

University of Kentucky
College of Social Work
Independent Living Youth (ILY) Requests
Smartsheet Workflow (rev. 11.27.23)

Process Overview – DCBS staff will request funds for Independent Living Youth programs through the Smartsheet form. Requests will automatically route to the correct UK personnel to facilitate the request. If additional information is needed, all updates and communications will be captured within this electronic workflow. Requests are broken down into the following seven overarching categories.

- 1) Fostering Success Program Request
- 2) Earn & Learn Program Request
- 3) Summer Skills Series Incentives
- 4) ILY Milestone Incentives
- 5) LYFT Curriculum Incentives
- 6) NYTD Survey Incentives
- 7) ILY Miscellaneous Milestones

Estimated Timeline – Payments will be processed as quickly as possible upon receipt of a complete and correct ILY Request Form through the Smartsheet workflow. Participants should expect to receive e-cash card incentives within 6 weeks of a correct and complete ILY Request being submitted by DCBS staff. E-Cash card incentives are high-risk transactions that require multiple levels of approvals to mitigate the risk of fraud.

Access to Form - <https://ukcosw.com/3G6mslH>

Entry:

- Requestor Name (Requestor is DCBS employee completing form)
- Requestor Email (Email address for DCBS employee completing form)
- Please select the Purpose for this request:

1) Fostering Success Program Request

- a. *Youth Start-Up Funds Request* – Complete the Participant Name, Item Needed, Item Cost, Purpose, Date Needed, Participant Email Address, and Participant Mailing Address. Any receipts, invoices, emails, or other documents related to the request should be uploaded. NOTE – 1 participant per request with a max of 3 items.
- b. *Other Request* – this category would be used for all other expense requests related to the Fostering Success program. Complete the Vendor Name, Item Needed, Item Cost, Purpose, Date Needed, Vendor Contact, and Vendor Email Address. Any receipts, invoices, emails, or other documents related to the request should be uploaded.
- c. The Program Coordinator will also submit a separate Purchase Request in order to receive approval from the PI.

2) Earn & Learn Program Request

- a. *Youth Start-Up Funds Request* – Complete the Participant Name, Item Needed, Item Cost, Purpose, Date Needed, Participant Email Address, and Participant Mailing Address. Any receipts, invoices, emails, or other documents related to the request should be uploaded. NOTE – 1 participant per request with a max of 3 items.
- b. *Incentives* – Complete the Participant Name, Participant Email Address, Amount of Incentive, Purpose of Incentive, Date Activity Completed/Credential Earned. Any receipts, invoices, emails, or other documents related to the request should be uploaded. NOTE – 1 participant per request with a max of 5 incentives.
- c. *Other Request* – this category would be used for all other expense requests related to the Earn & Learn program. Complete the Vendor Name, Item Needed, Item Cost, Purpose, Date Needed, Vendor Contact, and Vendor Email Address. Any receipts, invoices, emails, or other documents related to the request should be uploaded.

3) Summer Skills Series Incentives

Please upload a spreadsheet that contains the following information:

- Participant Name
- Participant Email Address
- Amount of Incentive
- Date Completed

4) ILY Milestone Incentives

Please upload a spreadsheet that contains the following information:

- Participant Name
- Participant Email Address
- Amount of Incentive
- Milestone Reached (e.g., 18, 19, 20)

5) LYFT Curriculum Incentives

Please upload a spreadsheet that contains the following information:

- Participant Name
- Participant Email Address
- Amount of Incentive
- Date Completed

6) NYTD Survey Incentives

Please upload a spreadsheet that contains the following information:

- Participant Name
- Participant Email Address
- Amount of Incentive
- Type of Survey (e.g., Age 17, Age 19, Age 21, Exit Survey)

7) ILY Miscellaneous Incentives

Complete the Participant Name, Participant Email Address, Amount of Incentive, Purpose of Incentive (i.e., activity completed to earn incentive), Date Activity Completed. Any receipts, invoices, emails, or other documents related to the request should be uploaded. NOTE – 1 participant per request with a max of 5 incentives.