

CDBG Youth Summer Voucher Program

Distribution and Administrative Procedures for Summer 2017

Youth Summer Voucher Program Objective

To provide the opportunity for children ages 5-15 from low-moderate income families to have meaningful summer experiences. These experiences shall be recreational based, offer educational activities, which build self-esteem, promote overall health (teen pregnancy, drug prevention, healthy eating, environmental education) and build capacity for decision-making and values clarification.

1. DeKalb County Community Development Department will be providing vouchers to locations on the distribution list to begin issuing Monday, May 1, 2017.
2. There will only be **310 vouchers for distribution** throughout DeKalb County, GA. The vouchers will be distributed through Affordable Housing Providers and various Community Partners. The list of distributors, with locations will be provided to the schools and other organizations and individuals upon request.
3. The Department of Recreation, Parks and Cultural Affairs will also provide vouchers/scholarships to some families who are income eligible through Camp Superstars. The inter-fund process will be used to reimburse the Department of Recreation, Parks and Cultural Affairs.
4. All vouchers will be distributed on a first come first serve basis and can be used at any location on the Approved Program Provider List. Families seeking vouchers should provide their income and residency eligibility documentation upon pickup.
5. The distributing agencies will collect and verify income documentation of potentially eligible families prior to giving the family a voucher. Distributor must also **verify that the child lives within DeKalb County** and is a resident through tax documentation, driver's license or other proof of residency. Once residency and income documentation is collected, the distributing agency will give voucher with attached residency information, income verification and pre-approved program provider list to the family.
6. Parents may use a voucher to enroll child(ren) in a pre-approved summer program of their choice from the approved list. **At this point, the parent again must provide the agency with verification of income which should be attached to the voucher.** Income verification can be a copy of a Medicaid card, Peach Care Insurance Card, other form of government assisted insurance, or a 2016 signed income tax return. If income tax return was e-filed, parent **must sign** a copy of the electronically filed document. A permanent marker will be used to mark out all Social Security numbers other than the last four digits on any documentation submitted. EBT, Food Stamps, DFACS Case Numbers or the Free/Reduced

Lunch Program are **NOT** considered eligible forms of income verification and shall **NOT** be accepted.

7. The distributor will completely fill out the child's information on the vouchers and maintain a log of all children that have been issued vouchers. **More than one child's name from the same family can be placed on the voucher; however the voucher will only be worth up to \$250 no matter how many names are on it. A child shall never receive more than one voucher or have their name on more than one voucher.**
8. All vouchers should be distributed as soon as possible. After distributing vouchers, the distributing agency must keep copies of all eligibility documents and log sheets for tracking purposes.

Administrative Process

1. The Board of Health will administer the process of payment to the summer program providers.
2. The Community Development Department will set up the account after approval from the Board of Commissioners. The Finance Department will make payments to the Board of Health, which will administer the funds.
3. The Board of Health will be reimbursed for direct costs associated with the Voucher Program. If other administrative costs are incurred, they will also be paid from the program.

List of Distributing Locations

Vouchers will be available at the following locations:

Decatur City Housing Authority

Lithonia Housing Authority

Art Station for City of Stone Mountain

Clarkston Community Center for City of Clarkston

East DeKalb Boys & Girls Club

Brookhaven Boys & Girls Club

Center for Pan Asian Community Services

City of Doraville – Parks and Rec

DeKalb Sustainable Neighborhoods Initiative

CASNI – Columbia Cluster

CKSNI-Cross Keys Cluster

MSNI-McNair Cluster

TAG-Towers Action Group

IRC Refugee Resettlement with Youth Literacy Summer Program (PHLOTES)