



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	6-30-2016
Subchapter:	1	Forms	
Issuance:	10.11	<b>CP&amp;P Form 10-11, Independent Living Stipend Budget Worksheet</b>	

Click here to view CP&P Form [10-11](#), Independent Living Stipend Budget Worksheet.

### WHEN TO USE IT

The Independent Living Stipend Budget Worksheet is used for individuals who are 16 to age 21 years old.

**Note:** The IL Stipend Budget Worksheet must not be completed after the individuals 21<sup>st</sup> birthday.

When requesting an Independent Living Stipend for rent, food, and/or incidentals, the following forms are required to be completed and submitted for approval:

- Special Approval Request (SAR), CP&P [Form 16-76](#),
- Transitional Plan for YOUth Success, CP&P [Form 5-43](#),
- Independent Living Stipend Budget Worksheet, CP&P [Form 10-11](#),
- Independent Living Stipend Responsibility Agreement, CP&P [Form 10-7](#), and
- Voluntary Services Agreement, CP&P [Form 10-10](#) (only done for 18 to 21 year olds).

The Independent Living Stipend Budget Worksheet is renewed every six months or when there is a change in income or monthly expenses.

**Note:** This IL Stipend Budget Worksheet is a newly revised form that must be used when a new budget is due.

### HOW TO USE

Workers use the Independent Living Stipend Budget Worksheet when teaming with 16 - 21 year olds to complete a budget in order to determine the amount needed for an independent living stipend(s).

The Worker will have two copies of the form available to complete with the 16-21 year old. The Worker and 16-21 year old sign both copies of the form. The Worker gives one version to the 16-21 year old upon completion and the Worker keeps a copy of the form for the case file.

At the top of the form, the Worker will mark the appropriate checkbox indicating which required forms have been completed.

### Monthly Income/Support

- Complete Table 1, Net Monthly Independent Living Stipend Income - determines the amount of net monthly income that should be included in determining the amount of the stipend(s).
- Complete Table 2, Other Net Monthly Youth Support - determines the amount of monthly support that a 16-21 year old receives that may be able to supplement his or her daily living expenses.
- Complete Table 3, Other Net Monthly Support – determines how much assistance a 16-21 year old may receive to care for his or her child(ren). This support should not be used to determine the amount of the stipend(s).
- Complete Table 4, Savings - determines the amount of savings, up to 10% of the 16-21 year old's wages. Skip this table if the 16-21 year old does not have wages in Table 1.
- Complete Table 5, Total Income/Support - determines the amount of income/support a 16-21 year old has to use towards his or her expenses. For 16-21 year olds, who do not have his or her own income, utilize Wages from Table 1 and Total Support from Table 2 to obtain the final total of income/support to be used towards expenses.

### Monthly Expenses

- Complete Table 6, Monthly Independent Living Stipend Expenses - monthly expenses that may be covered by the Independent Living Stipend.
- Complete Table 7, Other Monthly Expenses - additional monthly expenses a 16-21 year old may have and should consider when creating his or her full budget.

### Independent Living Stipend Distribution

- Complete Table 8, Incidentals - the amount of the Incidental portion of the stipend to request.

- Complete Table 9, Food - the amount of the food portion of the stipend to request.
- Complete Table 10, Rent - the amount of the rent portion of the stipend to request.

### TIPS FOR COMPLETING THE FORM

- Complete the Independent Living Stipend Budget Worksheet with the 16-21 year old utilizing the mutually agreed upon verification for income and expenses.
- Provide a copy of the budget to the 16-21 year old.
- If a 16-21 year old has a child of his or her own who receives income, do not count this income when developing a budget to determine the stipend(s) for the 16-21 year old. (Income received for, or on behalf of, a dependent child should not be used for calculations on Tables 8, 9, & 10).
- When the 16-21 year old has income, and the Worker is completing Tables 8, 9, & 10, team with the 16-21 year old to determine how his or her income will be used to pay for each of the expenses listed.
- After the Worker and the 16-21 year old complete and sign the Independent Living Stipend Budget Worksheet, the Worker submits it, along with the Transitional Plan for YOUth Success CP&P [Form 5-43](#) and Special Approval Request (SAR) CP&P [Form 16-76](#), to his or her Supervisor for approval.

### DISTRIBUTION

Original - Case Record

Original - 16-21 year old

**Note:** Since the Worker completes two copies with the 16-21 year old, he or she will keep an original copy and give an original copy to the 16-21 year old.