

Joe Lombardo
Governor



Richard Whitley, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Marla McDade
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Administrator

MTL # 0809 – 09122024

TO: Jill Marano, Director – Clark County Department of Family Services
Betsey Crumrine, Social Services Manager V – DCFS – District Offices
Laurie Jackson, Social Services Manager V – DCFS -District Offices
Ryan Gustafson, Division Director – Washoe County Human Services Agency

FROM: Betsey Crumrine, Interim Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

0809 Education and Training Vouchers

This policy is/was effective: 09/12/2024

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- This policy has been revised. Please see below for the type of revision:
 - This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change):
 - A policy form has been revised: (List form, page number and summary of change):

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies>
Please check the table of contents on this page for the link to the chapter you are interested in.

CC:

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0809 Education and Training Vouchers

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy	<input checked="" type="checkbox"/> New Policy
<input type="checkbox"/> Administrative Policy	<input type="checkbox"/> Modified Policy
<input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> This policy supersedes:
Date Policy Effective:	09/12/24
Attorney General Representative Review:	06/21/24
DCFS Deputy Administrator Review:	08/09/24
DMG Original Approval	09/12/24
DMG Review:	00/00/0000

STATEMENT OF PURPOSE

Policy Statement and Purpose:

The Education and Training Voucher (ETV) is an annual federal grant provided to the state of Nevada to fund assistance to youth and young adults who have aged out of the foster care system or exited care at 16 or older via kinship guardianship, or adoption and who are enrolled in an academic college degree program (typically completed in two to four years), or a short-term career and technical education (trade/vocational) certificate or degree program (typically completed in two years or less), at an accredited postsecondary education institution (a public or private nonprofit college/university, or a private for-profit institution). This policy establishes the federal and state eligibility requirements, compliance and jurisdictional reporting requirements. The state of Nevada will provide ETV services or contract with an approved agency to provide the related service. The approved agency will confirm eligibility, review applications and provide a variety of services to youth and young adults who are eligible to receive the ETV.

AUTHORITY

Federal: [SSA 477; Higher Education Act of 1965](#)

Other: [Children’s Bureau Policy Manual; 2020 Consolidated Appropriations Act](#)

DEFINITIONS

Age-Out: To reach the age of majority while in foster care. In Nevada, this is a youth who is either age 18, or older if the youth has elected to remain in foster care until high school graduation or attainment of equivalent education.

Aged-Out Letter: Used interchangeably with national terms such as “Proof of Former Foster Status,” “Proof of Wardship,” or “Ward of the Court Letter.” A letter produced by the independent living (IL) worker on child welfare agency letterhead which verifies the youth or young adult has been involved in the foster care system and is eligible to receive services under NRS 432.017, NRS 432b.591-595, or eligible to receive any other resources or services designated for young people who have aged out of foster care (provided the young adult meets all other eligibility criteria).

Cost of Attendance (COA): Cost of Attendance is in section 472 of the Higher Education Act of 1965, as amended. A student’s cost of attendance is calculated annually by their higher education institution to establish their financial need. The amount varies based on the student’s full-time or part-time enrollment status, whether or not they have dependents, where the student is residing (on or off campus) and where or how they are receiving instruction (e.g., on campus in person, through distance education, through a study abroad program, or while incarcerated). The COA definition includes a student's tuition, fees and other equipment or materials required of all students in the same course of study. Books, supplies and an allowance for transportation costs and miscellaneous personal expenses, including computers, room and

board (which may vary depending on whether the student lives at home, in student-housing or in an apartment) and childcare expenses for a student who is a parent. Accommodations related to the student's disability, such as a personal assistant or specialized equipment that is not paid for by another source. Expenses related to the youth's work experience in a cooperative education program, student loan fees or insurance premiums on the student loan.

Education and Training Voucher (ETV): A federally funded, state-administered program designed to help youth and young adults. ETV provides financial assistance for postsecondary training and education to youth who have aged out of foster care or who have left foster care after age 16 through kinship guardianship, or adoption in Nevada. ETV provides up to \$5,000 per academic year of flexible funds to eligible youth and young adults who are participating in postsecondary education or training, for a maximum of five academic years. Eligibility for this national benefit terminates at age 26.

ETV Participant/Student: A youth or young adult participating in the ETV program, also referred to as student throughout this policy.

FAFSA: Acronym for Free Application for Federal Student Aid

FAFFY: Acronym for Funds to Assist Former Foster Youth

FFY: Acronym for Federal Fiscal Year

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

STANDARDS/PROCEDURES

Program Eligibility

1. The Education and Training Voucher (ETV) may be available to students who:
 - a. Have attained 14 years of age and remain in the legal custody of the state; **OR**
 - b. Have attained 16 years of age and have been adopted, or have entered into a kinship guardianship from foster care; **OR**
 - c. Have aged out of foster care at 18 years of age; **AND**
 - d. Have completed the FAFSA (Free Application for Federal Student Aid) for the current academic year; **AND**
 - e. Maintain a cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale; **AND**
 - f. Have not reached their 26th birthday; **AND**
 - g. Have not participated in the ETV program for than more five years; **AND**
 - h. Are not currently receiving ETV in a different state.

The ETV program may allow participating youth and young adults to remain eligible until they reach 26 years of age, as long as they are enrolled in an accredited postsecondary education program—including short-term career and technical education (trade or vocational) certificate or degree options—and are making satisfactory progress toward completion of that program. In no event may a youth participate in the program for more than five years, consecutively or not.

Undocumented youth and young adults are ineligible for ETV; however, youth who have aged out in Nevada and are under the age of 21 may be eligible for other educational assistance. The ETV provider will refer the undocumented young person to the child welfare agency from which they aged out for assistance.

Youth and young adults who experienced foster care outside of Nevada should contact the state with placement care and responsibility for information on how to apply for ETV. If the young person's request is denied by the state of origin and they are unable to receive ETV through that state, the young person may submit proof of denial and apply through Nevada.

Application Process

1. Applications are valid for the entire academic year, which starts in the Fall, and can be submitted at any time during the year. Applicants must complete the ETV application, which includes documentation each semester confirming enrollment, the cost of attendance (COA), and any unmet financial need.

2. Applicant submits the completed ETV application with all of the items listed below before it is processed.
 - a. Documentation supporting foster care experience (as described in the Program Eligibility section above)
 - b. Copy of current year class schedule (to ensure the minimum part-time student status)
 - i. School or program acceptance letter may be accepted if not yet registered for classes.
 - c. Copy of unofficial transcript (to ensure minimum 2.0 cumulative GPA requirement)
 - d. Copy of financial aid award letter
 - e. Copy of Academic and Financial Aid Release of Information
 - f. Copy of state-issued photo identification

Funding Guidelines

Students may receive up to \$5,000 per academic year, for qualified school-related expenses. Funding is limited and available on a first-come, first-served basis to eligible youth and young adults.

1. The ETV provider must avoid duplication of benefits. Students cannot claim for the same expense under multiple federal programs.
 - a. Beginning with the 2024-2025 school year, Chafee payments—including Chafee ETV payments and room and board payments from Chafee independent living programs—made to any ETV participant shall not be treated as other financial assistance (OFA) when awarding financial aid. ETV payments will be excluded from the need analysis and total aid formulas when calculating a student's financial need. Students can be awarded up to \$5,000 in ETV funding, per academic year (funding availability permitting)—for qualifying education or personal expenses—regardless of how much room they have within their annual cost of attendance that is determined by their institution.
2. Funds will be paid directly to institutions or vendors unless the student is eligible for direct assistance. In these cases, providers will follow internal policy and procedure for processing payments.
3. ETV eligible expenses shall include but are not limited to the categories listed below and should align with the Federal Student Aid Cost of Attendance (COA).
 - a. Accommodations related to the student's disability, such as personal assistant or specialized equipment that is not paid for by another source
 - b. Childcare
 - c. Education – books, course registration fees, tuition, etc.
 - d. Employment
 - e. Expenses related to recipient's work experience in a cooperative education program
 - f. Food
 - g. Housing
 - h. Personal stipend
 - i. Student loans for the current ETV fiscal year
 - j. Technology – computers, laptops, etc.
 - k. Transportation

Program Compliance

1. To maintain ETV program eligibility, the student must make progress toward their educational goals at an accredited institution, adhering to their Satisfactory Academic Progress (SAP) requirements. If the student falls below SAP requirements for their institution, the assigned ETV administration agency or caseworker should assist the student, their institution's financial aid office, and their other service providers in determining what steps, if any, can be taken to maintain or reinstate the student's ETV funding.

Case Management

1. The ETV administration agency will assist the student with postsecondary education planning including, but not limited to the items listed below.
 - a. Budgeting
 - b. Completion of FAFSA and other financial aid applications
 - c. Referring the student to all needed resources
2. The ETV administration agency maintains contact with the student throughout the school year based upon the student's needs, ETV communication sharing, at the student's request, due to the student's grades, or the student's SAP status that is posted by their postsecondary education institution.

Documentation

1. Program and participant information must be tracked on the reports listed below.
 - a. ETV Monthly Expenditures Report
 - i. The ETV provider shall provide a report to the Family Programs Office by the 15th of each month for the previous month, utilizing the report template provided by DCFS.
 - b. ETV Semi-Annual Report
 - i. The ETV provider will submit this report to the DCFS Grants Management Unit by the 15th of the month following the end of the reporting period, utilizing the reporting format provided by DCFS.
 - c. ETV service providers are expected to comply with the documentation requirements detailed in the Notice of Funding Opportunity.

JURISDICTIONAL ACTION

Development of Internal Policies: Contracted agencies selected to provide ETV services shall develop internal policies and procedures as necessary to implement the provisions of federal laws, state laws and this policy.

Supervisory Responsibility: Contracted agencies selected to provide ETV services shall ensure timely submission of the ETV reports to the DCFS Family Programs Office in accordance with the timelines outlined in this policy and provide guidance to ETV caseworkers to clarify any section of this policy.

STATE RESPONSIBILITIES

The Family Programs Office will provide technical assistance regarding program development and implementation to the agencies administering the ETV program. The DCFS FPO will be responsible for establishing and maintaining contracts with any agency that provides ETV services, as well as managing any funding requests.

POLICY CROSS REFERENCE

Policies: N/A

History and Updates: This is a new policy.

ATTACHMENTS

[FPO 0809A – Nevada Post Secondary Education FAQs](#)