

## Minnesota Education and Training Voucher Expense Guidelines

<b>ETVs pay or reimburse for post-secondary school expenses during the award year of July 1 to June 30</b>	<b>Attach to a completed check request form for provider payment or student reimbursed</b>
<b>Tuition, fees and student loan fees:</b> <ul style="list-style-type: none"> <li>Federal/state financial aid must pay for expenses first</li> <li>ETV funds can pay for balance owed if funds are available.</li> </ul>	<b>School payment:</b> Tuition bill summary <b>Student reimbursed:</b> Tuition bill summary and receipt
<b>Books:</b> Actual cost of textbooks for the time period attending school during the ETV award year.	<b>Bookstore payment:</b> A list of the books and cost <b>Student reimbursement:</b> A list of the books and receipt
<b>Study abroad:</b> Program must be approved for credit and connected with student's school in the U.S. and based on cost of attendance and available funds.	<b>School payment:</b> Tuition bill summary <b>Student reimbursed:</b> Tuition bill summary and receipt
<b>Student disability accommodations</b> not paid by another source.	<b>Provider payment or student reimbursed:</b> Cost and documentation of need from school and receipt
<b>Tutoring:</b> Cost of a private tutor, or from an agency such as Sylvan Learning, if tutoring is not available at school.	<b>Provider payment:</b> Copy of bill with amount owed and account number <b>Student reimbursed:</b> Copy of bill and receipt
<b>Computer/printer/supplies/warranty up to three years/repairs:</b> <ul style="list-style-type: none"> <li>Up to \$1500 for a one-time purchase of the equipment</li> <li>ETVs pay for computers purchased during the award year</li> <li>Computers stolen may be replaced if a police report is made/submitted to ETV staff</li> <li>Lost computers will not be replaced.</li> </ul>	Coordinate payment with ETV staff
<b>Internet:</b> Up to \$65 per month.	<b>Provider payment:</b> Copy of bill with amount owed and account number <b>Student reimbursed:</b> Copy of bill and receipt
<b>Equipment and clothing required by all students:</b> Item(s) must be required by the school for all students in the class/major, such as tools for automotive students or computer software for art students.	<b>Provider payment:</b> School syllabus or letter from professor with required equipment <b>Student reimbursed:</b> School syllabus or letter from professor with required equipment and receipt
<b>Travel home for school breaks/holidays:</b> Gas, airfare or train ticket for one round trip during holiday/school breaks, if funds are available.	<b>Student Reimbursed:</b> Copy of bill with amount paid
<b>Gas for students living off campus:</b> ETV staff determines award amount using federal guidelines: <ul style="list-style-type: none"> <li>Attending classes on campus: Round-trip travel for days attending school</li> <li>Enrolled only in online classes at a local college: Round-trip travel to school for 10 days per semester</li> <li>Gas cards can be requested monthly if funds are available for Speedway, Casey's, Kwik Trip or Holiday gas stations.</li> </ul>	<b>Student reimbursed:</b> Receipts must be saved and submitted to receive the next gas card
<b>Bus pass, car pool, parking pass or fees:</b> Going rate	<b>Provider payment:</b> Invoice <b>Student reimbursed:</b> Receipt
<b>Repairs:</b> Up to 50% of blue book value for students: <ul style="list-style-type: none"> <li>Living off campus and using vehicle for travel to school.</li> <li>Taking online classes and using vehicle for travel to local school where enrolled.</li> </ul>	<b>Provider payment:</b> Copy of bill with amount owed and account number <b>Student reimbursed:</b> Receipt and invoice.
<b>Maintenance, includes oil changes, filters, belts, tire rotations, etc. of students:</b> <ul style="list-style-type: none"> <li>Living off campus using vehicle for travel to school.</li> <li>Taking online classes and using vehicle for travel to local school where enrolled.</li> </ul>	<b>Provider payment:</b> Copy of bill with amount owed and account number <b>Student reimburse:</b> Receipt and invoice.

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<b>Insurance:</b> Up to 100% for students living off campus and using vehicle for travel to school, and for students taking online classes using vehicle to the local school where enrolled.	<b>Provider payment:</b> Copy of bill with amount owed and account number <b>Student reimbursed:</b> Copy of bill and receipt
<b>On campus housing/dorm:</b> <ul style="list-style-type: none"> <li>Federal/state financial aid must pay for expenses first</li> <li>ETV funds can pay for balance owed, if funds are available.</li> </ul>	<b>School payment:</b> Tuition bill summary <b>Student reimbursed:</b> Tuition bill summary and receipt
<b>Off campus rent/rental deposits:</b> <ul style="list-style-type: none"> <li>If living alone, 100%</li> <li>Percentage of total rent and deposit based on number of roommates and/or number on rental/lease agreement</li> <li>Does not include pet deposits/rent.</li> </ul>	<b>Provider payment:</b> Copy of lease agreement <b>Student reimbursed:</b> Copy of lease agreement and receipt
<b>Utilities for students renting, includes water, sewer, gas, garbage and electricity:</b> <ul style="list-style-type: none"> <li>If living alone, 100%</li> <li>Percentage of total cost based on number of roommates and/or number on rental/lease agreement.</li> </ul>	<b>Provider payment:</b> Copy of bill with amount owed and account number <b>Student reimbursed:</b> Copy of bill and receipt
<b>Food for students living off campus:</b> <ul style="list-style-type: none"> <li>Reimbursed for food not purchased with an EBT card</li> <li>Food cards can be requested if funds are available for Walmart, Aldi, Cash Wise, Cub Foods or Target stores.</li> </ul>	Receipts must be saved and submitted to receive the next food card
<b>Food plans for students living on campus:</b> <ul style="list-style-type: none"> <li>Federal/state financial aid must pay for expenses first</li> <li>ETV funds can pay for balance owed based on availability of student's funds.</li> </ul>	<b>School payment:</b> Tuition bill summary <b>Student reimbursed:</b> Tuition bill summary and receipt
<b>Phone (cell or land):</b> Up to \$125 per month.	<b>Provider payment:</b> Copy of bill with amount owed and account number <b>Student reimbursed:</b> Copy of bill and receipt
<b>Personal items:</b> Reimbursed up to \$100 per month for laundry detergent, deodorant, soap, shampoo, etc.	<b>Student reimbursed:</b> Receipt
<b>Child care:</b> ETV staff determines amount awarded using the <u>Child Care Costs in MN</u> for students responsible for care of their child(ren), not paid for by another source to cover costs during class/study/travel time and internship. Go to the <a href="#">website</a> for more information.	<b>Provider payment:</b> Signed documentation from child care provider and cost <b>Student reimburse:</b> Bill and receipt
<b>Medical insurance:</b> <ul style="list-style-type: none"> <li>Youth leaving foster care at age 18 are eligible to apply for Medical Assistance benefits up to age 26 by going to the <a href="#">MNsure website</a></li> <li>Funds can pay for premiums</li> <li>Funds cannot pay for individual medical appointments, mental health services, medical appointment co-payments, eye exams, glasses, contacts and prescriptions.</li> </ul>	<b>School payment:</b> Documentation from insurance company of monthly premiums <b>Student reimbursed:</b> Receipt or invoice

**Students in extended foster care up to age 21:** ETV funds can pay or reimburse students in supervised independent living settings, such as a dorm or apartment, for rental deposit, rent, utilities, food and personal incidental expenses exceeding the amount of monthly foster care maintenance payments. Maintenance payments cover the cost of food, clothing, shelter, daily supervision, school supplies, personal incidentals and reasonable travel home for visitation.

[\[Minn. Rule, section 9560.0521, subp. 10\]](#)



For accessible formats of this information or assistance with additional equal access to human services, write to [dhs.info@state.mn.us](mailto:dhs.info@state.mn.us), call 651-431-4670, or use your preferred relay service. ADA1 (2-18)