

## **Attachment A-1B Education Training Voucher Program**

### **PROGRAM-SPECIFIC TERMS AND CONDITIONS**

The goal of the **NYS Education Training Voucher (ETV) Program** is to provide the economic and personal supports eligible youth need to attend and complete postsecondary education and training. To the extent funding is available, the program provides funding, coupled with support and guidance to youth, ages 17 to 23, throughout their postsecondary schooling. The program will build on the services youth receive through the NYS Chafee Independent Living Program to provide a continuum of State services that help youth become educated, trained, and ready to enter the workforce.

#### **1. THE FOLLOWING PRIORITIES WILL BE APPLIED BY THE CONTRACTOR IN THE INITIAL SELECTION OF ELIGIBLE PARTICIPANTS FOR THE ETV PROGRAM**

- First priority will be given to youth over the age of 21 who had received an ETV award in the prior year, who continue to be enrolled in and attending a postsecondary educational or vocational training program and are making satisfactory progress toward completion of that program.
- Second priority will be given to any other youth who received an ETV award in the prior year.
- Third priority will be given to youth who are 20 years of age and will be 21 by July 1 of the current year and who are enrolled in and attending a postsecondary educational or vocational training program and are making satisfactory progress toward completion of that program. These youth would not have received an ETV award in the prior year.
- Fourth priority will be given to youth who are 17, 18, 19 and 20 years of age who are enrolled in and attending a postsecondary educational or vocational training program and making satisfactory progress toward completion of that program.

#### **2. THE FOLLOWING ELIGIBILITY REQUIREMENTS WILL BE APPLIED BY THE CONTRACTOR:**

The following is a list of the initial eligibility requirements for first-time applicants of ETV. An applicant must:

- be under the age of 21 years old to be initially eligible for the ETV program;
- be a U.S. citizen or qualified non-citizen; and
- be enrolled in or attending a postsecondary education or training program at an “institution of higher education” as defined in 20 U.S.C. §§ 1001 and 1002.

In addition, an applicant for ETV must have been:

- in foster care on or after their 14<sup>th</sup> birthday and otherwise eligible for services under the John H. Chafee Foster Care Program for Successful Transition to Adulthood or
- adopted or entered kinship guardianship from foster care at age 16 or older; or
- a juvenile delinquent in the custody of OCFS placed in a non-secure OCFS-operated facility of 25 beds or fewer (in other words, a youth who is placed in a facility that would allow the youth to be eligible for Title IV-E funding); or on aftercare status.

If an applicant has previously been determined to be eligible to receive an ETV award, and would like to continue eligibility, the applicant must reapply annually and demonstrate eligibility to receive an ETV award. In no event may a youth receive an ETV award for more than five years, whether those years are consecutive.

### 3. THE CONTRACTOR AGREES TO PROVIDE THE FOLLOWING SERVICES:

- The Contractor will provide all administrative services for the NYS ETV Program in accordance with the policies, priorities, and practices established by NYS Office of Children and Family Services (OCFS). Any relevant directives or administrative requirements of OCFS and/or the State of New York shall be binding on the Contractor under this Agreement for the operation of the ETV program in NYS. OCFS will provide any updated information to the Contractor in writing as it becomes available.
- The Contractor agrees to administer and serve as New York State's fiscal agent for the ETV program.
- The vendor will establish a direct contact with OCFS ETV program managers, who will be responsible for verifying youth eligibility into the program.
- Verify all eligible applicants are enrolled in or attending a postsecondary education or training program at an "institution of higher education" as defined in 20 U.S.C. §§ 1001 and 1002.
- The Contractor will use an automated system to support administration of the program.
- The Contractor has automated application forms and record retention for audit purposes.
- Students will apply for ETV using the Contractor's online application form. The online application will require demographic information such as the name of the postsecondary educational or vocational training program the youth is currently enrolled in and/or attending, which priority is applicable to the youth, and the amount of funds being requested for costs of attending a postsecondary educational or vocational training program.
- The Contractor will process ETV applications in a timely manner.
- The Contractor will use the information provided on the application to determine eligibility and construct an ETV award for the student. The ETV award will be the lesser of the \$5,000 maximum ETV award or the total cost of participation, net of any other available resources.
- The Contractor will monitor and support student progress. Youth selected and receiving ETV reimbursement must make satisfactory progress in their postsecondary educational or vocational training program to remain eligible. A youth may be considered to be making satisfactory progress as long as the youth has not been suspended from the postsecondary educational or vocational training program.
- The ETV funds must be fully liquidated (spent and claimed to the federal government) by a date determined by OCFS.
- Contractor will provide OCFS with ongoing data, as requested by OCFS.
- The Contractor will work with the predecessor ETV contractor, if applicable, to obtain all OCFS data from the existing system, in a format that allows for the transfer of data to the new contractor as well as obtaining any other necessary program data, information, and documents from the predecessor contractor to continue ETV program operations.
- Towards the end of the contract term, the Contractor will work with the successor ETV contractor to facilitate transition of data to the new contractor's system and any other data, information, or documents necessary to continue ETV program operations.
- The Contractor will perform all necessary work to ensure full operation of the ETV program.

#### 4. REPORTING REQUIREMENTS

- a. The Contractor shall provide timely and accurate fiscal reports and supporting documentation for ETV funds and administrative funds in compliance with federal reporting requirements and Attachment D of this Agreement.
- b. The Contractor shall provide to OCFS the following quarterly program reports containing data which addresses:
  - Total number of eligible ETV recipients.
  - Total number of applicants.
  - Total number of ineligible applicants.
  - Number of first time ETV recipients.
  - Number of students who are continuously enrolled (funded previous semester).
  - Number of students who return after a hiatus of one or more semesters.
  - Number of students attending postsecondary education training program. broken out by two and four-year schools and vocation training programs.
  - Number of students in freshman year, sophomore year, junior year and senior year of college.
  - Award amounts (for example, how many recipients will/did receive \$0-\$999; \$1,000-\$1,999; and further in \$1,000 increments).
  - Categories that funds are being spent on and amount expended for each (i.e. tuition, school supplies, and housing).
  - Number of youth who received support from an WRI ETV Coordinator.
  - Student demographics.
  - Program strength and recommendations for improvement.
  - Retention issues: Number of students dropped out and reason.
  - Any other data elements determined by OCFS.
- c. The Contractor shall provide to OCFS with an annual Final Report which shall include a comprehensive summary of the program, including all the data listed for quarterly reports but cumulative for the full contract period, plus program strengths and recommendations for improvement, and a full year fiscal report by county.

#### 5. DESIGNATED PAYMENT OFFICE

All reports and claims for reimbursement, or reports and claims to account for the advance payment, should be sent to:

NYS Office of Children & Family Services

**Kenneth Kirton**

[Kenneth.kirton@ocfs.ny.gov](mailto:Kenneth.kirton@ocfs.ny.gov)

Division of Youth Development and Partnership for Success

Bureau of Education and Transition Services

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