

# 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 2022)  
Edition of SEP 2019 is obsolete.**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.

Public Law 106-169 established the John H. Chafee Foster Care Independence Program (CFCIP) at section 477 of the Social Security Act, providing States with flexible funding to carry out programs that assist youth in making the transition from foster care to self-sufficiency. The law also requires the Administration for Children and Families (ACF) to develop a data collection system to track the independent living services States provide to youth and develop outcome measures that may be used to assess States' performance in operating their independent living programs. The law requires ACF to impose a penalty of between one and five percent of the State's annual allotment on any State that fails to comply with the reporting requirements.

## **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.

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

**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/>, 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 be able to measure/track my progress:

\_\_\_\_\_

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: \_\_\_\_\_



## Transition Planning

Transition Planning begins when the youth turns 14 and planning is officially part of the Family Permanency Plan. The Transition Plan Meeting form is used to identify areas in which services and skills are needed in order to make a successful transition from foster care 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.

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.

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 implement their 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 17<sup>th</sup> 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.**

Annual Transition Planning for young adults ages 18 until 21<sup>st</sup> birthday is needed to ensure supportive resources and guidance are provided to increase successful transition into adulthood. Progress is evaluated monthly and the transition plan is updated as needed until the youth is no longer connected to DSS case management. Progress should be documented in after care line dictation and any amendments should be linked to CAPSS.

## Financial Literacy

Financial literacy is key to helping young people encompass the skills, knowledge, and tools to manage money effectively so that they can become financially stable, build assets, and achieve their personal goals. Decisions made in early adulthood can have lasting financial consequences. This includes being able to save money, distinguish the difference between wants and needs, manage a budget, pay their bills, establish good credit score, purchase a vehicle, pay for college, purchase a home, provide care for any dependents, and plan for retirement.

DSS case managers and providers must intentionally engage youth in financial capability support services and actively support youth in developing components of financial capability: financial knowledge needed to make good choices, the ability to apply that knowledge in day to day life, and the necessary access to financial products and services.

Financially literate young adults will be empowered to manage money with more confidence and have a better chance of handling the inevitable ups and downs of their financial lives. Young adults will have the understanding of how to manage issues as they arise and prevent from making poor financial decisions.

Please email [independentliving@dss.sc.gov](mailto:independentliving@dss.sc.gov) for available Financial Literacy/Management course with the Identity Theft Prevention Coordinator (ITPC), a member of the John H. Chafee Foster Care Program for Successful Transition to Adulthood Unit.

## 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.

The Identity Theft Prevention Coordinator (ITPC) 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. The ITPC will work with the credit agencies to remove any discrepancies. 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.

## 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 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 survey measures financial self-sufficiency, experience with homelessness, educational attainment, positive connections with adults, high-risk behaviour, and access to health insurance. NYTD helps assess how states are improving youth outcomes through these services. By taking the NYTD survey, youth have the opportunity to use their voice to assist lawmakers and child welfare agencies in identifying the needs of young people.

SCNYTD website <https://nytdstayconnected.com/> will have more information about transition resources and the survey link.

States are to collect outcomes information by conducting a survey of youth in foster care on or around their 17th birthday, also referred to as the baseline population. States will track these youth as they age and conduct a new outcome survey on or around the youth's 19th birthday; and again, on or around the youth's 21st birthday, also referred to as the follow-up population.

DSS Case Managers can support the success of NYTD and help ensure that SC doesn't lose federal money for programs and services for youth transitioning out of foster care. The contact case managers have with youth is fundamental! Case managers can encourage youth to be heard by urging them to: Take the NYTD survey (by phone, online, mail, or in person), complete the contact form, sign up for our listserv, and follow us on social media platforms **#SCNYTD**.

## National Youth in Transition Database NYTD (cont.)

SCNYTD team will reach out to DSS case managers and providers to receive any updates about the youth, including their most recent contact information, and to communicate to caseworkers and other staff about ensuring completions with youth during their eligibility window.

DSS case managers, providers, and other staff members are crucial to the success of this project. Whether the youth is in or out of care, DSS case managers are usually the best connections to them. Any updates are appreciated: it could be new contact information, an update about a youth's status (e.g. AWOL, discharged), or confirming that all information is updated and provided. No matter how unimportant the information may seem, it can make a big difference for this project.

The National Youth in Transition Database is a national database that also tracks the transition services that youth receive. This database is used to document, track, and evaluate services provided for youth in foster care. All transition services 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). A NYTD service requires action from the Case Manager or provider; specifically, for preparing a youth for independence, education, housing, life skills, employment, etc.

Case managers communicate with youth and care providers at least once per month, should utilize **Monthly NYTD Tracking Form 30254** and 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.

The annual survey collection and the monthly service tracking are federally mandated. 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.

## Supporting a Teen and Young Adult

Listen, advise, and provide youth with opportunities to learn and practice new skills. Maximize “teachable moments” to provide life lessons, discuss expectations for adult behavior, and model such behavior. Empower youth to make decisions about their case and participate in court proceedings. Gradually decrease control and increase youth responsibilities. Establish quality communication and follow through. Recognize and celebrate success!

Help youth participate in activities normally experienced by their peers such as dating and participating in after-school activities. Help youth identify leisure activities that are safe, healthy, and easily accessible. Encourage youth’s development of peer support networks through participation in group activities with youth having similar interest and experiences such as foster youth advocacy groups or social clubs.

Be a facilitator of relationships. Help establish lifelong connections for youth. Ask youth to identify at least one reliable, caring adult in their life who can also serve as a stable, ongoing connection and can provide support as they transition to adulthood. Where appropriate, support youth in exploring connections with their biological family members (siblings, parents, aunts/uncles, cousins, grandparents) and support maintaining healthy relationships with them.

Talk with youth about their educational and career goals, how their goals fit with their talents and interests, possible barriers to achieving their goals, and next steps. Offer youth assistance in exploring various educational or vocational options by talking to school counselors, conducting campus visits, and determining which programs are available in the community. Support youth as they adjust to college life or a new program, help youth in identifying available support services, and assist them in finding a place to stay over school breaks.

## **Supporting a Teen and Young Adult (cont.)**

Assist youth in exploring various career paths by encouraging and supporting them in conducting research, attending career fairs, speaking to a career counselor, or arranging a visit to a work site. Help youth understand and practice important processes for obtaining a job, such as developing a resume, completing applications, and interviewing. Coach youth on how to keep a job and discuss employer expectations for issues such as arriving on time, appropriate dress, and positive work attitudes.

Help youth explore and assess housing options (including location, cost, utilities, and living with roommates), and help them conduct their search. Support youth in completing required applications. Talk to youth about responsibilities related to housing such as providing a security deposit, paying rent on time, keeping the apartment clean, as well as tenant rights. Help youth develop a backup plan in case housing arrangements fall through.

Help youth open and manage checking and savings accounts, to develop a budget that will outline estimated living expenses and expected income, know how to maintain a good credit score, understand loans and interest rates.

Be a networker and help cultivate supports for the youth. Help youth understand when to seek medical attention and how to find affordable health and mental health services through community health centers, student health centers, or other resources. Discuss the importance of maintaining Medicaid health coverage, medical appointments, and prescriptions. Help youth determine if they are eligible for other government assistance such as the Supplemental Nutrition Assistance Program. Help youth connect to community support services.

## Extension of Foster Care

The Fostering Connections to Success and Increasing Adoptions Act of 2008, (P.L. 110-351) amended Title IV-E of the Social Security Act to allow States the option to extend their foster care programs to young adults ages 18-21. Public Law 110-351 made this option to extend foster care to young adults available to States at any time on or after October 1, 2010.

On April 25, 2022, Governor McMaster, signed H. 3509 into law. This law enables South Carolina to operate a Title IV-E reimbursable extended foster care program (EFC) for young adults ages 18- 21. DSS is planning implementation of EFC, pending receipt of approval from the United States Administration for Children and Families to amend the Title IV-E State Plan.

The purpose of Extension of Foster Care (EFC) is to provide a pathway for youth who would otherwise leave the foster care system at age 18 and have not yet reached age 21, to remain in or return to the placement and care responsibility of DSS. Most young adults who participate in EFC will do so under a voluntary placement agreement with DSS.

Extension of Foster Care (EFC) will improve the agency's overall approach to responding to the needs of older youth. It will enable more appropriate independent living services. It will allow more time for the agency to achieve permanency and stability in the lives of young people who would otherwise age out of foster care at age 18 without a permanent home or adult connections. It will allow the agency to maximize the untapped resources of Title IV-E funding. Most importantly, EFC will promote successful outcomes for transitioning young adults.

## Opening an Chafee/ETV Aftercare Service Line

### **Young Adults ages 18 and older**

- All young adults 18 and older who remain in voluntary DSS licensed placement must have both foster care line and Chafee/ETV aftercare service lines open to receive Chafee funding.
- Those who transition from care and continues to receive case management services and Chafee/ETV funded services must have Chafee/ETV aftercare service line open. Case Manager must make monthly contact to assess the youth's transitional needs, maintain current contact information, and document NYTD services.
- Youth who reached age of majority while in DSS custody are eligible to voluntarily return to DSS placement until 21<sup>st</sup> birthday. 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. It is vital to gather information about any connections the youth may have had with any supportive adults.
- The region of current residence should serve the youth in assisting with the application for aftercare Chafee/ETV services as necessary.
- Any adverse decisions wherein DSS denies, disqualifies, suspends, or terminates program benefits and/or voluntary placement agreement must go through Fair Hearing proceedings.
- Before case closure, ensure all Chafee/ETV funds have been released, provide updated contact information, next of kin contact, and upload recent photograph.

### **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)**

- Former foster youth are eligible to request Chafee/ETV aftercare services.
- The region of current residence should serve the youth in assisting with the application for aftercare Chafee/ETV services as necessary.



# Who is Eligible for Chafee and ETV funds?

## Criteria for Chafee and ETV Recipients

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

	ELIGIBILITY STATUS	RESIDENCY	CHAFEE	ETV
<b>FOSTER CARE</b> (14-17)	In Foster Care Licensed Placement in SC	SC	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	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	State of custody pays Chafee	State of custody pays ETV
<b>*REACHED AGE OF MAJORITY (18+)</b> <b>*AFTERCARE PLACEMENT (18+)</b>	Reached Age of Majority in SC Foster Care, including Current Aftercare Placement	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee for 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 SC Foster Care	Other (even if attending college in SC while maintaining residency in another state)	State of residency pays, if denied, then based on funding availability, responsibility falls to state of previous custody	State of residency pays ETV, if denied, then based on funding availability responsibility falls to state of previous custody 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 other state	SC	State of custody pays Chafee; if denied, then, based on funding availability responsibility falls to current residence	State of custody pays ETV; if denied, then, based on funding availability responsibility falls to current residence for ages 18 up to 26th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)

	<b>ELIGIBILITY STATUS</b>	<b>RESIDENCY</b>	<b>CHAFEE</b>	<b>ETV</b>
<b>REUNIFICATION</b> (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)	SC pays Chafee up to 21 <sup>st</sup> birthday Select Chafee services, does not include housing	SC pays ETV for ages up to 26th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	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 will determine eligibility and Chafee program benefits up to 21 <sup>st</sup> birthday	State of residency will determine eligibility and ETV program benefits
<b>ADOPTION, KINSHIP, &amp; GUARDIANSHIP</b> (16-26)	Left SC Foster Care to Adoption, Kinship, Guardianship at or after age 16	SC (even if attending college in any state while maintaining SC residency)	SC pays Chafee for ages 16 up to 21 <sup>st</sup> Birthday All Chafee services, except housing	SC pays ETV for ages 16 up to 26th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	Left SC Foster Care to Adoption, Kinship, Guardianship at or after age 16	Other (even if attending college in SC while maintaining residency in another state)	State of residency pays, if denied, then based on funding availability, responsibility falls to state of previous custody	State of residency pays ETV, if denied, then based on funding availability, responsibility falls to state of previous custody for ages 18 up to 26th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
	Left other state Foster Care to Adoption, Kinship, Guardianship at or after age 16	SC	State of custody pays Chafee; if denied, then, based on funding availability responsibility falls to current residence	State of custody pays ETV; if denied, then, based on funding availability responsibility falls to current residence for ages 18 up to 26th Birthday up to \$5,000/year for up to 5 years (does not have to be consecutive)
<b>DUAL AGENCY</b> (14-21)	In DJJ Placement (SCDSS legal custody)	Any	Not eligible for Chafee funds while at DJJ Placement	Not eligible for ETV funds while at DJJ Placement
	Incarcerated or DJJ Placement (DJJ legal custody)	Any	Not eligible for Chafee funds	Not eligible for ETV funds

	ELIGIBILITY STATUS	RESIDENCY	CHAFEE	ETV
<b>ADOPTION PRESERVATION (14-18)</b>	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:

- Requests for reimbursement must be received and approved 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 and social security number to qualify for Chafee/ETV funded 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 21<sup>st</sup> birthday.
- Youth who are incarcerated are not eligible for Chafee or ETV funding. Incarcerated youth are not 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).
- Former DJJ youth must be in DSS placement before turning 18 to access Chafee/ETV funded services. Former DJJ youth must be in DSS placement before turning 18 to be eligible to sign the Aftercare Agreement for Voluntary Placement for Young Adults 18-21 Years Old (DSS Form 30136).
- Any adverse decisions wherein DSS denies, disqualifies, suspends, or terminates program benefits and/or voluntary placement agreement must go through Fair Hearing proceedings.
- 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.

# 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.

## Checklist for submitting Chafee services

- Completed John H. Chafee Foster Care Program for Successful Transition to Adulthood request DSS form 30198
- 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.**

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

# Available Funded Chafee Services

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

## Academic (Secondary) Support

- Participation and supplies/equipment for school sponsored activities and/or school related fees (**Max \$400**)
- Participation and supplies/equipment for non-school sponsored activities (**Max \$400**)
- Participation in summer programs, 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 (**Max \$400**)
- Tutoring services are offered free at the school. Case managers must contact school guidance counselor for assistance. If additional tutoring support is needed (**Max \$1000**)
- Academic credit recovery credit courses. Recovery credit fees may be waived for foster youth by school counselors. Case managers must connect with school guidance counselor for assistance. (**Max \$200**)
- GED Program or SC Dept of Education virtual school program and fees cost and materials per subject (**Max \$200**). If technology support is needed, submit Chromebook Request [DSS Form 30197](#) with the Chafee Request.

***Senior Expenses:***

- Senior Package: One (1) Senior prom ticket, prom attire, prom pictures, personal care services (does not include product purchase). And/Or Graduation Package (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 fees, senior class sponsored trip, and senior pictures (Senior ROTC, Team sports, and/or Graduation). Graduation Items may be purchased in Junior Year to prepare for Senior Year. **(Max \$1000)**
- A recognition ceremony is held annually for all graduates. Recognition for successfully achieving academic goals (diploma, certificate, GED, official email/letter from school guidance counselor).

***Pre-College Expenses***

- Dual Enrollment Fees and Supplies. Dual Enrollment fees may be waived for foster youth by school counselors. Case managers must connect with school guidance counselor for assistance. If fees are not waived, please provide denial/school documentation with Chafee request. **(Max \$400)**
- SAT/ACT preparation classes and SAT/ACT test fees may be waived for foster youth by school counselors. Case managers must contact school guidance counselor for assistance. If fees are not waived, please provide denial/school documentation with Chafee request. **(Max \$200)**
- College applications may be waived for foster youth by school counselors. Case managers must connect with school guidance counselor for assistance. If fees are not waived, please provide denial/school documentation with Chafee request. **(Max \$150)**

- College deposit-related fees may be waived for foster youth by school counselors. Case managers must connect with school guidance counselor for assistance. If fees are not waived, please provide denial/school documentation with Chafee request. **(Max \$300)**

### 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.
- College Dorm Room Essential Bundle DSS Form 30239 will need to accompany Chafee request for pre-approval.
- College related fees **(Max \$300)**
- 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)**
- Recognition for successfully achieving academic goals (vocational or technical school, or college graduates) **(\$100)**
- Participation in leadership/scholar programs/organizations 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 \$400)**



## Transportation

- Bus Pass (**Max \$200**)
- Transportation to Dual Enrollment, GED, vocational school, work, or job skills training. Total Allotment for this category is (**Max \$300**)
- Transportation college visits/orientation, home visits from college, or college. Total Allotment for this category is (**Max \$300**)
- Bicycles- **Max up to \$150** to include a helmet, lock, and reflective gear.
- Driver's Education Course - **Max \$500**. Additional needed training hours will be reviewed for approval.
- State IDs, knowledge test, and driver's license fees
- Please note, foster parents and providers may not charge a youth for transportation assistance to school or employment and may not seek transportation reimbursement due to contract specifics.

## Transportation (continued)

- 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 **\$1,800/yr.** 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. Registration must be in youth's name. If youth is a co – signer, then the registration must read youth's name AND the other individual's name.
- Insurance assistance for when youth needs transportation to school or work **\$1500/yr.** Insurance policy must have youth's name as insurer not as an additional driver. Must provide proof of enrollment or income/wages to support ongoing insurance expenses.

## Employment Services

- Licensure/Certification Program to include costs, equipment, and supplies  
**Max \$3,000**
- Job skill training classes **Max \$1000**
- Interview Attire - **\$100/year**
- Uniforms and footwear - **\$100/year** (proof of employment required)

### **Workforce Innovation and Opportunity Act**

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.

**SC Works Centers** includes re-employment services for jobseekers, partner services, business services and resource rooms for use when filing for unemployment benefits or searching for work online. Through SC Works Centers and Connection Points across the state, there are a variety of workforce services in all 46 S.C. counties. Please access <https://scworks.org/workforce-system/WIOA> to further improve youth's employability.

### **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.

## Housing and Transition Expenses

These expenses are eligible for young adults who preparing to establish their own independent residence after becoming age 18 and have not yet reached their 21<sup>st</sup> birthday. The young adult agrees to engage with Aftercare Case Manager monthly to assess transition and to ensure young adult is managing financial expenses, maintaining employment, academic enrollment, and healthy home management skills.

Youth who leave foster care to adoption, reunification, guardianship, kinship care and youth in post-legal adoption preservation placement are not eligible for housing transition funds.

To qualify for assistance, young adult must be employed and earning sufficient income to maintain the residence prior to Chafee releasing housing assistance funds. This is to ensure young adult is capable of maintaining stable housing once the funds are depleted. Young adult must identify contingency permanency plans to avoid unstable housing situations such as unexpected changes in income and health. Young adult should be aware that this is a one-time award and thoughtfully consider readiness to utilize these funds.

### **Required Documentation for Rental Housing Support:**

- Transition Plan Meeting [DSS Form 30206](#)
- Budget Analysis [DSS Form 30238](#)
- Proof of employment for two (2) months
- Signed lease agreement
- Completion Financial Literacy/Management course with Chafee Identity Theft Coordinator. Please email [independentliving@dss.sc.gov](mailto:independentliving@dss.sc.gov) to sign up for available classes.

## Housing and Transition Expenses (cont.)

Financial Literacy Management course is required to receive housing assistance. Examples of Housing Assistance include the following:

- Housing Essential Bundle DSS Form 30239 (**Max \$800**)
- Dependent Bundle DSS Form 37405 (**max \$500**) if the youth is pregnant or has a child
- Utilities deposit to include electric, gas, water, internet, and phone (land line or mobile) (**Max \$300**)
- Furniture and/or utility appliances (**Max \$2,000**)
- Rental Application Fees and Administration Fees (**Max \$300**)
- Rental Security Deposit (**up to one month of rent**)
- Rental assistance for **up to \$500/month for a total of \$3,000**. The first installment of 3 months assistance will be released to the county. The second installment of 3 months will require updated proof of employment and budget sheet. If available funds remain then a third installment of 3 months will be released and require updated proof of employment and budget sheet.

## Housing and Transition Expenses (cont.)

### ***Interim Housing for College Students***

Interim housing funds are available for college young adults who are in need of housing assistance for the summer and during holiday breaks. Case managers must submit UA for placement availability.

### ***Youth with Disabilities***

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

### ***Emergency Assistance (Must receive prior approval before requesting these funds)***

Time limited emergency assistance is available for young adults who are homeless or at risk of homelessness while locating more stable housing arrangements. Case managers must submit UA for placement availability. Maximum hotel allotment is for ten (10) days and must have proof of upcoming placement efforts. Must explore ALL alternative funding sources.

Emergency rental payments assistance is available for young adults who have received an eviction notice and at risk of homelessness. Young adult must agree to a transition plan meeting to assess ability to stabilize and maintain housing. Young adult may also be required to repeat financial literacy course with Chafee Identity Theft Coordinator. Young adult may also be required to identify other housing options. Must explore ALL alternative funding sources.

Emergency utility assistance is available for young adult who have received utility termination notice. Young adult must agree to a transition plan meeting to assess ability to stabilize and maintain housing. Young adult may also be required to repeat financial literacy course with Chafee Identity Theft Coordinator. Young adult may also be required to identify other cost-efficient options. Must explore ALL alternative funding sources.

Youth who leave foster care to adoption, reunification, guardianship, kinship care and youth in post-legal adoption preservation placement are not eligible for housing transition funds. However, if the youth experienced a failed permanency, youth is eligible for housing emergency and transition funds. Must receive prior approval before requesting these funds. Must explore ALL alternative funding sources.

## Supervised Independent Living (SIL) and Transitional Living Programs

SIL and Transitional Living Programs provides safe housing while young adults are experiencing independent growth gaining the necessary skills to establish their own independent residence after becoming age 18. SIL and Transitional Living Programs provides supportive case management to strengthen the young adult's readiness for independence. SIL and Transitional Living Programs provides learning opportunities to strengthen skills in managing financial expenses, gaining employment, advancing academic enrollment, and gaining healthy home management skills.

SIL and Transitional Living Programs must be approved by the Chafee Program. The young adult agrees to engage with SIL/Transitional Living Programs coordinator and an DSS AfterCare case manager to assess progress and to ensure monthly payment is sent to the provider.

### **Required documentation for Financial Support:**

- Provide lease agreement
- Provide program participation agreement
- Transition Plan Meeting Form 30206

### **Financial Assistance:**

- Program fees
- Deposits
- Rental assistance for up to 6 months. The Chafee Program will calculate required amount based on lease agreement for six months and transfer funds to the county for disbursement. An AfterCare case manager must assess young adult's progress and to ensure monthly payment is sent to provider. If young adult leaves the SIL/Transitional Living Programs, then any remaining approved funds will be returned to the Chafee Program.

## Services NOT Included:

Private mental health counseling

Baby-sitting/ Youth sitting services

Vacation travel/ Passports

Medical, dental and vision needs

Legal disputes/needs

Traffic violations

Property damages

Criminal charges

Entertainment expenses (TV, game system)

Secondary School Tuition and Uniforms

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 academic 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 26<sup>th</sup> 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 26<sup>th</sup> 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 26<sup>th</sup> 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.

- Tuition and fees listed on official school financial statement

ETV Award funds will be released for tuition and fees listed on official financial statement. Due to limited availability, funds for supported expenses such as housing, meals, and transportation, may not be released. Other services may be approved, but not available after cost of attendance is paid.

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](http://www.che.sc.gov)). Youth should also complete the SC Needs Grant and submit a copy to the ETV Coordinator.

## 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 30<sup>th</sup> 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. A youth is eligible to utilize any remaining ETV funds for summer enrollment.

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 statue 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 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** <https://scfpa.com/>

**On the Road Again** - provides donated cars to eligible foster care young adults 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 needed items while young adults 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.

**Teen Recognition** – Foster Teens in high school (grades 9-12) with a 2.0 or better GPA, who are involved in after-school activities, community service, church or other worthwhile activities may be nominated by school personnel, a pastor or employer, a foster parent or social worker for this award.

**Scholarship Program** - Scholarships will be awarded each year at the SCFPA Annual Training Conference to a current foster youth graduating high school senior year. Scholarship money may be used for any academic or training program that helps recipient meet his or her goals

## Fostering Great Ideas <https://fgi4kids.org/>

Fostering Great Ideas (FGI) are advocates for children and teens struggling in the foster care system throughout the nation. FGI brings Great Ideas that improve lives, restore hope, build meaningful relationships and increase community-wide engagement. FGI commitment to children provides significant support for them during their foster care journey. Through the work of the dedicated team at Fostering Great Ideas, healing is possible, and success is attainable.

**Life Support**<sup>®</sup> Adult mentors provide ongoing emotional support and guidance to youth in foster care. Life Support<sup>®</sup> mentors commit to visiting a youth in foster care twice per month. Mentors actively listen to hopes, fears, and dreams. They become an important part of the child's journey toward better outcomes.

**Aspire**<sup>™</sup> encourages youth to graduate from high school and then attend and excel in college by providing accountability and support throughout their academic experience. Through consistent meetings with our Education Advocate and peer gatherings focused on team-building, youth begin to visualize a future for themselves. They graduate from high school, apply to college programs, and find their own pathway to success.

**Tutor Match**<sup>®</sup> provides free, quality tutoring (subjects and ACT/SAT prep) for children and youth in foster care. Anyone can complete a referral for Tutor Match<sup>®</sup> – youth, foster parents, group home staff, case workers, GALs, mentors, family members, and friends. Once a referral is received, our team will reach out to you, the youth, and the youth's case worker. We currently offer free in-person and virtual tutoring across South Carolina.

**Speak Up**<sup>®</sup> is a training designed for youth in foster care and alumni to learn what advocacy is, how to find youth voice, and what youth can do to take action in reform. After completing the two-session training, youth can become part of our SpeakUp<sup>®</sup> network, which drives our legislative and policy changes.

## **YEA! Youth Engagement Advocates (State Youth Advisory Council)**

YEA! is an advisory group created to ensure that the voice of youths is heard when agencies are developing successful transition into adulthood programs. Youth Council comprises of any Chafee/ETV eligible youth. The group prides themselves on being diverse, inclusive, and mission driven. YEA! meets regularly to discuss program development and policy change, assess current data, and shares their lived experiences at state-wide and national conferences. If interested to learn more, please email [IndependentLiving@DSS.SC.gov](mailto:IndependentLiving@DSS.SC.gov) for more information.

### **Diversity**

We believe in the power of diversity and inclusion. Together we are stronger. Our diverse races, ethnicity, family heritage, geography, gender identity, sexuality, religious beliefs and economic experiences make us uniquely prepared to lead as a collective. All voices are essential, irreplaceable, valuable and matter to YEA!

### **Expertise**

We value and uplift the importance of lived experience. Everyone is an expert in their own story. Together our combined histories and experience of the foster care system make us stronger and wiser.

### **Continuous Learning**

We believe in the power of taking chances and making mistakes. Sometimes failure leads to the biggest success. Together we are committed to gaining new awareness and skills through equitable education, empathy, remaining open-minded and a commitment to finding learnings and lessons in every opportunity.

### **Supportive Relationships**

We support and uplift one another in our journeys. We acknowledge the role and impact we can have in one another's life. Together we stand as a community of advocates and leaders who commit to holding up and holding each other accountable, as we progress towards personal development and systemic change.

## SCNYTD Youth Voice

SCNYTD Youth Voice is a peer network group that encourages their peers to maintain connected to share their lived experiences as transitioning from foster care to adulthood. The information gathered from NYTD surveys helps South Carolina determine what impact they have made on a young adults' life. The survey gives agencies, staff, and lawmakers real feedback about the services that are provided and whether they are making a difference for youth exiting, or who have exited foster care.

Each survey cohort will have its own board beginning at age 17 and will remain connected to ensure maximum participation at age 19, and once again at age 21.

- Stay connected
- Get involved
- Share your story in a meaningful way
- Give lawmakers an idea of how you're doing
- Impact the types of services youth get to improve their future
- Your personal experiences can help change "the system" and make a difference.

If interested in learning more about SCNYTD Youth Voice, please email [IndependentLiving@DSS.SC.GOV](mailto:IndependentLiving@DSS.SC.GOV) for more information.

## Transition Workshops

John H. Chafee Foster Care Program for Successful Transition to Adulthood connects with community partners to offer transition workshops. Transition 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](mailto:IndependentLiving@DSS.SC.GOV) for a list of transition workshops throughout the state.



# APPENDIX A

## Supporting Documentation Needed for Chafee Submission

**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 for the initial approval of funds being transferred to county.**

### 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 (transition plan and/or most recent dictation discussing transition goals).

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. 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.
7. 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.
8. 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 (transition plan and/or most recent dictation discussing transition goals).

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 - 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 proof of income to support expenses.

### **III. Transportation requests continued**

6. Driver's education- Program invoice, program website pricing, or receipt.
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 (transition plan and/or most recent dictation discussing transition goals).

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. License/certification- documentation showing description of program, list of required supplies, costs, and schedule.
4. 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, a copy of the youth's Budget Analysis (DSS Form 30238), the youth's Transition Plan Meeting Form 30206, dictation of goals for a successful transition to adulthood for youth with an open aftercare line proof of employment for two (2) months, and Financial Literacy/Management course certificate

1. Caseworker must arrange a TRANSITIONAL PLANNING MEETING to include all significant supports for the youth. 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 financial literacy 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 maybe subject to only receive a portion of the rental application, rental deposit, rental expenses, furniture expenses, and utility deposit expenses.
8. DDSN/ DMH set up fees- provide letter of transition to DDSN/DMH
9. Supervised Independent Living- if applicable lease agreement, program agreement, financial commitment
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 all reasonable efforts to stabilize youth and updated transition plan

## **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 – school enrollment documentation, financial award letter, CAPSS education screen showing current educational levels and documentation of successful transition to adulthood goals (transition plan and/or most recent dictation discussing transition goals).

1. Acceptance letter - for all freshmen students, first time ETV requests, or transfer students
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. Schedule of assigned classes.
5. Completed ETV Application packet DSS Form 37166 and must include signature on Academic and Financial Release of Information Forms, and Participation Agreement Form.
6. ETV Funds will be sent to institution for payment to be accredited to youth's school account/balance.
7. ETV Funds are awarded up to \$2500 per semester. Youth must provide previous semester unofficial transcript, and proof of upcoming school enrollment to release second semester award for up to \$2500.
8. If youth is placed on academic probation and/or 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.

## Appendix B

### GUIDELINES FOR REQUESTING COUNTY CHECKS

#### 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. Please ensure that the **Approval Letter, Justification, and clear Supporting Documents (receipts, invoices, proof of enrollment/employment)**, match so there are no discrepancies or delays in payment.

1. Please help ease the process by providing three important pieces along with any other requirements to the county Business Office.
  - a. Check Voucher Request
  - b. Approval letter corresponding to the service provided to the youth
  - c. 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.
2. **DIRECT payments to vendor**- Provide invoices, estimates with taxes included, youth name or reference number to ensure payment will be applied to correct account.
3. **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.

\*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, 2022 through November 28, 2022. 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 12/07/22. 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”.*

## Appendix C

### Guidance for Returning Unused Chafee Funds

Please regularly review county's Independent Living accounts. If there are any accounts which have had no activity over the last 6 months, contact the youth's Case Manager for an update on the status of the case.

- If the approved Chafee funds are still needed, please release the funds to the appropriate vendor.
- If funds for the approved Chafee item is not needed, but another Chafee item can utilize the funds, the case manager can request a *Reallocation of Funds Approval Letter*.

If the approved Chafee or ETV funds are no longer needed, please return all unused funds to State Office with supporting documentation.

- Please list the youth's name and the check reference number found on the Approval Letter that corresponds with the returned Chafee or ETV funds.
- Attach Approval Letter associated with returned funds
- Identify the amount of returned funds on the corresponding approval letter for each identified category.
- Chafee funds must be kept separate from ETV funds
- Checks for the unused Chafee or ETV funds should be mailed to South Carolina Department of Social Services (SCDSS), Chafee/ETV Program, PO Box 1520, Columbia, SC 29202

Providing this information will assist State Office staff in crediting those returned funds to the proper account. If you have further questions, please contact [independentliving@dss.sc.gov](mailto:independentliving@dss.sc.gov) and utilize Subject Line: *Returned Chafee/ETV Funds*.

Before case closure, ensure all Chafee/ETV funds have been released, provide updated contact information, next of kin contact, and upload recent photograph.

## Appendix D

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

<b>Foster Care Status</b>	<b>Residency</b>	<b>Chafee</b>	<b>ETV</b>
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)	State of custody pays, if denied, then, based on funding availability SC pays Chafee	State of custody pays, if denied, then, based on funding availability 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; if denied, then responsibly falls to state of previous custody	State of residency pays ETV; if denied, then responsibly falls to state of previous custody
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	State of custody pays, if denied, then, based on funding availability SC pays Chafee	State of custody pays, if denied, then, based on funding availability SC pays Chafee SC pays ETV
Positive Permanency in SC at or after age 16	Other	State of residency pays Chafee; if denied, then based on funding availability, responsibly falls to state of previous custody	State of residency pays ETV; if denied, then based on funding availability, responsibly falls to state of previous custody

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