



July 1, 2024

Dear Independent Living (IL) Coordinator:

The State Fiscal Year (SFY) 2024-2025 site visits are underway for the Independent Living (IL) Program. The Pennsylvania Child Welfare Resource Center (CWRC) Practice Improvement Specialist (PI) assigned to your county will contact you directly to set up the annual site visit. To continue to strengthen services and outcomes for IL youth and young adults it is important to hear from them directly. County staff are responsible for identifying and coordinating arrangements with youth and young adults currently receiving regular IL and aftercare services and invite them to participate in the site visit. Additionally, to build partnerships CWRC will invite the following:

- Children and Youth Agency Administrator and management staff;
- Fiscal Officer (does not need to attend the entire meeting but should be available for the fiscal portion of the discussion);
- IL Coordinator and IL Supervisor;
- Casework staff working directly with older youth;
- OCYF Regional Representative;
- Other staff including permanency professionals and private providers; and
- Technical Assistance (TA) partners (Statewide Adoption and Permanency Network, Office of Children, Youth and Families; Administrative Office of Pennsylvania Courts; American Bar Association; etc.).

Information provided in the current SFY Needs-Based Plan and Budget and from the pre-site visit questionnaire will be utilized to evaluate IL programs and services. The pre-site questionnaire must be completed and returned to the PI prior to your scheduled site visit. Changes to IL programs and services, as well as strengths and challenges, will be discussed during the site visit. Information collected is shared with the Office of Children, Youth and Families (OCYF) and is used in writing Pennsylvania's Annual Progress and Service Report for the U.S. Department of Health and Human Services, Administration for Children and Families. Training and TA continue to be available to counties for IL services. Your TA partners can help you determine what training and services are available, what needs to be developed and how to best support continuous quality improvements for your IL program.

Follow-up visits will be conducted with every county to present the approved IL report and to share findings. This visit will occur within 90 days of the IL site visit and will include discussion around appropriate next steps to address any identified issues as well as allow the PI to share resources and supports the county may need. The follow-up visit will be scheduled at the conclusion of the annual site visit.

If you have any questions or need additional information about IL site visits, please contact your CWRC Practice Improvement Specialist or Ms. Meghan O'Hare at [meo43@pitt.edu](mailto:meo43@pitt.edu) or at (717) 712-5537. Questions regarding IL funding should be directed to Ms. Lindsey Glezen, Office of Children, Youth and Families, at [liglezen@pa.gov](mailto:liglezen@pa.gov) or at (717) 787-7056.

Thank you for your continued dedication to quality services and positive outcomes for Pennsylvania's youth, young adults, and families.

Sincerely

A handwritten signature in cursive script that reads "Amanda Dorris". The ink is dark and the signature is fluid.

Amanda Dorris  
Bureau Director