



Instructions For Completing CYS Supplemental Funds Request Form

1. Before completing the Supplemental Funds Request form, determine if your request regards an issue that affects the health and safety of the children at your site. If so, disregard finishing this form and **immediately** communicate with CYS.
2. Fill out the Agency Information section completely. Please print all information clearly, or type information.
3. Indicate the current number of Head Start, Early Head Start, and Child Care Slots, along with the total number of classrooms and sites.
4. Provide a thorough justification of your request, describing why the funds are needed and how/where the funds will be used.
5. Secure three (3) estimates or proposals detailing the cost of all repairs, and attach copies to your application.
6. The Executive Director, Board Chairperson, and Policy Committee must approve all requests.

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