

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**POLICY GUIDE 2019.01**

**TUITION AND FEE WAIVERS FOR YOUTH SERVED BY THE DEPARTMENT**

**DATE:** January 3, 2019  
**TO:** All Department and Purchase of Service Agency Staff  
**FROM:** Beverly J. Walker, Acting Director  
**EFFECTIVE:** January 1, 2019

**I. PURPOSE**

The purpose of this Policy Guide is to provide procedures for implementing P.A. 100-1045 that amended the Children and Family Services Act [20 ILCS 505/8]. These amendments provide for tuition and fee waivers for youth that are not selected to receive a Department scholarship through the annual scholarship application process.

This Policy Guide is effective January 1, 2019 and shall remain in force until rules are promulgated.

**II. PRIMARY USERS**

All Department and Purchase of Service Agency Staff.

**III. STATUTORY SUMMARY**

Tuition and fee waivers are available to a youth or former youth in care for the first 5 years the youth or former youth in care is enrolled in a community college, university, or college maintained by the State of Illinois so long as the youth or former youth in care makes satisfactory progress toward completing his or her degree.

The community college or public university that an eligible student attends must waive any tuition and fee amounts that exceed the amounts paid to the eligible student under the federal Pell Grant Program or the State's Monetary Award Program.

The age requirement and 5-year cap on tuition and fee waivers under this subsection shall be waived and eligibility for tuition and fee waivers shall be extended for any eligible youth or former youth in care who the Department determines was unable to enroll in a qualifying post-secondary school or complete an academic term because they:

- (i) were called into active duty with the United States Armed Forces;
- (ii) were deployed for service in the United States Public Health Service Commissioned Corps; or
- (iii) volunteered in the Peace Corps or the AmeriCorps.



The Department shall extend eligibility for a qualifying youth or former youth in care by the total number of months or years during which the youth or former youth in care served on active duty with the United States Armed Forces, was deployed for service in the United States Public Health Service Commissioned Corps, or volunteered in the Peace Corps or the AmeriCorps. The number of months a youth or former youth in care served on active duty with the United States Armed Forces shall be rounded up to the next higher year to determine the maximum length of time to extend eligibility for the youth or former youth in care.

The Department may provide the youth or former youth in care with a stipend to cover maintenance and school expenses, except tuition and fees, during the academic years to supplement the youth or former youth in care earnings or other resources so long as the youth or former youth in care consistently maintains scholastic records which are acceptable to the student's school and to the Department.

The Department will reach out to all high school students in grades 9 through 12 and those enrolled in a high school equivalency testing program to promote awareness of the Tuition and Fee Waiver Program.

#### **IV. ELIGIBILITY**

Youth that apply for and are not selected to receive a Department scholarship shall receive a tuition and fee waiver to assist them in attending and completing their post-secondary education at any community college, university, or college maintained by the State of Illinois. Only required college fees may be waived under this program.

Eligible students are youth for whom the Department has court-ordered legal responsibility, youth who aged out of care at age 18 or older, or youth formerly under care who have been adopted and were the subject of an adoption assistance agreement or who have been placed in private guardianship and were the subject of a subsidized guardianship agreement.

To receive a waiver under this subsection, an eligible student must:

- (1) have earned a high school diploma from an accredited institution or a high school equivalency certificate or have met the State criteria for high school graduation before the start of the school year for which the eligible student is applying for the waiver;
- (2) enroll in a qualifying post-secondary education before the eligible student reaches the age of 26; and
- (3) apply for federal and state grant assistance by completing the Free Application for Federal Student Aid.

## V. ELIGIBILITY VERIFICATION PROCEDURES

### 2010 through 2018 Scholarship Applicants:

Youth or former youth in care that applied for the Department Scholarship, who were not awarded a scholarship and are under the age of 26 that would like to receive tuition and fee waivers, must submit the following documents to the Office of Education and Transition Services, Attn: DCFS Waiver Program, Department of Children and Family Services, 406 E. Monroe Street, Station #23, Springfield, IL 62701, via fax to 217-524-2101, or via email to [DCFS.TuitionWaiver@illinois.gov](mailto:DCFS.TuitionWaiver@illinois.gov).

- **CFS 438-A**, DCFS Tuition and Fee Waiver Program form,
- A school schedule that includes the student's name, school name, student's school ID number, and total number of credits.

## VI. QUESTIONS

Questions regarding this Policy Guide may be directed to the Office of Education and Transition Services at 217-557-2689 or via Outlook at OETS – Tuition Waiver Program. Non-Outlook users may e-mail questions to [DCFS.TuitionWaiver@illinois.gov](mailto:DCFS.TuitionWaiver@illinois.gov).

## VII. NEW FORM

CFS 438-A, Tuition and Fee Waiver Program (1/2019)

The form is available on the Department's website and templates drive and can be ordered in the usual manner.

## VIII. FILING INSTRUCTIONS

File this Policy Guide immediately following **Rules 312 Department of Children and Family Services Scholarship Program** and immediately following **Procedures 312 Department of Children and Family Services Scholarship Program**.

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