



Early Intervention Family Alliance
www.EIFamilyAlliance.org

**ANNOUNCEMENT
OF
Cassie Johnston Memorial Scholarship**

In honor of her inspirational leadership, and with fond memories of our good friend and founding member, the EIFA has established the Cassie Johnston Memorial Scholarship. Cassie was a leader in the Family Voices organization, provided support to ICC parents in Washington State to bring their voices to their Part C system, and mentored and advised other parents from across the country. The purpose of this scholarship is to help support one or more family leaders, especially those with young children, to actively participate in the discussion, development, and/or implementation of Part C policies through participation in the OSEP National Early Childhood Meeting.

The scholarship is designed to reimburse recipients for up to \$200 in expenses associated with attending the conference. Applications will be distributed and recipients selected prior to the OSEP National Meeting. EIFA is committed to working with scholarship recipients individually to deal with any challenges that might be associated with accepting this scholarship. The scholarship may be used in conjunction with other financial support or scholarships. The number of \$200 scholarships awarded each year will be based on funding available in the scholarship fund.

To be eligible for this scholarship, the applicant ---

- Must be a family member of a child who was enrolled, or who could have been enrolled or eligible for services as defined by Part C, whose child is currently age 12 or younger.
- Must be currently serving on their State Interagency Coordinating Council (ICC) or actively involved in ICC-related activities.
- Must be a member of the EIFA, or member of an entity that holds an EIFA organizational membership.

To apply for this scholarship, please review the attached Guidelines and submit the attached application. Applications for the 2011 award must be received by May 27, 2011.

For questions, please contact us at:

Email: eifamilyalliance@aol.com

Facsimile: 317-251-1510

Address: EIFA Scholarship
c/o Emerald Consulting
6545 North Olney
Indianapolis, IN 46220

Cassie Johnston Memorial Scholarship Guidelines

The goal of this scholarship is to empower one or more family leaders, especially those with young children, to actively participate in the discussion, development, and/or implementation of Part C policies through participation in the OSEP National Early Childhood Meeting

Definition of Family Member

A Family member is a parent/guardian of a child who is or was enrolled, or who could have been enrolled or eligible for services as defined by Part C, whose child is currently age 12 or younger.

Who Can Apply?

- A family member/guardian of a child who is or was enrolled in Part C (see above).
- The family member must be currently serving on their State Interagency Coordinating Council (ICC) or actively involved in ICC-related activities.
- The family member must be a member of the EIFA, or member of an entity that holds an EIFA organizational membership.

How Much Can I Apply For?

In order to scholarships to as many people as possible the following limits apply:

- EIFA will provide a maximum of \$200.00 to attend the OSEP National meeting.
- A person cannot apply in two consecutive years.
- The number of \$200 scholarships awarded each year will be based on funding available in the scholarship fund.

What Types of Expenses May I Use the Scholarship to cover?

If not already covered by another fund source, you may use the scholarship to help cover expenses such as:

- Registration
- Hotel
- Meals
- Travel expenses
- Transportation
- Childcare

What Am I Required To Do? When Will I Be Reimbursed?

We will acknowledge receipt of all applications. If you have not received a response within fifteen days of mailing in your application, please call to confirm that it was received. If you are selected for a scholarship, an award letter (your notification and a post-event survey) will be sent to you. You will only be reimbursed for expenses that have been approved. Accompanying paid receipts must support the reimbursement of expenses. Requests for reimbursements must be submitted within 30 days following the event and must be accompanied by the completed post-event survey. Payment will be issued within 30 days of receipt of the request for reimbursement, with receipts attached.

- **Standard Mileage Rate:** The rate is adopted from IRS guidance for business use of your car. The current rate is \$0.51/mile cents (as of 2011).
- **Meal Expenses:** The standard federal per diem rate is adopted from IRS guidance. The current rate is \$71.00 per day for the District of Columbia (including Arlington, VA). Each receipt should include the amount, date, and place.
- **Education Materials:** There is no reimbursement for these materials including books and videos.

In addition to submitting for reimbursement, the scholarship recipient must:

- Make a presentation to their State ICC within 3 months of the meeting.
- Include in the presentation:
 - What you did, as a family member, at the National meeting.
 - What you learned at the conference.
 - Next steps, e.g. how you will use that in your ICC-related work.
- Share a copy of your presentation with EIFA.

Note: EIFA is committed to working with scholarship recipients individually to deal with any challenges that might be associated with accepting this scholarship. If you have questions or concerns that the above requirements might prevent your participation, please contact EIFA to discuss adjusting one or more scholarship requirements so that you would be able to participate in this opportunity.

How Do I Apply?

1. Complete the Cassie Johnston Memorial Scholarship Application Form.
2. Attach a letter of support from your state's Part C Coordinator that addresses:
 - How the applicant is involved with state ICC activities
 - How the ICC will benefit from the applicant attending the national meeting
 - Anticipated date when the applicant will make a presentation to the ICC

Applications must be received and approved at least May 27, 2011 in order to be considered for approval for reimbursement of expenses. Applications may be mailed, faxed, or emailed to EIFA, using the contact information listed on the application.

Early Intervention Family Alliance (EIFA)
Cassie Johnston Memorial Scholarship
Application Form

Applicant Information

Name _____

Address _____

City, State, Zip code _____

Telephone () _____ Email Address _____

_____ Age of family member/child with a developmental disability (child must currently be age 12 or younger).

How are you involved with your State's Interagency Coordinating Council for Part C?

When would you anticipate making your post-conference presentation to your ICC?

Have you attended the OSEP National Early Childhood Meeting before?

Yes No

Please describe why you are requesting a scholarship – why you wish to attend this event and how this event will benefit you and/or your ICC.

Please send the application form and required information to:

Email: eifamilyalliance@aol.com
Facsimile: 317-251-1510
Address: EIFA Scholarship
c/o Emerald Consulting
6545 North Olney
Indianapolis, IN 46220

Annual Local Early Steps Claims

Number of checks issued to providers annually paid by contract funds.	
If any of these payments are wire transfers to providers, how many?	
Have you ever had to issue a Stop Payment on a provider's payment? If so, how many?	