

YOUTH DEVELOPMENT FUNDS



Youth Development (YD) Funds complement the youth's own efforts to achieve self-sufficiency. They can be used to assist with many needs, and youth can request YD Funds throughout the year. All YD Funds are subject to approval and should support goals on either the youth's *Plan for My Future*, *OKSA Hope for Tomorrow Goal Setting Plan* or *My Transition Plan*. YD Funds can be accessed only after an OKSA Service Type Designation is made in KIDS, and the assessment (*Life Skills Assessment* or *OKSA Hope for Tomorrow Youth Assessment*) and plan (*Plan for My Future*, *OKSA Hope Plan*, or *My Transition Plan*) are current. **YD Funds are available after other funding sources have been exhausted.**

VERIFY SUPPORTING DOCUMENTS HAVE BEEN COMPLETED

- Verify the OKSA Service Type Designation has been documented in KIDS.
- Verify the *Life Skills Assessment* or Hope Assessment has been completed and saved in OnBase.
- Verify the youth has a *Plan My Future* or Hope Plan, and it is saved in OnBase.

COMPLETE THE YD FUNDS REQUEST

- Discuss with the youth and the placement provider the following:
 - Determine how the YD Funds will directly support a goal on the youth's *Plan for My Future*, Hope Plan or Transition Plan and help the youth transition to adulthood.
 - Approval is determined by funding availability.
 - Timing is important! Requests must be submitted and approved before payment is processed.
 - NOTE: It takes approximately 5-10 business days from the time the request is **approved** until the payment is received.
 - Payment must be used with the original vendor indicated on the request form, for the item(s) originally requested, and for the youth listed on the form.
 - Receipts are required for each payment that is issued.
 - Additional requests will not be approved until an itemized receipt has been submitted.
 - Reimbursements require pre-approval through the OKSA Helpline.
- Complete the Youth Development Funds Request on our website www.oksa.ou.edu or contact the OKSA Helpline to initiate a request.
 - Enter the vendor's name. The vendor is who will be providing the service or where the item(s) will be purchased. The payment will be made payable to the vendor listed on the request. *The vendor does not need to be an approved DHS vendor in the system.*
 - In the instructions section, list the name and mailing address or email address of the person to whom the payment will be sent.
 - NOTE: Payments will not be mailed directly to the vendor.
 - Provide specific information about the item, cost, etc. Remember to include taxes and shipping when applicable.
 - Describe how the request supports the youth's *Plan for My Future*, Hope Plan or Transition Plan.

If you need assistance, email OKSA@ou.edu.
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SUBMIT THE YD FUNDS REQUEST

- Submit the completed request by clicking the “Submit by Email” button on the bottom of the form (preferred method.)

OR

- Contact the OKSA Helpline at 800-397-2945 or email OKSA@ou.edu for assistance initiating a request.

FOLLOW UP AFTER RECEIPT OF YD FUNDS PAYMENT

- After receiving the payment, be sure that the youth uses the payment for the items requested.
 - Payment must be used with the original vendor and for the item(s) originally requested.
 - Receipts are required for each payment that is issued. Take a picture of the receipt as soon as the purchase is made.
- Please make sure the youth’s name is clearly printed on the receipt.
- Return the receipt, and a money order for remaining cash in excess of 5% of the purchase (if applicable) to the address included on the receipt letter that is enclosed with the payment.
 - If no funds need to be sent back to the fiscal agent, a scan or photo of the receipt can be emailed to OKSA@ou.edu.
- Follow up with youth and placement provider to ensure receipt has been returned.
 - **Keep a copy of the receipt!** Scan the receipt and save it in OnBase under OKSA – Supporting Documents.
- Additional requests should not be submitted until the youth has cleared the previous request by submitting an approved receipt.
- Only one request per youth will be processed at a time. Please do not submit multiple funds requests simultaneously.

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