

## **COSTAR – ILP**

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### **106.0 UNIFORM ACCOUNTING SYSTEM (UAS) CODES**

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**ILP PAYMENT REQUIREMENTS – GENERAL**

Any additions to or exceptions from these payment requirements are listed with the specific UAS code they apply to.

- Staff authorized to approve ILP expenses and other necessary documentation: the ILP Program Manager, the ILP Business Operations Specialist, the ILP Supervisors, and the Foster Care Services Director.
- All documentation, except ILP Waivers, must have two complete, original signatures. Signatures must include first and last name and must be legible. If the signature is not legible, type or print the name below the signature. This includes invoices, Smile purchase orders, ADPORS (Authorization for Disbursement Form), Service Authorizations, and receipts.
- ILP waivers require one signature: the ILP Program Manager or the Foster Care Services Director. Regional Accounting will accept electronic signatures on waivers. Alternatively, waivers may be approved in response to an email request. In these instances, copy Regional Accounting on the original request and subsequent approval. The email request and approval must be part of the same email chain, in other words, when replying to the original request, click “Reply to All (Include Message)”.
- W9’s for all vendors.
- Original itemized invoices. Statements are not acceptable.
- If the vendor does not provide invoices, in lieu of invoices, Regional Accounting will accept original receipts, camp brochures, flyers, registration forms, etc. These types of alternate documentation must state amount, date/time, and be attached to an original, signed ADPOR.
- Service Authorizations must be completed in Shines and approved in Shines in advance of purchase and attached to all supporting documentation for payment.
  - Regional Accounting will accept manual SAs only in situations in which the SA could not be entered in Shines timely and this would cause an unacceptable delay in payment. For example, ILS has requested a service and the program/entitlement code must be entered in Shines. These situations will have email communication between the ILS, ILP Business Operations Specialist, and Regional Accounting. The emails must be attached to all supporting documentation and batched to Regional Accounting for payment. Manual SAs require two original approval signatures.
- If Independent Living Specialist is requesting that Regional Accounting mail any documents with the check, ILS will provide the original documents and the copy to be mailed.
- Reimbursements for delivered services can be made payable to the client or the vendor, whichever is in the best interest of the client. Proof of payment and/or prior ILS approval is required.
- In cases of emergency, Regional Accounting may take a scanned copy of the original paperwork from the ILP Program Manager, ILP Business Operations Specialist, or ILP Supervisor to process the check. Checks are released when the original documents are received by Regional Accounting.

- All ILP expenses require prior approval of the ILS. For youth placed in DFCS Family Foster Homes or RBWO Private Placements, the caseworker must email the ILS and receive prior approval before authorizing any ILP expense.
  - If the foster parent submits ILP expenses on a foster care invoice, the case worker from the county should mail the foster care invoice to the ILS who will approve and batch to Regional Accounting.
    - Foster parents should submit ILP expense reimbursement requests and related receipts on a foster care invoice separate from their normal monthly per diem foster care invoice, and mail it directly to their ILS for approval, to prevent possible payment delay of their normal monthly per diem.
  - RBWO Private Placements must submit their receipts/expenses on a foster care invoice and mail it directly to their regional ILS for processing.

#### **ILP PAYMENT REQUIREMENTS – TUITION**

- Tuition Invoice.
- Youth's Student Aid Report. Regional Accounting will accept a scanned copy of the Student Aid Report.
  - The Student Aid Report requirement is waived if the tuition invoice lists the full amount of tuition less the amount of financial aid.
- For Youth who are not in good standing, a waiver is required.

#### **ILP PAYMENT REQUIREMENTS – STIPENDS**

- ADPOR indicating specific service month to pay. One ADPOR for each service month.
- Original or a copy of the approved Service Authorization. Service Authorizations for stipends can be completed for up to six months.

#### **ILP PAYMENT REQUIREMENTS –RENT**

- ADPOR indicating specific service month to pay. One ADPOR for each service month.
- Original or a copy of the approved Service Authorization. Service Authorizations for rent can be completed for up to six months.
- For first rent payment, a copy of the rental agreement stating the terms of the lease. The rental agreement must be in the youth's name, the guardians' names, the parents' names, or the name of the RBWO Transitional Living Facility.
- For rent reimbursement paid to the youth, original receipt showing youth has paid rent.

**109.82 UAS Code – 582**

**PROGRAM NAME** – Individual Development Account (IDA) Program (FEDERAL)

**REFERENCES:** DFCS Child Welfare Manual 3060, Chapter 1012

**PROGRAM PURPOSE** – Is to help current and former foster youth, ages 14-21, to make successful transition to adulthood. The Georgia Independent Living Program (ILP) will assist youth in foster care and those transitioning from foster care accumulate assets by establishing the Individual Development Account (IDA).

**COSTAR REPORTING** - The reported client is generally the youth.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** - This program is available to youth described above. All referrals for service must go to the assigned Independent Living Specialist or ILP Business Operations Specialist. The ILP Business Operations Specialist must approve all expenditures in UAS 582.

**Financial Requirements:** Youth completes initial financial literacy training and makes initial deposit to establish the IDA at a banking institution within the community. ILS will request a check from Regional Accounting for \$100.00. Regional Accounting will send the banking institution the \$100.00 seed money to place in the youth's account, noting the youth's account number on the check. If SunTrust is the banking institution, use VID 89485. Over time, the youth makes deposits into the account. The funds will be matched by ILP through issuance of a check to a vendor for specific purchase of an asset or to achieve a goal. Common assets/goals are purchase of a cell phone, car, apartment rental, investments, or education materials. Other assets/goals are allowable if approved by the state ILP Program Manager, ILP Business Operations Specialist, or ILP Supervisor on a case by case basis. If the youth reaches the goal to save \$1,000.00 prior to turning 21, ILP will match the savings through the Georgia ILP-IDA Program. If the Youth does not reach the savings goal by age 21, the current balance in the savings account will be matched.

**Emergency Withdrawals:** On a case by case basis, emergency withdrawals may be approved to cover needs other than qualified asset purchases. However, the youth must utilize their funds solely. The state does not provide a match.

**ACCOUNTING:** Please remember that in many cases these purchases are for items that are not going to just sit there, so we need to process the checks ASAP. Example: if a Youth is purchasing a used car, we all know it is first come, first served.

**ACCOUNTING:** The banking institution account number should be added to all checks before mailing. A copy of the Youth's Savings Statement must be attached to the invoices to validate that they have the funds available for the purchase. Note that SunTrust has one master bank statement for all ILP-IDA accounts, as opposed to a bank statement per youth. Regional Accounting will receive the part of the master bank statement that applies

**109.82 UAS Code – 582 (cont.)**

**to the youth for whom the check was issued. The section of statement provided must show current date, to validate the balances.**

**For these purchases, checks should be made payable to the vendor. However, the checks may be made payable to the youth with an approved WAIVER from the ILP Program Manager or Foster Care Services Director.**

**Please ensure that these purchases are expedited in our efforts to assist these children in moving on in life.**

**A WAIVER may be given to extend the IDA match process by the ILP Program Manager or Foster Care Services Director**

**ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
28	Financial Literacy Training Incentive	<ul style="list-style-type: none"> <li>• \$25.00 for active participation in IDA program.</li> <li>• One-time payment.</li> </ul>
42	Match	<ul style="list-style-type: none"> <li>• The IDA Savings Account Match, up to \$1,000.00</li> </ul>
44	Seed Payment	<ul style="list-style-type: none"> <li>• \$100.00 one-time payment to banking institution for youth who start a NEW IDA savings account.</li> <li>• Youth must complete initial financial literacy training to receive payment</li> </ul>
87a	IDA Survey Incentives \$30 Opening Account \$30 Surveys (April and October)	<ul style="list-style-type: none"> <li>• \$30.00 upon completion of each IDA and ILP specific survey.</li> <li>• One-time payment for baseline survey when opening account</li> <li>• April and October surveys may be completed each year</li> <li>• Maximum in any one year is \$90</li> </ul>
87b	IDA Incentives \$25 each	<ul style="list-style-type: none"> <li>• Maximum is \$100 per youth (4 payments @ \$25 each)</li> </ul>

**Additional Payment Requirements / Notes:**

ILS will send an email or scanned copy of the Savings Account Bank Statement to Regional Accounting when requesting seed payment or IDA Match. Original bank statement accounts are maintained at the state office. **The section of statement provided must show current date, to validate the balances.**

- Account numbers are to be placed on the checks when mailed to the banking institution. ILS will provide this information when completing the fiscal paperwork.

- All checks are to be mailed to the banking institution and not hand delivered.

**109.83 UAS Code – 583**

**PROGRAM NAME** - Educational Related Expenses for Youth ages 21-25 (STATE) (ETV)

**REFERENCES:** DFCS Child Welfare Manual 3060, Chapter 1012

**PROGRAM PURPOSE** –Is to pay for post-secondary education and/or training related expenses for former foster care youth between the ages of 21 and 25 years of age who were eligible for Independent Living Program (ILP) services when state custody was terminated. Eligible youth age 18-25 who were enrolled in school on the date they attained age 21 and continue to make reasonable progress toward their diploma/degree may continue to receive 583 funds beyond the age of 21. These funds are limited to the pursuit of an undergraduate degree, diploma, or certificate. This program supplements, rather than replaces, other types of financial assistance available to the youth. Funds may be available for pursuit of a graduate degree; waiver required (see below).

**COSTARREPORTING** - The reported client is generally the youth who is attending a post-secondary school in the State of Georgia.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** - This program is available to youth described above. All referrals for service must go to the assigned Independent Living Specialist (ILS). These funds are available only to ILP eligible youth who are attending post-secondary schools (public or private) in the state of Georgia

NOTE: Room and board and stipends are based on the youth maintaining full-time status. Full-time status is determined by the post- secondary education institution.

**Stipends are to be paid monthly. A SHINES Service Authorization may be completed for a six (6) month period; however, an ADPOR must be submitted monthly for each service month to be paid.**

**The annual amount available may not exceed \$5,000.00 per Youth per State Fiscal Year**

\*Funds are allocated with prior approval of the Independent Living Specialist and are based on students unmet financial needs after all other funds are applied (i.e. grants and federal student aid) and as funds are available.

**WAIVERS:** These funds may be used for graduate studies with an approved waiver from the ILP Program Manager or Foster Care Services Director.

**NOTE:** UAS 591 funds should be used before using UAS 583

**109.83 UAS 583 (cont.)****ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
75a	Tuition, Registration, Fees	<ul style="list-style-type: none"> <li>Tuition, registration, and fees, such as athletic activities, technology, etc.</li> </ul>
75b	Books, Supplies, Tools and Equipment	<ul style="list-style-type: none"> <li>Books, tools, equipment, and supplies must be related to the current educational courses</li> </ul>
75c	Room and Board – On Campus	<ul style="list-style-type: none"> <li>Room and board (on-campus housing)</li> <li>On-campus housing should be paid directly to the vendor (i.e. school, educational institution)</li> </ul>
75k	Room and Board – Off Campus	<ul style="list-style-type: none"> <li>Room(off-campus housing), off-campus housing is limited to ½ the rental rate or \$300.00 whichever is less</li> <li>Off campus housing should be a reimbursement paid directly to the client upon receipt of payment to the ILS</li> </ul>
75d	Personal Computers/Printers	<ul style="list-style-type: none"> <li>Personal computers and printers, if needed for educational purposes</li> </ul>
75e	Tutoring	<ul style="list-style-type: none"> <li>Tutoring (up to \$1500.00 per academic year)</li> </ul>
75f	Testing, and Test Preparation	<ul style="list-style-type: none"> <li>Testing and test preparation for undergraduate and graduate admission, includes youth who are applying to college, and preparing to take the ACT/SAT</li> <li>Acceptable documentation is the email confirmation from the website</li> </ul>
75g	Stipends – On Campus w/ Meal Plan	<ul style="list-style-type: none"> <li>Youth living on-campus with a meal plan are eligible for a \$75 stipend monthly which may be increased based on the ETV annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75m	Stipends – On Campus w/o Meal Plan	<ul style="list-style-type: none"> <li>Youth living on-campus who do not have an on-campus meal plan are eligible for a \$150 stipend monthly which may be increased based on the ETV annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75n	Stipends – Off Campus– Paid Placement	<ul style="list-style-type: none"> <li>Youth living in an off-campus paid placement are eligible for a \$75 stipend monthly which may be increased based on the ETV annual budget with a waiver from the Foster Care Services Director.</li> </ul>



**109.83 UAS 583 (cont.)****ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
75l	Stipends – Off Campus – Non-Paid Placement	<ul style="list-style-type: none"> <li>Youth living off campus independently are eligible for a \$150 stipend monthly which may be increased based on the ETV annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75h	Transportation	<ul style="list-style-type: none"> <li>Transportation assistance – not to exceed \$650.00 per state fiscal year. Cannot be used toward purchase of a personal vehicle. Some examples of allowable expenses: foster parent drives youth to school, bus tickets, etc.</li> </ul>

**109.84 UAS Code – 584**

**PROGRAM NAME** - College/Vocational Related Expenses for Youth up to Age 21

**REFERENCES:** DFCS Child Welfare Manual 3060, Chapter 1012

**PROGRAM PURPOSE** – Is to provide for expenses for post-secondary education and training to young adults who are in various stages of transition from foster care. Youth are generally:

- Up to age 21
- Have completed high school or its equivalent
- Presently in foster care
- Aged out of the foster care system after the age of 18
- Entered kinship guardianship after age 16
- Adopted after age 14
- Met six month criteria after age 14

**COSTARREPORTING** - The reported client is youth who are attending a post-secondary school in the State of Georgia.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** - This program is open to all youth described above whether IV-E eligible or not. Youth in aftercare status (eligible former foster care youth) must have an open SHINES case. All referrals for service must go to the assigned Independent Living Specialist (ILS). These funds are available only to ILP eligible youth who are attending post-secondary schools (public or private) in the state of Georgia

**NOTE:** Room and board and stipends are based on the youth maintaining full-time status. Full-time status is determined by the post- secondary education institution.

**The annual amount available may not exceed \$7,500.00 per Youth per State Fiscal Year**

\*Funds are allocated with prior approval of the Independent Living Specialist and are based on students unmet financial needs after all other funds are applied (i.e. grants and federal student aid) and as funds are available.

**WAIVERS:** Youth who are enrolled in a program that is half time and require an internship or work experience for program completion may be considered full-time by the ILP Program Manager or Foster Care Services Director. The waiver request must include the youth's class schedule and notice of internship to validate full-time status.

**NOTE:** UAS 591 funds should be used before using UAS 583

**109.84 UAS 584 (cont.)****ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
75a	Tuition, Registration, Fees	<ul style="list-style-type: none"> <li>Tuition, registration, and fees, such as athletic activities, technology, etc.</li> </ul>
75b	Books, Supplies, Tools and Equipment	<ul style="list-style-type: none"> <li>Books, tools, equipment, and supplies must be related to the current educational course.</li> </ul>
75c	Room and Board – On Campus	<ul style="list-style-type: none"> <li>Room and board (on-campus housing)</li> <li>On-campus housing should be paid directly to the vendor (i.e. school, educational institution)</li> </ul>
75k	Room and Board – Off Campus	<ul style="list-style-type: none"> <li>Room (off-campus housing), the off-campus housing is limited to ½ the rental rate or \$300.00 whichever is less</li> <li>Off campus housing should be a reimbursement paid directly to the client upon receipt of payment to the ILS</li> </ul>
75d	Uniforms and Supplies	<ul style="list-style-type: none"> <li>Uniforms and supplies for training programs</li> </ul>
75e	Driver's Education and Driver's License / State IDs	<ul style="list-style-type: none"> <li>Driver's Education</li> <li>\$500 limit (Only if there is not a driver's education program at the school)</li> <li>Driver Education is limited to ONE Time</li> <li>Purchase of State ID or Driver's License</li> <li>Not to exceed the current cost established by the Department of Motor Vehicle Services</li> </ul>
75f	Tutoring	<ul style="list-style-type: none"> <li>Tutoring (up to \$1500.00 per academic year)</li> </ul>
75g	Testing and Test Preparation	<ul style="list-style-type: none"> <li>Testing and test preparation for undergraduate and graduate admission, includes youth who are applying to college, and preparing to take the ACT/SAT</li> <li>Acceptable documentation is the email confirmation from the website</li> </ul>
75h	Stipends – On Campus w/ Meal Plan	<ul style="list-style-type: none"> <li>Youth living on-campus with a meal plan are eligible for a \$75 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director</li> </ul>
75m	Stipends – On Campus w/o Meal Plan	<ul style="list-style-type: none"> <li>Youth living on-campus who do not have an on-campus meal plan are eligible for a \$150 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director</li> </ul>

**109.84 UAS 584 (cont.)****ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
75n	Stipends – Off Campus – Paid Placement	<ul style="list-style-type: none"> <li>Youth living in an off-campus paid placement are eligible for a \$75 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75l	Stipends – Off Campus – Non-Paid Placement	<ul style="list-style-type: none"> <li>Youth living off campus independently are eligible for a \$150 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75i	Transportation	<ul style="list-style-type: none"> <li>Transportation assistance – not to exceed \$650.00 per state fiscal year. Cannot be used toward purchase of a personal vehicle. Some examples of allowable expenses: foster parent drives youth to school, bus tickets, etc.</li> </ul>
75j	Personal computers and printers	<ul style="list-style-type: none"> <li>Personal computers and printers, if needed for educational purposes</li> </ul>

**109.85 UAS Code – 585**

**PROGRAM NAME** – Educational and Enrichment Expenses (STATE)

**REFERENCES:** DFCS Child Welfare Manual 3060, Chapter 1012

**PROGRAM PURPOSE** – Is to provide for expenses to assist youth in transitioning from foster care by attaining a secondary education and completing the goals specifically outlined in the youth’s Written Transitional Living Plan.

**COSTARREPORTING** – The reported client is generally a youth who is attending secondary school. Youth in foster care age 14 and above are eligible.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Youth age 14-21 who are:

- Presently in foster care (IV-E and non-IV-E)
- Former foster care youth who aged out of foster care after the age of 18
- Have an open SHINES case
- All referrals for these services must go to the assigned Independent Living Specialist (ILS) to have prior approval of expenditures for related services

**Tutoring Reimbursements:** Children (ages 5-17) must be referred to Educational Programming Assessment and Consultation (EPAC), if in DFCS custody. However, tutoring is allowed for ILP eligible youth ages 14-18 who are not EPAC supported or become no longer EPAC supported.

**The annual amount available may not exceed \$3,000.00 per Youth per State Fiscal Year.**

\* Funds are allocated with prior approval of the Independent Living Specialist and as funds are available.

**ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
76a	Summer or evening school fees	
76b	Skills Conferences, Trainings, and Workshops	<ul style="list-style-type: none"> <li>• Independent Living life skills, conferences, training, workshops</li> </ul>
76c	Expenses related to workshop	
76d	Personal computers and printers	<ul style="list-style-type: none"> <li>• Personal computers and printers, if needed for educational purposes</li> </ul>
76e	Tutoring	<ul style="list-style-type: none"> <li>• Tutoring (up to \$1500.00 per academic year)</li> <li>• Children (ages 5 to 17) must be referred to EPAC</li> <li>• Tutoring for ILP eligible youth ages 14-18 who are not, or become no longer EPAC supported is allowed</li> </ul>

**109.85 UAS Code – 585 (cont.)****ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
76f	Graduation fees	<ul style="list-style-type: none"> <li>• Any fee that is mandatory to graduate</li> <li>• Junior / Senior Dues</li> <li>• Caps, Gowns</li> <li>• Class ring</li> <li>• Senior pictures</li> <li>• Yearbooks</li> <li>• Announcements / invitations</li> <li>• These are examples and not a complete list of allowable items</li> <li>• Not to exceed \$600 / year</li> </ul>
76h	Driver's Education and Driver's License / State IDs	<ul style="list-style-type: none"> <li>• Driver's Education</li> <li>• \$500 limit (Only if there is not a driver's education program at the school)</li> <li>• Driver Education is limited to ONE Time</li> <li>• Purchase of State ID or Driver's License</li> <li>• Not to exceed the current cost established by the Department of Motor Vehicle Services.</li> <li>•</li> </ul>
76i	Enrichment/Safety Activities	<ul style="list-style-type: none"> <li>• Enrichment activities such as swimming, karate, etc. Limit for non-school related enrichment activities is \$250 per fiscal year.</li> <li>• Participant must be 14 or over</li> <li>• Provider does not have to be an approved CCFA/WA or other DHS vendor</li> </ul>
76j	Extra-Curricular Activities	<ul style="list-style-type: none"> <li>• Band, band uniforms, instruments, athletics, cheerleading, school sponsored clubs</li> </ul>
76l	Transportation to ILP Activities	<ul style="list-style-type: none"> <li>• Transportation to and from ILP Sponsored activities</li> </ul>
76m	Support Groups	<ul style="list-style-type: none"> <li>• Support groups such as Ala-non, Ala-teens, anger management, stress management, parent education, child development, etc.</li> </ul>
76n	Testing/Test Preparation and College Application Fees	<ul style="list-style-type: none"> <li>• Testing and test preparation for undergraduate and graduate admission, includes youth who are applying to college, and preparing to take the ACT/SAT</li> <li>• Acceptable documentation is the email confirmation from the website</li> </ul>

**109.86 UAS Code – 586****PROGRAM NAME – Transitional Living Program Support (TL) - (FEDERAL)**

**REFERENCES:** DFCS Child Welfare Manual 3060, Chapter 1012

**PROGRAM PURPOSE** – Is to assist youth in their transition from foster care to self-sufficiency.

**COSTARREPORTING** – The reported client emancipated while in foster care (turned 18 years old while in foster care) and elected to remain up to age 21 years (EYSS) or exit care at some point after turning 18 years (Non-EYSS).

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Youth who are 18– 21.

- Youth in Extended Support Services (EYSS) are eligible for Transitional Support Services only (code 78). Benefits may not exceed \$4,000 per federal fiscal year. These youth are not eligible for Emergency Financial Assistance. Life Coach Services may be approved on a case by case basis; a waiver is required.
- Former foster care youth ages 18-21 who are no longer in care (Non-EYSS). These youth are eligible for both Transitional Support Services and Emergency Financial Assistance. Benefits may not exceed \$8,000 per federal fiscal year: a maximum of \$4,000 for Transitional Support Services and a maximum of \$4,000 for Emergency Financial Assistance. Spending in either Transitional Support Services or Emergency Financial Assistance can be less than \$4,000 per year to allow for spending in Life Coach Services, if needed.

**A written request for Transitional Living Services (TL) must be submitted by case manager, care giver, youth or other interested party to the Independent Living Specialist. All services MUST be outlined in the WTLP. All referrals for these services must go to the assigned Independent Living Specialist (ILS).**

Emergency Funds - These funds are available to ILP eligible Post Foster Care (PFC) youth ages 18-21 who through no fault of their own are at significant risk of becoming homeless, having utilities disconnected, being food insecure, or other related daily living crisis.

**Examples of valid reasons to access Emergency Funds**

- A college youth has no temporary placement resource. The dorm they are living in is closed between semesters and they have no place to go.
- The company the youth works for has a “reduction in force” and they are laid off or the company goes out of business (In these examples, the circumstances are not due to an act or decision made by the youth.)

**Examples that are not valid to use Emergency Funds**

- A youth is going to stay out of school for a semester and has made no plans for living arrangements.

\*Funds are allocated with prior approval of the Independent Living Specialist and as funds are available.

**WAIVERS:** ILP Program Manager or Foster Care Services Director has approval authority for waivers within budget allocations. Waivers may be requested to provide services for youth under age 18, as well as, for additional funds or extensions of time frames for ILP.

**ALLOWABLE ENTITLEMENT CODES**  
**Emergency Financial Assistance Codes**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
48a	Housing	<ul style="list-style-type: none"> <li>• Up to \$600 per month, no more than 3 months; not to exceed \$1,800 per federal fiscal year</li> <li>• Youth are eligible for emergency housing assistance once per federal fiscal year</li> <li>• Must be paid directly to the leasing agent, mortgage company, or bank</li> <li>• Deposits must be returned to DFCS</li> <li>• Mandatory documentation of the youth's plan indicating how they will maintain the changes after the provision of ILP emergency financial services</li> </ul>
48b	Utility Expenses	<ul style="list-style-type: none"> <li>• Past utility bills, current utility bill, and up to three months future utility bills</li> <li>• Must be paid directly to the utility company</li> </ul>
48c	Utility Deposits	<ul style="list-style-type: none"> <li>• Utility and telephone deposits are allowable</li> <li>• Cable or satellite TV installation fees are not allowable</li> </ul>
48d	Clothing	<ul style="list-style-type: none"> <li>• Not to exceed \$400 per federal fiscal year</li> <li>• Emergency clothing or work related uniforms</li> <li>• Exhaust all other community resources first</li> <li>• Original receipts of purchase are required</li> </ul>
48e	Food Assistance	<ul style="list-style-type: none"> <li>• Not to exceed \$75 per request</li> <li>• Not to exceed \$225 per federal fiscal year</li> <li>• Exhaust all other community resources first</li> <li>• Exhaust Food Stamp and SNAP Assistance</li> </ul>



**109.86 UAS Code – 586 (cont.)****ALLOWABLE ENTITLEMENT CODES  
Emergency Financial Assistance Codes**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
48f	Medical	<ul style="list-style-type: none"><li>• Not to exceed \$500 per federal fiscal year</li><li>• Exhaust all Medicaid resources first</li></ul>
48 h	Transportation	<ul style="list-style-type: none"><li>• Not to exceed \$650 per federal fiscal year</li><li>• Transit pass</li><li>• Bus ticket</li><li>• Train ticket</li><li>• Airline ticket</li></ul>

**109.86 UAS Code – 586 (cont.)****TRANSITIONAL LIVING RELATED EXPENSES  
ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
78a	Counseling, Support Group related expenditures  Coaching Services Life Coaching Support	<ul style="list-style-type: none"> <li>• <b>Licensed Professional up to \$30.00</b> per hour</li> <li>• \$150 per month may be used to provide/assign a life coach to the youth in achieving stability.</li> <li>• Not to exceed \$1800 per federal fiscal year</li> </ul>
78b	Start-up Housing Deposits For a youth's initial startup costs in single/shared occupancy housing.	<ul style="list-style-type: none"> <li>• Rent</li> <li>• Utilities</li> <li>• Phone</li> </ul>
78c	Start-Up Furniture For a youth's initial startup costs in single/shared occupancy housing.	<ul style="list-style-type: none"> <li>• Bedroom Suite (bed, chest of drawers, etc.)</li> <li>• Dining Room Furniture (table and chairs)</li> <li>• Living Room Furniture (after primary needs of bedroom and dining room furniture are met and if spending limit is not exceeded)</li> <li>• Limit \$2,350 per federal fiscal year.</li> </ul>
78d	Cooking and Cleaning Supplies For a youth's initial startup costs in single/shared occupancy housing.	<ul style="list-style-type: none"> <li>• Not to exceed \$350 to support a youth's initial startup costs in single/shared occupancy housing.</li> </ul>
78f	Identification	<ul style="list-style-type: none"> <li>• Purchase of State ID or Driver's License</li> <li>• Not to exceed the current cost established by the Department of Motor Vehicle Services.</li> </ul>

**109.91 UAS Code – 591****PROGRAM NAME – ILP: Education and Training Vouchers up to age 23 (ETV)  
(FEDERAL)****REFERENCES:** DFCS Child Welfare Manual 3060, Chapter 1012**PROGRAM PURPOSE** – Is to assist young adults transition from foster care by attaining a post-secondary education and completing the goals specifically outlined in the youth's Written Transitional Living Plan.**COSTARREPORTING** – The reported client is generally the youth who has completed High School.**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS:**

- Youth have completed high school and are in a post-secondary school
- Youth ages up to 23 who are presently in foster care
- Former foster care youth who were adopted from foster care after attaining age 16
- Youth who left foster care after age 18
- Youth who entered kinship guardianship after age 16
- Eligible youth age 18-23 who were participating in the voucher program on the date they attained age 21 and continue to make reasonable progress toward their diploma/degree may continue to receive 591 funds beyond the age of 21.

ETV funds are the only source of funds for students who choose to attend a college outside the state of Georgia.

NOTE: Room and board and stipends are based on the youth maintaining full-time status. Full-time status is determined by the post- secondary education institution.

**Tutoring Reimbursements:** Youth ages 14 -21 who are no longer in DFCS custody, but are still participating in the ILP Program are eligible through ILP Program Funds.

**Annual amount for youth may not exceed \$5,000.00 per youth per federal fiscal year.**

\* Funds are allocated with prior approval of the Independent Living Specialist and as funds are available.

**109.91 UAS Code – 591 (cont.)****ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
75a	Tuition, Registration, Fees	<ul style="list-style-type: none"> <li>Tuition, registration, and fees, such as athletic activities, technology, etc.</li> </ul>
75b	Books, Supplies, Tools and Equipment	<ul style="list-style-type: none"> <li>Books, tools, equipment and supplies must be related to the current educational course</li> </ul>
75c	Room and Board – On Campus	<ul style="list-style-type: none"> <li>Room and board (on-campus housing)</li> <li>On-campus housing should be paid directly to the vendor (i.e. school, educational institution)</li> </ul>
75k	Room and Board – Off Campus	<ul style="list-style-type: none"> <li>Room (off-campus housing), off-campus housing is limited to ½ the rental rate or \$300.00 whichever is less</li> <li>Off campus housing should be a reimbursement paid directly to the client upon receipt of payment to the ILS</li> </ul>
75d	Uniforms and Supplies	<ul style="list-style-type: none"> <li>Uniforms and supplies for training programs</li> </ul>
75e	Personal Computers/Printers	<ul style="list-style-type: none"> <li>Personal computers and printers, if needed for educational purposes</li> </ul>
75f	Tutoring	<ul style="list-style-type: none"> <li>Tutoring (up to \$1,500.00 per academic year)</li> </ul>
75g	Stipends – On Campus w/ Meal Plan	<ul style="list-style-type: none"> <li>Youth living on-campus with a meal plan are eligible for a \$75 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75m	Stipends – On Campus w/o Meal Plan	<ul style="list-style-type: none"> <li>Youth living on-campus who do not have an on-campus meal plan are eligible for a \$150 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75n	Stipends – Off Campus – Paid Placement	<ul style="list-style-type: none"> <li>Youth living in an off-campus paid placement are eligible for a \$75 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director.</li> </ul>
75l	Stipends – Off Campus – Non-Paid Placement	<ul style="list-style-type: none"> <li>Youth living off campus independently are eligible for a \$150 stipend monthly which may be increased based on the annual budget with a waiver from the Foster Care Services Director.</li> </ul>

**109.91 UAS Code – 591 (cont.)****ALLOWABLE ENTITLEMENT CODES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
75h	Transportation	<ul style="list-style-type: none"> <li>• Transportation assistance – not to exceed \$650.00 per state fiscal year. Cannot be used toward purchase of a personal vehicle. Some examples of allowable expenses: foster parent drives youth to school, bus tickets, etc.</li> </ul>
75i	Testing and Test Preparation	<ul style="list-style-type: none"> <li>• Testing and test preparation for undergraduate and graduate admission, includes youth who are applying to college, and preparing to take the ACT/SAT</li> <li>• Acceptable documentation is the email confirmation from the website</li> </ul>