

18. HIGHER EDUCATION STIPEND AND EDUCATION AND TRAINING VOUCHER (ETV) PAYMENTS

18.0 PURPOSE: The purpose of this section is to establish procedures for the provision of higher education stipend and Education and Training Voucher payments to eligible former foster youth.

18.1 AUTHORITY:

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| A. | Section 477 of the Social Security Act | John H. Chafee Foster Care Independence Program |
| B. | HRS 346-14 | Duties generally. |
| C. | 346-17.4 | Higher Education Stipends for Students |
| C. | HRS 346-34 | Fraud, penalties. |
| D. | HAR 17-1622 | Higher Education Stipend and Education and Training Voucher Payments |

18.2 DEFINITIONS:

"Application" for higher education stipend or ETV benefit means an application completed on-line in **SHAKATown**.

"Accreditation" means the process in which institutions of higher education are evaluated to ensure that the institution maintains certain standards and that the education provided meets acceptable levels of quality. The institution must be accredited by an accrediting agency the US department of Education recognizes for Title IV purposes. ¹

"Child Welfare Services Branch", or **"CWS"**, means the Branch of the Department of Human Services, Social Services Division that administers state and federal programs related to foster care and transition services including the higher education stipend and Education and Training

¹ Accrediting agencies recognized by the US Department of Education for Title IV purposes:
https://www2.ed.gov/admins/finaid/accred/accreditation_pg9.html

Voucher programs.

“Completed Application” means a submitted application that contains all the information and documents required to determine eligibility. Applications missing required data and /or documentation shall be deemed incomplete. Eligibility for benefits shall only be determined for completed applications.

“Cost of attendance” or “COA”, as defined in Section 472 of the Higher Education Act [HEA] includes the tuition and fees normally assessed a student carrying the same academic workload required of all students in the same course of study. The COA for an institution of higher education is usually documented in the institution’s financial aid notice/award notification.

For the purposes of ETV, the COA includes the total cost of expenses required for attendance at an institution of higher education:

1. For **full time** and **part-time students** the COA includes: tuition and fees; room, board and clothing; books and supplies required for the course of instruction, including rental or purchase of equipment, materials and supplies, and the documented purchase of a personal computer; travel expenses and transportation, including driver’s education, insurance, bus passes; required residential training and special study projects; and dependent care expenses. Other expenses may be considered, if they are directly related to the ability of the youth to attend an institution of higher education. The cost of purchasing a motor vehicle is **not** an allowable expense.

“Department” or “DHS” as used in these procedures means the Hawaii State Department of Human Services.

“Education and Training Voucher” or “ETV” is a cash benefit provided to assist eligible former foster youth who are enrolled and participating in college, university and vocational training programs. The Hawaii EVT program receives and disburses federal funds in accordance with the John H. Chafee Foster Care Independence Program, Section 477 of the Social Security Act (42 U.S.C. 677 et seq.).

“FAFSA Related benefits” mean the federal financial assistance an applicant may receive following the completion of a FAFSA. These benefits may include, but not be limited to, the Pell and Supplemental Educational Opportunity Grants and federal loans.

“Federal School Code” or **“Title IV Institution Code”** means the identification code issued to institutions of higher education authorized to receive and process federal educational assistance funds. Most colleges list their Federal School Codes in the financial aid section of their website. A list of school codes is provided by the US Department of Education² and other financial aid reference sites.³ This is also known as The Office of Postsecondary Education Identification (**OPE ID**) number.

“Financial Aid Award Letter” means the document prepared by the institution of higher education that should verify and detail the cost of attendance, the applicant’s / student’s financial aid package that may include FAFSA related benefits, scholarships and employment or work-study options.

“Financial aid package” is a collection of different types of financial aid from multiple sources that is intended to help the student fill the gap between their ability to pay, the expected family contribution or EFC, and the cost of attendance or COA.

“Former foster youth” or **“youth”** or **“young adult”** for the purposes of this chapter means a person who was under the placement responsibility of the department by order of the family court pursuant to chapter 587A, HRS, when the youth:

1. Attained the age of eighteen years, or
2. Was adopted, or legal guardianship or permanent custody of the youth was awarded to an individual or individuals.

“Free Application for Federal Student Aid” or **“FAFSA”** means the form completed by current and prospective college students in the United States to determine their eligibility for federal student financial aid.⁴ The FAFSA, administered by the Department of Education, assesses a student’s and their family’s financial situation to determine the amount a student can afford to pay for college. The results of this analysis are provided to the student’s college or university’s financial aid office and used by the school to determine the financial aid package.

“Higher Education Stipend” means the Hawaii state funded program that provides monthly financial benefits for eligible youth formerly in

² <https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp>

³ The Smart Student Guide to Financial Aid, Title IV Institution Code Search <http://www.finaid.org/fafsa/tiv.phtml>

⁴ FAFSA website: <https://studentaid.ed.gov/sa/fafsa>

foster care, for up to 60 months between the youth's 18th and 27th birthdays.

"Higher Education Act [Public Law 89-329]" and "The Higher Education Amendments of 1998 [Public Law 105-244]" are federal laws that govern the administration of federal higher education programs. The purpose of these laws is to strengthen the educational resources of colleges and universities and to provide financial assistance for students in postsecondary and higher education.

"IHI Provider" is the acronym for agencies who provide **I**ndependent Living, **H**igher Education/ETV, **I**mua Kākou/Extended Foster Care services.

"Independent Living Transition Plan" or "ILTP" is a written plan developed by the youth with assistance from the DHS social worker, youth Circle, independent living program [IHI] service provider, or other youth services worker that must include:

- 1) Educational, career and life goals and the plan for how the youth will obtain the necessary skills, knowledge, and services to attain these goals;
- 2) Plan to ensure the successful completion of post-secondary educational/ vocational training. For students with less than "satisfactory" or "C" grades, the ILTP must include a plan to improve these grades, which may include tutoring, connection with guidance counselors, study groups, or other support systems. Note: This is critical, since continued "less than satisfactory" performance will make a youth ineligible for higher education stipends, ETV, and other financial aid; and
- 3) A projected budget for the current year/academic session that includes a budget for the total cost of the youth's education, and a plan for obtaining continuing funding and support during the youth's participation in higher education.

"Institution of higher education" or "IHE" ⁵as defined in Public Law 105-244, means a public or non-profit school accredited by a nationally recognized accrediting association that: awards a bachelor's or associate's degree or not 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

⁵ <https://www.govinfo.gov/content/pkg/USCODE-2010-title20/html/USCODE-2010-title20-chap28.htm> 20USC Chapter 28 §§1001 -1003

training for gainful employment and has been in existence at least two years. Additionally, the institution admits as regular students only persons with a high school diploma or equivalent, or admits as regular students persons who are beyond the age of compulsory school attendance.

“Office of Postsecondary Education Identification” or “OPE ID” is the number assigned by the U.S. Department of Education to identify schools that have Program Participation Agreements allowing their students to enroll in Federal Student Financial Assistance programs under Title IV regulations. Also known as “Federal School Code” or “Title IV Institution Code.”

“Part-time attendance” generally means a course load of at least one course but less than the number of courses determined by the institution of higher education to be a full-time course load.

“Satisfactory Academic Progress” or “SAP” is the standard that college students must meet to remain eligible to receive federal financial aid money. To meet the SAP standards and stay eligible for federal financial aid, students need to do all the following:

1. Maintain a satisfactory, or C, grade point average. [Objective measure: Student must have a **cumulative** C average, or its equivalent, or academic standing consistent with the requirements for graduation, by the end of the second academic year.]
2. Complete at least 67% of attempted credits⁶.
3. Make progress toward completing their degree within a time frame that does not exceed 150% of the program’s length⁷.

“SHAKATown” means the youth portal to the Department’s on-line data base, SHAKA. SHAKATown can be accessed at <https://shakatown.com>.

“Student Aid Report” or “SAR” is a report generated after a FAFSA is submitted. The Student Aid Report (SAR): summarizes the information provided by the applicant; includes the Expected Family Contribution (EFC), an index number that the school will use to determine the expected family contribution; and shows the estimated eligibility for federal Pell Grants, and federal student loans.

⁶ Calculation: (completed credits)/(attempted credits) =%

⁷ Calculation: (Normal length of program) x 150% = maximum length of time for SAP compliance

1. The SAR may be used to document that the applicant has completed a FAFSA for the higher education stipend program.
2. The SAR does **NOT** document a FAFSA determination and may NOT be used to document a FAFSA award for the ETV program.

“Title IV School” is an institution that is eligible to participate in the Federal Title IV programs, and to receive and process Federal funds as described in Title IV of the Higher Education Act (HEA; P.L. 89-329), as amended. HEA authorizes federal programs that provide financial assistance to students to attend eligible institutions of higher education (IHEs).⁸

“Youth” or “young adult” as used in this document means a former foster youth.

CONFIDENTIALITY

The provisions of chapter 17-1601 shall apply to services provided and records maintained under this chapter.

PROGRAM ELIGIBILITY / REQUIREMENTS:

To be eligible for benefits under these programs the following requirements shall be met.

Placement Responsibility:

The applicant shall have been under the placement responsibility of the Department of Human Services pursuant to Hawaii Revised Statutes (HRS) Chapter 587A when one of the following events occurs.

- 1) For Higher Education Stipend:
 - a) The age of 18 years was attained;
 - b) Legal guardianship or permanent custody was awarded to an individual(s); or
 - c) An adoption was finalized to a person or persons who are not the biological parent or parents of the youth.
- 2) For ETV:
 - a) The age of 18 years was attained; or

⁸ <https://fas.org/sgp/crs/misc/R43159.pdf>

- b) Legal guardianship was awarded to a kin at age 16 years or older;
or
- c) An adoption was finalized at age 16 years or older to a person or persons who are not the biological parent or parents of the youth.

Age Range for Benefits:

The eligible age ranges for receiving benefits are as follows:

- 1) For Higher Education Stipend: 18 years through 26 years; or
- 2) For ETV: 18 years through 25 years; or
- 3) A 17-year-old youth attending a post-secondary academic or vocational institution of higher education may receive Higher Education Stipend and ETV benefits if all eligibility requirements are met.

Duration of Benefits:

The length of time during which benefits are provided to an eligible individual shall not exceed a total of five years **(60 MONTHS)**.

Acceptance / Attendance at an Institution of Higher Education:

- 1) Applicants for higher education stipend and ETV benefits shall be attending, or accepted to attend, an accredited institution of higher education.
- 2) To receive the fullest benefit from these programs, students should take sufficient courses to be deemed full-time students and to complete their chosen course of study within 150% of the normal program length; however
- 3) Part-time attendance is allowed.
- 4) Failure to make satisfactory academic progress toward a timely completion of the course of study shall be grounds for termination of the higher education stipend and ETV benefits.

Institution of Higher Education:

- 1) For the higher education stipend program, the institution of higher education must be accredited by an appropriately recognized accrediting agency
- 2) For ETV, the institution of higher education:

- a) Must be accredited by an appropriately recognized accrediting agency; and
- b) Must be deemed a Title IV school to be eligible to receive ETV funds.
- c) An institution that is not deemed a Title IV School is not authorized to receive or process these federal funds. Applicants attending a non-Title IV school are NOT eligible for ETV funds.

Scholarships:

- 1) Each applicant for Higher Education Stipend or ETV benefits shall apply for federal scholarships and financial aid using the "Free Application for Federal Student Aid" (FAFSA).⁹
 - a) FAFSA should be filed between October 1st and February 1st for the following financial aid year,
 - b) Applicants must document their filing of the FAFSA on their applications. The SAR will be accepted as documentation of a completed FAFSA filing.
 - c) Applicants for ETV shall provide documentation of the FAFSA determination and financial aid package by the deadline for the filing of the application:
 - i. The institution of higher education's financial aid letter will be accepted as documentation of FAFSA determination, financial aid package and cost of attendance.
 - ii. If the financial aid letter is not received as required, the application shall be deemed incomplete and no ETV benefit will be approved.

Grades:

- 1) Recipients of Higher Education Stipend and ETV benefits shall:
 - a) Maintain a satisfactory level of performance in accordance with school and federal financial aid guidelines. In general, this means maintaining a cumulative C or 2.0 Grade Point Average (GPA); and
 - b) Make satisfactory progress toward the completion of the program.

⁹ FAFSA application session usually begins October 1 and closes June 30 of the following year. Most schools have established deadlines for FAFSA application for the student to be priority consideration for financial aid

- 2) Students who are placed on academic probation, or whose Federal Student Aid is suspended or terminated due to low grades, lack of progress or other reasons, shall **NOT** be eligible for ETV benefits.

APPLICATION REVIEW AND DETERMINATION PROCESS

An application is required to determine eligibility for Higher Education stipend and Educational Training vouchers payments.

- 1) All applications shall be completed on-line at <https://SHAKATown.com>
- 2) Initial applications shall be submitted:
 - a) For Higher Education Stipend Benefits, at least six (6) months before the applicant's 27th birthday;
 - b) For ETV, before the 26th birthday, and in sufficient time for the application to be reviewed and the benefit awarded before the 26th birthday.
- 3) Only applicants for ETV must complete the *Cost of Attendance* and *ETV Request* portions of the application.
- 4) An application must be filed for each academic period for which the applicant wishes to receive benefits.
 - a) There are two benefit periods per year that correspond with the traditional fall and spring academic sessions.
 - b) Applications shall be completed and submitted within the scheduled timelines for the specific benefit application period.
- 5) Applications are considered "complete" when all required and requested information has been provided, all required documents have been attached to the on-line application form, and the application has been submitted to the Department for review.

Applications shall be reviewed and determined by DHS/CWS staff within thirty [30] days of the date of the submission of the completed application.

REQUIRED DOCUMENTATION

The following documents are required, and must be submitted as part of the on-line application for Higher Education Stipend and ETV benefits:

1. On-line application form in SHAKATown.com;
2. Letter of acceptance, for new or transfer students only;
3. FAFSA:

- a. For higher education stipends, verification/ proof of FAFSA **application**. The SAR is acceptable documentation.
- b. For ETV, FAFSA **award** notice. The institution of higher education's financial aid letter that includes the FAFSA determination is acceptable documentation.
4. For ETV, the institution of higher education's financial aid letter / notice documenting cost of attendance and the financial award package.
5. A written Independent Living Transition Plan (ILTP), which must contain an annual budget that includes planned income, *e.g.*, earnings, scholarships, loans, grants, and expenses including daily living and educational costs;
6. Receipts for approved ETV expenditures:
 - a. Are required for the purchase of a computer;
 - b. Should be provided as documentation for large expenses, including but not limited to tuition, board, and rent.
7. Course schedule documenting courses the applicant will be attending during the period covered by the application.
8. Current transcripts that include current and cumulative credits and grades.

REVIEW OF THE ETV APPLICATION

1) Applicant's Initial eligibility

- a) Verify current age: Eligibility range is at least 18 and not older than 25 years (**a 17 year old youth is eligible if they are attending college or vocational school**)
- b) Verify foster care status under DHS placement responsibility,
- c) Verify that the reason for placement responsibility termination/ discharge from foster care meets the eligibility criteria.

2) Eligibility of the institution of higher education to Receive

Federal Funds: Verify that the school is a Title IV school by checking the Federal School Code/ Title IV Institution Code or through other sources¹⁰. A financial aid letter/documentation that includes FAFSA

¹⁰ Institute of Educational Sciences/ National Center for Educational Statistics, College Navigator [<https://nces.ed.gov/collegenavigator/>] provides search ability for institutions of higher education (IHE). IHE home page has tab for *Financial Aid* that indicates types of financial aid provided/ administered by the IHE. Display of Federal aid indicates this is Title IV school. The *Accreditation* tab will show IHE accreditation source as well as available program accreditation.

related benefits, such as a Pell Grant, in the award package may be accepted as documentation of the institution's Title IV status.

3) Academic Review Criteria

- a) Review documentation that applicant is attending or accepted to attend an institution of higher education.
- b) Review applicant's course schedule to determine applicant's full-time or part-time status.
- c) Review school transcript to verify applicant's Satisfactory Academic Progress. Verify:
 - i) Cumulative GPA: Satisfactory, 2.0, or satisfactory equivalent
 - ii) Course completion rate of at least 67%. Determined by dividing the number of credits completed by the number of credits attempted.
 - iii) Completing sufficient number of credits to complete the program within 150% of the program length, *e.g.*, if program is 2 years long, student will complete within three years (2 years x 150%=3years).

4) Application Criteria

- a) FAFSA has been completed and the award amount is documented.
 - i) Review financial Aid letter from school containing FAFSA award information.
 - ii) Review the financial aid letter including an award package with FAFSA amount and cost attendance.
 - iii) If FAFSA related benefits are not documented or are denied or suspended, ETV is to be denied.
- b) Cost of Attendance, allowable costs vary with the student's attendance status:
 - i) For **full-time** and **part-time students**, the COA includes tuition and fees, on-campus room and board, housing and food allowance for off-campus students, books and supplies, computer and supplies, transportation, student loan fees, and, dependent care. It can also include other expenses like costs related to a disability, or costs for eligible study-abroad programs. ¹¹

Cost of Attendance	
General Allowable Expense	Full & Part-time
Tuition and Fees	X
Room & Board	X

¹¹ <https://fafsa.ed.gov/help/costatt.htm>

Books & Supplies, Including purchase/ rental of equipment, material and supplies, computer	X
Clothing - limited to special clothing required for program	X
Travel expenses & transportation, including Driver's education & insurance, and bus pass	X
Dependent care expenses	X

- c) Request for ETV Funds
 - i) Review this section to ensure that the types of expenses listed are allowable and the amounts of the expenses are reasonable.
 - ii) Exclude expenses that are not allowable.
- d) Documentation –
 - i) Review attached documentation to ensure that all required documents have been attached.
 - ii) Whenever possible, the applicant's name should appear on each document. Documents / letters from agencies or Institutes of Higher Education (IHE) should display applicant's name on each page. Screen shots of internet pages may be accepted if provided by the agency or IHE.¹²

Determination of the ETV Benefit Amount

1) Assets & Income to offset expenses:

- a. Review /verify FAFSA related benefits and Scholarships. Ensure that the amounts listed are only for the time frame of the application, not the total annual award amount. Example: Annual Pell Grant is awarded in the amount of \$6,000 for the period of August 1 – June 30. For the fall session, the ETV application should show \$3,000 for Aug 1- Dec 31, rather than \$6,000 for Aug 1 – Jun 30.
- b. Review /verify Higher education stipend, Adoption/Guardianship Assistance, Imua Kākou benefits.

2) Expenses – cost of attendance, allowable costs

- a. Review /verify allowable costs based on student's attendance status and information in the financial aid letter from the school.

¹² If each screen does not include the applicant's name, request a document from the agency or IHE that includes, and verifies, a printed or PDF copy of the screen or information in the screen.

- b. Disregard Items /expenses that are not allowable

3) ETV Benefit:

- a. Maximum benefit per school year or Hawaii State Fiscal Year:
 - i. \$5,000 for full-time students for allowable expenses;
 - ii. \$2,500 for part-time students for allowable expenses;
 - iii. Prudent financial planning would support issuance of one half of the maximum amount per semester.
- b. Determination of benefit amount
 - i. Review/verify budget for allowable costs
 - ii. Review/verify budget for assets/ offsets, including higher education stipend, extended adoption or KinGAP Assistance, Imua Kakou benefits, FAFSA related benefits and scholarships.
 - iii. Deduct assets /offsets from allowable costs.
 - iv. If allowable expenses exceed the assets, this is the unmet financial need. ETV benefit may not exceed this amount.
 - v. If assets/offsets exceed the allowable expenses, there is no unmet financial need, and the ETV request is denied.

Application Approval or Denial

Incomplete Application

*If the application is not complete the applicant shall be notified of what is lacking and given the opportunity to complete the application before it is denied.

Approval

- 1. Enter ETV award amount on the SHAKA ETV Disposition screen; and
- 2. Approve award at worker level and Supervisor/Section level.
- 3. Enter ETV amount in CPSS, Service Action Code K284, and fully approve through level 4.
- 4. Issue DHS 1504 - Notice of Disposition of Application/Referral – to applicant and cc IHI provider or parent **payee**

Denial

- 1. Enter ETV denial code on the SHAKA ETV Disposition screen
 - i. Select the most basic reason.
 - ii. Determination priority:
 - Eligibility: age (26 or older; adopted before 16; Legal guardianship before 16 or not to kin) then academic criteria or FAFSA suspension;
 - Application Criteria;
 - Financial Need;
 - No funding; then

- Other. If “Other” is indicated an explanation must be entered in the “Notes” section on the application.
- 2. Authorize denial at the worker and Supervisor/Section level.
- 3. Issue 1504 - Notice of Disposition of Application/Referral – to applicant and cc IHI provider or parent **payee**

Scheduled breaks – vacations, intersession:

Higher education stipend benefits may continue during scheduled breaks in class attendance. To be eligible to continue to receive these benefits during scheduled breaks longer than three [3] weeks, the youth must participate in activities that will enhance their community involvement, life skills, knowledge or employment readiness.

- 1) Prior to the end of the regular academic/ training session, the youth must provide their plan for intersession activity (Letter of Intent) to the Department for approval. Failure to provide an approvable plan may result in termination of benefits.
- 2) Prior to the beginning of the next academic/ training session, documentation of participation in allowable activities must be provided to the Department. Documentation may consist of a letter from the agency with which the youth participated or pay stubs if the youth had been employed.
- 3) Allowable activities may include summer school, employment, volunteering, or, in consultation with the IHI provider agreed-upon activities such as personal self-care/interest, life skills development or other activities.
- 4) Higher education stipend payments during a scheduled break shall not continue for more than three [3] months.

NOTICE AND RIGHT TO A HEARING

An applicant who does not agree with the determination of the application has the right to an Administrative Hearing in accordance with the department’s Hawaii Administrative Rule and applicable procedures.

HIGHER EDUCATION STIPEND AND EDUCATION AND TRAINING VOUCHER PAYMENT AGREEMENT

The Higher education stipend and education and training voucher payments

agreement is contained in the "Agreement to Comply" portion of the SHAKATown application.

- a) An agreement, binding on the parties to the agreement, between the department, the youth or young adult, and the payee shall be in effect for all higher education stipend and education and training voucher payments.
- b) The agreement shall be on a form prescribed by the department and shall at a minimum contain or specify:
 - (1) The name of the youth or young adult;
 - (2) The name of the institution of higher learning, the name and type of program the youth or young adult is, or will be attending, and the number of courses or course hours the youth will be carrying;
 - (3) The youth's or young adult's acknowledgement of the requirements and agreement to:
 - (A) Submit required documentation, including verification of enrollment and grade performance report to the department by the specified dates;
 - (B) Make continued progress toward successful completion of the course of study;
 - (C) Notify the department within fifteen days of the occurrence of a change in circumstances that would affect continued eligibility for higher education stipend payments, including but not limited to, dropping a class, no longer attending courses, failure to register, and withdrawing from the program or the institution of higher learning;
 - (D) The youth or young adults acknowledgement that they have been informed of their responsible for payment for any state or federal taxes incurred as a result of receiving a higher education stipend.
 - (E) Repay the State if any higher education stipend payment is received by the youth or young adult when the youth or young adult is not eligible for the money due to a failure to notify the department of changes in circumstances as specified in section 17-1622-15;
 - (4) The time period covered by the agreement shall be the period covered by the application;
 - (A) The name of the payee to whom the benefits will be issued on behalf of the youth or young adult; and
 - (B) Signatures and dates of signatures for the department representative, the youth, the young adult, and the payee.
- (b) By submitting the application, the payee shall acknowledge they

understand and accept their responsibilities for disbursement of the higher education stipend and education and training voucher payments.

The agreement shall remain in effect regardless of the state in which the youth or young adult attends an institution of higher learning.

INITIATION OF PAYMENTS

PAYEE:

The **payee (name on check)** for higher education stipend and ETV benefits may be the:

1) **IHI Applicant/Young Person**

- a) if receiving a HE stipend or ETV - with IHI Case Management- check is **mailed** to IHI Provider; OR
- b) if receiving a HE stipend or ETV, and is at least 21 years old – check is **mailed** to Applicant

2) **Eligible Adopted/Guardianship Applicant/Young Person:**

- a) if receiving a HE stipend or ETV for eligible adoptive/LG applicants - with NO IHI Case Management – check can be **mailed** to Adoptive Parent or Legal Guardian; OR
- b) if receiving a HE stipend or ETV, and is at least 21 years old – check is **mailed** to Applicant

BENEFITS:

1) Higher education stipend benefits are:

- a) Issued on a monthly basis at the beginning of the month for the previous month;
- b) Available for 60 benefit months, from ages 18 through 26 years, for part-time or full-time attendance (as full benefits are received monthly, whether part-time or full-time attendance).

2) Clothing allowance for participants in the Higher Education Stipend program are:

- a) Available for students from 18 years through 21 years;
- b) Issued Upon Request.

3) ETV benefits are:

- a) Issued for the fall and spring academic semesters;

- b) Not to exceed the applicant's allowable cost of attendance;

- c) Not to exceed, per school year or corresponding state fiscal year¹³:
 - i) \$5,000.00 for a full-time student; or
 - ii) \$2,500.00 for a part-time.
- d) Available for a maximum of five (5) years/60 months, for part-time or full-time attendance.

REPORTING CHANGES

The youth or young adult is responsible to report to the department any changes that would affect their continued eligibility within fifteen days of the occurrence of the change.

REVIEW OF ELIGIBILITY AND PAYMENT AGREEMENT

The department shall review the youth's or young adult's eligibility for continuing higher education stipend and education and training voucher payments at each application for benefits.

(b) Factors to be reviewed include, but are not limited to:

- (1) Continued enrollment;
- (2) Grade performance;
- (3) Attendance; and
- (4) Progress toward successful completion of the program.

(c) An agreement in accordance with HAR section 17-1622-10 shall be signed by all parties upon completion of the eligibility review, providing that eligibility criteria have been met and the department shall be continuing higher education stipend payments.

RESPONSIBILITIES

1. Applicant/recipient responsibilities include, but are not limited to:

- a. Applicant must file the Free Application for Federal Student Aid (FAFSA) in a timely manner so that the decision on the FAFSA will be received by the time the application for ETV is filed.
- b. Completion and submission of the on-line application(s) for Higher Education stipend and Education and Training Voucher;
- c. Provision of documentation required for determination of initial and continuing eligibility and award amount for ETV;

¹³ Hawaii State Fiscal year is July 1 through the following June 30, e.g., July 1, 2022 – June 30, 2023.

- d. Development and provision of an ILTP that includes higher education;
 - e. Provision of receipts and other documentation for the expenditure of the ETV funds; and
 - f. Compliance with the Department's program requirements.
 - g. Use of ETV funds only for approved expenses documented on the approved application.
2. DHS staff and/or the IHI Provider shall:
- a. Inform youth of the availability of benefits under the Higher Education Stipend and ETV programs;
 - b. Assist youth in the development of the ILTP and completion of the ETV application; and
 - c. Provide continuing support and guidance while youth participates in the ETV program and the Department's higher education program.
3. DHS staff shall:
- a. Inform youth of the availability of benefits under the Higher Education Stipend and ETV programs
 - b. Review the applications and determine the eligibility for ETV;
 - c. Communicate with the applicant (and IHI provider, if applicable) regarding the status of the application if clarification or documentation is needed;
 - d. Determine the amount of award for eligible applicants; and
 - e. Advise the applicant of the disposition of the application.
4. **IHI Provider/Adoptive Parent/Legal Guardian** responsibilities include, but are not limited to:
- a. Accepting the funds from the Department and disbursing funds to the youth in accordance with the approved plan for use of funds.
 - b. **Assisting the applicant, as needed, in** obtaining receipts documenting the youth's expenditure of funds.
 - c. Assisting the applicant, as needed, in complying with the higher education stipend and ETV program requirements.

ADVANCE NOTICE OF ACTION TO TERMINATE, SUSPEND OR REDUCE PAYMENTS

- A. Issue a written notice using DHS 1509 to the recipient when ETV or Higher education stipend payments are reduced, terminated or suspended.
- B. The written notice will contain the following information:
 - 1. The action the department intends to take;
 - 2. The effective date of the action;
 - 3. The reason for the action with the state or federal requirement, if applicable, or the departmental rule supporting the action;
 - 4. The individual's right to request an informal review, a fair/administrative hearing or both pursuant to Hawaii Administrative Rules.
 - 5. The circumstances under which the service will be continued if a fair/administrative hearing is requested.

OVERPAYMENTS AND RECOUPMENT

An overpayment occurs when the youth receives higher education stipend or ETV benefits to which the youth is not entitled. Overpayments shall be collected directly from the youth/ young adult in accordance with a repayment plan developed with the youth.

TERMINATION AND SUSPENSION OF PAYMENTS

Higher education stipend benefits will be terminated when the youth no longer meets eligibility criteria or does not comply with program requirements including, but not limited to, when the youth:

- 1. No longer participates in a higher education or vocational program;
- 2. Fails to submit required documentation; or
- 3. Fails to make satisfactory academic progress.
- 4. Advises the department they no longer wish to participate in the program.