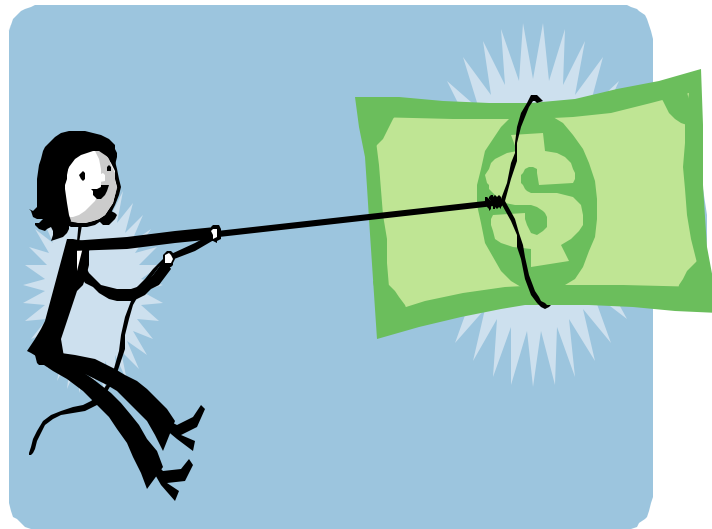


# Texas Education and Training Voucher Program

## Request For Funds



Funding provided through the Chafee Foster Care Independent Program  
Administered by The Department of Family and Protective Services

# THE EDUCATION AND TRAINING VOUCHER PROGRAM

## Student Responsibilities and Payment Process

### 1. What is my Responsibility?



- Each student will be responsible for completing **all** required forms and submitting them to the ETV Coordinator (**Please see instructions below on how to submit payment**)
- A student will be responsible for submitting receipts for each item requested. Providers (i.e., school, landlord, childcare, utilities, etc.), or the student, if applicable, will always be paid directly from the state office
- Each student must remain in good standing academically (passing) and show satisfactory progress toward completion of the program. Students who fail to maintain satisfactory progress will be terminated from the program.
- **Each semester send in a copy of your unofficial transcript** (request this from the admissions and records office)

### 2. How do I Avoid Delayed Payments?



On an average, **it takes 14-21 days** to issue a check if there are no delays. Some delays in the reimbursement/payment process can be avoided. Some of the most common problems are:

- Insufficient postage amount on the packages mailed to the ETV program.
- Leaving the mail code off of the address.
- Waiting until the end of the school semester to send a massive # of receipts at one time.
- Request for reimbursement for amounts fewer than 20 dollars total.
- Fax that has been highlighted causes problems with visibility/legibility.
- Placing tape over the receipts identifying information also causes problems with visibility/legibility when faxed.
- Taping receipts submitted out of chronological order.
- The most common delay is due to missing signatures or incomplete information on the voucher request form or missing bill information to verify corresponding receipts/voucher.

**The following steps can also assist you in avoiding many of these errors:**

**3. How do I submit for Payment? (PLEASE READ CAREFULLY)**

The ETV Coordinator will complete much of the purchase voucher (4116), however you must fill in the following boxes. (Make copies of this form to use again).

A. Must have a Social Security Number for any individual receiving payment.  
❖ Box 9.

**OR**

B. Must have a Tax ID # or Federal ID # for any vendor receiving payment.  
❖ Box 9.

C. Must have complete name and address of vendor or individual receiving payment.  
❖ Box 14.

D. Enter the dates each request of receipts or payments ranges, from earliest to latest date.  
❖ Box 19. – Empty rectangular space.

E. Must enter description of items purchased or that are purchasing.  
❖ Box 20. – Directly above the paragraph...The Education and Training Voucher....  
Note: You must attach all the **original supporting documents** in order to receive payment.

F. Enter the dollar amount your receipts or payments add up to.  
❖ Box 23. – Empty rectangular space.

G. The young adult, for every request, must sign Vendor Certification box along with a contact number.  
❖ Box with **X**

H. The vendor, case manager, legal guardian, or the name of the person who may always be in contact with you along with a contact number in box that states **Contact Name**.  
❖ Box 24.

**You're done!** \*Please remember that each time you request funds, a purchase voucher (Form 4116) must be completely filled out for each request, and attached to the receipt(s) or supporting documentation.

## What do I need to turn in with my Purchase Voucher?



### I. Every receipt must:

- A. Have name of vendor (company)
- B. Have a date of purchase
- C. List all items purchased
- D. Be taped evenly throughout the copy paper
- E. **Not** have tape on any words or numbers
- F. **Not** be highlighted or written on



### II. Rent, Utilities, Day Care (See an example of a purchase voucher (4116) requesting the following items)

- A. For payments directly to the vendor:
  - 1. Must submit the bill, invoice, or statement for each request.
  - 2. Signed Warrant Check Agreement (attached at the end of the packet, make copies for your file)
- B. Must have a legitimate receipt
  - 1. Letter on letterhead
  - 2. Receipt must have vendor's (company) name and address
  - 3. Utilities must have receipt for proof of payment and bill
  - 4. Next statement with payment made amount listed on the bill
- C. Must have Lease Agreement
  - 1. ETV Program is obligated to pay the ETV participant's percentage of the rental expenses.



### III. Computer Purchases (See an example of a purchase voucher (4116) requesting the following items)

- A. Submit 2-3 bids if request is over \$1,000.00.
- B. Submit a description of the computer (a print out from a website with the price on it, or a printed invoice or "sales-training receipt" from the sales person – If you ask the sales person, many stores now will give you a "sales-training receipt")
- C. Purchase voucher (4116) with the following boxes filled in:
  - 1. #9 – Tax ID of the vendor (company)
  - 2. #14 – complete name and address of vendor and note in reference to your name and address. (ETV will send you the check and you have to go purchase the computer)

14. Payee Name/Address	
Best Buy	Re: YOUR NAME
<b>123 Anywhere St.</b>	<b>143 Anywhere St.</b>
<b>Anywhere. TX 12345</b>	<b>Anywhere. TX 12345</b>

### D. Signed Warrant Check Agreement (attached at the end of the packet, make copies for your file)

## Request For Funds Checklist

- Receipts for **each** item (if applicable)
- Completed purchase voucher for **each** request (Form 4116)
- Warrant (Check) Agreement (if applicable)
- Retain a copy of the application and supporting documentation for your records

## What items can ETV pay for?

### The ETV Program can help with reasonable expenses:

- Residential housing
- Room and board costs
- Food
- Tuition/fees (for non state-supported institution or if youth is not eligible for the state tuition and fee waiver for former foster care youth)
- Personal items
- Books/supplies
- Child care
- Transportation needs
- Computer or other required equipment

### Examples of Non-Allowable Voucher Expenses

- **Alcoholic Beverages;**
- **Tobacco Products;**
- **Pet Food;**
- **Shopping Cards;**
- **Jewelry;**
- **Videos;**
- **VCR;**
- **TVs;**
- **DVDs;**
- **CDs;**
- **CD Player;**
- **MP3 Players;**
- **Web Cams**
- **Stereo Equipment**
- **Furniture;**
- **Toys;**
- **Gift Receipts**
- **Make-up**
- **Other items deemed unacceptable by DFPS staff**
- **PLEASE NOTE ANY RECEIPTS TURNED IN WITH NONALLOWABLE EXPENSES WILL BE DEDUCTED FROM THEIR ORIGINAL REQUEST**



## TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

### WARRANT (Check) AGREEMENT

I, \_\_\_\_\_, hereby agree to forward the warrant

**(Your name)**

(Check) issued by the Department of Family and Protective Services to the provider identified on the front of the warrant (check) within 10 working days of receipt.

I also agree to provide the Department of Family and Protective Services a receipt for the goods purchased with the warrant (check) within 30 days.

I understand that intentional misuse of the warrant (check) may result in legal action.

Warrant (check) issued to: \_\_\_\_\_

**(Name of the store)**

Purpose: \_\_\_\_\_

**(What are you buying?)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date