

## ACMFF Frequently Asked Questions a/o 2-2023

### Will this request be approved?

An approval for a request will never be guaranteed. The ACMFF Advisory Committee reviews each request individually and renders their decision according to the information that is provided. Keep in mind that a typical request ranges from **\$300 – \$400 per child per year**. *The Court cannot order the ACMFF to fulfill a request.* The committee bases its decision on the need, justification and expected benefit.

### What can be requested?

The ACMFF Advisory Committee will review any request for an item or service that is important to the life of a child. **Please note:** If there are alternative resources for the item or service, those resources **must be explored** prior to submitting a request to the ACMFF.

A sampling of approved requests includes, but is not limited to karate lessons, dance lessons, sports registration and participation fees, art supplies, sports equipment, prom attire, senior photos, graduation expenses, computers, computer software, instruments, music therapy, swimming lessons, sensory equipment, and memberships to the YMCA, Boys and Girls Club, and Pittsburgh Zoo and PPG Aquarium.

### Does the ACMFF have income guidelines?

When reviewing each request, the ACMFF Advisory Committee considers the family composition (single/two parent home, number of children) and household income. Although there are not “formal” financial guidelines, the Advisory Committee may decide that a family earns a greater household income than most families for which requests are being submitted, and therefore may deny the request. If a family earns a substantial household income, but are under a significant financial strain, those details should be included in the need description.

### How long will it take to know when a request is approved / denied?

A decision can be rendered within a week from the date the request email is received. Providing all documentation in a single email and in the proper format speeds up the process. Not doing so, slows it down considerably. Please note, if a new invoice or payment method is needed, the requestor will have one month to provide new documentation. If new documentation is not provided within one month from notice of approval, the ACMFF request will be considered closed, and the requestor will have to resubmit.

### Why do I have to include a payment option with my request?

Beginning spring 2022, the fiscal responsibilities for the ACMFF were moved to the County. The County cannot issue a check based on the request alone. Requestors and their respective agency must either be reimbursed after making the *committee-approved* purchase or have the check written and sent to the identified vendor by DHS. Your preferred payment option is requested in advance to allow for a more efficient process. Once the request is approved, a check will be sent to the vendor within a week. Reimbursements for purchases made by the requesting agency on behalf of the child may take up to two weeks *after* the qualifying invoice is received by DHS Fiscal.

### What is a W-9 form? Do I need one?

A W-9 form is a federal tax number identification form. Vendors are asked to complete the form to verify their registration with the state. A list of the W-9s already on file is available on the [Allegheny County Music Festival Fund](#) page.

### If I have concerns about a request, who should I contact?

Morgan Sealy, Event and Donations Assistant, can be reached at 412-350-2768 or via email at [AlleghenyCountyMusicFestival@AlleghenyCounty.us](mailto:AlleghenyCountyMusicFestival@AlleghenyCounty.us).