



PLACEMENT COORDINATING MEMORANDUM

No. 2004-19	Page 1
Original Date: May 19, 2004	
Revised Date: March 15, 2005	
Approved:  _____ Dave Leone, Director Central/Regional Placement	
 _____ Dave Mitchell, Director Emancipation Services	

IDENTIFICATION AND REFERRAL PROCESS OF ILP ELIGIBLE YOUTH

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

- Step 1: The DCFS form # 5557, TILP Transmittal and Request for Services is attached to the TILP that is included in the Placement Packet.
- Step 2: Upon receipt of the Placement Packet the Regional Placement Deputy Probation Officer (DPO) will update the address section on form # 5557.
- Step 3: The Regional Placement DPO will submit the original form # 5557 and a copy of the TILP face sheet to the Independent Living Program (ILP) Coordinator assigned to his/her Area Office. *In the case of the "On-Site DPOs," the designated ILP Coordinator located at Wilshire Metro-Plex is the point of contact and the documents will be faxed to the attention of Probation at (213) 637-0036.*
- Step 4: The ILP Coordinator will forward form # 5557 and the TILP face sheet for referral.

If you have any questions regarding this PCM, please contact SDPO Billy Nettles, at (213) 351-0152.