

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



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.

<b>CATEGORY Budget Spending</b>	<b>EXPENDITURE</b>	<b>ILP Spending limits &amp; guidelines</b>	<b>AUXILIARY Spending Procedures without Board Approval unless stated</b>	<b>FUNDING SOURCE</b>
<b>#201 CLOTHING</b>	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"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>
<b>#203 SPECIAL PROJECTS</b>	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	
<b>#204 MEDICAL/DENTAL</b>	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"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>
<b>#205 SPECIAL REQUESTS</b>	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. \$150 per occurrence for expenses not covered by any other funding source	<ul style="list-style-type: none"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>
<b>#206 Sports #208 Classes ENRICHMENT ACTIVITIES 1. Classes/lessons 2. Sports/Cheer</b>	A. Music lessons, Dance B. Gym membership C. Art class/lessons D. Sports/Cheerleading E. Registration/Uniforms/Recitals	A. – E. Combined Limit of \$500 for the year per child; to include all expenses related to Activity, i.e. (Registration fees, uniform costs)	A. – E. 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"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>

<b>CATEGORY Budget Spending</b>	<b>EXPENDITURE</b>	<b>ILP Spending limits &amp; guidelines</b>	<b>AUXILIARY Spending Procedures without Board Approval unless stated</b>	<b>FUNDING SOURCE</b>
<b>#207 SCHOOL</b>	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	A.– F. Combined \$500 per year	A.-F. \$150 max Per child, per school year	<ul style="list-style-type: none"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>
<b>#304 CAMPERSHIP</b>	A. Summer, Winter, Spring, Fall Camps B. Conferences C. Retreats	A-C 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.	A-C 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"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>
<b>#306 COMPUTERS</b>	A. Board to Purchase Computers as needed	A. Age group 16-21	A. Age group 12-15	<ul style="list-style-type: none"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>
<b>#502 PRINTING</b>	All Printed Materials (Vouchers, Brochures) etc.			
<b>#506 ADMINISTRATIVE EXPENSES</b>	To include printed material needed for Board of Directors use (BOD Dress Shirt, Business Cards, Badges)			
<b>GRADUATION</b>	A. SEE FUNDING PROCESS	A. 1. \$300 Graduation incentive 2. Proof of graduation/GED (must be submitted within 1 year of graduation)		<ul style="list-style-type: none"> <li>ILP Funding Only</li> </ul>
<b>SENIOR YEAR EXPENSES</b>	A. Prom B. Yearbooks C. Class Rings/Jackets D. Misc Items	A – D. 1. \$500 per youth 2. Verification of senior status		<ul style="list-style-type: none"> <li>ILP Funding Only</li> </ul>
<b>COLLEGE EDUCATIONAL FEES</b>	A. GED B. College entrance exams C. College application fees D. Health fees at community college	A. \$100 Per Year B. \$150 Per Year C. \$200 Per Year D. \$50 Per Year	A– D. 1. Case-by-case 2. Subject to Board Approval	<ul style="list-style-type: none"> <li>ILP funding will be first priority for ILP qualified children</li> <li>All youth will be ILP age (16-21)</li> </ul>

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"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>
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"> <li>Clothing and /or uniforms</li> <li>Costs incurred due to job / interview process</li> </ol>	A. \$300 one time only B. \$500 one time only		<ul style="list-style-type: none"> <li>ILP funding only</li> </ul>
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"> <li>ILP funding only</li> </ul>
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"> <li>ILP funding will be first priority for ILP qualified children</li> </ul>

# 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.
9. **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)**

**Children's Services Auxiliary**  
41 S. Wake Forest Dr. #3825, Ventura CA.93003  
E-mail: [csa@csavc.org](mailto:csa@csavc.org) Website: [csavc.org](http://csavc.org)  
501 (c) (3) Tax ID#77-0054936