

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-08-9

TO: All CFSA Staff

FROM: Sandra Jackson
Acting Deputy Director for Program Operations

DATE: Wednesday, September 10, 2008

RE: Monthly Allowances during Post-Secondary Education

Committed youth who are enrolled as full time students in post-secondary education and are not connected to a placement are entitled to monthly financial support to meet their incidental expenses not covered by educational scholarships or other financial aid. This Administrative Issuance establishes the authority and mechanism for providing personal allowances to these youth, delineates the eligibility criteria, formula for determining the allowance, the method of payment, and the social worker's responsibility in ensuring payment of the personal allowance to the student. This Issuance is effective retroactively to August 1, 2008.

The Agency Director adopts this procedure to be consistent with the Agency's mission and applicable federal and District laws, rules and regulations, including, but not limited to DC Code 2001 Ed. Title 4, Section 1303.03(a-1)(6) (Supp. 2007 as amended).

If you have any questions about this administrative issuance please contact the Administrator for the Office of Youth Development.

Eligibility Criteria

1. Youth shall be committed to the Child and Family Services Agency (CFSA).
2. Youth shall be enrolled as a full time student in a post-secondary educational institution approved by the CFSA.
3. Youth shall not be in a paid foster care placement while attending post-secondary education.

Amount of Personal Allowance

CFSA establishes the amount of the personal allowance commensurate with the stipends and allowances provided to youth in main facility Independent Living Programs as established in 29 DCMR 6332, adjusted to suit an on-campus living arrangement.

CFSA may provide a personal allowance in either of the following maximum amounts:

- \$300.00 for each youth enrolled in post-secondary education and participating in a meal plan at the educational institution
- \$500.00 for each youth enrolled in post-secondary education and not participating in a meal plan at the educational institution

The formula for calculating a youth's personal allowance is as follows:

Personal Allowance

Clothing	\$120.00
Allowance	80.00
Incidentals	60.00
Toiletries	30.00
Transportation	<u>10.00</u>
Subtotal	\$300.00

Food	<u>200.00</u> (when the youth does not participate in the school's meal plan)
Total	\$500.00

Method of Payment

1. CFSA shall generate funds monthly for each youth's personal allowance made payable to the youth.
2. Funds shall be credited monthly to either but not both of the youth's following financial options:
 - a. personal checking account
 - b. CFSA issued EBT card

If either of the options above is not available, CFSA shall generate a check in the youth's name and mail the check to the youth.

Social Worker Responsibilities

1. Prior to the youth's personal allowance being generated each month, the assigned social worker must verify all of the youth's following information on a monthly basis:
 - a. enrollment at a post-secondary institution
 - b. address
 - c. account information
2. The assigned social worker shall submit the approved request for the demand payment for the youth's personal allowance to CFSA's Fiscal Office.
3. The assigned social worker shall check to ensure the youth's personal allowance has been sent to the youth.