



Guidelines for the Continuation of Care & Support Beyond Age 21

College Room & Board Support

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10. COLLEGE ROOM AND BOARD EXCEPTIONAL PAYMENTS

- Young adults in foster care who are enrolled in college when they turn 21 and are not living in an approved or licensed foster care placement do not require a CCS21+ to receive continued financial support via a College Room and Board Exceptional Payment (CRB EP) on an as-needed basis.²⁴ Young adults in receipt of such support will not be considered to have CCS21+ status while a student. CRB EP requests are reviewed and managed by the ACS OSR College Room and Board Coordinator.

- Prior to their 21st birthday, young adults in foster care who are enrolled in college and not living in a foster care setting may receive financial support for college room and board directly from the foster care agency with whom they are placed. When the young adult turns 21, the agency may request an exceptional payment in order to continue disbursing the room and board support for approved on-campus and off-campus housing;²⁵ the responsibility for processing the payment requests prior to submitting the payment request to the Office of Finance transfers to the OSR College Support unit.²⁶ Young adults who resided in foster care placement prior to their 21st birthday must meet all of the following criteria to maintain eligibility for a CRB EP upon and following their 21st birthday:
 - Attend an accredited two- or four- year college or university and demonstrate progress towards a degree;
 - Maintain full-time status as a student, which is considered to be enrolled in a minimum of 12 course credits per semester or trimester; Room and board support is available for months in which the student is enrolled in classes.
 - To receive room and board support for summer months, the student must be enrolled in at least one credit-bearing course; Students who have received an internship or employment offer may request an exception to the summer course enrollment requirement by contacting the College Room and Board Coordinator.²⁷
 - Remain in good academic standing (cumulative minimum GPA of 2.0);
 - Submit required documentation (outlined in D, below) no less than one month before the start of the semester for which support is requested or as soon as available;
 - Provide the ACS OSR College Room and Board Coordinator with current contact information, including cell phone number and email address; update as needed.

- To request an initial exceptional payment for college room and board for a young adult over the age of 21, a designee from the executive office of the foster care agency must submit a written request for payment authorization to the office of the Deputy Commissioner of the Division of Family Permanency Services. Requests must be submitted no less than one month prior to the beginning of the semester during which the young adult will turn 21.

²⁴ If the financial aid or scholarship the young adult receives includes full funding for room and board, the young adult will not be considered eligible for an ACS CRB EP. If the young adult receives financial aid or a scholarship that covers some of the room and board expense, an ACS CRB EP may be requested for the balance.

²⁵ When a young adult's 21st birthday falls within a semester, the expectation is that the agency pays the college room and board for the semester and submits a reimbursement request to ACS for the amount paid for room and board after the young adult's birthday.

²⁶ Young adults may also apply to receive a college stipend. Questions about applications for the stipend, which must be submitted each semester, shall be directed to the ACS Office of Education Support and Policy Planning, at education.unit@acs.nyc.gov or by calling (212) 453-9918.

²⁷ Exceptions to the summer course enrollment requirement will be considered if funding is available.

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- Before a CRB EP can be issued on the young adult's behalf, the following documentation from the school²⁸ must be submitted to the OSR College Room and Board Coordinator at CRBExceptionalPayment@acs.nyc.gov:
 - Documentation of all charges and fees incurred by the student and all financial support received, that includes the name of the school and the name of the student.²⁹ This shall include enumeration of the following:
 - Room and board charges;
 - Tuition;
 - Student fees and other administrative charges;
 - Loans received by the student;
 - Financial aid received; and
 - Grants and scholarships awarded.
 - Verification of full-time enrollment (enrolled in 12 credits or more);³⁰
 - Current transcript that demonstrates a cumulative GPA of at least 2.0;³¹
 - School calendar for upcoming semester or trimester for which the CRB EP is requested.

- In addition to the academic documentation, the following housing documentation shall be submitted with the CRB EP request:
 - If the student intends to live on campus, the school shall complete a substitute W-9 form to register as a vendor with the New York City Comptroller's Office, or provide their NYC Vendor ID number;
 - If the student intends to live off-campus in private housing, the landlord must complete and submit a substitute W-9 form or provide a NYC Vendor ID number;³²
 - A signed lease that specifies monthly rent must also be included; and
 - An itemized invoice which lists each month that the young adult will be residing in the home and the monthly rent that the young adult will be charged.³³ ACS does not pay for housing-related expenses other than rent.³⁴

- Students will be expected to request, obtain and submit the required academic and housing documentation by fax³⁵ to (917) 551-7374 or by email to CRBExceptionalPayment@acs.nyc.gov.³⁶ If a young adult has not or cannot obtain required documentation, OSR will contact the young adult's former case planner for assistance in obtaining the documentation. The College Room and Board Coordinator is available as an additional support for young adults with the young adult's permission to contact the school.

- After processing by the ACS Division of Financial Services, payment will be sent by the NYC Comptroller's Office directly to the landlord or college housing office. Housing payments are made on a per-semester basis.

²⁸ The school must have a FERPA form signed by the young adult that designates the case planning agency or OSR as an approved recipient of the young adult's educational information in order to share this information with OSR. Alternatively, young adults may request this information themselves, copy and share it with OSR.

²⁹ This may be demonstrated with an invoice or other printout from the school's bursar's office, with a bill issued by the school, or may be a printout from the student's online account. Please refer to ACS guidance *Invoicing Requirements for Payment Processing*

³⁰ A letter from the registrar's office or a printout from the National Student Clearinghouse will be accepted.

³¹ The transcript must include information from previous semesters, including those semesters prior to the young adult's 21st birthday.

³² Registration is free and can be conducted [online](#). Accepted registered landlords are assigned a unique Vendor ID number by the NYC Comptroller's Office. The NYC Comptroller's Office has additional information at the following link: <http://comptroller.nyc.gov/services/for-businesses/nyc-comptrollers-office-vendor-forms-w9-and-w8/> Registration and processing required for a payment to be issued takes at least four weeks, which may cause delays in payments. Landlords will only have a NYC Vendor ID number if they have previously or are currently receiving CRB EPs.

³³ If a young adult is living with roommates, the lease may state the total amount of rent charged for the apartment, but the invoice must detail how much of the total rent the young adult is responsible for paying. For example, if a young adult is moving into a two-bedroom apartment with a roommate, for which the total monthly rent charged is \$1000, the invoice must detail that the young adult will be charged \$500 each month.

³⁴ ACS does not pay for utilities, if charged separately from rent, or for other expenses such as internet or parking fees.

³⁵ Faxes must be sent with a fax cover sheet that lists the student's name, the name of the school, the semester and lists the documents being faxed.

³⁶ The email must be sent with the semester for which the documentation pertains designated in the subject line (e.g. "Spring 2017"). The email must include the student's name, name of the school and list the scanned documents attached.

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- Young adults who have previously received CRB EPs may request continued support by submitting the same documentation outlined in sections 4 and 5 above directly to the OSR College Room and Board Coordinator. Unless graduation is anticipated, the College Room and Board Coordinator will reach out to current recipients one month prior to the beginning of the following semester to remind the student of the documentation required for payments to continue in the upcoming semester. In order to receive CRB EP support during summer months, the student must be enrolled in college credit bearing coursework.
- Students over the age of 21 in receipt of a CRB EP will be contacted monthly by OSR College Support Unit staff, and may reach out to the College Support Unit staff at any point with questions, concerns, or if issues arise. As part of the monthly check-in, students will be reminded of any documentation needed to maintain eligibility for CRB EPs and will be provided with contact information, as needed, for requesting placement during official school breaks and holidays.
- Students in receipt of room and board support who reside in on-campus housing may request that an approved or certified placement be provided during official school breaks and holidays by contacting the agency with which they were placed prior to college with a direct written request (letter or email). Agencies shall inform young adults of this option at the conference held prior to their 21st birthday.
- To request reimbursement for such a placement, agencies shall submit a written request for an exceptional pass-through payment that specifies:
 - The identified placement option, including:
 - Facility ID and address for placement;
 - Specified dates that the student will reside in the residence;
 - The placement resource's name and current certification information;
 - i. A written affirmation from the placement resource, stating their intent to host the young adult during the specified timeframe.
 - Confirmation of the arrangement with the placement resource, signed by the agency's Program Director;
 - These requests shall be submitted by email no later than two (2) weeks prior to the requested date to the attention of the College Room and Board Coordinator at CRBExceptionalPayment@acs.nyc.gov.
- Agencies are responsible for identifying a placement to house students during breaks, if the student's previous placement option is not available and the young adult has requested placement assistance.

For the complete [Guidelines for Continuation of Care & Support Beyond Age 21](#) please click here.