



DATE: February 2, 2021

TO: Children's Wisconsin, SaintA: Ongoing Case Management and TRA, and
Wraparound Milwaukee

CC: Lad Lake, Inc.

FROM: Bridget Chybowski, Ongoing Services Section Manager
Division of Milwaukee Child Protective Services

RE: Eligibility and Applying for the FYI Voucher in Milwaukee County

This memo clarifies how the Division of Milwaukee Child Protective Services (DMCPS) is partnering with local Public Housing Authorities to administer the Foster Youth to Independence (FYI) Voucher program within Milwaukee County. The FYI Voucher provides youth with access to affordable housing through Public Housing Authorities (PHAs) and case management services upon their discharge from out-of-home care.

The information provided below outlines youth eligibility for the voucher. Additionally, this memo provides information on the application process for youth and partner agencies working with youth interested in receiving the FYI voucher through the Housing Authority of the City of Milwaukee.

Foster Youth to Independence (FYI) Voucher

The Foster Youth to Independence (FYI) Voucher allows for Public Housing Authorities (PHAs) to request housing choice vouchers (HCVs) to serve youth under the age of 25 with a history of child welfare involvement for up to 36 months, with FYI Vouchers. Please reference the links provided in the resource section of this memo for complete information on the program.

There are three Public Housing Authorities (PHAs) within Milwaukee County:

- [Housing Authority of the City of Milwaukee \(HACM\)](#)
- [Milwaukee County Housing Division](#)
- [Community Development Authority of the City of West Allis](#)

DMCPS currently has a partnership in place with HACM for the FYI Vouchers and HACM can issue up to 25 vouchers specifically for DMCPS youth exiting out-of-home care. DMCPS is working to establish partnerships with the remaining local housing authorities for additional vouchers. Additional instructions on the application process for other housing authorities will be provided as partnerships are established. There will be no changes to DMCPS voucher eligibility between housing authorities. If all available vouchers are issued, a waiting list will be maintained by DMCPS – Ongoing Services Section (OSS).

Voucher Eligibility

The following youth are eligible to apply for the FYI Voucher as outlined by The United States Department of Housing and Urban Development (HUD):

- Youth who have attained at least 18 years and not more than 24 years of age
- Youth who have left foster care, or will leave foster care within 90 days
- Youth who are homeless or at risk of becoming homeless

The following youth, within the age parameters of 18 to 24, will be given priority to receive the FYI Voucher by DMCPs:

- Youth currently placed in out-of-home care
- Youth with minor children living with them or who could safely live with the youth full-time if the youth had access to safe and reliable housing
- Youth with a history of homelessness
- Youth with a prior history of involvement in supervised independent living placements
- Youth who have a history of active participation in case management services through the contracted agency or through the Transition Resource Agency

Voucher Application Process with HACM

For youth interested in applying for the FYI Voucher, they should work with their case manager to determine their eligibility for the voucher based on the above criteria. Once it has been determined that the youth is an appropriate candidate for the FYI Voucher, the following steps will occur:

1. The case manager or agency representative should send a request for eligibility determination to DMCPs/OSS at DCFDMCPsinDEPENDENTLIVING@wisconsin.gov.
 - a. The subject of the email should be: "FYI Eligibility"
 - b. Included in the request for eligibility determination should be:
 - i. The youth's name
 - ii. The youth's date of birth
 - iii. An explanation of how the youth meets the eligibility requirements
 - c. If there are questions regarding a youth's eligibility, the case manager or youth may direct any questions to the above email address.
2. Once a request for eligibility is made to DMCPs, a timely determination will be made and notice of that determination will be provided to the requestor.
 - a. For eligible youth, DMCPs will provide a referral form and background check disclosure form to be completed by the youth.
3. The completed referral form and the release of information form for background checks should be returned to DMCPs at DCFDMCPsinDEPENDENTLIVING@wisconsin.gov.
 - a. The following documents should be scanned and included with the forms:
 - i. A copy of the youth's birth certificate
 - ii. A copy of the youth's social security card
 - iii. A copy of the youth's ID
4. The forms will be reviewed by DMCPs for completeness and forwarded to the HACM for processing
 - a. The case manager, agency representative, and/or youth will be carbon copied on the email to HACM

Youth are subject to all of the PHAs requirements when applying for the FYI Voucher. When a completed referral is received by HACM, they begin by running background checks on the applicant. Please note youth with juvenile criminal records are not required to disclose those records as part of the request for a background check. Any adult criminal records must be disclosed, and background check results may impact the youth's eligibility for the voucher.

When HACM completes the necessary background checks and no barriers to eligibility are identified in the background check results, the following will occur:

1. The youth will receive an interview letter sent to the address provided on the referral form with a scheduled date and time for an interview.
 - a. A packet of documents will be sent for the youth to complete prior to their appointment. This will include a list of documents that the youth will need to provide to HACM during their appointment.
 - i. Examples of documents needed are pay stubs, bank account information, etc.
2. Youth should expect to participate in a briefing with HACM for approximately 2 hours.
 - a. Typically, this briefing would occur in-person at HACM; due to COVID-19, this briefing occurs via mail and telephone.

Youth should receive assistance from their case manager to complete necessary paperwork and collect documents for the interview. It is expected that the assigned case manager attends the youth's interview. If the youth is accepted into the FYI voucher program, a voucher will be issued. The voucher will be good for 120 days in which the youth must find housing that will accept the voucher.

Those youth receiving the voucher are eligible to receive it for up to 36 months. Youth are also eligible to receive case management services while they are part of the FYI Voucher program. Youth are not required to participate in case management services to receive the voucher. For youth ages 18 to 21, case management services will be provided by the Transitional Resource Agency. In Milwaukee County, this agency is SaintA and the point of contact is Demonte Dismuke, (414) 465-5134 or ddismuke@sainta.org. For youth ages 21 to 24, case management services will be provided by the Milwaukee Continuum of Care and the point of contact is Rafael Acevedo, (414) 286-5548 or Rafael.J.AcevedoJr@milwaukee.gov.

Any additional questions about the FYI Voucher program, please contact DCFDMCPSINDEPENDENTLIVING@wisconsin.gov or Lauren Washington at (414) 343-5718.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Milwaukee Child Protective Services at (414) 343-5500. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

Resources

[DSP Informational Memo Series 2020 - 07i](#)
[HUD Resource page](#)