

COMMUNITY BASED CARE **KEYS TO INDEPENDENCE**

APPLICATION PACKET

Attention Youth and Caregivers: Read all of the information in this packet and complete and sign the application on pages 6-9. Submit the application and associated documentation to info@keystoindependencefl.org. You will receive a message confirming your submittal. You will receive a determination on your application via US Mail within thirty (30) calendar days.

Questions should be directed to an Initiative Support Manager at info@keystoindependencefl.org or 321-441-4060.

About Keys to Independence

The Keys to Independence Act, passed into law in 2014 by the Florida legislature, and further updated with passage of Senate Bill 60 during the 2017 legislative session, recognizes that a young adult cannot be fully independent without a driver's license. A driver's license enables him/her to have a job, go to school, engage socially and contribute to their community. The Keys to Independence Program seeks to equalize the balance between safety and opportunity for children in foster care and to promote age-appropriate normal activities including obtaining a driver's license.

The Keys to Independence Act Program is intended to create opportunities and solutions to these barriers through reimbursing the cost of licensure, driver's education, other costs incidental to licensure and motor vehicle insurance for children in licensed out-of-home care who have successfully completed a driver's education program.

Program Eligibility Requirements

1. Per section 409.1454(4), Florida Statutes, eligible youth include:

- a. Youth in out-of-home care;
- b. Youth who have reached permanency may receive services up to 6 months after the date they reach permanency;
- c. Youth in out-of-home care who turn 18 years of age may receive services up to 6 months after the date they turn 18; or
- d. Youth who are continuing in care under section 39.6251, Florida Statutes.
- e. Youth continuing in care under section 39.6251, Florida Statutes, must demonstrate that such costs are creating barriers for obtaining employment or completing

educational goals.

f. Youth must also be eligible to obtain licensure pursuant to Chapter 322 Florida Statutes.

State of Florida Process for Licensure

*information adapted from the State of Florida Department of Motor Vehicles, www.flhsmv.gov/teens/parent_gdl.html, 2014

Florida's Graduated Drivers Licensing (GDL) law has three stages:

1. Learner's License
2. Intermediate License
3. Full Privilege License

Learner's License

Youth must be at least 15 years old to apply for a Learner's License. They must have completed a 4-hour Traffic Law and Substance Abuse Course, pass a written test, vision test, and hearing test.

Youth holding a Learner's License can only drive during daylight hours during the first three months and until 10 PM thereafter. The youth must ALWAYS be accompanied by a licensed driver over the age of 21 years old, occupying the front passenger seat of the vehicle.

Intermediate License

To earn an Intermediate License, youth must be at least 16 years old AND have held a Learner's License for at least one year without any traffic convictions. Additionally, the youth must submit a signed [Parental Consent Form](#). The Parental Consent Form requires a parent/guardian to certify that the youth has had at least 50 hours of behind-the-wheel driving experience, of which 10 hours must be at night. Once the youth obtains an Intermediate License, their driving privileges are based on their age:

- 16 years old
 - Driving allowed between 6 AM and 11 PM
 - All other times must be accompanied by a licensed driver at least 21 years old occupying the closest seat to the right of the driver, or be traveling to or from work
- 17 years old
 - Driving allowed between 5 AM and 1 AM
 - All other times must be accompanied by a licensed driver at least 21 years old occupying the closest seat to the right of the driver, or be traveling to or from work.

Full Privilege License

When the youth turns 18, restrictions are removed from their license.

Required Documentation for Participation and Reimbursement

For Participation, submit:

1. Application for Participation (pages 6-7 of this packet)
2. Participant Roles & Responsibilities (pages 8-9 of this packet)
3. Copies of Learner’s or Driver’s License, as applicable
4. Copies of Certificate of Completions of education courses, as applicable

For Reimbursement, submit:

1. Reimbursement Request Form (available at www.keystoindependencefl.org)
2. Supporting Documentation (please submit copies):

Expense	Documentation Required
Learner’s License Fee	<ul style="list-style-type: none"> • DMV Payment Receipt and Copy of License
Driver’s License Fee	<ul style="list-style-type: none"> • DMV Payment Receipt and Copy of License
Testing Fee (knowledge or skill retest)	<ul style="list-style-type: none"> • DMV Payment Receipt
4-Hour Traffic Law & Substance Abuse Course	<ul style="list-style-type: none"> • Vendor Payment
Driver’s Education Course	<ul style="list-style-type: none"> • Vendor Payment Receipt and Certificate of Completion
Insurance	<ul style="list-style-type: none"> • Copy of insurance bill, reflecting cost and coverage dates • Documentation from insurance provider of increased cost associated with adding youth to policy
Other Costs Incidental to Licensure	<ul style="list-style-type: none"> • TBD on an individual basis; contact an Initiative Support Manager
Deductible	<ul style="list-style-type: none"> • Evidence of payment, contact an Initiative Support Manager

Reimbursement Limits

Reimbursement limits have been established so that the limited funds allocated to the Keys to Independence Program will reach as many eligible youth as possible. Limits are per enrolled youth:

- Learner’s License Fee – Actual cost or \$100 limit
- Driver’s License Fee – Actual cost or \$100 limit
- Testing Fee (knowledge or skill retest) – Actual cost or \$100 limit
- 4-Hour Traffic Law & Substance Abuse Course – Actual cost or \$100 limit
- Driver’s Education Course – Actual cost or \$500 limit

Reimbursement Limits (continued)

- Insurance – Actual cost. Monthly limitations may be imposed at a later date based on availability of funds. Ample notice will be provided to youth and caregivers of such changes
- Other costs incidental to licensure – To be determined on an individual basis
- Deductible (when youth was driving during accident) – Actual cost or \$1,000 limit

Frequently Asked Questions

1. What happens in the event the youth moves to a different placement?

Anytime a youth moves placements, an Initiative Support Manager must be contacted. If a youth moves to a different out of home placement, they are still eligible for the program, but must submit a new Participant Roles & Responsibilities Agreement signed with the appropriate caregiver. An Initiative Support Manager will work with the youth and their new caregiver to transition insurance coverage, if applicable. If the youth is not covered by a policy during the transition, the youth should stop driving during this period.

If a youth's status changes and they are no longer in out of home care, they are no longer eligible for the program or may be eligible for a limited time period of up to six months. Contact your Keys Initiative Support Manager.

If a placement or status change occurs in a period for which insurance has already been reimbursed, the prorated insurance premium must be returned to the Keys to Independence Program. Contact an Initiative Support Manager to discuss a reasonable timeline; insurance companies will reimburse the policyholder for the prorated amount effective the date a youth is removed from a policy. Once received by the policyholder, the funds should be repaid to the program. Each youth and caregiver is required to agree during the application process to notify the program in the case of such an event. Both are individually responsible to make this notification. Quality control checks of each participant will be conducted randomly to confirm placement status.

2. The youth took the skill or knowledge test, but did not achieve a passing score. What happens next?

The youth should follow DMV guidelines for waiting periods between retake attempts at the skill or knowledge test. In between tests, we encourage the caregiver to actively assist in studying and/or enhancing driving skills in areas of deficiency.

The initial attempt at taking the skill and knowledge tests are included in the cost of the license fee. Additional fees are charged by the DMV for each subsequent re-take of either test. The Keys to Independence Program is able to reimburse up to \$100 in such testing fees – just submit the payment receipts with the Reimbursement Request Form.

3. Once a youth is enrolled in the program, are there time limits to achieve each licensure status?

Keys to Independence does not impose specific time limits on enrolled youth. However, because funds are limited and must be expended on a first come, first serve basis, staff will periodically contact enrolled youth to discuss their progress. If completion of the permitting process or driver's education is delayed, the program will be unable to hold funds for insurance or other expenses if the youth has not progressed through the process at a normal rate. If an enrolled youth experiences an unexpected barrier, he/she should contact an Initiative Support Manager so that they can work together to find a solution.

COMPLETE PAGES 6-9 AND SUBMIT WITH APPROPRIATE DOCUMENTATION TO INFO@KEYSTOINDEPENDENCEFL.ORG.

YOUTH INFORMATION (please print):

Name: _____
Date of Birth: _____ Current Age: _____
Address: _____
Phone: _____
Email: _____
Current Placement Type: Foster Home Group Home Residential Program Relative Non-Relative
 Other (please describe): _____
Case Manager Name: _____
Case Management Agency/County: _____

CAREGIVER INFORMATION (please print):

Name: _____
Address: _____
Phone: _____
Email: _____
Relationship to Youth: _____

GUARDIAN AD LITEM INFORMATION (please print):

Name: _____
Phone: _____
Email: _____

SELECT ONE OF THE FOLLOWING:

I am at least 15 years old and do not yet have a FL Learner's License (check all that apply):
 I have already passed the 4-hour Traffic Law & Substance Abuse Course

I am at least 15 years old and already have a FL Learner's License (check all that apply):
 I have completed a driver's education course
Course Provider: _____ Date Completed: _____
 I have held my Learner's License for 12+ months without any traffic convictions.

I am at least 16 years old and already have a FL Intermediate License (check all that apply):
 I have completed a driver's education course
Course Provider: _____ Date Completed: _____

- I am currently listed on a valid insurance policy
- I own a vehicle

(continued on next page)

YOUTH AND CAREGIVER: By signing below, we certify that:

- ✓ Both applicant youth and caregiver have read and understand the entire application packet (pages 1-9), including Eligibility Requirements, Process for Licensure, Documentation Requirements, Reimbursement Limits and Frequently Asked Questions
- ✓ Both applicant youth and caregiver understand that youth must complete a driver’s education course to be reimbursed for costs associated with obtaining a driver’s license, including incidentals and insurance
- ✓ Should a placement change occur after enrollment, the Program Support Manager must be contacted immediately
- ✓ Should the youth’s licensure be revoked, suspended or restricted, the Program Support Manager must be contacted immediately

Signature of Youth

Date

Signature of Caregiver

Date

PLEASE INCLUDE THE FOLLOWING DOCUMENTATION AS APPROPRIATE WHEN SUBMITTING YOUR APPLICATION:

- Copy of Learner’s License or Driver’s License
- Cert. of Completion – 4-hour Traffic Law & Substance Abuse Course
- Cert. of Completion – Driver’s Education Program
- Copy of Valid Insurance Card
- Copy of FL Vehicle Registration

Once your application has been submitted...

- ✓ You will receive a confirmation email within two (2) business days (or via US Mail within 10 business days if no email provided)
- ✓ You will receive a determination on your application status within thirty (30) business days

PARTICIPANT ROLES & RESPONSIBILITIES

Attention Caregivers: Utilize this form for discussion when considering the readiness of any youth who desires to obtain a Learner's License or Driver's License.

YOUTH INFORMATION

Name: _____
Date of Birth: _____ Current Age: _____
Address: _____
Phone: _____
Other Contact Information: _____
Current Placement Type: Foster Home Group Home Residential Program
 Other (please describe): _____
Client ID: _____ Case Manager Name: _____
Caregiver Name: _____

Youth Responsibilities

I, _____ (please print clearly), understand that to participate in the Florida Keys to Independence Program that I have certain responsibilities that will be placed upon me for full participation and reimbursement.

I understand that:

1. My participation is voluntary.
2. Participation and reimbursement for eligible expenses is subject to monitoring and review
3. I will abide by all Florida laws and DMV requirements while I am learning to drive.
4. I agree to abide by all Florida safe driving laws and practices including:
 - Following the posted speed limits
 - Using seat belts
 - Not using my cell phone for calling or texting while driving
5. I agree to not operate a motor vehicle unless I am insured and have permission to drive the vehicle.
6. If I receive a ticket for a moving violation or an at-fault accident that I will inform my caregiver immediately, cease driving and comply with all DMV regulations for revocation, suspension or restriction of my license.
7. If I am requesting reimbursement for any eligible expenses, I must complete a Reimbursement Request form along with my caregiver, and provide all related documentation for the expense.

Caregiver Responsibilities

I, _____ (please print clearly), understand that to participate in the Florida Keys to Independence Program that I have certain responsibilities that will be placed upon me for full participation and reimbursement. I will use a “reasonable and prudent parent” standard with a youth who is participating in the program.

I understand that:

1. My participation is voluntary.
2. Participation and reimbursement is subject to review and monitoring.
3. I will ensure that the youth abides by all Florida laws and DMV requirements while they are learning to drive, including when they have their Learner’s License and Intermediate License.
4. I agree to encourage the youth to abide by all Florida safe driving laws and practices including;
 - Following posted speed limits
 - Using seat belts
 - Not using a cell phone for calling or texting while driving
5. I agree to not allow a youth to drive a car without insurance.
6. If the youth receives a ticket for a moving violation or an at-fault accident, I will enforce all DMV regulations regarding revocation, suspension or restriction of their license.
7. If I am requesting reimbursement for any eligible expenses I must fill out a Reimbursement Request along with the youth, and provide all related documentation for the expense.

Signature of Youth

Date

Signature of Caregiver

Date

OFFICE USE ONLY										
Date Rcvd.		Staff		Status	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>