

**SOUTH CAROLINA EDUCATION AND TRAINING VOUCHER PROGRAM**  
**ETV Application**

Please indicate:  Initial Application       Renewal Application

**A. Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender:  Male  Female  Other  
Social Security Number \_\_\_\_\_  
Current Mailing Address \_\_\_\_\_ Apartment # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Primary #: \_\_\_\_\_  
Primary E-Mail Address \_\_\_\_\_  
Emergency Contact \_\_\_\_\_

**B. Eligibility**

Was youth's DSS foster case originated in South Carolina?       Yes    No  
Did youth reach age of majority (age 18) in DSS custody?       Yes    No  
Did youth leave care to adoption at or after age 16?       Yes    No  
Did youth leave care to court-ordered guardianship at or after age 16?       Yes    No  
Did youth leave care to kinship care at or after age 16?       Yes    No  
Did youth leave care to reunification at or after age 14?       Yes    No

**C. School Enrollment Information**

Student ID Number: \_\_\_\_\_  
Name of Institution: \_\_\_\_\_  
 Vocational Program       Technical College       4 year College  
Address of Institution: \_\_\_\_\_  
Name/Telephone of School Financial Aid Contact: \_\_\_\_\_  
Academic Year: 20\_\_\_\_ - 20\_\_\_\_      Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
I will be attending (Check all that apply for the School Year):  Fall     Spring     Summer  
Year of Study:  Freshman    Sophomore    Junior    Senior    Other \_\_\_\_\_  
Choice of Major: (If known) \_\_\_\_\_

**D. Please confirm the following supported documentation is attached to this request:**

Acceptance Letter    Yes    No      Financial Award Letter       Yes    No  
Class Schedule       Yes    No      SC Need-Based Grant Waiver Form    Yes    No  
Unofficial Transcripts (for returning student)    Yes    No

**E. Transition to Adulthood Goals**

- Do you have a current Transition Plan?  Yes  No
- Are you employed?  Yes  No
- Do you have safe and reliable transportation to attend school?  Yes  No
- Do you have an Individualized Education Plan (IEP)?  Yes  No
- Do you have stable and safe housing?  Yes  No
- Do you have a permanent connection with a supportive adult?  Yes  No
- Are you receiving SC SNAP (food) benefits?  Yes  No
- Did you complete a Financial Literacy Course?  Yes  No
- Do you have a bank (checking or savings) account?  Yes  No

**F. Financial Assistance: Please note not all expenses selected will be paid in full. Approvals are based on funds availability. Please select all that is needed to support Academic Success:**

Institution Expenses: <input type="checkbox"/> Tuition <input type="checkbox"/> Room/Board <input type="checkbox"/> Books <input type="checkbox"/> Fees <input type="checkbox"/> Deposit <i>Please note: Institution Expenses must be paid before any other services. Other services may be approved, but not available after cost of institution expenses are paid.</i>
Academic Assistance: <input type="checkbox"/> Computer <input type="checkbox"/> Tutoring <input type="checkbox"/> Special Studies <input type="checkbox"/> Membership to Academic Organizations <input type="checkbox"/> IEP Accommodations <input type="checkbox"/> Specialized software <input type="checkbox"/> Specialized Equipment
Transportation Expenses: <input type="checkbox"/> Gas Money <input type="checkbox"/> Car Repairs/Maintenance <input type="checkbox"/> Parking Pass <input type="checkbox"/> Bus Pass <input type="checkbox"/> Bicycle/Helmet/Lock <input type="checkbox"/> Car Insurance <input type="checkbox"/> Home Visit
Commuter Meal Expenses: <input type="checkbox"/> Meal card <input type="checkbox"/> Groceries
Housing Expenses: <input type="checkbox"/> Rent <input type="checkbox"/> Utilities
Family Expenses: <input type="checkbox"/> Child care (until ABC Voucher is awarded) <input type="checkbox"/> Uniform or required Clothing <input type="checkbox"/> Personal Items

**G. Youth Agreement**

I, \_\_\_\_\_, agree to meet the terms and conditions of the Education and Training Voucher Program and will work toward successfully completing the course work at the school listed above. I also agree that all school documents that I have submitted are official. I understand that if any of the information I have submitted is found fraudulent, I may be found permanently ineligible for ETV funding. I have read the program and eligibility requirements for the Education and Training Voucher Program funds.

Youth Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DSS Case Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DSS Transition Specialist: \_\_\_\_\_

Date: \_\_\_\_\_

# SC EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM

## Participant Agreement

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Initial each of the following to acknowledge the requirements of the ETV Program:

\_\_\_\_\_ To complete and submit all necessary documentation according to the ETV application requirements.

\_\_\_\_\_ To maintain full-time or part-time status at the post – secondary institution.

\_\_\_\_\_ To maintain a 2.0 cumulative G.P.A. and provide ETV program with unofficial transcript after each semester.

\_\_\_\_\_ To contact the ETV Program for address, phone, and /or email changes.

\_\_\_\_\_ To inform ETV Program of any enrollment status changes such as dropping a class or withdrawal from school, as it might affect ETV funds.

\_\_\_\_\_ To inform the ETV Program of any changes to the financial award letter, as it might affect ETV funds.

\_\_\_\_\_ To inform the ETV Program of academic probation and provide a letter identifying challenges and steps to improve academic status.

\_\_\_\_\_ To maintain a budget and properly utilize the ETV funds to support academic success.

\_\_\_\_\_ To notify Chafee/ETV Program Coordinator if further support is needed to achieve education goal.

\_\_\_\_\_ To maintain monthly contact with Chafee/ETV Program Coordinator to discuss progress.

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DSS Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DSS Transition Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

## SC EDUCATION AND TRAINING VOUCHER (ETV) PROGRAM CONSENT FOR RELEASE OF INFORMATION

**NAME OF STUDENT (Print):** \_\_\_\_\_

Your participation in the Education and Training Voucher (ETV) Program is protected by Federal and State confidentiality laws. As a condition of enrolling in the ETV program, certain personal information will need to be shared with another person, business or school representative for the purpose of making financial arrangements using ETV funds. The ETV Provider may make these financial arrangements to secure Vendor codes to directly transfer ETV funds to pay for academic related accounts, housing related accounts, child care related accounts, or car related accounts.

I, \_\_\_\_\_ (print name) have applied for State and Federal funding towards my school costs. In order to receive this funding, the Education and Training Voucher (ETV) Program and staff may need access to my enrollment status, grade history, and financial aid information. If requested, I authorize you to send a copy of my Schedule, Transcripts, and Financial Award Letter to the SC DSS Chafee/ETV Program. I authorize you to release information regarding my enrollment status, grade history, and financial aid information to the SC DSS Chafee/ETV Program via mail, telephone, or fax. I further authorize you to release information regarding housing related accounts, child care related accounts, or car related accounts to establish transfer of payment from the ETV program.

**I authorize and request SC DSS to receive and release information to arrange financial assistance using ETV funds.**

**I decline to have my personal information released.** By declining, ETV payments may be delayed.

I understand that I may cancel this consent at any time by informing the ETV Provider in writing.

A new consent form must be signed each year (from the date above or earlier) that you are enrolled in the ETV program.

I have read and understand the Consent to Release information outlined in this document. I understand that any information about me may not be released, verbally or in writing, without my written consent.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Student)

## ETV REQUEST OF FUNDS FORM INSTRUCTIONS

### Institution Expenses:

- Tuition- print out from school website that identifies tuition and fees. OR direct invoice from school
- Room/Board- print out from school website that identifies costs of room and board. OR direct invoice from school
- Books- print out from school website/syllabus that identifies costs of books. OR direct invoice from school, or a receipt if you already purchased books
- Fees- print out from school website that identifies fees. OR direct invoice from school, or a receipt if you already paid any school related fees
- Deposit- print out from school website that identifies deposits. OR direct invoice from school, or a receipt if you already paid a deposit

### Academic Assistance:

- Computer- attach DSS Form 30197
- Tutoring – attach tutoring service information and fee
- Special Studies- attach syllabus and fee
- Membership to Academic Organizations – attach organization information and fee
- IEP Accommodations- attach a copy of IEP and cost of service
- Specialized software- attach syllabus and print out price information or receipt if already purchased
- Specialized Equipment – attach syllabus and print out price information or receipt if already purchased

### Transportation Expenses:

- Gas Money- attach a copy of MapQuest of distance from home to school and schedule
- Car Repairs/Maintenance- attach a copy of driver's license, car registration (must be in youth's name) and invoice or receipt of car services
- Parking Pass- attach school printout of fee or receipt if already purchased parking pass
- Bus Pass – attach bus route information and fee or receipt of purchase of bus pass
- Bicycle/Helmet/Lock – attach print out of desired bike to purchase or receipt of already purchased bike
- Car Insurance – attach a copy of driver's license and copy of insurance policy (must be in youth's name)
- Home Visit- attach a copy of MapQuest of distance from school to permanent connection

### Commuter Meal Expenses:

- Meal card – attach school fee or receipt if already purchased a school meal card
- Groceries- no supportive documentation required. Please note if you are receiving SNAP benefits then you cannot receive Groceries allowances

### Housing Expenses:

- Rent – attach copy of lease agreement (with your name listed) and cost of monthly rent
- Utilities – attach copies of receipts of utilities invoices (name and address must match lease)

### Family Expenses:

- Child care (until ABC Voucher is awarded) - attach invoice from child care facility and school schedule
- Uniform or required Clothing- attach syllabus of class/program or proof of employment
- Personal Items- no supportive documentation required

# SC EDUCATION AND TRAINING VOUCHER PROGRAM

## Calculating ETV Funds

The ETV Award is based on the information provided on the student's financial aid award letter. In most cases, students can access their financial aid award letter online in their student portal. The ETV award is determined by taking the students Cost of Attendance (COA) and subtracting the financial aid awarded to the student. The difference between the two is called unmet need. Example: COA-FA= Unmet Need

Financial Aid is defined as any scholarships or grants awarded to the youth to support academic attendance. Work Study assignments and school loans are not calculated as financial aid.

Cost of Attendance or Annual Academic Expenses is the estimated educational costs for a student to attend college. Typically the COA includes: tuition, deposits, books, fees, supplies, room and board. COA can also include other academic expenses: rent, specialized equipment, personal expenses, transportation, groceries, and child care. Items that are needed to achieve academic success.

ETV Award Letter is based on availability of funds and the students continued eligibility for financial aid. ETV awarded funds are divided by the number of terms enrolled. The award letter will be emailed to the DSS case manager and to the youth. If needed, a promissory letter can be sent to the school/institution of the pre-approved status of the ETV request. Awarded funds typically take at least two weeks to transfer to the county or institution. Please plan accordingly to ensure timely approval.

ETV awards may be revised at any time due to changes in the students' financial aid eligibility, availability of funding, or over-awarding due to other resources the student may be receiving. Revisions may mean a decrease or increase to the student's ETV award.

Below is an example of the ETV Award calculations:

ANNUAL ACADEMIC EXPENSES			SCHOLARSHIPS/ GRANTS	
\$4,800	Tuition	Basic Academic Expenses		LIFE
	Deposit			HOPE
	Room/ Board		\$6, 300	Pell Grant
\$300	Fees		\$1,000	Need-Based
\$750	Books/Supplies			Lottery Tuition Assistance
\$2700	Off-Campus: Rent/Utilities	Other Academic Expenses		SC Tuition Grant
	Child Care			SEOG
\$1800	SCFPA Computer Bundle			SC Foster Care Grant
	Specialized Equipment			Other
	Tutoring			
\$1200	Transportation			
\$500	Groceries OR Commuter Meal Card		\$ 7300	<b>Total Financial Aid</b>
\$400	Personal Items			
\$ 12450	<b>Total Expenses</b>			
\$ 5150	<b>Total Student Debt (Expenses minus Financial Aid Awarded)</b>			<b>Name:</b> Jane Smith
			<b>Year:</b> 2019-2020	
			<b>Institution Vendor Code:</b> Midlands Tech FX34X1	
\$ 5150	<b>ETV- Total Award Amount max \$5,000 Per Semester \$2500</b>		<b>ETV Year Award</b> X 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

## **SC EDUCATION AND TRAINING VOUCHER PROGRAM**

### **Program Information**

Educational and Training Vouchers are grants, funded by the federal government and administered by the states, awarded for youth with foster care experience 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 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 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 for adoption/kinship/ guardianship must have been in foster care for a minimum of 6 months.
- 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 who leave for reunification must have been in foster care for a minimum of 6 months.

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 (institutions with an FAFSA School Code)
- Students who demonstrate academic achievement or show a marked improvement in educational functioning
- The long term goal and plan for meeting that goal

Note-Out of state youth-The South Carolina ETV program does not serve students that aged out of foster care from another state and are attending school in South Carolina. The student must contact the state where the student aged out of foster care to apply for ETV.

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. Federal Student Aid website: <https://studentaid.ed.gov/sa/fafsa>

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)). If a youth does not use all of their ETV funds during the Fall/Spring semesters, the remaining amount can be used for summer school.

## ETV Awards

Approvals are based on Chafee Program funds availability and may not cover entire expense. Cost of attendance, including student loans for deposits, tuition, fees, books, supplies, room and board, must be paid before any other services. Other services may be approved, but not available after cost of attendance is paid.

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. ETV awarded funds are divided by the number of terms enrolled.

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

- Tuition and fees
- College and/or dorm deposits
- Books, supplies and uniforms
- Room and board on campus
- Rent for off campus
- Meal plans or meal cards. Food allowance for commuting students.
- Personal items
- Parking fees
- Required educational software
- Specialized equipment
- Transportation
- Child care (until ABC vouchers are awarded)

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 in the county offices in time for the fall term. All college funds are approved for the entire academic year of the fall/spring semesters. If a youth plans to attend summer school, funding requests should be made at least two months before the beginning of the summer session.

Youth who are in foster care and eligible for Medicaid at age 18 remain eligible until age 26. It is the youth's responsibility to ensure the Medicaid office has current phone number and mailing address to renew the application annually. SC Healthy Connections Medicaid website:

<https://www.scdhhs.gov/>



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 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:

- Any projected financial aid changes
- Falls below academic statue of a 2.0 GPA

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

Funding requests for Education Training Voucher submitted to the Chafee/ETV Program Coordinator:

- ETV application
- Consent for Release of Information Form (for Academic and Financial Aid)
- 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 ETV Request of Funds Form Instructions).

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

**Mail, Fax, or E-mail (as a pdf file) ETV application and required supporting documents**

**SC DSS-Attn: Chafee and ETV Program  
1535 Confederate Avenue P.O. Box 1520  
Columbia, SC 29202-1520**

**Phone: 803-898-7209 Fax: 803-898-1209**

**Chafee/ETV Program email address: [IndependentLiving@dss.sc.gov](mailto:IndependentLiving@dss.sc.gov)**

DSS Form 37166 ETV Application (October 2019)