

Youth Development Services Division (YDSD) Request for Funds Checklist

The following checklist will assist you to provide the required documents to your Independent Living Program (ILP) Transition Coordinator if you are eligible for ILP services and need assistance.

Education (Tuition/Books & Supplies, Clothing, Transportation)

- Request Letter from Youth
- Proof of Enrollment/Class Schedule
- Financial Aid Award Letter/Proof of Application
- Statement/Cost of Attendance (i.e. Annual Tuition/Fees)
- Receipts for Books & Supplies or Estimate of Cost
- Name, Address, Phone Number and Taxpayer IID for School (if paying *DTV)
- Unofficial Transcripts and/or Grades for Previous Semester/Quarter

Vocational/Jobs/Skills Training (Tuition/Books & Supplies, Clothing, Transportation)

- Request Letter from Youth
- Proof of Employment Status/Current Pay Stubs
- OR**
- Financial Aid Award Letter/Proof of Application
- Billing Statement from School-Tuition Assistance
- Receipts for Books & Supplies or Estimate of Cost
- Name, Address, Phone Number and Taxpayer ID for School (if paying *DTV)

Auto Insurance (Available to former foster/probation youth, One Time ONLY)

- Request Letter from Youth
- Copy of Driver's License
- Copy of Car Registration
- *DMV Printout
- Verification of School/Employment
- Breakdown of Coverage and Cost (as pertains specifically to youth)
- Name, Address, Phone Number and Taxpayer ID of Insurer (if *DTV)
- Receipts for Monies Paid (if applicable)

Rental Assistance (Available to former foster/probation youth)

- Request Letter from Youth
- Lease with **Original** Signatures (*a copy will be made for our records*)
- Receipts for Rent/Deposit Paid (if applicable)
- Proof of Home Ownership of landlord (if renting and the payee is not a company/business)
- Verification of School/Employment
- Landlord Name, Phone Number, Address and Tax Payer ID Number (if *DTV)

Employment Search (Interview Clothing, Transportation & Food) Available to former foster/probation youth)

- Request Letter from Youth
- Proof of Employment Status (e.g. prior check stub, Job Search Info, Termination/Lay off Notice, Plan)

ALL REQUESTS REQUIRE A COMPLETED ADJUNCT FORM AND A CURRENT TILP/TAYLP

Key Terms: **DTV** – Direct to Vendor (e.g. College/Landlord) **DMV** - Department of Motor Vehicles
 TILP – Transitional Independent Living Plan **TAYLP** – Transition Age Youth Living Plan

Note: If you are 16-18 with an open case, you will be referred to your CSW/DPO for Clothing, Food or Transportation assistance