

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



**Administrative Issuance:** CFSA-06-12

TO: All CFSA Staff

FROM: Audrey L. Sutton, Deputy Director of Program Operations

DATE: June 6, 2006

RE: Pre-College Services

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Child and Family Services Agency Office of Youth Empowerment (OYE) has developed services to assist youth to plan for their futures and make a successful transition to adulthood. Access to post secondary education can benefit the youth in attaining educational or vocational goals.

This administrative issuance outlines the requirements and procedures for pre-college services. If you have any questions about this administrative issuance please contact the administrator for OYE.

The legal authority for this business process is the Child and Family Services Agency Establishment Amendment Act of 2000, effective April 4, 2001; DC Law 13-277; Title IVB and IVE of the Social Security Act; and the John H. Chafee Foster Care Independence Program, 42 USC § 677.

In this administrative issuance, the following terms have the meanings indicated:

- A. **ACT** – A college entrance examination required by many and accepted by most colleges.
- B. **Center of Keys for Life (CKL)** – The CFSA Chafee Foster Care Independence Program.
- C. **College** – An institution of higher education, which may be a two-year college, four-year college or university.
- D. **DC Adoption Program** - The federally-funded Adoption Scholarship Program is available to District of Columbia youth (under 24 years old) adopted on or after October 1, 2001 through the District of Columbia Foster Care system and/or children who lost one or both parents in the September 11 terrorist attacks.
- E. **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.
- F. **DC LEAP** - The DC Leveraging Educational Assistance Partnership Program (DC LEAP), a need-based grant offered to DC residents for education or training beyond the high school level.
- G. **DC TAG** – District of Columbia Tuition Assistance Grant, which provides DC residents with the opportunity to obtain in-state tuition costs at out-of-state schools in the nation.
- H. **PSAT** – The Preliminary SAT (Scholastic Aptitude Test), a standardized test that provides firsthand practice for the SAT and the opportunity to qualify for a National Merit Scholarship.
- I. **SAT** – The Scholastic Aptitude Test, a college entrance examination required by many and accepted by most colleges.

## Eligibility and Enrollment

- A. To be eligible for pre-college services a youth shall: 1) be enrolled in CKL services, 2) have demonstrated the desire to pursue post-secondary education and either:
1. Be in the last quarter of the junior year of high school or
  2. Be pursuing a general equivalency diploma (GED) or
  3. Have a GED or high school diploma.
- B. A youth must register for pre-college services no later than August 31<sup>st</sup>, unless recently committed.
1. Upon registration, CKL shall send the youth a letter confirming placement in pre-college services and advising the youth of group activities and the syllabus, including the mandatory pre-college services orientation meeting (orientation).
  2. The mandatory orientation shall inform the youth of the complete schedule of program activities and associated deadlines, including for SAT, ACT, and financial assistance programs.
- C. In order to continue participation in pre-college services, a youth shall fulfill all of the following criteria:
1. Remain enrolled and participating in CKL.
  2. Participate in the college preparation curriculum, including attending weekly group or individual sessions.
  3. Provide her or his school transcript to CKL no later than the mandatory pre-college services orientation meeting.
- Note: the social worker shall assist the youth in securing the transcript as necessary.*
4. Provide her or his final grades for the junior year and a copy of the high school diploma or GED certificate, as applicable, to CKL by August 31<sup>st</sup>.
  5. If in high school, submit the senior year class schedules to CKL by the earlier of the beginning of the senior year or August 31<sup>st</sup>.
  6. Attend SAT preparation classes.
  7. Take the SAT or ACT.
  8. Provide SAT or ACT scores to CKL by August 31<sup>st</sup> or upon receipt.
  9. Identify colleges to which to apply.
  10. Complete college applications and supporting documents.
  11. Submit completed applications to selected institutions.
  12. Comply with the requirements of this administrative issuance.

## Application Process

- A. CKL staff shall publicize pre-college services to CFSA staff, contract agencies, and youth through all of the following methods:
1. Discussions with youth enrolled in CKL
  2. Discussion at CKL life skills groups
  3. The September orientation to CKL
  4. Written notification
- B. Pre-college services may consist of all of the following activities:
1. A college preparation curriculum covering the following topics:
    - a. Discussion of different types of higher education options
    - b. College search process, including factors to consider in choosing a college or university
    - c. Review of college entrance requirements
    - d. Review of college admission process
    - e. Financial aid process *Note: To maximize the financial assistance a youth may receive to pay for college, youth are recommended to apply to schools that are eligible for DC TAG.*
    - f. Choosing college courses
    - g. Time management skills
    - h. Alcohol/drug usage on college campuses
    - i. College-related life skills training, including budgeting and living with a roommate
  2. College visits - To the extent that funds are available, each youth may participate in a group college tour or an individual college visit.  
*Note: Under limited circumstances and as approved by the OYE administrator, a youth may have additional visits if necessary for college admission. The social worker for a youth not participating in pre-college services under OYE should contact CKL to find out if there are funds or space available for that youth to participate in college visits.*
  3. Individual consultation - Individual consultations may be provided by CKL staff to youth as needed. All of the following subjects may be addressed during individual consultations:
    - a. Review of financial award letters with youth, as well as the Student Aid Report (SAR) to ensure accuracy
    - b. Freshman-year course selection
    - c. Understanding the college's credit system
    - d. College correspondence
  4. Limited fee payments - To the extent that funds are available, CFSA shall provide the all of the following fee payments to a youth participating in pre-college services:
    - a. Fees for one session of SAT preparation classes.
    - b. Fees for taking the PSAT once.
    - c. Fees for taking either the SAT or ACT once.
    - d. Up to \$1000 per youth for a summer session program that is required by an institute of higher education as a condition for admission.

- e. Up to \$200 per youth for a summer orientation program at the college the youth will be attending.
- f. A stipend of \$25 per session for attendance at college preparation curriculum sessions.
- g. Application cost for up to three institutions of higher education, after the youth has sought application fee waivers.

*Note: CKL staff shall assist the youth in applying for fee waivers. The youth is not limited in the number of applications she or he may submit but CFSA shall pay for no more than three.*

## **Appeal**

A youth who is aggrieved by a decision of CFSA to deny, suspend, or revoke a pre-college service may appeal the decision in accordance with 29 DCMR Chapter 59. *(For more information, see Procedure B of the [Fair Hearings Policy](#) and CFSA's [Quick Reference Guide on Fair Hearings Service Appeals](#).)*