



# CBC Teen Normalcy Plan

Note: the CBC Teen normalcy Plan is a written plan that outlines the responsibilities and age appropriate activities developed for each CBC youth ages 13-17 in licensed care. The CBC Teen Normalcy Plan must be developed in collaboration with the youth, caregiver, and care manager and reviewed by their supervisor. Each CBC Teen Normalcy Plan in specific to the individual youth and must be reviewed and updated every ninety days.

## SECTION I:

### YOUTH'S DEMOGRAPHICS:

Name: \_\_\_\_\_ DOB/Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  Male  Female

### CURRENT LIVING ARRANGEMENT:

Regular Foster Home  Therapeutic Foster Home  Group Home

Other: \_\_\_\_\_

Name of placement: \_\_\_\_\_

Length of time in current placement: \_\_\_\_\_

### EDUCATIONAL INFORMATION:

What type of school are you currently enrolled in?

MIDDLE SCHOOL  HIGH SCHOOL  GED  COLLEGE  VO-TECH

Name of School: \_\_\_\_\_

Are you currently involved in extracurricular activities?  YES  NO

If Yes, What: \_\_\_\_\_

Have you ever been suspended or expelled from school?  YES  NO

If Yes, When: \_\_\_\_\_ Why: \_\_\_\_\_

**EMPLOYMENT STATUS:**

- I am working part-time
- I am working full-time
- I am looking for a job
- I need help to maintain a job
- I am unable to work because: \_\_\_\_\_

**MENTAL HEALTH:**

Have you ever had a problem with or received treatment for the use of drugs or alcohol?

- YES
- NO

If Yes, What? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever been diagnosed or treated for a major mental illness?  YES  NO

If Yes, What? \_\_\_\_\_ When? \_\_\_\_\_

Are you now or have you ever attended counseling or therapy?  YES  NO

If Yes, for What? \_\_\_\_\_ Where? \_\_\_\_\_

Are you currently taking any psychotropic medication?  YES  NO

If Yes, What? \_\_\_\_\_

**RESTRICTIONS / DJJ:**

Are you restricted from any community locations?  YES  NO

If Yes, Where? \_\_\_\_\_ Why? \_\_\_\_\_

Do you have DJJ involvement?  YES  NO

If Yes, are you on probation? \_\_\_\_\_ For how long? \_\_\_\_\_

**SECTION II:**

**Youth Responsibilities**

I.  Chores

- It is expected that clothes and other items will be put away
- It is expected that the bed will be made up
- Wash dishes \_\_\_\_\_ times per week
- Vacuum/sweep

- Feed Pets
- Yard Work

Other:


II.  Attend School/Complete Homework

- Complete homework as assigned every day
- Attend School
- Participate in tutoring as assigned

Other:


III.  Personal Care

- Bathe Daily/Brush Teeth
- Wash/Dry Personal Laundry
- Take medication/Learn to be responsible for Medical Care

Other:


VI.  Communication/Development

- Attend Staffings and Court Hearings
- Discuss School and Career Plans with Care Manager
- Communicate with GAL (Guardian Ad Litem)

Other:


V.  Participate in Life Skills Training

Other:


## SECTION III:

### Activities Section

Approved activities are the second part of the CBC Teen Normalcy Plan. If the youth demonstrates responsibility by maintaining compliance with their CBC Teen Normalcy Plan, then the licensed care provider has the authority to approve the following age appropriate activities:

#### Suggested activities for ages 13-14:

- Extracurricular School Activities- After School and on Weekends
- Participate in Activities and Functions with Friends from School under Supervision
- Telephone use within reason; set an amount of time daily and time frames that is ok with the caregiver.  
Weekday timeframe: \_\_\_\_\_  
Weekend timeframe: \_\_\_\_\_
- Curfew time for weekdays: \_\_\_\_\_ and weekends: \_\_\_\_\_

Other: Be Specific


#### Suggested activities for ages 15-16:

- Extracurricular School Activities- After School and on Weekends
- Participate in Activities and Functions with Friends from School without Supervision for up to 3 hours
- Telephone use within reason; set an amount of time daily and time frames that are ok with the caregiver.  
Weekday timeframe: \_\_\_\_\_  
Weekend timeframe: \_\_\_\_\_
- Curfew time for weekdays: \_\_\_\_\_ and weekends: \_\_\_\_\_
- Part time employment
- Arriving home after school alone for up to \_\_\_\_\_ hours.

Other: Be Specific


#### Suggested activities for ages 17-18

(16 year olds are included in this category if they have proven themselves in the responsibilities listed above for at least 3 months prior to moving on to this category)

- Extracurricular School Activities- After School and on Weekends
- Participate in Activities and Functions with Friends from School Unsupervised within reason
- Telephone use within reason; set an amount of time daily and time frames that is ok with the caregiver.

Weekday timeframe: \_\_\_\_\_

Weekend timeframe: \_\_\_\_\_

- Curfew time for weekdays: \_\_\_\_\_ and weekends: \_\_\_\_\_
- Part Time Employment
- Can have a cell phone
- Can use public transportation
- Arriving home after school alone for up to \_\_\_\_\_ hours.
- Dating
- Prom/Other School Functions Unsupervised
- Spend Night at Friends House without Homestudy or Background Checks
- Take classes that are required for a driver's license

Other: Be Specific


Youth Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Youth Signature \_\_\_\_\_

Care manager (Print) \_\_\_\_\_ Date \_\_\_\_\_

Care Manager Signature \_\_\_\_\_

Licensed Care Provider (Print) \_\_\_\_\_ Date \_\_\_\_\_

Licensed Care Provider Signature \_\_\_\_\_

Supervisor Review on: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_



## Teen Plan

*Note: The teen plan outlines age appropriate activities for all youth ages 13 up to 18 who are in licensed foster care. This plan must be individualized and developed in collaboration with the youth, caregiver and child welfare case manager. Section II of the teen plan must be reviewed and updated quarterly. Sections I and II must be updated whenever there is a placement change.*

### **SECTION I:**

#### **YOUTH'S DEMOGRAPHICS:**

Name: \_\_\_\_\_ DOB/Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  Male  Female

#### **CURRENT LIVING ARRANGEMENT:**

Regular Foster Home  Therapeutic Foster Home  Group Home

Other: \_\_\_\_\_

Name of placement: \_\_\_\_\_

Length of time in current placement: \_\_\_\_\_

#### **EDUCATIONAL INFORMATION:**

What type of school are you currently enrolled in?

MIDDLE SCHOOL  HIGH SCHOOL  GED  COLLEGE  
 VO-TECH

Name of School: \_\_\_\_\_

Are you currently involved in extracurricular activities?  YES  NO

If Yes, What: \_\_\_\_\_

Have you ever been suspended or expelled from school?  YES  NO

If Yes, When: \_\_\_\_\_ Why: \_\_\_\_\_

**EMPLOYMENT STATUS:**

I am working part-time

I am working full-time

I am looking for a job

I need help to maintain a job

I am unable to work because: \_\_\_\_\_

**MENTAL HEALTH:**

Have you ever had a problem with or received treatment for the use of drugs or alcohol?

YES  NO

If Yes, What? \_\_\_\_\_

When? \_\_\_\_\_

Have you ever been diagnosed or treated for a major mental illness?  YES  NO

If Yes, What? \_\_\_\_\_

When? \_\_\_\_\_

Are you now or have you ever attended counseling or therapy?  YES  NO

If Yes, for What? \_\_\_\_\_

Where? \_\_\_\_\_

Are you currently taking any psychotropic medication?  YES  NO

If Yes, What? \_\_\_\_\_

**RESTRICTIONS / DJJ:**

Are you restricted from any community locations?  YES  NO

If Yes, Where? \_\_\_\_\_

Why? \_\_\_\_\_

Do you have DJJ involvement?  YES  NO

If Yes, are you on probation? \_\_\_\_\_ For how long? \_\_\_\_\_

\_\_\_\_\_  
Signature of Youth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Foster parent(s) or caregiver(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Child Welfare Case Manager

\_\_\_\_\_  
Date



## Teen Plan

Name: \_\_\_\_\_ DOB/Age: \_\_\_\_\_

*Note: The teen plan outlines age appropriate activities for all youth ages 13 up to 18 who are in licensed foster care. This plan must be individualized and developed in collaboration with the youth, caregiver and child welfare case manager. Section II of the teen plan must be reviewed and updated quarterly. Sections I and II must be updated whenever there is a placement change.*

### SECTION II:

#### **ACTIVITIES AND SUPERVISION:**

##### **A. Structured Activities (i.e. extracurricular and community activities, work, etc.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

##### **B. Unstructured Activities (includes all other activities not listed above)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### **CURFEW:**

1. Weekday Curfew: \_\_\_\_\_
2. Weekend Curfew: \_\_\_\_\_
3. Holiday Curfew: \_\_\_\_\_

**STRENGTHS AND NEEDS** (*This section is to be completed by the caregiver and should include the youth's strengths and needs, as assessed by the caregiver:*)

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**ACKNOWLEDGEMENT:**

In signing this Teen Plan, I acknowledge:

- I have participated in the development of this Teen Plan.
- I have received a copy of this Teen Plan.

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Signature of Youth

Date

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Signature of Foster parent(s) or caregiver(s)

Date

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Signature of Child Welfare Case Manager

Date

## TEEN NORMALCY PLAN YOUTH & CAREGIVER AGREEMENT

The purpose of this agreement is to identify specific age-appropriate activities, responsibilities & life skills for youth, ages 13-17, that are in licensed care, under the supervision of FamiliesFirst Network. In addition, the agreement outlines the authority of the foster parents or caregivers to approve participation in age-appropriate activities of youth in their care. The goal is to assist youth, in licensed care, to achieved the opportunities of normalcy.

This plan is to be developed with the youth, caregiver & Family Services Counselor. This plan shall be individualized in addressing each youth in care and must be reviewed & updated **every 90 days**.

NAME:	DOB:	AGE:

### AGE APPROPRIATE RESPONSIBILITIES & GOALS

**For youth, ages 13+:**

- Keeping room clean
- Completing homework
- Maintaining good, proper hygiene
- Attending court hearings & taking part in case planning
- Knowing your Judge & Guardian ad Litem

**For youth, ages 14+:**

- Completing assigned household chores
- Washing own laundry
- Demonstrating good study habits/time management skills
- Attending & participating in extra-curricular activities (school, church, or other social group)
- Preparing for FCAT testing
- Introducing self to FSC's supervisor by personal contact, phone call, letter or email

**For youth, ages 15+:**

- Begin pursuing job opportunities suitable for age 16 (including volunteer opportunities)
- Preparing for ACT &/or SAT testing

**For youth, ages 16+:**

- Seeking & gaining a part-time job or be actively involved in school/community
- Maintaining a passing GPA (grade point average) in school

**For youth, age 17:**

- Opening a bank account; maintain a positive balance in bank account.
- Having all required courses near completion in the anticipation of graduation
- Updating FSC of any change in residence or contact information
- Discussing academic & personal plans with FSC & Indep Living Coordinator so they can assist in making those plans reality

**other:**


## AGE APPROPRIATE ACTIVITIES

### For youth, ages 13+:

- Should be able to participate in an after school program or extra curricular activity
- Should be able to attend functions of others with the supervision of legal guardian

### For youth, ages 14+:

- Should be able to attend extra curricular activities (not to exceed 3 per week)
- Should be able to attend public places with friends with supervision of legal guardian

### For youth, ages 15+:

- Should be able to attend extra curricular activities (not to exceed 4 per week)
- Should have off campus outings with friends without the supervision of guardian  
(activity should not exceed after 3 hours)
- Should have a curfew of \_\_\_\_ p.m. on week-days & \_\_\_\_ p.m. on week-ends.

### For youth, ages 16+:

- Should have off campus outings with friends without the supervision of guardian  
(activity should not exceed after 6 hours)
- Should have a curfew of \_\_\_\_ p.m. on week-days & \_\_\_\_ p.m. on week-ends.

### For youth, ages 17:

- Should be able to participate in all functions of their school, including prom, homecoming, etc.
- Should have a curfew of \_\_\_\_ p.m. on week-days & \_\_\_\_ p.m. on week-ends.
- Should be able to go out with friends on outing and outings should not exceed past their curfew.

other:


## LIFE SKILLS

### For all youth:

- Attend & participate in Life Skills trainings

### For youth, ages 13+:

- Be aware of proper hygiene habits  
 Have a working knowledge on how to have a clean room  
 Have a working knowledge on how to wash laundry

### For youth, ages 14+:

- Should begin to learn how to cook  
 Should know how to use different cleaning materials & chemicals  
 Should have a working knowledge on how to use maps & the different means of transportation available

### For youth, ages 15+:

- Should have proper cooking & cleaning habits  
 Should know how to complete a job application  
 Should know how to write a resume'

### For youth, ages 16+:

- Should know how to apply for a job  
 Should have interviewing skills  
 Should know how to iron & color coordinate clothes for different events

### For youth, ages 17:

- Should begin to learn or already know how to budget their money  
 Should know how to look for a place to live  
 Should have a working knowledge of the career path that they have chosen, whether its work or college.

### other:




## HOUSE RULES

The house rules cover common rules and expectations as they relate to a specific foster home/group care placement.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

## CAREGIVER'S RESPONSIBILITIES TO YOUTH

- Work with the youth and agency in planning for permanency as it pertains to the youth. Permanency planning may include: adoption, reunification with parent, placement with a relative or non-relative or independent living.
- Keep the youth's Resource Record up-to-date.
- Ensure that the youth has supervision appropriate to his/her age and/or developmental level.
- Know where and with whom the youth is staying and the type of supervision they are receiving when an outing or overnight activity is approved. Youth may not remain in an unlicensed setting for any time other than a planned, supervised outing or overnight activity without the explicit approval of the department.
- Take immediate action if it is determined that the youth in your care is missing or has runaway.
- Encourage the youth opportunities to develop interests and skills through participation in school and community activities, such as music, art, sports, and special interest clubs.
- Respect the youth's body, person, possessions, bed and personal space.
- Assist and ensure the youth is given the opportunity to take part in court hearings, and other staffings concerning them and his/her family.
- Maintain and respect youth's belongings that were brought into the home as well as those purchased or subsequently obtained for them. These belongings go with the youth when

they leave the foster home/group care placement.

Provide the youth with his/her monthly spending allowance which is included in the board payment..

Treat the youth as if they were their own. They should be included in family outings and vacations.

Include the youth in decision making by asking for their thoughts and opinions.

Other:


*[Reference bilateral agreement signed by foster parent(s)]*

**SIGNATURE PAGE**

Youth Name (print)			
Youth Signature		Date	
Family Services Counselor (print)			
Family Services Counselor Signature		Date	
Foster Care Provider (print)			
Foster Care Provider Signature		Date	

Update:

Youth Name (print)			
Youth Signature		Date	
Family Services Counselor (print)			
Family Services Counselor Signature		Date	
Foster Care Provider (print)			
Foster Care Provider Signature		Date	

Update:

Youth Name (print)			
Youth Signature		Date	
Family Services Counselor (print)			
Family Services Counselor Signature		Date	
Foster Care Provider (print)			

Foster Care Provider Signature		Date	
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**Update:**

Youth Name (print)			
Youth Signature		Date	
Family Services Counselor (print)			
Family Services Counselor Signature		Date	
Foster Care Provider (print)			
Foster Care Provider Signature		Date	

Supervisor Signature		Date Reviewed	
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# HKI Teen Normalcy Plan

## Responsibilities Section

Note: The HKI Teen Normalcy Plan is a written plan that outlines the responsibilities and age appropriate activities developed for each HKI youth ages 13-17 in licensed care. The HKI Teen Normalcy Plan must be developed in collaboration with the youth, caregiver and care manager and reviewed by their supervisor. Each HKI Teen Normalcy Plan is specific to the individual youth and must be reviewed and updated every ninety days.

Youth: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

1.  Chores

- It is expected that clothes and other items will be in put away
- It is expected that the bed will be made up
- Wash dishes \_\_\_\_\_ times per week
- Vacuum/Sweep
- Feed pets
- Yard Work

Other:


2.  Attend School/Complete Homework

- Complete homework as assigned every day
- Attend School
- Participate in tutoring as assigned

Other:


3.  Personal Care

- Bathe Daily/Brush Teeth
- Wash/Dry Personal Laundry
- Take Medication/Learn to be responsible for Medical Care

Other:


4.  Communication/Development
- Attend Staffings and Court Hearings
  - Discuss School and Career Plans with Care Manager
  - Communicate with GAL (Guardian Ad Litem)

Other:


5.  Participate in Life Skills Training –Complete your Training Log

6: Other:


### Activities Section

Approved activities are the second part of the HKI Teen Normalcy Plan. If the youth demonstrates responsibility by maintaining compliance with their HKI Teen Normalcy Plan, then the licensed care provider has the authority to approve the following age appropriate activities:

*Suggested activities for ages 13-14*

Participate in after school academic programs or sports

Participate in activities and functions with friends from school/others under the supervision of the legal guardian or other adult approved by the foster care provider

Other: Be Specific


*Suggested activities for ages 15-16*

Youth can participate in activities with friends & peers (movies, shopping, attend school events) without adult supervision. (Should not exceed 3 hours)

Youth can spend the night with friends from school, church other social group

Other: Be Specific


Suggested activities for ages 16-17

Youth can participate in unsupervised activities; including dating as long as the foster care provider can verify friends/dates are from school, church or other approved social group

Youth can participate unsupervised in school functions such as homecoming and prom

Youth can spend the night with friends from school, church other social group

Youth has a curfew of: \_\_\_\_\_ weekdays \_\_\_\_\_ Fri & Sat  
for unsupervised activities

Youth can ride public transportation

Youth can obtain employment

Youth can have a cell phone

Youth can use telephone unsupervised between the hours of:

\_\_\_\_\_ Weekdays \_\_\_\_\_ Weekends

Other: Be Specific


Youth Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Youth Signature \_\_\_\_\_

Care Manager (Print) \_\_\_\_\_ Date \_\_\_\_\_

Care Manager Signature \_\_\_\_\_

Licensed Care Provider (Print) \_\_\_\_\_ Date \_\_\_\_\_

Licensed Care Provider Signature \_\_\_\_\_

Supervisor Reviewed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Supervisor Signature \_\_\_\_\_



Note: The teen normalcy plan outlines the responsibilities and age appropriate activities for all SCC youth between the ages of 13-17 in licensed foster care. This plan must be individualized and developed in collaboration with the youth, caregiver, and case manager. Review and update this plan every 90 days.

Foster care provider should use standard of being a “prudent parent” when making decisions.

Name: \_\_\_\_\_ DOB/Age: \_\_\_\_\_

Youth Responsibilities

Chores: The teen is responsible for the following chores

Chore	Frequency (1x per week, daily, monthly)
Put clothes away	
Wash clothes	
Take out trash	
Dishes	
Other:	
Other:	
Other:	
Other:	

Teen must attend school regularly

Teen will complete homework as assigned

Teen will attend all staffings and court hearings

Teen will discuss school and career plans with case manager

Teen will communicate with their assigned Guardian Ad Litem

Activities Section

The Foster Parent/Licensed Care Provider has the authority to approve age appropriate activities if the youth demonstrates their ability to be responsible and abide by the teen plan.

Suggested activities for ages 13-14

Participate in after school academic programs or sports

Participate in activities and functions with friends from school/others under the supervision of the legal guardian or other adult approved by the foster care provider.



Agreed upon activities include:

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Suggested activities for ages 15-16

Teen can participate in activities with friends and peers (movies, shopping, attend school events) without adult supervision. (should not exceed 3 hours). Teen can spend the night with friends from school, church or other social groups if approved by the foster care provider

Agreed upon activities include:

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Suggested activities for ages 16 - 17

Teen can participate in unsupervised activities; including dating as long as the foster care provider approves.

Teen can participate in unsupervised in school functions such as homecoming and prom

Teen can spend the night with friends

Teen as a curfew of \_\_\_\_\_ weekdays and \_\_\_\_\_ Friday & Saturday nights

Teen can ride public transportation

Teen can have a cell phone

Teen can be employed

Teen can use the cell phone unsupervised \_\_\_\_\_ and \_\_\_\_\_  
Friday & Saturday

Agreed upon activities include:

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**ACKNOWLEDGEMENT:**

In signing this Teen Plan, I acknowledge:

- I have participated in the development of this Teen Plan.
- I have received a copy of this Teen Plan.

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Signature of Youth Date

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Signature of Foster parent(s) or caregiver(s) Date

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Signature of Foster parent(s) or caregiver(s) Date

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Signature of Child Welfare Case Manager Date

Copy: File, court, teen, foster care provider