

Infant & Toddler Connection of Richmond
Application for Family Support Funds

FSF 07/03-A

Funding provided to the Infant & Toddler Connection of Richmond under Part C of the Individuals with Disabilities Education Act (IDEA) makes providing individualized family support possible. Please remember that Part C funds can only be used after all other potential resources/funding sources have either been accessed or determined to be unavailable. Service Coordinators are encouraged to work with families to determine what other sources may be available to meet family needs.

← No other sources of funding (including federal, state, or local funds, either public or private) are available.

General Information

Date of Application _____
Child's Name _____
Parent's Name _____
Street Address _____
Richmond, VA _____
Telephone Number _____

Type of Request

Gift Certificate
Name of Store _____
 Check to Parent
Social Security Number _____
 Vendor Payment
Name of Vendor _____
Mailing Address _____
City _____
State _____
Zip Code _____
Telephone Number _____
Federal ID Tax Number _____
Reference Account... _____

Amount of Request

\$ _____

Purpose of Request

Clothing/Developmental Toys
 Utilities
 Household Items
 Housing/Rent
 Services (NOT Part C)
 Other (specify) _____

Service Coordinator Information

Service Coordinator _____
Telephone Number _____

ITC Richmond Office Use Only

Child ID _____

Approved Yes No

Return this form to:
Infant & Toddler Connection of Richmond
Attn: Administrative Coordinator
Partnership for People with Disabilities
Virginia Commonwealth University
P.O. Box 843020
Richmond, VA 23284-3020
Fax (804) 828-0042

Amount Authorized:

\$ _____

NOTES:

The Infant & Toddler Connection of Richmond (ITC Richmond) is pleased to offer family support funds to City of Richmond families who are eligible to receive early intervention services under Part C of the Individuals with Disabilities Education Act (IDEA). These funds are part of an annual allocation provided to ITC Richmond for the implementation of Richmond's Part C early intervention system. Family support funds are intended to provide a source of flexible funding which families may use for goods and services that are family priorities *but for which no other sources of payment are available*. Service coordinators should inform all families about the availability of family support funds to ensure equal access. Service coordinators complete applications for family support when families express the need for funds.

It is the position of ITC Richmond that families know what support is most needed and, therefore, how best to use this funding to meet their needs. ITC Richmond has not developed a list of priorities that these funds can and cannot be used to meet. Family experiences and circumstances vary; each family needs to make its own decisions regarding the application for and use of family support funds.

- ITC Richmond designates a portion of funds to be used as family support during each Part C funding cycle (07/01–06/30). Since funds are allocated to families on a first-come, first-served basis, funds may or may not be available for every family served during the funding cycle. Furthermore, if funds designated as family support funds are needed by ITC Richmond for Part C evaluations and assessments and/or Part C direct services, the amount initially designated for family support may be decreased. Service coordinators will be notified if this becomes necessary.
- Families may request family support funds up to \$100.00 during a funding cycle.
- Families choosing to receive family support funds via a gift certificate are required to sign and return a "Family Support Acknowledgment" form.
- Family support funds may not be used to pay for early intervention services listed on a family's Individualized Family Service Plan (IFSP). If funding is needed for early intervention service(s) identified on a family's IFSP, the service coordinator and the family should discuss other potential resources, which may include funds allocated by ITC Richmond for Part C direct services.
- Funding provided to ITC Richmond under Part C of IDEA makes providing individualized family support possible. *Please remember that Part C funds can only be used after all other potential resources/funding sources have either been accessed or determined to be unavailable.* Service coordinators are encouraged to work with families to determine what other sources may be available to meet family needs.
- The fiscal agent/intermediary for ITC Richmond is the Partnership for People with Disabilities at Virginia Commonwealth University (VCU). If the parent/guardian owes any payment to the Commonwealth of Virginia, these funds may be applied to that account. Therefore, if the family is in this situation, please contact the ITC Richmond Office. It may be possible to make alternative arrangements to help the family meet its needs.
- A brochure for families has been developed that explains ITC Richmond's Family Support Fund. Copies of this brochure are available online at www.vcu.edu/richmondinfantcouncil.