



Minnesota Education and Training (ETV) Program: Preparing foster youth for college success

Intended primarily for youth and caseworkers, school counselors, foster parents, and others supporting a youth in foster care.

Tuition support ■ College ■ Aid ■ Education ■ Training
Vouchers ■ Scholarships ■ Post-secondary options



**DEPARTMENT OF
HUMAN SERVICES**

Child Safety and Permanency Division

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LB2 (8-16)



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Education and Training Voucher program overview

The Minnesota Education and Training Voucher (ETV) program is funded by the federal government and administered by the Minnesota Department of Human Services. Implemented in 2003, ETVs provide funds for eligible youth to attend accredited colleges, universities, vocational, technical or trade schools. Students can receive up to \$5,000 per ETV award year to help pay for approved school and living expenses. ETVs supplement student's efforts to obtain financial assistance to help pay for the cost of post-secondary education. ETVs do not have to be paid back. All states have an ETV program. The guidelines help students and those working with them to plan for post-secondary education, describes the ETV program, and expectations of students participating in the program.

Importance of post-secondary education

Foster care youth need to know that there is a world of possibilities for them as they enter adulthood. A youth's planning and support team of caseworkers, family members, foster parents/caregivers, guardians ad litem, school staff, and others can play a significant role in guiding them to successful educational experiences after high school. This is done by increasing youth's expectations of what they can accomplish through education, and by adequately preparing themselves for future success. Data reveals that foster care youth need to be prepared academically, and have a network of support, for post-secondary achievements.

The Midwest Evaluation of Adult Functioning of Former Foster Youth found the following outcomes of youth at age 21: "Compared with their peers, these young adults are on average less likely to have a high school diploma, less likely to be pursuing higher education, less likely to be earning a living wage, more likely to have experienced economic hardships, more likely to have a child outside of wedlock, and more likely to have become involved with the criminal justice system."¹ Foster care youth often report that few people in their lives expect them to attend and succeed in post-secondary education. These students are seldom provided the kind of guidance and stable supports needed to prepare for and navigate higher education.²

Students in extended foster care (EFC), ages 18-21, have done better than youth not in extended foster care. Per the Minnesota National Youth in Transition Database (MNYTD), youth in EFC at ages 19 and 21 received financial aid, were enrolled/attending school, and completing high school/GED, at higher rates than youth not in EFC.

Planning for post-secondary education

Independent living plan: County and tribal caseworkers have a responsibility to prepare foster care youth for successful adult living. An independent living plan is required by [Minnesota Statutes, section 260C.212, subd. 1 \(c\) \(12\) \(i\)](#), for youth ages 14 or older, that includes planning for post-secondary education. Youth under state/tribal guardianship and those under permanent custody of a social service agency are the highest priority in preparing for adult living. Instilling a vision of post-secondary education can start at any age, with concrete planning starting in middle school.

Learning plan: School districts must assist all students by no later than grade nine to explore their educational, post-secondary, career interests, aptitudes and aspirations. This includes developing a plan for a smooth and successful transition to post-secondary education or employment per [Minnesota Statutes, section 120B.125](#).

Review post-secondary education [resources](#) on pages 24-25 when developing the above plans with youth and their planning and support team.

¹ Courtney, M.E. et al, (2007) "Midwest Evaluation of the Adult Functioning of Former Foster Youth: Outcomes at Age 21." Chapin Hall Center for Children, University of Chicago.

² Supporting Success: Improving higher education outcomes for students from foster care, Casey Family Programs.

Important dates

- **July 1 – June 30:** ETV award year.
- **July 1 – April 1:** Due date for submission of ETV applications. Eligible students submitting [complete applications](#) during this period are awarded ETVs, as long as funds are available.
- **January 1 – March 31:** Submit application for the [Foster Care to Success Scholarship](#) for next school year.
- **By January 31:** Fall semester grades and spring semester class schedules are submitted for students to continue to use ETVs.
- **April 1:** Last day to submit request for additional ETV funds.
- **June 26:** Last day to submit requests for payment or reimbursement of approved expenses.
- **October 1:** First day to submit a Free Application for Federal Student Aid (FAFSA) application. The first step of the financial aid process is to complete the FAFSA annually. Students can use “prior-prior year” tax information (from two years prior) to complete the FAFSA; go to:
 - [FAFSA](#) website
 - [Federal Student Aid](#), FAFSA process and materials
 - [FAFSA for undocumented students](#), Minnesota Office of Higher Education.

Connect with ETV program staff

- Jill Von Holtum, ETV program coordinator, Minnesota Department of Human Services, 651-431-4663, or Dhs.Etvcoordinator@state.mn.us.
- Lutheran Social Service (LSS) ETV program staff:
 - Kelsey Gubrud, program specialist, 320-403-1350, or Kelsey.Gubrud@lssmn.org.
 - Marilyn Wagoner, program specialist, 320-403-1582, or marilyn.wagoner@lssmn.org.
 - Jessica Estrada, administrative assistant, 320-214-5719, or Jessica.Estrada@lssmn.org.
 - Angela Mateski, supervisor, 320-403-1345, or Angela.Mateski@lssmn.org.
- Go to the [ETV website](#) for the following information:
 - **Program information:** Includes a brief description and link to additional information about the program, including an [ETV video](#), information about applying for college, financial aid, tuition waivers, scholarships, etc.
 - **Eligibility:** Lists eligibility criteria for first time and renewal applicants.
 - **Benefits:** Provides a link to [ETV Expense Guidelines](#).
 - **Apply:** Provides a link to the [ETV online application](#), [ETV Program Guidelines](#), orientation information, a list of required documents to attach to the application, and application due dates.

Eligibility

First-time applicants are eligible to apply for the ETV program after meeting the following criteria:

- Under age 26 when [complete application](#) is submitted
- Graduated from high school or received a General Educational Development (GED) diploma
- Accepted into an [accredited](#) federal Pell Grant eligible [institution of higher education](#)
- Awarded financial aid, such as the [federal Pell Grant](#), [Minnesota State Grant](#)
- One of the following:
 - In [foster care](#) placement for 30 consecutive days or more between their 17th and 18th birthdays. The local county or tribal social service agency has placement and care responsibility, and placement was as a result of a court order or voluntary placement agreement.
 - Left foster care after age 16 for adoption, including [customary adoptions](#), or [transfer of permanent legal and physical custody](#) to a relative.
 - Under [state guardianship](#) or [tribal guardianship](#) at age 18.

Renewal applicants can apply to the program for a total of five years, up to their 26th birthday, if they need funds for undergraduate or graduate education, and if they meet all of the following criteria:

- Continue to attend an [accredited](#) federal Pell Grant eligible [institution of higher education](#)
- Continue to be eligible for financial aid, such as the federal Pell Grant, Minnesota State Grant
- Are making satisfactory progress toward completing their education by earning credits and maintaining a 2.0 or better cumulative grade point average.

Attending post-secondary school out of state

Students can attend post-secondary schools in another state and apply to the Minnesota ETV program. They will not be eligible to receive the [Minnesota State Grant](#), and may not receive a [tuition waiver](#) if under Minnesota state or tribal guardianship at age 18. Students:

- **Apply to the Minnesota ETV program** when attending post-secondary school in another state for any of the following reasons:
 - Were previously awarded an ETV from Minnesota.
 - Are in extended foster care in Minnesota.
 - Their residence is in Minnesota.
- **From another state: Apply to the Minnesota ETV program** if they left extended foster care, moved to Minnesota to live, enrolled in a post-secondary school, and not awarded an ETV through another state.
- **Apply to another state's ETV program:** If they left Minnesota foster care for adoption or permanent legal or physical custody to a relative, or left extended foster care and moved to another state to live and enrolled in a post-secondary school, and not awarded an ETV through Minnesota.
- **Must continue to apply to the program that awarded them an ETV**, even if they move to another state.
- **Find other state ETV coordinators** at [Child Welfare Information Gateway](#).

ETV application process

Students apply to the ETV program each year they need funding for post-secondary education by completing an [online application](#) on the [ETV website](#). ETVs are awarded to eligible students submitting a [complete application](#) in the due date period, as long as funds are available.

Applications: There are two different applications: First-time and renewal applications.

For **first-time** applicants:

- Select applying for the first time, or if previously applied and did not receive an ETV award.
- When application is submitted, the required [Verification of Eligibility form](#) is emailed to the caseworker listed on the application. The form must be completed by the county or tribal agency responsible for youth's placement before ETVs are awarded.

For **renewal** applicants:

- Select previously applied and received an ETV award
- Information from the previous application will auto-fill into the renewal application
- Applicants must review and update all information
- First-time applicants should not complete this application, as the required Verification of Eligibility form will not be emailed to agency staff to complete.

Due date period

Complete applications are accepted July 1 to April 1 annually. Complete application means it is filled out or updated, and all supporting documents attached. For first time applicants, the Verification of Eligibility form is submitted, and for eligible students confirmation of [tuition waiver](#).

Assistance

Agency staff and adults working with youth are encouraged to assist students in completing the application. ETV staff are also available to provide assistance, or meet with agency staff, youth, foster parents/caregivers, and others to provide program information and/or assist students in completing their application.

ETV awards

The maximum amount for the ETV award year of July 1 to June 30 is \$5,000, or \$2,500 for one semester. The total amount of financial aid accepted, including ETVs, cannot exceed a student's cost of attending school.

Determining awards

Department ETV staff determine an award based on each student's unmet need, the amount left after subtracting expenses from financial aid. Students are awarded ETVs based on their unmet need, not to exceed the amount of need/cost of attendance, or maximum ETV award amount; no ETV awards are made if there is a negative need. The following is an example of an award determination:

\$10,000 total expenses
- 8,000 total financial aid
= \$2,000 unmet need – the maximum ETV award is \$2,000.

Award notification

Applicants not awarded ETVs are notified by email of the reason(s).

Applicants awarded ETVs are notified by email. The email includes the award letter, award worksheet, and orientation information, as follows:

- **Award letter:** Lists the award amount, time period of the award, and conditions regarding an award.
- **Award worksheet:** The worksheet is a computer generated form listing information from applicants' final budget, including expenses, financial aid, and unmet need used to determine ETV award amounts.
- All students should save ETV and orientation documents for future reference.

Orientation

Orientation sessions are an opportunity for students to meet Lutheran Social Service (LSS) ETV staff, get information on what expenses are covered, how ETVs pay for expenses, establish a budget to use awards, discuss supportive resources and program expectations.

- Orientation forms and session information is emailed to recipients and is on the [ETV website](#) under the Apply tab.
- For students in extended foster care, their caseworker is copied on the email.
- The contact person listed on the application will also be copied on the email, if students checked "yes" to the question, "Can the contact person be included in all emails ETV staff send to you?"
- Students should review all emailed information and contact department ETV staff if they have questions.

The following guidelines apply:

- **First-time recipients** are required by the program to attend an orientation session before they can use their ETVs. Orientation forms are in the award email or at a session. Forms can be completed and submitted at a session, or submit to LSS ETV staff later. Students can invite caseworkers, caregivers, family members, and supportive adults to a session. Students not completing a session will lose their ETVs.
- **Renewal recipients** can attend a session but it is not required. ETVs can be used after receiving an award letter and submitting required forms to LSS ETV staff. Documents needed to access ETVs are emailed with the award letter and worksheet.

Orientation forms: All students receive the following forms. Forms two, three and four must be completed and submitted to LSS ETV staff before students can use ETVs.

- Form 1: ETV Staff Support Team Contact Information and Responsibilities
- Form 2: Student Responsibilities and Participation Agreement
- Form 3: Release of Information
- Form 4: Vendor Information
- Form 5: Check Request
- Form 6: Request for additional funds
- Form 7: Changing Schools During the ETV Award Year
- PowerPoint outlining ETV program rules, and instructions on using ETVs
- [ETV Expense Guidelines](#)

Revising ETV awards

ETVs may be revised for reasons listed below.

Contact department ETV staff at dhs.etvcoordinator@state.mn.us for students who believe not all expenses were included in the budget when their award was determined; send an email with the type(s) and amount of expense(s) not included.

Contact LSS ETV staff for students:

- Not awarded the maximum ETV amount; submit a Request for Additional ETV Funds form.
- [Transferring schools](#) during the award year: If the new school meets ETV eligibility, submit a Changing Schools form with the new school's acceptance letter, financial aid award letter and class schedule.

ETV staff review requests and notifies students by email. Awards may be decreased or increased, if funds are available.

Removing ETV awards

ETV awards may not be awarded or can be removed from students for the following reasons:

- First-year students did not complete an orientation session
- Withdrawing from school
- Not responding to ETV staff contacts within one week after the second attempt, including before and after ETV awards are determined.
- Not submitting grades, class schedules, or other documents as required or requested by ETV staff
- Having a cumulative grade point average (GPA) under 2.0 for two consecutive semesters
- Not submitting or completing an academic plan with LSS ETV staff, as requested
- Suspended from financial aid
- Transferring to a post-secondary school that does not meet ETV eligibility.

ETV staff emails students a notice if funds are removed and the reason(s). Remaining funds are returned to the program. Students can apply to the program the next ETV award year if they have not reached their 26th birthday, or participated in the program for five years.

Student responsibilities

As ETV program recipients, students have the following responsibilities:

- **Orientation:** First-time recipients must attend a session before using their ETVs.
- **Program guidelines:** Understand program rules, including what expenses ETVs pay for and how expenses are paid or reimbursed.
- **Review program and expense guidelines.** Contact ETV staff with questions and request additional assistance in understanding program information.
- **Maintain attendance** in school, as follows:
 - ETVs cannot pay for expenses after students withdraw from school, even if they have funds available.
 - Students should contact LSS ETV staff before withdrawing, transferring schools, or graduating, to discuss using their ETVs to pay for, or be reimbursed for, approved expenses.
- **Maintain financial aid eligibility:**
 - Students suspended from financial aid are not eligible for ETVs until they are reinstated.
 - Contact LSS ETV staff after reinstatement.
- **Additional responsibilities include:**
 - Review award email, including award letter and worksheet, for award amount, use of ETV funds to pay for housing expenses, and conditions on the award.
 - Respond to ETV staff contacts, which includes emails, phone or text messages, within one week after the second attempt at contact, or risk not being awarded ETVs, or having ETVs removed.
 - Maintain an active email account and check it frequently.
 - Submit a copy of grades and class schedule after each quarter or semester completed. Failure to submit either form will result in stopping all payments, reimbursements, and use of ETVs until information is received by LSS ETV staff, or having ETVs removed.
 - Submit all Check Request forms for payment/reimbursement by June 26 each year to LSS ETV staff. Submit forms prior to the expense due date.
- **LSS ETV staff** is the primary contact for students during the award year. Contact staff if any of the following occurs during the award year:
 - Change in name, address, email address and/or phone number.
 - Financial situation changes.
 - Financial aid is increased, suspended or terminated.
 - Change in school, such as adding/dropping a class, withdrawing/transferring schools.
 - Placed on academic probation and/or completed an academic plan. Submit completed academic plan to LSS ETV staff.
 - Leave or are discharged from extended foster care.
 - Need support to maintain school attendance.
 - Need assistance connecting to school and/or community resources.
 - Have questions about the program and payment process.
 - Need assistance with an issue that is interfering in school attendance/completion.

Students receive this information each year they participate in the ETV program. The information is on the application and students must check that they have reviewed it before their application can be submitted. It is also on the student responsibilities and participation agreement that first time students review and sign at orientation sessions. Renewal students receive it by email and are required by the program to sign and submit it to LSS ETV staff before they can use their ETVs.

Staff responsibilities

The department receives federal funds and manages the ETV program, contracting with Lutheran Social Service of Minnesota–Willmar to implement it.

Department ETV staff is responsible for the following activities:

- Coordinating programming with LSS ETV staff.
- Organizing program training and other information sessions.
- Answering questions about the ETV program and application.
- Revising ETV forms and developing program documents.
- Assisting students with the ETV application, if requested.
- Receiving and reviewing ETV applications, contacting applicants, and determining awards.
- Sending award letters and orientation information to ETV students.

Students' contact with department ETV staff usually ends when they receive an award letter and complete orientation.

Contact information: Minnesota Department of Human Services, P.O. Box 64943, St. Paul, Minn. 55164-0943, dhs.etvcoordinator@state.mn.us, or 651-431-4663.

Lutheran Social Service (LSS) ETV staff is responsible for the following activities:

- Receiving all students' ETV funds and assisting them in developing budgets.
- Tracking how students spend their ETVs.
- Organizing and delivering orientation sessions statewide.
- Answering questions and maintaining contact with students after orientation and through the ETV award year.
- Processing requests for payment and/or reimbursement of approved expenses.
- Receiving, reviewing, and approving requests for additional funds.
- Completing or collecting academic plans from students with a cumulative grade point average under 2.0. Providing support for students to complete academic plan tasks.
- Assisting with issues that may interfere with post-secondary attendance and performance.
- Locating post-secondary and community supports, as requested by students.
- Receiving required documentation after each term completed to confirm students are attending school, and to approve continued use of ETVs.
- Sending students care packages during finals week.
- Coordinating with county and tribal agency staff of students in extended foster care.
- Attending meetings with students and agency staff, as requested, providing ETV program information, and preparing post-secondary resources.
- Tracking students' school status, graduation, and employment after graduation.
- Sending emails to students with program information and updates.
- Submitting quarterly and year-end reports to the department.
- Providing program information to county, tribal, community agencies, high schools and colleges.

Students' contact with LSS ETV staff starts when they receive their award letter, and continues to be the primary contact during the school and ETV award year. Student submit request forms to LSS ETV staff, and contact staff for assistance during the award year.

LSS ETV contact information: Lutheran Social Service of Minnesota, 1601 Hwy. 12 E, Suite 6, Willmar, Minn. 56201. See page 5 for staff contact information.

Appendix A: Application preparation checklist

ETV program staff suggest that students do the following tasks before opening the application to ensure they are submitting a [complete application](#).

- ___ **Confirm with county/tribal agency caseworker eligibility for the ETV program.** Students must meet one of the following eligibility criteria to apply: In foster care for 30 or more consecutive days between their 17th - 18th birthdays, or left foster care at age 16 for adoption or transfer of custody to a relative, or under state/tribal guardianship at age 18.

- ___ **Submit a Free Application for Federal Student Aid (FAFSA)** after October 1 for federal and state financial aid, grants, work-study and loans. Students are considered independent and do not have to provide their parental information if at any time after turning age 13 they were in foster care, were a dependent or ward of the court. The FAFSA is sent to student's post-secondary school to develop their financial aid award letter. See [Minn. Office of Higher Education](#).

- ___ **Know what ETVs pay for and what students are to pay for at their post-secondary school.** Review the [ETV Expense Guidelines](#) for what ETVs pay for in preparation for completing the ETV application budget. Create a post-secondary school [budget](#) to identify all school-related and personal expenses, and have a plan to pay for those not covered by financial aid or ETVs.

- ___ **Apply for scholarships** in addition to the FAFSA and ETV to pay for expenses not covered by financial aid and ETVs, and to avoid taking out loans. See Appendix F.

- ___ **Confirm with agency caseworker state or tribal guardianship status at age 18. Request a [tuition waiver](#), if eligible.** Students under state guardianship, or an Indian child under suspension or termination of parental rights under guardianship of a tribe or tribal social service agency, at age 18 are eligible to receive a tuition waiver. Students must be under age 21 and accepted to a Minnesota post-secondary school offering waivers. Contact the school to request a waiver and documentation needed, such as a court order or letter from caseworker.

- ___ **Obtain required documents.** Applicants must attach the following documents to the application in a format ETV staff can open and read. The FAFSA and Student Aid Report (SAR) are not the financial aid award letter, and neither should be attached to applications. Documents to be attached are:
 - **First-time applicants:** Post-secondary school acceptance letter, financial aid award letter and class schedule.
 - **Renewal applicants:** Post-secondary school acceptance letter, if a student changed schools after their last ETV application, financial aid award letter, class schedule, and transcripts from the last school year completed. Transcripts must include the cumulative grade point average and number of credits earned since starting post-secondary education.

- ___ **Answer the following application essay questions:**
 - **First-time applicants:** Why do you want to go to college? What are your career goals? Who are supportive people in your life? How can the ETV program support you? How did you hear about the ETV program?
 - **Renewal applicants:** Describe your most recent year of college, including academic performance, changes, and accomplishments or difficulties. Who are supportive people in your life? How have they supported you during the past year? How can the ETV program continue to support you? What is one thing the ETV program can do to improve the program? What is one thing the program does well?

- ___ **Open, complete and submit an [ETV application](#)** for the correct school year applications are being accepted. Students submit complete applications and save incomplete ones for submission later. When all information is available, return to the saved application to complete and submit.

Appendix B: Online application instructions

Applicants have four hours to complete and submit or save the application; time remaining is shown on each page. If the time remaining does not change, the application may be disconnected from the internet, and it cannot be submitted or saved. If this happens, print what is entered, exit the application and start over. All questions on the application are required and must be answered. Click on the ETV Expense Guidelines box on the first and budget pages to open and review.

ETV application: Go to the [ETV website](#) and click on the “Apply” tab and [ETV online application](#), or click on [ETV online application](#) to open the landing page below.

The screenshot shows the landing page for the Minnesota Education and Training Voucher Program Application. It features the logos for the Department of Human Services and eDocs. The title is "Minnesota Education and Training Voucher Program Application". There are two radio button options: "First Time Application" (with a sub-note: "Complete a first time application if you are applying for the first time, or if you applied previously and did not receive an award.") and "Renewal Application" (with a sub-note: "Complete a renewal application if you previously received an award."). Below these is a button labeled "Open application" and a note: "Note: As of 9/26/2018, you will not be prompted to log in."

First-time applicants, follow the process below:

- On the landing page, select “First Time Application,” if applying for the first time, or applied previously but did not receive an award
- Do not complete a renewal application
- Click “First Time Application” and “Open application.”

Renewal applicants:

- On the landing page, select “Renewal Application” if previously received an award
- Do not complete a first-time application
- On the landing page, click “Renewal Application” and “Open application.”

Page 1: Application Type and Eligibility Criteria: Students must meet eligibility criteria to apply or reapply to the ETV program. There are no exceptions to criteria.

First-time applicants:

The screenshot shows the "Application Type" and "Eligibility Criteria" sections of the application form. The "Application Type" section has two radio button options: "New application" and "Returning to complete an application" (with a text input field for Social Security Number and a "Get your info" button). The "Eligibility Criteria" section has a heading "To qualify, you must be able to check YES to questions 1-4 and check one of the criteria under question 5" and a link to "ETV Guidelines". It contains five numbered questions with radio button options for Yes/No. Question 1: "I will be under the age of 26 when my application is submitted." Question 2: "I graduated from high school or received a General Educational Development (GED) diploma." Question 3: "I am accepted into an accredited Federal Pell Grant eligible institution of higher education." Question 4: "I have been awarded financial aid including the Federal Pell Grant." Question 5: "I meet at least one of the following criteria:" followed by three sub-questions with radio button options: "On my 18th birthday I was under state or tribal guardianship.", "I was adopted, including customary adoption, from foster care after my 16th birthday.", and "I was in foster care on or after my 16th birthday and my relative/kin accepted permanent legal and physical custody of me via a juvenile court order." At the bottom is a "Start application" button.

- Select “New Application” if starting an application, or “Returning to complete an application,” if an application was previously started and saved, including if it was saved the previous year.
- New application: Complete the eligibility section, and click “Start application.”
- Returning to complete an application: Enter Social Security number and click “Get your info.” Complete the eligibility section, and click “Start application.”

Renewal applicants:

The screenshot shows the 'Renewal Type' and 'Eligibility Criteria' sections of the application form. In the 'Renewal Type' section, 'New renewal' is selected. Below it are two input fields for Social Security Numbers (SSN) and a 'Get your info' button. The 'Eligibility Criteria' section contains four checkboxes for various conditions, a dropdown menu for the last school year applied, and a 'Start renewal' button.

Renewal Type

New renewal
 Returning to complete a renewal

SOCIAL SECURITY NUMBER (SSN) [*****] CONFIRM SSN [*****]

Enter numbers only - no hyphens (i.e. 123456789)

Eligibility Criteria

All of the following must be checked

- I have not reached my 26th birthday, and
- I have not participated in the program for 5 years, and
- I continue to be enrolled in an accredited Federal Pell Grant eligible institution of higher education, and
- I am making progress toward completing my school program.

If you did not apply to the ETV program the last school year, when was the last school year you applied to the ETV program?

Select one [v]

- Select “New renewal” if starting an application or “Returning to complete a renewal” if an application was previously started and saved.
- When either is selected, two Social Security number boxes appear. Enter number in both boxes.
- A green check mark will appear. Click on it and “Get your info” box will appear.
- Click on the “Get your info” and information from your previous application will fill in the application.
- Complete the “Eligibility criteria” section, “select the year last applied”, and click on “Start renewal.”

Page 2: Student Information: All applicants answer or update all questions.

Page 3: Placement History

First-time applicants:

- Answer all questions.
- Under heading “My social worker or probation office is,” add a staff person’s name from the county or tribal social service agency responsible for placement, even if student left care.
- When first-time ETV applications are submitted, the above caseworker is immediately sent an automated email with instructions to complete an online [Verification of Eligibility form](#).
- If an applicant no longer has an agency worker, contact the agency to get a name/email address to add to the application. Another option is to enter ETV staff/email address: Jill Von Holtum at jill.von.holtum@state.mn.us.

Renewal applicants:

- Update all questions.
- Under heading “My social worker or probation office is,” add a staff person’s name from the county or tribal social service agency responsible for placement, even if student left care.
- If an applicant no longer has an agency worker, an option is to enter ETV staff name and email address: Jill Von Holtum at jill.von.holtum@state.mn.us.

Page 4: Post-secondary Education: All applicants answer or update all questions, including the correct date for the “Anticipated Graduation/Completion Date.” It is used to determine ETVs.

Page 5: Essay

First-time applicants: Answer all essay questions.

Renewal applicants:

- Students completing their first renewal application have their first-time application essay auto-fill into this section. Renewal application questions are different and must be answered.
- Applicants not updating essays will be asked to do so, and it may delay receiving ETV awards.

Page 6: Authorization and Agreement: All applicants read the documents and follow instructions, as follows:

- **Authorization for Release of Information** describes information that can be shared about a student; if approved, check the authorization button.
- **Participation Agreement** outlines student’s responsibilities as an ETV participant; if approved, check to agree.
- **Click on the Notice of Privacy Practice** button to open the form. Review how private information about students and their participation in the ETV program may be used and disclosed, and how to obtain this information.

Page 7: School-year Budget, as follows:

- The ETV award year is July 1 to June 30.
- Budgets are completed for the time period students are attending school during the award year.
- Review directions under each expense heading and add amounts as directed. An example for transportation is to add expense amount for only the school year.
- Only expenses that occur in the award year should be added to the budget.
- ETVs cannot pay for expenses that occurred before or after the award year of July 1 to June 30.

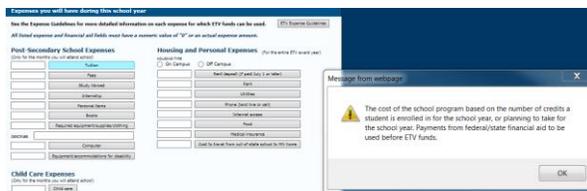
All applicants do the following:

School-year budget:

- In the ‘Year 1’ and ‘Year 2’ boxes, add or update the school years student is applying for, as the ETV program will use these dates to determine awards.
- Check all months student plans to attend school during the award year. Months should match the school start and graduation dates in the post-secondary section.

Expense section, as follows:

- Click on the [ETV Expense Guidelines](#) tab to review all expenses ETVs pay for and rules for each expense.
- Click on each expense category to open an information message/definition, as below, when the tuition tab was selected. Review information to add expense amounts.



- Add the total amount of each expense for the time period attending school in the award year.
- ETVs can pay for medical insurance premiums, if students do not qualify for the [Affordable Care Act](#).
- Transportation expenses appear only if “Off campus” housing type is selected.
- Car-related expenses appear only if “Car” is selected.
- Extended foster care living settings, as follows, students:
 - Living in foster homes during the school year **do not add** rent/deposit, utilities and food to the expense section.
 - In supervised independent living settings, such as a dorm or apartment, **must add** rent/deposit, utilities and food to their budget. These expenses are considered when determining ETV awards, even though these funds may not pay for them.

Financial aid section, as follows:

- Click on the financial aid type for information, or directed to a website.
- Extended foster care living settings, students living in:
 - Foster homes during the school year do not add Foster Care Maintenance and Supplemental amounts to the financial aid section.
 - Supervised independent living settings, such as an apartment or dorm, **must add** Foster Care Maintenance and Supplemental payment amounts to the financial aid section.

- Financial aid awarded and not listed on the budget should be added in the ‘Other’ section. If necessary, more than one scholarship can be listed in one box to include all scholarships.
- Students awarded tuition waivers add the amount in the tuition waiver box. Contact the school for the amount if it is not listed on the financial aid award letter.

Page 8: Attachments: All applicants do the following:

- Attach only the documents listed on the application. Substitute documents will not be accepted.
- Documents attached to an application save only on submitted applications.
- Click on “Manage Attachments” for the “Attachment Manager” screen to appear. Click on “Add File” and “Browse” to the location of saved documents and attach each document.
- Click “Finish” when all documents are attached and return to the application. Do not add a link to the school website as ETV staff cannot access it.
- Incorrect documents or those that cannot be opened or read will delay determining ETVs as students will be requested to submit correct and readable documents to department ETV staff.
- Incorrect documents attached to an application will be deleted by ETV staff.

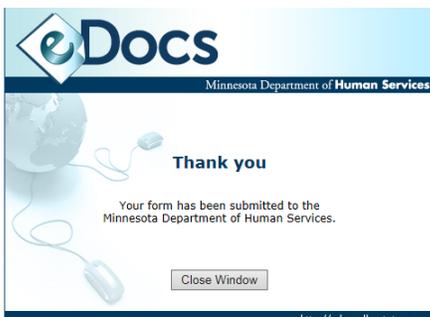
Submit or save application: All applicants do the following:

- Check either “I am the applicant” or “I am the parent/guardian” and “Print Form.”
- If a required question was not answered, the message box below will appear with the question. Answer the question and return to this page to submit or save the application.



Submit final application if application is [complete](#); the following will happen:

- Applicants immediately receive the automated confirmation notice below.



- Do not return to submitted applications to correct or add information as it will create a second submitted application. Contact department ETV staff to make additions, corrections and/or attach documents.
- First-time applicants’ agency workers and department ETV staff are immediately sent an automated email with instructions to complete an online [Verification of Eligibility form](#).
- Department ETV staff do the following after applications are submitted:
- Receives email notifications when applications are submitted, and when the Verification of Eligibility forms are sent to and submitted by agency staff.
- Sends applicants confirmation emails that their application was received, as follows:
 - **Complete applications:** Students receive ETV award emails.
 - **Incomplete applications:** Students receive emails with instructions on completing their applications.
 - Note:** Students must respond to ETV staff contacts within one week after the second attempt or they will not be considered for ETVs.
- Applications must be complete by midnight on April 1 for students to be considered for ETVs, as long as funds are available.

Save application for later if it is incomplete. The following will occur:

- Applicants immediately receive the automated confirmation notice below.
- Return to complete a saved application by returning to the ETV application landing page, select 'First-time application.' When application opens, select 'Returning to complete an application.'
- Attach documents.
- Do not select 'Renewal application.'
- Department ETV staff do not receive a confirmation notice so do not know an application was saved.



Verification of Eligibility form

First-time applicants: When first-time applications are submitted, the county or tribal agency worker listed on the application Placement History section is immediately sent an automated email with instructions to complete an online Verification of Eligibility form. The purpose of the form is for agency workers to confirm applicants' ETV program eligibility, dates of placement, and extended foster care status.

m DEPARTMENT OF HUMAN SERVICES eDocs

Notification

Request to complete ETV Verification of Eligibility

Please complete the Verification of Eligibility for

- Go to the [ETV Verification of Eligibility form](#)
- Enter the unique ID: click 'Get student info' to populate the form with the student's information

Date submitted: 12/20/2018 10:21:29

Note: The ETV applicant has signed a release of information as part of the application allowing agency staff to complete and submit this form.

Note: As of 9/26/2018, you not be prompted to log in.

If you have questions regarding this request, please contact Jill Von Holtum at 651-431-4663 or dhs.etvcoordinator@state.mn.us.

County/tribal agency staff must do the following:

- Only agency staff responsible for placement complete the form before applicants are awarded ETVs
- For questions about the form or assistance in completing it, contact department ETV staff at 651-431-4663, or dhs.etvcoordinator@state.mn.us.

Appendix C: Using ETV awards

ETV expense guidelines

All expenses that ETVs pay for are listed in the [expense guidelines](#). The form includes the types of expenses and required documentation for payment to a vendor or reimbursement to students. First-year ETV recipients review the guidelines with LSS ETV staff at orientation to determine how to spend their funds. ETVs can reimburse students in extended foster care living in supervised independent settings, such as an apartment or dorm, for rental deposit, rent, utilities and food exceeding the amount of monthly foster care maintenance payment defined in [Minn. Rules, section 9560.0521, subp. 10](#).

Award year dates:

- **July 1 to April 1:** Due date period when applications are accepted
- **April 1:** Last date to submit requests for additional funds
- **July 1 to June 26:** Time period students awarded ETVs can use funds for approved expenses
- **June 26:** Last date to submit Check Request forms for payment/reimbursement of expenses.

ETV award letters list the time period students are awarded and can use ETVs. ETVs can be used throughout the award period, unless students withdraw or graduate from their post-secondary program. [Review the reasons for removal of ETVs section](#). Those graduating can use their funds 30 days after graduation date, as long as in the ETV award year.

Steps to using ETV awards

Like other forms of financial aid, ETVs are divided into two semesters for students awarded more than \$1,000 for an ETV award year; these students can use one-half of their ETV for fall semester, and the remaining funds for spring and/or summer semester, after submitting their grades and class schedule. ETVs not used in fall semester are carried over to spring semester for approved expenses of students continuing in school. All students can use their award up to June 26. ETVs not used during the award year are returned to the program.

Unlike other forms of financial aid, ETVs are not automatically sent to students or their post-secondary schools. All funds are sent to the LSS ETV program to manage. First year students create budgets with LSS ETV staff at orientations. Renewal students are encouraged to determine how to use ETVs at the beginning of the school year; contact LSS ETV staff to discuss how to spend funds.

All ETV students submit request forms for payment or reimbursement of approved expenses during the ETV award year. They should keep track of their ETV spending during the year. The last day to submit requests for payment/reimbursement is June 26.

Step 1: Students determine reimbursement payment method or direct payment to vendor.

Reimbursement: Students pay for eligible expenses and request reimbursements by submitting a completed Check Request form with required documentation, listed in Expense Guidelines. There are two options to receive reimbursement, as follows:

Option 1: Direct deposit into a checking or savings account. Students selecting this option must complete form 4: Vendor Information and email, fax, or mail with a voided check to LSS ETV staff.

Option 2: Check sent by mail. The process is as follows:

- Payments are issued on Tuesdays and Thursdays
- All students selecting this option complete form 4: Vendor Information
- All students submit completed form to LSS ETV staff at in-person sessions, email, mail or fax.

Direct payment to a vendor: Submit a completed Check Request form with required documentation to LSS ETV staff at in-person sessions, email, mail or fax for payment.

Step 2: Request payment or reimbursement of an approved expense, as follows:

- Confirm payment occurred during the current ETV award year, it is an approved expense, and that funds are available.
- One Check Request form (see below) is completed for each expense. For rent, utilities, internet, phone and car insurance, one form for an expense can include three months' payment to vendor.
- Students can submit one request for an expense to be reimbursed for multiple months.

Attach required documentation and receipts to the Check Request form.

- Submit documentation and receipts to LSS ETV staff.
- Submit Check Request forms and documentation for payment before bills are due.

**Minnesota Education and Training Voucher (ETV) Program
Form 5: Check Request Form**

This form must be completed and signed every time you request a payment.
Payments may take up to 14 business days after your request is received.

Name: _____	Student ID # (tuition payments): _____
Address: _____	
City/State/Zip: _____	
E-mail: _____	Phone: _____

Description of Expense: _____

Is the receipt or required documentation attached? (See Expense Guidelines) Yes No

Is this a monthly expense (rent, utilities, internet, phone, insurance, etc.)? Yes No

Note: If yes, advance payments of up to 3 months can be made directly to the vendor.

Send Reimbursement/Payment to:

Name/Vendor: _____

Address: _____

City/State/Zip: _____ Account #: _____

Amount Requested: _____ Due Date: _____

Step 3: Processing payment or reimbursement of an approved expense includes:

- LSS ETV staff review submitted Check Request forms, documentation and receipt(s), and contact students if additional information is needed.
- Processing payments will be delayed if the form is incomplete and/or required documentation is not attached.
- Students must respond to questions from LSS ETV staff, and provide information requested as soon as possible to process requests.
- Payments can take up to 14 working days after a completed request form is submitted.
- **Students withdrawing from school:** All requests for payment/reimbursement must be submitted before a student withdraws from school. ETVs cannot pay for expenses after students withdraw from school, even if they have funds available.
- **Students graduating** can use ETVs for one month after graduation date for approved expenses, as long as in the award year.

Step 4: Students can continue to use ETV funds if they do all of the following:

- Continue to be enrolled in and attending school.
- By Jan. 1, submit fall grades/transcripts and spring class schedule to LSS ETV staff to continue using ETVs. Documents not submitted will result in ETVs being removed.
- Respond to LSS ETV staff contacts within one week after the second attempt or ETVs will be removed.
- Students are encouraged to use all of their ETV funds. They should contact LSS ETV staff if they have questions on how to spend funds.

Appendix D: Definitions

The Minnesota Education and Training Voucher program uses the following terms and definitions.

Affordable Care Act (ACA) for former foster care youth: As of Jan. 1, 2014, youth leaving foster care on their 18th birthday or later are eligible for Medical Assistance (MA) up to age 26. The former foster care category for Medical Assistance also includes individuals who turned 18, or aged out of foster care, prior to Jan. 1, 2014. Go to the [MNsure website](#).

Complete ETV application: Complete means an application and budget are filled out or updated, and all required supporting documents are attached to the application. For first-time applicants, the Verification of Eligibility form, and for eligible students, confirmation of tuition waiver are also submitted. Only submit applications when complete, as only complete applications are awarded ETVs.

Cost of attendance (COA): The total amount it costs to go to post-secondary school. It includes tuition, fees, room and board, and allowances for books, supplies, loan fees, transportation and dependent care. It also includes miscellaneous and personal expenses, including an allowance for rental or purchase of a personal computer, costs related to a disability, and reasonable costs for eligible study-abroad programs. It is used to help determine how much financial aid a student will need to cover costs during an academic year.

Customary adoption means a traditional tribal practice recognized by a community and tribe which gives a child a permanent parent-child relationship with someone other than their birth parent/s.

ETV award: Funds that ETV recipients are awarded. Also known as ETVs or vouchers.

ETV award letter: Emailed to ETV students with the amount of their award, the time period of an award, and conditions of award.

ETV award worksheet: Emailed to ETV students with their award letter. It is a computer generated form listing information from the applicants' final budget, including expenses, financial aid, and unmet need used to determine ETV award amount.

ETV award year: July 1 to June 30 annually.

ETV Expense Guidelines: Document outlining expenses ETVs pay for, required documentation for an expense to be paid, and where payment can be sent.

ETV Program Guidelines: Document describing the program, providing application information and instructions, including orientation information, and outlining the payment process, including preparation and scholarship resources.

ETV recipient: Student awarded an ETV. Also known as an ETV student.

Extended foster care: Minnesota law allows youth who are in foster care on their 18th birthday to receive extended foster care services and payments. Six months prior to their 18th birthday, the responsible social services agency provides written notice to any youth in foster care under this chapter who cannot reasonably be expected to return home, or have another legally permanent family by age 18, the parents or legal guardian, if any, youth's guardian ad litem, and foster parents, of the availability of foster care up to age 21, when youth is eligible under subdivisions 3 and 3a. [[Minn. Stat., section 260C.451](#)]

Financial aid award letter: Post-secondary school financial aid office provides students an award letter with the types and amounts of financial aid they are eligible to receive from federal, state and school sources. For more details, go to the [Federal Student Aid website](#).

Financial aid package: After the FAFSA is submitted, information is sent to each post-secondary school a student indicated. The package consists of federal Pell Grant, Minnesota State Grant, and financial aid from the post-secondary school. Financial aid may also be supplemented with loan and work study funds. Review the [changes that affect eligibility](#).

First-time recipient/student: Awarded an ETV for the first time.

Five-year participation: Students can receive ETVs for five years, up to their 26th birthday. They are encouraged to keep track of years they participate in the program. Five years is defined as follows, students:

- Using any amount up to one-half of their ETV award during one semester will have it counted as one-half year of the five-year total of participating in the program
- Using up to 100% of their ETV award during one semester will have it counted as one year of the five-year total
- Accessing any or all of their ETV award in both semesters (July 1-June 30 annually), will have it counted as one year of the five-year total.

Foster care: Children placed away from their parents/guardian in 24-hour substitute care by a responsible social services agency that has placement and care responsibility, including placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities not excluded in this subdivision, child care institutions, and pre-adoptive homes. A child is in foster care under this definition regardless of whether a facility is licensed and payments are made for the cost of care. Nothing in this definition creates authority to place a child in a home or facility that is required to be licensed which is not licensed. Foster care does not include placement in any of the following facilities: hospitals, inpatient chemical dependency treatment facilities, facilities primarily for delinquent children, any corrections facility or program within a particular correction's facility not meeting requirements for Title IV-E facilities, as determined by the commissioner, facilities to which a child is committed under provisions of Chapter 253B, forestry camps, or jails. [[Minn. Stat., section 260C.007, subd. 18](#)]

Free Application for Federal Student Aid (FAFSA): Is used to determine how much a student and their family is expected to contribute for their education. The difference between the total cost of attendance and family contribution is the [financial need](#).

Independent student: Students are considered independent and do not have to provide their parental information on the FAFSA, if at any time since turning age 13, they were in foster care, dependent or ward of the court. The financial aid administrator may require proof of foster care or state guardianship status. If a student believes they should be independent because of unusual circumstances, they should talk to the financial aid officer, who can change their status to independent.

Institution of higher education: Is defined in sections 101 and 102 of the Higher Education Act (HEA) of 1965. The term includes three types of institutions: (1) Public and nonprofit institutions of higher education; (2) Proprietary institutions of higher education; (3) Post-secondary vocational institutions. ETV funds can be used only at an accredited school, defined as:

- Awards a bachelor's degree, or
- Less than a two-year program that provides credit towards a degree, or
- Provides not less than one year of training towards gainful employment, or
- Is a vocational program that provides training for gainful employment, and
- Has been in existence for at least two years, and
- All of the following:
 - Admits as regular students only persons with a high school diploma or equivalent, or persons who are beyond the age of compulsory school attendance
 - Be public, private, or nonprofit
 - Accredited or pre-accredited and authorized to operate in a state.

Minnesota Dream Act: Undocumented students can apply for state financial aid by accessing the online [MN Dream Act – State Financial Aid application](#). Go to the [Minn. Office of Higher Education](#) for more information and program status.

Monthly foster care maintenance: Payments to cover the cost of a child's food, clothing, shelter, daily supervision, school supplies, and personal incidentals, and reasonable travel to child's home for visitation. In institutional care, the term includes reasonable costs of administration and operation of an institution. [[Minn. Rules 9560.0521, subp. 10](#)]

Renewal recipient/student: Awarded an ETV in a previous year.

State guardianship: Children are placed under guardianship of the commissioner of the Minnesota Department of Human Services when courts terminate parents' rights (TPR). They remain under state guardianship until adopted or reach their 18th birthday. Other terms used are state ward or ward of the court. [[Minn. Stat., sections 260C.317 and 260C.515](#)]

Student Aid Report (SAR): A summary of information submitted on a Free Application for Federal Student Aid. Students receive this report after a FAFSA was processed. If no corrections or additional information, a SAR includes expected family contribution, the number used to determine eligibility for federal student aid.

Supplemental difficulty of care rate: Payment determined by local agencies based on assessment of child's special needs due to existing physical, developmental, or emotional disabilities. Difficulty of care payments do not include payment for services rendered by licensed foster parents. [[Minn. Rules 9560.0521, subp. 7](#)]

Transfer of permanent legal and physical custody (TPLPC): The court may order permanent legal and physical custody to a fit and willing relative in the best interests of a child. In TPLPC to a relative, the juvenile court follows standards applicable under this chapter and Chapter 260, and procedures in Minn. Rules of Juvenile Protection Procedure. [[Minn. Stat., section 260C.515, subd. 4](#)]

Tribal guardianship: American Indian children under suspension or termination of parental rights under guardianship of a tribe or tribal social service agency.

Tuition waiver: Students under state guardianship, or an Indian child under suspension or termination of parental rights under guardianship of a tribe or tribal social service agency, at age 18 are eligible for a tuition waiver, if under age 21 and accepted to a Minnesota state post-secondary school offering waivers.

Unmet need: The amount of expenses remaining after financial aid is considered, used to determine ETV awards. Awards cannot exceed the amount of unmet need.

Appendix E: Frequently asked questions

What is the ETV award year?

The award year is July 1 to June 30 annually.

What is the maximum ETV award?

The maximum award is \$5,000 for the ETV award year, and \$2,500 for one semester.

Can students submit ETV applications anytime during the year?

No, applications must be submitted in the due date period of July 1 to April 1 at midnight. Awards are made to students submitting complete applications, as long as funding is available.

Is post-secondary education free for foster care and adopted youth?

No. Foster/adopted youth should apply for scholarships to pay for post-secondary education costs not paid for by grants and ETVs. Foster/adopted youth, and those under state or tribal guardianship, have access to the following educational benefits:

- **Independent status:** Students are independent and do not have to provide parental information if at any time since age 13 they were in foster care, dependent or ward of the court.
- **Tuition waiver:** Youth are eligible to receive a tuition waiver if under state guardianship, or American Indian children under suspension or termination of parental rights under guardianship of a tribe or tribal social service agency at age 18, under age 21, and accepted into a school offering tuition waivers.
- **SAT fee waiver:** Youth in foster care and under state or tribal guardianship are eligible.

Do all eligible students who apply to the ETV program receive an award?

No, ETV awards are determined by student's unmet need, the amount left after subtracting expenses from financial aid. ETV awards cannot exceed the amount of need/cost of attendance. Students whose financial aid exceeds their expenses do not demonstrate a need and are not awarded ETVs.

Are students eligible for the ETV program if they receive a tuition waiver?

Yes, students under state or tribal guardianship who receive tuition waivers are eligible to apply and receive ETVs, if financial aid does not exceed expenses/cost of attendance.

Are there age requirements for the ETV program?

Yes, students must be under age 26 when awarded ETVs. Students can receive ETV funds for five years, up to their 26th birthday. See the definition of five years of participation.

Can students use their ETV funds after their 26th birthday?

Yes, students can use ETV funds through the end of their birthday month. They must submit complete requests for payment/reimbursement by the end of their birthday month. ETVs will be prorated up to their 26th birthday.

Do ETVs pay for a student's expenses before and/or after the ETV award year?

No, ETVs cannot pay for expenses occurring before or after an award year.

Do ETVs pay for other expenses not listed on the ETV expense guidelines?

No, the guidelines outline all expenses paid for by ETVs. No other expenses will be considered.

Can ETVs pay for rent deposit, rent, utilities and food expenses of students in extended foster care?

Yes, ETVs can pay or reimburse students in supervised independent living settings, such as a dorm or apartment, for only the amount exceeding their monthly foster care maintenance payments.

Do students in extended foster care (EFC) have to list maintenance payments on their application budget?

Yes, students add maintenance payments to the amount on application budgets.

Can students attend post-secondary schools outside of the U.S. and receive ETVs?

No, students must receive federal financial aid to apply for the ETV program. However, they can participate in study abroad programs connected with their post-secondary school in the U.S.

Do students have to attend a Minnesota post-secondary school to receive ETVs?

No, students can attend schools in other states, if they meet ETV eligibility, to be awarded ETVs from Minnesota's program. They would not receive the Minnesota State Grant or tuition waiver.

Can students receive additional ETV funds during the award year?

Yes, students not receiving the full award amount of \$5,000 for the school year or \$2,500 for one semester can submit a Request for Additional ETV Funds form to LSS ETV staff, who determine if additional funds are awarded. LSS ETV staff notifies students by email.

If a student received an ETV from Minnesota and moves to another state, do they continue to apply through Minnesota?

Yes, students must continue to apply to the ETV program in the state that awarded their ETVs.

Can students apply for an ETV if they are still in high school and taking post-secondary education courses?

No, students must be high school graduates or received a GED, accepted into an accredited institution of higher education, and awarded financial aid to apply for and be awarded ETVs.

Are students informed of the consequences of leaving school?

Yes, consequences are reviewed at orientation sessions, are on the Student Responsibilities and Participation Agreement that all students sign, and listed in the guidelines.

If a student withdraws from school for a semester, do they lose their ETV award?

Yes, students awarded ETVs for the school year and withdraw fall semester, will have their ETV award removed. If they resume school attendance spring semester, they can submit to the department's ETV staff their class schedule, and if they changed schools, their school acceptance letter, class schedule and financial aid award letters, to be considered for ETV awards for spring semester. Students awarded ETVs for spring semester and withdraw during the semester have their funds removed for the remainder of the school year. A renewal application can be submitted for the next award year. Students will be emailed a notification form that their funds were removed and the reason(s).

Can students transfer post-secondary schools after they are awarded ETVs?

Yes, however, awards are determined by information in the application submitted, and do not transfer to a new school. An award for the new school will be determined if it meets ETV eligibility and after a student submits to LSS ETV staff the Changing Schools form and their school acceptance letter, class schedule and financial aid award letter. Awards may decrease or increase based on need and the amount of ETV funding available. Students planning to change schools should contact LSS ETV staff to discuss paying for expenses before withdrawing from their current school

Are application essays used to determine ETV awards? No, awards are based on students' need. The essay answers provide information to ETV staff about academic and support needs.

Can ETVs pay for expenses of students enrolled in one college and taking a class at another college?

Yes, students enrolled in and attending the college listed on their application can take a class at another college. The class has to be in students' area of study, required for a prerequisite to another class needed for graduation, or a requirement for graduation. ETVs pay for the cost of tuition, fees, books and transportation for students living in off campus housing.

Appendix F: Resources

Youth's planning and support team should be informed of resources to help them prepare, choose, apply and pay for their post-secondary education.

Preparing for post-secondary education: Choosing a career path and developing skills needed to succeed in that path is a process, not a one-time decision. Consider using the following resources with youth to start post-secondary education preparation early. The following resources are from the [Minnesota Office of Higher Education website](#) (MN OHE), unless otherwise indicated:

- [Interest assessment](#)
- [Explore your interests and careers](#)
- [College prep timeline](#)
- [Earn college credits in high school](#)
- [College preparation and admissions tests](#)
- [Recommended high school classes](#)
- [Within My Reach](#) booklet for youth to plan for college

College Board resources:

- [Get a step by step road map to college](#) – Plans can be developed starting in eighth grade
- [Explore careers](#)
- [SAT waiver brochure](#)

[Minnesota TRiO programs](#) offer pre-college and post-secondary program information and support.

Choosing a post-secondary school:

- [Identify what you want in a school](#)
- [Explore Minn. college options](#)
- [For-profit Colleges: Do Your Homework](#), Office of Minnesota Attorney General
- [Choosing a College](#) booklet
- [College Comparison worksheet](#)
- [Minnesota college and career schools map](#)

Applying to a post-secondary school:

- [Steps for Applying to College](#)
- [What you will need to apply](#)
- [Essay Writing Tips](#)
- [I Applied . . . Now What?](#)
- [Useful college preparation resources](#)

Paying for post-secondary school:

- [What Does College Cost?](#)
- [About Financial Aid](#)
- [Financial Aid Basics](#) booklet
- [Grants and Scholarships](#) booklet
- [Reducing Textbook Costs](#)
- [Completing College on Time](#): Federal Pell Grant and Minnesota State Grant eligibility timelines
- [Tips for Lowering the Costs of Higher Education](#)
- [Financial Aid You Don't Repay](#)

Scholarship resources:

- [Scholarships offered by Minn. institutions](#)
- [Reduced Out-of-state Tuition Options](#)
- [Student Loan Advice](#)
- [Tuition waiver](#), subpart B, persons under guardianship
- [American Indian Tuition Waiver](#), University of Minnesota, Morris

- [Minnesota Indian scholarship](#)
- [Minnesota Education and Training Voucher \(ETV\) program](#) website has additional scholarship resources
- [Scholar Snapp](#) simplifies the scholarship application process by allowing students to automatically reuse their basic information for scholarship applications
- [Useful Online Resources](#) includes scholarships for students of color and national scholarships

Scholarships specific to foster and adopted youth:

- [Foster Care to Success](#) for students who spent one/more years in foster care.
- [All-Star Scholarship](#) for students adopted from foster care at age 13 or older.
- **The Family Fellowship Scholarship:** National scholarship available for aging out foster youth who plan to attend or are attending college. The scholarship will reopen in March-May 1, 2020. Go to the website for more information and an application: <https://www.togetherwise.org/family-fellowship/>.
- **Scholarships for Adoptees:** Go to the website for scholarship information: <https://consideringadoption.com/adopted/adoptee-support/scholarships-for-adoptees>.
- **National Foster Parent Association:** Go to the website under Resources for scholarship information: <https://nfpaonline.org/FPResources>.

Power of You for students graduating from eligible public high schools receive financial and academic support. The program is offered at: [Minneapolis Community and Technical College \(MCTC\)](#), [St. Paul College](#), and [Century College](#).

Scholarships for social work programs:

The Child Welfare Scholars/Title IV-E Stipend program provides financial support and educational opportunities for students committed to a career in public or tribal child welfare. Students interested in a career in child welfare should consider this program. Contact schools directly for information.

Schools offering bachelor-level programs include:

- [Moorhead State University](#)
- [Minnesota State University, Mankato](#)
- [St. Cloud State University](#)
- [Winona State University](#)
- [Metropolitan State University](#)
- [University of Minnesota, Duluth](#)
- [Southwest Minnesota State University](#)

Schools offering masters-level programs include:

- [University of Minnesota, Twin Cities](#)
- [University of Minnesota, Duluth](#)
- [Minnesota State University, Mankato](#)
- [St. Cloud State University](#)



**DEPARTMENT OF
HUMAN SERVICES**

Child Safety and Permanency Division

444 Lafayette Road North
St. Paul, MN 55155

[https://mn.gov/dhs/people-we-serve/
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