



ACHIEVEMENT SUPPORT FUND OVERVIEW

This document provides a policy and process overview of the Achievement Support Fund (ASF). Family Achievement Coaches may request ASF funding on behalf of a scholar or family on their roster, following the guidelines laid out below. The goal of the ASF is to provide specific, targeted funds to participants currently enrolled in Family Coaching which will make a complete or significant difference in the participant's ability to overcome a barrier related to one or more current goals.

Eligibility

In order to be eligible for ASF, the participant must be currently enrolled in Family Coaching. The request for funding must be directly related to the college-bound commitment and their ongoing academic journey. Ask yourself, how would this request support the academic success of one or more scholars in the home?

ASF disbursements are limited to \$250, with a 12-month household cap of \$500. Disbursements are commonly between \$50 and \$150. All other applicable funding sources must be exhausted first, including but not limited to County Emergency Assistance (EA) and NAZ Housing Stabilization Funds (NHSF).

All ASF requests must be approved by Family Achievement Program Director.

Logistics

Coaches may submit requests for ASF by following the steps below:

1. Review the resource history for the entire household in NAZ Connect, totalling any ASF disbursements from the last 12 months. If the total is over \$500, the household is not eligible for additional funds at this time. If the total is less than \$500, continue to step 2.
2. Enter a goal note in the participant's record answering the following questions:
 - D- what is the barrier?
 - G- what is the goal?
 - T- how would ASF address the barrier?
 - R- what will it take to accomplish the goal in addition to ASF? What is the plan for follow up?
3. Participant submits appropriate documentation of the financial need (invoice, statement, letter...) and Coach uploads it into the Manage Documents section of the participant's NAZ Connect record.

4. Coach logs resource in participant record, selecting category Enrollment/Engagement, resource Achievement Support Fund, and entering the dollar value amount of the request.
5. Coach pings Program Director requesting review and approval of the request.
6. Program Director reviews Coach notes and documentation in participant record and determines if the request is appropriate. Director enters note in participant record regarding decision. Director pings Coach to notify him/her of the approval.

Disbursement logistics

If the funds will be disbursed as a gift card, complete the following steps:

1. Director prints *Gift Card Distribution* report from iZenda for the participant, signs the printed report and places it in the Coach's mailbox at NAZ Central.
2. Coach brings signed report to Operations Assistant to obtain gift card.
3. Coach delivers gift card to participant and obtains his/her signature on the printed report
4. Coach signs report and returns it to Operations Assistant within 48hrs. If gift card is not delivered within 48hrs, printed report and gift card are returned to Operations Assistant.

If the funds will be disbursed directly, such as a payment to another agency on behalf of the family, or used to purchase a resource to be provided directly to the family such as a bus card, Coach and Director work with NAZ Accountant to obtain appropriate invoice and submit payment request.