	<b>Agency Name</b>	Office of Community Services (OCS)
	<b>Chapter No./Name</b>	Policy/Procedure Memoranda
	<b>Part No./Name</b>	2003
	<b>Section No./Name</b>	PPM 03-02 COA Standard S21.5.03 and G9.10.09: CFCIP Independent Living Skills Programs
	<b>Date Issued</b>	February 3, 2003

### **PPM 03-02 COA Standard S21.5.03 and G9.10.09: CFCIP Independent Living Skills Programs (February 3, 2003)**

The purpose of this memorandum is to provide all staff with information regarding the independent living skills that are being taught to foster children and young adults by the Chafee Foster Care Independence Program (CFCIP) Independent Living Skills providers. In order to coordinate and/or provide better services, foster care workers need to be aware of the content of the independent living skills program. The general categories of daily independent living skills include budgeting/money management, housing, career planning, employment preparation, education, communication, personal care, human sexuality/sexually transmitted diseases, parenthood, consumer awareness, safety, and community resources. The minimum number of hours of training is 32. Some providers also offer advanced courses in independent living skills. Rutherford House in Shreveport and Human Services Foundation in Baton Rouge focus on vocational transition services.

The worker shall refer each youth age 16 years and older to an Independent Living Skills provider. If a 15 year old youth would benefit from services, the youth may be referred, but it is not mandatory. When an alternate plan other than a referral to an Independent Living Skills provider is made, the reasons shall be documented in the case record and in the case plan for judicial determination of appropriateness of services. The worker needs to assure that the youth received independent living services appropriate for his or her individual needs.


Independent Living Skills providers will assess each youth's independent living skills with the Ansell-Casey Living Skills Assessment instrument before the youth begins the classes. A written individualized independent living skills plan is developed for each youth based on the assessment.

After the youth completes the classes, the Independent Living Skills providers will again assess the youth's independent living skills with the Ansell-Casey Living Skills Assessment instrument to document the increase in independent living skills. The providers also prepare a transition living plan for youth to transition out of foster care.

In addition to the daily living skills, youth may also receive education/vocational and individual and group counseling. Providers also provide integration and coordination of services and referrals to community resources.

Youth continue to be eligible for independent living skills services up to the age of 21 years. Even if a youth does not enter the Young Adult Program or leaves the Young Adult Program before the age of 21 years, the youth may still contact the Independent Living Skills provider for all services available from that provider including counseling, support during the transition, and referrals to community resources. Workers shall make youth aware that this resource is available to them up to the age of 21 years. The discussion of available services shall be documented in the CR-8.

Attached is a list of the contact information for the CFCIP Independent Living Skills providers. If you have any questions regarding this memorandum, please contact Betty Becker at [bbecker@dss.state.la.us](mailto:bbecker@dss.state.la.us) or 504-568-8003.

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August 7, 2002

## CFCIP INDEPENDENT LIVING SKILLS AND MENTORING PROVIDERS

### REGION I AND REGION X

**Catholic Charities Archdiocese of N.O.**  
Administrative Office  
000 Howard Avenue, Suite 1200  
New Orleans, LA 70113-1916  
Sister Anthony Barczykowski, D.C., CEO  
David Logsdon, CFO

Independent Living Program  
1101 Barataria Blvd.  
Marrero, LA 70072  
Judy Potter, Program Director  
Melisa Jack, Service Coordinator  
Kim Pierre, Mentoring Coordinator  
DaLanle Banks, Asst. Mentoring Coordinator  
PHONE: (504)340-5100  
FAX: (504)347-0095  
E-MAIL: judyilsp@archdiocese-no.org  
mellsailsp@archdiocese-no.org

### REGION I, REGION IX AND REGION X

**Family Service of Greater N.O.**  
2515 Canal St., Suite 201  
New Orleans, LA 70119  
Robert R. Quintana, Jr., Exec. Dir.  
Lawrence W. Taggart, Jr., Dir. of Fin.  
John S. Shalett, Dir. of Prog. Ser.

Independent Living Program  
Rene' Bonds, Administrator  
Angie Smith, Supervisor  
Dennell Brown, ILS case manager  
Sabrina Lewis, Mentoring Coordinator  
(direct line: 504-827-4018, pager 504-423-0321 and cell phone 504-421-8513)  
PHONE: (504)822-0800  
FAX: (504)822-0831  
EMAIL: rbonds@mail.fsgno.org  
Sgoldsmi@mail.fsgno.org  
Asmith@mail.fsgno.org  
Dbrown@mail.fsgno.org

### REGION II

**Family Service of Greater Baton Rouge**  
4727 Revere Avenue  
Baton Rouge, LA 70808  
Allen E. Schuldt, Exec. Dir.

Independent Living Program  
Elaine McClay, Program Supervisor ext. 203  
Sharon Marshall-Jefferson, Mentoring Coordinator ext. 225  
Diane Swayzer Smith, Independent Living Specialist ext 224

PHONE: (225)927-9810  
Fax: (225)924-5455  
E-MAIL: ilpfsgbr@bellsouth.net  
Sharon email: sjmentoring@aol.com  
Elaine personal email: esmcclay@yahoo.com

### **Human Services Foundation, Inc.**


Administrative Office  
7324 Alberta, Suite A  
Baton Rouge, La. 70808  
Joy B. Welch, President

Independent Living Program  
7324 Alberta, Suite A.  
Baton Rouge, LA 70808  
Beverly Riley, Program Director  
PHONE: (225)767-2234  
FAX: (225)767-1912  
E-MAIL: vocationaltransition@hotmail.com

### REGION III

**Gulf Coast Teaching Family Ser., Inc.**  
Administrative Office  
Oakwood Corporate Center  
401 Whitney Avenue, Suite 300  
Gretna, La. 70058  
Allen F. Mitchell, CEO  
Rick Hardie, CAO

Independent Living Program  
154 North Hollywood Blvd.  
Houma, LA 70364  
Stacy Cradeur, Regional Director  
Stephanie Ward, Program Director  
PHONE: (885)851-4487  
1-800-947-7645  
FAX: (885)872-0985  
E-MAIL: WardStep4@netscape.net  
Stephanie cell: 985-790-5393  
Stephanie pager: 985-853-4020

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#### REGION IV

**Gulf Coast Teaching Family Ser., Inc.**  
Administrative Office  
Oakwood Corporate Center  
401 Whitney Avenue, Suite 300  
Gretna, La. 70056  
Allen F. Mitchell, CEO  
Rick Hardie, CAO

Independent Living Program  
515 South College Road, Suite 260  
Lafayette, LA 70503  
Don Short, Regional Director  
Rick Dawes, Program Director (ext. 25)  
Lee Armelin ILP Coordinator (ext. 34)  
Angela Plunkett Mentor Coordinator (ext. 27)  
PHONE: (337)269-1165  
1-800-285-8123  
FAX: (337)235-1961  
E-MAIL: ilp@gctfs.org

#### REGION V

**Youth Serv. of S.W. Louisiana**  
2000 Southwood Drive  
Lake Charles, LA 70605  
David Post, PhD., Director  
E-MAIL: DPOST10103@aol.com

Independent Living Program  
Brenda LaFleur  
PHONE: (337)474-2682  
FAX: (337)474-4601  
E-MAIL: blafleur@aol.com

#### REGION VI

**Family Counseling Agency, Inc.**  
P.O. Box 1908  
Alexandria, LA 71309  
Carolynne Hoyt, Administrator  
Leslie Parker, Program Supervisor  
Adena LeJuene, Director of Finance

Independent Living Program  
Henry Marsland, IL Coordinator  
Cell :318-729-3707 Pager(Toll free): 1-800-682-6822-Box 13497  
Wilma Marler, Mentor Coordinator  
phone: 318-441-3286 (pager)  
Personal Email:WMa4423938@aol.com

PHONE: (318)448-0284  
1-800-960-9436  
FAX: (318)448-0280  
E-MAIL: Famcounsel@aol.com

#### OCS CFCIP Staff

**Louisiana Office of Community Services**  
P.O. Box 3318  
Baton Rouge, LA 70821  
Gwendolyn Green, Secretary for CFCIP  
PHONE: (225)342-4029  
FAX: (225)342-9087  
E-MAIL: gggreen@dss.state.la.us

#### REGION VII

**Health Access, Inc.**  
2835 Hollywood Ave. 71108  
P.O. Box 8580  
Shreveport, LA 71148  
John Gianforte, President, CEO  
Kathleen Smith, Acct. 318-631-1122 ext.20

Sallie Anderson, IL Director ext 18  
Mary Rodriguez, Program Coordinator, ext. 15  
Cynthia Pagan, Program Assistant, ext. 16  
Whitney Ogburn, ext. 18  
FAX: (318)631-1166  
E-MAIL: sallieil@bellsouth.net  
Mary: rodms@bellsouth.net

#### Rutherford House

1707 Line Avenue  
Shreveport, LA 71101-4670  
Eliot S. Knowles, Jr., Director  
Margaret Zadow, Director of Business Affairs

Independent Living Program  
Kathy Elias, IL Coordinator  
PHONE: (318)222-0222  
(318)221-2934  
(318)222-9371\*  
FAX: (318)222-0385  
E-MAIL: jag@shreve.net

#### REGION VIII

**Methodist Children's Home**  
P. O. Box 929  
Ruston, LA 71273-0929  
Terrel Deville, President/CEO  
John Allen, Vice President

Independent Living Program  
Angie Thomas, Director of Life Skills  
318-255-3717  
Tisha Clark, Life Skills Manager  
318-242-4687  
Velissa Rollins  
318-242-4686  
Amanda Hicks, Follow-up Coordinator  
PHONE: (318)255-3717- LS Main office for Angie  
(318)255-5020-MCH main campus office  
FAX: (318)513-2096  
(318)255-6623  
E-MAIL: Lifeskill81123@msn.com

#### OCS CFCIP Staff

**Louisiana Office of Community Services**  
1010 Common St, 14th Floor  
New Orleans, LA 70112  
P.O. Box 57149, New Orleans, La 70157  
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FAX: (504)568-7444  
E-MAIL: bbecker@dss.state.la.us