

## **Family Stipend Fund**

The purpose of the STARS Family Stipend Fund is to help pay for child care and travel related expenses in order for family members to attend a STARS workshop. Please note:

- 1) A limited amount of funding is available;
- 2) Funds are distributed on a “first come, first serve” basis;
- 3) A separate request for each workshop must be submitted for approval at least 30 days prior to the date of the workshop; and
- 4) Funds are available only for children and individuals receiving services from the STARS funding agencies (SoonerStart Early Intervention, Public School Special Education, and OKDHS-DDSD).

### **To request a stipend, complete the following steps:**

- 1) Register for the workshop by calling or emailing Pat Diaz (stars@ouhsc.edu)
- 2) Request a family stipend and provide the following information:
  - a. Full name of the person receiving the stipend
  - b. Mailing address
  - c. Telephone
  - d. Number of children receiving services from the STARS funding agencies
- 3) STARS will notify you as to whether funding is available
- 4) If approved, you will be required to complete and submit in advance forms necessary for payment of the stipend.
- 5) On the day of the workshop, sign-in to verify your attendance, complete and sign invoice with actual mileage, and return forms to STARS representative.