



FINANCIAL ASSISTANCE SCHOLARSHIP GUIDELINES FISCAL YEAR 2017

Dear OAK PARK/RIVER FOREST Youth Serving Agency/Organization:

Youth Services of Oak Park and River Forest Townships (YS) will provide scholarships for youth and their families for programs initiated between April 1, 2016 and March 31, 2017. The Financial Assistance Scholarship (FAS) program promotes opportunities for Oak Park and River Forest youth and their families to obtain needed services and to participate in alternative activities.

PROCESS:

- The enclosed FAS form must be completed for each child/family and for each program.
- **The FAS form must be completed by the referring agency/organization, not by the individual/family.**
- **Referral person must verify applicant's income with paycheck stub, tax return, or other appropriate document.** This information requires verification before Youth Services can approve the request. *As the referral person, it is your responsibility to ensure the applicant is eligible for the scholarship, and verification of income, along with residency and age, is the main eligibility factor.* **Do not send income documentation with the application.**
- The parent/guardian needs to sign the income verification form, with the family size/income circled.
- YS will notify the referring agency/organization in writing of the approved amount of the scholarship after receiving the completed FAS form.
- The referring agency/organization is responsible for making sure the child/family registers for the program.
- The referring agency/organization must send a copy of the completed registration to YS to receive payment. The approved amount, the payee (cannot be the family nor an individual), and remittance address should be clearly noted.
- **If interested in OPRFHS summer school/sports camps or Park District of Oak Park program**, please consult with these agencies directly as they have their own process and application for scholarships.

GUIDELINES:

- **Assistance is limited up to \$250/child and \$500/family annually** (April 1, 2016 - March 31, 2017).
- All requests for payment must be in the YS office prior to March 31, 2017. **The referring agency/organization must contact the agency/organization sponsoring or administering the program**, to inquire about their scholarship assistance, cost of program, etc. prior to submitting request to YS. Include this information on the FAS Request Form.
- **All financial aid requests must be submitted prior to the start of the program. No reimbursements will be made and any applications submitted for payment after the programs completion will not be accepted.**
- The program must not discriminate based upon race, religious belief or affiliation, national origin, sexual orientation, or mental or physical disabilities.

ELIGIBILITY REQUIREMENTS

- The family must reside in either Oak Park or River Forest OR the applicant must attend school in either Oak Park or River Forest.
 - **Oak Park:** must be 9 years of age and not more than 17 years of age at the start of the program.
 - **River Forest:** must be 5 years of age and not more than 17 years of age at the start of the program.
- **The family must contribute to the program costs.** (Ideally, the family would contribute one-third and the sponsoring or referring agency/organization would contribute one-third.)
- **The family's income should not exceed FAS Income Guidelines** (see income verification form).

We appreciate your assistance in giving youth and families in Oak Park and River Forest the opportunity to be involved in an activity, who are not financially able to participate We can honor requests that meet the above categories as long as resources are available. Thank you for your participation in this program.

If you have any questions, please contact Ashley Szeto at 708-445-2727.