

State of Illinois
Department of Children and Family Services
Application for Education and Training Voucher Funds

Program Information

Eligibility Requirements

- Eligible youth are those for whom DCFS is currently legally responsible, **or** who aged out of care at age 18 or older; **or** who achieved permanency through subsidized guardianship or adoption at age 16 or older.
- Youth must be enrolled in and attending an accredited post-secondary college, university or career or technical education program listed with an active status in the U.S. Department of Education Office of Postsecondary Education's Database of Accredited Institutions and Programs which can be accessed at <https://ope.ed.gov/dapip>
- There must be a *financial need for the funding* for the application to be processed. ETV funding plus other financial aid cannot exceed the budgeted Cost of Attendance at the school.
- Youth remain eligible until they attain age 26 as long as they are making satisfactory academic progress (SAP) as determined by the school but may not participate in the ETV program for more than 5 years (whether or not consecutive).

Program Requirements

- **The annual application must be submitted prior to August 1 each year.** This will allow time for notification to the school of possible ETV funding and for the ETV funding be included in the financial aid package. *If the application is received later than August 1, it is not guaranteed that the letter of intent to pay will arrive before financial aid is packaged for the year. If the school is not notified of the possible additional ETV funding, the school may drop the student from classes, charge late fees, or repackage the financial aid for the student. The student will be responsible for payment of these fees, re-enrolling in dropped classes or paying back excess funding received in error*
- Students **must** file a FAFSA for every academic year **and** must successfully complete the school financial aid paperwork. The school will finalize the financial aid package and, when complete, will issue a financial aid offer/award or a denial to the student. This information may only be available to the student via their student portal rather than a mailed document and will be provided by the school prior to enrollment.

Application Process

- Applicants must complete **all** blanks on the application and return with **all** of the following. All documents must be **legible and have printed on them the student's name, name of the school and the term.** The complete ETV application packet must be received prior to June 30 of the fiscal year the expense is incurred.
 1. Schedule in list view, concise view, or detail view (NOT calendar or weekly view). If the applicant is attending a career and technical education program, a copy of the signed enrollment agreement must be submitted rather than a schedule.
 2. Transcript showing any previous post-secondary grades, unless this is the applicant's first post-secondary term.
 - If the transcript shows both enrolled classes and previous grades, the combined document may be used instead of separate documents to meet 1. and 2. above.

State of Illinois
Department of Children and Family Services
Application for Education and Training Voucher Funds

3. Financial aid notification from the school for the term for which the applicant is requesting ETV funding which includes Cost of Attendance (COA) numbers (NOT the FAFSA filing documentation).

Request for a Computer

- **Computers are part of the ETV funding and not in addition to the possible \$5000 ETV assistance each fiscal year.**
- The Cost of Attendance (COA) at the school must include a computer for the applicant to use ETV funding for one. Many schools allow an increase in the budget to allow for a computer.
- Applicants who are part of Youth in College/Vocational Training or Youth in Scholarship programs must be in compliance with that program.
- Computers are considered AFTER the student documents that there are no outstanding charges for tuition and fees.

To be considered for a computer, applicants must submit the ETV application form and other documentation required for an ETV application; the Computer Program Agreement; and a copy of the applicant's detailed student billing for the term documenting that the applicant's tuition, fees, books, and supplies are paid with other funding.

Instructions for Applying for Funds

- The applicant should ensure they have read and understand the above eligibility requirements before completing the application. If the applicant is not certain of their eligibility for the program or of the school's accreditation status, the caseworker or the DCFS Office of Education and Transition Services can assist.
- All correspondence will be via email and the applicant must have a current, valid email address before applying for ETV fund. There are several sources for free email accounts.
- If the application is completed by hand, it must be **printed** neatly using **black** ink; other ink colors do not fax or copy well.
- Each question must be answered to the best of the applicant's ability. All fields must be completed; (N/A) should be used if the question does not apply to the applicant.
- If this is the first post-secondary term, please check the box 'N/A applicant is a first term post-secondary student' so that there will be documentation of why there are no previous grades in the file.
- This is an **annual application**. Applicants must submit transcripts and financial aid documentation for subsequent terms in the academic year 30 days before new classes begin.

Note: Incomplete applications cannot be processed. Delays in processing due to missing information may cause the school to remove you from their program, apply late charges to your student account, or change your financial aid package. Students are responsible for negotiating with school to be re-instated, having late charges removed from their bill, or paying back any excess financial aid received in error.

State of Illinois
Department of Children and Family Services
Application for Education and Training Voucher Funds

Initial Application

Renewal Application

SECTION A: STUDENT INFORMATION

Student's Name _____ DCFS CYCIS ID# _____

Date of Birth _____ School Student ID# _____

Student's current address _____

City _____ State _____ Zip _____ Phone _____

Student's Email _____

*Email address is **REQUIRED**. If you do not have an email address, you **MUST** get one as all communication is via email. There are several sources for free email accounts.*

SECTION B: CASEWORKER INFORMATION

Note: If you have a caseworker, the worker *must* be informed of your school plans before enrolling in school and completing this application and can assist with questions but do not complete this application for you. Please write 'N/A' in blanks if you no longer have a case worker.

Caseworker _____ Agency _____

Caseworker's Phone _____ Email _____

SECTION C: SCHOOL INFORMATION

Date classes will begin _____ Expected graduation/completion date _____

Name of school _____

City _____ State _____

Name of contact at school for student **billing** information _____

Billing Contact's Phone _____ Billing Contact's Email _____

*The following items **must** be submitted with the application. Place a mark in the box to show that the documentation is included with application or is not applicable:*

Current schedule or enrollment agreement

Financial Aid Award/Denial Letter

Previous grades or transcript **OR**

N/A Applicant is a first term post-secondary student

Receipts for reimbursement (if applicable)

Copy of lease (if applicable)

State of Illinois
Department of Children and Family Services
Application for Education and Training Voucher Funds

SECTION D: SCHOOL EXPENSES

Cost of Attendance Per academic year	Anticipated Financial Aid per year
Tuition _____	Grants _____
Fees _____	_____
Books & Supplies _____	Scholarships _____
Room and Board/Rent _____	_____
Transportation _____	Other _____
Other _____	_____
Total _____	Total _____

Difference between cost of attendance and anticipated financial assistance \$ _____

If financial aid and ETV funds will not cover the entire cost of attendance, what is your plan to cover the rest of the cost?

SECTION E: ETV FUNDS DISTRIBUTION

Please check all items you wish to have considered for ETV funding.

Note: There is a maximum of \$5000 available per *fiscal year (July 1 through June 30)*. ***Tuition and fees are first priority and must be paid before other items considered.***

- Tuition/Fees – DCFS/OETS/ETV will request the billing document-by-term from school after drop/add and financial aid have been applied to your account.
- Books/Supplies – DCFS/OETS/ETV will request billing from school/bookstore or submit receipt to be reimbursed if paid already.
- Required Equipment/Uniform – DCFS/OETS/ETV will request billing from the provider or submit receipt to be reimbursed if paid already. Computer reimbursement must meet same requirements as computer package from DCFS.
- Transportation--\$105 per month to be used for either bus pass or gasoline reimbursement
- Computer—**see eligibility requirements on program information before checking.**
- Other _____

Note: Room and board are considered after other funding including YIC/YIS board payment and other grants are taken into consideration.

State of Illinois
Department of Children and Family Services
Application for Education and Training Voucher Funds

SECTION F: AGREEMENT FORM

Please read and check each box to show that you understand and agree to the below:

- I have filed my FAFSA for this academic year and have completed required paper work in the financial aid and admissions office at school.
- I understand it is my responsibility to verify that financial aid is correctly applied to my account.
- I understand that ETV funding plus other funding cannot exceed Cost of Attendance.
- If I drop from classes, I understand that it is my responsibility to do so by the drop/add date listed at the school that I am attending. If I do not, I will be responsible for any payment due the school.
- I understand that if I receive a Pell Grant or any other payment from the school or DCFS in error, **I must return it to the school or DCFS.**
- I understand that if I am charged late fees at the school due to a payment delay caused by not submitting my complete ETV application packet to the ETV coordinator by the deadline, I will pay those charges or negotiate with the school to have them dropped from my student account.
- I understand that DCFS is *not* responsible for and **will not** pay a debt I incurred because I did not comply with any or all of the above.
- I understand I must make satisfactory academic progress (SAP) in the school and/or program to remain eligible for ETV funding.
- I will sign necessary forms to allow release of information and billing documents to DCFS/OETS/ETV Program including, but not limited to, FERPA forms, Sponsor billing forms, and Consent for Release of Information forms.
- I understand that by signing this document, I am authorizing DCFS/ETV to verify my enrollment through the National Student Clearinghouse.

SECTION G: CONSENT FOR RELEASE OF INFORMATION

- I authorize officials at the college/university/school I am attending or will be attending to release financial information including but not limited to student billing, account summary, ledger card, and financial aid award/offer or denial letter; and official or unofficial transcript, schedule or enrollment agreement, grades, and attendance information to DCFS/OETS/ETV for their use in determining my eligibility for Education and Training Voucher (ETV) Program funds.

State of Illinois
Department of Children and Family Services
Application for Education and Training Voucher Funds

Completed application with required documentation should be sent to:

DCFS/OETS/ETV
2001 NE Jefferson Avenue
Peoria, IL 61603
Fax: 309-671-7946
Email: DCFS.ETVCoordinator@illinois.gov

Annual ETV Applications are due by August 1 each year.

Subsequent terms in academic year – **Transcripts and financial aid documentation are due 30 days before class start date**

Incomplete applications cannot be processed.

Schools must be notified about the possible additional funding from ETV to correctly package the financial aid for the student.

Late applications can cause schools to recalculate financial aid which may result in late charges being applied to your bill, the school dropping you from their program or students having to return other financial aid to the school. Students are responsible for negotiating with the school to be re-instated, to have late charges removed from their bill, and repaying excess financial aid.

Please allow two weeks after sending in your application before contacting this office for status.

Please Use This Page as a Cover Sheet If Faxing the Application

State of Illinois
Department of Children and Family Services
Application for Education and Training Voucher Funds

Computer Agreement

In order to receive a computer through the Education and Training Voucher Program you must meet the requirements listed on the Program Information pages and complete and return this form *along with the completed ETV application and supporting documentation.*

We cannot ship packages to a student's address - Computers must be shipped to an office so that someone will be able to sign for packages from the carrier.

All laptop computer packages include: Laptop computer with carrying case, MS Office Home & Student, 1 year subscription of antivirus software, 3 year support from manufacturer-

Name: _____ DCFS/CYCIS ID#: _____

Student Email: _____ Case Worker Name: _____

Shipping Address: _____

City State Zip Code

Illinois Department of Children and Family Services' Responsibility:

The Illinois Department of Children and Family Services has no responsibility for computers. It is not DCFS' responsibility to contact the warranty providers for computer related issues. **DCFS will not replace any lost, stolen or damaged computers.**

Youth's Responsibility:

- Responsible for the initial set up for the computer; ensuring the antivirus software is up to date; all additional software, printer cartridges, printer paper, antivirus software; maintenance of the computer; contacting the warranty company for all computer related issues; any costs that may be accrued outside the warranty related coverage for computer.

Laptop Computer Warranty Does Cover:

- Accidental damage (i.e., dropping, spilling on keyboard, etc.). In addition to hardware related issues (bad hard drive, bad CD/DVD-Rom drive, bad motherboard, etc.).
- All warranty related issues are addressed with Technical Support at phone number given with warranty.

Laptop Warranty Does NOT Cover:

- Software related issues (computer viruses, operating system crashes). Any software related costs will have to be paid by the youth (computer owner).

Agreement: Please Review

Yes, I agree to the requirements and responsibilities listed above. I understand that it is my responsibility to complete the maintenance for the computer I receive. I have read and agree to follow the computer guidelines.