

Handouts and Power Points

From the Internet:
<http://www.ocfs.state.ny.us/ohrd/>

From the Intranet:
<http://ocfs.state.nyenet/ohrd/distancelearning/satellite/>

Eligible for ETV

- Age 17-20 and currently or formerly in foster care, including youth in OCFS custody
- Youth adopted from foster care after age 16
- ETV recipient when turns age 21, eligible until age 23 years

Eligible for ETV

- Obtained high school diploma or GED and
- Accepted or enrolled in an institution of higher education
- Making progress towards a degree or certificate

Local District Match

- Complete and send in Revenue Offset Letter
- 12.5% of \$5,000 voucher that's \$625
- Cash match
- District specifies maximum total contribution available to match ETV

Rick Williams

Division of Development and Prevention Services
NYS Office of Children and Family Services

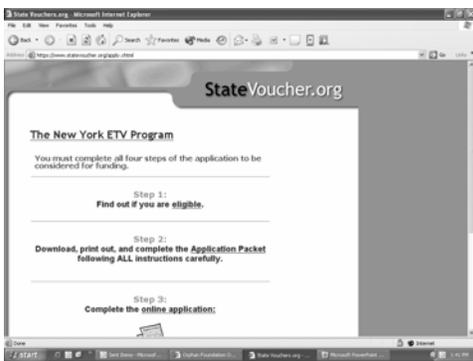
52 Washington Street N., Room 335
Rensselaer, NY 12144

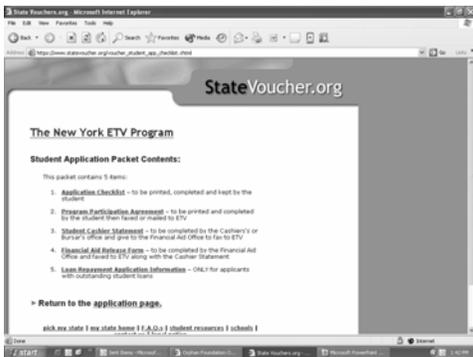
StateVoucher.org



StateVoucher.org







Priorities

- 1st Priority: youth 21 years of age or older in ETV 04-05
- 2nd Priority: any other youth in ETV 04-05
- 3rd Priority: youth who will age out of care not previous ETV recipient (youth turn 21 by Sept. 30,06)
- 4th Priority: youth ages 17-20

www.orphan.org





George E. Pataki
Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
52 WASHINGTON STREET
RENSSELAER, NY 12144

John A. Johnson
Commissioner

Local Commissioners Memorandum

Transmittal:	05-OCFS-LCM-16
To:	Local District Commissioners
Issuing Division/Office:	Strategic Planning and Policy Development
Date:	October 27, 2005
Subject:	Federal Fiscal Year 2005-2006 Education and Training Voucher Program
Contact Person(s):	<p style="text-align: center;">Contact Information</p> <p>Questions pertaining to the ETV program should be directed to the appropriate Regional Office, Division of Development and Prevention Services:</p> <p>BRO - Linda Brown (716) 847-3145 User ID: Linda.Brown@ocfs.state.ny.us</p> <p>RRO - Linda Kurtz (585) 238-8201 User ID: Linda.Kurtz@ocfs.state.ny.us</p> <p>SRO - Jack Klump (315) 423-1200 User ID: Jack.Klump@ocfs.state.ny.us</p> <p>ARO – Glenn Humphreys (518) 486-7078 User ID: Glenn.Humphreys@ocfs.state.ny.us</p> <p>YRO - Pat Sheehy (914) 377-2080 User ID: Patricia.Sheehy@ocfs.state.ny.us</p> <p>NYCRO - Fred Levitan (212) 383-1788 User ID: Fred.Levitan@ocfs.state.ny.us</p>
Attachments:	Attachment A: Sample Revenue Offset Letter for the Education and Training Voucher Program
Attachment Available On – Line:	yes

I. Purpose

The purpose of this memorandum is to provide guidance to local social services districts on the Federal Fiscal Year (FFY) 2005-2006 Education and Training Voucher (ETV) program. This program will help youth aging out of foster care make the transition to self-sufficiency and receive the education, training and services necessary to obtain employment. For FFY 2005-2006, \$3,362,375 in federal funding is available for this program. The ETV funds must be fully liquidated (spent and claimed to the federal government) by September 30, 2006. This LCM also describes the application process and selection criteria for awarding FFY 2005-06 ETV program funds and the funding requirements.

Recognizing the importance of education in assisting youth in making a successful transition to self-sufficiency, many local social services districts have demonstrated their commitment to assisting youth within their jurisdiction to pursue post-secondary educational and vocational training opportunities through participation in the ETV program. Eligible youth participating in the ETV program when he or she attains 21 years of age may continue to receive an ETV voucher until the youth attains 23 years of age, provided the youth continues to be enrolled in and attending a post secondary educational or vocational training program and is making satisfactory progress toward completion of that program.

Encouraging youth to receive their high school diplomas, vocational certificates or continue on with college are the best-case practices for youth to achieve success.

The Office of Children and Family Services (OCFS) will continue to contract with the Orphan Foundation of America (OFA) to administer and serve as New York State's fiscal agent for the ETV program for FFY 2005-2006. OFA administered the ETV program for New York State for FFY 2004-2005. OFA has 12 years' experience administering college and vocational scholarships for foster youth. It has information on, and access to, other scholarship programs for foster youth. OFA has been working with the U.S. Department of Health and Human Services' Administration for Children and Families on the ETV program. OFA administers the ETV program for several other states and has automated systems to support administration of the program. Among other things, OFA has automated the application forms and record retention for audit purposes. OFA has a national network of hundreds of volunteers who provide adjunct services such as mentoring, tutoring, and internships to scholarship recipients.

II. Background

The Promoting Safe and Stable Families Amendments of 2001, Public Law 107-133, was signed into law on January 17, 2002. Title II, Section 201, of the Amendments, entitled "Education and Training Vouchers for Youths Aging Out of Foster Care," amended section 477 of Title IV-E of the Social Security Act, targeting additional resources specifically to meet the education and training needs of youth aging out of foster care.

Under this program, eligible youth may receive up to \$5,000 per year to attend a post-secondary education or vocational training program. The federal law specifies that youth eligible for vouchers under this program include foster care youth and former foster care youth who have not yet attained the age of 21 years who are eligible for services under the Chafee Foster Care Independence Program (CFCIP), and youth adopted from foster care after the age of 16. A youth participating in the ETV program when he or she attains 21 years of age may remain eligible until the youth attains 23 years of age.

During FFY 2004-2005, approximately 700 youth statewide were awarded ETV funds. For FFY 2004-2005, \$3,454,364 in Federal funds were available to New York State for this program. Priority was given to youth over the age of 21 who had received an ETV award in FFY 2003-2004 that continue to be enrolled in and attending a post-secondary educational or vocational training program and are making satisfactory progress toward completion of that program.

III. Funding Requirements

For FFY 2005-2006, \$3,362,375 in Federal funding is available for the ETV program.

Federal law establishes a 20 percent match requirement in order to access ETV funds. For FFY 2004-2005, OFA contributed a portion of the required match. For FFY 2005-2006, OFA will continue to contribute a portion of the required match. As a result of the OFA contribution, the local social services district match requirement is 12.5 percent, consistent with the local district match requirement for the FFY 2004-2005 ETV Program.

The ETV match must be a cash match based on the total amount awarded for each voucher. Attached is a form letter that authorizes OCFS to intercept funds otherwise due to the local district to finance its match requirement. Districts interested in supporting eligible youths' participation in continuing their education/training beyond high school must have completed and send this form to OCFS by November 30, 2005. The form requires a district to specify the maximum total contribution available from the district to match all of the ETV vouchers it is willing to support. Since the district's cash contribution is 12.5 percent of the total voucher, the district must provide \$625 (12.5 percent of \$5,000) for each \$5,000 voucher, the maximum amount allowable for any eligible youth.

IV. ETV and Chafee Funds

Appropriations law precludes the use of general Chafee Foster Care Independence Program (CFCIP) funds to supplement the \$5,000 per year ceiling that an eligible participant may receive under the ETV program. Social services districts are advised that a district's CFCIP allocation may not be used for expenses associated with institutions of higher education that are eligible for reimbursement under the ETV program, but may be

used for other non-higher educational learning activities (such as GED programs, mentoring programs and other supportive services for eligible youth). Therefore, only ETV funds must be used for room and board expenditures, tuition at a post-secondary educational institution, or child care expenses for former foster care youth 18-20 years of age who are in the ETV program. CFCIP funds are not appropriate for these individuals.

Local social services districts are reminded that districts may use their CFCIP allocation for expenditures related to a youth entering a post-secondary educational or vocational training program. This would include, for example, expenditures for scholastic aptitude tests including SAT/ACT/PSAT required for admission to many colleges and universities, applications for admission to college or vocational training programs, examinations for attendance at a vocational training program, visits to colleges/vocational training programs, clothing for interviews at a post-secondary educational program or vocational training program, and other supports and services needed by a youth to prepare for successful attendance at a post-secondary educational or vocational training program.

Additional information on policies regarding the Education and Training Vouchers may be found under Independent Living, Educational and Training Vouchers in the ETV Questions and Answers to be added to the Child Welfare Policy Manual at the website of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau <http://www.acf.hhs.gov/programs/cb/laws/index.htm>

V. Application and Selection of Program Participants

Youth eligible for vouchers under this program are foster care youth and former foster care youth, including youth placed in OCFS custody, who have not yet attained the age of 21 years who are eligible for services under the CFCIP, and youth adopted from foster care after the age of 16. A youth participating in the ETV program when he or she attains 21 years of age may remain eligible until the youth attains 23 years of age, provided the youth continues to be enrolled in and attending a post secondary educational or vocational training program and is making satisfactory progress toward completion of that program.

The following priorities will be applied in the initial selection of eligible participants for the ETV program for FFY 2005-2006:

- First priority will be given to youth over the age of 21 who had received an ETV award in FFY 2004-2005 who continue to be enrolled in and attending a post-secondary educational or vocational training program and are making satisfactory progress toward completion of that program.
- Second priority will be given to any other youth who received an ETV award in FFY 2004-2005.

- Third priority will be given to youth who are 20 years of age and will be 21 by September 30, 2006 and who are enrolled in and attending a post-secondary educational or vocational training program and are making satisfactory progress toward completion of that program. These youth would not have received an ETV award in FFY 2004-2005.
- Fourth priority will be given to youth who are 17, 18, 19 and 20 years of age who are enrolled in and attending a post-secondary educational or vocational training program and making satisfactory progress toward completion of that program

Local social services districts must:

1. Identify eligible youth and submit names to OFA by **November 30, 2005**, through OFA on-line application;
2. Electronically <mailto:NYS@statevoucher.org> a separate list of youth identified by the district as eligible recipients of a voucher;
3. Submit an intercept letter to Mr. Rick Williams, Division of Development and Prevention Services, 52 Washington Street, Room 335 North Building, Rensselaer, NY 12144.

Either the districts or the youth may complete the ETV application on-line at the OFA web site <http://www.statevoucher.org>. The names on the completed on-line applications must be consistent with the list of eligible youth submitted by districts to OFA. After vouchers have been awarded for those names submitted by November 30, 2005, and if additional funds are available, applications will be accepted on a rolling basis and will not be subject to the priorities.

The on-line application will require demographic information such as the name of the post-secondary educational or vocational training program the youth is currently enrolled in and/or attending, which priority is applicable to the youth, and the amount of funds being requested for costs of attending a post-secondary educational or vocational training program. OFA will use the information provided on the application to determine eligibility and construct an ETV award for the student. The ETV award will be the lesser of the \$5,000 maximum ETV award or the total cost of participation net of any other available resource.

OFA will work with participating local districts to establish eligibility of applicants for funding. Local districts must respond to OFA quickly when asked whether a youth qualifies for funding (i.e., is the youth a foster child or former foster child who has not yet attained the age of 21 years, a youth adopted from foster care after the age of 16, or a youth who received a voucher for FFY 2004-2005 through the ETV program). OCFS anticipates that demand for vouchers may exceed availability, and quick turnaround of information will facilitate an eligible youth's acceptance prior to the exhaustion of funds.

Youth selected and receiving ETV reimbursement must make satisfactory progress in their post-secondary educational or vocational training program to remain eligible. A youth may be considered to be making satisfactory progress as long as the youth has not been suspended from the post-secondary educational or vocational training program. This would include youth placed on academic probation who continue to be enrolled in and are attending their post-secondary educational or vocational training program.

Local district limitations on selection criteria of eligible youth receiving ETV benefits must be consistent with the state criteria set forth above. For example, a district may limit vouchers to only youth in the first priority, with at least a specified grade point average. The local match would then be required for all eligible youth meeting those criteria for which vouchers are available.

The number of names submitted to OFA by November 30, 2005, will be categorized by priority and availability of the local social services district's match. ETV funding remaining after eligible youth for whom a local social services district match is available within priority group one are served, will be available for vouchers for youth within priority group two for whom a local social services district match is available. Similarly, ETV funding remaining, after eligible youth within priority group two are served, will be used for vouchers for youth with priority group three for whom a local social services district match is available. Finally, any funding remaining, after eligible youth within priority group three are served, will be used for vouchers for youth within priority group four for whom a local social services district match is available. If funding is insufficient to provide vouchers for an entire priority category, funds will be prorated within the priority reached. Based on the amount of funding available within the priority, need for funding will determine the amount of the voucher. Applications will be accepted on an ongoing basis and, should funding be available after October 15, 2005, applicants for whom a local social services district match is available will be awarded vouchers based on receipt of application.

VI. Education and Training Voucher (ETV) Coordinator

In accordance with 05-OCFS-LCM-01, each local social services district is required to identify a person to serve as the ETV coordinator. Local social services districts must advise their OCFS Regional Office of any changes in the name and/or phone number of the ETV coordinator by November 30, 2005.

OFA will coordinate efforts with the local social services district ETV coordinator regarding program applicants within the local social services district's jurisdiction.

s/s Nancy W. Martinez

Issued By:

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning and Policy Development

Attachment A

**Sample Revenue Offset Letter
Education and Training Voucher Program**

Rick Williams
Division of Development and Prevention Services
NYS Office of Children and Family Services
52 Washington Street N., Room 335
Rensselaer, NY 12144

Dear Mr. Williams:

The _____ County Department of Social Services will commit 12.5% of each applicable approved Education and Training Voucher (ETV) Program award, up to a total amount of \$_____, to serve as its share of the ETV Program costs to be devoted to serving ETV eligible individuals.

This letter authorizes the Office of Temporary and Disability Assistance (OTDA) to intercept Federal or State reimbursement from the RF-2 or 2A settlement otherwise due the _____ County Department of Social Services in the amount of 12.5% of each applicable approved ETV award, up to a total amount of \$_____, and to transfer that amount to the New York State Office of Children and Family Services.

Sincerely

Local Commissioner



ETV Program Participation Agreement

Welcome to the New York Education and Training Voucher Program!

As a participant in this program, you have some responsibilities which are listed below. Please read them and sign this sheet to indicate your understanding and willingness to comply.

- **I have printed out, read and understood** *What Happens Next? FAQs about the application process and specific program information* from (https://www.statevoucher.org/voucher_student_app_checklist.xhtml).
- **I understand** that I must have a working email address and check my email at least once a week for communication from ETV.
 - **I understand** that I must update my ETV application immediately if I change my email address (<https://www.statevoucher.org/state.xhtml?state=NY>).
- **I understand** that it is my responsibility to update my ETV application immediately if I move, or if I change my telephone number or any other contact information (<https://www.statevoucher.org/state.xhtml?state=NY>).
- **I understand** that if I withdraw from any classes or drop out of school, I must notify ETV immediately in order to remain eligible for future funding.
- **I understand** that I must submit a transcript of my grades at the end of every semester to be eligible for funding the following semester.
 - **I understand** that if I fall below a 2.0 GPA I must participate in the Academic Excellence Program
 - **I understand** that if I fall below a 1.0 GPA funding for the next semester will be at the discretion of my State.
- **I understand** that I must provide ETV with a Financial Aid Release Form and a Cashier Statement every semester in order to receive funding.
- **I understand** that I must reapply every fiscal year to be eligible for funding that year.
- **I understand** that all funding ceases upon my 23rd birthday.

Printed Name

Signature

Date

This form must be faxed to 1-877-234-5025
or mailed to NYETV 12020-D North Shore Drive, Reston, VA 20190

Be SURE to keep a copy for your own records!



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
52 WASHINGTON STREET
RENSSELAER, NY 12144

John A. Johnson
Commissioner

Local Commissioners Memorandum

Transmittal:	04-OCFS-LCM-08	
To:	Local District Commissioners	
Issuing Division/Office:	Strategic Planning and Policy Development	
Date:	August 10, 2004	
Subject:	Match Requirements and Other Relevant Requirements for the Education and Training Voucher Program	
Contact Person(s):	See Below	
Attachments:	n/a	
Attachment Available On – Line:	n/a	

I. Purpose

The purpose of this LCM is to provide guidance on the twenty percent (20%) local match that is required for the newly established Education and Training Voucher Program enacted as part of the Promoting Safe and Stable Families Amendments of 2001. This LCM will also provide guidance on other issues relevant to the administration of an Education and Training Voucher Program by a local social services district.

II. Background

The Promoting Safe and Stable Families Amendments of 2001, Public Law 107-133, were signed into law on January 17, 2002. Title II, Section 201 of the Amendments, entitled “Education and Training Vouchers for Youths Aging Out of Foster Care,” amends section 477 of Title IV-E of the Social Security Act, targeting additional resources specifically to meet the education and training needs of youth aging out of foster care. Under this program, eligible youth may receive up to \$5,000 per year in federal funds to attend a post-secondary education or vocational training program. The Education and Training Voucher Program funds are subject to a twenty percent (20%) local match requirement. For Federal Fiscal Year 2003-2004, \$3,471,874 is available to New York State for this purpose. These funds must be expended by the state by September 30, 2004; districts must make and claim expenditures by August 15, 2004.

For Federal Fiscal Year (FFY) 2003-2004, social services districts were required by November 28, 2003, to submit to the appropriate OCFS regional office the names of eligible participants for the Education and Training Voucher Program. Youth eligible for vouchers under this program, were foster care youth and former foster care youth who have not yet attained the age of 21 years who are eligible for services under the Chafee Foster Care Independence Program (CFCIP), and youth adopted from foster care after the age of 16. A youth participating in the Education and Training Voucher Program at the time he or she attains 21 years of age may remain eligible until the youth attains 23 years of age.

The priorities for selecting eligible participants for the Education and Training Voucher Program for FFY 2003-2004 were as follows: (1) Priority was given to youth who were 20 years of age and would be 21 by September 30, 2004, and who were enrolled in and attending a post-secondary education or vocational training program and making satisfactory progress toward completion of the program; (2) Second priority was given to youth who were 18 and 19 years of age and who were enrolled in and attending a post-secondary education and vocational training program and making satisfactory progress toward completion of the program; (3) Third priority was given to youth who were 18, 19, and 20 years of age who had been accepted and enrolled in a post-secondary or vocational training program but were not attending the program; and (4) Fourth priority was given to youth who were 17 years of age who were accepted and enrolled in a post-secondary or vocational training program.

Statewide, 915 eligible youth were identified by local social services districts. A total of 757 youth were awarded funds under the Education and Training Voucher Program. All students in Priorities 1 and 2 were awarded funds. Students in Priority 1 were awarded the amount of federal funds requested, up to \$5,000. Students in Priority 2 did receive over 90 percent but less than 100 percent of the amount of federal funds requested, up to \$5,000.

All Education and Training Voucher funds for Federal Fiscal Year 2003-2004 have been awarded to local social districts for selected participants. In the event that youth drop out of their educational programs, do not make satisfactory progress toward completion of their program, or otherwise become ineligible, social services districts may re-allocate any unspent Education and Training Voucher Program funds to other youth within their jurisdiction who meet the selection criteria for Priorities 1 and 2 as outlined in 03-OCFS-LCM-18. As these funds must be expended by the state by September 30, 2004, districts must make and claim expenditures by August 15, 2004.

III. Matching Contributions

Education and Training Voucher Program funds awarded to districts are subject to a 20 percent local match requirement. Matching contributions may be in cash or in-kind contributions of services, equipment, or property, and may originate with a third party. No federal funds may be used for the match. If a match is not provided or the match amount does not reach the 20 percent level, OCFS will recover a pro-rata amount of federal reimbursement from the district.

Social services districts are advised that the 20 percent match requirement is not eligible for state reimbursement. If a district is providing financial support for post-secondary education or vocational training, the district must continue the same level of financial support. This continued financial support

may be counted in the matching funds amount. The match amount is calculated on an overall district basis, not on an individual youth basis.

Guidelines for what donated funds are allowable as matching contributions for the required 20 percent local match are as follows:

1. The donated funds must be provided by a private entity. They may not be provided by another governmental entity.
2. The donated funds must not be directed for a specific student. Donations to a particular child are not allowable.
3. The donated funds must be in the direct administrative control of the local social services district.
4. The donor of the funds may specify a geographic area or program. However, the funds cannot be used to purchase services from the donor. Therefore, the donor cannot be a sponsor or operator of a program to provide such activities. It would not be allowable if the donor specified the entity to provide the services.
5. Third party in-kind contributions (scholarships) must be for furthering the purpose of the Education and Training Voucher Program. They would not be allowable if they were designated for a particular student.

The following examples are intended to illustrate ways in which funds and in-kind contributions (scholarships) may or may not be used for the 20 percent match for the Education and Training Voucher Program.

1. **Not Allowed:** Privately underwritten scholarships to individual youth from the educational institution that a youth is attending, in the form of a directed donation to the local social services district. This would not be allowable because:
 - The scholarship cannot be directed to a particular youth.
2. **Allowable:** A donation for the Education and Training Voucher Program generally given to the local department of social services. This would be allowable because:
 - The funds are for furthering the purpose of the program.
 - The funds are in the direct administrative control of the local social services district.
3. **Allowable:** Privately underwritten scholarships that benefit youth from the educational institution that a youth is attending, in the form of in-kind provision of services. The scholarships consist of a private educational institution making an in-kind contribution generally benefiting the social services district and the Education and Training Voucher

Program by forgoing part of the tuition of room and board costs, and thus essentially providing some Education and Training Voucher Program purposed education at no charge, in equal amount for all youth enrolled there under the Education and Training Voucher Program, or for youth selected by the local social services district. This is allowable because:

- The scholarships (in-kind contributions) are provided by a private entity.
 - The scholarships (in-kind contributions) are for furthering the purpose of the Education and Training Voucher Program.
 - The scholarships are not designated for a particular student.
 - The scholarships are in the direct administrative control of the local social services district.
4. **Not Allowed:** Publicly underwritten scholarships to individual youth from a public institution that a youth is attending, whether in the form of a directed donation or in-kind contribution. This is not allowable because:
- Funds must be provided by a private entity. Public in-kind scholarships are not allowable because they may have funds from a federal source.
 - The scholarships are designated for particular students.
 - The scholarships are not in the direct administrative control of the local social services district.
5. **Not Allowed:** Publicly or privately underwritten scholarship to a youth in the form of cash from an entity outside the educational institution. This is not allowable because:
- The donated funds must not be directed for a specific student. Donations to a particular child are not allowable.
6. **Not Allowed:** Public or privately underwritten scholarship to a youth in the form of a directed donation to the local social services district from an entity outside the educational institution. This might be, for example, in the form of cash or a computer. This is not allowable because:
- The scholarships must not be directed for a specific student. Donations to a particular child are not allowable.
 - The donated funds must be in the direct administrative control of the local social services district.
7. **Not Allowed:** Loans from public institutions for college tuition. These would not be allowable because:

- Loans are not considered a donation or an in-kind contribution since there is an expectation of repayment.
 - Funds may not be provided by another governmental entity.
8. **Not Allowed:** Earnings of an individual youth being used toward an Education and Training Voucher for that youth. This is not allowable because:
- A youth cannot contribute to his or her own Education and Training Voucher.
9. **Not Allowed:** Contribution from foster or adoptive parents for a voucher for their particular youth. This is not allowable because:
- Contributions must not be directed for a specific student. Donations to a particular child are not allowable.
10. **Not Allowed:** Youth-specific contributions of non-public funds by a voluntary child caring agency for vouchers for youth in their care. This is not allowable because:
- Contributions must not be directed for a specific student. Donations to a particular child are not allowable.
11. **Not Allowed:** A computer donated by a local merchant and given directly to a youth or specified for a particular youth would not be allowable because:
- Contributions must not be directed for a specific student. Donations to a particular child are not allowable.
12. **Allowable:** A computer donated by a local merchant to the local social services district for the Education and Training Voucher Program. This is allowable because:
- The donated computer is in the direct administrative control of the local social services district.
 - The donated computer furthers the purposes of the Education and Training Voucher Program.

IV. Eligible Expenditures

In addition to tuition costs, the Education and Training Voucher Program funds may be used for discretionary costs associated with attending a post-secondary educational or vocational training program. These costs may include, but are not limited to, the following: (1) academic support services such as mentoring, career assessment and counseling, tutorial services, remedial instruction, and examination preparation; (2) non-tuition costs such as books, computers, fees, clothing, and transportation costs; (3) room and board services during school and school breaks, including furnishings;

and (4) child care costs at reasonable cost for the community in which the youth resides, based upon the number and age of the children of the eligible youth, and for a period that includes, but is not limited to, class-time, study-time, field work, internships, and commuting time.

The funds may be used for eligible costs from November 1, 2003, through September 30, 2004. Local districts must determine how to administer the funds for selected participants in the program. A district may choose to pay the educational program directly for such costs as tuition, student fees, and rent. Funds for such costs as clothing, supplies, or food may go directly to the selected participant. Students should not be expected to advance personal funds for costs reimbursable under the Education and Training Voucher Program.

The amount of the Education and Training Voucher must be disregarded for purposes of determining the recipient's eligibility for, or the amount of, any other federal or federally supported assistance, except that the total amount of educational assistance to a youth must not exceed the total cost of attendance, as defined in section 472 of the Higher Education Act of 1965. The total cost of attendance includes tuition and fees, books, supplies, transportation, miscellaneous personal expenses including the rental or purchase of a personal computer, room and board, and child care under certain circumstances.

Local social services districts must require that the total amount of educational assistance provided to a youth under the Education and Training Voucher Program, exclusive of the match amount, does not exceed the lesser of \$5,000 in federal funds per year or the total cost of attendance and avoids duplication of benefits under this and any other federal or federally assisted benefit program.

V. Claiming Procedures

Social services districts must make and report expenditures by August 15, 2004, for the Education and Training Voucher Program funds awarded to the district for selected participants. Only claims received by August 15, 2004, will be applied against FFY 2003-2004 Education and Training Voucher Program funds. Unclaimed award amounts will be redistributed to other eligible youth.

Program costs are reported on an LDSS-3922 (Revision date 12/00), Reimbursement Claim for Special Projects, with "ETV 2002-2003" indicated in the project name box. Purchase of service costs should be reported in the LDSS-3922, Client Related Cash section, columns 1 and 3 Non-Administrative. Contracts or Memoranda of Understanding (MOU) with private or public entities can be constructed to provide post-secondary education and training assistance using funds from this award. An acceptable method of cost allocation and other sources of funding will be necessary if the contract includes services for other purposes or populations. Social services districts must be careful not to duplicate other client-specific funding with these funds. Expenditures may begin any time after the district awards are published and must be claimed by August 15, 2004.

The costs of this program are reimbursed at 80 percent federal share up to the limit of the district's award. Costs in excess of the award are not eligible for state reimbursement, but the required 20 percent local match should be listed on the local share line of the LDSS-3922. When payments from these funds are made, districts receive a claims listing showing claims, awards and payments made.

Instructions for claiming program expenditures can be found in the Fiscal Reference Manual, Volume 2, Chapter 3.

The local district must sign the LDSS-3922 certification and submit the LDSS-3922 claim to:

Bureau of Financial Services
Office of Temporary and Disability Assistance
40 North Pearl Street, Claims Unit, 14th Floor, Section A
Albany, New York 12243

VI. Record Requirements

Social services districts must document a youth's eligibility for the Education and Training Voucher Program in accordance with federal and state requirements. Social services districts must document that a youth participating in the voucher program is making satisfactory progress toward completion of the educational or vocational program.

Social services districts are advised that any funding made available under the Education and Training Voucher Program will require districts to maintain a record of all expenditures over \$100 for each youth participating in the Education and Training Voucher Program. Receipts will be required to be maintained for any expenditures over \$250. This information is intended to provide guidance to social services districts for documenting Education and Training Voucher Program expenditures for Federal Fiscal Year 2003-2004.

A social services district must comply with all applicable Uniform Case Record (UCR) requirements. Participation of all eligible youth in the Education and Training Voucher program shall be documented under the case recording requirements of 18 NYCRR 430.12(4)(ii).

A social services district must retain all records related to the Education and Training Voucher Program for a period of three (3) years (i) from the date of the end of the federal fiscal year for which the funds are granted (September 30, 2004, is the end of the federal fiscal year for which these funds are provided) or, (ii) for records concerning an individual youth, from the date of the last activity covered by the youth's voucher, whichever is later. Any extension of time to expend funds for a particular federal fiscal year shall extend the period for retention of records.

VII. Reporting Requirements

A social services district is required by September 30, 2004 to submit to its OCFS regional office actual expenditures over \$100 and any updated information for each selected participant in the Education and Training Voucher Program. Social services districts are advised to provide this information on the excel spreadsheet that they received from their OCFS regional office identifying the selected participants in the district, the priority, the anticipated use of funds, and the amount of the federal award. For each selected participant, districts must enter the actual dollar amounts, over \$100, spent on academic support services, non-tuition costs, room and board and child care.

VIII. Reallocation of Unspent Funds

Social services districts are advised that only claims received by August 15, 2004, will be applied against the FFY 2003-2004 funds awarded to districts for the Education and Training Voucher Program. Claims for expenditures on behalf of youth selected under priorities 1 and 2 that are received after August 15, 2004, will not be reimbursed to the district. Any such unreimbursed late claims shall be the responsibility of the district. The district shall not seek to recoup such unreimbursed claims from the youth.

Any unclaimed award amounts will be re-distributed to eligible youth. Social services districts are advised that they are permitted to re-allocate any unspent Education and Training Voucher Program funds designated to youth in their district to other youth within their jurisdiction who meet the selection criteria for Priorities 1 and 2 as outlined in 03-OCFS-LCM-18. Youth in Priority 1 may receive the total amount of federal funds requested, up to \$5,000, to the extent that the county has these funds to re-allocate. When re-allocating funds to youth in Priority 2, the youth must only receive 90 percent of the amount requested, to the extent re-allocated funds are available in the county. Districts must inform their OCFS regional office of any un-spent Education and Training Voucher Program awards that the district will not be able to re-allocate, as these funds become available. These funds will be re-allocated to other youth in other local districts.

IX. Contact Information

Questions pertaining to the Education and Training Voucher Program should be directed to the appropriate regional office, Division of Development and Prevention Services:

BRO – Linda Brown (716) 847-3145
User ID: Linda.Brown@dfa.state.ny.us
RRO – Linda Kurtz (585) 238-8201
User ID: Linda.Kurtz@dfa.state.ny.us
SRO – Jack Klump (315) 423-1200
User ID: Jack.Klump@dfa.state.ny.us
ARO – Glenn Humphreys (518) 486-7078
User ID: Glenn.Humphreys@dfa.state.ny.us
YRO – Pat Sheehy (914) 377-2080
User ID: Patricia.Sheehy@dfa.state.ny.us
NYCRO -- Fred Levitan (212) 383-1788
User ID: Fred.Levitan@dfa.state.ny.us

Questions pertaining to claiming may be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services:

Marian Borenstein, Region VI - New York City, 212-961-8250
User ID: Marian.Borenstein@dfa.state.ny.us

Michael Borenstein, Region V, 631-854-9704,
User ID: Michael.Borenstein@dfa.state.ny.us

Virginia Scala, Regions I-IV – Upstate Office, 1-800-343-8859, extension 4-7549, or 518-474-7549
User ID: Virginia.Scala@dfa.state.ny.us

Nancy W. Martinez s/s

Issued By:

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning and Policy Development

ETVs Simply Stated

How do you apply?

Go to www.statevoucher.org

Who is eligible?

Education training voucher funds will be awarded based on the following criteria:

First priority will be given to youth over the age of 21 who received an ETV award in Federal Fiscal Year 2004-2005. (FFY 2004)

Second priority will be given to any other youth who received an ETV award in FFY 2004.

Third priority will be given to youth who are 20 years old and will be 21 by September 30, 2006 who did not receive an ETV during FFY 2004

Fourth priority will be given to youth who are 17, 18, 19 and 20 years of age and who are enrolled in and attending a post-secondary education or vocational training program.

What do you need when you apply?

Here is a list of information young people should have handy when applying for the ETV?

- Social Security Number
- Date of birth
- County you were/are in foster care
- Personal email address (you need to have your own email address – there are many free services)
- Emergency contact information
- Your social worker's name and contact information
- The name of the foster care agency
- The full name of the school you are or will be attending
- Any stipends you receive (including IL stipends and any college allowance)
- Address during school – dorm, foster parent, group home, apartment
- How much rent you pay
- Your health insurance (is it Medicaid or private)
- Some ideas of what you will need the money for while in school – books, rent, health insurance, food, tuition, etc.

What else?

You will need to write a short essay about your goals. Talk about why continuing in school is so important to you. How will it help you reach your goals.



ETV Application Checklist

Your application will not be considered until each of these requirements has been fulfilled – the sooner we receive ALL of your information, the sooner you can be funded.

Initials	ETV Application Process
	I have enrolled at school.
	<p>I have applied for financial aid.</p> <p><i>NOTE: You can apply for financial aid at your school's financial aid office or at (http://www.fafsa.ed.gov/). Make sure you: 1. Apply as "Ward of the Court" unless you were adopted; 2. obtain a letter from your independent living coordinator or social worker stating you were in foster care as a ward of the court; and 3. have a copy of the previous year's W2 tax form if you had a job that year.</i></p>
	I have completed the online application at www.statevoucher.org .
	<p>I checked my email after applying for the ETV, and I have received a welcome email from ny@statevoucher.org with my required paperwork attached.</p> <p><i>NOTE: If you did not receive an email from ETV, the email address you provided in your application is not working. You must log in at (https://www.statevoucher.org/state.xhtml?state=NY) and fix your email.</i></p>
	The cashier/bursar's office has completed my ETV Student Cashier Statement and attached a copy of my account summary. I kept copies for myself and gave the originals to my financial aid office to fax to ETV.
	The financial aid office has completed my ETV Financial Aid Release Form and faxed it to ETV along with the Cashier Statement and copy of my account summary. I reviewed the Financial Aid Release Form and kept a copy for my records.

	<p>I have read the ETV Student Participation form, signed it and faxed or mailed it to ETV. I have kept a copy for my records.</p>
	<p>Congratulations! Once we receive all of these materials you will hear from the ETV Program Coordinator regarding your status.</p>



ETV Cashier Statement

The student named below has applied for funding towards this year's school costs through the federally-funded Education and Training Voucher (ETV) Program. In order to award this funding, the Program requires the following information every semester:

- A copy of this Statement, completed and signed by a representative of the Bursar or Cashier's office.
- A dated copy of my student account summary, listing all of my charges, credits and payments for the current semester.

Please give these two documents directly to the student so that he/she can submit them to the ETV Program as part of the complete application packet.

Student's information:

First:	Last:	Social Security # - -
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(Please write current balance due for the student, if no balance due simply write \$0.)

Current Balance Due \$ _____ Due Date
____/____/____

Cashier/Bursars Office Preparer's Printed Name

Direct Phone _____

Preparer's Signature _____

Date _____/_____/_____

**THIS FORM MUST BE FAXED BY THE FINANCIAL AID OFFICE
TO
1 (877) 234- 5025**

ETV FINANCIAL AID RELEASE FORM



Dear Financial Aid Office:

I have applied for funding towards my **school costs** through the federally-funded Education and Training Voucher (ETV) Program. In order to receive this funding the program requires the following information from my financial aid officer once a semester. **Please note that this application will not be considered unless ALL FIELDS ARE COMPLETED.** If a section is not used, just X through that box.

Before filling out this form the student must have applied for Financial Aid and be enrolled.

Academic Year	<input type="checkbox"/> 05-06		
Student Name	First:	Last:	Social Security #
School Name			
School Payment Mailing Address	Street	Title IV Participating School:	
City:	State:	Zip:	Yes No
Term/Semester (For Current Semester Only)	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
Enrollment Status (List number of credit/clock hours)	Credit Hours:		
Tuition (For Current Semester Only)	\$		
Cost of Attendance <u>LESS</u> Tuition (as defined by the Higher Education Act, which includes: fees, room, board, transportation, supplies etc.) (For Current Semester Only)	\$		
Does Cost of Attendance include?			
Computer Yes <input type="checkbox"/> No <input type="checkbox"/> Equipment/Books Yes <input type="checkbox"/> No <input type="checkbox"/>			
Health Insurance Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____			
Pell Grant (For Current Semester Only)	\$		
<i>*If Pell is not available for the student please indicate why in the box. Ex: EFC is to high, has not applied, etc...</i>			
Other Grants or Scholarships (List individually Current semester only)	\$		
1.	\$		
2.	\$		
3.	\$		
Cash assistance or other payments	\$		
Subsidized Loans (ACCEPTED ONLY)	\$		
Unsubsidized Loans (ACCEPTED ONLY)	\$		
Work Study (ACCEPTED ONLY)	\$		
Administrative ETV Use Only	\$		

Preparer's Printed Name _____ Direct Phone # _____
 Preparer's Signature _____ Date ____/____/____
 Student's Signature _____ Date ____/____/____

THIS FORM MUST BE FAXED BY THE FINANCIAL AID OFFICE TO: 1 (877) 234- 5025

THIS MUST BE FAXED BY THE FINANCIAL AID OFFICE

New York ETV Program 12020-D North Shore Drive Reston, VA 20190

: Phone: 1 (877) 766- 5025 Website: www.statevoucher.org Email: ny@statevoucher.org