



# Juvenile & Youth Services

## YOUTH JUSTICE SERVICES HANDBOOK

SUBJECT: Termination of Wardship and CMO  
Disenrollment

PAGE: 1 of 5

ITEM: 700.16

DATE: 9/20/2024

### I. Policy

- A. The Assured Family Services/Juvenile Assessment Center (AFS-JAC) and Case Management Organization (CMO) will assess each adjudicated youth's readiness for Wardship termination based on the standards outlined in this policy. The CMO is responsible for recommending Wardship termination to the Court, but the final decision rests with the Court. Once Court jurisdiction is terminated, the youth is disenrolled from the assigned CMO, and Wayne County's financial responsibility ends.
- B. The Assured Family Services/Juvenile Assessment Center (AFS-JAC) is the sole agency authorized to approve a youth's disenrollment on the Juvenile Agency Information System (JAIS).
- C. The CMO must adhere to Michigan Court Rules when processing recommendations for the termination of Court Wardship. While youth are referred to the County for care and supervision, the Court maintains jurisdiction from the time of referral until the termination of wardship.

### II. Definitions

**Disenrollment** is the process of ending a youth's assignment to a Case Management Organization (CMO) and Wayne County's financial responsibility for their care and supervision. This action occurs after the Court terminates Wardship.

### III. Procedures

- A. CMO Disenrollment for Probation Youth (Also See Item 700.23)
  - 1. The terms of probation shall commence on the date of disposition and continue for a period not to exceed 182 days. If the youth has satisfactorily resolved the terms and conditions of probation, then the CMO should recommend termination of probation to the court. Probation may be

## YOUTH JUSTICE SERVICES HANDBOOK

|   |                  |
|---|------------------|
| SUBJECT: Termination of Wardship and<br>CMO Disenrollment | PAGE: 2 of 5     |
| ITEM: 700.16  | DATE: 01/04/2010 |

extended for three months when sufficient progress has not been made to resolve the terms and conditions of probation. The CMO must ask the Court to terminate probation following completion of an extended term when sufficient progress has been made to resolve the terms and conditions of probation. Termination of probation must be authorized by the Court a hearing or through administrative review. The CMO must not assume that the Court will automatically terminate probation.

### B. CMO Disenrollment for Post-Adjudicated Youth

1. CMO recommendations for termination of adjudication wardship must be processed to the Court, as follows (see III. D. below for JYS criteria for making termination recommendations to the Court):
  - a. An adjudicated youth may have Wardship terminated by the Court, based upon recommendations by the CMO or the Court's discretion. Termination of Wardship is automatic when a youth reaches the age at which Wardship must be terminated pursuant to statute.
  - b. The CMO must notify petition the Court for termination of Wardship based on age when the ward is nearing his/her 19th birthday or his/her 21st birthday, if jurisdiction has been extended (see Items 401.11 and 401.14).
  - c. The CMO must notify the Court for termination 30 days prior to the date of automatic Wardship Termination. Termination of Wardship prior to youth "aging out" must be determined by the Court.
  - d. Wardship may be terminated at a Review Hearing.

### C. The CMO will be responsible for notifying the youth and family of the hearing date and that their attendance is required.

### D. Dis-Enrollment of adjudicated youth in Post-Care Status

1. Only the Court has the authority to terminate a youth's legal status, while Case Management Organizations (CMOs) can make recommendations to the Court based on the youth's progress. JYS has established a policy to guide CMOs in deciding when to recommend the termination of a youth's Wardship. Adjudicated youth in post-care status will be recommended for disenrollment based on specific criteria:
  - a. Six months in the post-care status without a felony conviction or pending criminal charges.
  - b. The youth has completed or made substantial progress on completion of the goals and conditions of post-care.

**YOUTH JUSTICE SERVICES HANDBOOK**

|   |                  |
|---|------------------|
| SUBJECT: Termination of Wardship and<br>CMO Disenrollment | PAGE: 3 of 5     |
| ITEM: 700.16  | DATE: 01/04/2010 |

- c. Restitution (if applicable) has been resolved or there is a plan to complete restitution.
  2. When the CMO can factually document that an adjudicated youth in post-care status has achieved maximum progress and further achievement is not likely, they may recommend the youth for Wardship termination.
- E. Youth adjudicated for Class I or II offense(s) are in residential placement for an extended period. These youth may “age-out” while in residential placement. This means that they will reach the age of statutory (automatic) discharge while they are in a placement.
  1. Six-months prior to the age of statutory discharge, the CMO should make a recommendation to the Court to transfer the youth into the community/home for post-care status so services can be put into place prior to a youth’s “aging out” of care or wardship termination.
  2. If the youth does not have a residence six-months prior to the age of statutory discharge, CMO’s should pursue enrolling the youth in services such as an semi-independent living program; an employment program such as Job Corp; a shelter program such as Covenant House’s Shelter Program; other transitional living plans; or be in process of moving the youth toward his or her reintegration plan before he or she “ages out” of care.
- F. Other Circumstances That Require Recommendation for Termination of Legal Status
  1. If a youth has been accepted into the armed services or a service agency such as the Peace Corps or VISTA, the CMO must request a hearing for Wardship Termination. The youth’s disenrollment from the CMO will take effect on the date of entry into the service.
  2. If a youth under Family Division Court jurisdiction has been subsequently convicted in a Criminal Court and has been sentenced to MDOC jail, prison, or adult probation, the CMO can request a hearing and make a recommendation to the Court for termination of Wardship.
  3. If the parent, guardian, and the youth’s family is moving to another state, or the youth has entered college or has secured employment in another

# YOUTH JUSTICE SERVICES HANDBOOK

|   |                  |
|---|------------------|
| SUBJECT: Termination of Wardship and<br>CMO Disenrollment | PAGE: 4 of 5     |
| ITEM: 700.16  | DATE: 01/04/2010 |

state, the CMO may recommend termination of Wardship upon receiving the following documentation: proof of new living address; a letter of acceptance from a college; or a letter verifying employment. The CMO may also require additional verification of a youth's new location if Interstate Compact services were used to facilitate or finalize a youth's move out of state. (see Series 600.17).

4. The death of any youth placed for care and supervision with the County must be immediately reported to the Court. It is the responsibility of the CMO to file a Report of Death, (Exhibit 700.8 A and B). In the event the death occurred while the youth was in residential placement, the Wayne County Department of JYS must be notified immediately by phone or email (Item 700.8 - Death Reporting). The case record must indicate the date and cause of death, sources of information, and CMO's involvement in funeral arrangements and other matters.
5. When a youth is assigned by the AFS-JAC to a CMO for probation services and cannot be physically contacted or located within the first two weeks after the acceptance date, the CMO must follow the procedures in item 700.7 for escape reporting.
- G. If a Victim Notification is requested, the CMO or Provider must ensure that the victim and any other involved county are notified of discharge. A copy of each Victim Notice is to be retained in the youth's case record. See Item 700.4.
- H. Termination of Wardship and disenrollment or a probation or adjudicated youth does not terminate any existing P.A. 220 (MCI) status and the case remains subject to MDHHS policy and procedure (see Item 402.5).
- I. Youth tried as adults and committed to MDOC or JYS will **not** be automatically discharged. The CMO can request a hearing with the Court for a review hearing.
  1. At the hearing the CMO must submit a report prepared in collaboration with the institution or agencies involved in providing services to the youth. This includes proof of living situations for youth with no residence at the time of disenrollment. The report must indicate the extent to which the youth has been rehabilitated and the degree of risk to public safety.
  2. Upon disenrollment, the CMO must also complete for the youth's case file the CMOs internal Care Path Disenrollment Report.
  3. Upon the official termination of CMO services for a youth on probation, the CMO must complete a CMO Disenrollment Report as outlined in Exhibit

## YOUTH JUSTICE SERVICES HANDBOOK

|   |                  |
|---|------------------|
| SUBJECT: Termination of Wardship and<br>CMO Disenrollment | PAGE: 5 of 5     |
| ITEM: 700.16  | DATE: 01/04/2010 |

700.16-A. This report must be recorded on JAIS within five (5) business days of disenrollment.

- J. Assured Family Services/Juvenile Assessment Center (AFS-JAC) is the only agency authorized to record a youth's court termination status and disenrollment date on the Juvenile Agency Information System (JAIS). The Case Management Organization (CMO) is responsible for requesting disenrollment from AFS/JAC.

### Exhibits/Updated

700.16-A CMO Disenrollment Report  
700.8 A&B Report of Death  
Care Path Disenrollment Report

### References

MCR 5.944 (e), (d), 4  
MCL 712A. 188 4  
Memorandum of Understanding, Attachments #1 and #2  
Item 402.5  
Item 700.4  
Item 700.7  
Item 700.8 - Death Reporting  
Series 600.17  
Items 401.11 and 401.14  
Item 700.23  
Item 401.11