

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

Program Information

Eligibility Requirements

- Youth must be in foster care, or aged out of care at 18 years of age or older; or
- Youth must have been placed in either subsidized guardianship or adoption at 16 years of age or older; and
- Youth must be enrolled and attending an accredited post secondary college, university or vocational school program listed at www.ope.ed.gov/accreditation with active status;
- Youth enrolled and attending a post secondary program and making satisfactory academic progress on the date they attain 21 years of age remain eligible for funding until 23 years of age.

Program Requirement

- An application must be submitted each semester or term at least 30 days before classes begin. If the application is received later than 30 days before classes begin, the letter of intent to pay the school cannot be guaranteed to arrive before school begins. The school may drop the student from classes or charge late charge fees which the student will be responsible for paying.

Initial Application

- All applicants must complete and return *all* forms in the packet *plus* required documentation listed below even if you have received ETV funds in the past.

Renewal Application

- Complete page two of the ETV packet and submit with required documentation. If you are requesting a computer, attach completed Section E of application noting computer addition and the signed Computer Agreement Form.
- Students *must* file a FAFSA for every academic year *and* must complete the school financial aid paperwork. Students will receive a financial aid award or denial letter after the school's package is complete.

Instructions for Applying for Funds

- Read the eligibility requirements listed above before completing the application. Contact your caseworker or DCFS/OETS office if you are not sure of your eligibility or the school's accreditation status.
- Type or print neatly using black ink as other ink colors do not fax or copy. Answer each question to the best of your ability. Enter not applicable (N/A) if the question does not apply to you.
- All applicants must have a current email address. All correspondence will be via email. Yahoo, Hotmail, and G-mail have free email accounts. If you do not have an account, obtain one before applying for ETV funds.

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- To be considered for ETV funds all applicants must complete the application forms; submit a current class schedule or proof of enrollment in a vocational program; previous grades or transcript or note that you are a first semester student; financial aid award or denial letter; and copies of receipts for reimbursement, if applicable.

Note: Incomplete applications cannot be processed. Delays in processing due to missing information may cause the school to remove you from their program or apply late charges to your student account. Students are responsible for negotiating with school to be re-instated or having late charges removed from their bill.

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Initial Application

Renewal Application

SECTION A: STUDENT INFORMATION

Student's Name _____ DCFS ID# _____

Date of Birth _____ SSN# _____ Student ID# _____

Student's current address _____

City _____ State _____ Zip _____ Phone _____

Student's Email _____

If you do not have an email address, you MUST get one. You may get a free email account from Yahoo, Hotmail, or G-mail.

SECTION B: CASEWORKER INFORMATION

Note: Your caseworker *must* be informed of your school plans before enrolling in school and completing this application.

Caseworker _____ Agency _____

Phone _____ Alternate Phone _____

Fax _____ Email _____

SECTION C: SCHOOL INFORMATION

Identify the school term and program you will be attending (e.g. fall 2009, Electrical Engineering, Building Maintenance Program, Cosmetology, Barber Program).

Date of term classes will begin _____ Expected graduation/completion date _____

Name of school _____

School's address _____

City _____ State _____ Zip _____

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Name of contact at school for billing information _____

Title/Department _____

Contact's email _____

Contact's Phone _____ Contact's Fax _____

Place a check in the box to verify that the attachment included:

- Current Schedule
- Previous Grades (N/A if first time post-secondary student)
- Financial Aid Award/Denial Letter
- Receipts for reimbursement

SECTION D: SCHOOL EXPENSES

How will you pay for your educational expenses?

Calculate the Cost of Attendance Per term

Anticipated Financial Assistance

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 shortfall in your educational expenses, what is your plan to pay those expenses?

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SECTION E: ETV FUNDS DISTRIBUTION

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

Note: There is a maximum of \$5000 per *fiscal year* available towards cost of school attendance after financial aid grants and scholarships. *Tuition and fees are your first priority and must be paid before other items considered.*

- Tuition/Fees – DCFS/OETS/ETV will get account summary by term from school after drop/add and financial aid grants have been applied to your account.
- Books/Supplies – DCFS/OETS/ETV will get billing from school/bookstore or submit receipt to be reimbursed if paid already.
- Required Equipment/Uniform – DCFS/OETS/ETV will get billing from provider or submit receipt to be reimbursed if paid already. If requesting reimbursement for a computer, same requirements as listed below for the Computer Package must be met with required documentation provided.
- Transportation – Flat rate of \$86 per month for either bus pass or gasoline reimbursement
- Computer – Choose One: HP Desktop Package HP Laptop Package
Note: You must have completed a semester with “C” average prior to applying; submit proof that tuition, fees, and books have been paid; be in compliance with your educational program requirement (i.e., Youth in College/Vocational Training or DCFS Scholarship Programs; and must read and sign the attached Computer Program Agreement. First semester freshman are not eligible.
- Other _____

Note: Room and board are considered only if extreme hardship can be demonstrated AND the applicant is NOT in either the Youth in College/Vocational Training or DCFS Scholarship Programs.

SECTION F: AGREEMENT FORM

Please read each statement and then initial it to show that you understand and agree:

_____ I have filed my FAFSA for this academic year.

_____ I have completed all necessary paper work in the financial aid office at my school.

_____ I understand it is my responsibility to verify that financial aid is correctly applied to my account.

_____ I understand that it is my responsibility to formally drop from classes by the drop/add date listed at the school that I am attending or I will be responsible for any payment due the school.

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_____ I understand that if I receive a Pell Grant or other payment from the school or DCFS in error, I must return it to the school.

_____ I understand that if I am charged late fees at the school and I have not submitted my ETV application by the deadline, I will have to pay those charges or negotiate with the school to have them dropped from my student account.

_____ I understand that DCFS is *not* responsible for paying a debt incurred because I did not comply with the above.

_____ I understand I must be making satisfactory academic progress (C average) in a program to remain eligible for ETV funding.

SECTION G: CONSENT FOR RELEASE OF INFORMATION

I authorize officials at the college/university/school where I will be attending to release the following information to Illinois DCFS/OETS/ETV.

- Financial Aid Information including (i.e., student billing; account summary, ledger card, or other billing student account summary; and financial aid award/denial letter).
- Grades
- Schedule
- Attendance information

This information will be used to determine eligibility for the Education and Training Voucher Program funds.

Signature

Date

Completed application with required documentation must be mailed or faxed to:

DCFS/OETS/ETV
8 E Galena Blvd, Ste 300
Aurora, IL 60506
Fax: 630.801.3476
Phone: 630.801.3453

Renewal applications may be sent via email, but must be complete. *Unless requesting the ETV Program Computer Package, which requires submission of the signed Computer Agreement Form.*

Incomplete applications cannot be processed. Delays in processing due to missing information may cause late charges to be applied to your bill or the school dropping you from their program. Students are responsible for negotiating with the school to be re-instated or to have late charges removed from their bill. *Allow two weeks after sending application before contacting office for status.*

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Computer Agreement

In order to receive a computer through the Education and Training Voucher Program you must meet the requirements for the program and complete and return this form.

Name: _____

School Name: _____

Address: _____

City State Zip Code

Mailing address for computer if different from above:

Address: _____

City State Zip Code

Home phone: _____

Cell phone: _____

E-mail: _____

All desktop computer packages include:

- HP Compaq dc5800 Micro Tower PC (Pentium Dual-Core E2220 Processor, 80GB SATA hard drive, 2GB memory, DVD-Rom Drive - Reads CDs & DVDs – Computer will **NOT** burn CDs and DVDs).
- Windows XP Professional Operating System
- 60-Day Trial Version (Norton Internet Security Antivirus Software)
- HP USB standard keyboard
- HP USB 2-button laser mouse
- 3 Year Warranty
- Microsoft Office 2007 (Word, Excel, PowerPoint, One Note)
- HP L1710 (17" Computer Monitor)
- HP DJ D2560 Printer with USB 2.0 A/B Printer Cable

All laptop computer packages include:

- HP Compaq 610 - C T1500 1.86 GHz - 15.6" TFT (RAM 2 GB - HDD 250 GB - DVD±RW (±R DL) / DVD-RAM). Internal WLAN (wireless): 802.11b/g.
- Vista Home Basic Operating System
- Norton Internet Security 2010 Antivirus Software – 1 year subscription
- 3 Year Accidental Warranty
- Microsoft Office 2007 (Word, Excel, PowerPoint, One Note)
- HP DJ D2660 Printer with USB 2.0 A/B Printer Cable

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Illinois Department of Children and Family Services' Responsibility: The Illinois Department of Children and Family Services have no liability 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:

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

3-year Desktop Computer Warranty Does Cover:

- Hardware related issues only (bad hard drive, bad CD/DVD-Rom drive, bad motherboard, etc.).
- All warranty related issues are addressed through:
HP Technical Support
800-474-6836

3-year Desktop Computer 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).

3-year 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 through:
HP Technical Support
800-474-6836

3-year 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.

Signature Date

DO NOT WRITE BELOW THIS LINE

Received Date: _____ By: _____

Reviewed Date: _____ By: _____

Approval Date: _____ Denial Date: _____

Reason for Denial: _____