



Children's Emergency Needs and/or Normalcy Request Program

The state provides for the daily needs of children in the dependency system. However, children in the child welfare system deserve to be treated like any other child and should also be able to participate in normal, age-appropriate activities. A report released by the Florida Guardian ad Litem Program, "[A Voice Heard](#)," noted insufficient funds to support participation in outside activities was a significant barrier to implementing the "Let Kids be Kids" Law. **Your CAM will coordinate with office staff to complete the [online request form](http://bit.ly/1prhGyD) with required information and email AmyF@galf6.org to notify a request has been submitted.** You can find a copy of the questions below so you know what information has to be gathered prior to submittal. GALs and/or CAMs should try to verify costs through web research or other means before submitting.

GALS: Please do not submit requests online yourself. The form does not notify anyone of an entry. Your CAM will complete the form for you and go through an internal approval process with their supervisor before submitting to the Foundation.

Emergency need requests will be reviewed within 48 business hours. Normalcy requests will be reviewed within 5 business days and **checks are cut twice monthly on the 1st and 15th**. The Guardian ad Litem Foundation of Tampa Bay Children's Needs Committee will review all requests for appropriateness, need, and available budget. All fulfilled requests will require submission of receipts and a short reporting form to be completed within 60 days of funding.

Guidelines: All requests should support a child's emergency needs or provide for a normalcy experience. These funds are not for family needs such as car repairs, utilities, bus passes for family, or other items. The Guardian ad Litem Foundation of Tampa Bay is working in collaboration with Suncoast Voices for Children and other agencies to make sure every child's needs are met. The Foundation's mission limits our support to children in the Guardian ad Litem program in Pinellas or Pasco Counties. If we are unable to fulfill your request, we will provide the request to Suncoast Voices for Children for consideration (you do not need to submit any additional paperwork to them). **Please do not submit the request for children living in the home that are not in the Guardian ad Litem program.**

- **Normalcy and Guardian Bonding:** Funds may be requested for bonding activities with your child. Activities like MOSI, lunch at a restaurant, movies, zoo, etc. are covered. Please consider submitting normalcy requests that are non-recurring. For example, football for a semester at school, spring break camp, soccer program for 6-8 weeks. We cannot ensure that funding will be available for monthly fees that are recurring for activities like dance, etc.
Emergency Clothing: [Clothes to Kids](#) provides some support for clothing for children. Stores are located in Clearwater and St. Petersburg and appointments and referrals are required. Eligibility guidelines can be found [here](#). The Public Defender's Office also maintains clothes closets in both Clearwater and New Port Richey. Eckerd also maintains a clothes closet as well. **No child should be without their basic needs.** Please submit the online request form for immediate needs when a child is removed from the home or if their clothing needs cannot be met by this or other available programs. **All** Guardian ad Litem Program Offices also have access to gift cards for emergency clothing needs.
- **Beds:** Foster families are required to have beds for all children in their care. We will support requests for non-relative caregivers, relative caregivers, and children aging out of the system. Our preferred bedding provider is Walmart due to low costs and the ability to ship directly to the family or pick up at closest store.
- **Driver's Ed, Licenses, Insurance:** House Bill 977 created a three-year pilot program at the Department of Children and Families (DCF) to pay the cost of driver education, licensure, and motor vehicle insurance for young adults in foster care so they can have the same opportunity as

children who are not in foster care. The [Keys to Independence website](#) includes an application form and all other details. Please contact your Case Manager or Child Advocacy Manager for assistance with these requests.

- **Bus Passes:** These will be considered on a case by case basis for teens who have educational needs or need a means to get to and from work. PSTA has a transportation disadvantaged program that all foster youth should qualify for that provides for bus passes as little as \$11/month. Bus Passes cannot be provided for parents/caregivers.
- **Tutoring:** Educational needs are a priority for our children and our funders. Tutoring requests will be funded in 6 week increments and qualify for recurring funds with an update from the tutor. GAL is responsible for finding tutor and making arrangements with the family.
- **Recurring Costs:** Typically, the Foundation does not support recurring costs. If your request includes a recurring cost, please contact us before submitting the form.
- **Phones:** Although we understand phones are a normalcy need for our teens, we do not provide funds for phones or phone cards at this time. Many of our youth use old phones or ipod touches that are Wi-Fi capable and apps such as messenger and others can at least be utilized when they are in a location with Wi-Fi access. If there is a need that you believe should be considered, please contact us before submitting the form for prior approval.
- **Birthdays/Holidays:** All Guardian ad Litem offices have a stock of "Birthday Bags" and gift cards provided by [Angels Against Abuse](#). Requests may still be submitted for birthday cakes or other items for celebratory or bonding purposes. We have a donor who may be able to fulfill individual wishes for children for birthdays. If you have a child with a special wish-please email the information to AmyF@galf6.org and we will see if we are able to fulfill it. The Guardian ad Litem Foundation of Tampa Bay hosts a holiday gift drive yearly fulfilling children's wish lists.

Sample Online Request Form

Guardian ad Litem Foundation of Tampa Bay: Emergency Needs and/or Normalcy Request Form

Children in the child welfare system deserve to be treated like any other child and should be able to participate in normal, age-appropriate activities. A report recently released by the Florida Guardian ad Litem Program, "A Voice Heard," noted insufficient funds to support participation in outside activities was a significant barrier to implementing the "Let Kids be Kids" Law.

Please have your Child Advocacy Manager complete the below request form with required information. Emergency need requests will be reviewed by the children's needs committee within 48 hours. Normalcy requests will be reviewed by the children's needs committee on a weekly basis.

If you have difficulty completing the form, please contact amyf@galf6.org. If you have any immediate concerns, please contact your Child Advocacy Manager.

* Required

Type of assistance needed: *

- Bedding (Bed frame, mattress, sheets, pillows, cribs, etc)
- Tutoring or educational needs (includes grad fees, laptops, books, or other needs for educational purposes)
- Normalcy (includes extracurricular activities, camps, gym memberships, etc.)
- Holiday, Birthday, or other Celebration
- Transportation Needs (includes bus passes, driver's license fees, and other related items)
- Emergency clothing (This includes shoes, jackets, underwear, socks, and any clothing item)
- Baby items (car seat, strollers, diapers, anything other than cribs)
- Hygiene Items
- Medical Needs (payments to doctors, dentists, or other medical items)
- Aging Out Assistance
- Other:

See Next Page

Name of Person Making Request (First and Last) *

Child's First Name *
 Please enter the first name of the child you are advocating for

Child's First Name (Other Children Included in this Request)
 This question is NOT required. Please include the first name of other children in the family this request will support if requesting support for multiple children in same family.

Child's Last Name *
 Please enter the last name of the child you are advocating for

Number of Children This Request Will Support *

Type of placement *

Number of children in home *

Child's Age/Grade *
 Please enter child's age/grade

Infant

Please describe the emergency need and/or normalcy request. INCLUDE INFO ON WHY THIS IS NEEDED AND HOW THE CHILD WILL BENEFIT FROM ASSISTANCE. *
 (i.e. gift cards for local restaurants for bonding, MOSI, zoo, spa day, dinner & movie, emergency clothes, dance lessons, tutoring, etc)

How will you pay for this request *
 Debit card use preferred. Checks will be payable to business or GAL (not foster parents or parents)

- Check to Provider (i.e. football camp, Girl Scouts, etc)
- Reimbursement to GAL
- Request use of GALF Debit Card
- Gift Cards from Office

Please include amount needed and who debit will be paid to or who to make check out to *
 Please include address to mail checks to

Is transportation available if this is a recurring experience (i.e. ballet lessons). If the Guardian is transporting, will you need a gas card to transport the child? *

See Next Page

Have you requested money for this particular need from any other agency? If so, please provide date, agency, and results of request. *
(i.e. Request made 2 weeks ago for birthday cake from Suncoast Voices for Children but they have no vouchers at this time.)

Have you utilized this fund during the past year for the same child? *

- Yes
 No
 Not Sure

If yes, please describe how funds were used and any success story/challenges from the previous request

Guardian ad Litem First Name *

Please enter your first name

Guardian ad Litem Last Name *

Please enter your last name

Guardian ad Litem Address

Please enter your mailing address (This information is only required if check should be mailed directly to GAL).

Guardian ad Litem Phone *

Please enter your phone including area code

Guardian ad Litem Email *

Please enter your email

Child Advocacy Manager (CAM) *

Please enter the name of your Child Advocacy Manager. This is the person at the GAL office that assists you with your case.

Does your CAM support this request? *

- Yes
 No
 I have not contacted my CAM (CAM must approve requests so this may delay response time)

Case Manager *

Please enter your child's case manager name

Does this child have a trust fund or receive SSI or SSDI? *

See Next Page

Guardian ad Litem Office *

Please enter the office where your CAC is based

- Clearwater
- New Port Richey
- Dade City

Date Emergency Need or Normalcy Request Needed By *

Please enter the date your request needs to be filled

Additional Information *

Please enter any other information that would be helpful in reviewing this request

Re

Never submit passwords through Google Forms.



100%: You made it.