CHILDREN IN NEED (CIN) REQUEST FORM INSTRUCTIONS

PLEASE REVIEW CAREFULLY

1) Any caseworker of the Health and Human Services Agency (HHSA-Public Health, Children's Services, FRC, or Mental Health) may submit a CIN Request Form on behalf of a needy child in their caseload.

2) If a family does not have an active case with HHSA they must meet income level standards not to exceed the Minimum Basic Standard of Adequate Care for the family size. The CIN Representative is responsible for verifying and certifying eligibility of the child, who is under the jurisdiction of San Diego County.

   No request will be approved for children of members of the CIN Board of Directors or Executive Committee, including children of HHSA employees assigned as support staff for the management and administration of CIN operations.

3) Each CIN Request Form submitted to the CIN Staff Advisor for processing must be completed in full and have a verification signature of a Supervisor and approval signature of a CIN Representative. All requests for non-clients will be reviewed by the CIN Chairperson of the Board for final approval. All requests for children of HHSA employees will be reviewed by the HHSA Director for final approval.

4) **SPECIFIC MAXIMUM DOLLAR AMOUNTS SET FOR TYPES OF REQUESTS**

$50.00 EXTRA-CURRICULAR SPORT ACTIVITY REGISTRATION FEES: Example: Pop Warner, Little League, Cheerleading, etc.

$60.00 CAMP: Overnight Camps MUST be on the Community Campership Council list of accredited camps. $60.00 for a one-week camp – $100.00 maximum for a two-week session. ALL OVERNIGHT CAMP REQUESTS WILL BE PAID AFTER THE CHILD(REN) ATTENDS THE CAMP. A letter requesting verification is sent to the school upon receipt of request

Requests for other than registration fees or camps will be paid for amount requested if approved.

$100.00 This is the CURRENT MAXIMUM amount of funding for each child per calendar year

OVER $100.00 Requests for funds over $100.00 MUST be approved by the CIN Board of Directors. PLEASE ATTACH AN EXPLANATION

5) **GUIDELINES FOR SPECIAL NEEDS OF CHILDREN ARE:**

   A) Funds are limited to enrichments and recreation items/activities and CANNOT be made for basic necessities such as: rent deposit, furniture, utilities, clothing, etc. CIN cannot meet ongoing, recurring needs. Payment cannot be a reimbursement.

   B) CIN funds should be a supplement to the family's commitment **or a last resort**, i.e., no other community resources are available. Many organizations have scholarships.

   C) Payments must be for the benefit of the child(ren). Needs of the parents cannot be considered.

6) **OTHER INFORMATION**

   A) A CIN check is to be paid directly to the vendor, organization, store, etc., to insure that the CIN payment is being used for the intended purpose. Checks may be made payable to HHSA workers when payments to the vendor is not feasible. NO CHECKS SHALL BE PAYABLE TO PARENTS/CARETAKERS WITHOUT PRIOR APPROVAL BY TWO MEMBERS OF THE CIN EXECUTIVE COMMITTEE.

   B) Supervisors and CIN Representatives are responsible for reviewing requests to ensure that guidelines are met and that other resources have been explored and exhausted before certifying/approving a CIN Request Form with their signatures.

   C) Checks should be received within 3-4 weeks of receipt of the request. PLEASE PLAN AHEAD. If needed, we will contact the payee to verify the request has been received by CIN. It is best to mail the check to the caretaker so it can be taken in during registration or purchase.

   D) Questions may be addressed to any CIN Representative.

   E) FORM MUST BE PROPERLY COMPLETED AND LEGIBLE

   F) ONCE YOU RECEIVE CONFIRMATION WITH A LOG NUMBER PLEASE INFORM CARETAKER SO THEY CAN NOTIFY THE PAYEE THAT THE CHECK IS BEING PROCESSED.