2019-2020 Burton Book Fund Webinar

Information for Colleges, Book Stores & Students
• What is the Burton Book Fund?

• Who is eligible?

• The Burton Book Fund Process

• Important Things to Keep in Mind

• Q & A
Presenters

• Amy Lemley, Executive Director
• Xavier Mountain, Youth Advocate
• Carolyn Ho, Senior Project Associate
Information to Participate

• Today’s PowerPoint and resources can be downloaded from the “handouts” section of your control panel

• To submit questions, click on the “Questions” panel, type your question, and click “send”

• Presentation materials and audio will also be posted at:
  
  https://www.jbaforyouth.org/trainings-2/
What is the Burton Book Fund?
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, in housing programs, and by county child welfare agencies
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
Youth Perspective

Xavier Mountain
Former foster youth and MSW from University of Southern California
2019-2020 Burton Book Fund Process
2019-2020 Burton Book Fund

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

• $200,000 in Burton Book Fund awards

• Each eligible student can receive $200 to use for the whole academic year.

• In total, we’ll be able to serve 1,000 students for the 2019-2020 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 2019 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 2019-2020 academic school year
How do I verify:

• Check Webgrants
• Asking student for verification
• Consulting with your financial aid office
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

- 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 3 units for the Fall 2019 semester.

3. I am NOT eligible to participate in a Next Up program through EOPS.


Rebecca, 22

No, she is not eligible because she is not enrolled in a minimum of 6 units.
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 2019 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.
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 2019 semester.

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


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.
Burton Book Fund Process

- **Campus Representative & Bookstore Agreements**: Due by July 19
- **JBAY confirms number of awards each campus will receive**: July 31
- **Student Application**: August 1-October 31
- **JBAY Review and approval notification**: Within a week of submission
- **Midyear funds update and reallocation**: By December 13
- **Evaluation Surveys and Invoices due**: May 1
- **JBAY Burton Book Fund Closes**: April 17
- **JBAY Review and approval notification**: Within a week of submission
- **Student Application For Reallocated Funds**: January 6-February 28
• To participate, each campus is required to electronically submit a campus representative agreement and bookstore agreement.

• Both are due by Friday, July 19 to participate in the Burton Book Fund.

• In the campus representative agreement is where you will request the submit the number of awards you would like to receive for the 2019-2020 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
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: JBAY confirms with campuses the number of awards each campus will receive

- 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 31, the campus representatives will receive an email containing:
  - the number of awards they will receive for their students
  - 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 the campus rep.

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

The application asks basic questions including:

• Name
• Eligibility information
• Contact information
• Demographic information
• Enrollment information (units, major, campus, etc.)

Students will then review and sign the Student Agreement electronically. It will include a list of rules of 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

By signing off, the student will be acknowledging that they:

• Meet eligibility requirements for the 2019-2020 Burton Book Fund.

• Can only make purchases with the Burton Book Fund at the campus bookstore between August 1, 2019-April 17, 2020. Funds not used by April 17, 2020 will be forfeited.

• Can use the Burton Book Fund to purchase required textbooks and course materials listed under course syllabi.

• Up to $50 of the $200 may used to purchase class supplies such as pens, notebooks, etc.

• Will be responsible for any charges outside the scope or overcharges made to the Burton Book Fund account.
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’s eligibility 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, 2019**.

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.

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**Check your inbox!**
Step 5: 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 text books and course materials on our account.

• Campus reps are required to keep a log of all approved student names as they will need to check on their award use in December for reallocation of funds.
Step 6: Campuses submit a mid year update for reallocation of unused funds

• JBAY will request a status update on student awards from campus reps and if they’d would like to reallocate unused awards.

• This update request will go out in mid November and will need to be submitted to Carolyn@jbay.org by December 13, 2019.

• To complete the tracking sheet, please work with your bookstore rep to get an update on student’s fund use.

• Connect with students to remind them they have funds remaining to use and confirm whether they need remaining amount for the next semester.

• Campus reps who submit an update will have the opportunity to reallocate unused funds and request additional awards for the next semester (if available). They’ll receive a new student application link to have students apply in January.
**Burton Book Fund Tracking Sheet**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Burton Book Fund Amount</th>
<th>Amount Used</th>
<th>Amount Remaining</th>
<th>Need to Reallocate to another student? (Y/N)</th>
<th>Reason for Reallocation</th>
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</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>$ 200.00</td>
<td>$ 156.00</td>
<td>$ 44.00</td>
<td>Y</td>
<td>Transferred</td>
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<tr>
<td>Tommy Bee</td>
<td>$ 200.00</td>
<td>$ 30.00</td>
<td>$ 170.00</td>
<td>Y</td>
<td>Disenrolled</td>
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<tr>
<td>Tim Lane</td>
<td>$ 200.00</td>
<td>$ 150.00</td>
<td>$ 50.00</td>
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**Number of Burton Book Funds Allocated by JBAY**
3

**Number of Burton Book Funds Needed to Be Reallocated**
2

**Amount of Burton Book Funds to Be Reallocated**
$214.00
After setting up the Burton Book Fund

- Students will have until **April 17, 2020** to use their $200 award.

- Bookstores will invoice JBAY the charges made from Burton Book Fund recipients throughout the academic year. Last invoice must be submitted no later than **May 1, 2020**.

- Invoices will be submitted through this link: [https://tinyurl.com/BBFinvoices](https://tinyurl.com/BBFinvoices)

- Once the Burton Book Fund is closed on April 17, an **evaluation survey** will be sent out and responses will be due by May 1, 2020.
Important Things to Keep in Mind
Important Things to Remember: Campus Reps

• The Burton Book Fund is a program with limited funding. Make sure to only request the number that you can confidently distribute out to students.

• 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 19th. If you and your bookstore administrator miss the application deadline, your campus will not be able to participate for the 2019-2020 year.

• Once awarded, students have until April 17, 2020 to use up their $200 award.

• Make sure only students with the greatest need apply. Awards are limited so our goal is to help those with the most need first.

• Students can use the award on textbooks and items listed as required course materials. Only $50 may be used to purchase school supplies such as pencils, binders, etc. Students & campus programs or the bookstore 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 following semester.
Important Things to Remember: Bookstore Reps

• Submit your bookstore agreement by July 19th. If both a campus rep and bookstore agreement for each campus are not in by July 19, your campus will not be able to participate for the 2019-2020 year.

• All accounts must use our name: John Burton Advocates for Youth

• Only youth that have been approved for the Burton Book Fund may charge to the account.

• Textbooks and required course materials listed under course syllabi can be charged to the Burton Book Fund account. Up to $50 may be used for class supplies such as pens, pencils, graph paper, etc.

• You must submit invoices at least twice during the academic year: once by December 31, 2019 and once by May 1, 2020. No invoices will be processed after the May 1 date. All invoices must be submitted through this online link: https://tinyurl.com/BBFinvoices

• Please only include charges of one campus on each invoice.

• Funds are awarded in the Fall and can be used throughout the academic year or transferred to new students mid-year in January 2020. All remaining funds not used by April 17, 2020 will no longer be available and cannot be transferred.
Next Steps for Students, 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 31th.


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

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