



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

### FSP Participants:

- Your FSP funding is allocated in a calendar year that begins January 1. We will deduct the cost of your community recreational activity from your annual FSP fund allotment.
- Recreational activities must be within Northeast Ohio.
- The activity must begin in the same calendar year as your annual allotment.
- You cannot use FSP funds for activities provided before your FSP enrollment date. You cannot have funds allocated after you are ineligible for the FSP.
- NEON is our third-party payer. NEON sends payments directly to the activity vendor. We cannot reimburse families.
- You must contact the activity vendor to 1) register AND 2) get price information. You must understand what your allotment will cover. If applicable, you must also understand what you must pay for yourself.
- FSP will not cover expenses above your available allotment.
- You or your parent/guardian must email NEON with the vendor contact's name, email, and phone number. NEON will contact the vendor for payment. Please email your request to [CuyOrders@neoncog.org](mailto:CuyOrders@neoncog.org).

### Vendor Information:

- Before authorizing payment, NEON must have your current W9.
- NEON is a tax-exempt organization. It cannot pay sales tax on invoices.
- Email NEON to allocate the participant's funding. Please send a copy to the person requesting the funds.
- If the price changes, contact NEON to increase, decrease, or release any unused funding.
- 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.