

Allegheny County Music Festival Fund Request Guidelines and Process a/o 2-2018

The Allegheny County Music Festival Fund (ACMFF) provides meaningful items and services otherwise unavailable through government funding to enrich the lives of children served by the Allegheny County Department of Human Services (DHS) and Allegheny County Juvenile Probation.

QUESTIONS: If you have questions, please review the FAQ sheet and ACMFF Why's sheet. If you still have questions, please contact the ACMFF coordinator at 412-350-5225 or AlleghenyCountyMusicFestival@alleghenycounty.us.

All forms and detailed instructions about using the fund can be found on the [Using the ACMFF webpage](#).

Guidelines

Requests must

- be made by a social service professional working with the child. This professional must be either staff from DHS, Allegheny County Juvenile Court, or a contracted provider of DHS or Juvenile Court.
- include
 - **VIA EMAIL to AlleghenyCountyMusicFestival@AlleghenyCounty.US** with the subject line "ACMFF child's first name last initial"
 - an ACMFF request form attached IN EXCEL format (NOT pdf) completed by typing into it (see "Detailed instructions for completing the ACMFF form")
 - **via email or U.S. mail**
 - proof-of-cost for the requested item/services (website printout, invoice, etc.)
 - a completed W-9 from the identified vendor or acknowledgement that the vendor appears on the list of W-9 forms already on file (See [ACMFF webpage](#)). If a W-9 form is included on the list, a new form is not needed.
 - **VIA U.S. MAIL to Bobbi Donovan, ACMFF, One Smithfield Street, First Floor, Pittsburgh, PA 15222.**
 - A justification letter: a brief description of the child's circumstances (family situation, diagnosis, etc.), how/why the requested item/service will enrich the child's life, and any additional details deemed helpful. Copy and paste **red** bullet points from the form, then below, put **original** signatures from the requester (*OR the DHS Integrated Services Planning team manager in the case of multi-system involvement*) **AND** his/her supervisor.

If a request is approved

- Checks are written to the identified vendor and sent to the requestor.
- Upon receipt of the check, the requestor must sign the check stub and send it back within 30 days to Great Lakes Behavioral Research Institute (GLBRI) in the enclosed self-addressed stamped envelope. Requestor's privileges may be restricted if check stubs are not returned promptly.
- It is the requestor's responsibility to see that the funds are used to purchase the approved item or service.
- Requestors are **required** to send proof of purchase (copy of store receipt) for purchases of electronic equipment (e.g., computers, cameras, tablets) to Bobbi Donovan, ACMFF, One Smithfield Street, First Floor, Pittsburgh, PA 15222.
- **ACMFF payment for laptops and PC is capped at \$350.**
- If a request becomes invalid due to changes in the child's circumstance, the requestor must return the unused check to GLBRI, Joe Fischerkeller, 9515 Goehring Rd., Cranberry Twp., PA 16066 in a timely manner.

Process

1. The ACMFF coordinator receives and reviews a request.
2. The ACMFF coordinator follows up with the requestor to complete any information gaps.
3. The ACMFF coordinator submits requests to the diverse and independent Advisory Committee (eleven members) via email. Based on professional and personal experience, the members of the Advisory Committee use practical knowledge and a flexible approach when reviewing each individual request. **Please note:** An advisory committee member may contact the requestor should s/he have questions about a request.
4. Each committee member renders their decision by a "yes" or "no" vote to the ACMFF coordinator via email.
5. The ACMFF coordinator tallies all of the votes and relays the collective decision to the requestor via email. The voting process takes approximately one week.
 - a) If the request is **denied**, the requestor is notified of the decision by either email or phone. If appropriate, the requestor is given the option to resubmit the request after providing additional information.
 - b) If the request is **approved**, the request is authorized by a member of the Advisory Committee and then submitted for payment to GLBRI who processes and issues payment within two to three weeks.

