurs most often with cell phones.

### Youth Annual Batch Credit Reports

DFPS has agreements with Equifax, Experian, and TransUnion – the three credit reporting agencies – to run credit reports on behalf of youth in DFPS conservatorship.

CPS State Office runs an annual batch report with on youth ages 14 to 18 who are in DFPS conservatorship and places these reports in an identified file for CPS staff

to access or sends the files to Single Source Continuum Contractors (SSCCs) for storage and access by their staff.

## Caseworker Responsibilities

Caseworkers must:

- Inform youth a credit report was run; and
- Document this conversation in IMPACT.

## Requesting Individual Youth Credit Reports

For youth ages 14 to 18, staff may make individual requests to CPS State Office for any of the following listed in Figure 27.

### Figure 27. When to Make a Request for a Youth Individual Credit Report

#### CPS State Office Requests for Youth Individual Credit Reports:

- Suspicions or proof that a child or youth's SSN was used to open business accounts (i.e., as credit cards, utilities, or mobile phone service);
- If a youth age 17 recently came under DFPS conservatorship of DFPS (i.e., a youth was removed at age 17); and
- A court order requesting DFPS run a credit report.

Send requests for individual credits reports with the following information listed in Figure 28 to [CPSCreditReports@dfps.texas.gov](mailto:CPSCreditReports@dfps.texas.gov).

### Figure 28. Youth's Information to Include in Individual Credit Report Requests to the CPS State Office

#### Include This Information About the Youth with Individual Credit Report Requests to the CPS State Office:

- Name;
- Person ID;
- Legal region;
- Reason for the request; and
- Any other relevant information for the request.



## **Disputing Negative Information on a Youth's 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 to clear the youth's credit report.

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

## **Young Adults 18 and Older in Extended Foster Care**

Young adults 18 and older are encouraged to request their own credit reports from [annualcreditreport.com](http://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.

## 11. U.S. Citizenship and Immigration

### U.S. Passport

If a youth has a U.S. passport, it must be given to the youth before they turn 18. A U.S. passport is needed to travel outside the U.S.

### U.S. Citizenship and Immigration Status

Establishing immigration status or U.S. citizenship allows the child or youth the following listed in Figure 29.

**Figure 29. Establishing Immigration Status or U.S. Citizenship Benefits**

#### Establishing U.S. Citizenship Immigration Status Provides:

- Lawful status in the U.S.;
- Proof of required immigration status to legally work, access benefits, obtain a Texas driver license or state ID, Social Security card, and more;
- Understanding of their immigration or citizenship status, as well as any required steps necessary to renew their status;
- Ability to apply for U.S. citizenship, if eligible;
- Properly completed government forms regarding their status; and
- Awareness of the possible consequences to their immigration status and remaining in the U.S. due to criminal records or falsely claiming citizenship.



See [CPS Policy 6700 International and Immigration Issues](#) and [International and Immigration Issues Resource Guide](#).

When it involves immigration status or U.S. citizenship – which are not the same – having the right documentation is critical. See Table 6 below for definitions.

**Table 6. Health Passport Information Available**

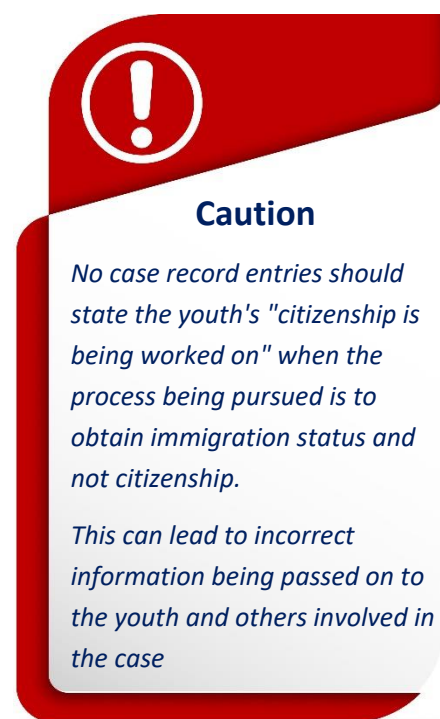
Term	Definition
U.S. Citizenship	Any person who is a citizen of U.S. by law, birth, or naturalization. These persons have U.S. citizenship.
Immigration Status	A non-U.S. citizen’s right or lack of right to stay in the U.S.
Legal Immigrant	Foreign-born persons legally admitted to the U.S. and have a visa that sets out conditions of that person’s stay in the U.S.. For example, legal permanent residence visa (green card) or work visa.
Undocumented Immigrant	Foreign-born persons who are not legally admitted to the U.S. and who do not have a valid visa or other immigration documentation that gives them a right to stay in the U.S.

Referring to anything related to immigration status as citizenship creates confusion and possible serious consequences because the youth may believe they have citizenship when they do not.

Besides not understanding what additional steps are needed to become a citizen, there is the possibility the child or youth could lose their immigration status and be deported for a criminal offense.

In addition, the youth may incorrectly fill out forms and paperwork and list themselves as a citizen. They may hold themselves out to officials, such as a police officer, as a citizen. This is a crime – even if it is based on a mistaken belief.

All of these can lead to the youth never being eligible to apply for U.S. citizenship or even result in deportation.



**Caution**

*No case record entries should state the youth's "citizenship is being worked on" when the process being pursued is to obtain immigration status and not citizenship.*

*This can lead to incorrect information being passed on to the youth and others involved in the case*

## Requirements

The youth must be given all immigration and citizenship documents **at least 30 days before turning 18**. If originals are available, the original is given to the youth.

Non-U.S. born youth will need an original document that shows their citizenship or immigration status. Obtaining replacement copies can take years.

In addition, the youth may need to go through the **Special Immigrant Juvenile Status** process to obtain legal immigrant status, a process which can also take years.

Caseworkers and other staff should begin working to obtain all necessary documents **as soon as it becomes known** the child or youth was not born in the U.S.

## How to Obtain

Determining immigration and citizenship status is complicated, and staff should not rely on representations made by the child's family or others who are not specialists

Contact the **regional immigration specialist** **as soon as it becomes known** the child or youth was born in another country, so there will be adequate time to obtain documents and pursue any needed immigration status.

## Regional Immigration Specialist

The regional immigration specialist can:

- Assist with obtaining any missing records; and
- Provide any updates on the youth's immigration status

Be sure the regional immigration specialist or an attorney familiar with immigration law talks to the youth about:

- Their immigration status;
- Provides detailed information about their status; and
- Provides the necessary steps to:
  - ▶ Renew documents;
  - ▶ Apply for naturalization; and
  - ▶ The consequences of criminal records and falsely claiming citizenship.

## Caseworker Responsibilities

Caseworkers must:

- Contact the [regional immigration specialist](#) for information regarding a child or youth in DFPS conservatorship who does not have a U.S. birth certificate;
- Provide the regional immigration specialist with copies of any documents related to the child or youth's immigration or possible citizenship status; and
- State to the regional immigration specialist whether the document is the original or a photocopy.

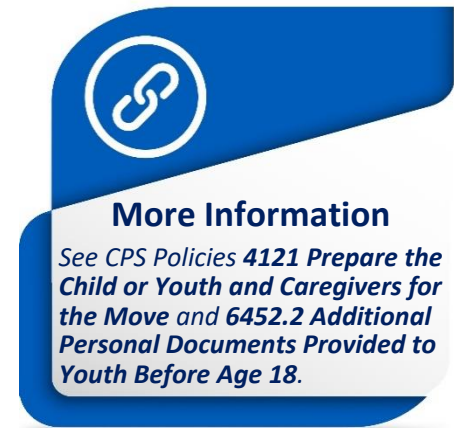
## 12. Youth Changing Placements or Transitioning Out of Foster Care

In preparing a youth for a placement change or transition out of foster care, the caseworker's role is to minimize anxiety and make the transition as smooth as possible. This includes providing required information and documents to the youth.

The items needed include, but are not limited to, the following:

- Copying and filing materials;
- [Information and Documents Checklist](#);  
and
- Additional items and information to be provided to youth age 18.

See [Form 2279 Placement Summary](#) and CPS Policies [4121 Prepare the Child or Youth and Caregivers for the Move](#) and [6452.2 Additional Personal Documents Provided to Youth Before Age 18](#).



### Information and Documents Checklist

Caseworkers may use the checklist in Figure 30 below to track each item provided to the receiving family of a placement change or youth transitioning to adulthood. Best practice is to provide all the documents and information in Figure 30.

If an item does not apply to the child or youth, the caseworker writes N/A in the record.

Found in Attachment 1, a separate checklist based on the information in Figure 30 is available for staff to insert into the records after checking off and dating each item when provided to the receiving family and child or youth.

**Figure 30. Information and Documents Checklist**

Information or Document	Youth Changing Placement	Youth Transitioning Out of Care	Date Youth Received	Notes
1. Original birth certificate or certified copy or both*	<input type="checkbox"/>	<input type="checkbox"/>		
2. Original Social Security card or replacement card, if applicable*	<input type="checkbox"/>	<input type="checkbox"/>		
3. DPS-issued driver license or state ID*	<input type="checkbox"/>	<input type="checkbox"/>		
4. Photographs, mementos, and any scrapbook or collection of materials assembled while the youth was in care*	<input type="checkbox"/>	<input type="checkbox"/>		
5. Clothing, personal effects, and toys*	<input type="checkbox"/>	<input type="checkbox"/>		
6. Copy of final court order*	<input type="checkbox"/>	<input type="checkbox"/>		The family's attorney should provide a copy, but the caseworker must confirm the family received it before closing the case.
7. Education Portfolio*	<input type="checkbox"/>	<input type="checkbox"/>		This is almost always a green folder and includes school transcripts, report cards, test scores, and special education records.
8. Health Passport*	<input type="checkbox"/>	<input type="checkbox"/>		
9. Medical and dental reports, exams, and logs not found in the Health Passport	<input type="checkbox"/>	<input type="checkbox"/>		
10. Details on follow-up medical and dental appoints scheduled or need to be scheduled	<input type="checkbox"/>	<input type="checkbox"/>		

Information or Document	Youth Changing Placement	Youth Transitioning Out of Care	Date Youth Received	Notes
11. Immunization Records*	<input type="checkbox"/>	<input type="checkbox"/>		
12. Psychological evaluations and a determination of intellectual disability, if applicable	<input type="checkbox"/>	<input type="checkbox"/>		
13. Original Medicaid card, other proof of Medicaid enrollment, or an insurance card from a health plan providing health coverage*	<input type="checkbox"/>	<input type="checkbox"/>		Medicaid card must be valid until the end of the month the child leaves care.
14. Medicaid or Children’s Health Insurance Program (CHIP) enrollment information	<input type="checkbox"/>	<input type="checkbox"/>		The caseworker must ensure the new caregiver knows how to apply for Medicaid or CHIP, and if not, help the caregiver apply.
15. SSI application and supporting documentation, if applicable	<input type="checkbox"/>	<input type="checkbox"/>		The caseworker must ensure the SSI application is complete or he payee on any of the youth’s benefits has been transferred to the caregiver or guardian, if appropriate.
16. Medication	<input type="checkbox"/>	<input type="checkbox"/>		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 for a prescription refill.
17. Texas Health Steps brochure	<input type="checkbox"/>	<input type="checkbox"/>		
18. Certificate of Citizenship or Naturalization, passport, Green Card (officially known as a Permanent Resident Card), or other legal immigration identification documents	<input type="checkbox"/>	<input type="checkbox"/>		



Information or Document	Youth Changing Placement	Youth Transitioning Out of Care	Date Youth Received	Notes
19. Texas Foster Care Handbook for Children, Youth, & Young Adults	<input type="checkbox"/>	<input type="checkbox"/>		
20. Office of Attorney General Address Confidentiality Program	—	<input type="checkbox"/>		
21. <b><i>Almost 18? Form 2558</i></b> (letter), Youth Transition Portfolio, and Transition Plan Reviews within <b>90 days</b> of turning 18 and Leaving Extended Care;	—	<input type="checkbox"/>		
22. Bank account transferred into youth's name, if applicable*	—	<input type="checkbox"/>		
23. College scholarship information	—	<input type="checkbox"/>		Including Free Application for Federal Student Aid; College for All Texans, etc.
24. Education and Training Voucher program information	—	<input type="checkbox"/>		
25. Employment Preference Eligibility Information, if eligible	—	<input type="checkbox"/>		
26. Extended Foster Care program information and brochure	—	<input type="checkbox"/>		
27. Signed <b><u>Form 2540 Voluntary Extended Foster Care Agreement and Financial Agreement</u></b>	—	<input type="checkbox"/>		
28. Housing resource referrals information or list	—	<input type="checkbox"/>		Including Foster Youth to Independence, Family Unification Program, and Section 811 housing voucher programs.
29. 2-1-1 Information	—	<input type="checkbox"/>		

\* Required content for leaving care.

## **Caseworker Responsibilities**

When the checklist is complete, the caseworker must:

- Note the dates in IMPACT;
- File the checklist in the case record; and
- Ensure copies are in the child's case file in One Case before providing materials to the receiving family or youth.

## 13. Former Youth in Foster Care Case Records Requests

A youth's guardian or representative and young adults formerly in foster care 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 Request from Former Foster Youth for Case Records](#) (also available in [Spanish](#)) or complete the request online using the [Request for Case Records Information webpage](#).

The young adult can access the form by:

- Visiting the Requesting My Case Record section of the DFPS website;
- Contacting their former caseworker; or
- Contacting their PAL staff member.

## List of Acronyms

<b>Acronym</b>	<b>Full Name</b>
CASA	Court Appointed Special Advocate
CHIP	Children’s Health Insurance Program
CPS	Child Protective Services
DFPS	Department of Family and Protective Services
DPS	Department of Public Safety
DSHS	Department of State Health Services
ID	Identification
PAL	Preparation for Adult Living
PMC	Permanent Managing Conservatorship
SSA	Social Security Administration
SSCC	Single Source Continuum Contractors
SSI	Supplemental Security Income
SSN	Social Security Number
TWC	Texas Workforce Commission
U.S.	United States