



Connections for Families Funding Request Policy & Procedure

Important Guidelines

These questions will help you to determine whether a potential request is valid:

- ✓ Will this money be used to benefit a child age 0-21 who is receiving or would benefit from multi-system services?
- ✓ Will this money be used in a way that helps the child/youth be successful in school?
- ✓ Will this money be used in a way that helps a child/youth free from substance use?
- ✓ Will this money be used in a way that helps a child/youth be in a stable and sustainable environment?
- ✓ Parent or youth agree to provide a U/A, if requested?
- ✓ Parent is currently working or in the process of employments?
- ✓ Have you considered other funding sources in our community that could pay for this?

*Any request for a *student* receiving a combined total of more than **\$500.00** requires a majority vote by the Executive Committee.

1. Complete the C4F Funding Request and Agreement with the child/youth/family, including goals & signatures.
2. Attach a copy of the invoice or receipt for purchases or payments, if applicable.
3. Submit all documents (request form, invoice, and/or receipt, Alliance Program Application, Consent and Release of Information) to the Connections for Families office.
4. Coordinator is authorized to approve expenditures up to \$500. Requests above \$500 are submitted for approval to the Connections for Families Executive Committee.
5. Requests are approved on a case by case basis and are subject to available funding.
6. Elbert County IOG member who submits a request cannot review the request for approval.
7. The coordinator will process the request and ensure that the requestor knows if the request has been approved or not, and the date payment can be anticipated.
8. One copy of request and supporting receipt/invoice is kept for records.
9. Trestle Programs, Inc. is the Fiscal Agent for HB 1451/Connections for Families Funds, thus any payments disbursed follow Trestle Programs, Inc./C4F Guideline dates for payment.
10. When appropriate, all payments will be made to the vendor.

Funds may be used to support families who are served through Elbert IOG member agencies and Connections for Families ISST meetings, including but not limited to the following:

- Fees for classes, groups and programs
- Transportation (bus passes, gas cards, mileage reimbursement, C4F Uber Experience)
- Purchase of items to use to improve grades/attendance, i.e. organizational items, alarm clock
- School Supplies
- Housing assistance
- Incentive for positive achievement (passes, restaurant gift cards)

Today's Date:

Child/Youth Name:	Date of Birth:
Address:	Grade/School Name:
	Phone:
Parent/Guardian	Parent Phone:
Person Requesting Funding:	Phone:
Relationship to Child/Youth:	E-mail:
Agency Representing:	Agency Phone:

Total Amount Needed: \$	Have you previously received C4F Funding? _____ Family _____ Child/Youth _____
Purpose of Funds:	Preferred Form of Payment:
	<input type="checkbox"/> C4F Check payable to: _____
	<input type="checkbox"/> C4F Voucher _____ Walmart _____ Gift Card(s) from _____
	<input type="checkbox"/> Online Debit (name of website) _____
	<input type="checkbox"/> C4F Coordinator should purchase & coordinate delivery with _____
	<input type="checkbox"/> C4F Coordinator coordinators Alliance Program services

Child/Youth & Family Pledge

I, _____, have a specific goal that this money from Connections for Families is going to help me achieve. This goal is: _____

My target date for achieving this goal is: _____

Child/Youth Signature _____ Date _____
Parent Signature _____ Date _____

I understand that Connections for Families will store basic family demographic information in a database managed by the State of Colorado for the purposes of overall program evaluation and program improvement. This information will be submitted to a secure, firewall protected online database. Connections for Families will not share my personal, identifying information with any other agency, group, program or individual. I consent to the release of this information.