

# HOW TO REQUEST FOR ETV FUNDS

## PLEASE READ BEFORE CONTACTING ETV

### 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 and current schedule** (request this from the admissions and records office)
- **ETV WILL NOT PROCESS A PAYMENT WITHOUT A SCHEDULE AND TRANSCRIPT**

#### 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 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.

**STATE OF TEXAS**

**PURCHASE VOUCHER** (Shaded Areas Not Used by Agency 530)

**ORIGINAL-make copies**

Page of

1. Active Reference Number		2. Agency Number <b>530</b>		3. Agency Name <b>TEXAS DEPT. OF FAMILY AND PROTECTIVE SERVICES</b>				4. Current Document Number <b>FY</b>				
5. Effective Date			6. Order (document) Date		7. Due Date	8. Doc Agency						
9. Payee Identification Number				10. PDT	11. PCC	12. Requisition Number		13. Document Amount				
14. Payee Name/Address						15. GSC Order Number	17. AGENCY USE					
						16. Lease Number						
18.	Ref Doc	SFX	M	TC	Index	PCA	AY	COBJ	AOBJ	AMOUNT	R	
SFX	APPN	Fund	NACUBO Sub-Fund		Grant Number	Grant Year/Phase	Project Number <b>6059</b>	Project Phase	Contract Number	Multipurpose Code		
001	Invoice Number		Description				AGENCY USE (Month of Service,R/D,PAC,and APD No must be completed on all PRS 4116-X)					
							MM/YY (Mo. of Ser.)	REG/DIV	PAC	APD No.		
							<b>12/510</b>	<b>209</b>				
18.	Ref Doc	SFX	M	TC	Index	PCA	AY	COBJ	AOBJ	AMOUNT	R	
SFX	APPN	Fund	NACUBO Sub-Fund		Grant Number	Grant Year/Phase	Project Number <b>6059</b>	Project Phase	Contract Number	Multipurpose Code		
002	Invoice Number		Description				AGENCY USE (Month of Service,R/D,PAC,and APD No must be completed on all PRS 4116-X)					
							MM/YY (Mo. of Ser.)	REG/DIV	PAC	APD No.		
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							<b>12/510</b>	<b>209</b>				
19. SER/DEL DATE		20. DESCRIPTION OF GOODS OR SERVICES					21. QUANTITY		22. UNIT PRICE		23. AMOUNT	

	<p>The Education and Training Voucher Services are authorized under section 447 of Title V-E of the Social Security Act and under the John H. Chafee Foster Care Independence Program</p> <p>(See Supporting Documentation)</p> <p>Certified Amount = \$ (for internal use only)</p>			
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Vendor Certification <b>X</b>		Phone (Area Code and Number)	GSC Approval <b>X</b>
24. Contact Name		Phone (Area Code and Number)	25. Entered By

26. I approved this voucher for payment. The above goods or services correspond in every particular with the contract under which they were purchased. The invoice for the goods or services is correct. This payment complies with the General Appropriations Act.

<p><b>APPROVED:</b> Sign Here  Myrna Amaya or Patty Smith</p>	<p>Mail Code  <b>W-157</b></p>	<p>Phone (Area Code and Number)  <b>(512) 438-3767 or 3769</b></p>	<p>Date</p>
<p><b>APPROVED:</b> Sign Here  Caroline Bogues or David Smith</p>	<p>Mail Code  <b>W-157</b></p>	<p>Phone (Area Code and Number)  <b>(512) 438-4576 or 3144</b></p>	<p>Date</p>

## SENDING IN RECEIPTS

### 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
- G. **PLEASE DO NOT SEND IN ORIGINAL RECEIPTS!!!!!!!!!!!!!!**

## 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