

INSTRUCTIONS FOR CFCIP BUDGET FORM

PURPOSE

This form is used to calculate a CFCIP/IL client's income (including Pell Grant funds) and his/her financial obligations so that it can be determined if the board rate is inadequate, adequate or excessive to cover school-related expenses.

COMPLETION

At the top of the form, complete the student's name, CHRIS Number, school term dates for which the budget applies and the name of the school.

In the top right box enter the amount of the Pell Grant expected or received for the semester or term. If the Pell Grant has not been received, enter the "Date Applied For" on the line above the "Tuition" box.

Enter the known or expected costs for tuition, books and fees in the boxes next to those headings.

Enter the total for tuition, books and fees in the box beside "Total" and subtract that amount from the amount for "Pell Grant" above. That amount is the Pell Grant balance after subtracting costs for tuition, books and fees. It may be a positive or negative balance. If it is a positive amount, it should be used to offset expense items. If it is a negative amount, the CFCIP program will pay the school that balance when a purchase order and correct bill is submitted.

In the "Assets" boxes, fill in and total all of the client's sources of income. The "Current Board Payment" and any "Other Income" should be multiplied by the number of months covered by the Pell Grant to make the timeframes compatible for calculation. For instance, if the Pell Grant covers a semester, then multiply the amounts in the asset categories by the number of months the semester covers to determine total estimated assets for the semester.

In the "Expenses" boxes, fill in all the client's school-related expenses and total them. Monthly expenses should also be multiplied by the number of months covered by the Pell Grant to make the timeframes compatible for calculation.

Subtract the "Total Expenses" from the "Total Income" to determine if there is a positive or negative balance. Use that information to determine if you will ask for an increase, decrease or no change in the current amount of the board rate. If a rate increase is requested, a copy of the budget form should be attached to form CFS-304 as justification for the increase.

The Budget Preparer, Sponsor and Student should sign and date the budget form and it should then be forwarded to the Area Director to approve or deny the request.

ROUTING

The client and the Sponsor should receive a copy of the completed budget form and the original should be forwarded to the Supervisor. A copy should be placed in the client's file.

*** Allowable expenses** – Only maintenance costs such as housing, including utilities, food, personal needs, purchase and care of clothing, transportation and non-Medicaid-covered medical costs may be used to justify a higher board rate. Any deviation from this list must be separately justified and signed off by the Assistant Director of Community Services.

Utilities - Utilities are limited to basic utility services and only include water, gas, electricity, and basic telephone service. Any payment for long distance service should be limited and itemized. Cable TV and cell phone expenses are not included as a utility expense.

Food – If the student attends an institution of higher learning with food service, payment for food should be restricted to the purchase of a meal or cafeteria ticket at the institution. If the student chooses not to eat in the cafeteria, no more than \$150 per month may be allotted to the purchase of food.

Clothing - Expenses should be limited to no more than \$65 per month.

Transportation - Transportation expenses are limited to services provided through a public transportation system or by a volunteer. Funds allotted for transportation are not to be used for the purchase, maintenance, insuring or operation of privately owned vehicles.

Personal Needs - Funds allotted for personal needs should not exceed \$35 per month.