


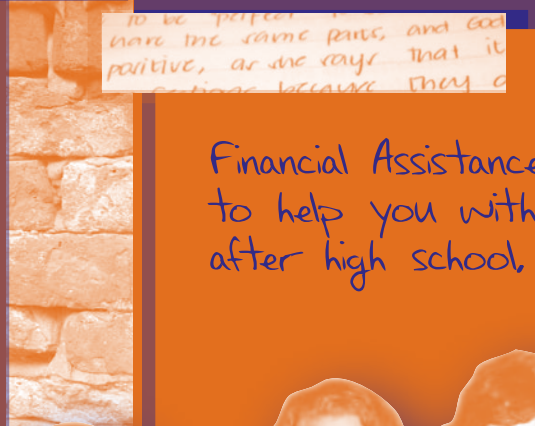


Washington State



# Education and Training Voucher (ETV) Program Guidelines

A GUIDE FOR STUDENTS



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Financial Assistance is available  
to help you with college  
after high school.



# What is ETV?

- This program is designed for current and former foster youth who have aged out or who are likely to age out of the foster care system
- ETV offers financial assistance for you to attend an accredited college, university, vocational or technical college.
- ETV awards can help fund tuition, fees, books, housing, transportation and other college related costs.
- Funding is available up to \$3,000 to eligible students every year as long as you continue to meet ETV requirements.
- ETV awards are unique to each student and are based on the cost of attendance formula established by the college of choice, your financial aid award and your unmet need.
- Your total financial aid cannot exceed the cost of attendance, so not every student will receive a full \$3,000.
- ETV is designed to complement your efforts to secure financial aid to attend college.
- ETV is available anywhere in the United States.

# The Power of Education

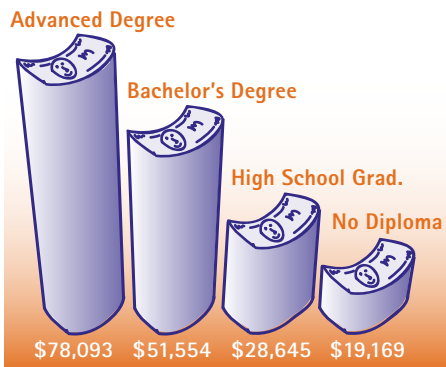
Increase your earning potential!

Break the barriers!

Seize the moment!

Be a positive role model!

## Average Earnings by Education: 2004



Source: U.S. Census Bureau, Current Population Survey, Educational Attainment in the U.S.: 2005

# ETV Program

## Eligibility

You may qualify if you are enrolled in or accepted for a post-secondary degree or certificate program and any one of the following applies:

- You are 16 years old or older, are currently involved in dependency action in a Washington state or tribal court, are in the custody of the Department of Social and Health Services or a tribal child welfare agency, and are in foster care.
- You are age 18 to 20 and exited state or tribal foster care because you reached the age of majority at age 18. Youth who exited foster care in a state other than Washington may be eligible for the Washington ETV program.
- You are age 16 to 20 and left Washington state or tribal foster care at age 16 or older for an adoptive or relative guardianship placement.
- You are age 21 to 23 and received ETV funds before your 21st birthday.

Once you are qualified to receive ETV, you can receive funds each year as long as you are enrolled in school at least half time, are maintaining a 2.0 grade point average, and are under 23 years old.

## How do I apply for ETV?

- If you are applying to the ETV program for the first time we encourage you to complete the online application located at [www.independence.wa.gov](http://www.independence.wa.gov).
- If you do not have access to a computer please contact the ETV program and we can send you a hard copy of the application.
- Complete the Free Application for Federal Student Aid (FAFSA), [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for federal and state financial aid. This application is free so do not use other web sites that may charge you for completing this application.





# a P P L i c A t i O N

All applications are available at: [www.independence.wa.gov](http://www.independence.wa.gov) or you can call us toll free for more information at 1-877-433-8388 or email [ETVWASH@dshs.wa.gov](mailto:ETVWASH@dshs.wa.gov).

## INITIAL

If you are applying for the first time, you will need to complete:

- The online application located at [www.independence.wa.gov](http://www.independence.wa.gov). For priority funding consideration you must complete the application between January 1 to April 30th.

Once determined eligible for the ETV Program you must:

1. Provide a copy of your final financial aid award letter you receive from your college and cost of attendance
2. Provide a copy of your class schedule
3. Complete and submit the ETV participation agreement

## RENEWAL

If you have received ETV funds in previous years, you will need to submit:

1. The ETV Renewal Application and submit this between January 1 to April 30 in order to meet the priority application deadline.
2. Class schedule.
3. Once available, provide a copy of your final financial aid award letter and cost of attendance documentation from your college.
4. Unofficial transcripts from prior term if not previously submitted.

## RUNNING START STUDENTS

Students who are in the running start program and have been determined eligible for the ETV program may be awarded up to \$1,500 per academic year to help pay for books and supplies and transportation costs

What's required of me?

1. Complete the ETV Running Start Application.
2. Complete and submit the ETV Participation Agreement.
3. Submit class schedule at the beginning of each term.
4. Submit unofficial transcripts at the end of each term.

## d e T e R M i N a t I O N s

### How is the cost of attendance determined?

- Your cost of attendance is determined by your college.
- Cost of Attendance may include: tuition, fees, books, housing, transportation, and other costs unique to your needs.
- You can ask the financial aid office to adjust your cost of attendance if your program requires you to purchase special equipment, such as a computer, or if you are a parent responsible for the care of a child while in college.

### How is my ETV award determined?

- Once you submit your final financial aid award letter and cost of attendance, your ETV Program case worker will review these documents and determine your ETV award.
- Your ETV case worker will contact you for a financial consultation to review the program requirements and your budget.

### What is a Financial Consultation?

- After the application is submitted, you have been determined eligible, and have been awarded ETV, program staff will contact you for a financial consultation.
- This is an opportunity for your assigned ETV case worker to work with you to plan for your education and related expenses.
- During this time, program staff will explain the program requirements and discuss your budget needs.

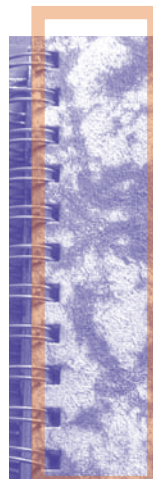
## f o l l o w U p f o R M s

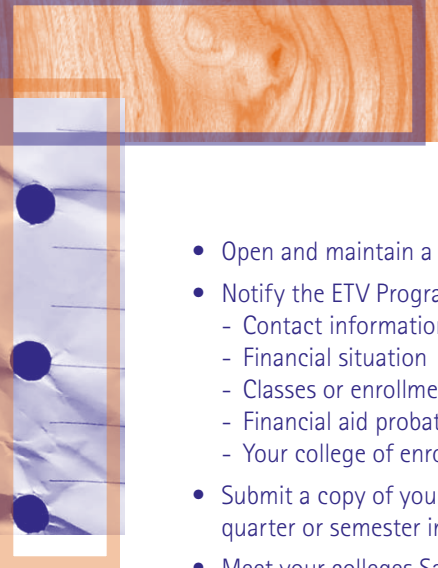
- ETV Participation Agreement, signed by student.
- ETV Payment Request Form, signature required.

### What are my responsibilities?

As a participant in the program, you are responsible to:

- Read and understand the Washington State ETV Guidelines regarding the application process and specific program requirements.
- Agree to and sign the ETV Participation Agreement form.



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- Open and maintain a free e-mail account and check it frequently.
  - Notify the ETV Program if there is a change in:
    - Contact information
    - Financial situation
    - Classes or enrollment status
    - Financial aid probation/suspension
    - Your college of enrollment
  - Submit a copy of your unofficial transcript at the end of every quarter or semester in order to continue eligibility for funding.
  - Meet your colleges Satisfactory Academic Progress (SAP) policy and maintain a 2.0 GPA or better.
  - Track your budget and ETV payment requests.
  - Submit a payment request form for payment on a monthly basis.



# What is covered by the ETV Program?

## ELIGIBLE EDUCATIONAL EXPENSES

### **Tuition:**

Federal or state financial aid sources will be utilized first, after this, ETV may help pay tuition.

### **Books and Supplies:**

ETV funds may be used to pay for books and supplies prior to payment from federal or state financial aid sources.

### **Loans:**

ETV funds can replace loans, or pay back student loans and cover student loan fees during the same academic year in which the loans were distributed. You must notify the school if turning down a loan offered in the financial aid package and notify ETV.

### **Equipment:**

Must be a documented requirement from the college accompanied by an estimated cost.

## HOUSING

### **Rent:**

Up to 100% if living alone; otherwise a percentage of the total rent based on the number of people on the lease.

### **Rental Deposits:**

Percentage of the total based on the lease agreement and number of roommates.

### **Utilities:**

Up to 100% if living alone; otherwise a percentage of the total rent based on the number of people on the lease.

### **Phone (land/cell):**

Basic plan only, up to \$50.00/month.



## PERSONAL

### **Food and Personal Expenses:**

Food, laundry detergent, soap, shampoo, etc.

### **Uniform or Required Clothing:**

Must be a documented requirement from the college with an estimated cost.

### **Medical Insurance Premiums:**

You may be eligible for Medicaid until your 21st birthday, check with ETV Program staff for more details.

Regular medical insurance premiums, if the college does not offer healthcare coverage. ETV funds cannot be used to pay for individual medical appointments, mental health services or co-pays for medical appointments or prescriptions.

## CHILD CARE

### **Child Care:**

If you are a parent responsible for the care of a child while in college, ETV can help pay the costs of childcare. This is based on the number of hours, and number of days per week while you are attending college.

## TRANSPORTATION

### **Bus, bike, car pool, etc.:**

Going rate.

### **Out of State Travel:**

One round trip per year, based on the going rate, expenses related to your travel from college to home.

*ETV cannot be used to purchase a car or pay monthly car payments. Below only applies if you can demonstrate a necessity of a car to get to and from college.*

### **Insurance:**

If you are making payments on your vehicle, full coverage. A lesser amount may be indicated by you.

### **Gas:**

Cost of round trip to college each day

### **Repairs:**

Repairs may not be more than 50% of the vehicle's blue book value.

### **Maintenance:**

Routine only, such as oil changes, tire rotation, etc.

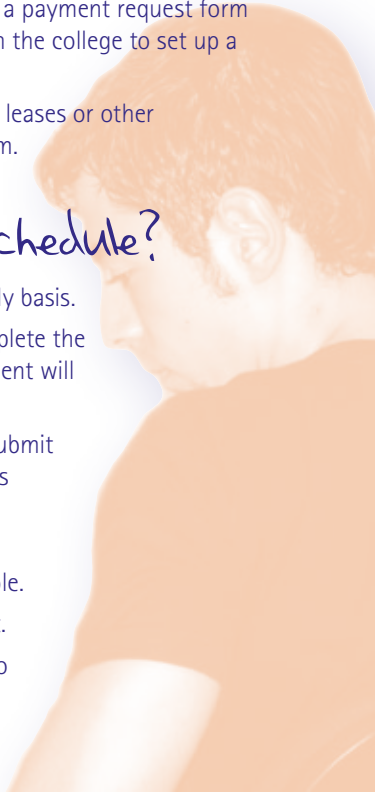


## How do the bills get paid?

- A Payment Request form is required each time you request a reimbursement, payment or voucher to be processed.
- Payment Request forms are available on the website or you may request one from the ETV program.
- You must provide information regarding who the payment will go to, the amount of the payment and then mail the form along with original receipts, lease agreement, or bill to the ETV Program.
- There are three payment methods:
  1. You may pay for an eligible educational expense, and then request to receive reimbursement from the program; or
  2. The ETV program can make direct payments to vendors, e.g., a landlord or car insurance company. However if the vendor is not set up in the state payment system it requires the vendor to complete two forms. No payment can be made until this process is complete. Contact your ETV case workers for more information about this process; or
  3. The ETV program may make a direct payment to the college if you need books, supplies, a bus pass, etc. You will submit a payment request form to your ETV case worker and they will work with the college to set up a voucher for payment.
- You may need to submit original receipts, invoices, leases or other documents that detail expenses to the ETV Program.

## Is there a payment schedule?

- Payment requests should be submitted on a monthly basis.
- The sooner you contact the ETV Program and complete the ETV Payment Request Form, the sooner your payment will be made.
- Payments may take 7-14 business days once you submit your request with your back up documents, such as original receipts, lease agreements or bills.
- Tuition payments are made to schools before the start of the quarter or semester whenever applicable.
- The ETV Program does not guarantee pre-payment.
- Unlike a paycheck, ETV funds are not guaranteed to arrive weekly or monthly.



# You have a role in your educational outcomes!!

- Increase your educational expectations.
- Seek support, guidance and encouragement from your IL providers, foster parents, caregivers, the ETV Program, and other significant individuals in your life.
- Focus on both your short and long term goals.
- Ask for help when you need it.

**Empower yourself through education!**



**For more details visit:**

**[www.independence.wa.gov](http://www.independence.wa.gov)**

**ETV PROGRAM**

P.O. Box 45710

Olympia, WA 98504

Toll-free: 1-877-433-8388

E-mail: [ETVWASH@dshs.wa.gov](mailto:ETVWASH@dshs.wa.gov)

Together we can  
make a difference.



*Washington State*  
Department of Social  
& Health Services

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**CA** Children's Administration

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