

# MAINE STATE LEGISLATURE

The following document is provided by the  
**LAW AND LEGISLATIVE DIGITAL LIBRARY**  
at the Maine State Law and Legislative Reference Library  
<http://legislature.maine.gov/lawlib>



Reproduced from electronic originals  
(may include minor formatting differences from printed original)



## *Child and Family Services*

*An Office of the  
Department of Health and Human Services*

*Paul R. LePage, Governor*

*Ricker Hamilton, Commissioner*

# **The Alumni Transition Grant Program (ATGP)**

## **2017 Annual Report**

**Prepared by:**  
**Alumni Transition Grant Program Advisory Committee**  
**and Respectfully Submitted by:**  
**Maine Department of Health and Human Services, Office of Child and Family Services**

## Contents

Executive Summary.....	3
Summary of ATGP Implementation Activities.....	4
Appendix A: An Act to Improve Degree and Career Attainment for Former Foster Children .....	6
Appendix B: ATGP Rules .....	8
Appendix C: ATGP Advisory Committee Members.....	12
Appendix D: ATGP Advisory Committee Bylaws.....	13
Appendix E: ATGP Advisory Committee Minutes.....	15
Appendix F: ATGP Budget Form.....	23
Appendix G: ATGP Flyer (Revised).....	25

## Executive Summary

The Alumni Transition Grant Program (ATGP) is administered by the Department of Health and Human Service's Office of Child and Family Services (OCFS) and provides financial assistance and navigator support to eligible recipients for the purpose of helping individuals, who aged out of Maine's foster care system, complete their postsecondary education. The ATGP is governed by Maine law as set forth in statute (22 M.R.S.A. § 4010-C) (see Appendix A) and rule (10-144 C.M.R. Ch. 577) (see Appendix B).

ATGP grants are awarded on a first come, first served basis to eligible individuals within allocated resources. A maximum of 40 individuals may receive a grant award at any one time. To be eligible, an individual must be at least 21 years of age, but less than 27 years of age; *and* must have aged out of Maine's foster care system at age 18; *and* must have engaged in Maine's Voluntary Extended Care and Support (V9) Agreement; *and* must have exited the V9 Agreement in good standing at age 21; *and* must have been enrolled in a postsecondary education program making satisfactory progress at the time they exited the V9 Agreement. Eligible individuals may apply to the ATGP after their 20<sup>th</sup> birthday and up until their 27<sup>th</sup> birthday using the ATGP application available from OCFS. To become and remain eligible, recipients must be in good academic standing, or if on probation, have a formal plan to remediate academic probation, and must still be eligible for FAFSA funding. Recipients are eligible to receive ATGP funds only during semesters in which they are enrolled in classes.

The amount of financial support provided to each ATGP recipient is determined based on the amount of financial support the recipient was receiving under his or her V9 Agreement with the Department. The ATGP also factors in the recipient's expenses when determining the award amount. Provided the recipient remains eligible, ATGP assistance will be provided up to the completion of an undergraduate degree (not to exceed six years for the completion of a four-year undergraduate bachelor's degree, four years for the completion of a two-year undergraduate associate's degree, and four years for the completion of a postsecondary training program designed to prepare the individual for gainful employment in a recognized occupation).

The ATGP Administrator reviews the ATGP Budget Form (see Appendix F) with each eligible ATGP recipient to determine his or her ATGP award, based on the recipient's income and expenses. Recipients are required to complete the Free Application for Federal Student Aid (FAFSA). Scholarships, wages, and other sources of financial assistance are considered prior to the determination of the ATGP award. ATGP funds are provided to ATGP recipients to cover:

- **Direct College Costs** (Tuition, fees, books, supplies, tools, equipment, tutoring, campus housing, meal plans, and transportation).
- **Living Expenses** (Off-campus room and board, utilities, phone, laundry, childcare, extraordinary expenditures such as an emergency car repairs and medical expenses not covered by MaineCare, and a 5% allowance for unanticipated student costs).

OCFS has staff designated as Youth Transition Specialists who are located in district offices across the state. These individuals serve as ATGP “navigators”. Through this navigator system, ATGP recipients receive support in pursuing postsecondary education during the grant period.

### **Summary of ATGP Activities**

#### **ATGP Promotion:**

The ATGP Program continued to be promoted to eligible individuals through the Youth Leadership Advisory Team’s (YLAT) website ([www.ylat.org](http://www.ylat.org)), OCFS Youth Transition Specialists, and promotion in the community.

#### **ATGP Navigators:**

Utilizing existing staffing resources, OCFS staff continues to fulfill the role of ATGP navigator. There are seven (7) Youth Transition Specialists located in district offices across the State. ATGP navigators contact ATGP recipients during each semester and assist ATGP recipients in accessing various campus-based and community-based resources and supports, based on the individual needs and desires of each ATGP recipient. ATGP navigators collaborate with student support services (both on and off campus), including College Transition Specialists through Jobs for Maine’s Graduates, and TRIO Student Support Services.

#### **ATGP Advisory Committee:**

The ATGP Advisory Committee is currently co-led by Jessica Harris, ATGP recipient, and Dulcey Laberge, ATGP Administrator. ATGP Advisory Committee members remained the same in 2017, except for the resignation of Denise Smith, EMDC, on 12/1/17 (see Appendix C for a list of current Committee members).

The ATGP Committee met four (4) times during 2017 (see Appendixes D and E for Committee bylaws and meeting minutes). During this year, the ATGP Committee further revised the ATGP Informational Flyer to better clarify who is eligible (see Appendix G). The Committee also began work to develop an ATGP Facebook page. The Committee’s plan in establishing the Facebook page is to provide information, resources, and inspiration to ATGP recipients, as well as to provide a venue to celebrate recipient’s achievements.

#### **ATGP Financial and Participant Data:**

In 2017, a total of 27 eligible individuals received funds under the Alumni Transition Grant Program (representing new and renewing ATGP recipients). This number is up from 25 recipients served in the previous year. ATGP funds totaling \$55,720 were provided to eligible recipients during 2017 (representing the spring 2017, summer 2017, and fall 2017 academic semesters). The average amount of a ATGP awarded was \$2,064 per ATGP recipient.

Of the funding provided to ATGP recipients this year, 53% was provided to recipients to cover direct college costs. The remaining 47% was provided to recipients to cover

expenses associated with daily living. The following chart breaks down the funding provided to ATGP recipients by type and semester.

<b>Semester</b>	<b>Direct College Costs</b>	<b>Living Expenses</b>	<b>Total Funding</b>
Spring 2017	\$ 14,304	\$ 12,594	\$ 26,898
Summer 2017	\$ 7,097	\$ 6,294	\$ 13,391
Fall 2017	\$ 8,178	\$ 7,253	\$ 15,431

**Student Outcomes:**

Of the total number of ATGP participants (27) during 2017:

- Two (2) participants graduated with postsecondary degrees:
  - One (1) recipient graduated with a Bachelor's Degree.
  - One (1) recipient graduated with an Associate's Degree and transferred to a Bachelor's Program.
- Three (3) recipients exited their postsecondary program and ended their enrollment in the ATGP during 2017; however, one is working full-time in his or her chosen career field.
- Two (2) recipients took time off during 2017, but plan to return in 2018.

Since the Program began on Jan. 1, 2015, there have not been more than 40 eligible individuals seeking to become ATGP recipients at any one time, nor has there been a waitlist.

**Appendix A:**

<http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=HP1206&item=5&snum=126>.

APPROVED  
APRIL 28, 2014  
BY GOVERNOR

CHAPTER 577  
PUBLIC LAW

**STATE OF MAINE**

**IN THE YEAR OF OUR LORD  
TWO THOUSAND AND FOURTEEN**

**H.P. 1206 - L.D. 1683**

**An Act To Improve Degree and Career Attainment for Former Foster Children**

**Be it enacted by the People of the State of Maine as follows:**

**Sec. 1. 22 MRSA §4010-C** is enacted to read:

**§4010-C. Transition grant program**

The Department of Health and Human Services shall establish a transition grant program to provide financial support to eligible individuals to pay for postsecondary education.

**1. Age; enrollment in postsecondary education institution.** In order to be eligible to participate in the program, an individual must be at least 21 years of age but less than 27 years of age, must have exited the voluntary extended care and support agreement with the State under section 4037-A at 21 years of age and must be enrolled in a postsecondary education institution.

**2. Level of financial support.** The transition grant is for postsecondary support up to the completion of an undergraduate degree. The level of financial support must be equivalent to the current voluntary extended foster care supports pursuant to section 4037-A. The department shall set duration limits, including a 6-year maximum for a 4-year degree, a 4-year maximum for a 2-year degree and other duration limits for other types of postsecondary education.

**3. Postsecondary education navigator services.** The program must include postsecondary education navigator services that provide transitional services and college support. The department shall determine the specifics of those services.

**4. Advisory committee.** The department shall establish an advisory committee to provide oversight of the implementation of the transition grant program. The advisory committee must include stakeholders in the postsecondary education field, the department's postsecondary education navigator under subsection 6, professionals who work with transitional foster youth, employers, representatives of the department and other interested parties. The department shall adopt rules to determine the membership, terms of office and voting procedures of the advisory committee and other specifics of the advisory committee's governance structure. The advisory committee shall provide an annual report to the department and the joint standing committee of the Legislature having jurisdiction over health and human services matters.

**5. Limit on number of individuals receiving transition grants.** No more than 40 individuals at any one time may receive transition grants under this section.

**6. Postsecondary education navigator.** The department shall develop the roles and responsibilities for the postsecondary education navigator to provide transitional services and college student support for individuals pursuant to this section. The postsecondary education navigator shall provide data to the advisory committee. The department shall adopt rules to implement this section. Rules adopted pursuant to this section are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

**Sec. 2. Appropriations and Allocations.** The following appropriations and allocations are made.

**HEALTH AND HUMAN SERVICES, DEPARTMENT OF (FORMERLY DHS)**

**State-funded Foster Care/Adoption Assistance 0139**

Initiative: Appropriates funds for a transitional grant program for individuals exiting the state foster care system at 21 years of age and actively pursuing postsecondary education. This appropriation is to provide the initial 20 grants beginning January 1, 2015.

**State-funded Foster Care/Adoption Assistance 0139**

Initiative: Deappropriates funds on a one-time basis resulting from program savings.

**GENERAL FUND 2013-14 2014-15**

All Other \$0 \$50,000

GENERAL FUND TOTAL \$0 \$50,000

**GENERAL FUND 2013-14 2014-15**

All Other \$0 (\$50,000)

GENERAL FUND TOTAL \$0 (\$50,000)

**HEALTH AND HUMAN SERVICES,  
DEPARTMENT OF (FORMERLY DHS)**

**DEPARTMENT TOTALS 2013-14 2014-15**

**GENERAL FUND \$0 \$0**

**DEPARTMENT TOTAL - ALL FUNDS \$0 \$0**



## Appendix B:

10-148 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF CHILD AND FAMILY SERVICES (OCFS)  
Chapter 577: ALUMNI TRANSITION GRANT PROGRAM (ATGP)

---

### SECTION I: Statutory Reference

The Department of Health and Human Services shall establish a transition grant program to provide financial support to eligible individuals to support their postsecondary education.  
22 M.R.S. §4010-C

### SECTION II: Definitions

1. **Alumni.** A young person who turned 18 while in Maine's foster care system and was on Maine DHHS's Voluntary Extended Care and Support (V9) Agreement that ended at age 21.
2. **ATGP Navigator.** A person employed by a community-based organization or DHHS to support the ATGP recipients by providing information about on- and off-campus services, brokering resources, providing coordination and advocacy, and meeting with ATGP students to assist in their successful completion of postsecondary education, degree, or apprenticeship attainment.
3. **DHHS.** The Department of Health and Human Services (DHHS or the Department), Office of Child and Family Services (OCFS), with statutory authority to provide custodial and extended care support to eligible individuals.
4. **Financial Support.** Funding provided by DHHS to the ATGP recipient is to be applied toward postsecondary education and living expenses equivalent to the level of financial support provided to students through the Voluntary Extended Care and Support (V9) Agreement.
5. **Student.** An alumni at least 21 years of age, but less than 27 years of age who exited the Voluntary Extended Care and Support (V9) Agreement and is enrolled in postsecondary education.
6. **Postsecondary Education.** A program of study that takes place at any college or university that leads to an associate's degree or bachelor's degree or a postsecondary training program designed to prepare students for gainful employment in a recognized occupation. This does not include a course of study, outside of a postsecondary institution, through Adult Education, informal internship, or informal apprenticeship.
7. **Postsecondary Educational Institution.** An educational institution in or out of state that is recognized by Maine's Department of Education as an institute of postsecondary education or a formal training program designed to prepare students for gainful employment in a recognized occupation and that provides a credential generally accepted by employers.
8. **Undergraduate degree.** A two-year Associate's degree or a four-year Bachelor's degree. Does not include a postgraduate (i.e. Master's) degree.
9. **Voluntary Extended Care and Support Agreement.** Also known as the V9 Agreement. A voluntary agreement between a young adult, aged 18 to 21 years, who was in Maine DHHS's foster care on his or her 18th birthday, for the purpose of providing financial and other supports from DHHS to the young adult until his or her 21st birthday.

### **SECTION III: ATGP Eligibility**

1. An individual must be at least 21 years of age, but less than 27 years of age; and
2. Must have aged out of Maine's foster care system at age 18 and exited Maine's Voluntary Extended Care and Support (V9) Agreement with the Department under Title 22 M.R.S. §4037-A at 21 years of age, in accordance with DHHS *Office of Child and Family Services Policy Manual*, Section V.T. Youth Transition Services This policy section can be found at:  
[http://www.maine.gov/dhhs/ocfs/cw/policy/v\\_t\\_maine\\_title\\_iv-e\\_indepen.htm](http://www.maine.gov/dhhs/ocfs/cw/policy/v_t_maine_title_iv-e_indepen.htm)  
and
3. Must show proof of enrollment in a postsecondary education undergraduate program and documentation (i.e. grades) to demonstrate continuing satisfactory progress (with at least a 2.0 GPA); or if on probation, must provide a formal plan to exit probation that has been accepted by the postsecondary institution.

### **SECTION IV: ATGP Level of Support**

1. No more than 40 individuals at any one time may receive the Alumni Transition Grant.
2. Alumni Transition Grants will be awarded on a first come, first served basis.
3. Eligible individuals may apply after their 20th birthday up to their 27th birthday using the DHHS OCFS' Alumni Transition Grant Application.
4. A transition grant will not be provided prior to the individual's 21st birthday or after the individual's 27th birthday.
5. The level of Financial Support must be equivalent to the current Voluntary Extended Care and Support (V9) Agreement pursuant to section 22 M.R.S. §4037-A and in accordance with DHHS, Office of Child and Family Services, VT Youth Transition Policy.
6. The DHHS Transition Grant will provide Financial Support to eligible students for postsecondary support up to the completion of an undergraduate degree and:
  - a. Financial Support will not exceed six (6) years for the completion of a four-year undergraduate Bachelor's Degree.
  - b. Financial Support will not exceed four (4) years for the completion of a two-year undergraduate Associate's Degree.
  - c. Financial Support for training programs will not exceed four (4) years for the completion of a postsecondary training program designed to prepare students for gainful employment in a recognized occupation.

### **SECTION V: ATGP Navigator Services**

1. The ATGP Navigator will provide postsecondary education support to all ATGP recipients by:
  - a. Coordinating support with each student within the parameters of the ATGP.
  - b. Contacting each ATGP recipient prior to, in the middle of, and before the end of each semester to assist the student in planning and to coordinate assistance as needed.
  - c. Working with students, mental health professionals, and other treatment providers to support students in the development of their treatment plans, as needed.
  - d. Helping students develop relational skills for building their own informal supports and connections to their community.

- e. Securing proper releases and providing information to assist with accessing on- and off-campus supports, services, and resources as coordinated with the student.
- f. Working with students to provide case coordination, resources, and advocacy for student goal achievement and success.
- g. Assisting ATGP students as needed in establishing safe and stable housing.
- h. Collecting grade and progress reports at the end of each semester to ensure continued ATGP eligibility and student success.
- i. Maintaining records with relevant documentation.
- j. Attending ATGP Advisory Committee meetings.
- k. Assisting with data collection and annual reporting to the Maine Legislative Joint Standing Committee on Health and Human Services and the DHHS OCFS Director.
- l. Coordinating with the DHHS OCFS Youth Transition Specialist.
- m. Checking in with ATGP graduates to explore additional resources and complete follow-up data collection.

#### **SECTION VI: ATGP Advisory Committee**

1. The ATGP Advisory Committee will be comprised of a maximum of fifteen (15) members, as appointed by the DHHS, OCFS Director, who are representative of:
  - a. DHHS OCFS Youth Transition Specialist
  - b. DHHS OCFS district staff
  - c. The ATGP Navigator
  - d. Postsecondary educational institutions
  - e. Community-based organizations focused on postsecondary education for youth in transition
  - f. Community-based employers
  - g. Community-based or public organizations focused on employment for youth in transition
  - h. Alumni Transition Grant Program participants (at least two (2))
  - i. Youth Leadership Advisory Team contracted provider
  - j. Community-based organizations focused on youth in transition
2. **Governance Structure**
  - a. **Meetings/Chair:** The OCFS Youth Transition Specialist will call the first meeting of the Advisory Committee. At the first meeting, the committee shall select, by majority vote, co-chairs (including one ATGP participant) from among its members to serve a term of one year. Co-chairs may be re-elected to subsequent one-year terms. Co-chairs shall call subsequent meetings and will identify a note-taker from the attendees who is responsible for recording the minutes of the meeting. The Advisory Committee must meet at least four (4) times per year.
  - b. **Notice of Meetings/Agenda:** The chair shall send a notice of meeting to each advisory committee member at least three (3) weeks in advance. A notice of meetings must contain the date, time, place, and agenda of the meeting and the minutes of the previous meeting. Special meetings must have at least ten (10) days' notification prior to meetings.

- c. **Attendance at Meetings:** Each advisory committee member is expected to attend all meetings, either in person or remotely.
  - d. Within three (3) months of resignation or removal of a committee member, the committee will make a recommendation to the OCFS Director regarding a new membership appointment.
3. **Decision Making:** The Advisory Committee will make all decisions based on consensus. When consensus cannot be reached, the Committee will make decisions based on majority rule. A quorum is required. A quorum is defined as 50 percent plus one, of the current membership. The Advisory Committee will also follow *Robert's Rules of Order*, 11th Edition, or any subsequent edition.
4. Responsibilities and duties of the Advisory Committee are as follows:
- a. Establishes and follows Committee bylaws;
  - b. Identifies in collaboration with OCFS and the ATGP Navigator aggregated data regarding ATGP participants and graduates;
  - c. Reviews data and waitlist numbers to ensure that the program is working as intended;
  - d. Reviews the ATGP rules on a bi-annual basis;
  - e. Advises DHHS OCFS Director regarding identified barriers, unmet needs, and suggested improvements to the ATGP within the context of these rules; and
  - f. Provides an annual report each January to Maine's Legislative Joint Standing committee on Health and Human Services and the OCFS Director regarding utilization of this program, overall outcomes, and other needs of youth in transition that cannot be met by this program.

---

STATUTORY AUTHORITY: 22 M.R.S. §4010-C

EFFECTIVE DATE:

August 12, 2015 – filing 2015-145

## Appendix C:

### Alumni Transition Grant Program (ATGP) Advisory Committee Members:

**Dulcey Laberge**, DHHS OCFS Youth Transition Team Leader, Program Administrator,  
*Co-Chair*

**Jessica Harris (formerly Henderson)**, Representative: Alumni Transition Grant Program  
Participants,  
*Co-Chair*

**Carleigh Boston**, Representative: Alumni Transition Grant Program Participants

**Amie Howard**, Representative: DHHS OCFS District Staff

**Christina Hunninghaus**, Representative: ATGP Navigators

**Laurie Davis**, University of Southern Maine, Representative: Postsecondary Educational  
Institutions

**Lisa Sandy**, Good Will-Hinckley, Representative: Community-based Organizations  
Focused on Postsecondary Education for Youth in Transition

**Ben Gilman**, Maine State Chamber of Commerce, Representative: Community-based  
Employers

**Denise Smith**, Eastern Maine Development Corporation, Representative, Public  
Organization Focused on Employment for Youth in Transition

**Ahmen Cabral**, University of Southern Maine, Muskie School, Representative: Maine  
Youth Leadership Advisory Team

**Jessica Whittier**, Finance Authority of Maine, Representative: Community-based  
Organizations Focused on Youth in Transition

**Debbie Bechard**, Jobs for Maine's Graduates, Representative: Community-based  
Organizations Focused on Postsecondary Education for Youth in Transition

## **Appendix D:**

### **Alumni Transition Grant Program (ATGP) Advisory Committee Bylaws**

#### **1. Purpose:**

The Department of Health and Human Services established a transition grant program to provide financial support to eligible individuals to support their postsecondary education. 22 M.R.S. § 4010-C

The Purpose of the ATGP Advisory Committee, as authorized by 10-148, Chapter 577, is to ensure the ATGP program is meeting the needs of ATGP recipients as intended by Rule.

#### **2. Membership and Structure:**

The ATGP Advisory Committee will be comprised of a maximum of fifteen (15) members, as appointed by the DHHS, OCFS Director, who are representative of:

1. DHHS OCFS Youth Transition Specialist
2. DHHS OCFS district staff
3. The ATGP Navigator
4. Postsecondary educational institutions
5. Community-based organizations focused on postsecondary education for youth in transition
6. Community-based employers
7. Community-based or public organizations focused on employment for youth in transition
8. Alumni Transition Grant Program participants (at least two [2])
9. Youth Leadership Advisory Team contracted provider
10. Community-based organizations focused on youth in transition

#### **3. Governance Structure**

##### **A. Responsibilities and Duties:**

- a. Develops and follows Committee bylaws;
- b. Approves forms and procedures;
- c. Develops promotional materials;
- d. Identifies and reviews relevant aggregated data and to ensure that the program is working—as intended;
- e. Reviews ATGP rules and relevant policies at least annually or sooner if determined necessary;
- f. Advises OCFS Director regarding identified barriers, unmet needs, and suggested improvements to the ATGP within the context of these rules;

- g. Reviews bylaws on an annual basis; and
  - h. Provides an annual report each January to Maine's Legislative Joint Standing committee on Health and Human Services and the OCFS Director regarding utilization of this program, overall outcomes, and other needs of youth in transition that cannot be met by this program.
- B. Committee Meetings/Co-Chairs: The OCFS Youth Transition Specialist will call the first meeting of the Advisory Committee. At the first meeting, the committee shall select, by majority vote, co-chairs (including one ATGP participant) from among its members to serve a term of one year. Co-chairs may be re-elected to subsequent one-year terms. Co-chairs shall call subsequent meetings and will identify a note-taker from the attendees who is responsible for recording the minutes of the meeting. The Advisory Committee must meet at least four (4) times per year.
- C. Notice of Meetings/Agendas: The chair shall send a notice of meeting to each advisory committee member at least three (3) weeks in advance. A notice of meetings must contain the date, time, place, and agenda of the meeting and the minutes of the previous meeting. Special meetings must have at least ten (10) days' notification prior to meetings:
- a. Attendance at Meetings: Each advisory committee member is expected to attend all meetings, either in person or remotely.
  - b. Within three (3) months of resignation or removal of a committee member, the committee will make a recommendation to the OCFS Director regarding a new membership appointment.
- D. Committee Decision Making: The Advisory Committee will make all decisions based on consensus. When consensus cannot be reached, the Committee will make decisions based on majority rule. A quorum is required. A quorum is defined as 50 percent plus one, of the current membership. The Advisory Committee will also follow *Robert's Rules of Order*, 11<sup>th</sup> Edition, or any subsequent edition.

Bylaws adopted by the ATGP Committee on December 18, 2015

## **Appendix E:**

### **Alumni Transition Grant Program ATGP Advisory Committee Meeting Minutes May 31, 2017**

#### **Present:**

Jessica Harris, ATGP Graduate, ATGP Committee Co-Chair  
Dulcey Laberge, DHHS–OCFS Youth Transition Team Leader/ ATGP Manager/ ATGP Committee Co-Chair  
Lisa Sandy, Good Will-Hinckley, College Step Up  
Christina Hunninghaus, DHHS–OCFS Youth Transition Specialist/ ATGP Navigator  
Carleigh Boston, ATGP Recipient  
Debbie Bechard, Jobs For Maine’s Graduates  
Jessica Whittier, Finance Authority of Maine  
Laurie Davis, University of Southern Maine, TRIO Programs  
Ahmen Cabral, YLAT Coordinator, USM– Muskie School of Public Service

#### **Absent:**

Amie Howard, DHHS–OCFS Youth Transition Specialist/ ATGP Navigator  
Ben Gilman, Maine State Chamber of Commerce

#### **Review/Accept December Meeting Minutes**

Correction made: Denise Smith, EMDC was added as present for the December 2016 meeting. December 2016 Meeting Minutes were accepted.

#### **Review the 2016 Legislative Report**

ATGP Committee Members were provided a copy of the finalized Legislative Report, as had been previously reviewed in December, prior to submission to the DHHS Commissioner.

We had a discussion that the total number of ATGP recipients (40 at any given time) has not yet been reached. There has been an average of 20-25 youth being served at any one time. It was discussed that the State is making a good investment in these youth, when you consider the positive outcomes for students vs. the overall costs.

We reviewed the ATGP Flyer and decided to make some minor changes to add:  
*“Apply now and let us help you fund your education and training programs”.*

#### **Updates from ATGP Navigators:**

Navigators have found that unexpected needs come up for many ATGP Participants during the school semester, which may require another look at the ATGP Budget and additional funds being provided to ATGP Participants.

There is a concern for students who take out large loans and then have little support to turn to once they graduate.

Navigators would like to have information to provide to all students about loan repayment options.



This discussion led to an offer by Jessica Whittier to develop an informational flyer for students about loans, loan repayment options, and forgiveness programs.

#### **ATGP Committee Priorities for 2017:**

- Developing an ATGP Community for Recipients
  - Explore an ATGP Facebook
  - Explore having an ATGP Student Event
  - Lisa Sandy will ask youth what would be helpful
- Develop Resource Information for ATGP Participants:
  - Jessica Whittier (FAME) will compile information from FAME that could be provided to ATGP Recipients through the ATGP Navigators about loans/repayment/other information/how to contact FAME for assistance.
- Review the ATGP Rules
- Review the Budgeting Process/Forms
- ATGP Committee Membership
- ATGP Alumni Participation
  - Role of ATGP Graduates as Mentors
  - Idea: lunch with ATGP participants and alumni

#### **Committee Member Updates:**

- Ahmen Cabral: Teen Conference is June 28, at Thomas College
- Lisa Sandy: Every student at College Step Up passed their classes last semester.
- Laurie Davis: There was a renewal and expansion of Upward Bound at: USM; UMF; Bowdoin; and UMO.
- Jessica Whittier: FAME is hosting trainings on August 15 (Waterville) and August 17 (South Portland).
- Jessica Harris: is working on the National Council and helping to develop a webinar to support youth from foster care experiencing homelessness.

#### **Next Steps:**

- **Ahmen** will add the following sentence to the ATGP Flyer: *"Apply now and let us help you fund your education and training programs"*
- Promote the ATGP Program to potential youth
  - **Ahmen** will include a copy of the ATGP Flyer in the Teen Conference Informational Folder
  - **Dulcey and Christina** will talk about the ATGP during their Teen Conference Workshop regarding Extended Care Supports.
- **Jessica** will send out a Doodle Poll to determine the next meeting date.
- **Jessica** will mock up an ATGP Logo
- **Dulcey** will explore Facebook options

**Alumni Transition Grant Program**  
**ATGP Advisory Committee Meeting Minutes**  
**August 10, 2017**

**Present:**

Jessica Harris, ATGP Graduate, ATGP Committee Co-Chair  
Dulcey Laberge, DHHS—OCFS Youth Transition Team Leader/ATGP Manager/ATGP Committee Co-Chair  
Lisa Sandy, Good Will-Hinckley, College Step Up  
Christina Hunninghaus, DHHS—OCFS Youth Transition Specialist/ATGP Navigator  
Carleigh Boston, ATGP Recipient  
Laurie Davis, University of Southern Maine, TRIO Programs  
Ahmen Cabral, YLAT Coordinator, USM—Muskie School of Public Service

**Absent:**

Amie Howard, DHHS—OCFS Youth Transition Specialist/ATGP Navigator  
Ben Gilman, Maine State Chamber of Commerce  
Debbie Bechard, Jobs For Maine's Graduates  
Jessica Whittier, Finance Authority of Maine  
Denise Smith, Eastern Maine Develop

**Review/Accept May Meeting Minutes**

The May Minutes were unanimously accepted.

**Review of Action Steps from the May Meeting:**

- Ahmen will add the following sentence to the ATGP Flyer: *"Apply now and let us help you fund your education and training programs"* (In process)
- Promote the ATGP Program to potential youth:
  - Ahmen will include a copy of the ATGP Flyer in the Teen Conference Informational Folder (Done)
  - Dulcey and Chris will talk about the ATGP during their Teen Conference Workshop regarding Extended Care Supports (Done)
- Jessica will send out a Doodle Poll to determine the next meeting date (Done)
- Jessica will mock up an ATGP Logo (Done)
- Dulcey will explore Facebook options (Done)

**Developing an ATGP Community for Recipients:**

- **Explore an ATGP Facebook/Logo**
  - Jessica Harris has developed a logo, which we reviewed. *Jessica will send out for final approval by Committee members before the October Meeting.*
  - Ahmen Cabral stated that USM Muskie can host (be the Administrator of) the ATGP Facebook Page as part of their existing contract with the Department.
  - Committee Members unanimously agreed that a Facebook Page would be an additional method to support ATGP Participants
  - Committee Members unanimously agreed that the **ATGP Facebook** will become a standing agenda item and that the Committee will use a portion

of meeting time to develop content and suggest updates, thereby serving the need for oversight responsibility.

- Content agreed upon by Committee Members will be posted by USM Muskie or designee (ATGP Youth participant) at determined intervals between Committee Meetings to keep the Facebook Page active and relevant to ATGP Participants
- **Explore having an ATGP Student Event**
  - We will include this as a future agenda item and explore this possibility. Lisa Sandy said that a student she talked with would likely find this helpful.
- **Resource Information for ATGP Participants:**
  - Jessica Whittier (FAME) provided the following updates and commitments:
    - FAME will dedicate a person to be the primary contact for ATGP participants and Navigators. This will be a person that can be contacted directly to answer questions, explain programs/systems and offer advice where appropriate. They will be available by phone and email and will also be available for in-person help at the FAME office in Augusta. We will create a marketing piece to promote contacting FAME for help.
      - *It was suggested that it would be very helpful, if possible, to have one person as the contact for the Tuition Waiver Program and the ATGP Program*
    - FAME can also offer training to ATGP Navigators and other OCFS Transition Specialists.
      - *Dulcey will connect with Jessica to set up a time for staff training.*
    - FAME can also offer trainings for ATGP participants. These could be webinar based or live events/maybe Lunch & Learn style gatherings.
      - *The Committee will discuss this at the October meeting to determine what to include for information and resources on the ATGP Facebook Page.*

#### **Committee Member Updates:**

*Ahmen Cabral:* YLAT meetings are beginning again in September. As a result of a Summer Program, students developed a Youth Leadership Advisory Team (YLAT) Video.

*Jessica Harris:* This Fall, Jessica is completing her term with a National Committee that addresses issues related to Foster Care. This Committee is focusing on Foster Care Prevention Services and Social Capital for Youth in Care. This fall, the Committee will be making recommendations to the Director, Administration for Children and Families.

*Laurie Davis:* UMPI and Aroostook County are waiting for a final decision regarding 2 grant applications for Upward Bound; UMO and USM are waiting for a final decision regarding applications for Upward Bound Math/Science High School Grants; and USM is waiting for a final decision regarding application for Statewide Veterans Upward Bound Grant.

**Action Steps:**

- *Jessica will send out the Finalized ATGP Logo to all Committee members*
- *Committee Members will provide final approval for the ATGP Logo before the October Meeting*
- *Ahmen Cabral will bring the new YLAT video to the October Meeting for viewing*
- *Jessica Harris will "mock-up" the ATGP Facebook Page for the October Meeting*
- *All Committee Members will bring information/resources/ideas to the October meeting to determine what to include for information on the ATGP Facebook Page*
- *Dulcey will connect with Jessica Whittier (FAME) to set up a time for OCFS YTS staff training*

**Next Meeting Dates:**

**October 18, 2017 @ 11 AM - 1 PM**

2 Anthony Ave., Augusta, Dirigo Room

Call-In Information: 1-877-455-0244 / 6817834166#

**December 6, 2017 @ 11 AM - 1 PM**

TBD

Call-In Information: 1-877-455-0244 / 6817834166#

**Alumni Transition Grant Program  
ATGP Advisory Committee Meeting  
October 18, 2017 Meeting Minutes**

**Present:**

Jessica Harris, ATGP Graduate, ATGP Committee Co-Chair

Dulcey Laberge, DHHS – OCFS Youth Transition Team Leader/ATGP Manager/ATGP Committee Co-Chair

Lisa Sandy, Good Will-Hinckley, College Step Up

Christina Hunninghaus, DHHS – OCFS Youth Transition Specialist/ATGP Navigator

Carleigh Boston, ATGP Recipient

Laurie Davis, University of Southern Maine, TRIO Programs

Ahmen Cabral, YLAT Coordinator, USM – Muskie School of Public Service

Amie Howard, DHHS – OCFS Youth Transition Specialist/ATGP Navigator

Debbie Bechard, Jobs For Maine's Graduates (JMG)

**Absent:**

Ben Gilman, Maine State Chamber of Commerce

Jessica Whittier, Finance Authority of Maine

Denise Smith, Eastern Maine Development Corporation

**Review/Accept August Meeting Minutes**

The August Minutes were unanimously accepted.

**Previous Action Items**

We reviewed the action items from the August meeting:

- Jessica will send out the Finalized ATGP Logo to all Committee members (done)
- Committee Members will provide final approval for the ATGP Logo before the October Meeting (done)
- Ahmen Cabral will bring the new YLAT video to the October Meeting for viewing (done)
- Dulcey will connect with Jessica Whittier (FAME) to set up a time for OCFS YTS staff training (To occur in Dec 2017)
- Jessica Harris will “mock-up” the ATGP Facebook Page for the October Meeting (done)
- All Committee Members will bring information/resources/ideas to the October meeting to determine what to include for information on the ATGP Facebook Page (done and on-going)

### **Developing the ATGP Facebook Page**

- The purpose of the Facebook Page is to provide information and resources to ATGP Recipients
- The Facebook Page will live at USM Muskie and linked to YLAT.
- Ahmen Cabral and Jessica Harris will serve as Administrators
- Decisions were made as to content and format:
  - Add a Mission Statement
  - Use photos of Maine Youth (to be supplied by YLAT) for the cover page
  - Summarize the history of the ATGP
    - Youth Testimony
    - Picture
- Future ideas:
  - FAME trainings/webinars for Youth
  - Include trainings/information from other Maine Programs, such as information about Brain Development from Maine LEAP
  - Develop a section called “Upcoming Events”

### **Committee Updates:**

Carleigh Boston: Recently attended the Aspen Convening and the Opportunity Youth Convening; and over the summer met with Senators to draft a National Opportunity Passport program.

Debbie Bechard: JMG now has Specialists at several Maine Colleges and will support with youth from foster care.

Laurie Davis: USM received a grant to serve Veterans (Information is on the USM website).

Ahmen Cabral: Two (2) YLAT youth will be attending the Foster Youth in Action (FYA) Convening.

Jessica Harris: Will also be attending the FYA Conference representing the New England Youth Coalition; As part of the National Policy Council, Jessica and other youth leaders met with Jerry Milner, Administration for Children and Families, to present a prevention strategy.

### **Next Meeting: December 6, 2017**

35 Anthony Ave, Conference Room A, Augusta

Call-In Information: 1-877-455-0244

### Agenda:

Review ATGP Annual Report & Continue Development of ATGP Facebook Page

**Alumni Transition Grant Program  
ATGP Advisory Committee Meeting  
December 6, 2017 Meeting Minutes**

**Present:**

Jessica Harris, ATGP Graduate, ATGP Committee Co-Chair  
Dulcey Laberge, DHHS – OCFS Youth Transition Team Leader/ ATGP  
Manager/ ATGP Committee Co-Chair  
Lisa Sandy, Good Will-Hinckley, College Step Up  
Christina Hunninghaus, DHHS – OCFS Youth Transition Specialist/ ATGP  
Navigator  
Laurie Davis, University of Southern Maine, TRIO Programs  
Ahmen Cabral, YLAT Coordinator, USM – Muskie School of Public Service  
Debbie Bechard, Jobs For Maine’s Graduates (JMG)  
Jessica Whittier, Finance Authority of Maine

**Absent:**

Amie Howard, DHHS – OCFS Youth Transition Specialist/ ATGP Navigator  
Ben Gilman, Maine State Chamber of Commerce  
Carleigh Boston, ATGP Recipient

**Ended:**

Denise Smith, Eastern Maine Development Corporation, as of 12/1/17

**Review/Accept October Meeting Minutes**

The October Minutes was unanimously accepted.

**Review the Draft 2017 ATGP Annual Legislative Report**

Following discussion, the Draft 2017 ATGP Annual Legislative Report was unanimously accepted.

**Developing the ATGP Facebook Page**

- The Committee decided this should be an active page providing information to ATGP Recipients.
- We will continue this as a standing agenda item and all Committee Members will provide relevant information to post.
- Posts will go in the “Community Section”
- Ahmen and Jessica Harris will remain the administrators for the page.
- Ahmen will develop a matrix of planned Facebook postings:
  - 1<sup>st</sup> week of January 2018: Laurie will submit “getting through the holidays” information.
  - 1<sup>st</sup> week of January 2018: Dulcey will submit a summary of the Tuition Waiver program.
  - 3<sup>rd</sup> week of January 2018: Ahmen will submit Resources for Tax Prep
  - February 2018: Jessica Harris will submit “My Story”.
  - March 2018: Jessica Whittier will submit a FAME Webinar for youth addressing FAFSA.

**Discuss ATGP Committee Membership and meetings for 2018:**

- Denise Smith will no longer participate in the ATGP Committee.
- All other present Committee members wish to continue
- Ahmen and Dulcey will explore additional youth to participate on the Committee and to join for our first meeting of 2018 (March)

**Meeting dates for 2018:**

- **March 21 @ 11-12:30**
  - Agenda: ATGP Facebook Page; Explore possible ATGP event for all ATGP Recipients in Fall 2018.
- **July 18 @ 11-12:30**
- **September 19 @ 11-12:30**
- **December 5 @ 11-12:30**

**Appendix F:**

**Alumni Transition Grant Program (ATGP)  
ATGP Budget Form**

*To be completed each semester to determine level of ATGP financial support DHHS will provide to eligible ATGP recipients. Awards are determined based on current semester (fall, spring, summer).*

Name: \_\_\_\_\_

Semester: \_\_\_\_\_ # of months in Semester: \_\_\_\_\_

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

**A. Income for the Semester:**

Total Financial Aid (not including loans):

FAFSA Award \$

Scholarships \$

ETV \$

Other (explain): \$

**Total Financial Aid \$** \_\_\_\_\_

Funds provided by a 3<sup>rd</sup> party (i.e. relatives):

Monthly \$

One Time \$

**Total Private Aid for Education \$** \_\_\_\_\_

Monthly Individual Income:

Employment Wages \$

Food Stamps \$

Social Security Payment \$

TANF \$

Other Monthly Income (explain): \$

Total Monthly Income \$

**Total Semester Income \$** \_\_\_\_\_

**B. School Expenses for the Semester:**

Tuition \$

Fees \$

Health Insurance \$

Food Plan \$

Campus Housing \$

Parking \$

Books \$

School Supplies \$



Required Tools/Equipment \$  
Transportation (to and from school) \$  
Laptop/maintenance \$  
Tutoring \$  
Other school related expenses (explain): \$  
**Total School Related Expenses \$ \_\_\_\_\_**

**C. Monthly Living Expenses:**

Rent/Mortgage (Individual cost only) \$  
Utilities (Individual cost only):  
Electricity \$  
Heat \$  
Cell Phone or Home Phone \$  
Internet \$  
Food Cost \$  
Laundry \$  
Childcare \$  
Other monthly expenses (explain below): \$  
**Total Monthly Living Expenses \$ \_\_\_\_\_**  
**Total Living Expenses per Semester \$ \_\_\_\_\_**

**D. Additional Expenses for the Semester:**

Extraordinary Factors (explain): \$  
Modifications or Repairs (explain): \$  
Special Equipment needs (explain): \$  
Medical expenses not covered by MaineCare \$  
Driver Education Costs \$  
Other (explain): \$  
**Total Additional Expenses \$ \_\_\_\_\_**  
**Total Expenses \$ \_\_\_\_\_**

**Level of ATGP Financial Need for Semester: \$ \_\_\_\_\_**  
Financial Aid-Expenses: A-(B+C+D)

**Additional 5% added for unanticipated costs: \$ \_\_\_\_\_**

**Total ATGP Award: \$ \_\_\_\_\_**

## Appendix G:

# Alumni Transition Grant Program

Maine's Alumni Transition Grant Program (ATGP) supports eligible alumni of Maine's foster care system with higher education up to the age of 27. ATGP was established by state law and began in 2015. This program provides financial support and assists eligible students to complete postsecondary education and training programs.

**Apply now and let us help you fund your education & training programs!**

### Program Basics:

- ATGP is awarded on a first-come, first-served basis, to no more than 40 students at one time.
- ATGP funds are awarded only after all other free financial aid and wages are considered.
- ATGP navigators will be provided to every ATGP recipient.

### Who is eligible?

An eligible recipient must have:

- Aged out of Maine's foster care system at age 18;
- and exited Maine's Voluntary Extended Care and Support (V9) Agreement at age 21;
- and was enrolled in a postsecondary education program making satisfactory progress when their V9 ended at age 21;
- and has not yet attained their 27th Birthday.

### What is a Navigator?

- ATGP Navigators are OCFS Youth Transition Specialists who provide support to students based on the needs that the student identifies.
- Support includes assistance to access both campus-based resources, such as student assistance programs and community-based resources, such as counseling services, when needed.

### Recipients of ATGP funds agree to:

1. Show proof of enrollment in a postsecondary education undergraduate program.
2. Sign relevant release of information.
3. Provide grades and progress reports.
4. Meet with the ATGP Navigator at least 3 times per semester.
5. Provide contact information to the ATGP Navigator.
6. Sign a participant agreement each semester.
7. Complete a renewal application each semester.
8. Complete an exit interview upon graduation.



**For more information contact:**  
Dulcey Laberge,  
dulcey.laberge@maine.gov  
or 207-624-7928

View more information online at [www.YLAT.org/rights-resources/college-supports](http://www.YLAT.org/rights-resources/college-supports)