

**Lower Columbia College Head Start/EHS/ECEAP
Need Application**

Family Information

Parent(s) Name: _____

Child(s) Name: _____ LOC ID: _____

Family Need (be specific): _____

Requesting Staff Name: _____ Date: _____

Need Information/Authorizing Signature

☐ Gas Voucher (\$10)

☐ Family Emergency Assistance Items: _____

☐ Documentation of Need Complete

☐ Referrals Given

Content Specialist Signature: _____ Date: _____

Fiscal

Amount Authorized: _____

Voucher Received by Requesting Staff: _____ Date: _____

Voucher Received by Parent: _____ Date: _____

1. Staff completes information and forwards Need Application to Family Services/Parent Engagement Content Specialist for approval.
2. Please allow at least 72 hours lead time on the request.
3. The FSPE will:
 - a. Follow-up with staff to ensure documentation of parent needs and referrals given is complete in case management.
 - b. Determine if funds or times are available to meet the request.
4. The FSPE will forward the Needs Application (FS/PI 12b) to the Fiscal Specialist (Gwyn) with the approved amount.
5. Gas Vouchers:
 - a. Fiscal Specialist (Gwyn) will fulfill approved amount for gas vouchers (in \$10.00 increments), not to exceed \$20 per week (unless prior approval is given by the Director to the FSPE).
 - b. Fiscal Specialist will inform staff when the gas voucher is ready for pick-up.
 - c. Gas vouchers are only approved for providing emergency assistance in getting enrolled children to and from program or required dental/medical appointments only. (A parent attending a Parent Meeting and/or Policy Council may be eligible for a gas voucher, but do not use this procedure.)
 - d. Gas voucher assistance will be evaluated on a weekly basis via the FSPE and will not be approved for more than three weeks at a time.
6. Staff will pick-up approved amount of gas vouchers from the Fiscal Specialist (Gwyn) or credit card to purchase needed item.
7. Staff will take the approved amount to the parent and have the parent sign the Need Application upon receipt. If giving the parent/guardian a gas voucher, staff will put the current date on the voucher before giving to the parent.
8. Staff will return the Need Application with parent/guardian signature to the Fiscal Specialist (Gwyn).

(C: 04/18; R: 06/24)