

# DCFS Youth Development Services Division Request for Funds Checklist

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

- Request Letter from Youth
- Proof of Enrollment/Class Schedule
- Financial Aid Award Letter/Proof of Application for FAFSA and Chaffee
- 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
- Receipts for Rent/Deposit Paid (if applicable)
- Proof of Home Ownership of landlord or SSN (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)
- \*HHPI Application (This program is offered to \*TAY ages 18 to 24 who are seeking permanent housing in Los Angeles County. "**Follow up is required every 3 months**"), provided if funding is available

## Furniture/Appliance Request (Available to former foster/probation youth)

- Request Letter from Youth
- Original Rental/Lease Agreement
- Verification of School (Financial Aid Award Letter/Employment – Pay Stubs)

## 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)

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

### Acronym names:

\* TAY - Transition Age Youth

\* DTV – Direct to Vendor

\* DMV - Department of Motor Vehicles

\* HHPI - Homeless Housing Prevention Initiative/NOT ILP FUNDS

**Note: If you have an open case, you will be referred to CSW for Clothing, Food or Transportation assistance**