



Forgotten Children's Fund Request Process

- To expedite a prompt response, please use secure e-mail. Most Minnesota counties are on the secure state e-mail hub. Counties that do not use a @co.mn.us suffix on e-mail addresses should send an e-mail requesting a Secure Response to use when making a funding request.
- At a minimum, the funding request must provide:
 - Name and date of birth (DOB) of the child
 - Specificity as to how the grant will be used
 - Reason(s) why another source of funding is not available.
- Do not make requests more than two months prior to the anticipated expenditure date.
- Reimbursements will be limited to a one-time request per child at a maximum of \$300.
- All requests will be screened during the week they are received.
- Staff will review requests and approve, deny or request more information.
- General and specific information about the Forgotten Children's Fund is also available on the [foster care page](#) of the DHS Web site at www.dhs.state.mn.us . It includes how to request reimbursement, how reimbursements are made, and when there are no longer funds available for reimbursement.

February 2009