

SUMMER 2023 YOUTH SUMMER VOUCHER PROGRAM
ADMINISTRATIVE PROCESS
03-07-2023

The DeKalb County Community Development Department (CD) have set aside a limited amount of funds to be administered by the DeKalb Office of Youth Services (OYS) for youth summer activities with the following objective:

To provide the opportunity for children ages 5-15, from low-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 prevention, drug prevention, healthy eating, environmental education), and build capacity for decision-making and values clarification.

Process

1. CD will develop vouchers and will color stamp each with a number. OYS with assistance from CD will develop a pre-approved program provider list to be distributed to parents with a list of programs that will be receiving vouchers.
2. CD and the OYS will distribute vouchers to approved program providers who will then collect income eligibility documentation. A list of approved program providers who have received vouchers will be provided to DeKalb County School System, Affordable Housing partners and other community partners within DeKalb County.
3. The Department of Recreation, Parks and Cultural Affairs will also provide a limited number of vouchers/scholarships to 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 for all scholarships.
4. The program providers will collect and verify income documentation of potentially eligible families prior to accepting children into their pre-approved programs. The program provider must also **verify that the family lives within DeKalb County** and is a resident through tax documentation, driver's license, or other proof of residency. Once residency and income documentation are collected, the program provider will attach the information to the voucher.
5. The program provider will completely fill out the child's information on the vouchers and maintain a log of all children that will be utilizing a voucher. **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. All vouchers should be provided on a first come first serve basis.

6. It is the **program provider's responsibility to ensure income information is received.** **Income verification can be a copy of a Medicaid card, Peach Care Insurance Card, 2022 signed income tax return.** If the income tax return was e-filed, parent **must sign** a copy of the electronically filed document. If an income tax return is being used as proof of income, **the child must be listed as a dependent** on the tax return. **If a tax return is used, please be sure to use a permanent marker to mark out all Social Security numbers other than the last four digits on all pages of the documentation submitted.**

NOT ACCEPTED: EBT, Food Stamps, W-2s, W-9s, Paycheck Stubs, DFACS Case Numbers, Social Security Statements or the Free/Reduced Lunch Program are **NOT** considered eligible forms of income verification and shall **NOT** be accepted.

7. The program provider will keep accurate records with a copy of the voucher and income verification for future monitoring by DeKalb County Community Development and the Office of Youth Services.
8. If the program fee is less than the actual amount of the voucher, the program provider can only submit reimbursement for the actual amount charged per child for the program session. If the fee is greater than the amount of the voucher, the difference will have to be paid by the parent or another sponsor.
9. To receive reimbursement, the program provider must submit to the Board of Health a completed Program Provider Reimbursement Invoice Form (**FORM DRI2023**) with both **original voucher** and parent **income documentation and proof of residency** attached to the voucher. **Please submit all reimbursement forms and vouchers as early as possible this year to ensure the proper documentation is attached.** All vouchers must be submitted to the Board of Health no later than August 13, 2022. **Incomplete vouchers and vouchers received after the August 13, 2023 deadline will not be reimbursed.**
10. The Board of Health will process all payments to the program providers within 60 days of receiving the reimbursement request with all required income documentation attached.

11. The completed reimbursement invoice (FORM DRI2023), with all requested information, listing all children who received vouchers and the voucher number they were assigned must be sent to:

**DeKalb County Board of Health
Health Assessment and Promotions
c/o: Carolene Randolph
445 Winn Way
Suite 354
Decatur, GA. 30030
(404) 297-3797**

PLEASE NOTE: BEFORE ANY PAYMENTS CAN BE MADE ALL INFORMATION MUST BE FILLED OUT ON THE ORIGINAL VOUCHER WITH THE SIGNATURE OF THE PROGRAM DIRECTOR AND ALL SUPPORTING INCOME DOCUMENTATION MUST BE ATTACHED TO THE ORIGINAL VOUCHER.