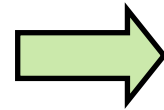


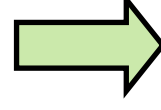
# How to Apply for Recreation Council's Voucher Programs in St. Louis County....



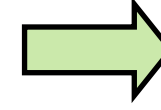
**Choose a Recreation Program that best meets the participant's interests & support needs**



**Complete the Voucher Application + 1-TIME Verification**



**Please allow the Recreation Council staff at least 2 weeks to process your voucher application**



**Very important! Your program provider will want to be reimbursed for their service in a timely manner!**

- ⇒ When applying for the voucher program, you will need to know the name of the program, the provider of the program, its address and phone number, the dates of the program, the contact person and the cost.
- ⇒ Applications for our voucher programs can be found on our website or call the Recreation Council to request that it be mailed to you.
- ⇒ If you need assistance finding a recreation program or activity, call the Recreation Council at **(314)726-6044** or go to our website at **www.recreationcouncil.org**

- ⇒ There is a specific application for each of the Recreation Council's voucher programs. There is, however, one universal application that you will use to apply for the voucher programs.
- ⇒ Please make certain that you are applying for the correct voucher program. If you don't know which program you are applying for on the back of the application, call the Recreation Council for assistance.
- ⇒ Certain requirements do apply so please read the application carefully and complete the entire application. Without the needed information, we are not able to process your application and it may be returned to you.

- ⇒ You will be notified of the Recreation Council's decision for your funding within 15 business days.
- ⇒ Once approved, the program provider will also be made aware of our intent to fund the participant for the specified recreation program or activity, and will be sent a voucher for payment purposes.
- ⇒ The Recreation Council pays the provider directly in most cases, after the participant has attended the program.
- ⇒ If the individual or family pays for the program in advance, they must provide the receipt for payment within 30 days from the end of the program.

- ⇒ Once the participant has attended the program, or if the participant uses a support person, the program provider must mail the voucher invoice to the Recreation Council each month (if it is an ongoing program) for at the end of the program.
- ⇒ If received by 12 noon on the 5th day of the following month, the reimbursement will be mail to the provider by the 15th. For example, if the participant attends a program July 12-July 20, the provider should send in the voucher invoice to the Recreation Council no later than 12 noon on August 5th in order to be paid by August 15th.
- ⇒ If received after August 5th, the voucher invoice will not be processed until September 5th and will not be paid until September 15th. You may also scan & email your invoice to **peggy@recreationcouncil.org** but call ahead to let Peggy know you are emailing it and to keep an eye open for it at **314-726-6044, ext. 103.**

**VERIFYING ELIGIBILITY.** All of our applications require that you complete an Eligibility Verification process. The person completing the eligibility verification form will be either a St. Louis Regional Center Service Coordinator, a physician or by sharing a recent IEP. If you have already provided the Recreation Council with an eligibility form and have already used our voucher program (s) in the past, an eligibility verification may not be needed.