



## FAMILY SUPPORTS PROGRAM (FSP) Recreational Activity Guidelines

- Funding for recreational activities in the community will be deducted from the eligible participant's Family Supports funding allotment for the calendar year.
  - The class/session must begin in the calendar year of the participant's annual allotment.
  - Funding may not be allocated for recreational activities provided prior to the participant's enrollment in the Family Supports program, or after the participant is no longer eligible for funding through the Family Supports Program.
  - Payments are made by NEON (third party payer) directly to the recreational activity vendor/facility. We are not able to reimburse families.
  - The vendor may contact NEON to allocate funding for the participant prior to invoicing on behalf of the participant. This ensures that the funding will be available for the activity.
  - If there is a change in the funding allocated to the vendor, the vendor should submit a request to NEON to increase, decrease or release the remaining funding that will not be used.
  - NEON may not disclose the Family Supports funding amount available for the participant to the vendor. That is up to the discretion of the family and by their permission only.
  - A current W9 form must be submitted by the vendor to NEON before payments will be authorized on behalf of the participant. Also, NEON is a tax-exempt organization, therefore sales tax will not be paid for invoices received.
  - Vendor invoices should contain the following information:

FSP Participant's Full Name	Date(s) of the activity
Address	Description of the activity
Parent's Name	Cost of the activity*
- \* Covered by Family Supports Funding:  
Application Fee, Assessment Fee,  
Activity Cost
- \*Not Covered by Family Supports Funding:  
Uniforms, Books,  
Equipment or Gear needed, Facilities requiring auto-renewals
- In some cases, one-time payments may be made by NEON via a Credit Card, as there are numerous vendors that have online registration processes or payment portals. The participant's parent/guardian will need to provide NEON with the vendor contact person's name, email address and phone number, so that NEON may contact the vendor regarding their payment process. Please send the request to [cuyorders@neoncoq.org](mailto:cuyorders@neoncoq.org).