

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** if the youth has been placed in either subsidized guardianship or adoption, they must be at age 16 or older; **and**
- Youth must be enrolled and attending prior to age 21 an accredited post-secondary college, university or vocational school program listed with an active status at <http://ope.ed.gov/accreditation/search.aspx>
- Complete application packets must be received prior to youth's 21<sup>st</sup> birthday **AND** there must be a *financial need for the funding* for the application to be processed.
- Youth enrolled and attending a post-secondary school or program and who submitted an ETV application for funding prior to age 21, will remain eligible for funding until age 23 as long as they continue to be enrolled, attending and making satisfactory academic progress (SAP) as determined by the school.

*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 fees. The student will be responsible for payment of these fees or re-enrolling in dropped classes.*
- Students **must** file a FAFSA for every academic year **and** must successfully complete the school financial aid paperwork. Students will receive a financial aid award or denial notification from the school after the school's package is complete. This information may only be available to the student via their student web page rather than a mailed document.
- Students must make Satisfactory Academic Progress (SAP) as determined by the school to receive consideration for ETV funding.

*Application Process*

- Applicants must complete **all** blanks on the application (if it does not apply to you, please write 'N/A' in the blank) and return with **ALL** of the following documentation:
  1. Schedule for term requesting ETV funding in list view or concise view (NOT calendar or weekly view),
  2. Transcript showing any previous post-secondary grades – if there are no previous grades, please mark the checkbox after Section C on the application as N/A, and
  3. Financial aid award notification from the school for the term requesting ETV funding which includes Cost of Attendance numbers (NOT the FAFSA filing documentation)
- All of these documents must **be legible** and must have **printed** on them (not hand written)
  - a) student name, b) school name, and c) term.

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*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 at the school must include a computer for a student to use ETV funding for one.
- *First term freshman are NOT eligible to apply for a computer* as students must have completed a prior term of post-secondary school with at least a 'C' average and be making Satisfactory Academic Progress (SAP) according to the school.
- Students who are part of Youth in College/Vocational Training or Youth in Scholarship programs must be in compliance with that program.
- Youth may only receive one computer package from DCFS ETV funding.
- To be considered for a computer, students must complete the ETV application including the Computer Program Agreement and submit the packet with all of the following documents. All documents must be legible and have printed on them (not hand written) a) student name, b) school name, and c) term.
  1. Schedule for term requesting computer,
  2. Transcript showing previous post-secondary grades,
  3. Financial aid award letter from the school for the term requesting the computer (NOT the FAFSA filing documentation) AND
  4. Documentation that the tuition, fees, books & supplies are paid with other funding. This will be a copy of the student's detailed student billing for the term.

*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.
- If you are completing the application by hand, please print neatly using **black** ink as other ink colors do not fax or copy well. Answer each question to the best of your ability. Enter not applicable (N/A) if the question does not apply to you.
- If this is your first post-secondary term, please check the box 'N/A if first time post-secondary student' after Section C on the application so that there will be documentation as to why no previous grades were submitted.
- 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 email account, obtain one before applying for ETV funds.

**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 reinstated or having late charges removed from their bill.**

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Initial Application

Renewal Application

**SECTION A: STUDENT INFORMATION**

Student's Name \_\_\_\_\_ DCFS CYSIS 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. You may get a free email account from Yahoo, Hotmail, or G-mail.*

**SECTION B: CASEWORKER INFORMATION**

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

Caseworker \_\_\_\_\_ Agency \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**SECTION C: SCHOOL INFORMATION**

Date classes will begin \_\_\_\_\_ Expected graduation/completion date \_\_\_\_\_

Name of school \_\_\_\_\_

School's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of contact at school for student **billing** information \_\_\_\_\_

Contact's Phone \_\_\_\_\_ Contact's Email \_\_\_\_\_

*The following items **must** be submitted with the application packet. Place a mark in the box to show that the attachment is included with the packet when it is submitted:*

Current schedule or enrollment agreement

Financial Aid Award/Denial Letter

Previous grades or transcript

Receipts for reimbursement (if applicable)

N/A as first time post-secondary student

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**SECTION D: SCHOOL EXPENSES**

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

**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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 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 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 \$100 per month to be used for either bus pass or gasoline reimbursement
- Computer – Choose One:     HP Laptop Package             HP Desktop Package  
**Please see eligibility requirements on program information before checking.**
- 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 Youth in Scholarship Program.

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**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 required paper work in the admissions and financial aid offices at 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 officially drop from classes by the drop/add date listed at the school that I am attending. If not, I will be responsible for any payment due the school.

\_\_\_\_\_ I understand that if I mistakenly receive a Pell Grant or other payment from the school or DCFS in error, **I must return the full amount to the school or DCFS.**

\_\_\_\_\_ I understand that if I am charged late fees at the school and I have not submitted 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, 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, Consent to release information forms.

**SECTION G: CONSENT FOR RELEASE OF INFORMATION**

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

- Financial Aid Information which may include student billing, account summary, ledger card, or other student billing documentation and financial aid award/denial letter.
- Transcript (Official or Unofficial)
- Schedule or enrollment agreement
- Attendance information

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Completed application with required documentation should be sent to:

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

**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 reinstated or to have late charges removed from their bill.**

***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***

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**Computer Agreement**

**PLEASE DO NOT SEND THIS COMPUTER AGREEMENT WITH THE ETV APPLICATION IF YOU ARE NOT REQUESTING THE COMPUTER PACKAGE.**

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.*

I am requesting a  Lap Top Package  Desk Top Package

Name: \_\_\_\_\_ DCFS/CYSIS ID#: \_\_\_\_\_

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.

**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 manufacturer's Technical Support

**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).

**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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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All desktop computer packages include:

- Tower PC , standard keyboard, 2-button laser mouse, 17” computer monitor
- MS Office Home and Student
- Printer with Printer Cable
- 60-Day Trial Version Anti-Virus
- 3 Year Warranty

All laptop computer packages include:

- Notebook computer with carrying case
- MS Office Home and Student
- Printer with Printer Cable
- Antivirus Software – 1 year subscription
- 3 Year Accidental Warranty