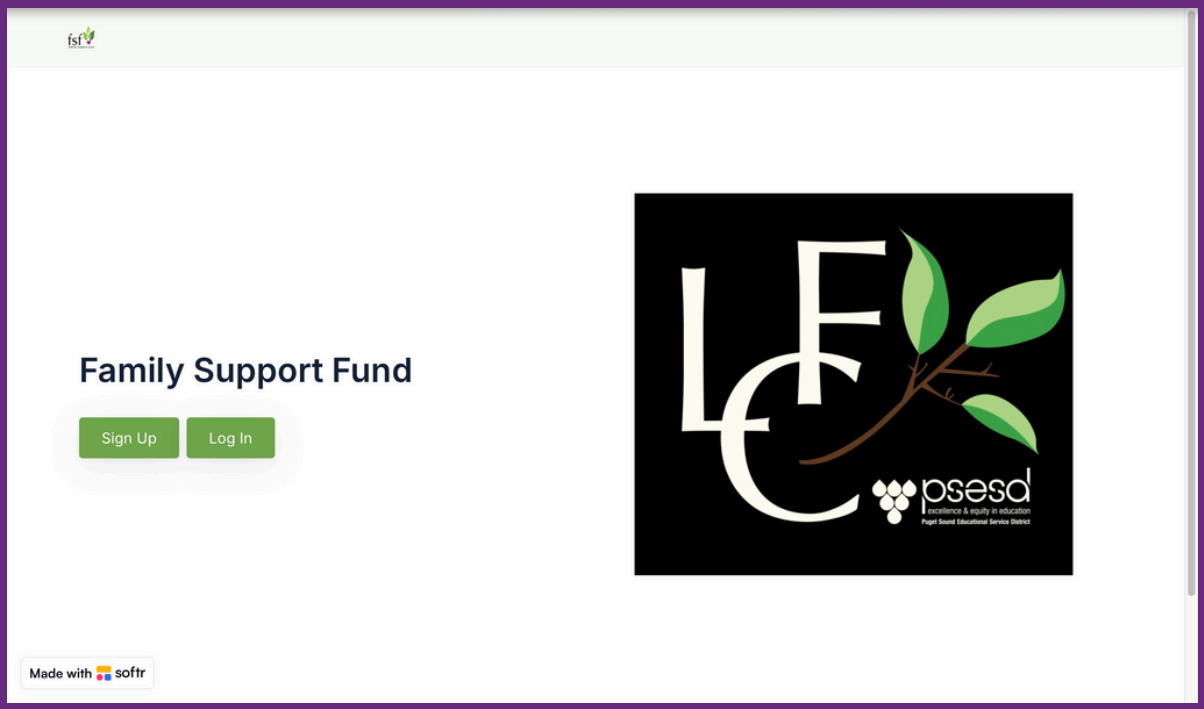
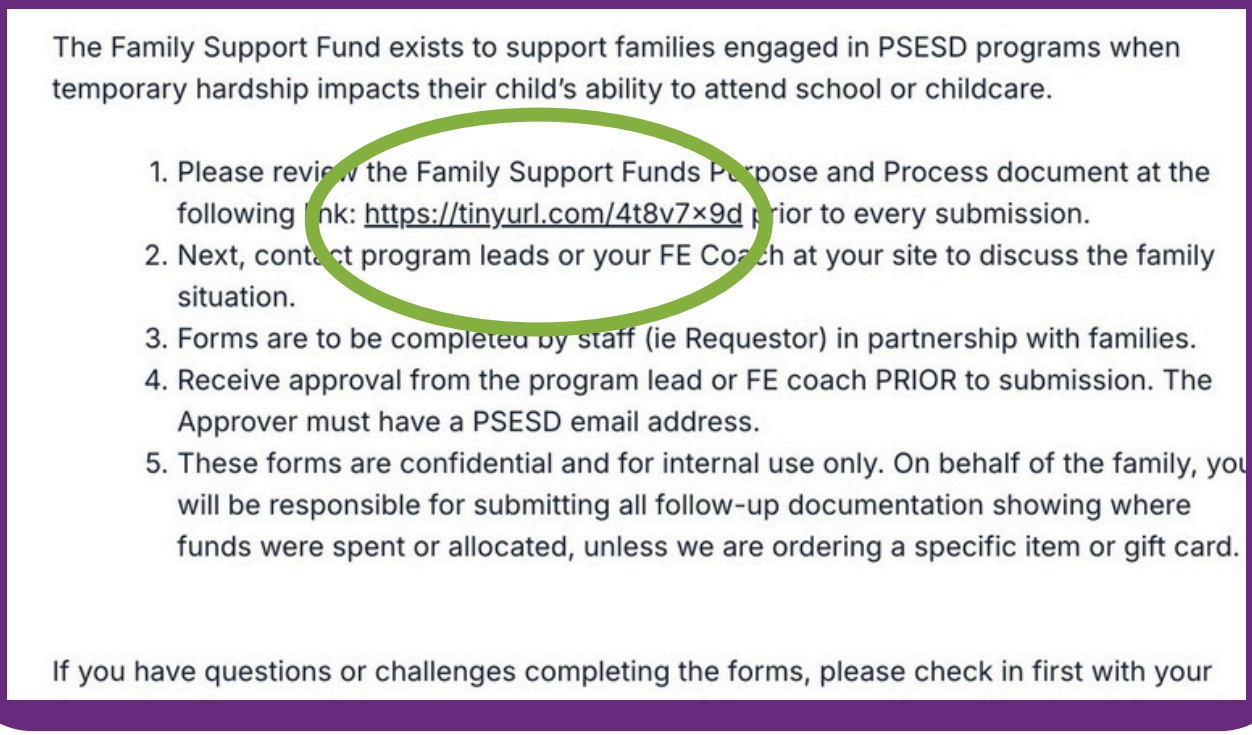
Submit a Family Support Fund Request

Before you Start

1 Navigate to the login portal from the LCF Website



2 Click "https://tinyurl.com/4t8v7x9d" to review the Family Support Fund Purpose and Process Document on the LCF webpage.

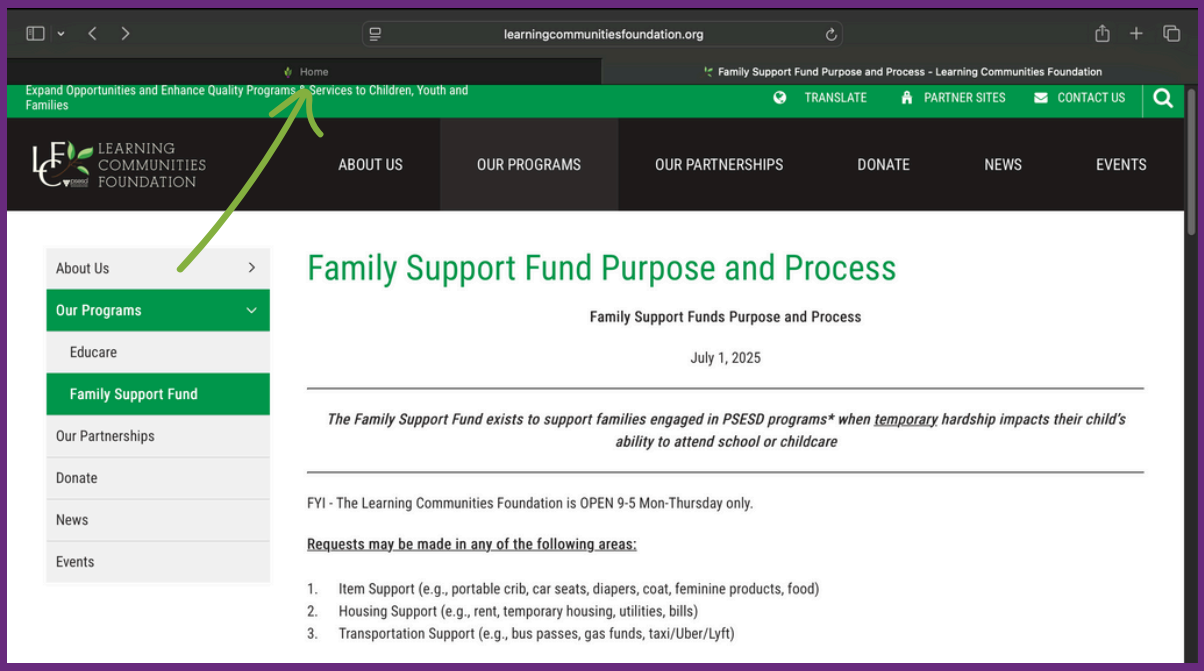


The Family Support Fund exists to support families engaged in PSESD programs when temporary hardship impacts their child's ability to attend school or childcare.

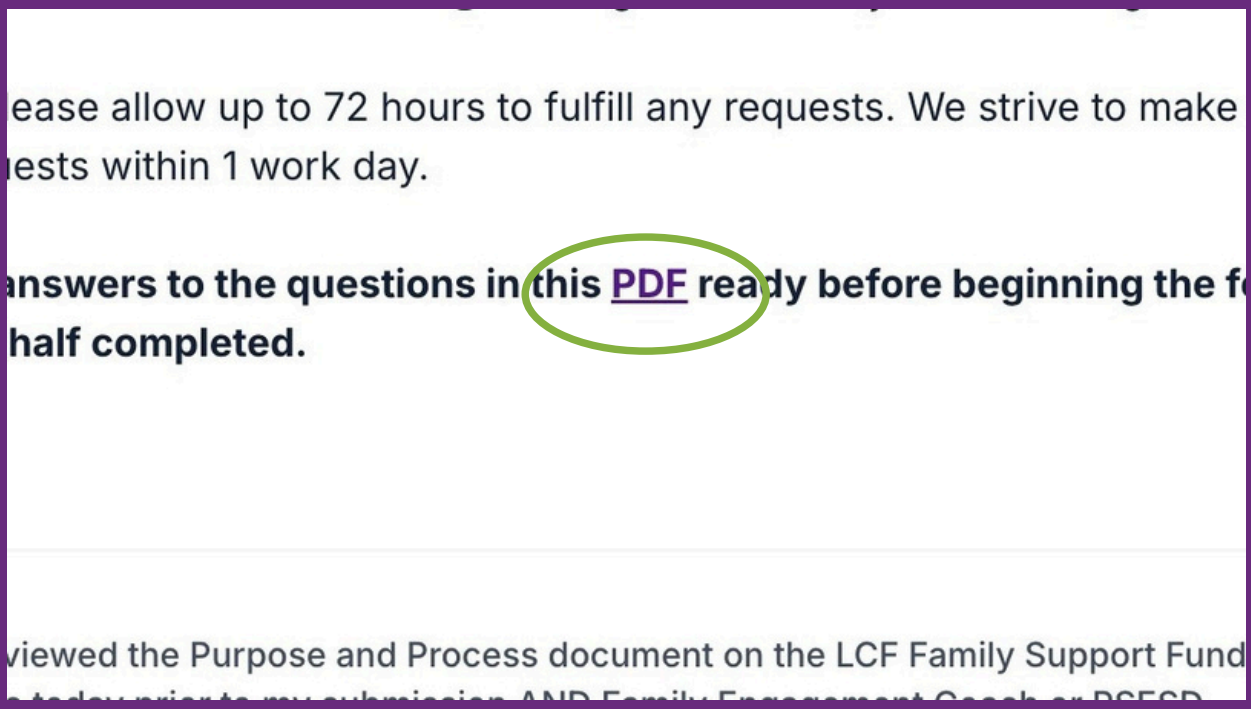
1. Please review the Family Support Funds Purpose and Process document at the following link: https://tinyurl.com/4t8v7x9d prior to every submission.
2. Next, contact program leads or your FE Coach at your site to discuss the family situation.
3. Forms are to be completed by staff (ie Requestor) in partnership with families.
4. Receive approval from the program lead or FE coach PRIOR to submission. The Approver must have a PSESD email address.
5. These forms are confidential and for internal use only. On behalf of the family, you will be responsible for submitting all follow-up documentation showing where funds were spent or allocated, unless we are ordering a specific item or gift card.

If you have questions or challenges completing the forms, please check in first with your

3 Navigate back to the Family Support Fund Request form.

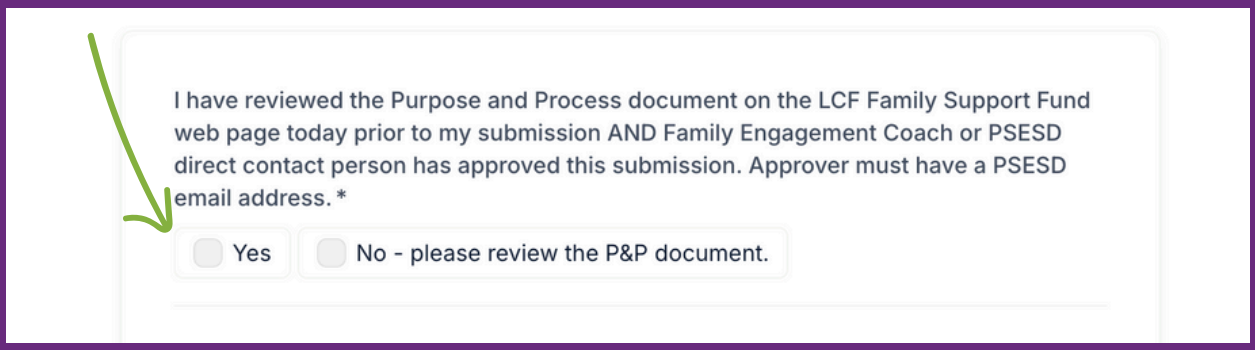


4 Click "PDF" and see all the questions on the form before starting it.



⚠ This form DOES NOT need to be filled out, it is just to assist in the answering process. The form CANNOT be saved half completed, so reviewing the PDF before starting the form will allow for smoother completion of the request form.

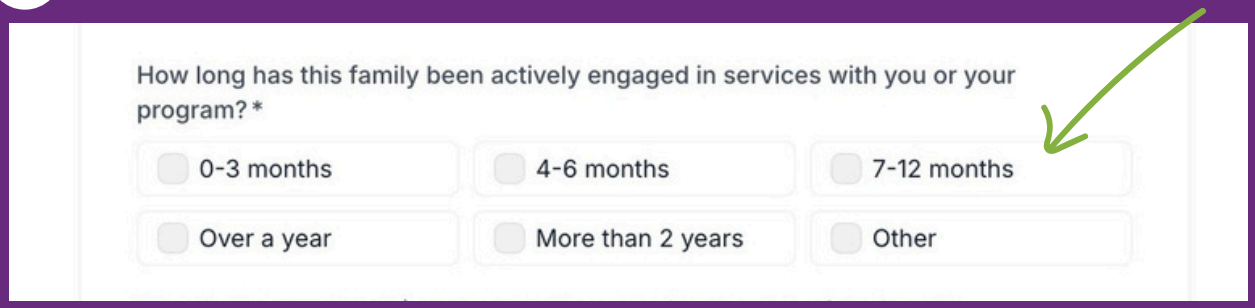
5 Go back to the Family Support Fund Request form and and click yes.



⚠ If "NO" is selected the rest of the request form will not appear.

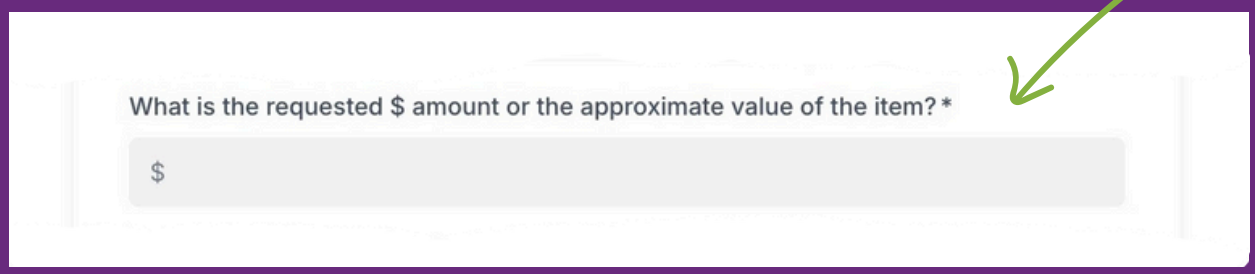
Section 1: Request Overview

6 Answer how long this family has been in the program.

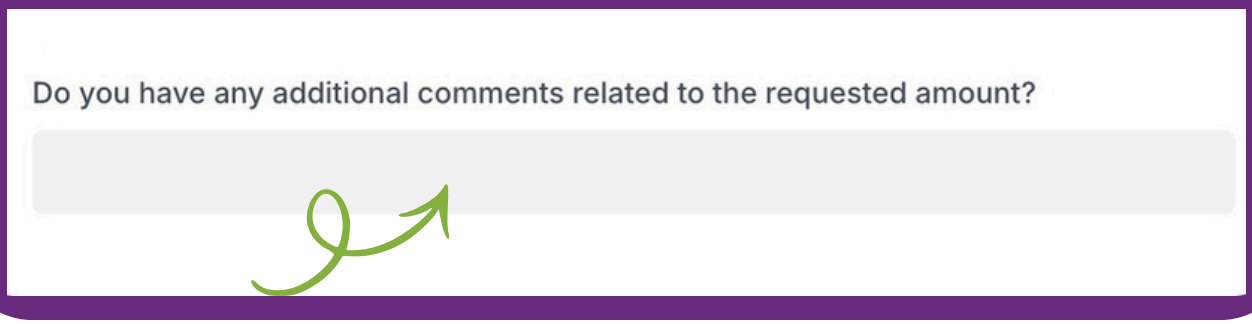


ⓘ Any question followed by a * is required and will need to be filled out in order to submit request

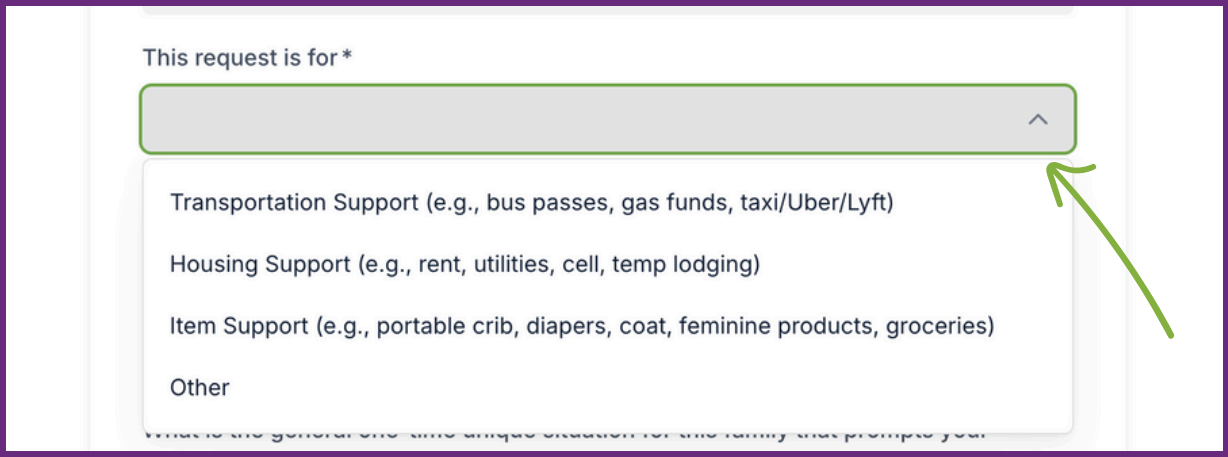
7 Provide what is the requested $ amount (under $1500) by clicking the typing or clicking the up arrow.



8 Provide additional comments, such as how many gas cards, split up of bill or other details

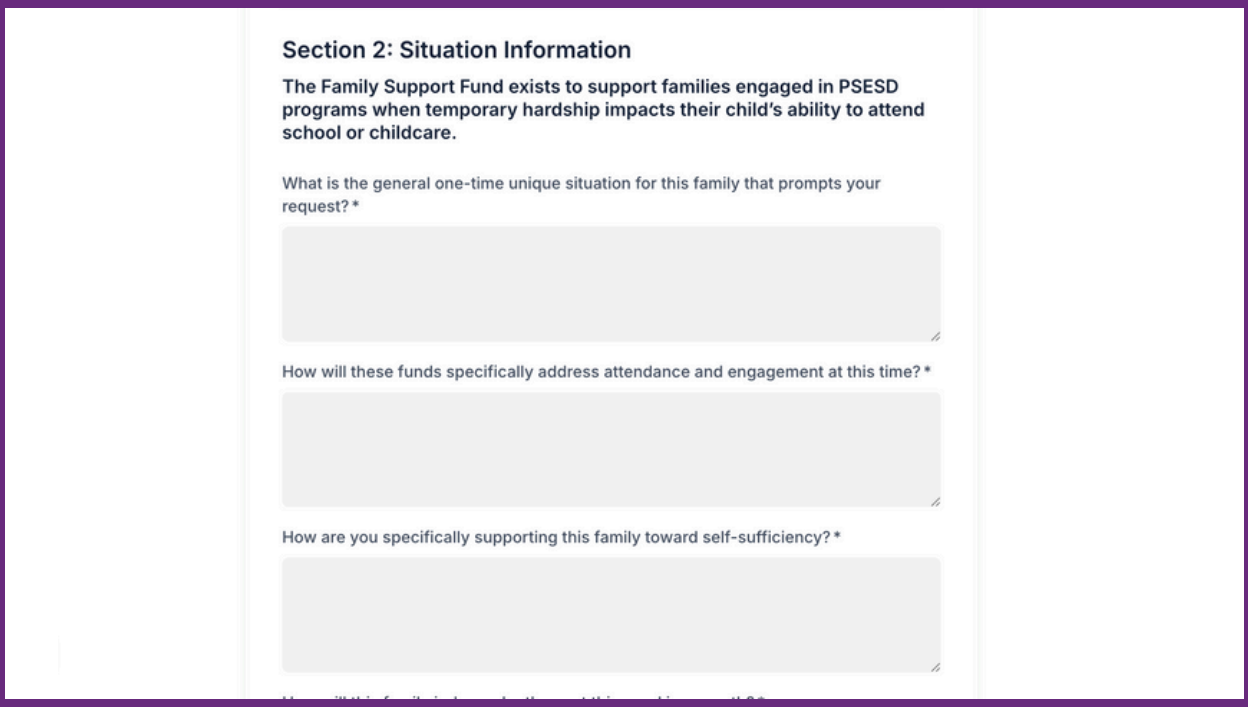


9 Click the arrow to select what category this request falls under

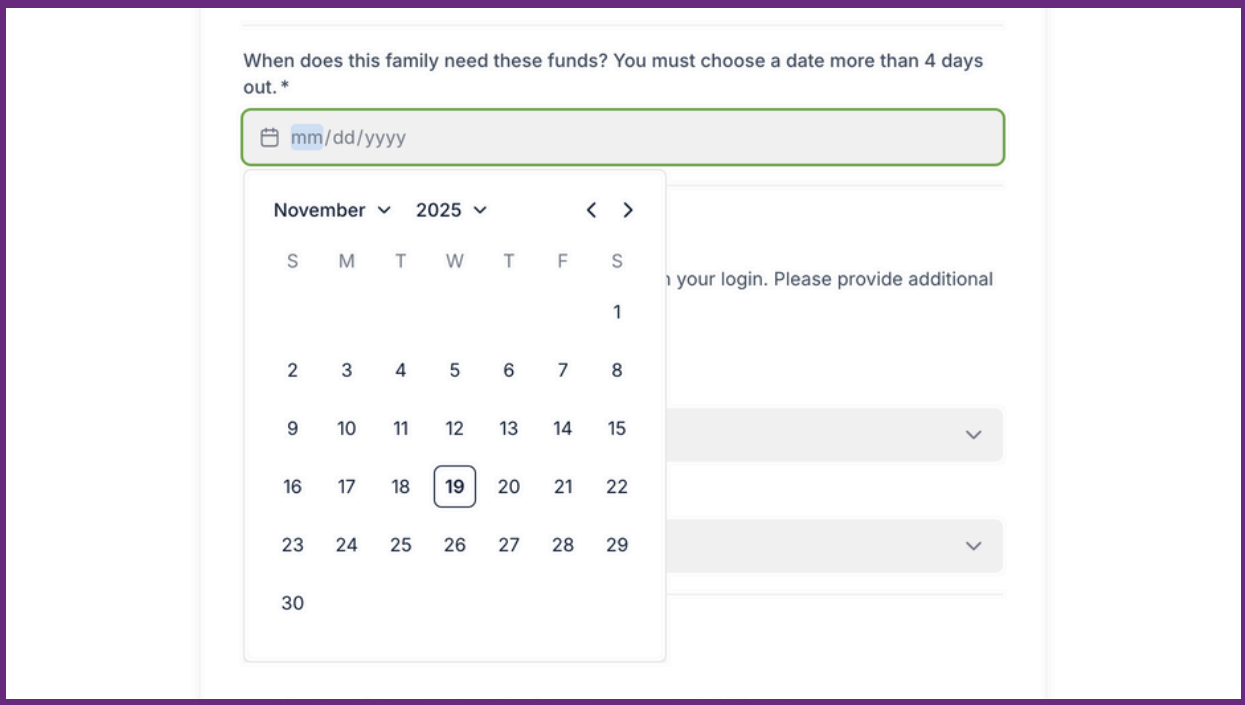


Section 2: Situation Information

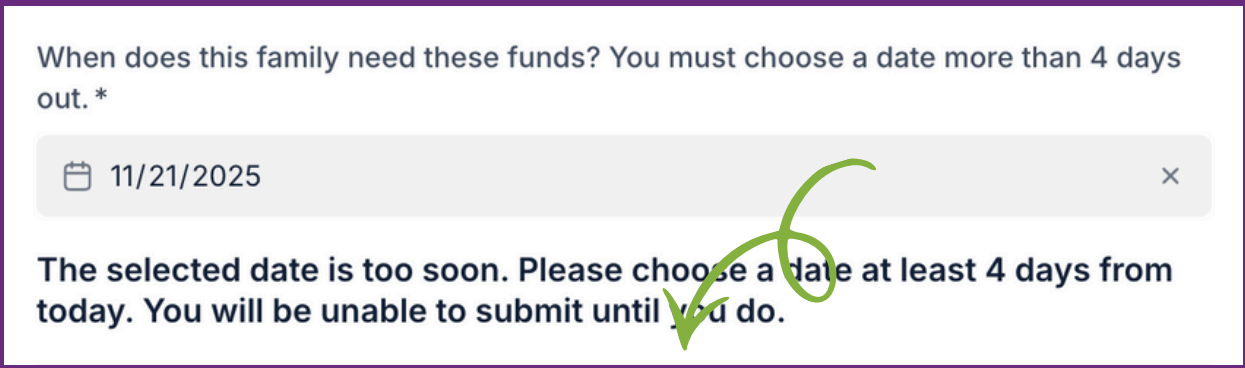
10 Answer the next 4 questions with detailed information. Content here is the primary consideration in determining whether the situation meets: Temporary hardship that is keeping the family or will keep the family from engaging in school or services.



11 Select a date more than 4 days from date of request form submission



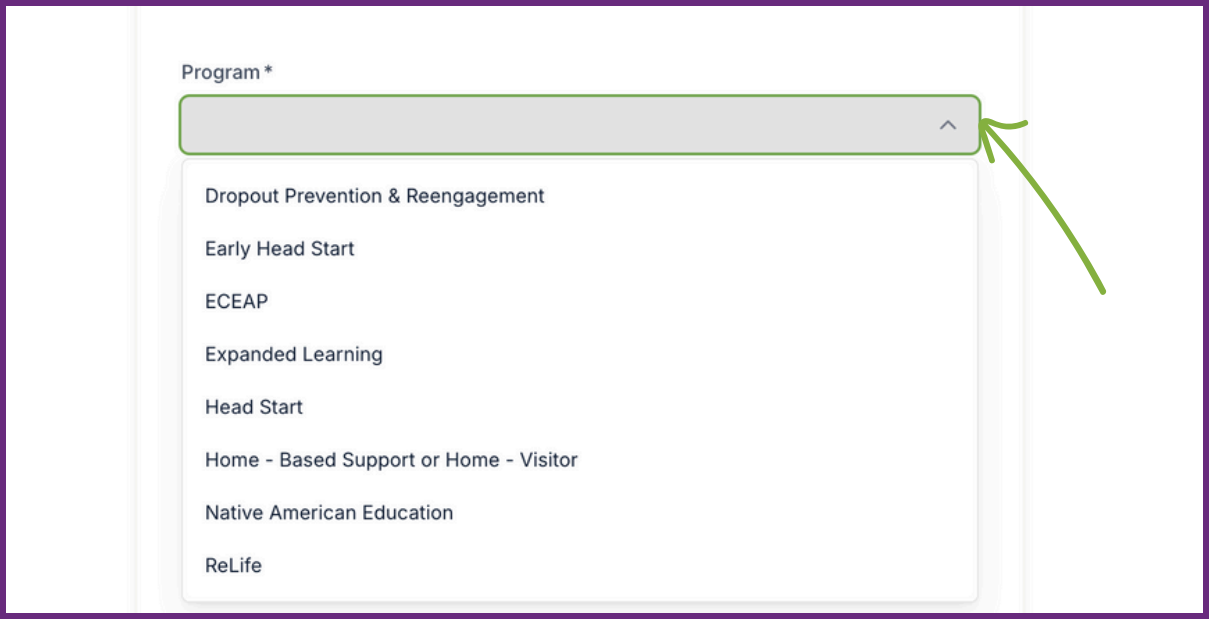
12 If you select a date under 4 days from the days date the message "The selected date is too soon. Please choose a date at least 4 days from today. You will be unable to submit until you do." will appear



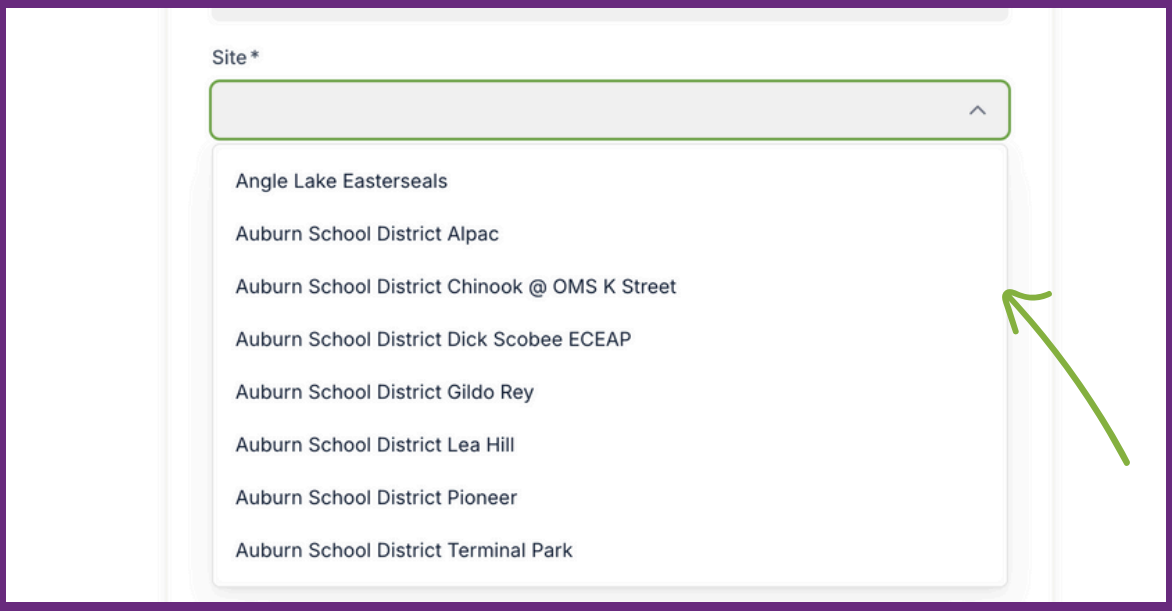
⚠ WARNING! If you try to submit a form with a date closer than 4 days from the submission date the request will delete and you will have to restart the whole form

Section 3: Your Information

13 Click the down arrow and select which program this request is for.

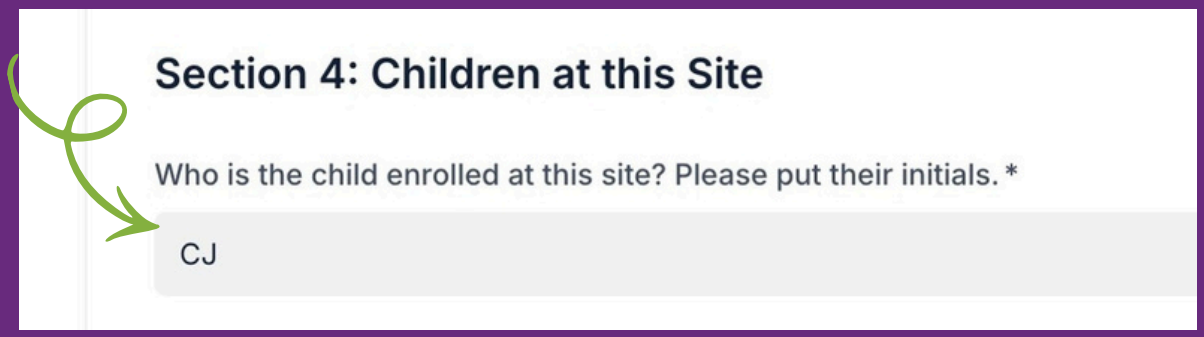


14 Click the down arrow and select which site this request is for.

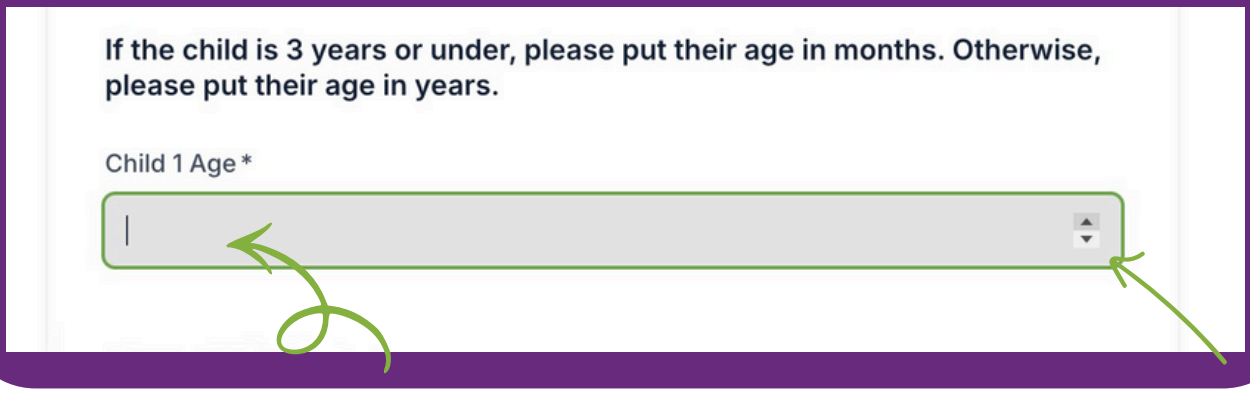


Section 4: Children at this Site

15 Type ONLY the Initials of the child of the program



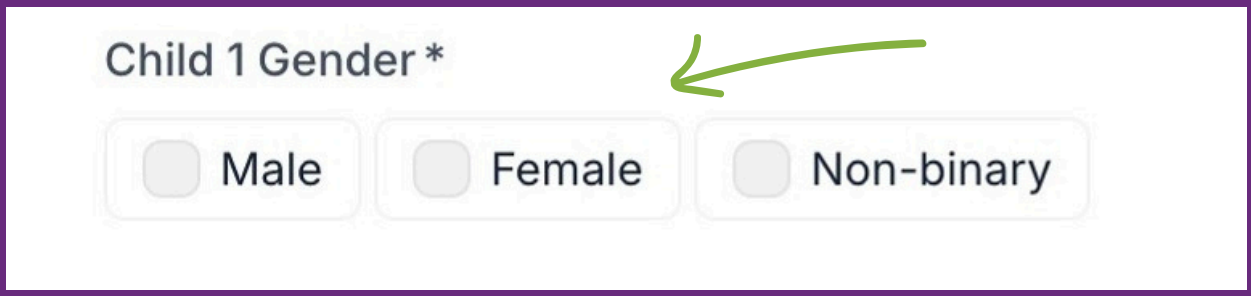
16 Provide the Childs Age by selecting the typing or clicking the up arrow



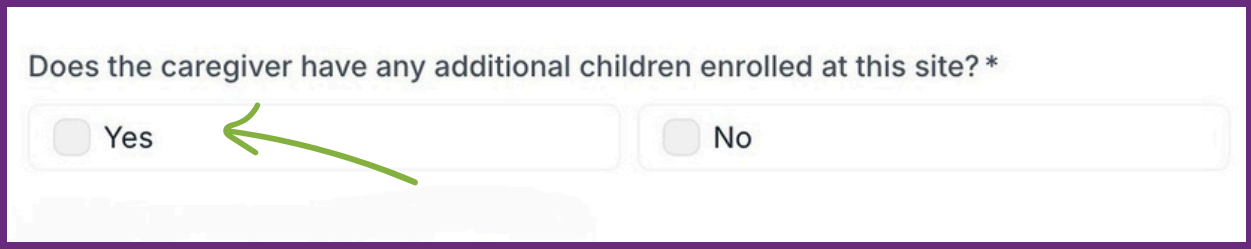
17 Click whether the child's age is in "MONTHS" or "YEARS".

Please put any child under 36 months(3 years) old in months

18 Answer the gender identity of the Child attached with this request

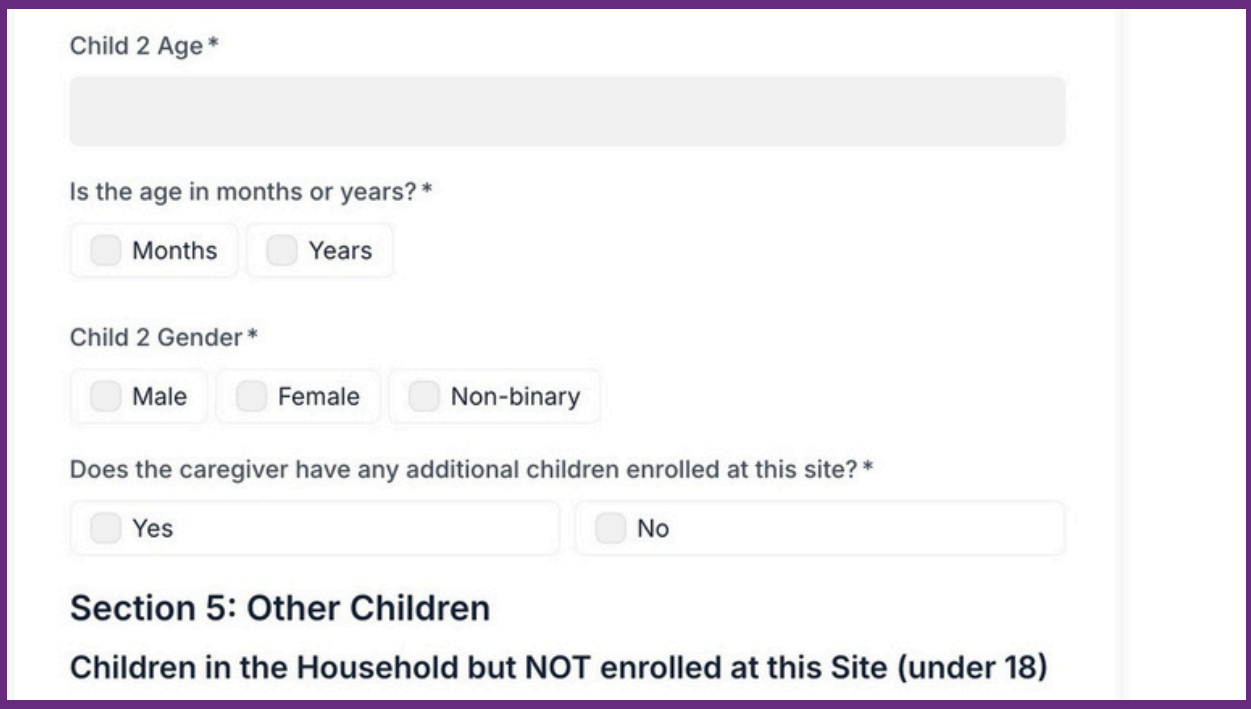


19 If there are additional children enrolled at this site, click "YES" and complete the required information. If there are no other children at this site then click "NO" and continue to next section



If the "YES" is selected than questions will appear about that child labeled as Child 2, then Child 3, and so on depending how many children are under caregivers care. This is not the primary child information repeated.

20 Answer the information about child 2



Section 5: Other Children

21 If there are additional children under the age of 18 that live in the household but are not enrolled at this site, click "YES" and complete the required information as done above. If there are no other children, click "NO" and continue to next section

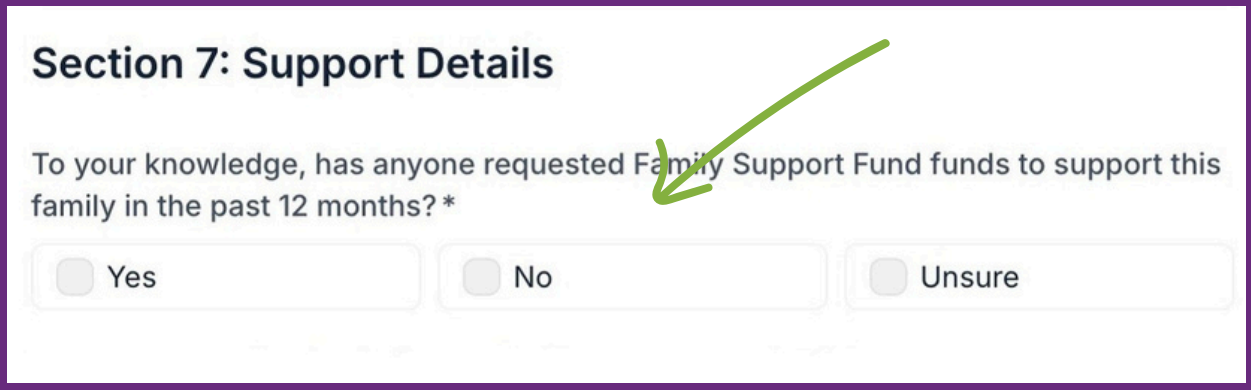
If "Yes" is selected then additional fields will be provided to add child's information, If "NO" is selected than move on to Section 6

Section 6: Caregiver Information

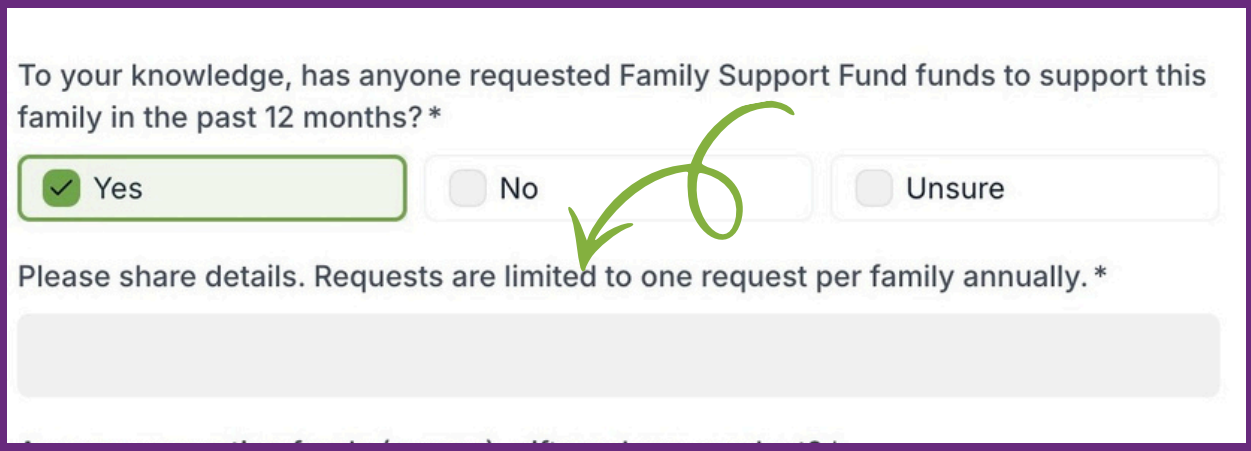
22 Answer the next 3 questions about the primary caregiver for this request

Section 7: Support Details

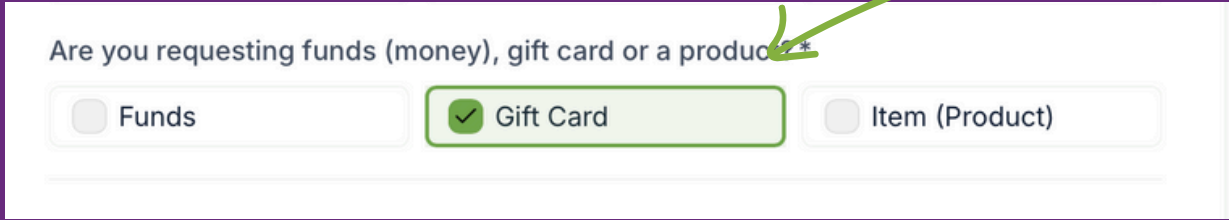
23 Answer whether the family has requested from the Family Support Fund in the last 12 months - Families may not receive assistance more than one time within 12 months



24 If "YES" is clicked than please provide details on why the family is in need of the funds. Families are usually limited to one request per year. If "NO" or "UNSURE" is selected move on to next question

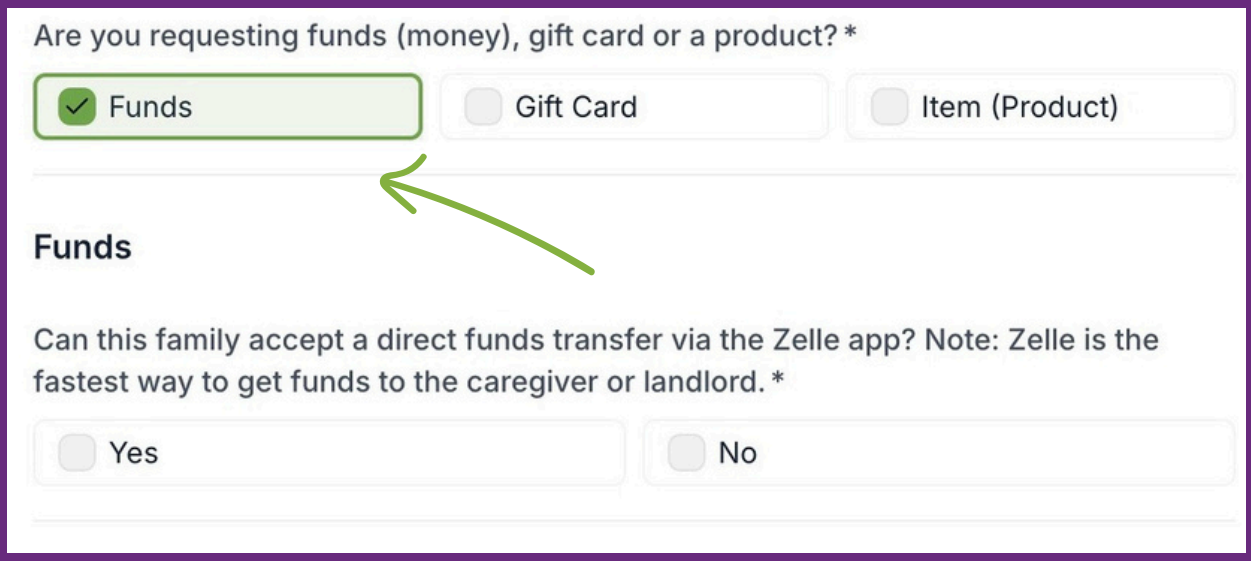


25 Answer the way that the request will be provided



Section 7A: Funds

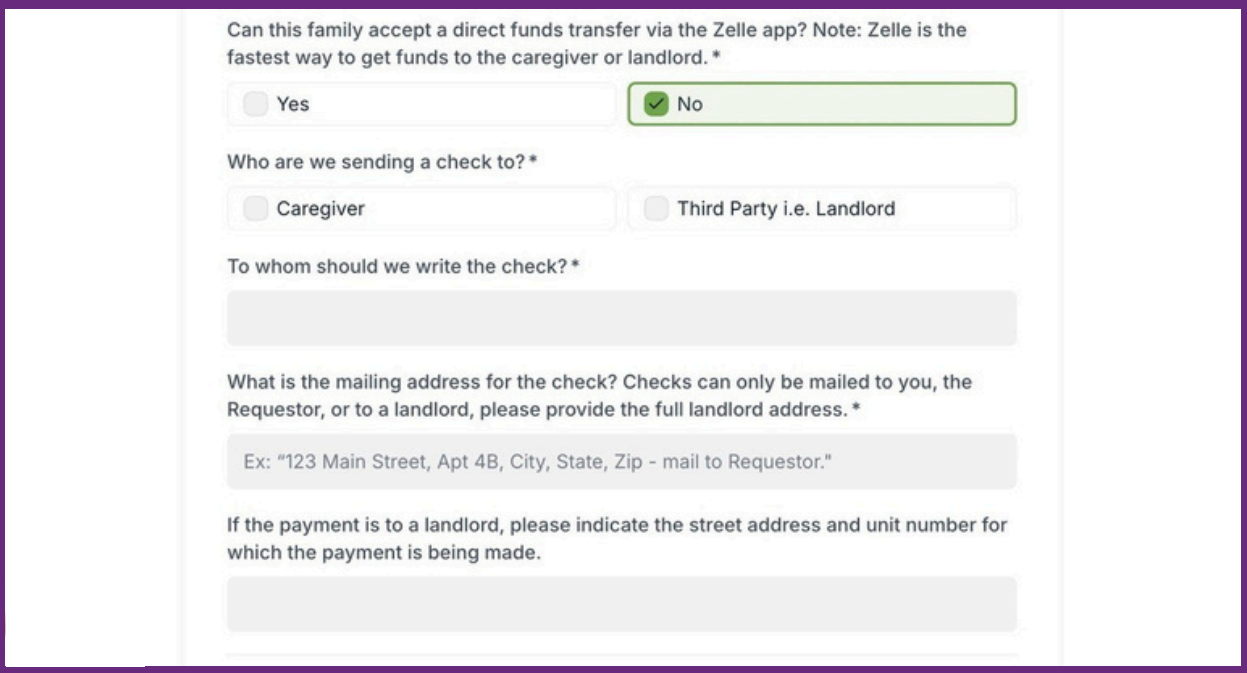
26 If "FUNDS" is selected more questions will appear.



27 If "YES" is selected for the Zelle app, provide EITHER the email OR phone number attached to the account.

⚠ Zelle accounts are only connected to one email OR phone number, so please provide the one that is connected to the family's account

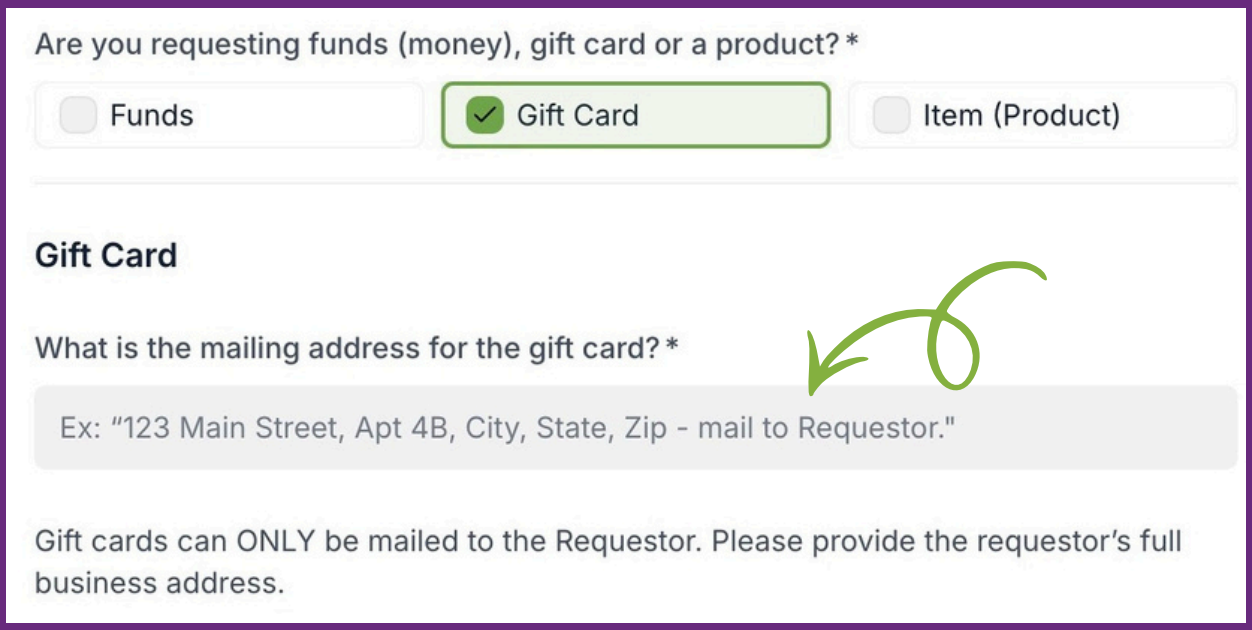
28 If "NO" is selected then answer the extra information about how we should send a check.



ⓘ If the check is to be sent to the landlord or utilities, please select "Third Party"

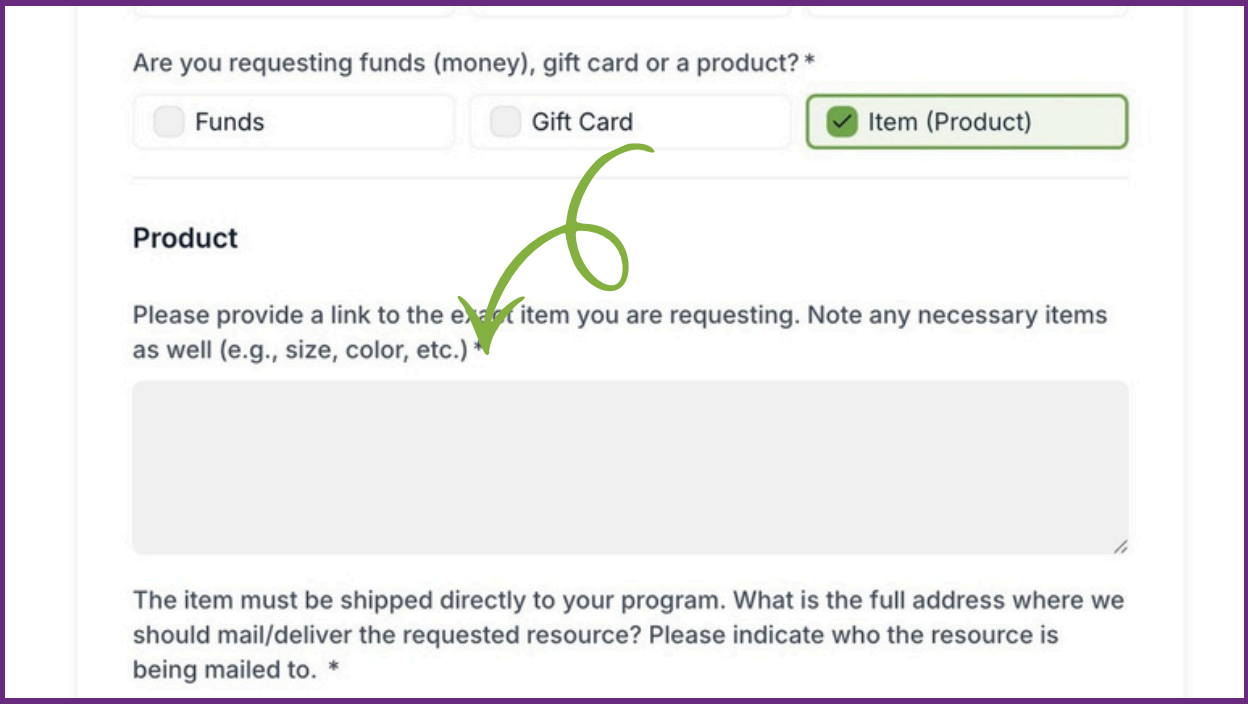
Section 7B: Gift Cards

29 If "GIFT CARD" is selected provide the business address where YOU, the requestor, receive mail.



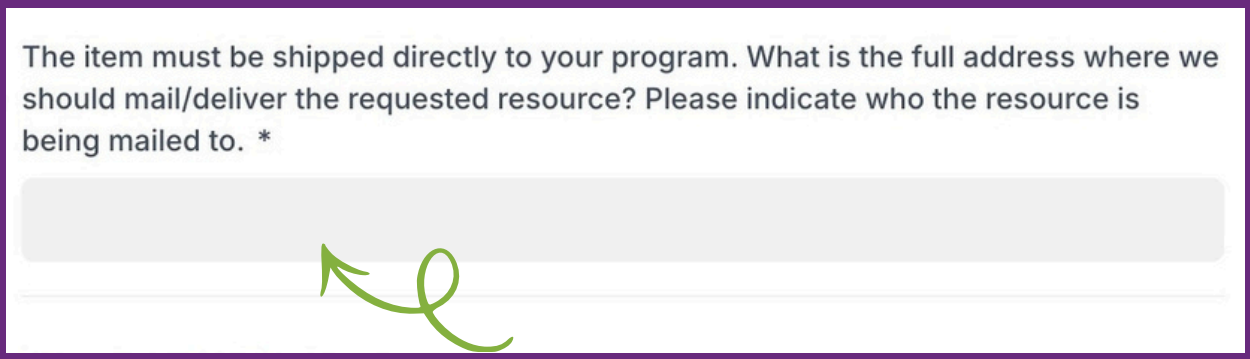
Section 7C: Item (Product)

30 If "ITEM (PRODUCT)" is selected than answer details about the item, such as an amazon link, or Walmart link. Provide all the details about the requested item including preferred color or size.



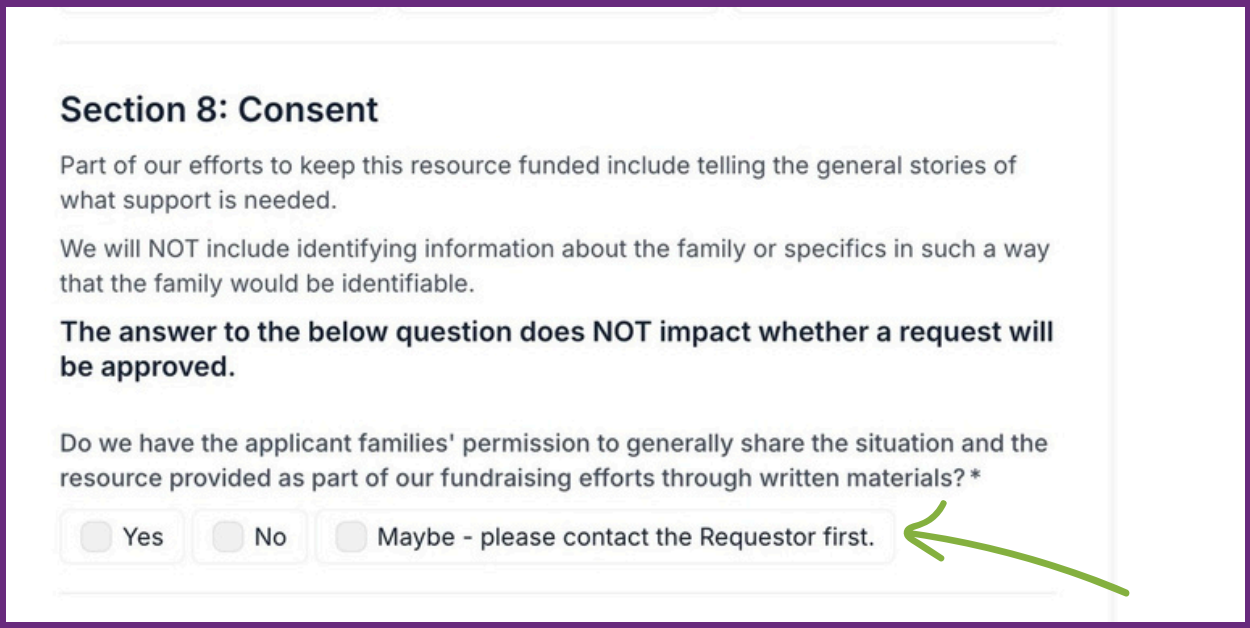
If you are requesting a car seat, you must provide accurate height and weight information for the child.

31 Answer the full business address of your program, where the item is being sent and who it is being sent to. The item CANNOT be sent directly to the family.



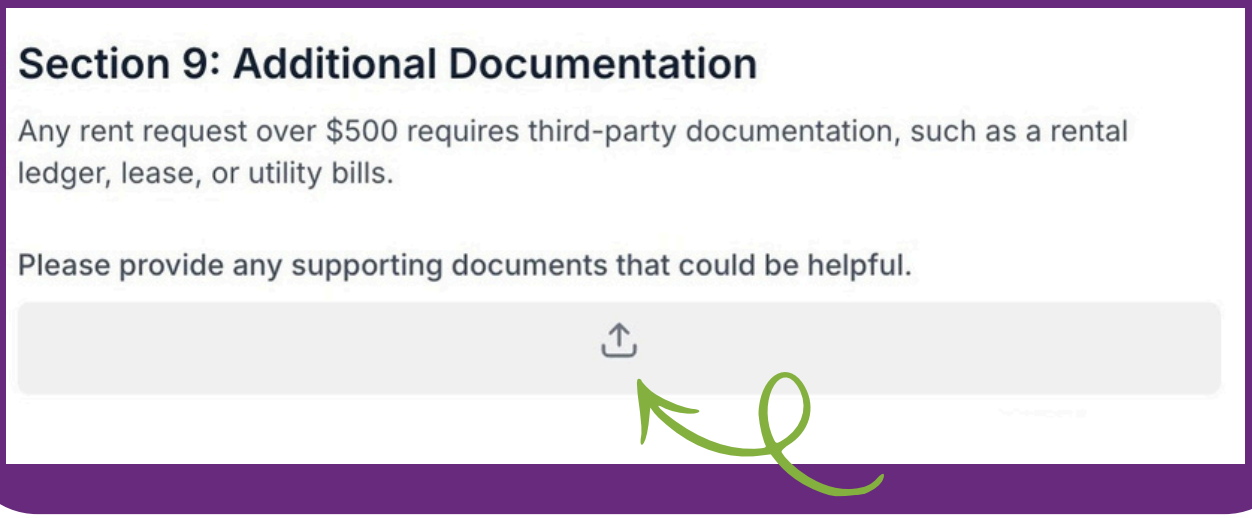
Section 8: Consent

32 Answer whether the family allows their situation to be shared and what they recieved from the Family Support Fund as part of our fundraising written materials



Section 9: Additional Documentation

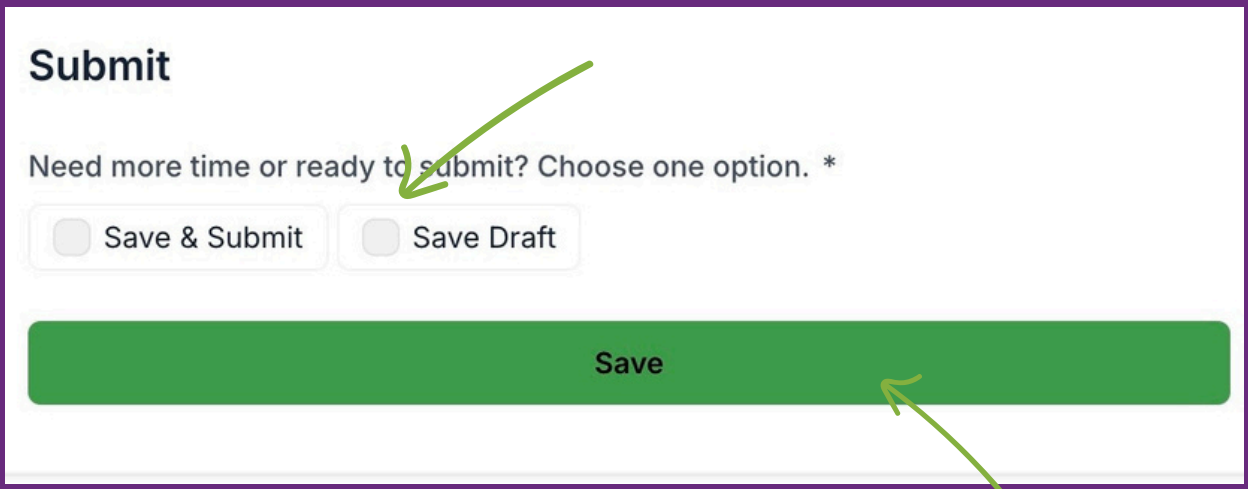
33 Upload any additional documentation for requests over $500. Examples of this are rental ledgers, lease or utility bills



The documentation needs to be current and related to the requested amount

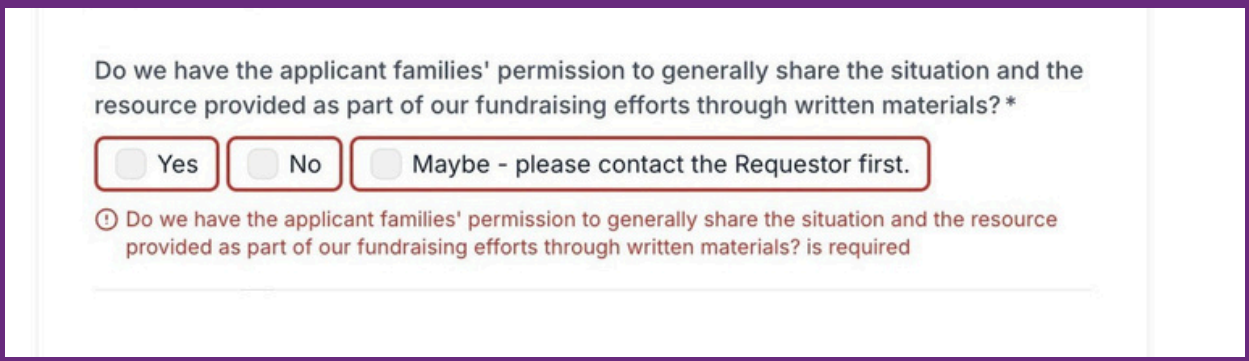
Saving and Submitting

34 If you need to continue working on the request form at a later time select "Save Draft" and then click the large "Save"

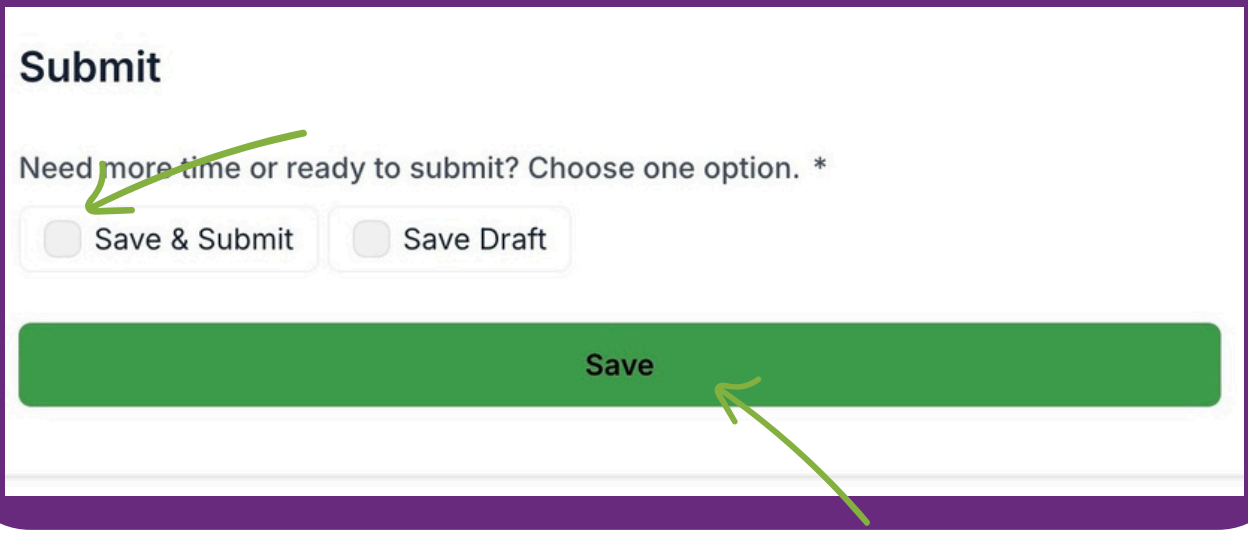


⚠ By clicking "Save Draft" you are able to come back to the form at a later date to make any needed edits, but all required questions (questions with *) need to have been answered or filled in for form to save.

35 A unanswered question will highlight red as shown below



36 If form is ready to be reviewed by supervisor contact click "Save & Submit" and then click the large "Save"



⚠ By selecting "Save & Submit" you are moving the form on to the next steps of approval, changes cannot be made by you anymore.

ⓘ Once the form is saved, you will get a notification saying that your form was submitted to your supervisor, and the page will automatially return to the top of a brand new form