**Instructions:**

This information is being collected to inform a study being conducted by a team of researchers from the Urban Institute and Chapin Hall at the University of Chicago in partnership with the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) to identify programs for transition age foster youth that could potentially be included in a federally funded evaluation. The purpose of this collection is not to evaluate your agency or programs, but rather to learn about how communities are using the Family Unification Program (FUP) to serve youth in practice. All the information you provide will be kept private to the extent permitted by law. This evaluation activity has been approved by the U.S. Department of Housing and Urban Development.

*The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to evaluate the effectiveness of the Family Unification Program.[3] Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Michael Pergamit at mpergamit@urban.org.*

We would like to receive a copy of each referral form used to refer youth to the Public Housing Authority for a FUP voucher. You should redact all identifying information and add a Research ID. We can help you devise a method for assigning the Research ID.

In addition, we would like to collect the following administrative data for youth referred for a FUP voucher from [SITE]: public child welfare agency data, public housing authority data, and homeless management information system data. We understand that not all items may be available in the formats described below. The data may be delivered in any format.

Specifically, we would like to collect the following data elements:

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| **Public Child Welfare Agency** |
| **Sample** | Every youth referred to FUP since January 1st, 2019 |
| **Data Element** | **Notes** |
| *Demographics* |  |
| Child Welfare ID | For linking |
| Research ID | For linking |
| Date of Birth |  |
| Race/Ethnicity |  |
| Sex |  |
| County Code  | i.e. County FIPS Code or County Name |
| *Out of home placement data* | *For each out-of-home placement:*  |
| Age at first removal | Age at first removal |
| Out of home placement start date | Date out-of-home placement started for each out-of-home placement episode |
| Removal start date | Date first removed  |
| Removal reason | e.g. abuse, neglect, etc. |
| Placement setting | e.g. foster care, group home, etc.  |
| Out of home placement end date | End date for each out-of-home placement episode |
| Date of discharge from foster care | Date removal ended  |
| Discharge reason | e.g. emancipation, runaway, reunification, etc.  |

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| **Public Housing Authority** |
| **Sample** | Every youth referred for FUP since January 1st, 2019 |
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| **Data Element** | **Notes** |
| *Demographics* |  |
| Child Welfare ID | For linking |
| Research ID | For linking |
| Date of Birth |  |
| Disability | Whether they have a disability |
| Race/Ethnicity |  |
| Sex |  |
| *Rental Assistance Data* | *For each certification:*  |
| Effective start date | Date the certification period starts |
| Effective end date | Date the certification period ends |
| Type of assistance | e.g. Tenant-based voucher, project-based voucher, rental assistance, public housing, shelter plus care |
| Number of bedrooms | Number of bedrooms in the unit |
| Number of bathroom | Number of bathrooms in the unit |
| Square feet  | Square feet of the unit |
| Year build | Year the unit was built |
| Zipcode | Zipcode of the Unit  |
| Census tract | Census tract of the unit |
| Poverty level  | Poverty level of the area the unit is in |
| UAP | Utility allowance the youth receives |
| Youth rent | The rent that the youth pays the housing authority |
| HAP | Housing Choice Voucher Payment |
| Actual rent  | Rent on the lease |
| Income type | e.g. Income, Asset |
| Income group | e.g. Welfare, Wages, Other |
| Income type description | e.g. TANF Assistance, Child Support, Unemployment |
| Income | Income Amount |
| Income excluded  | Income NOT counted towards rent calculation |
| Income towards rent | Income counted towards rent calculation |
| *Voucher Data* | *For each voucher* |
| Date application received | Date application was received |
| Date voucher denied | Date the voucher was denied |
| Voucher denial reason | e.g. No show, sex offender in household, etc. |
| Date of voucher loss | Date the voucher was lost |
| Voucher loss reason | e.g. Port Out, Expired Voucher, Eviction, Over Income, etc. |
| *Lease Up and Exit Data* | *For each lease up* |
| Date of lease up | Date youth signed a lease |
| Date exited housing | Date youth gave up, lost, or broke the lease |
| Housing exit reason | e.g. Evicted, Lease Violation, Voluntary |
| *Other Data* |  |
| FSS program start date | Date youth started the Family Self-Sufficiency Program |
| FSS progress | Progress on youth’s plan |
| Escrow balance | Amount in youth’s escrow account |
| FSS program end date | Date youth ended the Family Self-Sufficiency Program |

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| **Homeless Management Information System** |
| **Sample** | Every youth referred to the child welfare agency for FUP |
| **Data Element** | **Notes** |
| *Demographics* |  |
| Child Welfare ID | For linking |
| Research ID | For linking |
| Date of Birth |  |
| Disability | Whether they have a disability |
| Race/Ethnicity |  |
| Sex |  |
| *Program Data*  | *For each homeless spell* |
| Program entry date | Date individual entered the program |
| Program exit date | Date individual exited the program |
| Program type | e.g. emergency shelter, transitional housing, etc.  |
| Housing status at entry | e.g. literally homeless, unstably housed, imminently losing their housing, etc.  |
| Prior night’s residence | e.g. rental by client, staying or living with family member, substance abuse treatment facility or detox center, etc.  |
| Zipcode  | Zipcode of last permanent address where client lived for at least 90 days |
| Assistance Provided | Types of assistance provided (e.g. back rent, move-in/security deposit)  |
| Assistance Amount | Dollar amount of assistance provided |
| Exit Destination  | e.g. rental by client, permanent supportive housing, emergency shelter  |

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| **Program/Service Data** |
| **Sample** | Every youth referred by the child welfare agency for FUP |
| **Data Element** | **Notes** |
| *Demographics* |  |
| Child Welfare ID | For linking |
| Research ID | For linking |
| Date of Birth |  |
| Disability | Whether they have a disability |
| Race/Ethnicity |  |
| Sex |  |
| *Program Data*  | *For each program participated in or service received* |
| Start of program/service | Date individual entered the program or service |
| End of program/service | Date individual left the program or service |
| Amount of program/service | Number of hours the individuals participated in the program or service |

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| **National Student Clearinghouse** |
| **Sample** | Every youth referred by the child welfare agency for FUP |
| **Data Element** | **Notes** |
| *Demographics* |  |
| Research ID | For linking |
| *Education Data*  |  |
| College Code | Code of the college the individual attended |
| College Name | Name of the college the individual attended |
| College State | State of the college the individual attended |
| Type of College | 2-yr, 4-yr, <2-yr, public/private |
| Enrollment Begin Date | Date individual began enrollment in school |
| Enrollment End Date | Date individual ended enrollment in school |
| Enrollment status | Enrollment status of the individual |
| Graduated | Yes/no |
| Graduated Date | Date of graduate if the individual graduated |
| Degree Title | Degree the individual received |
| Major | Major of the individual |