

FAMILY SUPPORTS PROGRAM (FSP) Recreational Activity Guidelines

Family Supports Participants:

- Funding for recreational activities in the community will be deducted from the eligible participant's Family Supports Program (FSP) funding allotment for the calendar year.
- The activity must begin in the calendar year of the participant's annual allotment.
- Funding may not be allocated for recreational activities provided prior to the participant's enrollment in the FSP, or after the participant is no longer eligible for program funding.
- Payments are made by NEON (third party payer) directly to the recreational activity vendor/facility. We are not able to reimburse families.
- The FSP participant should contact the recreation provider/vendor to register for the activity AND obtain information for the activity cost. The FSP participant is responsible for understanding the amount of funding requested from their allotment and if applicable their personal responsibility. FSP will not cover expenses above the available allotment.
- The recreation/activity vendor may email NEON and copy the FSP participant who made the recreation request to reserve funding from individual's FSP account.
- Some vendors have online registration portals and therefore, one-time payments may be made by NEON via a credit card. The participant's parent/guardian must provide NEON with the vendor contact person's name, email address and phone number, so that NEON may contact the vendor regarding their payment process. Please send the request to cuyorders@neoncog.org.

Vendor Information:

- A current W9 form must be submitted by the vendor to NEON before payments will be authorized on behalf of the participant. NEON is a tax-exempt organization; therefore, sales tax will not be paid for invoices received.
- The vendor may email NEON to allocate funding for the participant and copy the FSP participant who made the funding request.
- If there is a change in the activity funding requested (funding allocated to the vendor), the vendor should submit a request to NEON to increase, decrease or release the remaining funding that will not be used.
- Vendor invoices should contain the following information:

FSP Participant's Full Name	Date(s) of the activity
Address	Description of the activity
Parent's Name	Cost of the activity*

***Covered by Family Supports Funding:**

Application Fee, Assessment Fee, Activity Cost

***Not Covered by Family Supports Funding:**

Uniforms, Books, Equipment or Gear needed, Facilities requiring auto-renewals.