2018-19
BURTON BOOK FUND

Information for Colleges, Book Stores & Students

Friday, June 22, 2018
10:00 to 11:00 a.m.
Presenters

Amy Lemley, Executive Director

Alexis Barries, Youth Advocate

Carolyn Ho, Project Associate
Information to Participate

Call-in number is 1 (914) 614-3221 and access code is 367-574-140.

Presentation materials and audio will be posted on the Burton Book Fund Page at: http://www.jbaforyouth.org/burton-book-fund-information/

To submit live questions, click on the “Questions” panel, type your question, and click “Send”
Agenda

- What is the Burton Book Fund?
- Who is eligible?
- The Burton Book Fund Process
- Important Things to Keep in Mind
- Q&A
What does John Burton Advocates for Youth do?

- Advocacy & Policy
- Technical Assistance & Training
- Direct Services
What is the Burton Book Fund?

The Burton Book Fund is a program that:

• Offers current and former foster youth financial support to help offset the high costs of their course materials

• Encourages contact with support professionals on campus

• Supplements the important work that is happening on campuses and in housing programs and by county child welfare agencies and foster families.
What is the Burton Book Fund trying to achieve for students?

- Increase student contact with campus support professionals
- Ensure foster youth access all financial aid they are eligible to receive

= Improved retention and degree completion!

- Initial application
- Mid-year reallocation

- Requirement that applicants complete the FAFSA
What is the Burton Book Fund trying to achieve for system change?

- Increase contact between child welfare system and campuses
- Engage student and campuses in advocacy to improve policies
### Changes to the Burton Book Fund for 2018-2019 Academic Year

<table>
<thead>
<tr>
<th>Guaranteed number of awards</th>
<th>New award level: $200 for each eligible student</th>
<th>Additional eligibility requirement: FAFSA/California Dream Act Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expanded use of funds</td>
<td>Reassignment of awards mid-year</td>
<td>All electronic process</td>
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**Notes:**
- Guaranteed number of awards
- New award level: $200 for each eligible student
- Additional eligibility requirement: FAFSA/California Dream Act Submission
- Expanded use of funds
- Reassignment of awards mid-year
- All electronic process
Student Perspective

Alexis Barries, Youth Advocate

• Experience with the Burton Book Fund
2018-2019 Burton Book Fund

❖ Carolyn Ho, contact for the Burton Book Fund
  ❖ Email: Carolyn@jbay.org
  ❖ Phone #: 415-348-0099

❖ $250,000 in Burton Book Fund awards

❖ With the new award level of $200, we will be able to serve 1,250 students for this academic year.
Who is eligible for the Burton Book Fund?

To be eligible for this program, the student applying:

- Must have been in foster care on or after their 13th birthday
- Must be enrolled in 6 or more units for the Fall 2018 semester or quarter
- Is NOT participating or eligible to participate in Next Up, formerly known as CAFYES
- Has submitted a FAFSA/ California Dream Act application for the 2018-2019 academic school year
FAFSA/CA Dream Act Eligibility Requirement

How do I verify?
• Check WebGrants
• Asking student for verification
• Consulting with financial aid office

Exceptions
• Students who would not benefit from submitting a FAFSA/California Dream Act Submission (ex. not meeting SAP)
• The student will have to note their reason for not submitting a FAFSA/CA California Dream Act on the student application.
List of Campuses with Next Up, Formerly Known as CAFYES

**Northern California**
Shasta College
Sierra College
Butte College

**San Francisco Bay Area**
Laney College
Merritt College
Berkeley City College
College of Alameda
Santa Rosa Junior College

**Fresno County**
Fresno City College
Reedley College

**Kern County**
Bakersfield College
Cerro Cosos Community College
Porterville College

**Riverside County**
Moreno Valley College
Norco College
Riverside City College

**Sacramento County**
American River College
Cosumnes River College
Folsom Lake College
Sacramento City College

**San Bernardino County**
Chaffey College

**Santa Barbara County**
Allan Hancock College

**Orange County**
Golden West College
Orange Coast College
Coastline College

**San Diego County**
Grossmont College
Cuyamaca College
San Diego City College
San Diego Mesa College
San Diego Miramar College

**Los Angeles Area**
Pasadena City College
Los Angeles Valley College
Los Angeles Mission College
Los Angeles Pierce College
Los Angeles Trade Tech
Los Angeles City College
Los Angeles Southwest College
Los Angeles Harbor College
East LA College
West LA College
# CAFYES Eligibility and Where Burton Book Fund Can Fill the Gaps

**CAFYES Eligibility**
- In foster care on or after age 16
- Under age 26 before start of the academic year
- Enrolled in at least 9 units
- Meet terms of EOPS mutual responsibility or student education plan

**BBF can fill in the gaps for students who was:**
- In foster care on or after age 13 but exited out before age 16
- Age 26 or older before start of the academic year
- Enrolled in 6-8 units
- Not able to meet terms of EOPS mutual responsibility or student education plan
Eligibility Examples

1. I was in foster care at the age of 15.

2. I am enrolled in 5 units for the Fall 2018 semester.

3. I am NOT participating in a Next Up program through EOPS.

Eligibility Examples

1. I exited foster care to a legal guardianship at the age of 12.

2. I am enrolled in 12 units for the Fall 2018 semester.

3. I am NOT participating in a CAFYES program through EOPS.


Marcus, 19

No, he is not eligible because he was not in foster care at age 13.
Eligibility Examples

1. I was in foster care at age 13 and aged out at the age of 21 through AB12.

2. I am enrolled in 9 units for the Fall 2018 semester.

3. I am attending a CAFYES campus. I will not eligible for the CAFYES program due to my age.

4. I submitted a FAFSA for the 2018-2019 academic school year

Linda, 27

Yes, she is eligible because she was in foster care at age 13, is enrolled in 6 or more units, is not enrolled in Next Up, and submitted her FAFSA.
Eligibility Examples

1. I entered foster care at age 13 and into legal guardianship at age 15.

2. I am enrolled in 6 units for the Fall 2018 semester.

3. I am not eligible to participate on my campus’ CAFYES program because I’m not enrolled in 9 units and exited foster care before age 16.

4. I did not submit a FAFSA for the 2018-2019 academic year because I do not meet SAP. However, I submitted my California College Promise Grant Application.

Tom, 25

Yes, he is eligible because he was in foster care at age 13, is enrolled in 6 or more units, is not enrolled in Next Up, and would not receive any benefit from submitting a FAFSA.
Burton Book Fund Process

1. **Campus Representative & Bookstore Agreements**
   - Due by July 13

2. **JBAY confirms number of awards each campus will receive**
   - July 27

3. **Student Application**
   - July 27-October 31

4. **JBAY Review and notification**
   - Within a week of submission

5. **Midyear funds update and reallocation**
   - December 31

6. **Evaluation Surveys and Invoices due**
   - April 30

7. **JBAY Burton Book Fund Closes**
   - April 4

8. **JBAY Review and notification**
   - Within a week of submission

9. **Student Application For Reallocated Funds**
   - January 7-February 28
Step 1: Campus Representatives & Bookstore Administrators Complete their Agreements Electronically

- To participate, each campus is required to electronically submit a campus representative agreement and bookstore agreement.

- Both are due by **Friday, July 13** to participate in the Burton Book Fund.

- In the campus representative agreement is where you will submit the number of awards you’ll like to receive for the 2018-2019 academic school year.

- You will receive a copy of your submitted agreement in your email upon submission.

- Forms can be found here: [www.jbaforyouth.org/burton-book-fund-information](http://www.jbaforyouth.org/burton-book-fund-information)
How do I determine the number of awards to request for my campus?

Some things to consider when requesting the number of awards for your campus include:

• How many eligible foster youth attend your college and/or participate in your school’s campus support program?

• How many students are ineligible for any other sources of funding to purchase course materials?

• How many students on your campus used the Burton Book Fund last year?

• What is your capacity to conduct the activities required by the Burton Book Fund?
Step 2: I’ve submitted the documents, now what?

• Once the documents have been submitted, JBAY will review the number of applications.

• If the number of awards requested is greater than the total available funding, John Burton Advocates for Youth will reduce awards based on the number of foster youth enrolled by college and on the distribution of foster youth students throughout the state.

• On July 27, the campus representatives will receive a email containing:
  
  - the number of awards they will receive for their students
  - a personalized information sheet for the program on your campus including campus pin
  - a link to the online student application
Step 3: Complete Student Application

- Campus foster youth rep will vet students based on the eligibility requirements of the program.

- All eligible students must complete the online form in person with a campus foster youth rep.

- The application link cannot be shared with students and the form will require the campus rep signature and campus pin.
Step 3: Complete Student Application

The application asks basic questions including:

- Name
- Eligibility information
- Contact information
- Demographic information
- Enrollment information (units, major, campus, etc.)
Step 3: Complete Student Application

- Students will then **review and sign the Student Agreement electronically**. This is a list of the rules for the program.

- By signing, the student confirms that they have reviewed and **agree to follow the rules** of the program.
Step 3: Complete Student Application

- The **Campus Representative Sign Off** is the last step in the application process.

- This portion confirms that a campus rep has verified the **student** and that they have followed all of the program requirements as well.

- This is where the rep will **enter their email, sign their signature, and submit** the application for the student.
Step 4: JBAY Reviews and Notifies

- JBAY will review each application that is submitted. Please have students apply by **October 31, 2018**.

- Each student applicant will **receive an email response within a week** notifying the student (the campus rep will also be cc’d) if they have been approved.

- If we notice **an issue** with the application, we will send out an email letting the youth and rep know what the issue is so we can work to resolve it.

*Check your inbox!*
Step 4: Campus Rep Notifies Bookstore

• Once a student receives an approval email from us, the campus rep can inform the bookstore to let the student begin purchasing their course materials on our account.

• Campus reps are required to keep a log of all approved students as they will need to check on their award use in December for reallocation of funds.
After Setting up the Burton Book Fund

• In December, JBAY will request a **status update on student awards** from campus reps and they’d would like to reallocate unused awards. If so, the new students will complete an application by **February 28, 2018**, the student is notified of their award and may begin using it upon approval.

• Burton Book Fund awards may be used up until **April 4, 2019**.

• Once the Burton Book Fund is closed on April 4, an evaluation survey will be sent out and responses will be due by **April 30th**.
Important Things to Remember: Campus Reps

❖ The Burton Book Fund is a program with limited funding. Number of awards for each campus will be determined by the requests that come through in the campus rep agreements that are submitted by July 13th. If you and your bookstore administrator miss the application deadline, your campus will not be able to participate for the 2018-2019 year.

❖ Awards are given out to campuses ONCE in the Fall and once awarded, students can use up until April 4, 2019.

❖ Make sure only students with the greatest need apply. The number of awards you receive on July 27 is number you will receive for the 2018-2019 academic year and our goal is to help those with the most need first.

❖ Students can only use the awards on items listed as required course materials. Students & campus programs will be responsible for any charges outside of that scope.

❖ In December, JBAY will request a fund use update from campus representatives. This will require you to touchbase with your bookstore administrator on your students’ fund use, follow-up with students on their intent to use remaining funds, and submit that information via an online form whether you’d like to reallocate funds to new students for the spring semester.
Important Things to Remember: Bookstores

- Submit your bookstore agreement by July 13\textsuperscript{th}. \textbf{If both a campus rep and bookstore agreement for each campus are not in by July 13, your campus will not be able to participate for the 2018-2019 year.}

- All accounts must use our name: \textbf{John Burton Advocates for Youth}

- Only \textbf{youth that have been approved} for the Burton Book Fund may charge to the account.

- Only \textbf{items listed under required course materials} under course syllabi can be charged to the Burton Book Fund account.

- You must \textbf{submit invoices at least twice} during the academic year: once by December 31, 2018 and once by April 30, 2018. All invoices can be submitted via email or regular mail. Preference is email; please send to \texttt{brandon@jbay.org}.

- Funds are \textbf{awarded in the Fall} and can be used throughout the academic year or transferred to new students mid-year in January 2019. All remaining funds not used by \textbf{April 4, 2019} will no longer be available and cannot be transferred.
Question & Answer

Enter your questions on your screen now by clicking the “question and answer” arrow, typing your question, and clicking “send”.

Or, if you think of something later, you can direct questions and comments to:

Carolyn Ho
carolyn@jbay.org
What to do now? It depends on who you are!

- Campus representative or book store
- County social worker or probation officer
- Independent Living Skills Program
- Student
- Foster care placement
Next Steps: Campuses and Book Stores

• Campus Representatives and bookstore administrators should submit their agreements by **July 13**th. The links to the forms can be found at:

Next Steps: Social Workers, Caregivers, CASAs, Housing Providers, and others

• Make sure your campuses know about the Burton Book Fund and plan to participate.

• JBAY will publish a list of campuses & contacts that have met the deadline on the Burton Book Webpage on July 27th.

• Students can check back and reach out directly to their campus representative to inquire about receiving a Burton Book Fund.