



## FAMILY SUPPORTS PROGRAM (FSP) Community Recreational Activity Guidelines

### FSP Participants:

- We grant your Family Support Program (FSP) funds in a calendar year beginning January 1. The Family Supports Program subtracts your approved community recreational activity costs from your available annual FSP funding.
- Recreational activities must be within Northeast Ohio.
- Activities must begin in the same calendar year as your annual FSP funds.
- You cannot use FSP funds for activities from before your FSP enrollment date. You cannot use funds after you lose FSP eligibility.
- NEON is our third-party payer. NEON sends payments directly to the activity vendor. FSP cannot reimburse families.
- You must contact the activity vendor to 1) register AND 2) get price information. You must understand what your FSP funds will cover (see below) and vendor policies. You must also understand anything you must pay out-of-pocket.
- FSP cannot cover expenses above your available FSP funds.
- FSP participants must complete an online request form for each activity they wish to do. Please select "RECREATION" at <https://neoncog.org/family-supports> for a link to the form.
- For assistance, please contact our Family Supports Coordinators at 216-736-2947 or [FamilySupports@CuyahogaBDD.org](mailto:FamilySupports@CuyahogaBDD.org).

### Vendor Information:

- NEON must have your current W9 before authorizing payment.
- NEON is a tax-exempt organization. It cannot pay sales tax on invoices.
- The FSP participant must give consent to use their funds for recreation and any funding-request increases or decreases. To give consent, email NEON at [cuyorders@neoncog.org](mailto:cuyorders@neoncog.org) and cc the FSP participant. NEON will then allocate your FSP funds and pay the activity vendor.
- If the price changes, contact NEON to increase, decrease, or release any unused funding. Please cc the FSP participant.
- Invoice must include:

FSP Participant's full name	Activity date(s)
Participant's address	Activity description
Parent/guardian's name	Activity Cost *

\*Covered by FSP funds: Application fee, assessment fee, activity price.

\*Not Covered by FSP funds: Uniforms, books, necessary equipment/gear, auto-renewals, sales tax.