

State of Illinois
Department of Children and Family Services

Youth in College/Vocational Training Application

Part I - Completed by Caseworker

Applicant's Information

Date of Application:		YIC/VT Program Start Date:	
Youth's Name:		ID#:	DOB: Age:
CURRENT Street Address:		Apt#:	
City:		State:	Zip (Required):
Cellular Telephone: () -	Home Telephone: () -	Email (REQUIRED):	
Caseworker's Name:	Agency:	Region/Site/Field:	
AGENCY Address:			
City:		State:	Zip (Required):
Telephone: () -		FAX: () -	
Youth's CAMPUS Address (If living in dorm/school housing and different from above):			Apt#:
City:		State:	Zip (Required):

College/Vocational School Information

<p>Check all that apply:</p> <input type="checkbox"/> Youth has completed the FAFSA for the current school year and received a financial aid award letter from the school. <input type="checkbox"/> Youth has successfully completed one semester of post-secondary education; grades are attached. <input type="checkbox"/> If eligible, youth has submitted a complete Education and Training Voucher Application packet. <input type="checkbox"/> Youth will attend a school that is listed as accredited by the U.S. Department of Education (http://ope.ed.gov/accreditation/search.aspx).			
Name of College/University/Vocational School:			
Address:			
City:	State:	Zip:	Telephone: () -

Academic History

<p>Check all that apply:</p> <input type="checkbox"/> The youth has a grade point average below 2.0 and will require tutoring; GPA Education Plan (CFS 449-1) is attached and resources are in place to meet youth's needs (tutoring, study groups, counseling). <input type="checkbox"/> The youth had an Individual Education Plan in high school and will require specialized assistance. If so, the caseworker has assured services are in place as available. <input type="checkbox"/> Referral to NIU Education Advisor is requested.			
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Part II – Completed by Applicant

Career and Academic Information

What is your educational or vocational goal?
What subjects or types of work are you interested in?
What is your major?
If applicable, what type of vocational training do you plan on taking?
What types of jobs have you had?
When do you expect to graduate from college or complete your vocational training?
Have you met with your college or vocational school academic advisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what courses did your advisor recommend that you take? _____ _____ _____ _____

Budgeting

How will you pay for your educational and personal expenses? Please enter the Cost of Attendance amounts as quoted on your financial aid award letter in the table below.	
Category	Amount
Tuition:	
Fees:	
Books / Supplies:	
Room / Board or Rent:	
Transportation:	
Other: (meals, clothes, etc.)	
Total:	

Anticipated Financial Assistance and Income Sources

Category	Amount
Grants	
<input type="checkbox"/> MAP	
<input type="checkbox"/> PELL	
<input type="checkbox"/> OTHER	
Scholarships:	
Other Awards:	
Student Loans	
<input type="checkbox"/> Subsidized Loans	
<input type="checkbox"/> Unsubsidized Loans	
<input type="checkbox"/> Alternative/Private Loan:	
DCFS ETV:	
Employment Income:	
YIC/VT Monthly Grant	\$511.00
Other Income:	
Total:	

If your projected Cost of Attendance exceeds your Anticipated Financial Assistance and Income Sources, what is your plan to balance your budget? _____

If something happens to your YIC monthly grant or you have a financial emergency, what is your back-up plan?

To whom do you owe a debt or debts? What is the repayment plan? _____

Health and Dental Services

I know how to how to access the health, dental, pharmacy and emergency care services in the community where I will be attending school. Yes No

Part III - Signatures

Applicant:	Date:
Caseworker:	Date:
Casework Supervisor:	Date:

Application Checklist to be Completed by the Caseworker THESE ARE REQUIRED ITEMS AND MUST BE SUBMITTED WITH THE APPLICATION.

<input type="checkbox"/> All sections of the application have been completed.	<input type="checkbox"/> Youth's college/vocational school address given.	<input type="checkbox"/> Application signed by the youth, caseworker and casework supervisor.
<input type="checkbox"/> A copy of the youth's class schedule/registration is attached	<input type="checkbox"/> Transcript of the youth's college or vocational grades attached.	
<input type="checkbox"/> Financial aid award letter from the school and scholarship decision letters attached.	<input type="checkbox"/> If student's last GPA was below a 2.0, a GPA Education Plan (CFS 449-1) is attached.	

Note: A copy of the application should be retained in the youth's case record, and a copy should be given to the youth for his or her records.

Part IV - Service Agreement and CFS 600-3

Instructions for Completing the Service Agreement

You are required to read the YIC/VT Program Service Agreement before signing it. If you have any questions about the form, direct them to your caseworker.

Instructions for Completing the CFS 600-3 (Consent for Release of Information)

Your caseworker is required to review this form with you and answer your questions.

After all sections of the form have been completed, sign and date the form. If you are under the age of 18, the DCFS Guardianship Administrator or DCFS Authorized Agent must also sign and date the form. If you are age 18 or over and have not been declared incompetent by a court of law, only your signature is required. The consent will expire one year from the date you sign it. A witness who is familiar with you must also sign and date the consent form. The witness should be someone other than your caseworker.

YIC/VT PROGRAM SERVICE AGREEMENT

Do not sign this service agreement until you have read and understand its content. Refer any questions you have about the agreement to your caseworker.

I, _____ agree to do the following as part of my participation in the Youth in College/Vocational Training Program. I understand that if I do not meet these requirements, I may be removed from the YIC/VT Program:

- Remain a full-time student;
- Enroll and attend full time (as defined by the college, university, or vocational program);
- In order to qualify for summer pay status, enroll full time (as defined by the college, university, or vocational program), OR if earned a 2.0 GPA for the immediate preceding spring term, submit grades and a full time fall schedule by June 1 of the current year, OR if participating in an approved summer internship program;
- Maintain a “C” (2.0) grade point average (GPA) each semester. I understand that if my grades fall below a “C” average I will be required to complete a GPA Education Plan. I also understand that if my grade point average remains below a 2.0 for two consecutive grading periods that I may be discharged from the YIC/VT Program;
- Send an official copy of my grades to my assigned YIC/VT Coordinator within two weeks after I receive them. I understand that if I fail to do this that I may be suspended from the program;
- Notify my assigned YIC/VT Coordinator if I withdraw from class(es), change my address, email address, or phone number;
- Complete and return the YIC/VT Program end of program survey;
- If I am under age 21, cooperate with my caseworker. Cooperation includes, but is not limited to, my participation in the development of my service plan; completing the tasks established in my service plan; adhering to the in-person and telephone schedule of contacts with my caseworker; completing required health exams; and providing the required health and academic documentation to my caseworker for inclusion with my service plans submitted for administrative case reviews; and
- Complete and submit the FAFSA every year as soon after October 1 as possible. I understand that I am to use my financial aid monies for school expenses. I also understand that if I do not use my financial aid for school expenses I may incur debt.

I will receive the following BENEFITS as a participant in the Youth in College/Vocational Training Program if I fulfill the conditions listed above:

- A monthly grant of \$511.00;
- Reimbursement for required books and supplies, not covered by financial aid grants;
- Up to five years of eligibility, not to exceed the semester of my 25th birthday, to allow the completion of my original program of study;
- Services and assistance as required from my caseworker and/or Department Education Advisors;
- \$107.00 per month, per child in addition to the YIC/VT Program monthly grant if I am a parenting youth under the age of 21.

I understand that:

- **DCFS will not pay** any debt that I incur while in the YIC/VT Program, including any debt incurred for dropping classes after the deadline established by the school. I am responsible for payment of any student loans, re-payment of any grant money charged for dropping classes, or credit card debt that I incur.
- My Education & Training Voucher (ETV) monies may be used to purchase needed books, if not needed for tuition and fees. I am eligible for up to \$5,000 of ETV monies per State Fiscal Year for eligible school expenses, but I must submit a complete ETV application packet each term/semester.
- I am responsible for participating in educational support/tutoring offered by my school in order to maintain a “C” grade point average.
- If I fail to comply with any of the YIC/VT Program requirements, I may be suspended or discharged from the program.
- Any submission of false documentation, grades and/or schedules will result in immediate dismissal from the YIC/VT program. Recoupment of grant funds received under false pretense will be enforced.

Applicant's Signature

Date

CONSENT FOR RELEASE OF INFORMATION

- 1. I, _____, hereby give consent to:
- 2. DCFS Office of Education and Transition Services _____
(Provider of Information) (Address)
- 3. to release information concerning DCFS release of my social security number B.D. N/A
- 4. to: the National Student Clearinghouse website (www.students/clearinghouse.org)
(Address)

TYPE OF INFORMATION
(CIRCLE)

- 5. Medical (specify): _____
- 6. Mental Health (specify): _____
- 7. Education: for verification of full time enrollement
- 8. Social History/Assessment (specify): _____
- 9. Financial (specify): _____
- 10. Other (specify): _____
- 11. THE PURPOSE FOR REQUESTING THIS INFORMATION IS: verify eligibility for the YIC/VT Program

12. **Treatment, payment, enrollment, or eligibility for benefits may not be conditioned on whether or not the consent is signed by the client or his/her personal representative.** HOWEVER, I UNDERSTAND THAT IF I REFUSE TO CONSENT, THE FOLLOWING MAY HAPPEN: Denial of admission to the YIC/VT Program

I understand that I have the right to inspect and copy the information disclosed, except for certain adoption records, certain information regarding the identity of a source of information or the location of the minor, or under certain circumstances where information was received from a minor under a promise of confidentiality.

I understand that I may revoke this consent at any time by notifying the Provider of Information listed in Line 2 above in writing. Revocation will be effective except to the extent that action has been taken in reliance on this consent. I also understand that, even if I do not revoke this consent, the consent will expire one year from the date provided on line 15 or line 16 below unless an earlier date is specified.

13. _____
Signature of Minor 12 to 17 years of age Date

14. Further, I, _____, the parent, or the legal guardian or custodian, appointed pursuant to 705 ILCS 405/2-11 or 705 ILCS 405/2-27, am authorized to act on behalf of the individual minor, _____, and I hereby consent to this limited disclosure under the terms stated above. The legal guardian or custodian or parent is the legal representative of the unemancipated minor, pursuant to HIPAA, 45 CFR 164.502(g), unless otherwise required by law.

15. _____
Signature of Parent, Guardian, or Authorized Agent Date Date consent expires
Address _____

16. _____
Signature of Adult Consenting to Release of Own Records Date Date consent expires
Address _____

17. _____
Signature of Witness Relationship Date

REDISCLASURE CONSENT: The information to be disclosed is confidential and is provided only to the party specified in the above consent. The receiving party cannot redisclose the information, with the exception of reports and other information that is required to be released to the court and certain parties to juvenile court proceedings as authorized by the Juvenile Court Act, 705 ILCS 405. I (we) hereby consent to rediscloser to:

(if none other, enter "none other").

Signature of Consenting Party Date Date consent expires

Signature of Minor 12 to 17 years of age Date Date consent expires

INSTRUCTIONS FOR COMPLETING THE CFS 600-3

- Line 1:** Enter the name of the person giving consent.
- Line 2:** Enter the name and address of the facility or person that is the custodian of the information requested. It may be necessary to prepare a consent form for each provider if there are multiple providers with medical, mental health or substance abuse records that need to be released.
- Line 3:** Enter the name and date of birth of the person whose records or information will be released. Prepare a separate consent form for each person whose records are to be released.
- Line 4:** Enter the name and address of the agency or person to which the information will be released. Do not use specific names to avoid problems in the event of case transfers, job changes, etc. If it will be necessary to share the information beyond DCFS, the private agency or contractor, the Redisdisclosure Consent section at the bottom of the form must be completed. Without consent for redisdisclosure it may be necessary to prepare additional consent forms to authorize redisdisclosure.
- Lines 5-10:** Enter the specific type of information to be released. Include relevant years of treatment/services. The law prohibits blanket consents. The consent should cover all documents *relevant* to the purpose for which the information is requested. You do not need to know of the existence of a particular document to request it. There should be a correlation between the type of information requested and the reason(s) for the request entered on line 5. For example, if the purpose for the request is to assess parenting capabilities, the information requested must relate to the individual's ability to function or to parent, which may include therapist's notes, reports or other mental health information.
- Line 11:** Enter the reason for requesting the information. Frequently used reasons include:
- casework planning;
 - provision of social services;
 - evaluation for purposes of service planning/placement/licensing decisions;
 - assessment of parenting capabilities;
 - to assess progress in treatment;
 - to assist in determining whether abuse or neglect occurred;
 - to assess safety risks or identify risk factors that could impair the child's safety;
 - to determine prognosis for change; and
 - to determine appropriate visitation.
- Line 12:** Enter the consequences that will be imposed by the Department if the person refuses to consent. Such consequences may include:
- Worker may attempt to screen case into court;
 - Worker may seek a court order for disclosure;
 - Worker may recommend to the court that the child be removed;
 - Worker may be unable to recommend expanded visitation to the court;
 - Visitation may be denied or delayed;
 - Reunification may be denied or delayed;
 - The Department will be unable to assess for provision of services;
 - The Department may weigh failure to consent in determining whether the parent is compliant with services or has completed tasks satisfactorily;
 - The Department may make adverse decisions concerning foster children in your care; or
 - Any other valid consequence.
- Workers may not suggest or imply adverse consequences to clients beyond those that the Department can actually impose. In addition, no adverse consequence would flow from failure to consent unless the information sought is reasonably needed by the Department in fulfillment of legitimate departmental functions (i.e., investigating abuse or neglect allegations, providing follow-up services, determining appropriate placement or permanency goal, supporting termination of parental rights or licensure).
- Line 13:** After all sections of the form have been completed, have the appropriate person sign and date the form.
- If the records are for an adult, the adult should sign on line 17.
 - If the records are for a minor that is a ward, the DCFS Guardian or a DCFS Authorized Agent must sign and date the form, and enter the address.
 - Children ages 12 through 18 years of age are required to sign and date the consent in addition to their parent or legal guardian when their mental health information and information regarding birth control services, pregnancy, treatment for sexually transmissible diseases or drug or alcohol abuse treatment is requested.
 - If a Department ward is age 18 or over and has not been declared incompetent by a court of law, only the ward may consent to release of his/her personal information.
- Line 14-15:** Enter the signature, date and address of the parent, legal guardian or Authorized Agent giving consent to the person whose information is requested. If the person is signing as a child's parent, he/she should sign Line 15 only, not Line 17. The consent will expire one year from the date signed unless an earlier date is specified (e.g.: 60-90 days for abuse/neglect investigations; 5 to 7 months for intact family services).
- Line 16:** An adult consenting to the release of his/her own records shall sign on Line 16.. When using this form to request information for an adult's records, no information for a child should be requested on the same form. The consent will expire one year from the date signed unless an earlier date is specified.
- Line 17:** A witness who is familiar with the person giving consent must sign and date the consent form when mental health information is requested. The witness should be someone other than the worker.

Redisdisclosure Consent: This section must be completed when the information will be shared with persons outside of the Department or private agency or contractor named on line 4. For information referenced in line 15 of the instructions, the same procedures must be followed for redisdisclosure. The redisdisclosure consent will expire one year from the date signed unless an earlier date is specified.