



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

## **2019 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 .....7

Appendix C: ATGP Advisory Committee Members.....11

Appendix D: ATGP Advisory Committee Bylaws.....12

Appendix E: ATGP Advisory Committee Minutes.....14

Appendix F: ATGP Budget Form.....21

## 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 Implementation 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)), Annual Teen Conference, ATGP Facebook, OCFS Youth Transition Specialists, and community partners.

### **ATGP Navigators:**

Utilizing existing staffing resources, OCFS staff continued to fulfill the role of ATGP Navigators. 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 collaborated with student support services (both on and off campus), including College Transition Specialists through Jobs for Maine’s Graduates and TRIO programs.

### **ATGP Advisory Committee:**

In 2019, Carleigh Boston assumed the role of Co-Chair, joining Dulcey Laberge, ATGP Administrator. There were some additional changes to ATGP Advisory Committee membership during 2019. Sara Flowers, TRIO Programs with University of Maine at Augusta joined the Committee in December 2019, following the retirement of Laurie Davis as Trio Director for USM. This change allows us to continue with Postsecondary Education representation.

The ATGP Committee met four (4) times during 2019. The ATGP Committee continued its Facebook Page to provide ATGP Participants with information, resources, and inspiration, as well as to provide a venue to celebrate their achievements.

### **ATGP FACEBOOK**

There has been a steady increase in activity, now up to 63 likes and 67 followers. We continue to use the ATGP FACEBOOK primarily to provide information and inspiration to ATGP participants.

ATGP Financial and Participant Data:

In 2019, a total of 22 eligible individuals received funds under the Alumni Transition Grant Program (representing new and renewing ATGP recipients). ATGP funds totaling \$59,710 were provided to eligible individuals during 2019 (representing the spring 2019, summer 2019, and fall 2019 academic semesters). The average ATGP award per student was \$2,714.

Of the funding provided to ATGP recipients during this year, 59% was provided to students to cover direct college costs, as described in the Executive Summary, above. The remaining 41% was provided to students to cover expenses associated with daily living, as described in the Executive Summary.

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 2019	\$ 16,301	\$ 11,327	\$ 27,628
Summer 2019	\$ 3,595	\$ 2,498	\$ 6,093
Fall 2019	\$ 15,334	\$ 10,655	\$ 25,989

Student Outcomes:

Of the total number of ATGP participants (22) during 2019:

- Five (5) students graduated with postsecondary degrees:
  - Two (2) students graduated with a bachelor’s degree.
  - Three (3) students graduated with an associate degree.
- One (1) student exited their postsecondary training program and ended their enrollment in the ATGP during 2019.

## 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.

## 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*

**Carleigh Boston**, Representative: Alumni Transition Grant Program Participant, *Co-Chair*

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

**Christina Hunninghaus**, Representative: ATGP Navigators

**Laurie Davis**, formerly of University of Southern Maine

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

**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

**Tia Knowlton-Basford**, Representative: Alumni Transition Grant Program Participant

**Shannon Saxby**, University of Southern Maine, Muskie School, Representative: Maine Youth Leadership Advisory Team

*New During 2019:*

**Sara Flowers**, University of Maine at Augusta, , Representative: Postsecondary Educational Institutions

## **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:**

### **ATGP Advisory Committee Meeting March 25, 2019—Meeting Minutes**

#### **Present:**

Dulcey Laberge, DHHS—OCFS Youth Transition Program Manager/ATGP Manager/ATGP Committee Co-Chair

Shannon Saxby, YLAT Facilitator, USM—Muskie School of Public Service

Laurie Davis, University of Southern Maine, TRIO Programs

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

Carleigh Boston, ATGP Participant

Mei Lin Brodeur, Intern, USM—Muskie School of Public Service

Lisa Sandy, Good Will-Hinckley, College Step Up

Jessica Whittier, Finance Authority of Maine (FAME)

Tia Basford, Former ATGP Recipient

#### **Absent:**

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

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

#### **Review December Meeting Minutes:**

The Minutes were unanimously accepted.

#### **Action Items:**

We reviewed the action items from the December meeting.

- Carleigh is working on her Facebook post.
- Laurie will send her information to Shannon.
- Jessica has provided posts for the Facebook page and will work on developing an animated post for June/July.
- Shannon has been developing other resources as links on the ATGP page.

#### **ATGP Facebook Page:**

There have been 44 likes so far. We will look to increase likes by promoting it at the Teen Conference (Flyer) and by posting information on MYTC And YLAT social media.

Shannon has been completing 1-2 posts a month.

Shannon will update the postings calendar with new suggested items.

#### **ATGP Committee Membership:**

We reviewed the membership list as outlined in the ATGP Rules, and determined the following representatives will be needed this year from the following sectors:

- Postsecondary educational institution (ATGP Rules; Section VI; 1. d.)
- Community-based employers (ATGP Rules; Section VI; 1. f.)
- Community-based or public organizations focused on employment for youth in transition (ATGP Rules; Section VI; 1. g.)

#### **Agenda Ideas for 2019:**

- Review ATGP Rules
- Review various program components and forms for needed improvements

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

- Laurie Davis is retiring from USM in May.

- Shannon: there will be a soft launch of the YLAT App on April 15, and a broader launch at the Teen Conference on June 29 (at Southern Maine Community College).
- Dulcey: The federal government recently allowed an increase in the maximum age limit for ETV funds to age 26 (for a limit of 5 years). This went into effect in the fall and we began providing these funds as allowed to older students.

**Action Items:**

Shannon will update the calendar of postings for review at our next meeting.  
Dulcey will reach out to possible new members.

**Next Meeting:**

June 17, 2019 @ 11am -12 pm  
35 Anthony Ave, Conference Room A; or 1-877-455-0244, conference code 6817834166

**Agenda Items:**

- Review new members
- Review the ATGP Rules
- Facebook and outreach
- What could we develop for ATGP participants to support “What comes after ATGP?”

**ATGP Advisory Committee Meeting  
June 17, 2019 Minutes**

**Present:**

Dulcey Laberge, DHHS—OCFS Youth Transition Program Manager/ATGP Manager/ATGP Committee Co-Chair  
Shannon Saxby, YLAT Facilitator, USM—Muskie School of Public Service  
Laurie Davis, University of Southern Maine, TRIO Programs  
Amie Howard, DHHS—OCFS Youth Transition Specialist/ATGP Navigator  
Lisa Sandy, Good Will-Hinckley, College Step Up  
Tia Basford, Former ATGP Recipient

**Absent:**

Debbie Bechard, Jobs for Maine’s Graduates (JMG)  
Christina Hunninghaus, DHHS—OCFS Youth Transition Specialist/ATGP Navigator  
Jessica Whittier, Finance Authority of Maine (FAME)  
Carleigh Boston, ATGP Participant

**Review March Meeting Minutes:**

The Minutes were unanimously accepted

**Action Items:**

We reviewed the action items from the March meeting:

- Shannon updated the calendar of potential FACEBOOK postings
- Dulcey contacted a potential new member from Department of Labor and will follow-up
- Carleigh posted her story on the ATGP Facebook as planned
- Laurie will send her information to Shannon

### **ATGP Facebook Page:**

There has been an increase in activity, going from 44 to 52 likes. We will look to increase likes by promoting it at the Teen Conference and by adding the FACEBOOK link to the ATGP Flyer so ATGP Navigators can inform ATGP Recipients of this resource. Shannon has posted new information as well. Another topic for an annual May posting is loan repayment information.

### **ATGP Committee Membership:**

We reviewed the membership list as outlined in the ATGP Rules, and determined the following representatives will be needed this year from the following sectors:

- Postsecondary educational institution (ATGP Rules; Section VI; 1. d.)
- Community-based employers (ATGP Rules; Section VI; 1. f.)
- Community-based or public organizations focused on employment for youth in transition (ATGP Rules; Section VI; 1. g.)

### **Agenda Ideas for September 2019:**

- Review ATGP Rules
- Review various program components and forms for needed improvements

### **Committee Member Updates:**

- Laurie Davis has retired, but she will reach out to the TRIO providers for a new Committee member
- Shannon: 29<sup>th</sup> Annual Teen Conference is taking place on June 26, at SMCC (Southern Maine Community College)
- Lisa Sandy, College Step Up. Two (2) students graduated, and 1 new student enrolled for the Fall.
- Amie: 5 youth in care graduated from high school in June.

### **Next Meeting:**

September 9, 2019 @ 11am -12 pm  
35 Anthony Ave, Conference Room A; or 1-877-455-0244, conference code 6817834166

### **Agenda Items:**

- ATGP Membership
- Review the ATGP Rules
- Facebook and outreach

## **ATGP Advisory Committee Meeting Minutes September 9, 2019**

### **Present:**

Dulcey Laberge, DHHS—OCFS Youth Transition Program Manager/ATGP Manager/ATGP Committee Co-Chair

Shannon Saxby, YLAT Facilitator, USM—Muskie School of Public Service

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

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

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

Carleigh Boston, Former ATGP Participant



**Absent:**

Jessica Whittier, Finance Authority of Maine (FAME)  
Lisa Sandy, Good Will-Hinckley, College Step Up  
Tia Basford, Former ATGP Recipient  
Laurie Davis, University of Southern Maine, TRIO Programs

**Review June Meeting Minutes:**

The Minutes were unanimously accepted.

**Action Items:**

We reviewed the action items from the June meeting:

- Shannon updated the calendar of potential FACEBOOK postings (Completed)
- Dulcey contacted a potential new member from Department of Labor and will follow-up (In Process)

**ATGP Facebook Page:**

There has been an increase in activity, now up to 57 likes. ATGP FACEBOOK was promoted at Teen Conference as planned. Shannon will continue to take the lead in posting new information.

Shannon provided updated Calendar of postings:

January	Happy New Year message; Tax Resources; Tuition Waiver Information; College Supports at a Glance Document
February	FAFSA Reminder
March	
April	Self-Care; Stress Reduction/Management Techniques
May	ATGP Recipient—Personal Story (TBD)
June	Summer Work Opportunities
July	Reminder—ATGP Application
August	
September	Welcome Back to School Message; TRIO Programs; JMG College Specialists; College Supports at a Glance Document
October	FAFSA information/instructions
November	Youth Transition Specialist/Navigator Spotlight
December	Getting Through the Holidays Information/Supports; Reminder ATGP Application

**ATGP Committee Membership:**

We reviewed the membership list as outlined in the ATGP Rules, and determined the following representatives will be needed this year from the following sectors:

- Postsecondary educational institution (ATGP Rules; Section VI; 1. d.) –Laurie will follow up with interested TRIO Provider
- Community-based employers (ATGP Rules; Section VI; 1. f.)—Dulcey will follow-up with
- Community-based or public organizations focused on employment for youth in transition (ATGP Rules; Section VI; 1. g.) – Carleigh will follow up.
- Mariah Knight, ATGP Recipient has joined the ATGP Committee.

**Committee Member Updates:**

- Amie: 9 Youth have started college this year and 2 are ATGP recipients.

- Deb: JMG: JMG now has College Specialists at 12 Campuses and there has been better coordination this year in supporting JMG Students and youth in foster care to transition from high school to these College campuses. JMG created two (2) new postsecondary manager positions to provide additional support to students. And, JMG administers a Scholarship Program for non-traditional post-secondary needs.
- Shannon: YLAT meetings have kicked-off this week.

**Action Items:**

Shannon	<ul style="list-style-type: none"> <li>• Work with OCFS Youth Transition Specialists to develop a Navigator Spotlight for ATGP FACEBOOK</li> <li>• Work with Jessica Whittier to add FACEBOOK posts from FAME</li> <li>• Connect with Mariah Knight to review meeting results</li> </ul>
Carleigh	<ul style="list-style-type: none"> <li>• Recruit Community Based Employer for ATGP Committee</li> </ul>
Dulcey	<ul style="list-style-type: none"> <li>• Send Shannon revised College Supports at a Glance Document</li> <li>• Follow-Up with Laurie Davis regarding Post-Secondary Rep for ATGP Committee</li> <li>• Follow-Up with DOL regarding Employer Rep for ATGP Committee</li> <li>• Follow-Up with Carleigh regarding possibly serving as ATGP Committee Co-Chair</li> </ul>

**Next Meeting:**

December 2, 2019 @ 11am -12 pm  
 35 Anthony Ave, Conference Room A; or 1-877-455-0244, conference code 6817834166

**Agenda Items:**

- ATGP Membership
- Review Draft ATGP Annual Legislative Report
- ATGP Facebook

**ATGP Advisory Committee  
 December 2, 2018 Meeting Minutes**

**Present:**

Dulcey Laberge, DHHS—OCFS Youth Transition Program Manager/ATGP Manager/ATGP Committee Co-Chair  
 Shannon Saxby, YLAT Facilitator, USM—Muskie School of Public Service  
 Amie Howard, DHHS—OCFS Youth Transition Specialist/ATGP Navigator  
 Christina Hunninghaus, DHHS—OCFS Youth Transition Specialist/ATGP Navigator  
 Jessica Whittier, Finance Authority of Maine (FAME)  
 Lisa Sandy, Good Will-Hinckley, College Step Up  
 Tia Basford, Former ATGP Recipient  
 Laurie Davis, University of Southern Maine, TRIO Programs (retired)  
 Sara Flowers, University of Maine at Augusta, TRIO Programs

**Absent:**

Debbie Bechard, Jobs for Maine’s Graduates (JMG)  
 Carleigh Boston, Former ATGP Participant

**Review September Meeting Minutes:**

The Minutes were unanimously accepted.

**Action Items:**

We reviewed the action items from the September meeting:

- Shannon collected and posted Youth Transition Specialists spotlights; worked with Jessica (FAME) to add FACEBOOK posts.
- Dulcey sent Shannon the revised College Supports at a Glance document for posting; confirmed Carleigh as co-chair; will need to reach out again to Department of Labor for a Committee member.
- Laurie invited a new Post-secondary Education rep (Sara Flowers) to join the ATGP Committee.

**ATGP Facebook Page:**

There has been an increase in activity, now up to 63 likes and 67 followers. ATGP FACEBOOK spotlight for each Youth Transition Specialist was a success—generating a lot of traffic to the site. Shannon will add the Jobs for Maine’s Graduates College Navigator list; we reviewed the ATGP Posts Calendar; Tia suggested posting the MaineHousing link for available housing across the State; and Sara provided a document for posting that highlights career services available on various campuses. Shannon will continue to take the lead in posting new information.

Shannon provided updated Calendar of postings:

January	Happy New Year message; Tax Resources; Tuition Waiver Information; College Supports at a Glance Document
February	FAFSA Reminder
March	
April	Self-Care; Stress Reduction/Management Techniques
May	ATGP Recipient—Personal Story (TBD)
June	Summer Work Opportunities
July	Reminder—ATGP Application
August	
September	Welcome Back to School Message; TRIO Programs; JMG College Specialists; College Supports at a Glance Document
October	FAFSA information/instructions
November	Youth Transition Specialist/Navigator Spotlight
December	Getting Through the Holidays Information/Supports; Reminder ATGP Application; Tuition Waiver

**ATGP Committee Membership:**

We reviewed the membership list as outlined in the ATGP Rules, and determined the following representatives will be needed this year from the following sectors:

- Postsecondary educational institution (ATGP Rules; Section VI; 1. d.) –Sara Flowers, TRIO Provider
- Community-based employers (ATGP Rules; Section VI; 1. f.)—Dulcey will follow-up with Department of Labor
- Community-based or public organizations focused on employment for youth in transition (ATGP Rules; Section VI; 1. g.) – Carleigh will follow up.

**Action Items:**

Shannon	<ul style="list-style-type: none"> <li>• Work with OCFS Youth Transition Specialists to develop a Navigator Spotlight for ATGP FACEBOOK</li> </ul>
---------	--

	<ul style="list-style-type: none"> <li>• Work with Jessica Whittier to add FACEBOOK posts from FAME</li> </ul>
Carleigh	<ul style="list-style-type: none"> <li>• Recruit Community Based Employer for ATGP Committee</li> </ul>
Dulcey	<ul style="list-style-type: none"> <li>• Send Shannon revised College Supports at a Glance Document</li> <li>• Follow-Up with Laurie Davis regarding Post-Secondary Rep for ATGP Committee</li> <li>• Follow-Up with DOL regarding Employer Rep for ATGP Committee</li> <li>• Follow-Up with Carleigh regarding possibly serving as ATGP Committee Co-Chair</li> </ul>

**Next Meeting:**

March 2, 2019 @ 11am -12 pm

**Agenda Items:**

- Review ATGP Rules
- Discuss student gaps/needs
- ATGP Facebook

**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: \$ \_\_\_\_\_**