

# KEYS TO SUCCESS GUIDELINES WITHIN AFFCF'S GENERAL AWARDS PROGRAM

**Keys to Success award applications must show the request is related to Keys to Success services (Education, Employment/Career).**

You must **ALWAYS** submit an application and wait to receive the congratulations e-mail approving the request before making any purchase. If anything is paid for prior to receiving approval, AFFCF cannot consider funding or reimbursing.

**AFFCF Awards Database:** <http://affcf.knack.com/awards>

Submitting an application is not receiving approval for a request. Requests that match categories/amounts/criteria on this list do not have to go to AFFCF's committee for its review. However, you must still provide documentation that displays what is being requested and the exact cost of the request and wait to receive the congratulations e-mail approving the request. Requests being reimbursed to Keys to Success credit cards must have KTS Card as the vendor.

Request Category	Funding Level / Preferred Pay Method	Requirements/Notes
Activities – Classes/Lessons	\$125 per month maximum Direct Pay to Vendor	<b>Documentation is required beforehand.</b> AFFCF can consider funding 1, 2, or up to 3 months at a time.
Apartment/Dorm Set-Up	\$350 (Apartment) \$250 (Dorm) Amazon or Target are preferred (No Walmart). Gift Card	<b>Documentation is required beforehand.</b> List of items the youth would like to purchase and the expected cost of each individual item. Any AFFCF shower recipient would be ineligible. One-time only award. Once approved, AFFCF will get a gift card to that store for the youth.
Bicycle and Helmet/Lock	<u>Ages 14+</u> : \$200 for bike + \$50 for helmet/lock = \$250 total Reimbursement/KTS Card	<b>No documentation required beforehand.</b> AFFCF can only consider funding one request out of the category of Bikes, Electric Scooters, Scooters, Skateboards, and Skates per 2-year period per child.
Books	\$50 maximum Reimbursement/KTS Card	<b>No documentation required beforehand.</b> One time per year. AFFCF would only process one reimbursement so all the receipt purchases of the books would have to be provided to AFFCF at one time.
Bus Pass	\$64 over 18 \$32 under 18 AFFCF Front Desk	<b>No documentation is required beforehand.</b>
Camp	<b>\$375</b> maximum Direct Pay to Vendor	<b>Documentation is required beforehand.</b> AFFCF can only consider one request <b>for one week</b> of camp (excluding KTS camp) per child per year.
Cell Phone and Minutes	\$190 maximum (\$70 maximum for the phone itself and 3 phone cards for up to \$40 each) Reimbursement/KTS Card	<b>No documentation required beforehand.</b> <b>Restricted to youth in AFFCF's Keys to Success.</b>
CPR/First Aid Training	\$40 maximum Direct Pay to Vendor	<b>Documentation is required beforehand.</b> If the cost is more than \$40, it must be sent to the review committee.
Driver's Education	\$412 maximum Direct Pay to Vendor	<b>Documentation is required beforehand.</b> Applicant must show the youth has legal access to a vehicle (including insurance coverage) after completion of the program.

<b>Driver's License</b> <i>added 06/22/2020</i>	\$25 maximum  Direct Pay to Vendor	<b>Documentation is required beforehand.</b> If the cost is more than \$25, it must be sent to the review committee.
<b>Driver's Permit</b>	\$7 maximum  Direct Pay to Vendor	<b>Documentation is required beforehand.</b> If the cost is more than \$7, it must be sent to the review committee.
<b>Dual Enrollment</b>	Direct Pay to Vendor	Dual enrollment for high school youth to earn college credit for their college-level high school courses. This type of request is on a per-semester basis so a new application must be submitted for each semester.
<b>Electric Scooter and Helmet/Pads</b>	<u>Ages 18+ only:</u> \$200 for electric scooter + \$50 for helmet/lock = \$250 total  Reimbursement/KTS Card	<b>No documentation required beforehand.</b> AFFCF can only consider funding one request out of the category of Bikes, Electric Scooters, Scooters, Skateboards, and Skates per 2-year period per child.
<b>Ethnic Hair Care</b>	\$100 maximum per month  Direct Pay to Vendor	<b>Documentation is required beforehand.</b> AFFCF can consider funding hair care for natural hair styles, braids, extensions and protective hair styles, (such as straw sets, twists, etc.). Haircuts and hair care products, e.g. shampoo, conditioner, brushes, combs, etc., are excluded. If the requested services are being sought from an individual rather than a business, then AFFCF needs to receive documentation showing the individual provides the services to the public, i.e. website or social media page with prices.
<b>Food Handlers Card</b>	\$14 maximum  Direct Pay to Vendor	<b>Documentation is required beforehand.</b> If the cost is more than \$14, it must be sent to the review committee.
<b>GED Testing</b>	\$35 maximum per test  Direct Pay to Vendor	<b>Documentation is required beforehand.</b> AFFCF considers the funding limit for GED testing on an individual basis.
<b>Graduation Expenses</b>	\$220 maximum  Direct Pay to Vendor	<b>Documentation is required beforehand.</b> The State funds a maximum of \$220 for graduation expenses (cap, gown, class ring, yearbook, etc.). AFFCF can only consider funding graduation expenses if the \$220 State maximum has been completely utilized.
<b>High School Program Fees</b>	Direct Pay to Vendor	<b>Documentation is required beforehand.</b> Trade/vocational program fees for youth who are still in high school. A program fee for a youth who has already graduated high school or received their GED is not eligible for this type of request—instead, they would need to fill out a Person application. This type of request is for an academic year so a new application must be submitted for each academic year. If it is a two-year program, progress reports or grades also need to be provided to receive additional assistance.
<b>Interview-Related Expenses</b>	<b>\$250 maximum per youth.</b> Once receipts are submitted, a new request must be approved before a new purchase can be made.  Reimbursement/KTS Card	<b>No documentation required beforehand.</b> <b>Restricted to youth in AFFCF's Keys to Success.</b> <b>KTS CDS is responsible for noting the request balance in the notes of the youth's KTS database record.</b> CDS will apply for amount not to exceed the balance available.

Laptops	Vendor is "AFFCF"	<p><b>No documentation required beforehand.</b></p> <p><b>PreApproval by KTS Program Director is Required before submitting request.</b></p> <p><b>Restricted to youth in AFFCF's Keys to Success or Post-Secondary Scholarship programs.</b> When approved for this one-time only award, AFFCF will purchase a laptop to provide to the youth.</p>
Scooter, Skateboard, or Skates and Helmet/Pads	<p><u>Scooters</u>: \$100 for scooter + \$50 for helmet/pads = \$150 total</p> <p><u>Skates</u>: \$100 for skates + \$50 for helmet/pads = \$150 total</p> <p><u>Skateboards</u>: \$100 for skateboard + \$50 for helmet/pads = \$150 total</p> <p>Reimbursement/KTS Card</p>	<p><b>No documentation required beforehand.</b> AFFCF can only consider funding one request out of the category of Bikes, Electric Scooters, Scooters, Skateboards, and Skates per 2-year period per child.</p>
State ID	<p>\$12 maximum</p> <p>Direct Pay to Vendor</p>	<p><b>Documentation is required beforehand.</b> If the cost is more than \$12, it must be sent to the review committee.</p>
Summer School	Direct Pay to Vendor	<p><b>Documentation is required beforehand.</b> The State funds a maximum of \$165 for summer school/intersession courses. AFFCF can only consider funding summer school if the \$165 State maximum has been completely utilized.</p>
Supplemental Clothing	<p><b>\$100 maximum</b></p> <p>Reimbursement/KTS Card</p>	<p><b>No documentation required beforehand.</b> One time per year.</p>
Tutoring Services	<p>\$500 maximum for 3 months</p> <p>Direct Pay to Vendor</p>	<p><b>Documentation is required beforehand.</b> The maximum AFFCF can consider funding for tutoring services is \$500 for three (3) months. On the initial application, the following documentation is required:</p> <ul style="list-style-type: none"> <li>• a referral from the child's teacher on school letterhead or from school email address. <b>Exceptions for non-traditional education.</b></li> <li>• documentation from the vendor that displays the hourly rate or cost per session for tutoring services</li> <li>• if the tutoring vendor is an individual rather than an organization, AFFCF also needs to receive a resume or some type of qualifications that display the vendor is capable of providing tutoring services</li> </ul> <p><b>When submitting a request for a renewal of additional tutoring services, the following documentation is required:</b></p> <ul style="list-style-type: none"> <li>• A description of the child's progress made during the previous tutoring session from someone other than the tutor</li> </ul>

## WHAT AFFCF DOES NOT FUND

- Applications requesting reimbursement for anything paid for prior to receiving approval
- Children who have officially been adopted or are not currently wards of the court in Arizona
- Airfare, family vacations or travel expenses
- Birthday parties, gifts, food or toys
- Debt relief (i.e. home bills, utilities, etc.)
- Electronic equipment (computers, laptops, tablets, stereos, electronic games, TV, etc.)
- Furniture (i.e. beds, cribs, etc.) or home fixtures
- Memberships to a gym or community center
- Modeling or modeling classes
- Orthodontics or any type of medical expense
- School supplies or backpacks (AFFCF holds a backpack/school supply giveaway each July)
- Services or benefits that are available from other public, private, or governmental agencies (daycare, preschool, counseling services, wheel chairs, healthcare, legal aid, etc.)
- Requests for youth who have reached age 21.

