

# IL Youth Support Funds Guidelines

The expenses in the chart below can be expended without prior approval from DCYF Emerging Adulthood Program Manager or their designee.

The following requirements must be met:

- Funds must be distributed by an Independent Living Program provider.
- Youth must be in active status with a current CLSA, IL Learning Plan and Progress Report with documented goals.
- Items provided/purchased need to be directly tied to the youths' documented goals on their IL Learning Plan and Progress Report form and are intended to assist youth in becoming independent and meeting their goals toward self-sufficiency.
- Youth should access free or low-cost community resources as available (food benefits, nonprofit agencies, etc.) so Youth Support Funds can assist with other needs.
- Funds can NOT be used for:
  - Past or overdue fines, tickets or fees
  - Past or overdue bills
  - Others in the household
- If youth is enrolled in a postsecondary or vocational program, then Chafee may not be used for education expenses. Youth should be supported in accessing all post-secondary funding available. This is the policy even if ETV funds have been exhausted or if youth becomes ineligible for ETV due to low GPA or dropping out of school temporarily, etc.
- Funds can only be spent for eligible youth (not on roommates, family members, etc...).
- Funds can be paid to the youth or directly to a vendor. Youth must provide documentation of the expense (a quote, a bill, an online shopping list, etc...).
- Any item not on the following list must be pre-approved by the Emerging Adulthood PM or their designee.
- ALL expenses on youth's behalf must be documented in the IL Notes section of FamLink and as a NYTD service within 10 days of the occurrence.

Appropriate/Approved Expenditures			
ITEM	Limits (include tax but not shipping)	Steps	Required Documentation to be placed/stored in youths IL Case File
<b>GIFT CARDS (GC)</b>			
Gift cards can be used for groceries, hygiene items, clothing, uber, lyft, and gasoline.		<ul style="list-style-type: none"> <li>▪ Youth must work with IL worker on accessing community resources to meet their need.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Providers               <ul style="list-style-type: none"> <li>○ Cannot bill DCYF for purchase of the GC until the card has been provided to the intended youth and they have signed for the card.</li> <li>○ Must document the following information on the Gift Card log:                   <ul style="list-style-type: none"> <li>▪ Date purchased</li> <li>▪ Amount</li> <li>▪ Who received the GC</li> <li>▪ Date given to youth</li> <li>▪ Youth must sign that they received the gift card and the date received</li> </ul> </li> </ul> </li> </ul>
<b>NORMAL CHILDHOOD ACTIVITIES</b>			
High School Senior Costs for Activities such as Prom tickets, formal attire, graduation invitations, yearbook, senior pictures, etc.	Up to \$750 for the lifetime of the case		<ul style="list-style-type: none"> <li>▪ Provide a list of needs</li> <li>▪ List of steps taken to meet this need outside of IL</li> </ul>
Extracurricular fees for Clubs, Sports, etc.			<ul style="list-style-type: none"> <li>▪ Documentation about activity and fees</li> <li>▪ Schedule</li> </ul>

Laptops, Computers, tablets for education, vocational programs, retain family connections, goals related to housing and employment, etc...	1 time purchase for lifetime	<ul style="list-style-type: none"> <li>▪ Compare products</li> <li>▪ Discuss purpose and needs and how items are different</li> <li>▪ If attending college access ETV supports</li> </ul>	<ul style="list-style-type: none"> <li>▪ How will it be used</li> </ul>
<b>HOUSING</b> (Youth must be 18-23 years old and not living in a licensed foster care placement to receive housing assistance)			
Housing Applications	3 per year	<ul style="list-style-type: none"> <li>▪ Must demonstrate ability to sustain apartment on a budget/proof of income at 2x the rent</li> <li>▪ Rent must be under 120% of fair market rent</li> <li>▪ <a href="#">Fair Market Rent Calculator</a></li> <li>▪ Youth's name must be on the lease</li> <li>▪ Housing must be safe and stable</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget showing youth can sustain the housing after assistance.</li> </ul>
Move in costs to include 1 <sup>st</sup> /last/deposit	Based on need	<ul style="list-style-type: none"> <li>▪ Rent must be under 120% of fair market rent based on region and city</li> <li>▪ <a href="#">Fair Market Rent Calculator</a></li> <li>▪ Youth's name must be on the lease</li> <li>▪ Youth who are renting a room must have a signed room rental agreement</li> <li>▪ Rent will not be paid to biological parents</li> <li>▪ If a youth is living with other people, the rent must be divided equally unless each youth has their own lease agreement for their room.</li> <li>▪ Youth must follow lease agreement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copy of rental agreement</li> <li>▪ Income verification</li> <li>▪ Budget showing youth can sustain the housing after assistance.</li> </ul>

		<ul style="list-style-type: none"> <li>Funds can be provided to the youth or sent directly to landlord.</li> </ul>	
Furniture		<ul style="list-style-type: none"> <li>First access other community resources.</li> <li>Create shopping list for remaining items using Apartment Needs Checklist and review with ILS worker.</li> <li><b>Basic household items</b> only (bed, table, dresser, etc).</li> <li>No decorative or entertainment items covered.</li> <li>Mattresses must be purchased NEW and must be an appropriate size (ie. Full size)</li> <li>Comparison shopping of items must be completed with IL worker.</li> </ul>	<ul style="list-style-type: none"> <li>Provide a list of needs and complete comparison shopping with IL worker.</li> </ul>
Household Items		<ul style="list-style-type: none"> <li>Includes cleaning supplies and basic apartment set up needs.</li> </ul>	<ul style="list-style-type: none"> <li>Provide list of needs and complete comparison shopping with IL worker</li> </ul>
Storage Unit	Up to 3 months	<ul style="list-style-type: none"> <li>Payment will be made directly to storage company.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of storage bill</li> <li>Documentation to support this need and youths plan to move the items or take over the rental fees after 3 months.</li> </ul>
Utility Bills		<ul style="list-style-type: none"> <li>Seek community assistance</li> <li>Apply for support from <a href="#">Low-Income Home Energy Assistance Program (LIHEAP)</a></li> <li>Must submit bill at least one week prior to due date</li> <li>Budget to ensure they can pay future bills</li> <li>Split equally amongst all adults residing in the residence.</li> <li>No past-due utility bills will be paid</li> </ul>	<ul style="list-style-type: none"> <li>Budget showing youth can sustain future utility bills.</li> <li>Create plan of how the youth will cover their utilities in the future.</li> </ul>
<b>EMERGENCY HOUSING ASSISTANCE</b>			
1 month rent		<ul style="list-style-type: none"> <li>Paid directly to landlord</li> </ul>	<ul style="list-style-type: none"> <li>Copy of lease</li> </ul>

Up to 2 times per year		<ul style="list-style-type: none"> <li>No past-due rent will be paid</li> </ul>	<ul style="list-style-type: none"> <li>Create a plan of how the youth will cover future rent costs</li> <li>Completed/updated budget supporting housing plan</li> </ul>
<b>DAILY LIVING</b>			
Groceries		<ul style="list-style-type: none"> <li>Access local food banks</li> <li>Apply for <a href="#">basic food</a>/food stamps</li> <li>Apply for WIC if youth is pregnant or has a child under the age of 5</li> <li>Must create list with IL worker of healthy, affordable options.</li> <li>Must work with IL worker to demonstrate knowledge of unit pricing, comparison shopping, use of coupons and proper food storage.</li> <li>Must grocery shop with IL worker</li> </ul>	<ul style="list-style-type: none"> <li>List of needed food items.</li> <li>Budget showing youth can sustain the expense in the future.</li> </ul>
Vital Documents (State ID, Birth Certificate, Food Handlers Card, Passport, Etc.)		<ul style="list-style-type: none"> <li>Assist with replacement documents if youth lost their birth certificate or ID</li> <li>Case manager will pay for and/or accompany participant to obtain documents.</li> <li>Must use \$5 Request of Identocard form for State ID cards from youths DCYF Caseworker, Emerging Adulthood PM or Designee</li> </ul>	<ul style="list-style-type: none"> <li>All necessary forms/applications completed.</li> </ul>
Driver's Education or Testing Only  One time ever		<ul style="list-style-type: none"> <li>Refer to Treehouse</li> <li>If Treehouse is not accepting new referrals or youth is not eligible for services then assistance can be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Printout from school detailing cost.</li> </ul>
Driver's License  One time ever		<ul style="list-style-type: none"> <li>Refer to Treehouse</li> <li>If Treehouse is not accepting new referrals or youth is not eligible for services then assistance can be provided.</li> <li>Visit DOL with IL worker</li> </ul>	<ul style="list-style-type: none"> <li>Proof of passing or completion of a driver's education course or knowledge and drive test</li> </ul>

Cell phone		<ul style="list-style-type: none"> <li>▪ Help youth apply for a <a href="#">Lifeline Wireless phone</a></li> <li>▪ If youth is not approved for a Lifeline Wireless Phone then: <ul style="list-style-type: none"> <li>▪ Number must appear on bill</li> <li>▪ Will not pay overdue amounts.</li> <li>▪ Must turn in the bill within a week of due date</li> <li>▪ Must be actively seeking employment, actively employed, or have other compelling reason for needing the phone.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Copy of the bill</li> <li>▪ Budget to pay the cell themselves in the future.</li> </ul>
<b>EMPLOYMENT</b>			
Interview Clothes		<ul style="list-style-type: none"> <li>▪ Access community resources first such as WorkSource</li> <li>▪ Professional attire only</li> <li>▪ Create shopping list and submit to Case Manager for approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proven ability to comparison shop</li> <li>▪ Working on goals for employment with ILS worker</li> </ul>
Job Uniform/Equipment		<ul style="list-style-type: none"> <li>▪ Must be a documented requirement by employer.</li> <li>▪ Create shopping list and submit to Case Manager for approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copy of employee handbook stating clothing/equipment requirement.</li> </ul>
Job Training Classes		<ul style="list-style-type: none"> <li>▪ If this class isn't offered by WorkSource</li> <li>▪ Payment provided to youth or sent directly to school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof youth meets the requirements to enroll in the program/class</li> </ul>
Union Fees		<ul style="list-style-type: none"> <li>▪ Must be an employment requirement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget</li> <li>▪ Proof of employment</li> <li>▪ Proof of required fee</li> </ul>
Apprenticeships		<ul style="list-style-type: none"> <li>▪ Apply for <a href="#">Passport to Careers Program</a></li> <li>▪ License fees, equipment, work clothes and tools</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof that program isn't covered by WSAC</li> </ul>
<b>EDUCATION</b>			
GED Tests		<ul style="list-style-type: none"> <li>▪ Access community resources/services first</li> <li>▪ Payment provided to youth or sent directly to school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copy of GED once received.</li> </ul>

Graduation expenses		<ul style="list-style-type: none"> <li>▪ Cap and gown, class ring, announcements, etc.</li> <li>▪ All other resources must be exhausted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invoice detailing the item requested.</li> <li>▪ Proof of graduation date.</li> </ul>
High School Expenses		<ul style="list-style-type: none"> <li>▪ Check provided to youth or sent directly to school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof of costs and items purchased</li> </ul>
Post-Secondary Expenses (Only those not covered by ETV. Examples: ABE classes, SAT /COMPASS, application fees, etc.)		<ul style="list-style-type: none"> <li>▪ Help youth apply for FAFSA, ETV, and scholarships/grants</li> <li>▪ All other avenues must be exhausted (SAT fee waiver, Application fee waiver, etc.).</li> <li>▪ Will only pay up to 3 applications.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof of fees</li> <li>▪ Proof youth meets the requirements for enrollment (i.e. University application, must meet the appropriate GPA).</li> </ul>
Trade/Vocational School		<ul style="list-style-type: none"> <li>▪ Help youth apply for FAFSA, ETV, Passport to Careers and scholarships/grants</li> <li>▪ All other avenues must be exhausted</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof of fees</li> <li>▪ Proof youth meets the requirements for enrollment</li> </ul>
Dorm/Residence Hall Deposit		<ul style="list-style-type: none"> <li>▪ Used when other funds aren't available</li> </ul>	<ul style="list-style-type: none"> <li>▪ Documentation of dorm fee information</li> <li>▪ Proof of dorm/residence hall application</li> </ul>
Sports/ASB fees		<ul style="list-style-type: none"> <li>▪ Must have exhausted all other options</li> <li>▪ Can cover expenses such as uniforms, ASB fees, etc required for the student to participate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof of eligibility to play the sport (passing grades, school note, etc).</li> </ul>
<b>Transportation</b>			
Bus Pass  Ongoing		<ul style="list-style-type: none"> <li>▪ Must be employed or actively seeking employment, or</li> <li>▪ Enrolled in non-ETV eligible education program.</li> <li>▪ Must request it within the first 5 days of the month, or the month before.</li> <li>▪ Only purchased 1 time/month (no replacements)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof of employment or education enrollment</li> </ul>
Bike (plus helmet, lock, and light)		<ul style="list-style-type: none"> <li>▪ Must be working, actively looking for work, or attending school.</li> <li>▪ To replace a bike youth must have filed a police report and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Comparison shop with IL worker</li> <li>▪ Police report list youth as owner of a stolen bike</li> </ul>

		provide the report or report number.	
Auto Insurance		<ul style="list-style-type: none"> <li>Refer to Treehouse for assistance</li> <li>If funding is not available assistance can be provided for no more than 6 month increments</li> </ul>	<ul style="list-style-type: none"> <li>Comparison shop with IL worker</li> </ul>
Auto Repair		<ul style="list-style-type: none"> <li>Must be less than 50% of Kelly Blue Book Value.</li> <li>Must have a quote from a mechanic.</li> <li>Must need vehicle for education or employment</li> </ul>	<ul style="list-style-type: none"> <li>Quote from mechanic</li> <li>Kelly Blue Book Report</li> <li>Budget demonstrating ability to save for an emergency fund.</li> </ul>
<b>OTHER EXPENSES</b>			
Family Connections		<ul style="list-style-type: none"> <li>One-way transportation costs only (no food or lodging) or one-time visit (roundtrip)</li> <li>If visit is with a sibling with an open DCYF case talk with DCYF caseworker about a sibling visit</li> <li>Must provide documentation from family that housing will be provided and/or have a permanent housing plan</li> </ul>	<ul style="list-style-type: none"> <li>Cost breakdown</li> <li>Itinerary</li> <li>Documentation about how this ask assists youth in meeting their goals.</li> </ul>
IL Goal-related Travel Expense		<ul style="list-style-type: none"> <li>Must write written essay describing need for travel expense</li> <li>Approved on a case by case basis</li> </ul>	<ul style="list-style-type: none"> <li>Participant Essay</li> </ul>
Assistance with Medical Expenses		<ul style="list-style-type: none"> <li>Must use Medicaid and other community resources first</li> <li>Approved on a case-by-case basis</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of why assistance is needed</li> </ul>
Self-Affirming Items		<ul style="list-style-type: none"> <li>Must be something not covered under Medicaid</li> <li>Approved on a case by case basis</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of why assistance is needed</li> </ul>
Clothing		<ul style="list-style-type: none"> <li>Size changes, maternity, weather, daily wear on limited occasions</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of why assistance is needed</li> </ul>



		<ul style="list-style-type: none"><li>▪ Access Local clothing closets, resources if available</li><li>▪ If the youth is dependent DCYF can assist with clothing if needed</li></ul>	
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