



**RIVERSIDE COUNTY PROBATION DEPARTMENT**  
 Serving Courts • Protecting Our Community • Changing Lives



**Transition to EFC Process Instructions**

STEP #	ACTION
1	45-60 days prior to a youth turning 18 and exiting a STRTP: <ul style="list-style-type: none"> <li>• The Case Carrying PO will refer the youth <b>via email</b> to EFC SPO (Youth name, ID#).</li> </ul>
2.	Upon receipt of email, the EFC SPO will assign an EFC PO to contact the Case Carrying PO
3.	The EFC PO contacts the Case Carrying PO to set a meeting <sup>1</sup> <ul style="list-style-type: none"> <li>• The meeting is between the youth, the Case Carrying PO, and the EFC PO</li> <li>• The meeting can be by telephone, virtual, or in-person</li> <li>• The meeting can occur during OR outside of the routine monthly contact</li> </ul>
4.	During the meeting, <b>the EFC PO</b> will: <ul style="list-style-type: none"> <li>• Explain what EFC is for the NMD</li> <li>• Explain EFC eligibility criteria requirements (11403(b) WIC)</li> <li>• Explain the types of housing available through EFC (THP vs. SILP)</li> <li>• Explain the rules and expectations associated with THPs and SILPs</li> <li>• Discuss the youth’s interests, goals, and plan to meet eligibility</li> <li>• Discuss the youth’s geographic preference</li> <li>• Explore which housing option is a good fit for the youth</li> </ul> During the meeting, <b>the youth</b> will: <ul style="list-style-type: none"> <li>• Identify how they plan to meet EFC eligibility</li> <li>• Select a housing option (a specific THP or SILP)</li> </ul>
5.	Following the meeting, the <b>EFC PO</b> will: <ul style="list-style-type: none"> <li>• Send an email to the ILP PO with a cc to the Case Carrying PO notifying the ILP PO of the THP selections made by the youth in Step 4</li> </ul> Following the meeting, <b>ILP PO</b> will: <ul style="list-style-type: none"> <li>• Complete a Universal Application if a THP is chosen</li> <li>• Email the Universal Application to THPs selected in step 4 and cc Case Carrying PO</li> </ul> Following the meeting, the <b>Case Carrying PO</b> will: <ul style="list-style-type: none"> <li>• Communicate with the ILP PO on the status of youth’s acceptance to THPs <b>OR</b> begin the process of completing SILP paperwork<sup>2</sup> if a SILP is selected in Step 4</li> </ul>
6.	The ILP PO will follow up as needed to assist the Case Carrying PO with transitioning the youth into housing identified in Step 4

<sup>1</sup> This meeting does NOT need to coincide with the 90 Day Transitional CFTM.

<sup>2</sup> If the youth choose to reside in a SILP, the EFC PO will provide coaching (selecting appropriate SILP, assessing appropriateness of payee, guidance on completing paperwork), for the case carrying PO, if needed, while the case carrying PO completes the SILP process.