

SUMMER 2019 YOUTH SUMMER VOUCHER PROGRAM

ADMINISTRATIVE PROCESS

03-06-2019

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 when they receive the vouchers.
2. CD and the OYS will distribute vouchers and/or information on where to receive vouchers to DeKalb County School System, Affordable Housing partners and other community partners within DeKalb County to assist in voucher distribution to eligible families who live within DeKalb County.
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 for all scholarships.
4. 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 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 is collected, the distributing agency will give voucher with attached income verification and proof of DeKalb residency information. At this time, distributor will provide pre-approved program provider list to the family.
5. 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.** All vouchers should be distributed as soon as possible. After

distributing vouchers, the distributing agency must keep copies of the log sheets along with eligible income documentation and proof of residency for tracking purposes.

6. Parents may use 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 and proof of DeKalb residency. It should already be stapled to the voucher by the distributor. In the event this required documentation has been removed, it is ultimately the program provider's responsibility to ensure the information is received. Income verification can be a copy of a Medicaid card, Peach Care Insurance Card, or 2018 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. Please be sure to use a permanent marker to mark out all Social Security numbers other than the last four digits on any documentation submitted. 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 RI2019**) with both **original voucher** and parent **income documentation and proof of residency** attached to the voucher. All vouchers must be submitted to the Board of Health no later than September 2, 2019. **Incomplete vouchers and vouchers received after the September 2nd, 2019 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 RI2019), 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: Ms. Carlene Randolph
445 Winn Way
Suite 354
Decatur, GA. 30030
(404) 508-7847**

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.