



City of Chicago
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Chicago Department of
Children and Youth Services

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To: Head Start/Early Head Start/Child Care
Executive and Program Directors

From: Loukisha Smart-Pennix 
Director
Children Services Division

Date: February 7, 2008

Subject: SUPPLEMENTAL FUNDS REQUEST FORM

The Department of Children and Youth Services (CYS) is introducing a new form to be utilized by delegate agencies and partners when requesting supplemental funds.

Effective immediately, all agencies requesting supplemental funding (excluding issues that affect the health and safety of children) must complete a CYS Supplemental Funds Request Form.

The department expects that this new process will aid its delegate agencies and partners in clearly identifying and communicating their needs while also helping CYS better understand those needs and act on them in a prompt in efficient manner.

Supplemental funds can be requested for a variety of reasons, including: on-site repairs and renovations, equipment upgrades, classroom supplies, staff training, and start-up costs.

Attached is a sample of the form, along with an instruction sheet. Please take the time to read the instructions and familiarize yourself with the form.

If you have any questions regarding the form, please contact Victor Santiago, Coordinator of Special Projects, at (312) 743-1099.

