	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	**Effective Date:** July 1, 2006
	Section 3: Emancipation Goods and Services	**Version:** 1

POLICY [NEW]

- The Indiana Department of Child Services (DCS) will make available funds up to $1,000 per youth to purchase needed goods and services for:
  - Youth ages 16 to 21 who are receiving Chafee IL services, and
  - Youth ages 18 and 21 previously in foster care who are receiving Chafee IL voluntary services.
- DCS will make available the Emancipation Goods and Services (EG&S) form to local DCS offices and Chafee IL service providers.
- DCS will assure that EG&S funds are made available in every county and included in Chafee IL service provider contracts subject to the availability of funds.

Code References
42 USC 677: Chafee Foster Care Independence Program

PROCEDURE

The FCM will:

1. Make requests for funds for eligible CHINS youth and Probation wards prior to case dismissal for goods and/or services such as a State ID, personal copy of the youth's birth certificate, tutoring, college application fees, driver's training, and work related items as needed.
2. Obtain approval or denial from the county director or his/her designee for all EG&S requests that are received on behalf of a referred youth.
3. Approve only items named on the EG&S list and approve other items only with written approval from the State IL Coordinator attached.
4. Maintain a copy of each EG&S form that is approved or denied in the youth's case file and monitor expenditures for each youth.

The Chafee IL service provider will:

1. Make requests for funds for eligible youth prior to case dismissal for goods and/or services such as a State ID, personal copy of the youth's birth certificate, tutoring, college application fees, drivers education, and work related items as needed.
2. Make requests for goods and services for items identified on the EG&S form for eligible youth receiving voluntary services as needed to expedite permanency.
3. Request approval from the State IL Coordinator for any goods and services not identified on the EG&S form to determine if the item is an appropriate Chafee expenditure prior to making a request of the county. Written approval for items not on the list must be included with the request.

4. Ensure that all approved requests for EG&S are purchased within 45 days of the signed approval form. If the form is not dated by the approving authority, the purchases will be made within 45 days of the date requested.

The State IL Coordinator will:

1. Provide timely response to requests for goods and services not indicated on the EG&S request form.
2. Authorize additional funds in excess of $1,000 when extenuating circumstances exist.

PRACTICE GUIDANCE

Emancipation Goods and Services

EG&S is a funding source to provide one-time goods and services that youth may need as they become independent of the system. EG&S is not an ongoing funding source that may be accessed numerous times. Community resources should be considered when needs arise after the initial start-up assistance. There are many items available through community agencies at no cost, such as items for expectant mothers. Food pantries are also available in most communities and should be accessed when needed. Application for services through the Department of Family Resources should be encouraged when the situation warrants.

Approval Process

DCS will designate one or more persons approved to sign the EG&S form and track expenditures to assure that funds expended for EG&S do not exceed $1,000 per youth from the first request to age 21. Giving approval for items not on the form without prior approval of the State IL Coordinator will become an expense to the county and will not be paid through Chafee funds. Requests for additional funds will be considered on a case-by-case basis by DCS central office staff only, based on availability of funds.

Items Not Included on the EG&S List

Medical expenses, cell phones, car purchases and payments, or repairs on a vehicle not in the youth's name are items that may not be paid through Chafee funds. Post-secondary education items are not eligible to be funded through EG&S since they are available through the Education and Training Voucher program.

Length of Approval

Approval is good for 45 days from the date of signature. If the items are not purchased in that time period, a new request must be made. If the approval signature is not dated, items must be purchased within 45 days of the date of the request.

FORMS AND TOOLS

- Emancipation Goods and Services Form

RELATED INFORMATION

- N/A