

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**Administrative Issuance:** CFSA-06-9

TO: All CFSA Staff

FROM: Audrey L. Sutton, Deputy Director for Programs

DATE: May 22, 2006

RE: Post-Secondary Education and Training

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Through the John H. Chafee Foster Care Independence Program (Chafee), the federal government provides funds to states, including the District of Columbia, to assist youth in receiving post-secondary education and training. The purpose of the Education and Training Vouchers (ETV) Program is to help youth exiting out of foster care make the transition to self-sufficiency and receive the education, training, and services necessary to obtain employment.

The ETV program is the only program through which CFSA will provide funds for secondary education for current or former foster care youth.

This administrative issuance addresses eligibility for the ETV program and the uses of ETV program funds. Additional issues concerning ETVs will be addressed in future issuances. If you have any questions about this administrative issuance please contact the Office of Youth Empowerment.

The legal authorities for this policy are the Child and Family Services Agency Establishment Amendment Act of 2000, effective April 4, 2001; DC Law 13-277; and the John H. Chafee Foster Care Independence Program (Chafee), 42 USC § 677(i).

### **Program Description**

The Child and Family Services Agency (CFSA) administers the ETV program through CFSA's Office of Youth Empowerment's Center of Keys for Life (CKL) Independence Program. ETVs can be applied toward the cost of attendance at an institution of higher education, which includes but is not limited to colleges, universities, community colleges, and training institutions. An ETV voucher cannot exceed the total cost of attendance at a post-secondary school or program. It may be received more than once but the youth must re-apply each academic year. ETVs will be distributed in order of application on a first-come, first-served basis, until the ETV funds are exhausted.

### **Expenses Covered**

1. The ETV program provides an eligible youth with financial assistance in the form of a voucher for up to \$5,000 per academic year. ETV funds are provided only after all other forms of financial aid (including but not limited to DC ONE, FASFA, and scholarships) have been utilized. The total amount provided may not exceed the cost of attendance at the youth's institution of higher education. Youth are responsible for all other expenses after the \$5,000 cap.

*Note: the total cost of attending, for example, "State College" is \$10,000; FASFA will provide the youth with \$6,000 and DC ONE will provide \$2,000. In addition, the youth has received a \$1500 scholarship from the area alumni. Thus, the total amount of ETV that the youth can receive is \$500 (i.e., \$10,000 – \$6,000 – \$2,000 – \$1500 = \$500).*

2. ETVs can be used for the cost of attendance, which may include the following costs:

- a. Tuition
- b. Fees
- c. Books
- d. Room and board
- e. Supplies
- f. Transportation costs
- g. Computers

*Note: In general, a youth who receives a desktop computer from CFSA is not eligible for ETV computer funds under this section. The only exception is that a youth who is required to have a laptop computer in connection with a college major in a computer-related field may receive ETV computer funds for a laptop computer.*

- h. Dependent allowance
- i. Disability allowance
- j. Cooperative education allowance
- k. Loan fees

*Note: ETVs cannot be used for the payment of past or current loans. Additional information on what is included in the cost of attendance is found in Attachment A: Definitions.*

3. If a youth is enrolled for less than half time (as determined by the institution), "cost of attendance" means tuition, fees, an allowance for only books, supplies, and transportation (as determined by the institution), and dependent-care expenses.
4. If a youth is enrolled in a correspondence education program, the cost of attendance shall include tuition, fees. If required, costs shall include books and supplies, travel, and room and board costs incurred specifically in fulfilling any required period of residential training.
5. If a youth is incarcerated, the cost of attendance shall include tuition and fees as well as books and supplies when required.
6. If a youth is enrolled in a study abroad program that has been approved for credit by the youth's home institution, the cost of attendance shall include reasonable costs associated with the study program as determined by the institution where the student is enrolled.
7. If a youth is receiving all or part of the instruction by means of telecommunications technology, no distinction shall be made with respect to the mode of instruction when determining costs.

## **Eligibility**

The ETV program is available to the following youth:

1. Youth ages 18 to 21 – the following criteria applies:
  - a. U.S. citizenship or legal residency.
  - b. Out-of-home care at the age of 15 years or older or adopted after the age of 16.
  - c. High school diploma or equivalent, or general education development (GED).
  - d. Enrolled in post-secondary school or training program as a full-time or part-time student.
  - e. An application has been submitted to the post-secondary school or training program for financial aid.
  - f. The post-secondary education or training was initiated before reaching the age of 21.
  - g. Satisfactory academic progress (i.e., at least a cumulative grade point average of 2.0 on a 4.0 scale) or academic standing consistent with the institution's graduation requirements for the federal student financial aid program.

2. Youth 21 to 23 must fulfill both of the following eligibility criteria:
  - a. Meet all eligibility requirements for youth ages 18 to 21 (above).
  - b. Be participating in the voucher program on the date they reach age 21 in order to be eligible to receive assistance until reaching the age of 23 years old, as long as they are enrolled in a post-secondary education or training program and are making satisfactory progress toward completion of that program.
3. Adopted youth must be adopted from the District of Columbia's foster care system after age 16 and meet the same eligibility requirements for foster youth who would have been otherwise eligible for services under Chafee.

### **Application Process**

1. Youth who wish to apply for ETV funds shall submit a completed application package to the ETV Coordinator under CKL (*see Attachment B: Education and Training Voucher [ETV] Program Application*).
2. The ETV Coordinator shall log and date-stamp the documents as they are received.
3. The ETV Coordinator shall review the application package, determine eligibility, and make a recommendation to the supervisor who is then responsible for approval of the package.
4. Within 30 calendar days of receiving a completed application package, the ETV coordinator shall complete all of the following tasks:
  - a. Review the application package.
  - b. Determine whether the youth is eligible for ETV.
  - c. Notify the youth of the eligibility determination in writing using the appropriate Notice of Action (*Attachments C-G*).
  - d. If the youth is determined to be eligible, send the Notice of Eligibility (*Attachment C*) to the institution.

*Note: Four possible Notices of Action are included: (1) Attachment C: "Notice of Action – ETV eligible" is used if the youth is found to be eligible and will be given funds; (2) Attachment D: "Notice of Action – ETV funds exhausted" is used if the youth is found to be eligible, but program funds are exhausted; (3) Attachment E: "Notice of Action -- ETV denial" is used if the youth not found to be eligible; (4) Attachment F: "Notice of Action – ETV cost of attendance" is used if the youth is determined to be eligible, but the full cost of attendance will be paid through other sources.*

*The identification of each form is found in its footer.*

5. For each eligible youth, the ETV coordinator shall meet with the youth to complete each of the following activities:
  - a. Discuss distribution of funds.
  - b. Complete a written agreement of what each voucher covers and the youth's requirements in order to receive the voucher.
  - c. Sign off on the agreement and make recommendations for the funds to be allocated.
6. The program manager shall review and approve of ETV requests.
7. Payments shall be made within 30 days of notifying youth of their eligibility. Tuition shall be paid directly to the institution, while all other expenses may be paid directly to the youth.

## ATTACHMENT A DEFINITIONS

- A. **Application Package** – The package includes the Education and Training Voucher Program Application, spending plan, and all of the following youth-specific information (as applicable):
1. Final acceptance letter from the institution of higher education for a youth not currently receiving ETV funds.
  2. Upcoming semester's class schedule.
  3. Institution of higher education transcript, for a youth currently receiving ETV funds.
  4. Copy of financial aid package documenting all financial aid received and financial need (*see Definition D below*).
  5. Tuition bill from the institution.
  6. All other documentation that supports the spending plan.
- B. **Cost of Attendance** – Only the following items may be considered in determining the cost of attendance:
1. Tuition: normally assessed for a student carrying the same academic workload (without ETV) as determined by the institution.
  2. Fees: normally assessed a student carrying the same academic workload (without ETV) as determined by the institution, and including costs for rental or purchase of any equipment, materials, or supplies required of all students in the same course of study.
  3. Miscellaneous allowance: monies needed for books, supplies, transportation, and miscellaneous personal expenses, including a reasonable allowance for the documented rental or purchase of a personal computer for a student attending the institution on at least a half-time basis, as determined by the institution.
  4. Room and board: allowance, as determined by the institution, for room and board costs incurred by the student. As applicable to the student's situation, the following criteria apply to the allowance:
    - a. Determined by the institution for a student without dependents residing at home with parents.
    - b. For students without dependents residing in institutionally owned or operated housing, a standard allowance determined by the institution based on the amount normally assessed most of its residents for room and board.
    - c. For all other students, an allowance based on the expenses reasonably incurred by such students for room and board.
  5. Dependent allowance: based on the estimated actual expenses incurred for dependent care, and the number and age of the dependents. The dependent allowance shall not exceed the reasonable cost for residing in the community and providing the kind of care needed. The period for which dependent care is required includes, but is not limited to, class-time, study-time, field work, internships, and commuting time.
  6. Disability allowance: as determined by the institution for expenses related to the student's disability, including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided for by other assisting agencies.
  7. Cooperative education allowance: available only to a youth engaged in a work experience under a cooperative education program, i.e., reasonable costs associated with such employment, as determined by the institution.
  8. Loan fees allowance: (1) available only to a youth who receives a loan under Chafee or any other federal law, or, at the option of the institution, a conventional student loan incurred by the student to

cover a student's cost of attendance at the institution; (2) allowance for the actual cost of any loan fee, origination fee, or insurance premium charged to such student or such parent on such loan, or the average cost of any such fee or premium charged by the Secretary of Health and Human Services, lender, or guaranty agency making or insuring such loan, as the case may be.

- C. **DC Adoption Program** - The federally funded Adoption Scholarship Program is available to DC residents who have been adopted through the DC Foster Care system and/or children who lost one or both parents in the September 11 terrorist attacks.
- D. **The DC One Application (three-in-one application)** - The application for DC TAG (Tuition Assistance Grant), DCLEAP (DC Leveraging Educational Assistance Partnership Program) and DC Adoption Programs.
- E. **DC LEAP** - The DC Leveraging Educational Assistance Partnership Program (DC LEAP) is a need-based grant offered to DC residents for education or training beyond the high school level.
- F. **ETV coordinator** – CKL staff member with the responsibility to administer Education and Training Vouchers as part of his or her other job responsibilities.
- G. **Financial aid package** – Documentation of all financial need and financial aid, including but not limited to the following documentation:
  - 1. FAFSA statement
  - 2. DC ONE statement
  - 3. Any additional scholarships, grants or endowments
- H. **Institution of higher education** – An institution, including a graduate school, certified by the Secretary of Health and Human Services to be an institution of higher education. To be certified as an institution of higher education, the institution must comply with the requirements of 20 USC § 1002.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency



**EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM APPLICATION**

**INSTRUCTIONS:**

1. This Education and Training Voucher Program Application (Application) is used to apply for the CFSA Education and Training Voucher (ETV) Program. It is to be completed by the youth who is seeking the funds.
2. A new Application must be completed for each semester for which the youth seeks funds.
3. An Application is not complete unless all attachments identified in Part IV, below, are attached.
4. Print or type all information.
5. For further information concerning the ETV Program, see Administrative Issuance CFSA-06-6.

**I. Applicant**

Name: _____		
Last	First	Middle
DOB _____	Social Security No. _____	____--____--_____
Current Address: _____		
No. & Street	City	
Telephone #: _____	(h) _____	(w) _____ (c) _____
Committed to CFSA from: _____	To: _____	
Most recent social worker: _____		
Participant in the Center of Keys for Life: Yes _____ Dates _____ No _____		

**II. Institution of Higher Education**

1. Name of institution of higher education: \_\_\_\_\_

2. Mailing address: \_\_\_\_\_  
No. & Street City State Zip Code

3. School session for which ETV is sought \_\_\_\_\_  
(e.g., 1st, 2nd, 3rd, 4th or other semester, quarter, or trimester)

4. Applicant school status:  Full Time  1<sup>st</sup> Semester  Freshman  
 Part Time  2<sup>nd</sup> Semester  Sophomore  
 Other \_\_\_\_\_  1<sup>st</sup> Trimester  Junior  
 2<sup>nd</sup> Trimester  Senior  
 3<sup>rd</sup> Trimester  Other \_\_\_\_\_  
 Other \_\_\_\_\_

5. Is ETV sought for: *check all that apply*  
\_\_\_\_\_ Correspondence education \_\_\_\_\_ Study abroad \_\_\_\_\_ Online education

**III. Special Allowances**

**Dependent**

1. Does the applicant have any dependent(s)? No \_\_\_\_\_ Yes \_\_\_\_\_

2. If "Yes", dependent's *use added pages if necessary* :

Name: \_\_\_\_\_  
Last First Middle Relationship to Applicant

Name: \_\_\_\_\_  
Last First Middle Relationship to Applicant

Name: \_\_\_\_\_  
Last First Middle Relationship to Applicant

3. Does the dependent(s) live with applicant: No \_\_\_\_\_ Yes \_\_\_\_\_

4. Does applicant pay child support for the dependent: No \_\_\_\_\_ Yes \_\_\_\_\_

**Disability**

1. Does applicant have a disability that requires special services, personal assistance, transportation, equipment of supplies: No \_\_\_\_\_ Yes \_\_\_\_\_

2. If "Yes", describe: \_\_\_\_\_  
\_\_\_\_\_

3. Does applicant receive disability assistance from any other agency: No \_\_\_\_\_ Yes \_\_\_\_\_

4. If "Yes", describe: \_\_\_\_\_  
\_\_\_\_\_

**Cooperative education**

1. Is applicant enrolled in a cooperative education program: No \_\_\_\_\_ Yes \_\_\_\_\_

2. If "Yes", describe: \_\_\_\_\_  
\_\_\_\_\_

**Loan fees**

1. Is applicant being charged a loan fee, origination fee or insurance premium No \_\_\_\_\_ Yes \_\_\_\_\_

2. If "Yes", describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Incarceration**

1. Is applicant incarcerated? No \_\_\_\_\_ Yes \_\_\_\_\_

2. If "Yes", Name of Institution \_\_\_\_\_

**IV. Attachments** Attached each of the following documents to this Application. The Application is not complete unless all documents are attached.

1. Acceptance letter from the institution of higher education for a youth not currently receiving ETV funds);
2. Upcoming semester's class schedule;
3. Institution of higher education transcript, for a youth currently receiving ETV funds;
4. Copy of all awards or scholarships from any source not already addressed;
5. Copy of lease; and
6. Documentation of related expenses and proof of eligibility for dependent, disability, or cooperative education allowance, as applicable.

**V. Signature and Attestation**

The information in this Education and Training Voucher (ETV) Program Application is true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency**



**NOTICE OF ACTION**

*Insert date*

*Insert Name*

*Insert Address*

Re: Application for ETV Program Funds

Dear Mr./Ms. *Insert last name:*

This is to notify you that the Child and Family Services Agency (“CFSA”) has made the following decision concerning your application to receive funds under the Education and Training Voucher (ETV) program.

Your application was received on                     . It sought ETV program funds to enable you to attend name of institution (institution) as a full/part/other student beginning date.

CFSA has determined that you are eligible to receive the following amount:

Item	Cost of Attendance	Amount
1.	Tuition	
2.	Fees	
3.	Miscellaneous allowance	
4.	Room and board	
5.	Dependent allowance	
6.	Disability allowance	
7.	Cooperative education allowance	
8.	Loan fees	

Payment for items                      will be made directly to the institution by check in the total amount of                     . Payment for the remaining items will be paid directly to you by check in the total amount of                     . CFSA is seeking to have the checks issued within the next thirty (30) days.

This decision was based on the requirements of District and federal law and policy, and in particular 42 USC § 677(i) and CFSA Administrative Issuance CFSA-06-6. Pursuant to these provisions, to the extent that funds are available, the ETV program provides an eligible youth with financial assistance in the form of a voucher for up to \$5,000 per academic year. ETV funds are provided only after all other forms of financial aid (including but not limited to DC ONE, FASFA, and scholarships) have been utilized. The total amount provided may not exceed the cost of attendance at the institution. CFSA will prioritize the assistance to pay for tuition prior to any other item. In addition, ETV funds are awarded on a first-come basis. Therefore, ETV funds are provided in the order of application. If the available funds are exhausted, ETV funds will not be made available.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**NOTICE OF ACTION**

*Insert date*

*Insert Name*

*Insert Address*

Re: Application for ETV Program Funds

Dear **Mr./Ms.** *Insert last name:*

This is to notify you that the Child and Family Services Agency (“CFSA”) has made the following decision concerning your application to receive funds under the Education and Training Voucher (ETV) program.

Your application was received on \_\_\_\_\_. It sought ETV program funds to enable you to attend **name of institution** (institution) as a **full/part/other** student beginning **date**.

While CFSA has determined that you are eligible for the ETV program, all program funds for this calendar year have been exhausted. CFSA is therefore unable to provide you with any ETV funds at this time.

This decision was based on the requirements of District and federal law and policy, and in particular 42 USC § 677(i) and CFSA Administrative Issuance CFSA-06-6. Pursuant to these provisions, to the extent that funds are available, the ETV program provides an eligible youth with financial assistance in the form of a voucher for up to \$5,000 per academic year. ETV funds are provided only after all other forms of financial aid (including but not limited to DC ONE, FASFA, and scholarships) have been utilized. The total amount provided may not exceed the cost of attendance at the institution. CFSA will prioritize the assistance to pay for tuition prior to any other item. In addition, ETV funds are awarded on a first-come basis. Therefore, ETV funds are provided in the order of application. If the available funds are exhausted, ETV funds will not be made available.

If you disagree with this decision, you may appeal the decision in accordance with 29 DCMR Chapter 59 by completing the attached Notice of Fair Hearing and hand-delivering or faxing it to the Child and Family Services Agency, Office Of Fair Hearings And Appeals, 955 L’Enfant Plaza – North Building, SW, Suite P101, Washington, DC 20024, Fax (202) 727-5619. Alternatively, you may mail the materials to 400 6<sup>th</sup> Street SW, Washington, DC 20024.

The Notice of Fair Hearing must be received by the Office of Hearings and Appeals within thirty (30) days of the date of this Notice of Action.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency



NOTICE OF ACTION

*Insert date*

*Insert Name*

*Insert Address*

Re: Application for ETV Program Funds

Dear **Mr./Ms.** *Insert last name:*

This is to notify you that the Child and Family Services Agency (“CFSA”) has made the following decision concerning your application to receive funds under the Education and Training Voucher (ETV) program.

Your application was received on \_\_\_\_\_. It sought ETV program funds to enable you to attend **name of institution** (institution) as a **full/part/other** student beginning **date**.

CFSA has decided that you are not eligible to receive ETV program funds because: **check only the reasons that apply to this youth.**

- You are less than 18 years of age
- You are not a U.S. citizen or legal resident
- You *either* were not in out-of-home care when you were 15 years of age or older, *or* you were not adopted after you were 16 years of age;
- You *either* have not received your high school diploma or its equivalent *or* your general education development (GED) diploma;
- You are not enrolled in post-secondary school or training program as a full-time or part-time student;
- You have not applied for financial aid through the post-secondary school or training program that you wish to attend or participate in;
- You have not made satisfactory academic progress by maintaining at least a cumulative grade point average of 2.0 on a 4.0 scale or have an academic standing consistent with the institution's graduation requirements for the federal student financial aid program.
- You are age 21 to 23 and were not participating in the voucher program on the date that you attained age 21.

- You are applying as an adopted youth and you were not adopted from the District of Columbia's foster care system after attaining age 16.
- The facility in which you are enrolled is not an institution of higher education in compliance with 220 USC § 1002.

This decision was based on the requirements of District and federal law and policy, and in particular 42 USC § 677(i) and CFSA Administrative Issuance [REDACTED]. Pursuant to these provisions, to the extent that funds are available, the ETV program provides an eligible youth with financial assistance in the form of a voucher for up to \$5,000 per academic year. ETV funds are provided only after all other forms of financial aid (including but not limited to DC ONE, FASFA, and scholarships) have been utilized. The total amount provided may not exceed the cost of attendance at the institution. CFSA will prioritize the assistance to pay for tuition prior to any other item. In addition, ETV funds are awarded on a first-come basis. Therefore, ETV funds are provided in the order of application. If the available funds are exhausted, ETV funds will not be made available.

If you disagree with this decision, you may appeal the decision in accordance with 29 DCMR Chapter 59 by completing the attached Notice of Fair Hearing and hand-delivering or faxing it to the Child and Family Services Agency, Office Of Fair Hearings And Appeals, 955 L'Enfant Plaza – North Building, SW, Suite P101, Washington, DC 20024, Fax (202) 727-5619. Alternatively, you may mail the materials to 400 6<sup>th</sup> Street SW, Washington, DC 20024.

The Notice of Fair Hearing must be received by the Office of Hearings and Appeals within thirty (30) days of the date of this Notice of Action.

Please be aware that you have the following rights in an appeal:

1. To be represented by legal counsel or by an individual who is not an attorney, at your own expense, or represent yourself;
2. To present documents and witnesses in support of your appeal;
3. To examine the record; and
4. If you are deaf or cannot readily understand or communicate the English language, to apply to CFSA for the appointment of a qualified interpreter.

If you have questions concerning this letter, please contact Insert name, title at Insert telephone. If you have questions concerning an appeal, please contact the Office of Fair Hearings and Appeals at (202) 724-

\_\_\_\_\_.

Sincerely,

Name of Program Manager  
Program Manager

Attachment: "Notice of Fair Hearing"

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**NOTICE OF ACTION**

***Insert date***

***Insert Name***

***Insert Address***

Re: Application for ETV Program Funds

Dear **Mr./Ms. *Insert last name:***

This is to notify you that the Child and Family Services Agency (“CFSA”) has made the following decision concerning your application to receive funds under the Education and Training Voucher (ETV) program.

Your application was received on **\_\_\_\_\_**. It sought ETV program funds to enable you to attend **name of institution** (institution) as a **full/part/other** student beginning **date**.

While CFSA has determined that you are eligible for the ETV program, the documentation you submitted indicates that the full cost of your attendance at the institution will be paid through other sources. CFSA is therefore unable to provide you with any ETV funds at this time.

This decision was based on the requirements of District and federal law and policy, and in particular 42 USC § 677(i) and CFSA Administrative Issuance CFSA-06-6. Pursuant to these provisions, to the extent that funds are available, the ETV program provides an eligible youth with financial assistance in the form of a voucher for up to \$5,000 per academic year. ETV funds are provided only after all other forms of financial aid (including but not limited to DC ONE, FASFA, and scholarships) have been utilized. The total amount provided may not exceed the cost of attendance at the institution. CFSA will prioritize the assistance to pay for tuition prior to any other item. In addition, ETV funds are awarded on a first-come basis. Therefore, ETV funds are provided in the order of application. If the available funds are exhausted, ETV funds will not be made available.

If you disagree with this decision, you may appeal the decision in accordance with 29 DCMR Chapter 59 by completing the attached Notice of Fair Hearing and hand-delivering or faxing it to the Child and Family Services Agency, Office Of Fair Hearings And Appeals, 955 L’Enfant Plaza – North Building, SW, Suite P101, Washington, DC 20024, Fax (202) 727-5619. Alternatively, you may mail the materials to 400 6<sup>th</sup> Street SW, Washington, DC 20024.

The Notice of Fair Hearing must be received by the Office of Hearings and Appeals within thirty (30) days of the date of this Notice of Action.

Please be aware that you have the following rights in an appeal:

AI – Post-Secondary Education and Training Vouchers (ETV)  
Attachment F: Notice of Action – ETV Cost of Attendance  
02/28/2006

