

January 2018



Dear Caregivers, Parents and Staff

The Children's Services Auxiliary is pleased to be able to continue providing funding and support to address the unmet needs of Ventura County's court-dependent children. All children with an open dependency case with Ventura County Court and Children & Family Services are able to access funding throughout the case, prior to its closure. As the need grows for families to access resources we are extending our support to Guardianship and Family Maintenance cases. These cases will have the ability to submit for reimbursement funding up to 90 days after establishing Guardianship or returning home to parent(s). CSA provides reimbursements as funds are available. Funding is not guaranteed. The 2018 reimbursement procedures and forms are attached to this letter.

Listed below are some of the expenses the Auxiliary is currently funding. Please keep in mind there is a limited amount budgeted for each of these categories. All efforts must be made to utilize alternative funding sources where available. If it is appropriate, children (especially teens) are expected to make every effort to help themselves earn needed funds by participating in fundraising efforts, or through their own employment and savings to offset the cost of a school activity or registration for a youth sports team or other expense.

Scholarships: Monetary Awards offered to all graduating high school and returning college foster youth who intend on going to College, Military or trade school. Applications available on CSA website.

Enrichment Activities: \$400 for the year per child/ \$500 for ILP to include all expenses related to activities such as: Music Lessons, Dance, Gymnastics, and Sports to include (Registration fees and uniform costs). Day Care/Preschool/After School Care is not a covered expense.

Camp Fund: \$300 per child per year. May be available to attend resident/day or overnight camps. Funding may be used for any camp or combinations of camps throughout the year. Funds school-related activities such as: (Youth Conference's, Retreats and Outdoor School). Field trip fees when the school will not waive the fee.

Clothing Fund: Updated up to \$150 (Ages 0-15) and up to \$300 (ages 16-21): For funding emergency clothing needs, within the first 60 days of placement only. NEW! School Uniforms \$100 per child/per year (Ages 0-15)

School Fund: NEW! \$150 per year Ages 0-15 (Supplies, Pictures, trips); \$500 for ILP (ages 16-21) for ASB card, yearbook (non-seniors), photos, school trips and supplies.

Graduation Incentive: Graduating high school seniors or students completing GED receive \$300. The County Social Worker will complete the request form, must submit proof of graduation or completion of GED.

Senior Expenses: High school seniors may receive up to \$500 reimbursement for senior expenses, such as pictures, class ring, prom, yearbook, senior trip, Grad Night, etc. Receipts along with proof of senior status are required within 90 days of purchase.

Computers: Limited funding is available to provide refurbished computers for high school students. Please contact the Foster VC Kids team for details at HSA-CFS-Resources@ventura.org.

Sincerely,

Leeann Cunningham-Mesa
President
Children's Services Auxiliary

Receipt Guidelines 2018

About Us

The Ventura County Children's Services Auxiliary is an *all-volunteer* 501 (c)(3) nonprofit organization founded in 1983, *with no paid staff positions*. While the Children's Services Auxiliary works very closely with the County of Ventura, we are a free standing organization.

For over 34 years, our mission has been to meet the unmet needs of Ventura County's court-dependent children (foster care, group homes, Casa Pacifica, relatives, guardians and court supervision). There is an estimated 1200 children in the system at any point in time.

Reimbursement Request Process

With over 1200 children in need of support it is with great necessity that we standardize our Spending Guidelines. Our Mission is to support the ongoing needs of our foster families and with that said, we need to be able to offer services to as many families as possible.

Please read the following items carefully, please reach out to the Foster VC Kids at hsa-cfs-resources@ventura.org with any questions.

Procedures

- Requests **MUST** be submitted by Caregiver (Foster, Resource Family, Relative and Group Homes).
- Hand written receipts will not be accepted unless the business name, address, phone number, date and a clear description of the expense, is included. All receipts must be LEGIBLE,
- **REQUIRED** All receipts must **ONLY** display items that were purchased for the DEPENDENT child(ren); no other purchases can be displayed on receipt.
- **REMINDER:** Invoices are not allowed (**unless ILP**), Purchases **MUST** be made for reimbursements to qualify.
- Receipts will only be considered within 90 days of original purchase.
- CSA has the right to deny any claims due to fraud, misrepresentation, or abuse of CSA systems.
- CSA reserves the right to conduct audits on any or all monthly requests for reimbursement.
- If a request is selected for audit, and there is no response from claimant or the retailer, the claim may be denied.
- Please submit your claim **ONLY ONCE**. Multiple submissions result in extra processing times and delays in reimbursement.
- All claims **MUST** be submitted by the 30th of every month to be considered for reimbursement the following month.
- Each receipt must be accompanied by a CSA claim form. Please use a separate claim form for each child or expense.
- For your convenience, a few blank claim forms have been included here along with the SAMPLE form below. Additional forms are available on our website at csavc.org or at fostervckids.org
- **Lost Check Fee Cost** – Bank fees incurred with a lost check will be deducted from the re-issued check. (**Non ILP only up to \$30.00**).

New Procedure

- **ILP (Age 16 -21) funds can be requested as direct vendor pay vs. reimbursement**

Unchanged Procedures

- Reimbursement checks may take up to 60 Days to process.
- Funding is not guaranteed without prior approval and is subject to availability of funds.
- Approval is requested by calling/emailing Foster VC Kids at (805)654-3220 or hsa-cfs-resources@ventura.org
- If any other funding source is obligated to pay for an expense, that source must be exhausted prior to requesting CSA funds.

Note: Each year, categories change and could affect funding. Please review carefully!

SAMPLE

CHILDREN'S SERVICES AUXILIARY REIMBURSEMENT REQUEST FORM

DATE: January 4, 2018 Child's Gender: **Female Male** Is the child 16 years or older? Y N

Payable to Name: Mary and David Fosters

Address: 1313 Mockingbird Lane

City: Ventura State: CA Zip code: 90000 Phone Number: (805) 865-5309

Amount requested: \$235.43

PURPOSE OF REQUEST:

Softball Registration for Male/Female - \$165.00 and Softball glove \$70.43

By signing this document you are aware that Children's Services Auxiliary is not associated with Children & Family Services of Ventura County and all your information is private. We will not disclose information to anyone outside of Children & Family Services of Ventura County without your written request.

SUBMITTED BY: Mary D. Foster

Submit Claim ONCE ONLY via any of the following:

Mail: Foster VC Kids or Email: hsa-cfs-resources@ventura.org
4651 Telephone Rd, Suite 300
Ventura, CA 93004
(805) 654-3220

CSA Office Use only – DO NOT WRITE Below this point:

Eligible: ILP Foster/Resource Family/Relative/Guardianship/Family Maintenance (choose 1)

BUDGET NUMBER: # _____ CATEGORY: _____

Verified By: _____

APPROVED BY: Check one

- Budget Allocation
- Spending Procedures

CSA Approval/Denial Signature: _____ Amount approved: \$ _____ Amount Denied: \$ _____

Reason for Denial: _____

**CHILDREN'S SERVICES AUXILIARY
REIMBURSEMENT REQUEST FORM**

DATE: _____ Child's Gender: Female Male Is the child 16 years or older? Y N

Payable to Name: _____

Address: _____

City: _____ State: _____ Zip code: _____ Phone Number: _____

Amount requested: \$ _____

PURPOSE OF REQUEST: _____

By signing this document you are aware that Children's Services Auxiliary is not associated with Children & Family Services of Ventura County and all your information is private. We will not disclose information to anyone outside of Children & Family Services of Ventura County without your written request.

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BUDGET NUMBER: # _____ CATEGORY: _____

Verified By: _____

APPROVED BY: Check one

- Budget Allocation
- Spending Procedures

CSA Approval/Denial Signature: _____ Amount approved: \$ _____ Amount Denied: \$ _____

Reason for Denial: _____

GUIDELINES FOR CSA & ILP INDIVIDUAL/EXTRACURRICULAR FUNDING (2018)



CHILDREN'S SERVICES AUXILIARY

Any requests for funding that exceeds these guidelines will be presented to the Board of Directors for consideration. Receipts/Invoices are required for all expenditures and must follow the receipt guidelines.

| CATEGORY | EXPENDITURE | ILP Spending limits & guidelines | AUXILIARY Spending Procedures without Board Approval unless stated | FUNDING SOURCE |
|--|---|--|--|---|
| Budget Spending | | | | |
| #201 CLOTHING | A. Emergency needs - Clothing B. Special event (dance, prom, etc.) C. PE Uniform/School Clothes/Uniforms | A. Up to \$300 one time only B. Multiple requests from same child considered on a case-by-case basis. | A. \$150 Clothing limit per any new child in first 2 months of placement only B. \$100 School uniform limit per placement | <ul style="list-style-type: none"> ILP funding will be first priority for ILP qualified children |
| #203 SPECIAL PROJECTS | Requests that do not fall into any other category | A. Submitted one time only up to \$500. Limited budget, use until exhausted. | A. Special Projects Submitted to Board of Directors for Approval | |
| #204 MEDICAL/DENTAL | A. Anesthesia B. Prescriptions C. Expenses not covered by Medi-Cal | A. \$300 B. \$50 per mo. C. Submit one time only up to \$1000 | A. A maximum of \$300 per occurrence for anesthesia not covered by any other funding source one time only B. \$50 per mo. | <ul style="list-style-type: none"> ILP funding will be first priority for ILP qualified children |
| #205 SPECIAL REQUESTS | A. ALL Special Requests Submit to CSA Board of Directors for Approval | A. To be used only after "Special Projects" category is exhausted. Submit 1 time only up to \$500 A. - E. | A. \$150 per occurrence for expenses not covered by any other funding source | <ul style="list-style-type: none"> ILP funding will be first priority for ILP qualified children |
| #206 Sports #208 Classes ENRICHMENT ACTIVITIES 1. Classes/lessons 2. Sports/Cheer | A. Music lessons, Dance B. Gym membership C. Art class/lessons D. Sports/Cheerleading E. Registration/Uniforms/Recitals | <ul style="list-style-type: none"> Combined Limit of \$500 for the year per child; to include all expenses related to Activity, i.e. (Registration fees, uniform costs) | <ul style="list-style-type: none"> Combined Limit of \$400 for the year per child; to include all expenses related to Activity, i.e. (Registration fees, uniform costs) | <ul style="list-style-type: none"> ILP funding will be first priority for ILP qualified children |

| CATEGORY Budget Spending | EXPENDITURE | ILP Spending limits & guidelines | AUXILIARY Spending Procedures without Board Approval unless stated | FUNDING SOURCE |
|------------------------------------|--|--|--|--|
| #207 SCHOOL | <ul style="list-style-type: none"> A. ASB card B. Yearbook (non senior status) C. Extracurricular activities requiring a fee (not including sports) D. School Photos (non senior status) E. School Trips F. Supplies | <p>A. – F. Combined \$500 per year</p> | <p>A.-F. \$150 max Per child, per school year</p> | <ul style="list-style-type: none"> ● ILP funding will be first priority for ILP qualified children |
| #304 CAMPERSHIP | <ul style="list-style-type: none"> A. Summer, Winter, Spring, Fall Camps B. Conferences C. Retreats | <p>A-C</p> <ol style="list-style-type: none"> 1. \$300 max per child per year. 2. Child may attend multiple camps as long as the total reimbursement does not exceed \$300 for the year. | <p>A-C</p> <ol style="list-style-type: none"> 1. \$300 max per child per year. 2. Child may attend multiple camps as long as the total reimbursement does not exceed \$300 for the year. | <ul style="list-style-type: none"> ● ILP funding will be first priority for ILP qualified children |
| #306 COMPUTERS | <p>A. Board to Purchase Computers as needed</p> | <p>A. Age group 16-21</p> | <p>A. Age group 12-15</p> | <ul style="list-style-type: none"> ● ILP funding will be first priority for ILP qualified children |
| #502 PRINTING | <p>All Printed Materials (Vouchers, Brochures) etc.</p> | | | |
| #506 ADMINISTRATIVE EXPENSES | <p>To include printed material needed for Board of Directors use (BOD Dress Shirt, Business Cards, Badges)</p> | | | |
| GRADUATION | <p>A. SEE FUNDING PROCESS</p> | <p>A.</p> <ol style="list-style-type: none"> 1. \$300 Graduation incentive 2. Proof of graduation/GED (must be submitted within 1 year of graduation) | | <ul style="list-style-type: none"> ● ILP Funding Only |
| SENIOR YEAR EXPENSES | <ul style="list-style-type: none"> A. Prom B. Yearbooks C. Class Rings/Jackets D. Misc Items | <p>A – D.</p> <ol style="list-style-type: none"> 1. \$500 per youth 2. Verification of senior status | | <ul style="list-style-type: none"> ● ILP Funding Only |
| COLLEGE EDUCATIONAL FEES | <ul style="list-style-type: none"> A. GED B. College entrance exams C. College application fees D. Health fees at community college | <p>A. \$100 Per Year B. \$150 Per Year C. \$200 Per Year D. \$50 Per Year</p> | <p>A – D.</p> <ol style="list-style-type: none"> 1. Case-by-case 2. Subject to Board Approval | <ul style="list-style-type: none"> ● ILP funding will be first priority for ILP qualified children ● All youth will be ILP age (16-21) |

| CATEGORY Budget Spending | EXPENDITURE | ILP Spending limits & guidelines | AUXILIARY Spending Procedures without Board Approval unless stated | FUNDING SOURCE |
|--|--|--|--|---|
| SCHOOL /COLLEGE/ VOCATIONAL | A. Registration fees Equipment, or tuition B. College tours C. Textbooks D. Tutoring | A. \$1,000 per year per child B. \$500 C. \$300 semester D. \$100 per month per child | | <ul style="list-style-type: none"> ILP funding will be first priority for ILP qualified children |
| TRANSPORTATION | A. Drivers Education B. Driver's license C. Lyft, Uber, or Buss Pass | A. \$350 B. \$33 C. \$50 per month per child | ILP funding only | |
| DOCUMENTS (Not Covered under any other funding source) | A. California ID B. Birth certificate C. Notary fees D. Passports | A. \$29 B. \$30 C. \$30 D. \$135 | | ILP funding Only |
| EMPLOYMENT | A. Equipment/Supplies/Tools B. Clothing (Work Appropriate) <ol style="list-style-type: none"> Clothing and /or uniforms Costs incurred due to job / interview process | A. \$300 one time only B. \$500 one time only | | <ul style="list-style-type: none"> ILP funding only |
| HOUSING | A. Deposits and/or moving costs B. Miscellaneous Housing Needs C. Utility deposits and/or charges D. Furniture and/or household items (bed/bedding) | A. – D. 1. Combined limit of \$1,000 one time only submission | | <ul style="list-style-type: none"> ILP funding only |
| Cost Related to Child of Foster or Emancipated Youth or (NDM) Non Dependent Minor | A. Age appropriate Clothing, bedding B. Age Appropriate Furniture C. Special Need Requests | A. –C. 1. Case by Case Basis 2. Subject to Board Approval | | <ul style="list-style-type: none"> ILP funding will be first priority for ILP qualified children |

GUIDELINES FOR CSA & ILP INDIVIDUAL/EXTRACURRICULAR FUNDING (2018)

1. If another funding source is obligated to pay for an expense, those funds will be exhausted prior to using ILP or CSA funds.
2. Funding amounts are maximum that may be allocated without further consideration.
 - a. Amount allocated can be less.
3. Funding requests that exceed these amounts will be considered on a case-by-case basis (ILP)
 - a. If ILP is primary funding source, the Auxiliary funds can be requested by board approval for funding requests that exceed ILP limit.
 - b. If CSA is primary funding source, the ILP funds can be used for funding requests that exceed CSA limit.
 - c. Funding for requests that exceed limits, a community partnership can also be considered, such as ACTION.
4. Probation youth will only be eligible for ILP funding.
5. **ILP funding for Age 16 to 21:**
6. **ILP funds can be requested as direct vendor pay vs. reimbursement. All excess or unused funds must be returned to CSA.**
7. **Funding is a request not a guarantee until all funds are depleted**
8. Policies are subject to change without prior notification.

Children's Services Auxiliary
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