



**EDUCATION AND TRAINING
VOUCHER
&
COLLEGE DORM PLACEMENT
SERVICE STANDARDS**

Contents

- I. Education and Training Voucher Program 2
 - A. INDIANA’S ETV PROGRAM 2
 - B. Indiana ETV Program Eligibility Criteria 3
 - 1. ETV Verification 3
 - C. ETV Out of State Participation 3
 - 1. Current Foster Youth 3
 - 2. Former Foster Youth 4
 - D. Administration of the ETV Program / Funding 4
 - 1. ETV Funding 5
 - 2. Other Administrative Duties 5
 - E. ETV Data Collection and Outcomes 7
 - F. ETV Reporting 8
- II. College dorm placement program 8
 - A. Eligibility 9
 - B. Administration of the College Dorm Placement Program 9
 - C. College Dorm Placement Funding 10
 - D. College Dorm Placement Program Data Collection 10
 - E. College Dorm Placement Program Reporting 10

I. EDUCATION AND TRAINING VOUCHER PROGRAM

It is federally required that all states provide the Chafee Educational and Training Voucher Program (ETV) under the Social Security Act section 477(i). ETV funding may be used to provide supplementary financial support to Chafee eligible youth and young adults who are attending an institution of higher education (section 102) and based on the “cost of attendance” (section 472) as defined in the Higher Education Act of 1965 and shall not exceed \$5000 per year, or the total cost of attendance. ETV is a federal funded program designed to assist current and former foster youth obtain post-secondary education, by receiving funding for qualified school related expenses.

A. INDIANA'S ETV PROGRAM

Indiana ETV provides financial resources specifically to meet the education and training needs of students who have experienced foster care and meet the eligibility criteria of the ETV program. Students applying for Indiana ETV must meet the Indiana older youth services Chafee program requirements:

- Youth 16 years of age up to the day before the youth’s 21st birthday who are in foster care as a CHINS or JD/JS. Referral for OYS is based on the type of placement of the youth (see policy 11.01 Older Youth Services).
- Youth 18 years of age up to the day before the youth’s 23rd birthday who were formerly in foster care:
 - A minimum of six (6) months as a CHINS or JD/JS after age 16,
 - Under the care and supervision of DCS, or
 - Were in the custody of another state (verification of wardship and all eligibility criteria must be met from the state of jurisdiction).
- Youth 18 years of age up to the day before the youth’s 23rd birthday who were formerly in foster care for a minimum of six (6) months and have achieved permanency through guardianship or adoption on or after the youth’s 16th birthday.

ETV eligible students may receive ETV funding for up to five (5) years or up to age 26 (i.e., the day before the students 26th birthday). The amount of financial support to eligible students is contingent upon available funding.

Note: Eligible students may participate in the ETV program for no more than five (5) years regardless of whether the years are consecutive.

ETV will be made available to, or on the behalf of the eligible student, in accordance with the applicable terms and provisions of federal law (42 U.S.C. 677(i)): program instructions issued by the Administration of Child, Youth, and Families of the U.S. Department of Health and Human Services; and the student’s approved individual plan for use of the ETV funds.

B. Indiana ETV Program Eligibility Criteria

Students eligible to receive funding under the Indiana Chafee ETV program must have been accepted into or enrolled in a degree, certificate, or other program at an accredited college, university, technical, or vocational school, which includes:

- Youth who have aged out of foster care because they attained 18 year of age and have not yet attained 26 years of age.
- Youth age 16 likely to remain in foster care until 18 years of age who has earned a high school diploma or high school equivalency (HSE).
- Youth who were adopted or placed in a guardianship from foster care after attaining 16 years of age.
- Youth with a juvenile delinquent / juvenile status (JD/JS) who aged out of foster care (out-of-home placement ordered by the juvenile court that is not in a detention placement) on their 18th birthday.
- Youth with a juvenile delinquent / juvenile status (JD/JS) who are likely to remain in foster care (out-of-home placement ordered by the juvenile court that is not in a detention placement) until 18 years of age who has earned a high school diploma or high school equivalency (HSE).
- Students participating in the ETV voucher program at age 23, enrolled in a post – secondary education or training program; making satisfactory progress toward completing their course of study or training may continue to receive funding up to age 26 or five (5) years.

1. ETV Verification

Verification of a student's initial and continual eligibility status is required prior to the student's ETV application approval, in accordance with DCS policy and procedure through correspondence with the DCS Family Case Manager / Collaborative Care Case Manager, Indiana Independent Living Specialist or DCS approved designee.

Note: ETV verification must be submitted on the approved DCS state verification form.

C. ETV Out of State Participation

Current and former foster youth who live in another state or who are from another state and now reside in Indiana; and meet the Indiana Chafee ETV eligibility criteria can receive ETV funding.

Note: Former foster youth from another state residing in Indiana may request ETV funding. The request must be approved by the DCS Older Youth Initiatives Manager or approved designee.

1. Current Foster Youth

The ETV provider is responsible for providing ETV funding to eligible youth who are placed in another state through DCS. For youth who are placed in Indiana through another state child welfare system, the State with placement and care responsibility is responsible for providing the

Chafee ETV voucher to an eligible youth. However, if the State is unable to fund the youth; The ETV provider may provide the ETV funding, upon approval of DCS.

2. Former Foster Youth

The ETV provider is responsible for providing ETV funding to eligible former foster youth who reside in Indiana from another State. This provision does not apply to a former foster care youth who is already receiving ETV and moves to Indiana for the sole purpose of attending an institution of higher education. In this instance, it is expected that the youth's original State of residence will continue to provide ETV to the youth for as long as the youth remains eligible for the Chafee ETV program. However, if the State is unable to continue funding the former foster youth, the ETV provider may provide ETV funding, upon approval of DCS.

The ETV provider may provide ETV funding to an eligible former foster youth who was previously under the placement / care and supervision of DCS and lives in another State for the sole purpose of attending an institution of higher education. If Indiana is the former foster youth's original state of residency, DCS will continue to support the youth if the youth remains' eligible for the Chafee ETV program.

D. Administration of the ETV Program / Funding

The ETV provider is responsible for the daily administration of the Indiana DCS Chafee ETV program on the behalf of DCS. This includes but not limited to the disbursement of funding to the student or post-secondary institution or program.

The ETV provider will:

1. Implement and maintain a clearly defined referral process of applications by and payment to or on behalf of eligible students in a timely manner and in accordance with the processing procedures, functions, and timelines of the State and approved by the Older Youth Initiatives Manager or designee.
2. Develop and maintain a database that is accessible on the Internet through a secure website according to DCS guidelines. The database will track eligibility, disbursement of funding and academic progress of students receiving ETV funding.
3. Implement and use an electronic based transfer mechanism to disburse ETV funds directly to eligible students.
4. Implement and use a mechanism to disburse ETV funds directly to a post-secondary institution or program on behalf of the eligible student.
5. Individual assessment for all applicants to ensure that ETV funds are based on their unmet financial need as calculated by their educational institution, i.e.: cost of attendance.
6. Inform students of the amount of funding they have received, the allowable purpose of these funds, and to whom and when the fund is paid.
7. Monitor the disbursement of ETV funds through a fiscal reporting system that provides timely accounting for all funds spent by category (e.g., tuition, books, health insurance,

rent/dorm, transportation etc.) to assure compliance with the conditions and limitations stated in federal law or program instructions.

1. ETV Funding

Vouchers provided to students participating in the ETV program may not exceed \$5000 per academic year or the total cost of attendance as defined in section 472 of the Higher Education Act of 1965. The vendor will ensure ETV funding is tailored to student's individual needs within the context of the student's overall financial aid package. The cost of attendance is calculated using actual figures for the following:

- Tuition / fees and other equipment or materials required of all students in the same course of study
- Books, supplies and an allowance for transportation costs and miscellaneous personal expenses, including computers
- Room and board (which may vary depending on whether the student lives at home, in student-housing or an apartment)
- Childcare expenses for a student who is a parent
- Accommodations related to the student's disability, such as a personal assistant or specialized equipment that is not paid for by another source
- Expenses related to the youth's work experience in a cooperative education program
- Student loan fees or insurance premiums on the student loan

Note: The use of a current fiscal year's ETV funds to finance a youth's educational or vocational loans that were incurred prior to the awarding of grant funds is prohibited.

ETV funds are restricted and may only be used to provide the ETV funding and conduct administrative activities necessary to provide the ETV funding.

The ETV provider will:

1. Work closely with the individual post-secondary educational institutions regarding student's financial aid award and ETV distributions according to DCS policy and procedures.
2. Work closely with the eligible ETV student to ensure compliance with the students cost of attendance. This includes but not limited to requests receipts for documentation to justify cost.

2. Other Administrative Duties

ETV funding will be made available to youth who meet the eligibility requirements and who have enrolled in the ETV program. Students may continue to receive ETV funding if they are in academic good standing and making progress towards completing their program or graduating. Specifically, students must earn no less than 2.0 GPA two semesters in a row or passing in a technical/vocational program.

The ETV provider must take appropriate steps to prevent the duplication of benefits under the Chafee Program and other federally supported programs. This includes working closely with DCS and the DCS older youth services contracted providers to ensure ETV students who are benefiting from ETV funding are not having services duplicated by the OYS provider.

For Example: ETV students receives ETV funding for room and board, that student cannot receive additional room and board funding from the OYS provider

The ETV provider will:

1. Maintain a clearly defined means of contact and open communication between the applicants/participants and the ETV program contact that is of no cost to the youth such as a toll-free phone number, text, email, website, or app to ensure that students understand and comply with all program components and establish a relationship with the ETV program.
2. Maintain a physical office in the State of Indiana.
3. Monitor the progress of the eligible ETV student in meeting satisfactory academic progress (SAP) in an eligible degree or certificate program.

Note: Students must maintain SAP as determined by the post-secondary institution or program.

4. Implement and maintain an academic support program for youth at risk of failure or who are not making satisfactory progress toward completion of the educational program.
5. Monitor the progress of student academic success plans for those students who fall below a semester/term GPA of a 2.0 or lower.
- 4 Provide ongoing support and monitor student progress to avert student dropouts; students should be encouraged to access on-campus services including tutoring and other programs designed to support students at-risk., TRIO programs, campus mental health, tutoring and career services etc.
- 5 Implement and maintain a mid-semester attendance verification process to prevent students from continuing to receive funds if they drop out.
- 6 Identify specialized services for groups of youth who may have a higher risk of dropping out such as parenting students, those with learning disabilities, first-generation college students, and those who are gay lesbian, bisexual, transgender or questioning.

a) ETV Appeal Process

Students who lose their ETV award due to not meeting the schools SAP requirements and/or their GPA is below the required 2.0, will have the ability to submit an appeal to reestablish funding for the following semester. The youth must submit the appeal to the ETV provider.

The ETV provider will involve DCS in the appeals by submitting all appeals request to the DCS ETV Liaison. The ETV provider and the DCS Liaison will review the appeals and the ETV provider will provide a written decision to the student regarding their ETV award status.

E. ETV Data Collection and Outcomes

The ETV provider is required to collect outcome data on the behalf of the State of Indiana, DCS which includes, but not limited to number and percentage of students making satisfactory grades each semester, reapplying annually, and ultimately graduating and entering the workforce at a living wage in the field for which they were educated. Other data points reporting the number and percentage include:

- Demographics – race, age, sex, gender, residency, marital status, parenting, citizenship
- Indiana ETV Applicants (Duplicated & Unduplicated)
- Indiana ETV Funded Students (Duplicated & Unduplicated)
 - New Student – Unduplicated
 - Returning Students – Unduplicated
 - By County - Unduplicated
- Indiana ETV Ineligible Students
- ETV student who reached maximum age of eligibility & outcomes
- Academic Year Comparison
 - New Students – Unduplicated
 - Returning Students - Unduplicated
- Financial Summary (tuition, fees, transportation, consumables, tutoring etc.)
 - Total dollar amount funded per academic year
 - Average amount funded per student
 - Range of funding amounts received per student
 - Number & Percentage of students per post-secondary institution
 - Number & Percentage of student who received 21 Century Scholars
- Academic Standing
- Academic Success Program Information
- Retention Information
- Institution Type (Number of schools & Percentage of youth that attend)
- Graduation data
- Supportive Services and activities

Note: Duplicated is the total number of ETV awards and Unduplicated is the total of new ETV awards.

National Youth in Transition Database

The ETV provider is required to collect data for the purpose of reporting to the National Youth in Transition Database (NYTD) and submit to DCS October 15th and April 15th of each year. The ETV NYTD data parameters are as follows:

- First Name
- Last Name
- Middle Name

- Email
- Age
- Date of Birth
- Social Security Number
- Gender
- County
- Race
- Enrollment Status
- Academic Standing
- Housing
- Adjudicated Delinquent Status
- Last Grade Completed

F. ETV Reporting

The ETV provider is responsible for submitting a mid – year report due April 15th and a full year report due September 1st based on the post – secondary academic school year. All reports must be typed and prepared in Microsoft Word or Adobe format. The reports must contain the date the results of the ETV outcomes data identified in Section E. The mid – year report and the annual report must include the following:

- All data collection and outcome measures
- Annual financial summary documenting the total amount spent and ratio of each financial category.
 - Tuition, childcare, living expenses, housing, school supplies, transportation, computers, health care etc.
- Total number of supportive services and activities including the number and percentage of ETV student participants.
- Total number of ETV students who have satisfactory attendance per college, university, or vocational / training program. Include verification documentation.

ETV Annual Federal Reporting

The ETV provider is responsible for submitting ETV award data to DCS upon request. This data includes: (1) total number of ETV awards and (2) total number of new ETV awards for the full and mid-term academic school year within the federal fiscal year.

II. COLLEGE DORM PLACEMENT PROGRAM

The Indiana Department of Child Services allocated a per diem to current foster youth who are under the care and supervision of the State of Indiana who are attending a post-secondary institution and residing in a dormitory setting. The per diem is provided to assist youth with their living and additional school expenses. The program will make payments available to all eligible youth who verify their dormitory placement each month. The College Dorm Placement Program supports current foster youth in college dormitory placements.

A. Eligibility

Current foster youth age 18 or older with a case plan of Another Planned Permanency Living Arrangement (APPLA), who have been accepted into a post – secondary institution where dormitories are available, are eligible for the college dorm placement program under Indiana’s extended foster care program (Collaborative Care). Youth do not have to be formally participating in Collaborative Care but must be case managed by a Collaborative Care Case Manager (3CM).

3CM Responsibilities:

- Verify post-secondary enrollment
- Verify college dorm acceptance
- Ensure college dorm participant is on the college dorm list, monthly
- Verify the college dorm placement dates monthly

Youth Responsibilities:

- Verify and maintain their post-secondary enrollment
- Verify and maintain college dorm placement
- Monthly meetings with Collaborative Care Case Manager
- Meetings with Older Youth Services Provider (If Applicable)
- Meetings with the ETV Specialist

The provider will verify the eligibility of all college dorm placement participants prior to the distribution of funding to the youth by reviewing the college dorm list.

B. Administration of the College Dorm Placement Program

The provider administering the College Dorm Placement Program will serve as the fiscal agent to disburse per diem payment to eligible youth for college dormitory living.

The provider will:

1. Create, implement, and use a mechanism to pay foster care per diem payments directly to older youth in foster care who are placed in a college dorm through DCS.
2. Create a timely college dorm placement enrollment process for all eligible youth placed in a college dorm setting.
3. Timely disburse foster care per diem to eligible youth on a set schedule.
4. Maintain regular communication regarding the number of active youths in the college dorm placement program and payments being disbursed.
5. Provide DCS with list of youth and individual amounts paid with each monthly billing/request for reimbursement.
6. Provide an annual accounting of per diem payments with accompanying dates of payment.

C. College Dorm Placement Funding

Allocated foster care per diem payment amounts will be determined by the Indiana Department of Child Services for current foster youth who meet and maintain the eligibility requirements of the College Dorm Placement program. The number of students accessing the College Dorm Placement Program payments will vary due to student enrollment in the fall and spring semesters compared to the summer semester.

The provider will:

1. Ensure payments are made available to eligible youth upon a payment schedule approved by the DCS Deputy Director of Child Welfare Services or designee.
2. Ensure no payments will be made to educational institutions dorm.

Note: During school breaks (i.e.: Winter Break, Spring Break) when the youths are unable to stay at the college dorm DCS may request the provider to disburse payments to the youth for an alternative room and board setting if the youth does not return to a DCS paid placement.

Note: The ETV provider must verify youth placement status prior to payments being disbursed.

D. College Dorm Placement Program Data Collection

The provider is required to collect outcome data on the behalf of the State of Indiana which includes, but not limited to the number and percentage of students in the College Dorm Program and whether they're making satisfactory grades each semester. Other data points, reporting the number and percentage include:

- Demographics (race, age, sex, residency, marital status, parenting, citizenship)
- Ineligible students
- Financial Summary (as identified in section E reporting)
- Academic Standing
- Retention Information
- Institution Type
- Supportive Services and activities provided under the ETV program

E. College Dorm Placement Program Reporting

1. The provider will provide DCS with a list of youth and individual amounts paid with each monthly billing request for reimbursement.
2. The provider will also provide an annual accounting of per diem payments with accompanying dates of payment.