
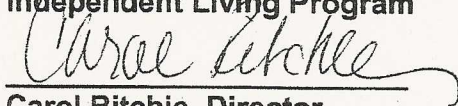


**PLACEMENT  
COORDINATING  
MEMORANDUM**

No. 2004-18	Page 1
Original Date: May 19, 2004	
Revised Date:	
Approved: 	
Dave Mitchell, Acting Director Independent Living Program	
	
Carol Ritchie, Director Quality Assurance	

**Identification and Referral Process of ILP Eligible Youth By TILP UNIT**

In an effort to address the inconsistency and increase the number of referrals made to skill centers and the Community College Foundation (CCF), we will begin immediate implementation of the following process for identification and referral of ILP eligible youth.

Step 1: The TILP Coordinator will complete the initial form #5557 at time of TILP interview and notate that the form was completed in the JCMS entry.

Step 2: The TILP Coordinator will duplicate the form #5557 along with the TILP packet, in effect making it a part of the TILP packet and follow the established process of dissemination.

Step 3: The copy of the form #5557, along with the copy of the TILP, will be forwarded to Wilshire in the normal process.

Step 4: If the case has been assigned to a placement officer, the placement officer is responsible for completing and submitting the form # 5557 and a copy of the most recent TILP face sheet to the ILP coordinator for any subsequent ILP services.