

Please Read

Complete the following steps

1. Fill out the After-School Voucher Program fields on the Universal Application (including legal guardian signature)
2. If you are new to the Recreation Council's Voucher programs, please have a DMH Regional Center Service Coordinator, DD Resources Service Coordinator or the applicant's physician complete the Verification of Eligibility Form
3. For all parents living in the home, we require employment verification: (a) W-2 form & (b) letter from employer on company letterhead stationary, with work hours defined and Employer ID.

Applications that are incomplete will not be processed & will be returned to the applicant.

Applications should be mailed to:

**The Recreation Council of Greater St. Louis
11 Worthington Access Drive, Suite E
Maryland Heights, MO 63043**

If you have any questions,
contact Mindy Davis at (314) 726-6044 ext. 105 or
mdavis@recreationcouncil.org
For more information about other Recreation Council Services,
visit our website: www.recreationcouncil.org

Important After School/Extended Day Voucher Information

The After School Voucher is used to support working families by providing funding to St. Louis City residents of eligible children with intellectual and developmental disabilities, ages 13-21, needing after school care during the school year.

TO BE ELIGIBLE

- By the age of 13, most after school community-based programs are not offered. This disproportionately affects families with children who have intellectual or developmental disabilities.
- Funding is for families whose parents are working during the hours of 3pm - 6pm, who need to access either after school or before school care for their child. The provider can be either an after school care program or an individual provider.
This voucher will reimburse up to 3 hours of provider care per day.
- Parents of participants in this voucher program must be employed between 3pm to 6pm. They must fill out the Recreation Council application and provide the Recreation Council with 2 documents related to their employment: their previous year's W-2 and a letter from their employer which gives the employer ID number and the hours parents work.
- The participant must live in their natural home.

HOW IT WORKS

- Funds will be provided for care between the school's published start and end date for the school year, not to exceed 174 school days. Individuals may apply for a maximum of 525 service hours.
- There are specific days the Recreation Council will pay for full day care: school breaks, snow days and/or in-service days periodic child sick days, up to 9 hours/day as part of the maximum 525 service hours. The Recreation Council will not pay for weekends, nationally established holidays such as Thanksgiving, Christmas, Memorial Day, Labor Day or other days not considered a "school day".
- Each family is responsible to budget their approved hours (maximum 525). Hours will be allocated by the St. Louis City Coordinator unless a specific circumstance is documented on the application. As each quarter passes, any unused hours from that quarter will be eliminated from your 525 maximum & given to the next family on a wait list.
- The reimbursement rate paid to the provider is \$6.00 per service hour. The family is responsible for any costs over the \$6.00 per hour (your co-pay).

THE PROVIDER & REIMBURSEMENT

- Once the voucher is approved, the Recreation Council will reimburse the support provider *after* the support has been provided. For invoicing purposes, The Recreation Council provides the family/participant with voucher invoices. The family/participant gives the support provider(s) a blank payment voucher for invoicing the Recreation Council on a monthly basis. For timely payment of services, the Recreation Council must receive invoices by the 5th of the month (i.e., for September services, invoice must be received by October 5th) *Note that invoices over 60 days from service will not be approved for payment. Under no circumstances will voucher invoices be considered after July 5th of the given fiscal year.
- Parents will be required to sign-off on the voucher to verify usage of services. The Recreation Council will continue to track all service usage hours and keep parents informed of remaining hours.
- Recognizing parents know their child best and as an avenue to promote self-determination, this voucher program allows parents to choose the support provider whom they feel is best qualified to provide the care for their child.
- The provider must be at least 16 years of age and cannot be a relative that resides in the participant's home.
- The Recreation Council is the payee of funds only and is not responsible for the actions of the provider. In signing the application and service agreement parents and providers hold The Recreation Council and its employees harmless from any and all claims, injuries, damages, losses or suits in connection with the performance of the provider.
- For the welfare and safety of the participant, the Recreation Council strongly encourages participants to obtain a provider background screening check. MO Dept. of Health Family Care Safety Registry (573)526-1974.
- Should The Recreation Council reimburse a provider more than \$600 through this voucher program in a calendar year (January - December), they will be issued a 1099 form. **Please inform your provider!**

If you have a grievance with the After-School Voucher Program, the Recreation Council does have a Grievance Policy that will be sent to you upon request. * A Service hour is defined as one hour of face-to-face before or after school care support by the provider to the participant. ****Vouchers are limited and available on a first-come, first-served basis.**

If you have questions, please call Mindy Davis at 314-726-6044 ext. 105



The Recreation Council of Greater St. Louis' services shall be available to all persons without regard to race, color, religion, national origin, sex, disability, ages, military or veterans status, sexual orientation, gender identity or any other factor prohibited by law. The Recreation Council staff will always be respectful of the rights of its consumers. (See YOUR CLIENT RIGHTS). Consumers will always be treated with dignity and respect. All consumer files and paperwork will be kept private in compliance with HIPAA's treatment of Protected Health Information and/or confidentiality of consumer records and upholds the Missouri's Data Breach Notification Law.

As a client of the Recreation Council, you are entitled to the following rights and privileges.

Right to be treated with dignity and respect.

Right to be informed of and receive help to receive services that are available through The Recreation Council, as well as other agencies.

Right to be a member of your community.

Right to do things you enjoy in your spare time.

Right to have a guardian to help you make decisions, if needed.

Right to be free from abuse, neglect, humiliation, retaliation, or financial exploitation.

Right to be involved in the planning and scope of the services and support you receive and have things explained to you in a way you can understand.

Right to make a complaint and have people listen to you and try to help fix the problem.

Right to have access to the information that is in your individual record in sufficient time to make an informed decision.

Right to have information about you kept private.

Right to receive services no matter what your race, color, gender, age or religion or sexual orientation.

Right to choose your recreation provider and/or program

The Recreation Council of Greater St. Louis will allow a means so that all recipients of its services and their families shall be provided a vehicle to ensure that their voices may be heard when expressing a grievance. A grievance is an issue which is felt to afford reason for complaint and which formally needs to be expressed in written form. To receive a copy of the Recreation Council's Grievance Policy, please contact the Administrative Office at 314-726-6044. This document is made available to all participants of the Recreation Council's programs and services once an application is requested for such and can be found in the application packet, or on our website at www.RecreationCouncil.org or you may contact any of our offices to be sent a copy by mail or email. You may find it also posted in our Administrative Office.

All About the Participant

Participant's Name: _____

Address: _____

Street Apt

City State Zip Code

Is This a New Address? YES NO

Date of Birth: _____

Social Security #: _____

Phone Number: _____

Email Address: _____

Gender: Female Male

Would you like to be Included on our EMAIL list for our Newsletter, Future Voucher Applications, etc? YES NO

If under 18 Years Old:

Parent Name: _____

Address: _____

Phone: _____ Email: _____

Does Participant have a Legal Guardian? YES NO

If Yes, Guardian Name: _____

Guardian Phone Number: _____

Guardian Address: _____

If you are applying for multiple vouchers, you must use a separate application for each program.

Applicant Feedback: Your answers are used to justify our program to our funder and never impact your funding.

The vouchers I have used in past year(s) have helped me in the following areas: *(Must check all that apply)*

- ___ I needed financial assistance
- ___ I participated in a meaningful activity
- ___ I made my own recreation choices
- ___ I socialized with people of my choice
- ___ I gained social skills
- ___ I gained communication skills
- ___ I learned self-advocacy skills
- ___ My life is happier & more fulfilling
- ___ My program met my recreation needs

Other: _____

The Recreation Council Voucher Funds are "Last Dollars In" therefore, we strongly encourage you to inquire with the program you are applying for if they have financial assistance, scholarships, coupons, etc.

ALL INFORMATION ON THIS FORM MUST BE COMPLETED TO BE CONSIDERED FOR THE VOUCHER FUNDS!

The Recreation Council Voucher Programs

Participant Lives in: (Circle One)

St. Louis County St. Louis City St. Charles County

Does Participant Have an Intellectual / Developmental Disability? YES NO

Please Specify: _____

Is Participant New to the Recreation Council? YES NO
If yes, complete Eligibility Form (St. Louis City & County only)

Level of Support Needed: __ 1:1 __ 1:4 __ 1:8 Other__

DMH Case Number: _____

Coordinator's Name: _____

Coordinator's Phone Number: _____

Coordinator Location: DMH-Regional Office DD Resources DDRB

Who is the contact person to send notifications and answer questions regarding this application? IMPORTANT!

Name

E-Mail Address

Mailing Address

Phone: _____ Cell: _____

Statement of Understanding & Releases

I hereby give the Recreation Council permission to verify participant's eligibility by contacting the above listed eligibility verifier and permission to correspond with the program provider or support provider, our funding partners, Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB); St. Louis Office for DD Resources, DDRB of St. Charles County, regarding funding issues, and/or other providers involved in which the voucher will be used. I understand my client rights and responsibilities and am aware of the Recreation Council Grievance Policies.

Furthermore, I have read and understand the intent, purpose and guidelines of the Recreation Council voucher program for which the participant has applied. To the fullest extent permitted by law, I shall indemnify and hold harmless the Recreation Council of Greater St. Louis and its Directors, Officers, consultants, agents, employees and volunteers from and against any and all claims, damages, losses and expenses, including but not limited to attorney fees and court costs, arising out of or resulting from the provision of any service, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or personal injury, or to injury to or destruction of tangible property, which is caused in whole or in part by any acts, omissions or negligence of the service provider. I understand that the Recreation Council of Greater St. Louis is merely acting in the capacity of reimbursing the service provider of my own choice. Lastly, I understand that falsification of signature or any of the information provided in this application and /or billing can and will be cause for disqualification from this program and all Recreation Council programs. With any electronic signature to this form, I agree that I am my own guardian or I am the applicant's legal guardian.

Signature of Participant or Legal Guardian _____ **Date** _____

Return this signed application to: Recreation Council of Greater St. Louis, St. Louis City Coordinator, 11 Worthington Access Drive, Suite E, Maryland Heights, MO 63043. Fax 314-726-3454.

A. EXPERIENTIAL ADVENTURE VOUCHER

This is for an experiential/adventure program, not for overnight camps. See below to apply for overnight camps (section D).

Name of Adventure Provider: _____ Program Name: _____

Program Dates: _____ Contact Person: _____

Adventure Provider Telephone Number: _____ Email Address: _____

Adventure Provider Address: _____
 Street City State Zip Code

REQUEST:

Cost of Program: \$ _____ Your Co-Pay (at least 10%): \$ _____ Amount of Funds You are Able to Pay in Addition to the Co-Pay: \$ _____
 Amount of Assistance You Will Receive From Other Resources: \$ _____ Funding Request: \$ _____

Rec Council Use Only: Approved? Yes No
 Amount Approved: \$ _____ Participant Co-Pay: \$ _____
 Approved by: _____

B. CARE & RECREATION SUPPORT

I am applying for: (please check either and/or both) CARE Funds Recreation Support Provider Hours

Name of Program Attending: _____

Program Dates: _____ Contact Person: _____

Telephone Number: _____ Email Address: _____

Address: _____

I Need Voucher Funds to Hire a Recreation Support Provider to Assist with Personal Care Issues in a Community-Based, Inclusive Recreation Program: Number of Hours Your Are Requesting: _____ (Not to exceed 80 hours of service)

I am applying for the CARE (Community Access Recreation Engagement) funds for costs of one community-based recreation program, and not PLB, DDR or DDRB funded.

Total Cost of Program: \$ _____ Your Co-Pay (at least 10%): \$ _____ Amount of Funds You are Able to Pay in Addition to the Co-Pay: \$ _____

Rec Council Use Only: Approved? Yes No
 Amount Approved: \$ _____ Participant Co-Pay: \$ _____
 Approved by: _____

C. AFTER SCHOOL / EXTENDED DAY

Indicate How Your Family Will Use Your After School Care Service Hours: **NOT AVAILABLE IN ST. CHARLES COUNTY**
 Check all that apply!

In-Home Care After School Access Community Programs After School

Enroll in After-School Program Name of After-School Program/Sch. District _____

Number of After School Care Hours Your Are Requesting: _____ (up to 522 hours)

Please Indicate Number of Hours Needed Per Quarter: *Unused quarterly hours will be canceled and assigned to other applicants.*

1st Quarter (August & Sept.) 2nd Quarter (Oct., Nov., & Dec) 3rd Quarter (Jan., Feb., March) 4th Quarter (April, May, June)

NOTE: Parents MUST BE EMPLOYED DURING THE SERVICE. Are the Parents Currently Employed? YES NO
 If yes, include required documentation (employer letter & W2), name, address and phone number of employer(s).

Rec Council Use Only: Approved? Yes No
 Hours Approved: _____
 Approved by: _____

D. OVERNIGHT CAMP

I am applying for an overnight camp program of my choice: Check one: Mini Camp Full Camp Week

Name of Camp Provider: _____ Program Name: _____

Camp Dates: _____ Contact Person: _____

Camp Provider Telephone Number: _____ Email Address: _____

Camp Provider Address: _____
 Street City State Zip Code

Cost of Program: \$ _____ Camp Deposit (at least 10%): \$ _____ Amount of Funds You are Able to Pay in Addition to the Co-Pay: \$ _____
 Amount of Assistance You Will Receive From Other Resources: \$ _____ Funding Request: \$ _____

If applicable complete this portion: Rather than applying for the camp fee, I am applying for support hours for an individual to provide support for the participant at camp. Number of Hours I Will Need _____ Reimbursement Rate is \$ 9.00 per hour as funds are available.

Rec Council Use Only: Approved? Yes No
 Amount Approved: \$ _____ Participant Co-Pay: \$ _____
 Approved by: _____

Recreation Council of Greater St. Louis
Eligibility Verification Form

Attention: SLRO Service Coordinator/DD Resources Service Advocate

****** You MUST attach the consumer's DMH diagnosis verification with this form******

Verification Documentation is from: ___ Physician ___ DESE/School District ___ Vocational Rehabilitation
___ SLRO Service Coordinator/DD Resources Service Advocate
___ Psychologist ___ Other: _____

Consumer Name: _____ **Phone Number:** _____

Address: _____ **Zip Code:** _____

Date of Birth: _____ **Social Security Number:** _____ **DMH ID#** _____

Legal Guardian Name (if applicable): _____ **Phone Number:** _____

Legal Guardian Address: _____ **Zip Code:** _____

1. **Is this consumer an active client with:** ___ St. Louis Regional Office ___ DD Resources

2. **Check the Consumer's Diagnosis:** ___ Cerebral Palsy ___ Intellectual Disability ___ Autism
___ Epilepsy ___ Other: (specify) _____

3. **When did this consumer's disability manifest itself?** ___ Prior to age 18 ___ Prior to age 22

4. **Level of Support Needed:** ___ 1:1 ___ 1:4 ___ 1:5 ___ 1:8 ___ Other: _____

5. **Current Residential Type:**

___ Family/Guardian ___ Independent Support Living ___ Group Home
___ Independently ___ Homeless/Emergency Shelter ___ Nursing Home
___ Habilitation Center ___ Specialized Facility ___ State Group Home
___ Foster Home: Was foster placement made by St. Louis City Courts? ___ Yes ___ No

6. **Consumer's Gender:** ___ Female ___ Male

7. **Consumer's Ethnicity:** White Black Hispanic Asian Bi-Racial
 American Indian Other Unknown

8. **Are you aware of other funding sources available to this consumer for this purpose?** ___ Yes ___ No

To the best of my knowledge, the information I am disclosing is true.

Signature: _____ **Date:** _____ **Phone #:** _____

Printed Name: _____ **Agency:** _____

Title: _____ **Address:** _____

Thank you for completing this form. Your assistance is greatly appreciated. Information is used to determine eligibility for services. If you have questions, contact the St. Louis City Voucher Coordinator for the Recreation Council at (314)772-2299 or email mdavis@recreationcouncil.org. You may return this form by fax to

(314) 726-3454 or mail to: The Recreation Council
11 Worthington Access Drive, Suite E
Maryland Heights, Missouri 63043