

**COSTAR – JOHN H. CHAFEE FOSTER CARE PROGRAM FOR
SUCCESSFUL TRANSITION TO ADULTHOOD**

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106.0 UNIFORM ACCOUNTING SYSTEM (UAS) CODES UAS

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CHAFEE 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 Chafee expenses and other necessary documentation: the Chafee Program Director, Business Operations Specialist, Supervisors, and Well-Being Services Section Director.
- Chafee waivers require approval from the Chafee Program Director and the Well-Being Services Sections Director.
- Effective March 2020, DFCS no longer requires original signatures, invoices, or receipts. Invoice packets may be mailed or emailed to Regional Accounting. The ILP unit must ensure that each invoice packet is submitted only once either by mail or email to avoid duplicate invoice submission and/or payments. Receipts and/or invoices must be itemized to indicate what was purchased, date purchased, and amount of purchase. Signatures must include first and last name.
- All paperwork received by the ILP unit must indicate the date received into their offices by one of the following options:
 - All paperwork will be date stamped OR
 - A copy of the email from the provider/vendor will be attached to the top of each invoice packet with the date/time clearly indicated
- An invoice packet must include one appropriate check request form and supporting documentation.
 - The following are appropriate check request forms:
 - Vendor's invoice
 - Authorization for Disbursement / Purchase Order Form (ADPOR) (if vendor does not provide an invoice).
 - Foster Care invoice
 - Supporting documentation must include the youth's name, DOB, and custody county or the youth's GA SHINES person identification number (PID). The following supporting documentation, as applicable, must be included with the invoice packet:
 - Invoice – statements are not acceptable
 - Receipt
 - Shines Service Authorization (not required for reimbursements to youth or foster care placement resources).
 - Mileage log
 - Chafee Waiver
- Invoice packets require two approval signatures. Approval authorities may physically sign documents or electronically sign documents. If documents are physically signed, the signature must be legible; if not, type or print the approval authorities' first and last names below the signatures. If documents are electronically signed, they must be emailed to Regional Accounting as described below.
 - The Independent Living Specialist (ILS) attaches all invoice packet documentation to an email and sends that email to their supervisor.
 - The Supervisor, Business Operations Specialist (BOS), or Program Director review all documentation. If approved for payment, the BOS forwards all documentation attached to Regional Accounting. The BOS adds the following attestation statement in the body of the email: "I attest that I have reviewed and authorize payment."
 - Send a separate email for each invoice packet indicating the youth's name and service month in the subject line. If multiple invoice packets are sent, a batch sheet will be included as an attachment outlining all invoice packets included.

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- If the vendor does not provide invoices, Regional Accounting will accept official communication on vendor's letterhead along with receipts, camp brochures, flyers, registration forms, etc. These types of alternate documentation must state amount, date/time, indicate the client's name and be attached to ADPORS.
- W9s are required to establish a new vendor.
 - An E-Verify affidavit or E-Verify exemption letter is required for vendors who provide services, if the expense for the service will total \$2,499.99 or more, whether paid in one payment or multiple payments. E-Verify forms are available on the Field Fiscal website at <https://ffs.dhs.ga.gov/forms/>.
- Service Authorizations (SA) must be completed 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, Independent Living Specialist (ILS) has requested a service and the program/entitlement code must be entered in SHINES. These situations will have email communication between the ILS, Chafee 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 approval signatures.
- Reimbursements for delivered services can be made payable to the client or the vendor, whichever is in the best interest of the client.
- All Chafee expenses require prior approval from the ILS.
- For youth placed in DFCS Family Foster Homes or RBWO Private Placements, the caseworker must contact the ILS and receive written prior approval before authorizing any Chafee expense.
 - If the foster parent submits Chafee expenses on a foster care invoice, the case worker from the county should provide the foster care invoice to the ILS who will approve and batch to Regional Accounting.
 - Foster parents should submit Chafee expense reimbursement requests and related receipts on a foster care invoice separate from their normal monthly per diem foster care invoice, and provide it to their ILS for approval, to prevent possible payment delay of their normal monthly per diem.
 - RBWO Private Placements (CCI or CPA homes) must submit their receipts/expenses on a foster care invoice and provide it to their regional ILS for processing.

CHAFEE PAYMENT REQUIREMENTS –RENT

- Direct payment to vendor or reimbursement rent payment requests require a copy of the young adult's rental agreement stating the terms of the lease. The rental agreement should be in either the young adult's name or in the name of the RBWO Transitional Living Facility which lists the young adult as an existing occupant.
- A copy of the approved SA must be submitted along with an ADPOR. The SA and ADPOR must both indicate the specific service month to pay.
- One ADPOR must be submitted for each service month. Service Authorizations for rent can only be submitted for up to three months per federal fiscal year.
- Rent reimbursement requests must include receipt showing payment made as well as written prior approval from the ILS or Chafee State Office staff.

109.83 UAS Code – 585**PROGRAM NAME – Educational and Enrichment Expenses****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 (WTLP).**COSTAR REPORTING** – The reported client is generally a youth who is attending secondary school. Youth in foster care ages 14-21 are eligible. This includes young adults up to, but not including their 21st birthday.**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Youth ages 14-21 who meet all of the following requirements:

- Meet Chafee Program eligibility requirements
- Presently in foster care (IV-E or non-IV-E)
- Former foster care youth who aged out 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 obtain prior approval of expenditures for related services.

The annual amount available for all services may not exceed a combined total of \$3,000.00 per youth per Federal Fiscal Year.**Funds are allocated with prior approval of the Independent Living Specialist and as funds are available.****Tutoring Reimbursements:** If in DFCS custody, youth ages 5-17 must be referred to the Educational Programming Assessment and Consultation Program (EPAC). Tutoring is allowed for Chafee Program eligible youth ages 14-21. This applies to youth who are not EPAC supported or become no longer EPAC supported.

UAS Code – 585 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
76a	Summer or evening school fees	<ul style="list-style-type: none"> • Maximum 2 classes not to exceed \$1000 per federal fiscal year.
76b	Skills, Conferences, Trainings, and Workshops	<ul style="list-style-type: none"> • Independent Living life skills, conferences, training, workshops to include: physical and behavioral healthcare, financial literacy, employment training, healthy relationships/sex education, household management/home safety, cooking, and community engagement events. • Limit for non-school related enrichment activities is \$250 per fiscal year.
76d	Personal computers and printers	<ul style="list-style-type: none"> • Up to \$200 per item. Not to exceed 1 of each item per youth. If youth is an ETV recipient, they must be referred to ETV. If item is lost, stolen, or broken after being distributed to youth, ILP will not be responsible for replacement. • Personal computers and printers, if needed for educational purposes. • If youth has not received a personal computer and/or printer through the Chafee Program within the last 4 years, youth may receive up to \$200 per item for purchase.
76e	Tutoring	<ul style="list-style-type: none"> • Tutoring up to \$1500.00 per academic year • Youth (ages 5 to 17) must be referred to EPAC

UAS Code – 585 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
76f	Junior and Senior Year Expenses	<ul style="list-style-type: none"> • Fees associated with Junior and Senior expenses not to exceed \$1000 / year • The Chafee Program will only provide support for a youth to attend one prom per federal fiscal year. • Fees associated with Senior year activities and graduation to include: <ul style="list-style-type: none"> • Dues • Cap and Gown • Class ring • Pictures • Yearbook • Announcements / invitations • Prom ticket • Prom attire (dress, suit/tuxedo, and shoes only). • Boutonniere or corsage • Prom pictures • Senior trip • Fees associated with Junior year activities to include: <ul style="list-style-type: none"> • Dues • Prom ticket • Prom attire (dress, suit/tuxedo, and shoes only). • Boutonniere or corsage • Prom pictures
76g	Post-Secondary Orientation/On-Campus Housing Deposit	<ul style="list-style-type: none"> • Youth must have been accepted into a post-secondary institution. This deposit can only be paid once per secondary institution. • Not to exceed \$500 per federal fiscal year.

UAS Code – 585 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
76h	Driver's Education and Driver's License / State IDs	<ul style="list-style-type: none"> • Driver's Education • \$500 limit (only if there is not a driver's education program at the school) • Driver Education is limited to one time per youth • Purchase of State ID or Driver's License • Not to exceed the current cost established by the Department of Driver Services.
76i	Enrichment/Safety Activities	<ul style="list-style-type: none"> • Enrichment activities such as swimming, karate, summer camp, art classes, cultural activities, etc. • Limit for non-school related enrichment activities is \$250 per fiscal year. • Provider does not have to be an approved CCFA/WA or other DHS vendor
76j	Extra-Curricular Activities	<ul style="list-style-type: none"> • Band, band uniforms, instruments, athletics, cheerleading, school sponsored clubs. • Not to exceed \$1,000 per academic year.
76k	Legal Name Change	<ul style="list-style-type: none"> • Only available once per young adult ages 18-21. • Youth must first explore community resources. • Not to exceed \$350 per youth
76l	Transportation to Chafee Program Activities	<ul style="list-style-type: none"> • Reimbursement to individuals for transportation to and from Chafee Program sponsored activities is allowed only for events that do not have a pre-arranged transportation provider. • Service is limited to \$300 per federal fiscal year.

UAS Code – 585 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
76n	Testing/Test Preparation and College Application Fees	<ul style="list-style-type: none"> • Testing and test preparation for undergraduate and graduate admission, includes youth who are applying to college, and preparing to take the ACT, SAT, or GED. • Acceptable documentation is the email confirmation from the website. • Community resources must first be explored for ACT, SAT, or GED.

109.85 UAS Code – 586**PROGRAM NAME – Transitional/Emergency Support Services**

REFERENCES: DFCS Child Welfare Manual 3060, Chapter 1012

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

COSTAR REPORTING – The reported client emancipated while in foster care (turned 18 years old while in foster care) and elected to remain up to their 21st birthday (EYSS) or exited care at some point after turning 18 years and is not yet 23 years old. (Non-EYSS).

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Young adults who are 18– 22.

- Young adults in Extended Youth Support Services (EYSS) are eligible for Transitional Support Services only (code 78). Benefits may not exceed \$4,000 per federal fiscal year. These young adults are not eligible for Emergency Financial Assistance.
- Former foster care young adults ages 18-22 who are no longer in care (non-EYSS) 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.

A written request for Transitional Support Services (TSS) must be submitted by case manager, care giver, young adult, 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 Chafee eligible Post Foster Care (PFC) youth adult ages 18-22 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 young adult.)

The following 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 from the Independent Living Specialist and as funds are available.**

WAIVERS: Chafee Program Director and Well-Being Services Section Director have approval authority for waivers within budget allocations. Waivers may be requested to provide services for young adults under age 18, as well as, for additional funds or extensions of time frames for Chafee.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
48a	Housing	<ul style="list-style-type: none"> • Up to \$800 per month, no more than 3 months; not to exceed \$2,400 per federal fiscal year • Young adults are eligible for emergency housing assistance once per federal fiscal year • Must be paid directly to the leasing agent, mortgage company, or bank • Mandatory documentation of the young adult’s plan indicating how they will maintain the changes after the provision of Chafee emergency financial services. • The young adult must be listed on the rental agreement/lease, or mortgage and deed • If approved, total rent payment for former foster youth will be their portion of the rent only (i.e., if 2 adult occupants are listed on the rental agreement proposed payment will be for half of the total rent due up to the maximum allowable for this code. • Funds can also be used for temporary housing (i.e., hotel/motel) if applicable.
48b	Utility Expenses	<ul style="list-style-type: none"> • Past utility bills, current utility bill, and up to three months future utility bills • Must be paid directly to the utility company

UAS Code – 586 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
48c	Utility Deposits	<ul style="list-style-type: none"> • Utility (water, gas, electricity) deposits • Telephone deposits • Renter’s insurance deposits (only when required by leasing agent) • Cable or satellite TV installation and/or internet fees or deposits are not allowable
48d	Clothing	<ul style="list-style-type: none"> • Not to exceed \$400 per federal fiscal year • Emergency clothing or work-related uniforms • Exhaust all other community resources first • Receipts of purchase are required
48e	Food Assistance	<ul style="list-style-type: none"> • Not to exceed \$200 per request per month • Not to exceed \$600 per federal fiscal year • Exhaust all other community resources first • Exhaust Food Stamp and SNAP Assistance if applicable
48f	Medical	<ul style="list-style-type: none"> • Not to exceed \$500 per federal fiscal year • Exhaust all Medicaid resources first
48h	Transportation	<ul style="list-style-type: none"> • Not to exceed \$650 per federal fiscal year • Transit pass • Bus ticket • Train ticket • Airline ticket

UAS Code – 586 (cont.)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
78b	Start-up Housing Deposits For a young adult's initial startup costs in single/shared occupancy housing.	<ul style="list-style-type: none"> • Utility (water, gas, electricity) deposits • Telephone deposits • Renter's insurance deposits (only when required by leasing agent) • Cable or satellite TV installation and/or internet fees or deposits are not allowable • Refer to lease to determine what start-up costs are required by the property management company/property owner.
78c	Start-Up Furniture For a young adult's initial startup costs in single/shared occupancy housing.	<ul style="list-style-type: none"> • Bedroom Suite (bed, chest of drawers, etc.) • Dining Room Furniture (table and chairs) • Living Room Furniture (after primary needs of bedroom and dining room furniture are met and if spending limit is not exceeded). • If young adult is an expecting or existing parent, a crib can be purchased utilizing these funds. • Limit \$2,350 per federal fiscal year.
78d	Household Supplies For a young adult's initial startup costs in single/shared occupancy housing.	<ul style="list-style-type: none"> • Includes essential household items i.e.: cookware, dinnerware, utensils, small kitchen appliances, dishwashing liquid, broom, dustpan, mop, household cleaning agents, cleaning bucket, sponges, laundry detergent, bed sheets, pillows, pillowcases, towels, shower curtain/rod, bathmat. • Not to exceed \$500 to support a youth's initial startup costs in single/shared occupancy housing.
78f	Identification	<ul style="list-style-type: none"> • Purchase of State ID or Driver's License • Not to exceed the current cost established by the Department of Driver Services. • Young adult may utilize this service once per federal fiscal year.