

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](mailto: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](mailto: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 30<sup>th</sup> 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](http://csavc.org) or at [fostervckids.org](http://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](mailto: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*

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**Submit Claim ONCE ONLY via any of the following:**

Mail: Foster VC Kids or Email: [hsa-cfs-resources@ventura.org](mailto: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: \_\_\_\_\_  
\_\_\_\_\_

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