



Children's Emergency Needs and/or Normalcy Request Program

The state provides for the daily needs of children in the dependency system. However, children in the child welfare system deserve to be treated like any other child and should also be able to participate in normal, age-appropriate activities. A report released by the Florida Guardian ad Litem Program, "[A Voice Heard](#)," noted insufficient funds to support participation in outside activities was a significant barrier to implementing the "Let Kids be Kids" Law. **Please have your CAC complete the [online request form \(http://bit.ly/1prhGyD\)](http://bit.ly/1prhGyD) with required information and email AmyF@galf6.org to notify a request has been submitted.** You can find a copy of the questions below so you know what information has to be gathered prior to submittal. GALs and/or CACs should try to verify costs through web research or other means before submitting.

Emergency need requests will be reviewed within 48 business hours. Normalcy requests will be reviewed within 5 business days. The Guardian ad Litem Foundation of Tampa Bay Children's Needs Committee will review all requests for appropriateness, need, and available budget. Your Child Advocacy Coordinator from the Guardian ad Litem Program serves as the final approval on all requests-and should be the one who submits the form. All fulfilled requests will require submission of receipts and a short reporting form to be completed within 60 days of funding.

Guidelines: All requests should support a child's emergency needs or provide for a normalcy experience. These funds are not for family needs such as car repairs, utilities, bus passes for family, or other items. The Guardian ad Litem Foundation of Tampa Bay is working in collaboration with Suncoast Voices for Children and other agencies to make sure every child's needs are met. The Foundation's mission limits our support to children in the Guardian ad Litem program in Pinellas or Pasco Counties. **Please do not submit the request for children living in the home that are not in the Guardian ad Litem program.**

- **Normalcy and Guardian Bonding:** Funds may be requested for bonding activities with your child. Activities like MOSI, lunch at a restaurant, movies, zoo, etc. are covered. If transportation is an issue, please note that on your application form as gas cards are available.
- **Emergency Clothing:** [Clothes to Kids](#) provides some support for clothing for children. Stores are located in Clearwater and St. Petersburg and appointments and referrals are required. Eligibility guidelines can be found [here](#). The Public Defender's Office also maintains clothes closets in both Clearwater and New Port Richey. Eckerd also maintains a clothes closet as well. **No child should be without their basic needs.** Please submit the online request form for immediate needs when a child is removed from the home or if their clothing needs cannot be met by this or other available programs. **All** Guardian ad Litem Program Offices also have access to gift cards for emergency clothing needs.
- **Driver's Ed, Licenses, Insurance:** House Bill 977 created a three-year pilot program at the Department of Children and Families (DCF) to pay the cost of driver education, licensure, and motor vehicle insurance for young adults in foster care so they can have the same opportunity as children who are not in foster care. The [Keys to Independence website](#) includes an application form and all other details. Please contact your Case Manager or Child Advocacy Coordinator for assistance with these requests.
- **Bus Passes:** These will be considered on a case by case basis for teens who have educational needs or need a means to get to and from work.
- **Recurring Costs:** Recurring costs are considered appropriate for normalcy requests like counseling, dance lessons, tutoring, etc. All other requests that include a recurring cost will require committee approval.

- **Birthdays/Holidays:** All Guardian ad Litem offices have a stock of “Birthday Bags” and gift cards provided by Angels Against Abuse. Requests may still be submitted for birthday cakes or other items for celebratory or bonding purposes. We have a donor who may be able to fulfill individual wishes for children for birthdays. If you have a child with a special wish-please email the information to AmyF@galf6.org and we will see if we are able to fulfill it. The Guardian ad Litem Foundation of Tampa Bay hosts a holiday gift drive yearly fulfilling children’s wish lists.

Sample Online Request Form

Guardian ad Litem Foundation of Tampa Bay: Emergency Needs and/or Normalcy Request Form

Children in the child welfare system deserve to be treated like any other child and should be able to participate in normal, age-appropriate activities. A report recently released by the Florida Guardian ad Litem Program, "A Voice Heard," noted insufficient funds to support participation in outside activities was a significant barrier to implementing the "Let Kids be Kids" Law.

Please complete the below request form with required information. Emergency need requests will be reviewed by the children’s needs committee within 48 hours. Normalcy requests will be reviewed by the children’s needs committee on a weekly basis.

If you have difficulty completing the form, please contact amyf@galf6.org. If you have any immediate concerns, please contact your Child Advocacy Coordinator.

* Required

Name of Person Making Request (First and Last) *

Child's First Name *
Please enter the first name of the child you are advocating for

Child's First Name *
Please enter the first name of the child you are advocating for

Child's Last Name *
Please enter the last name of the child you are advocating for

Type of placement *

See Next Page

Number of children in home *

Child's Age/Grade *

Please enter child's age/grade

- Infant
- Toddler
- Age 3-5
- Grades K-1
- Grades 2-5
- Middle School
- High School

Please describe the emergency need and/or normalcy request *

(i.e. gift cards for local restaurants for bonding, MOSI, zoo, spa day, dinner & movie, emergency clothes, dance lessons, tutoring, etc)

Please include amount needed and who to make check out to and address for mailing *

We prefer to make check payable to business or GAL (not foster parents or parents)

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Is transportation available if this is a recurring experience (i.e. ballet lessons). If the Guardian is transporting, will you need a gas card to transport the child? *

Have you requested money for this particular need from any other agency? If so, please provide date, agency, and results of request. *

(i.e. Request made 2 weeks ago for birthday cake from Suncoast Voices for Children but they have no vouchers at this time.)

Have you utilized this fund during the past year for the same child? *

- Yes
- No
- Not Sure

If yes, please describe how funds were used and any success story/challenges from the previous request

See Next Page

Guardian ad Litem First Name *

Please enter your first name

Guardian ad Litem Last Name *

Please enter your last name

Guardian ad Litem Address *

Please enter your mailing address

Guardian ad Litem Phone *

Please enter your phone including area code

Guardian ad Litem Email *

Please enter your email

Child Advocacy Coordinator (CAC) *

Please enter the name of your Child Advocacy Coordinator

Does your CAC support this request? *

Yes

No

I have not contacted my CAC (CAC must approve requests so this may delay response time)

See Next Page

Case Manager *

Please enter your child's case manager name

Does this child have a trust fund or receive SSI or SSDI? *

If you are unsure of the above answer, your Case Manager has that information

Guardian ad Litem Office *

Please enter the office where your CAC is based

- Clearwater
- New Port Richey
- Dade City

Date Emergency Need or Normalcy Request Needed By *

Please enter the date your request needs to be filled

Additional Information

Please enter any other information that would be helpful in reviewing this request

Submit