

CHAFEE PROGRAM



Pathways to Success

**The South Carolina
John H. Chafee Foster Care Program for Successful Transition to Adulthood
And
Educational and Training Voucher Program
Guidelines for Services**



**DSS Booklet 30258 (October 2019)
Edition of SEP 2018 is obsolete.**

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Introduction

Pathways to Success

John H. Chafee Foster Care Program for Successful Transition to Adulthood

The journey to adulthood is a critical transition for youth in foster care. It is a time when young adults learn to take on the primary responsibility for their futures and the accompanying concerns of employment, education, healthcare, housing and home management, and maintaining significant relationships with those who will continue to support and encourage them beyond the transition to independence.

The **Chafee Foster Care Program for Successful Transition to Adulthood** was established with the passage of the John H. Chafee Foster Care Independence Act of 1999 (PL 106-169) and amended by the Family First Prevention Services Act of 2018 (PL 115-123). Chafee funds are intended to provide youth with opportunities to learn needed skills and increase the likelihood of successful transition from foster care to independence. The **Educational and Training Voucher (ETV)** Program was established by the Promoting Safe and Stable Families Act of 2001 (PL 107-133). This program provides resources for youth who are transitioning from foster care to meet their education and training needs.

Youth can be best prepared by learning about both the challenges and the opportunities in the following areas:

- A supportive relationship with an adult and/or interpersonal connections to help them achieve their personal goals
- Education and training that enable youth to obtain and retain steady employment
- Gainful employment with future possibility for career growth
- Safe, stable, and affordable housing and access to transportation for work and school
- Coverage within a managed care system for both physical and mental health

Purpose Statement

The South Carolina Department of Social Services and the John H. Chafee Foster Care Program for Successful Transition to Adulthood believes that youth should have the opportunities to reach and maintain successful self-sufficiency. For this purpose, the Chafee Program provides services and funding needed to enhance opportunities to learn independent living skills necessary to become self-reliant.

7 Purposes of John H. Chafee Foster Care Program for Successful Transition to Adulthood

- To support all youth who have experienced foster care at age 14 or older in their transition to adulthood through transitional services such as assistance in obtaining a high school diploma and post-secondary education, career exploration, vocational training, job placement and retention, training and opportunities to practice daily living skills (such as financial literacy training and driving instruction), substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);
- To help children who have experienced foster care at age 14 or older achieve meaningful, permanent connections with a caring adult;
- To help children who have experienced foster care at age 14 or older engage in age or developmentally appropriate activities, positive youth development, and experiential learning that reflects what their peers in intact families experience;
- To provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood;

- To make available vouchers for education and training, including postsecondary training and education, to youths who have had experience in foster care;
- To provide the services referred above to children who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption; and
- To ensure children who are likely to remain in foster care until 18 years of age have regular, on-going opportunities to engage in age or developmentally-appropriate activities (as those terms are defined in section 475(11) of the Act.

Approvals are based on Chafee Program funds availability and may not cover entire expense.

Engaging Youth in preparing for The Future

Establishing Youth-Centered Successful Transition to Adulthood Goals

When a youth in foster care reaches the age of 14 or a youth enters care at age 14 or older, the case manager will **assist the youth in completing a Life Skills Assessment**. Sometimes, the case manager will work with the care provider to assist the youth with this assessment.

The Life Skills Assessment, such as Casey Life skills <http://www.casey.org/casey-life-skills-resources/>, Washington Life Skills Inventory Assessment Tool <http://transitionresponse.com/wp-content/uploads/2011/09/Life-Skills-Assessment-Div.-Of-Children.pdf>, and Daniel Memorial Assessment <http://www.danielkids.org/>, are used to identify a youth's basic skills, emotional and social capabilities, strengths, and needs. The information gathered with this tool is used to **create an individualized case plan** based on the specific needs of the youth. Case planning should be a collaborative process involving the youth, the case manager, the care provider, appropriate family members, and other adults identified as being significant to the youth and willing to support and encourage the youth as he or she prepares to transition to independence.

Case **plans should contain specific transition goals** to include employment, education, housing, life skills, physical and emotional health, and spiritual development. The plan **should include steps that must be taken to achieve these goals**. A Life Skills Assessment is re-administered on a yearly basis. Case plans should be revised as the youth develops and his or her needs change.

SMART Goal-Setting Worksheet (Adapted from SparklePeople.com)

STEP 1: Write down your goal in as few words as possible:

My goal is to: _____

STEP 2: Make your goal detailed and SPECIFIC: Answer who/what/where/how/when

HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

1. _____

2. _____

3. _____

STEP 3: Make your goal MEASUREABLE: Add details, measurements and tracking details.

I will measure/track my goal by using the following numbers of methods:

I will know I've reached my goal when _____

STEP 4: Make your goal ATTAINABLE: What additional resources do you need for success?

Items I need to achieve this goal: _____

How I'll find the time: _____

Things I need to learn more about: _____

People I can talk to for support: _____

STEP 5: Make your goal RELEVANT: List why you want to reach this goal.

STEP 6: Make your goal TIMELY: Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): ____/____/____

My halfway measurement will be _____ on (date) ____/____/____

Additional dates and milestones I'll aim for:

National Youth in Transition Database NYTD

The National Youth in Transition Database (NYTD) project is a national research study that tracks the John H. Chafee Foster Care Program for Successful Transition to Adulthood services and outcome measures of youth transitioning from foster care in each state. The survey measures financial self-sufficiency, experience with homelessness, educational attainment, positive connections with adults, high-risk behaviour, and access to health insurance.

The **National Youth in Transition Database** is a national database that (1) surveys youth about their thoughts and experiences of foster care services and (2) tracks the Chafee services that youth receive. The South Carolina Department of Social Services and The Center for Child and Family Studies at the University of South Carolina are partners in this study, which is required by the US government.

This database is used to document, track and evaluate services provided for youth in foster care. A NYTD service requires action from the provider or Case Manager - specifically for preparing a youth for independence, education, housing, life skills, employment, etc. All transition services funded by Chafee and ETV must be reported as NYTD services in the *child welfare management and adult protective services information system* (CAPSS). It is a federal requirement to record and update NYTD services in CAPSS under the “NYTD” tab (at least monthly).

Case managers and care providers communicate at least once per month (Utilize **Monthly NYTD Tracking Form 30254** & keep copies in youth’s case file). Provide the care provider with access to the NYTD Services Booklet (Booklet 30255) to understand 14 NYTD categories. Missing or inaccurate information will result in a classification of non-compliant when reporting information to the federal government. Non-compliance could result in financial penalties placed on Chafee funds.

Transition Planning

Transition Planning begins when the youth turns 14 and planning is officially part of the Child and Family Assessment. The Fostering Connections and Increasing Adoptions Act of 2008 made it a requirement that, beginning at age 17, a youth in foster care must begin to develop and implement a transition plan. The South Carolina Department of Social Services uses the Transition Plan Meeting form 30206 for this purpose. **This plan must be formalized within the 90 days prior to the youth's 17th birthday. This form is used again at the formal transition planning meeting that must take place 90 days prior to a youth turning 18 and/or leaving care.** The Transition Plan Meeting form is used to identify areas in which services and skills are needed in order to make a successful transition to independence. Assisting the youth to identify and engage individuals in his or her support system is essential. Service providers, foster parents, family members, and any other individuals with whom the youth has a positive connection should be invited to participate in the transition planning meeting to develop the transition plan.

Progress is evaluated monthly and the transition plan is updated as needed until the youth leaves care and continuing as long as the youth is receiving Chafee and/or ETV funding. Progress should be documented in after care line dictation and any amendments should be linked to CAPSS.

The Transition Plan Meeting Amendment form is used when youth ages 18 – 21 who have signed a voluntary placement agreement and have remained in DSS placement. The Voluntary Placement Agreement should be linked to CAPSS and hard copy placed in file.

Why is the Transition Plan Important?

It is important for youth to understand the process that needs to take place as they prepare for adulthood. They should be encouraged to use their voices by actively participating in the development of this plan. Youth should be assisted in identifying their future goals and the steps necessary to achieve those goals. Youth in foster care have the right to invite others to their transition planning meeting who are significant to them and will continue to support them as they prepare for independence and beyond.

Youth must also assume their responsibility in making the transition successful. This relies heavily on the youth's ability to make appropriate decisions and follow through on the objectives identified in the transition plan.

Annual Credit Reporting for Youth In Care

In order to be and remain in compliance with Public Law 113-183, "child welfare agencies must ensure that youth in foster care receive a copy of any consumer report, commonly called "credit report", annually until discharged from care, and that they be assisted in interpreting the credit report and resolving any inaccuracies." These reports will be obtained from three nationwide credit agencies (Transunion, Experian, and Equifax) each year the youth remain in foster care until age 18. Young Adults 18 and older with a previous Foster Care Placement may request the agency to conduct a credit review on their behalf using DSS Form 1540.

The Identity Theft Prevention Coordinator (ITPC), a member of the John H. Chafee Foster Care Program for Successful Transition to Adulthood Unit, will submit a credit report history request for each youth age 14 and older who are in foster care annually and document the request for each youth's credit report history in CAPSS. If no credit report history is found, then youth and case manager will receive notification.

Who is Eligible for Chafee and ETV funds?

Criteria for Chafee and ETV Recipients (effective 02/09/18)

Approvals are based on Chafee funds availability and may not cover entire expense.

	ELIGIBILITY STATUS	RESIDENCY	CHAFEE	ETV
FOSTER CARE (14-17)	In Foster Care Licensed Placement in SC	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee for ages 14 up to 18th Birthday All Chafee services	SC pays ETV for ages 14 up to 18th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	(ICPC) In Foster Care Licensed Placement in Another State	SC (even if attending college in any state while maintain SC residency)	SC pays Chafee for ages 14 up to 18th Birthday All Chafee services	SC pays ETV for ages 14 up to 18th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	(ICPC) In Foster Care Licensed Placement in SC	Other (even if attending college in SC while maintaining residency in another state)	State of custody pays Chafee	State of custody pays ETV
* REACHED AGE OF MAJORITY (18+) * AFTERCARE PLACEMENT (18+)	Reached Age of Majority in Foster Care, including Current Aftercare Placement (Regardless of state of residence when reached age of majority)	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee for 18 up to 21st Birthday All Chafee services	SC pays ETV for ages 18 up to 26th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	Reached Age of Majority in Foster Care, including Current Aftercare Placement (Regardless of state of residence when reached age of majority)	Other (even if attending college in SC while maintaining residency in another state)	State of residency pays Chafee	State of residency pays ETV

* Young adults who reach the age of majority in foster care are eligible for ETV up to their 26th birthday.

* Although aftercare placement ends at age 21, young adults may be eligible for ETV services up to their 26th birthday.

	ELIGIBILITY STATUS	RESIDENCY	CHAFEE	ETV
REUNIFICATION (14-26)	Left Foster Care to Reunification at or after age 14 (Regardless of state of residence when reunification occurred)	SC (even if attending college in any state while maintaining SC residency)	No federal guideline. State Chafee Programs will coordinate (case by case basis) up to 21 st birthday	No federal guideline. State Chafee Programs will coordinate (case by case basis)
	Left Foster Care to Reunification at or after age 14 (Regardless of state of residence when reunification occurred)	Other (even if attending college in SC while maintaining residency in another state)	State of residency pays Chafee up to 21 st birthday	State of residency pays ETV
ADOPTION, KINSHIP, & GUARDIANSHIP (16-26)	Left Foster Care to Adoption, Kinship, Guardianship at or after age 16 (Regardless of state of residence when adoption, guardianship or kinship occurred)	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee for ages 16 up to 21 st Birthday All Chafee services, except housing	SC pays ETV for ages 16 up to 26 th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	Left Foster Care to Adoption, Kinship, Guardianship at or after age 16 (Regardless of state of residence when adoption, guardianship or kinship occurred)	Other (even if attending college in SC while maintaining residency in another state)	No federal guideline. State Chafee Programs will coordinate (case by case basis)	No federal guideline. State Chafee Programs will coordinate (case by case basis)
DUAL AGENCY (14-21)	In DJJ Placement (SCDSS legal custody)	Any	State of residency may pay limited funds on case by case basis for ages 14 up to the 21 st Birthday	Limited funds on case by case basis for ages 14 up to the 26 th Birthday
	Incarcerated or DJJ Placement (DJJ legal custody)	Any	Not eligible for Chafee funds	Not eligible for ETV funds

	ELIGIBILITY STATUS	RESIDENCY	CHAFEE	ETV
ADOPTION PRESERVATION (14-18)	In Adoption Preservation (regardless of state of placement)	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee for ages 14 up to 18th Birthday All Chafee services	SC pays ETV for ages 14 up to 18th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	In Adoption Preservation (regardless of state of placement)	Other (even if attending college in SC while maintaining residency in another state)	State of custody pays Chafee	State of custody pays ETV

Additional notes for Criteria of Chafee and ETV Recipients:

- **Note: Requests for reimbursement must be received and approved by** John H. Chafee Foster Care Program for Successful Transition to Adulthood Unit,
 - before the foster care service line “closed” date for youth currently in foster care status, and before the aftercare service line “closed” date for youth receiving aftercare Chafee and ETV services
- **Youth with special needs** qualify for Chafee services that may not be listed in this booklet and are reviewed and approved on a case by case basis. Please submit Chafee Funding Requests (form 30198) for any needed services that will assist youth with special needs in gaining developmentally appropriate successful transition skills.
- Court Ordered Unlicensed Parent placement is **not** considered foster care and disqualifies the youth from receiving Chafee services regardless even if there is an open foster care line. Youth must have been in foster care placement (provider receiving DSS board payment).

- Youth who are undocumented must have Green Card to qualify for Chafee services.
- Youth who are categorized as a victim of Human Sex and Labor Trafficking and are undocumented must have DHHS eligibility letter before requesting Chafee/ETV funds.
- Youth are eligible to receive ETV for five years up to age 26 even if the youth did not start receiving ETV prior to the 21st birthday.
- Youth who are incarcerated are not eligible for Chafee or ETV funding or eligible to sign the Aftercare Agreement for Voluntary Placement for Young Adults 18-21 Years Old (DSS Form 30136) during the time they are incarcerated (includes DJJ youth behind the fence).
- Youth from South Carolina but currently residing in another state are eligible for services. The new/receiving state may ask for a breakdown of all Chafee funds approved for the youth in order not to duplicate the same service in that state. Please see “Federal Guidelines: Resident Status and State Reasonability to Pay Chafee and ETV” in Appendix C.
- Youth who are ICPC (regardless of where they live, youth who are under the case management responsibility of South Carolina) are under normal eligibility for Chafee and ETV as a South Carolina resident. The new/receiving state may ask for a breakdown of all Chafee funds approved for the youth in order not to duplicate the same service in that state. Please see “Federal Guidelines: Resident Status and State Reasonability to Pay Chafee and ETV” in Appendix C.

Opening an Chafee/ETV Aftercare Service Line

Young Adults ages 18 and older

- All young adults 18 and older who remain in voluntary placement must have both foster care line and Chafee/ETV aftercare service lines open to receive Chafee funding.
- Those who transition from care and are not in placement must have Chafee/ETV aftercare service lines as long as the youth is receiving Chafee services. Case Manager must make monthly contact to assess the youth's transitional needs.
- All youth 18 and older who are receiving Chafee services (including ETV and Housing Assistance) must have monthly documented contact with assigned case manager and NYTD services must be documented.
- Youth who have been in foster care in the past and currently need aftercare placement should apply at the DSS office of their county of residence for Aftercare placement. Youth are eligible if they are enrolled in school or working, have identified an academic or employment goal, or have a disabling condition preventing goal completion. Placement is decided at a county level. The county of the youth's current residence should contact the county in which the youth was in foster care to verify eligibility and gather information about any connections the youth may have had with any supportive adults.
- **The county of current residence should serve the youth in assisting with the application for aftercare Chafee/ETV services as necessary.**

Youth who left foster care for reunification (at or after age 14), or have left foster care for adoption/guardianship/kinship (at or after age 16)

- Youth who have been in foster care in the past and currently request Chafee/ETV aftercare services should apply at the DSS office of their county of residence. The county of the youth's current residence should contact the county in which the youth was in foster care to verify eligibility and open a Chafee/ETV Aftercare Service line.

How to Apply for Chafee Funding

Funding requests for John H. Chafee Foster Care Program for Successful Transition to Adulthood Funds are submitted to the Chafee/ETV Program Coordinator on DSS Form 30198. Please include the required documentation for each item checked on page 2 of the form 30198 (see appendix A). Approvals are based on Chafee Program funds availability and may not cover entire expense.

Applications will be reviewed as they are received on an ongoing basis. Case managers are contacted via email or telephone by the Chafee/ETV Program Coordinator when more information is needed. Upon receipt of completed funding request with all necessary documentation, a decision regarding approval will be made and the county will be notified.

Applications can be faxed, emailed, or mailed. **All non-DSS requestors must mail or fax the request form** in order to protect youth's confidentiality; **only DSS staff may email the 30198 form**. Email requests to IndependentLiving@dss.sc.gov .

Checklist for submitting Chafee services

- Completed John H. Chafee Foster Care Program for Successful Transition to Adulthood request DSS form 30198
- Updated Domain 8 of the child assessment
- Most Recent Dictation discussing transition goals
- Updated Education Screen
- Supporting Documentation of each item requested

Please ensure COMPLETE funding requests are submitted. Incomplete requests lacking documentation will not be processed. Please provide any missing items in a timely manner before 30 days of request to avoid denial.

Available Funded Chafee Services

Approvals are based on Chafee Program funds availability and may not cover entire expense.

Academic (Secondary) Support

Academic support includes programs which promotes independence by teaching transition skills needed to achieve secondary education.

- Participation in school sponsored activities such as ROTC, band, chorus, cheerleading, or arts programs, up to a **Max of \$400/yr.**
- Non-school sponsored activities (such as karate classes) **Max \$400/yr**
- Expenses for school related fees: computer loan insurance and sponsored educational field trips (itinerary required). **Max \$300/yr**
- Summer School for advance studies and/or academic credits **Max \$300/yr**
- GED Program- cost and materials per subject **Max \$200**
- Tutoring up to **\$1000/yr**
- Non-ETV coursework and supplies **Max \$3,000/yr**
- Camps are offered through pre-approved contract providers.
- Leadership/scholar programs that will provide youth with opportunities to develop academic goals, work force training and life skills, spiritual development, or diversity and cultural sensitivity skills up to **Max of \$400/yr**
- NYTD focused workshops **\$25/month up to \$300/yr**

Academic (Secondary) Support, continued

Senior Expenses:

- Senior Prom Night Package (**Max \$250**): One (1) Senior prom ticket, prom attire, prom pictures, personal care services (does not include product purchase)
- Graduation Package (**Max \$1000**) to include Senior fees (must provide itemized invoice), graduation invitations, cap and gown, year book, diploma plaque, senior year school spirit attire, high school senior jewelry (such as ring, dog tag, pendent), senior class sponsored trip, and senior pictures (Senior ROTC, Team sports, and/or Graduation). **Items may be purchased in Junior Year to prepare for Senior Year.**
- Chromebook for 11th and 12th grade high school students and those pursuing GED are eligible for a Chromebook if the school does not provide personal computers and it will benefit youth's educational goals. Must provide documentation from the school that personal computers are not provided and it is beneficial for youth to have in order to complete assignments. Computer Request Form 30197 must be completed and attached to Chafee Request Form 30198 for pre-approval.
- Recognition for successfully achieving academic goals (diploma, certificate, GED) **\$100**
- A recognition ceremony is held annually for all graduates. It is necessary to complete the Graduate Award Invoice (DSS Form 30237) attached to Chafee Request Form 30198 for pre-approval.

Academic (Secondary Support, continued)

Pre-College Expenses

- Birth certificate necessary for acceptance to post-secondary program or scholarship recipient
- College applications (**Max \$150**)
Note: These fees may be waived for foster youth by school counselors
- College (Deposit) Related fees (**Max \$300**) if ETV is not available
- SAT/ACT preparation classes (**Max \$200**) and SAT/ACT test fees (**Max \$200**)
Note: These fees may be waived for foster youth by school counselors

Academic (Post- Secondary Support)

- Personal Computer Bundle for students enrolled in post-secondary programs includes laptop, software, and warranty. Computer Request Form 30197 must be completed and attached to Chafee Request Form 30198 for pre-approval.
- Academic Incentive - post-secondary students with at least a 3.0 GPA taking six or more credit hours are eligible for **\$100 per semester (Max \$300/year)**
- College Dorm Room Essential Bundle (**Up to Max \$500**) DSS Form 30239 will need to accompany Chafee request for pre-approval.
- Recognition for successfully achieving academic goals (vocational or technical school, or college graduates) **\$100**
- A recognition ceremony is held annually for all graduates. Attach Graduate Award Invoice (DSS Form 30237) to Chafee Request Form 30198 for pre-approval.

Transportation

Transportation assistance is for post-secondary, vocational, or adult education and employment purposes only. All requests for transportation travel funds will require proof of enrollment or employment and distance.

- Bus Pass used for employment and/or enrollment in academic program.
- Transportation to college orientation. Distance must be more than 50 miles one way and calculated at state reimbursement rate.
- Transportation to Adult Ed/GED, college or vocational school. **Maximum of up to \$25/week or \$100/per month and not to exceed \$1200/year.** Transportation funds will be released per semester for college youth.
- Transportation to job skills training (does not include Vocational Rehabilitation). **Maximum of up to \$25/week or \$100/per month not to exceed \$1200/year.**
- Transportation to work - Youth must provide proof of employment, schedule and distance. **Maximum of up to \$25/week or \$100/per month not to exceed \$300/year.** Foster parents and providers may not receive transportation reimbursement due to contract specifics.
- Bicycles- **Max up to \$150** to include a helmet and lock. Purchase of helmet is mandatory. Youth must have successful transition goals related to transportation, employment, healthy living or social development.

Transportation (continued)

- Driver's Education Course (for youth age 16 and older). One time allotment **Max \$500**. If request is more than allotment then must provide three (3) quotes of needed services.
- State IDs, knowledge test, and driver's license fees
- Repairs and/or maintenance to a vehicle (MOPED does not qualify as a vehicle) which a youth owns and is needed for education and/or employment up to **\$1,500/yr**. If request is more than allotment then must provide three (3) quotes of needed services. Chafee funds are only approved for repairs required for safe operation of the vehicle and only from official mechanic invoice. Damages caused by accidents should be handled by insurance company. Title must be in youth's name. If youth is a co – signer then the title must read youth's name AND the other individual's name.
- Insurance assistance for when youth (ages 18 – up to age 21) who own the vehicle (MOPED does not qualify as a vehicle) and need transportation to school or work - **\$900/yr**. Insurance policy must have youth's name as insurer not as an additional driver. Must provide three (3) quotes and provide proof of income/wages to support insurance expenses.
- Home Visits from college- Transportation assistance for college students to visit home once (1) each semester to maintain connections - **\$75 per visit** for a maximum of two (2) visits per year. Distance must be more than 50 miles one way.

Employment Services

This includes services needed to obtain or maintain employment.

- Licensure/Certification Program to include costs, equipment, and supplies
Max \$3,000
- Job skill training classes **Max \$1000** (if Urban League is not available in the county).
- Birth certificate necessary for employment (for youth ages 15+)
- Interview Clothing – For ages 15- 17 Maximum of **\$100**
For ages 18-20 Maximum of **\$100**
- Uniforms and footwear - **\$100/year** (proof of employment required)
- Professional attire for work or school for youth age 18 until age 21 that do not have an open foster care line of services - **\$200/year** (proof of enrollment or employment required)

Housing and Transition Expenses

These expenses are related to youth establishing their own independent residence after becoming age 18 or for post-secondary students in need of assistance with interim housing. Youth who leave care to adoption, reunification, guardianship, kinship care and youth in post-legal adoption preservation placement are not eligible for housing and transition funds.

To qualify for assistance, youth must be employed and earning sufficient income to maintain the residence prior to Chafee releasing housing assistance funds. This is to ensure youth is capable of maintaining stable housing once the funds are depleted. Youth must identify contingency permanency plans to avoid unstable housing situations such as unexpected changes in income and health.

Note: Boarding arrangements for youth age 18 and 19 will not be approved for youth who are eligible to remain in voluntary aftercare placement or eligible to return to voluntary aftercare placement.

Housing/Transition expenses are discussed and planned at the youth's transition planning meeting. When making any Housing/Transition funding requests, it is necessary to include a copy of the youth's Budget Analysis (DSS Form 30238), the youth's Transition Plan Meeting Form 30206, proof of employment for two (2) months, and Financial Literacy/Management course certificate (FDIC: MoneySmart <https://www.fdic.gov/consumers/consumer/moneysmart/learn.html>).

Youth should be aware that this is a **one-time award** and thoughtfully consider readiness to utilize these funds. These funds are not intended for temporary residence or transitional residency. If youth is residing with roommate then allotment will decrease based on items needed.

Case Manager must make monthly contact (and document in CAPSS dictation) to assess youth's transition to ensure youth is maintaining employment, academic enrollment, healthy home management skills, and managing financial expenses.

Examples of Housing Assistance include the following:

- Utilities deposit (Electric, gas, phone, or water) **Maximum of \$300**
- Furniture (**Max \$2,000**). No rental/rent to own invoices. If the youth is pregnant or has a child **Max \$2,500** is available due to additional furniture needs.
- Rental Application fees (**Max \$300**)
- Rental Deposit (**Max \$500**)
- Rental assistance for up to 6 months. Financial Literacy Management course is required to receive rental assistance. Paid as **3 months full** and the second installment of **3 months full** will require updated proof of employment and budget sheet. **Max rental allotment is up to \$500/month for a total of \$3,000 for 6 months housing assistance.**
- Housing Essential Bundle [DSS Form 30239](#) (**Max \$800**)

Interim Housing for College Students

Summer housing funds are available for youth who are no longer in foster care and in need of housing assistance for the summer. Maximum allotment of **\$450/month** for a maximum of 3 months for summer housing for students. Interim housing funds are also available during holiday breaks up to **\$160/month** if the youth needs to maintain employment while school is on break and if dormitories are closed.

Youth with Disabilities

A setup fee of **\$400.00** or a household shower through the SCFPA is available for youth transitioning from foster care to housing with the Department of Disabilities and Special Needs or Department of Mental Health.

Emergency Assistance

Time limited emergency assistance is available for youth who are homeless or at risk of homelessness while locating more stable housing arrangements. Max allotment is for seven (7) days and must have proof of upcoming placement. **Must receive prior approval before requesting these funds.** Must explore ALL alternative funding sources.

Services NOT Included:

Personal hygiene products

Private mental health counseling

Baby-sitting or most child care expenses

Non-educational school-sponsored trips

Vacation travel/ Passports

Clothing for use other than as described in this booklet

Medical, dental, vision and legal needs

Transportation other than described in this booklet

Purchase of a car

Food other than as described in this booklet

Entertainment expenses,
Appliances (i.e. TVs, microwaves, etc.)

Any services that can be funded through alternative sources
(i.e. school districts or placement agencies)

Educational Opportunities/ ETV Services

Educational and Training Vouchers are grants, funded by the federal government and administered by the states, awarded for youth with foster care experience are eligible for **up to \$5,000.00 per year** in ETV funding who are pursuing a post-secondary education in an approved educational program.

Who is Eligible?

- Youth in the custody of the Department of Social Services with Successful Transition to Adulthood as part of the case plan
- Youth who were in the custody of DSS at 18 years of age
- Youth who leave care to adoption/kinship/ guardianship at or after age 16 are eligible for up to \$5,000.00 per year in ETV funding for post-secondary schooling (college) for up to 5 years, whether consecutive or not or until their 26th birthday, whichever comes first.
- Youth who leave care to reunification at or after age 14 are eligible for up to \$5,000.00 per year in ETV funding for post-secondary schooling (college) for up to 5 years, whether consecutive or not or until their 26th birthday, whichever comes first.

Youth are eligible for ETV funds as long as they are enrolled in college, making satisfactory progress, and have not reached the age of 26, even if they are not in care. The following (3) factors may be considered in determining eligibility:

- Acceptance to a technical school, college, university, or other program that meets the ETV criteria
- Students who demonstrate academic achievement or show a marked improvement in educational functioning
- The long term goal and plan for meeting that goal

ETV Awards

Youth may be eligible to receive up to a maximum of \$5,000 per year up to the 26th birthday or for 5 years, whether consecutive or not, as long as funds are available through the Education and Training Voucher Program. Youth who complete the Free Application for Federal Student Aid (FAFSA) form, either on-line or at their school, will have access to all state and federal based scholarships and grants for which they may be eligible. The awarding of ETV funds depends on the cost of the school, and the amount of grants and scholarships the youth receives. The \$5,000 award is to be applied to all costs associated with the cost of attendance to a post-secondary school.

Youth should be encouraged to complete FAFSA forms as early as possible and to obtain copies of the financial aid print out and the school's billing statement and maximum financial aid award.

Youth should also be reminded to answer "yes" to the FAFSA question that at any time since age 13 they were a dependent or ward of the court. This ensures being granted an independent status for student aid.

Youth should research other scholarships and awards online, including the web site of the South Carolina Commission on Higher Education (www.che.sc.gov). If a youth does not use all of their ETV funds during the Fall/Spring semesters, the remaining amount can be used for summer school.

Approvals are based on Chafee Program funds availability and may not cover entire expense.

Services Available Through ETV funds

Approvals are based on Chafee/ETV Program funds availability and may not cover entire expense.

Examples include, but are not limited to, the following:

- College and/or dorm deposits
- College placement tests
- Tuition and fees
- Books, supplies and uniforms
- Room and board on campus
- Rent/utilities off campus
- Meal plans or meal cards. Food allowance for commuting students.
- Personal items
- Parking fees
- Required educational software
- Lab equipment
- Academic memberships
- Transportation services
- Child care (until ABC vouchers are awarded)
- School medical plan for students
 - Note: Youth who are in foster care and eligible for Medicaid at age 18 remain eligible until age 26.

Note: Cost of attendance, including student loans for deposits, tuition, fees, books, supplies, room and board, must be paid before any other services. Other services may be approved, but not available after cost of attendance is paid.

How to Apply for ETV Funding

Funding requests for Education Training Voucher submitted to the Chafee/ETV Program Coordinator on **DSS Form 37166**

- ETV application (including Financial Award Letter)
- Academic and Financial Aid Release of Information Form
- ETV Participation Agreement

Case managers should ensure that the youth signs the ETV funding request. Without the youth's signature, the request cannot be approved. Be sure to attach copies of the required documentation necessary to process the funding request (See Appendix A).

It is encouraged that the ETV requests for the fall semester should be submitted by June 30th of each year. Meeting this deadline will ensure that the funds will be disbursed in time for the fall term. All college funds are approved for the entire academic year of the fall/spring semesters. If a youth plans to attend summer school, funding requests should be made at least two months before the beginning of the summer session.

Youth may enroll in accredited or pre-accredited *public, private, or non-profit* institutions of higher education that:

- provides a bachelor's degree program or at least a 2-year program that provides credit towards a degree or certification (and enrolled in at least 6 semester hours); or
- provides not less than a one-year program of training to prepare students for gainful employment in a recognized occupation; or
- offers training programs and has been in existence for at least two years preparing students for gainful employment in a recognized occupation.

Youth must notify Chafee/ETV Program Coordinator of any of the following:

- Withdraws from any classes
- Drops out of school

ETV awards funds based upon college/vocational school attendance, and the number of credits students are taking. If youth withdraws from any classes, youth **MUST** inform Chafee/ETV Program Coordinator immediately as the ETV funds may need to be adjusted. If student drops out of school and returns in a subsequent term, their eligibility and funding status are determined on a case-by-case basis. If youth drops all of their classes and achieve no credits, case will be reviewed before assigning further ETV funds.

Youth must notify Chafee/ETV Program Coordinator of any of the following:

- Loses any projected financial aid
- Falls below academic status of a 2.0 GPA

If youth has lost financial funding due to falling below a 2.0 GPA for any semester, then the youth must submit a letter identifying issues and concerns and create a plan to improve academic status for the upcoming semesters.

Note: It is very important that all the necessary information is submitted with the ETV funding request. The Chafee/ETV Program Coordinator will contact the appropriate person when more information is needed; however, this delays the approval process. ETV funding requests must be submitted each academic year to ensure that the youth continues to receive educational assistance.

Partnership Resources

South Carolina Foster Parents Association

On the Road Again - provides donated cars to eligible foster care youth who are at least 18 and not yet 21 years old, and actively employed, and/or pursuing a GED or engaged in a post-secondary educational program. On the Road Again Application can be found on <https://ontheroadagain.sc/>. SCFPA awards vehicles based on availability and need.

Pack a SACK (Sponsor A College Kid!) - provides foster youth with needed items while they are away at college to include toiletries, school supplies, entertainment, and/or study snacks.

Household and Dorm Essential Transition Package - provide basic household items such as linens, bedroom items, and kitchen items. DSS Form 30239 will need to accompany Chafee request for pre-approval.

Computer Bundles - provide a laptop computer bundle that includes a computer with a service agreement, and software. DSS Form 30197 will need to accompany Chafee request for pre-approval.

Urban League

Level Up offers employment and career-shadowing opportunities, youth-focused workshops, year-round mentoring and involvement in other Urban League youth initiatives.

Project Ready prepares youth for post-secondary success by integrating academic preparation for college along with life skills development, and a social, global, and cultural awareness. Students are expected to make academic progress, benefit from cultural enrichment opportunities, and be trained for school navigational and life skills development.

The Youth Leadership Development Institute offers free monthly workshops, paid summer internships, networking opportunities and positive social relationships for youth in care.

WIOA/One-Stop

WIOA can provide at no cost: financial assistance in obtaining HS diploma/GED, GED preparation, one-on-one assistance with a Youth Workforce Consultant, tutoring and study skills training, occupational skills training, resume and interview preparation, soft skills training, job referrals and placements

Vocational Rehabilitation

VR's youth services work to reduce the dropout rate of youth with disabilities and improve their participation in employment-related activities. These programs focus on building self-esteem, developing personal leadership skills, and preparing young adults with disabilities for life beyond high school. Please check <https://scvrd.net/youth-services/> for youth services.

USC/Center for Child and Family Studies

The Center's vision is to be the leading center for professional development and capacity building in collaboration with local, state, and national partners dedicated to improving the well-being of vulnerable adults, children, families, and communities.

Youth Advisory Council

Youth Advisory Council is an advisory group created to ensure that the voice of youths are heard when agencies are developing successful transition into adulthood programs. Youth Council comprises of any Chafee/ETV eligible youth. Youth Council Executive Board comprises of up to 12 youths ages 16 and over who either are currently in foster care, youths who have recently transitioned from care, and youths who have been adopted. Youth Council meets regularly to discuss program development and policy change; and make presentations at state-wide and national conferences. If interested in joining the Youth Advisory Council, please email IndependentLiving@DSS.SC.gov for more information.

Commission on Higher Education

College Goal Sunday is a volunteer program that provides free information and assistance to students and families who are applying for financial aid for postsecondary education. College Goal South Carolina is an opportunity for ALL students and parents/guardians to receive free financial aid assistance while completing and submitting the Free Application for Federal Student Aid (FAFSA). You will also get advice from financial aid experts, receive scholarship information and learn about the college application process and your next steps.

The SC Need Based Grant for Foster Care Youth was created to provide additional financial aid to South Carolina's neediest students. Students are required to file the Free Application for Federal Student Aid (FAFSA) Form and provide official verification to the institution that he/she is in current custody of DSS (either in DSS custody or recipient of John H. Chafee Foster Care Program for Successful Transition to Adulthood through DSS).

Clemson/Youth Learning Institute

Youth engage in a variety of hands-on learning activities that relate to leadership, communication, job skills, advocacy, relationship building/trust, and transition planning. The Leadership camp is exclusively for Chafee-eligible youth. The Sibling Connection camp is designed to allow siblings who are not placed together to attend a fun and educational adventure. At least one sibling must be in foster care for the sibling group (who are age appropriate for activities) to attend.

Chafee Program Transition Workshops

John H. Chafee Foster Care Program for Successful Transition to Adulthood Workshops have five purposes: (1) Prepare youth in foster care to transition out of care successfully, (2) Provide basic personal and social skills, (3) Develop and promote positive youth development, (4) Provide workshops related to the 14 National Youth in Transition (NYTD) categories, and (5) Provide the opportunity for the youth's voice to be heard by DSS. Please contact IndependentLiving@DSS.SC.gov for a list of transition workshops throughout the state.

APPENDIX A

Additional Paperwork Needed

NOTE: These are requirements for funding requests to the state office. Counties may require receipts for items even though state office may not require receipts.

CHAFEE FUNDING

I. Academic (Secondary) Support requests

For all requests - documentation showing the itemized pricing of items requested, CAPSS education screen showing current educational levels and documentation of goals for a successful transition to adulthood (domain 8 of the child assessment or dictation for youth with an open aftercare line).

1. School and Non-School Sponsored Activities- documentation showing description of program and costs.
2. Leadership/Scholar Programs- documentation showing description of program and any costs. Itinerary and out-of-state travel form (DSS Form 1103) if travelling out of SC.
3. Tutoring - Tutoring Request and Progress Report (DSS Form 30236), copy of the SLED background check summary, sex offender registry and the abuse and neglect central registry check. Tutors are paid on a monthly basis by invoice after progress reports are submitted to case manager.
4. School Related Fees- documentation of item and costs.
5. Educational field trips - provide itinerary with schedule of events and costs.
6. Chromebook for 11th and 12th grade high school students will need to provide an attendance record for the current semester. Documentation from the school stating personal computers are not provided. Completed computer bundle request form DSS 30197 will need to accompany Chafee request.
7. Computer bundle for post-secondary students will need to provide an acceptance letter and proof of enrollment (i.e. schedule, financial aid award). Completed computer bundle request form DSS 30197 will need to accompany Chafee request.
8. Summer School- documentation report card and costs of credit recovery. Please note credit recovery must be needed due to displacement or emotional distress, not for truancy.
9. NYTD workshops- documentation showing youth attendance to workshop, invoice with youth name and date of workshop, and completed NYTD Monthly Tracking Form 30254.

Senior Items requests

1. Senior fees- itemized invoice from school with costs.
2. Graduation packages – itemized invoice/receipt with costs.
3. Prom Package- copy of ticket or flyer with cost or official email from school guidance counselor with costs, receipt/invoices of attire, personal care, and senior prom pictures.

Pre-College Expenses requests

1. College applications- print out of costs from the school and proof that school did not provide a waiver for foster youth.
2. College registration and College room deposit- provide invoice from Student Registry Office
3. SAT/ACT prep classes and test- Provide invoice of service/class with price and hours. Tests will need invoice/receipt and proof that the testing site did not provide a waiver for foster youth.

Graduate Award requests

1. Caseworker needs to verify graduation status before requesting and submit the Graduate Invoice (DSS Form 30237). Provide copy of award/certificate or unofficial transcript from school.
2. Academic Incentive Award - need unofficial transcript for the semester requested. Limit of 3 semesters per year.

II. Transportation requests

For all requests - documentation showing the itemized pricing of items requested, CAPSS education screen showing current educational levels and documentation of goals for a successful transition to adulthood (domain 8 of the child assessment or dictation for youth with an open aftercare line).

1. Car Repairs - preprinted invoice/estimate or receipt in youth's name AND one of the following in the youth's name: car title in youth's name OR vehicle registration and insurance card together. Repairs must be completed by or under the supervision of an ASE certified mechanic.
2. Bicycle - documentation showing youth is working or in school and receipt/invoice. Youth must have goals for a successful transition to adulthood related to employment, education, healthy living and/or social development.
3. Transportation to adult education/post-secondary school - documentation showing youth is in school, length of school attendance, and MapQuest/google maps for distance.
 - b. Foster Parents (includes Regular and Therapeutic) and Group Home Providers will not receive transportation reimbursement due to contract specifics.
4. Transportation to work or job skills training – paystub or employment work schedule. Provide MapQuest/Google Maps for distance.
 - b. Foster Parents (includes Regular and Therapeutic) and Group Home Providers will not receive transportation reimbursement due to contract specifics.
5. Car Insurance - vehicle title OR Vehicle registration AND one of the following in the youth's name: bill/estimate for car insurance OR receipt from insurance company. Must show at least three quotes and proof of income to support expenses.

III. Transportation requests continued

6. Driver's education- Program invoice or program website pricing. Must show at least three quotes if price is above max allotment.
7. Driver's license/permit fees - fee schedule printout from DMV or receipt.
8. Bus Pass- documentation of costs and route. Route must be in support of employment and/or education.
9. Transportation to college orientation- Provide event itinerary and Provide MapQuest/Google Maps for distance.

IV. Employment Services requests

For all requests - documentation showing the itemized pricing of items requested, CAPSS education screen showing current educational levels and documentation of goals for a successful transition to adulthood (domain 8 of the child assessment or dictation for youth with an open aftercare line).

1. Interview clothing - youth must be actively seeking employment and this must be annotated on Chafee funding request (DSS Form 30198), receipt for reimbursement OR estimate/invoice from store.
2. Work Clothing - indicate employer and type of work (i.e. Shift Manager for McDonald's) on Chafee funding request (DSS Form 30198), receipt for reimbursement OR estimate/invoice from store.
3. Professional Attire - provide proof of full time school enrollment or indicate employer and type of work (i.e. Shift Manager for McDonald's) on Chafee funding request (DSS Form 30198), receipt for reimbursement OR estimate/invoice from store. Only available for youth without an open foster care line.
4. License/certification- documentation showing description of program, list of required supplies, costs, and schedule.
5. Job Skills Training- documentation showing description of program, projected work assignment and schedule, and any progress notes.

V. *Housing and Transition Expenses requests*

For all requests -CAPSS education screen showing current educational levels, domain 8 of the child assessment or dictation of goals for a successful transition to adulthood for youth with an open aftercare line, a copy of the youth's Budget Analysis (DSS Form 30238), the youth's Transition Plan Meeting Form 30206, proof of employment for two (2) months, and Financial Literacy/Management course certificate (FDIC: MoneySmart <https://www.fdic.gov/consumers/consumer/moneysmart/learn.html>)

1. Caseworker must arrange a TRANSITIONAL PLANNING MEETING to include all significant supports for the youth (i.e. supportive family, etc.). Complete and sign the Transition Plan Meeting Form (DSS Form 30206) at this planning meeting. This form must accompany ALL housing and transition requests.
2. Budget Analysis (DSS Form 30238) - meet with youth to discuss the planned monthly budget and how rental costs/living costs will be covered once Chafee funds are depleted. Budget Analysis form must accompany ALL housing and transition requests. Must provide proof of employment for at least 2 months.
3. Must provide certificate for the completion of certified financial management course.
4. Rental assistance- lease agreement, budget analysis, transition plan, and proof of income
5. Furniture - invoice, receipt, or printout from vendor
6. Deposits and Applications- documentation with service, costs, address, and name on bill must match name on lease agreement.
7. If youth is entering an apartment with a roommate(s), youth will only receive a portion of the rental application, rental deposit, rental expenses, furniture expenses, and utility deposit expenses.
- 8.. No pricing documentation is required for Supervised Independent Living setup fees or for youth with DDSN/ DMH set up fees
9. Case Manager must provide documentation of monthly contact assessing youth's transition into adulthood. Assessment must include housing verification, employment verification, pursue of academic success, financial management of expenses for monthly rental assistance release of funds.
10. Requests for boarding type arrangements:
 - A. Boarding arrangement requests must be staffed between requesting office and state office staff. Boarding will not be considered for youth who are eligible to remain or return to voluntary aftercare placement
 - B. Caseworker must conduct a face to face meeting at the boarding facility to assess the safety and appropriateness of the facility and a note verifying the meeting took place must be added to the funding request
 - C. Monthly visits are required for boarding youth until the end of the rental period for which housing and transition funds were used
 - D. The operator of an unlicensed boarding facility must pay for and provide an FBI background check to accompany the funding request
11. Emergency Assistance- Must receive pre-approval. Must provide documentation of upcoming placement, and all reasonable efforts made to place youth with identified support system, and contact with housing providers in the area. Costs of hotel for up to seven (7) days.

VI. ETV FUNDING for Post-Secondary Education

EDUCATION AND TRAINING VOUCHER (ETV) FUNDING- up to \$5,000 maximum per year for post-secondary schooling

For all requests - documentation showing the itemized pricing of items requested, CAPSS education screen showing current educational levels and documentation of successful transition to adulthood goals (domain 8 of the child assessment or dictation for youth with an open aftercare line).

1. Acceptance letter - for all freshmen students or first time ETV requests
2. Financial Aid Award letter for each academic year of request
3. Documentation from the school (or its website) showing the total annual cost of attendance
4. Lease agreement if the student is out of care, living off campus and would like for rent to be considered for room & board payments out of ETV funding
5. Schedule of assigned classes.
6. ETV Funds are awarded up to \$2500 per semester. Case manager must verify school enrollment to release second semester award for up to \$2500. ETV Funds will be dispersed in two categories:
 - 6a. Institution Funds such as tuition, room/board, books, and fees will be provided to the institution.
 - 6b. Supportive Expenses to achieve Post-Secondary Education such as rent/utility, meals, transportation, personal items will be provided to the youth.
7. If youth has lost financial funding due to falling below 2.0 G.P.A., then the youth must submit a letter identifying issues and concerns and create a plan to improve academic status for the next semester.
8. Completed ETV Application packet [DSS Form 37166](#) and must include signature on Academic and Financial Release of Information Forms, and Participation Agreement Form.

Appendix B

GUIDELINES FOR REQUESTING COUNTY CHECKS

Write check vouchers out to the vendor for direct payments (those that are not reimbursements or items below). The following are the only payments that should be issued directly to a youth.

1. Reimbursement to youth- Case managers should submit the following:
 - A. Check Voucher written to the youth
 - B. Approval letter
 - C. Original, pre-printed receipt (no hand-written or book receipts that can be purchased from an office supply store)

2. Transportation to college or work- Case managers should submit the following:
 - A. Check vouchers written to the youth with **months allotted for identified category/funds (Example: John Smith Transportation to work August-October)**
 - B. Approval letter
 - C. Work/school schedule on company letterhead or other official documentation such as student academic schedule/enrollment printout to show the class schedule or work schedule/pay stub
 - D. Email from case manager stating that the youth is attending work/school
 - E. MapQuest from home to work/school

3. Supportive Expenses to achieve Post-Secondary Goal- Case managers should submit the following:
 - A. Check vouchers written to the youth with **months allotted for identified category/funds (Example: John Smith Supportive Expenses to achieve Post-Secondary Goal August-December)**
 - B. Approval letter
 - C. Proof of school enrollment such as School schedule on school letterhead or other official documentation such as student academic schedule/enrollment printout to show the class schedule
 - D. Email or written note from case manager stating that the youth is attending school and that cost of college attendance (including deposits, tuition, fees, books, room & board) are paid before request for supportive expenses to achieve post-secondary goal funds is made

4. Academic Incentives- Case managers should submit the following:
 - A. Check vouchers written to the youth with **specific semester identified**
 - B. Approval letter
 - C. School semester grades printout that includes the student's GPA on school letterhead or other official documentation such as student academic account printout

5. Graduate Awards are typically mailed directly to the youth, but sometimes the case manager will ask that it be mailed to the county. This money is not to be deposited into the county account, but held in the Business Office safe and given or mailed directly to the youth.

If Graduate Award funds must be deposited into the county account for some reason and reissued to the youth, the case manager should submit the following:

- A. Check vouchers written to the youth with **specific achievement identified** (i.e. high school diploma, GED, certificate of completion, Bachelors, etc.)
- B. Approval letter

Documentation to assist County Business Offices in issuing checks to REIMBURSE someone with John H. Chafee Foster Care Program for Successful Transition to Adulthood Funds:

Issuing checks requires **clear supporting documentation**. Please help ease the process by providing three important pieces along with any other requirements by the county Business Office.

1. Check Voucher Request
2. Approval letter corresponding to the service provided to the youth
3. Receipts, letter or account printout from vendor showing proof of payment received. *On the receipt, letter or printout, **highlight important information** such as the youth's name, amount to be paid, and who paid for the service so it is clear to the county Business Office.*

*Sometimes the person who prepaid for a service is not clearly annotated on the receipt or documentation and there is a question as to who should be reimbursed (i.e. an 18+ youth or a third party). If this is the case, since funds are actually approved for services to the youth, it is not required, but strongly suggested that a letter signed by 18+ youth be on file when there is a discrepancy. This letter is not for youth under age 18.

This dated letter should include a statement with critical information for recordkeeping such as "I, YOUTH FULL NAME, acknowledge that THIRD PARTY FULL NAME provided my transportation to work from October 2, 2018 through November 28, 2018. I also give DSS permission to reimbursement him/her with John H. Chafee Foster Care Program for Successful Transition to Adulthood funds approved for this purpose" Or "I, YOUTH FULL NAME, acknowledge that THIRD PARTY FULL NAME purchased my graduation invitations for \$212.43 from Balfour on 12/07/18. Although the receipt from the school shows my name as the payer, I give DSS permission to reimbursement Mr./Ms. _____ with John H. Chafee Foster Care Program for Successful Transition to Adulthood funds approved for this purpose".

To assist the county Business Office in expediting payments, please ensure that all supporting documents (listed in #3 above) match the check voucher request so there are no discrepancies about who should be reimbursed.



I Have an Approval Letter- Now What?

Schedule an MS Outlook calendar reminder two weeks from approval email date to “submit a Check Voucher Request to Business Office”

Day of the MS Outlook Calendar REMINDER:

Submit a **Check Voucher Request** to the county Business Office. To expedite payment for services, please ensure that the **Approval Letter, Time Frame, Proof of Enrollment/Employment, Justification** and **clear Supporting Documents** match so there are no discrepancies or delays in payment.

- A. Approval Letter and clear supporting documentation listed in the Appendix of this booklet.
- B. **DIRECT payments to vendor**- Provide invoices, estimates with taxes included, rental agreement, vendor code, etc.
- C. **REIMBURSEMENT payments to youth or third parties:**
Provide proof of payment. Receipts, letter or account printout from vendor showing proof of payment received from individual requesting reimbursement. Documentation must show the full cost of items as well as proof that the youth received services (i.e. driver’s license as proof the license fee was paid, GED certificate as proof of attendance and payment of testing fees, etc.). Highlight important information such as the youth’s name, amount paid, and who paid for the service so it is clear to the county Business Office.

Note: Chafee Program funds are approved for services to the youth. It is not required, but strongly suggested, that a letter signed by 18+ young adults be on file when a third party is reimbursed for payment for services delivered to young adults.

- D. **DIRECT payments to youth**- (Must show dates)
 - a. Supportive Expenses to achieve Post-Secondary Goal
 - b. Transportation to college or work
 - c. Graduate Awards are typically mailed directly to the youth.
 - d. Academic Incentives- School semester grades printout that includes the student’s GPA on school letterhead or other official documentation such as student academic account printout.

Appendix C

Federal Guidelines: Residency Status and State Responsibility to Pay Chafee and ETV

Foster Care Status	Residency	Chafee	ETV
In Foster Care Licensed Placement in SC	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee	SC pays ETV
(ICPC) In Foster Care Licensed Placement in Another State	SC (even if attending college in any state while maintain SC residency)	SC pays Chafee	SC pays ETV
(ICPC) In Foster Care Licensed Placement in SC	Other (even if attending college in SC while maintaining residency in another state)	State of custody pays Chafee	State of custody pays ETV
Aged Out in SC (includes Aftercare Placement)	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee	SC pays ETV
Aged Out in Another State	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee	SC pays ETV
Aged Out in SC	Other (even if attending college in SC while maintaining residency in another state)	State of residency pays Chafee	State of residency pays ETV
Left Foster Care to Positive Permanency of Reunification in SC at or after age 14	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee	SC pays ETV
Left Foster Care to other Positive Permanency in SC at or after age 16	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee	SC pays ETV
Left Foster Care to other Positive Permanency in Another State at or after age 16	SC	No federal guideline. State Chafee Programs will coordinate (case by case basis)	No federal guideline. State Chafee Programs will coordinate (case by case basis)
Positive Permanency in SC at or after age 16	Other	No federal guideline. State Chafee Programs will coordinate (case by case basis)	No federal guideline. State Chafee Programs will coordinate (case by case basis)

Note: Each state offers Chafee and ETV services; however services and allotted funds offered are different in each state.