

*The Suffolk Educational program for Retention
in the Voluntary Emergency Service*



S.E.R.V.E.S.

ADMINISTRATIVE GUIDE

Pursuant to Resolution 818-2002 and 802-207 of the county legislature



**COUNTY OF SUFFOLK DEPARTMENT OF FIRE,
RESCUE AND EMERGENCY SERVICES**

May 2012

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SERVES

Administrative Procedures

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II. Introduction

In most areas of Suffolk County, it is volunteers who respond to fire, rescue, and emergency medical (EMS) emergencies.

In response to this vital need for volunteers, Suffolk County has developed the Suffolk Educational program for Retention in the Volunteer Emergency Services (SERVES) scholarship as an incentive for people to serve in the volunteer emergency services.

The SERVES scholarship program was developed as a way to recruit and retain volunteers in response to a critical need identified by our county's volunteer fire departments and emergency medical services providers.

This program will allow Fire and EMS Volunteers to attain eighty (80) credit hours from Suffolk County Community College (SCCC). In order to ensure that the program is cost-effective; it will be reviewed on a semester-by-semester basis.

In addition to ensuring the safety and security of Suffolk County communities through national standards such as the National Fire Protection Association, reliable and efficient fire protection also equates to lower fire insurance rates. Keeping fire and EMS service costs low in our communities is an important economic development tool and benefits all.

Developed by the Department of Fire, Rescue and Emergency Services, this innovative program is available for full and part time students entering SCCC.

Volunteers under the SERVES scholarship program will be eligible to have partial tuition paid while maintaining their membership as an active member in good standing in one of Suffolk County's volunteer fire companies or EMS providers. There is no limitation as to the academic program the SERVES recruit can enter at any SCCC campus.

A SERVES student/volunteer must maintain volunteer activity and training levels and certain academic objectives during their course of study and must commit to a post-education service obligation of two (2) to five (5) years following the receipt of their total SERVES funding.

This program will have materials printed and supplied countywide by F.R.E.S. through the volunteer emergency services and through the college recruitment outreach efforts of SCCC. In addition, SCCC will construct and maintain a web page (linked to the FRES web page) that will not only supply information and answer frequently asked questions, but will have the required forms downloadable.

Definitions:

SCCC: Suffolk County Community College is referred to as

FRES: Suffolk County Department of Fire, Rescue and Emergency Services is referred to as

Sponsoring Agency or Agency: Any eligible Suffolk County volunteer fire department, volunteer fire company, volunteer fire district, volunteer ambulance corps, volunteer emergency medical service squad as listed in Appendix "A" of this manual.

Chairperson: Any person who serves as the highest title in an administrative capacity in an eligible fire district, fire company Chairperson or volunteer ambulance corps Chairperson of directors, as listed in

Appendix “A” of this manual.

Chief: Any person who serves as the highest title in a primarily operations capacity in an eligible fire department, fire company or volunteer ambulance corps as listed in Appendix “A” of this manual.

Financial Aid: Funds awarded to a student for which no reimbursement is required. (Excludes work-study, Stafford Loan, etc.)

Note: This document may be subject to revision in the event situations are encountered for which there are no current provisions.

III. Acknowledgements

This innovative program is a result of a cooperative and collaborative effort between:

- Suffolk County Fire Rescue and Emergency Services Commission
- Suffolk County Volunteer Recruitment and Retention Committee
- Suffolk County Community College
- Suffolk County Department of Fire, Rescue and Emergency Services

IV. Process Steps

Following are the steps intended to process a student candidate through the SERVES program:

- Step 1:** A candidate completes membership process (if applicable) and SERVES Volunteer Service Commitment Form – indicating course of study and full or part-time goals.
- Step 2:** Upon obtaining the signature of the Sponsoring Agency’s Chairperson the candidate forwards the completed (and notarized) SERVES Volunteer Service Commitment Form by May 1st of each year for the upcoming fall semester to Suffolk County Recruitment and Retention Committee. Each application will be acknowledged by FRES and an approximate date of final determination will be included.
- Step 3:** The Student completes SCCC admissions process (including placement test) and is accepted for enrollment student. The student completes all financial aid forms (i.e. FAFSA) for consideration of eligibility.
- Step 4:** The student/volunteer submits a fully executed SERVES Promissory note that will be provided to each accepted student/volunteer along with a current SERVES Administrative Guide.
- Step 5:** After the May 1 deadline the Suffolk County Recruitment and Retention Committee (whose Members are subject to all appropriate Suffolk County disclosure rules and forms) reviews the Volunteer Service Commitment Form verifies costs, verifies financial aid, and decides on a scholarship award. All applicants will be sent a letter of determination approximately 4-6 weeks after the deadline.
- Step 6:** The student/volunteer granted the award obtains SERVES confirmation from FRES and begins a program of study on a part-time or full-time basis. Students not being approved will receive a decision letter.
- Step 7:** The student/volunteer and SCCC monitors the student’s educational progress throughout the entire program. FRES acts as the clearinghouse to monitor the student’s educational and

volunteer service progress throughout the entire program.

Step 8: The student/volunteer begins service commitment period following degree attainment or reaching the SERVES program cap of eighty (80) credit hours. ***See Service Obligation Section VIII

V. Financial Management

All funds earmarked for SERVES shall be maintained by FRES at all times to ensure available funding for each SERVES participant through this conclusion in the program. The Central Business Office of SCCC shall manage distributing funds to satisfy the student/volunteers' outstanding balance. At the time of an award letter a SCCC deferment of tuition payment will be placed on the student/volunteers' account and shall remain there until such time as tuition is paid by FRES or the student/volunteer fails to comply with requirements contained with this Administrative Guide.

Via the Volunteer Service Commitment Form, the student/volunteer must agree to apply for all other available sources of free financial aid in accordance with the standard Free Application for Federal Student Aid Form (FAFSA), and to use SERVES funds only to supplement any tuition not covered by other sources of free financial aid, and only after other such resources have been exhausted.

FRES will issue a confirmation letter to the student to inform them of their award amount. A copy of this letter will be forwarded to the SCCC Director of Financial Aid to place a SCCC student tuition deferment the award and reflect any balance due SCCC from the student/volunteer.

Upon receipt of the confirmation letter by SCCC, the student's award will be deferred until the total available free financial aid package is determined for the semester covered by the letter.

The SCCC Financial Aid Office and/or Central Business Office will forward an acknowledgement of each SERVES student's financial aid status to FRES prior to the start of each new SERVES academic year.

General Coverage: SERVES funds will be applied to tuition for Fall and Spring semesters only

Full Time: Full-time status is defined as 12 or more credit hours per semester. The total scholarship amount awarded to any full-time student/volunteer under the SERVES program shall not exceed eighty (80) credit hours total. No further scholarship funds will be distributed to a student/volunteer once they have received total SERVES funds equivalent to the cost of tuition for 80 credit hours or once they have attained an associate degree – whichever occurs first.

Withdrawal: *A full-time student/volunteer who withdraws from any course after the start of instruction in any semester will be responsible for immediate reimbursement to Suffolk County of all tuition costs incurred for credits withdrawn from based upon the Completion of a promissory note completed each semester. However, a full-time registered student may convert to part-time study or reduce credit load prior to the start of instruction in any semester (during the SCCC approved add/drop period) without forfeiture of SERVES Funding. Funding may then be distributed as described under "Part Time" below.*

Part Time: Part-time status is defined as fewer than 12 credit hours per semester. The scholarship amount awarded to any part-time student/volunteer under the SERVES program shall be less than the cost of twelve (12) credit hours per semester or eighty (80) credit hours total. No further scholarship funds will be distributed

to a student once they have received total SERVES funds equivalent to the cost of eighty (80) credit hours or once they have attained an associate degree – whichever occurs first.

Withdrawal: *A part-time student/volunteer, who withdraws from any course after the start of instruction in any semester will be responsible for immediate reimbursement to Suffolk County of all tuition costs incurred for credits withdrawn from, based upon the completion of a promissory note completed each semester. However, a part-time registered student/volunteer may convert to full-time study or reduce credit load prior to the start of instruction in any semester during the SCCC approved add/drop period without forfeiture of SERVES funds. Funding will then be distributed as described accordingly or under “Full Time” above.*

FINANCIAL OBLIGATIONS FOLLOWING WITHDRAWAL FROM A CLASS:

Student/Volunteers who withdraw from a class will be subject to the SCCC and SERVES refund policies as referenced above. The SCCC policy is available online through the SCCC webpage. SERVES students have deferred status regarding tuition; therefore any potential refunds will be in the form of a reduction to the tuition expense the subsequent semester. The student/volunteer withdrawing from a class will be responsible for any tuition or fees that are not refunded by SCCC. Any costs not refunded will be deducted from the student’s available SERVES funds for the next semester. In the event that the student/volunteer is not enrolled the following semester, they will be responsible for immediate repayment of these funds to the Suffolk County Treasurer.

FORMS:

The following Forms are attached in Appendix ‘B’ of this procedural manual:

- **Volunteer Service Commitment Form:** Each SERVES candidate and their Sponsoring Agency Chairperson shall complete this form following or concurrent with acceptance into agency membership. This Form addresses the service and financial obligations of all parties to the agreement.
- **Student Promissory Note:** The selected candidate must complete this form each semester guaranteeing repayment to Suffolk County based upon failure to meet obligations.
- **Standard Suffolk County Voucher:** This Form shall serve as authorization for SCCC to withdraw funds from the appropriate scholarship fund account.

The voucher shall indicate the following:

- The maximum number of credit hours or full or part-time semesters to be covered by the voucher
- The appropriate scholarship fund account (001-FRE-3400-4770 or 001-FRE-3414-4560) from which SERVES funds shall be withdrawn and paid to SCCC on behalf of the student/volunteer

FRES will guarantee all student scholarship funds are paid to SCCC.

- **Tracking Form-Sponsoring Agency:** This Form shall be signed by the Sponsoring Agency Chief and used to monitor the student’s volunteer service progress throughout the entire program and NFIRS reporting compliance.
- **Tracking Form-College:** SCCC will forward a copy of each SERVES student’s academic transcripts to FRES at the conclusion of each semester for which SERVES funds were distributed to the student. The transcript shall serve as the College Tracking Form to monitor the student’s academic progress throughout the entire program.

- **Collections:** The Suffolk County Attorney shall handle all collections for scholarship repayment if service and/or academic commitments are not met.

VI. Scholarship Selection Criteria

The program is designed to create a true partnership arrangement between the Sponsoring Agency and the SERVES student/volunteer and to create a system for success. To ensure the overall success of the student, it is imperative that each Sponsoring Agency and each SERVES student/volunteer collaborate on a plan for achieving operational and educational success (balancing commitments at home, work, school and the Sponsoring Agency).

The objectives of the program include:

- Create an administrative process that maximizes the number of sponsoring agency's volunteers and provides for the reasonable successful outcome for the SERVES student/volunteer, the Sponsoring Agency and SCCC.
- Create a selection process that, should funding be limited at the time of selection, quantifies and qualifies the Sponsoring Agency's need for volunteers and verifies both Sponsoring Agency and SCCC pre- qualifications have been met.
- Create a selection process that is objective yet flexible to meet the needs of program.
- Form a true partnership between the Sponsoring Agency and the SERVES student/volunteer.

GENERAL ELIGIBILITY:

A list of eligible Suffolk County volunteer emergency service agencies is attached in Appendix 'A' of this procedural manual.

As outlined in the process steps, the SERVES candidate must not have exceeded a lifetime accumulated 80 credit hours or an Associates Degree from an accredited institution. In addition, the candidate also must meet local membership prerequisites and be accepted into the Sponsoring Agency prior to or concurrent with processing into the SERVES program.

The Sponsoring Agency Chairperson must forward the SERVES nomination (Volunteer Service Commitment Form) to the Suffolk County Recruitment and Retention Committee. The candidate must indicate a major course of study and complete SCCC's admissions process (including placement test) and be accepted for enrollment.

The Sponsoring Agency will affirm on the commitment form and submit an Emergency Services Community Census each year to determine recruitment needs and eligibility.

The Sponsoring Agency (excluding nonaffiliated EMS agencies) must participate in the National Fire Incident Reporting System (NFIRS) by submitting current incident data to the NYS Office of Fire Prevention and Control and possessing an account with the New York State Fire Reporting System.

The Suffolk County Recruitment and Retention Committee will review (with all references to Candidate names deleted) all nominations and other forms to approve or decline scholarship eligibility.

Being accepted into the membership of the Sponsoring Agency and/or being accepted for enrollment at

SCCC does not guarantee the student will be awarded a scholarship under the SERVES program; satisfying these two criteria simply make them eligible for a scholarship.

The SC R&R Committee has developed the following criteria for final scholarship selection:

- Individual Agency (i.e. Applications are reviewed to ensure that at least one volunteer application from each Agency represented in the application pool will be awarded).
- Intra-agency: (i.e. if, based upon the application pool, funding limits require applicants from the same Agency to compete with each other, the student/volunteer with the greatest need based upon the FAFSA Student Aid Report Estimated Family Contribution (SAR EFC) will receive priority).
- Inter-agency: (i.e. if, based upon the application pool, funding limits require applicants from one Agency to compete with another, the student/volunteer with the greatest need based upon the FAFSA SAR EFC) will receive priority.

SPECIAL CONSIDERATIONS:

Preference may be given to candidates for whom matching funds are available from the respective Sponsoring Agency, municipality, fire district, legislative representative and/or corporate sponsors or any combination thereof.

This program also provides an option empowering the Suffolk County Legislature to grant special SERVES scholarships as a recruiting incentive in those circumstances where an extraordinary need or concern for Public safety may indicate that they are appropriate.

Requirements for the Legislature to provide extraordinary grants under SERVES include:

- Clear and obvious need to increase volunteer enrollment for the Sponsoring Agency
- This need must be demonstrated in a letter to the Suffolk County Volunteer Recruitment and Retention Committee and the FRES Commissioner to be submitted by the Chairperson and Chief of the Sponsoring Agency
- Prompt verification of the membership needs of the Sponsoring Agency will be made by the Suffolk County Volunteer Recruitment and Retention Committee and reported to the FRES Commissioner

VII. Scholarship Renewal Criteria

SERVES student/volunteers may be subject to discontinued enrollment at any time due to any and all limitations of funding.

SERVES recruits must maintain volunteer activity and training levels and certain academic objectives during their course of study. SCCC and the Sponsoring Agency will use the SERVES Commitment Letter and Tracking Form for verification that these objectives have been met.

The Sponsoring Agency (excluding nonaffiliated EMS agencies) must affirm on the Agency Tracking form that current NFIRS reporting information has been submitted to the New York State OFPC.

Following each semester the student/volunteer must submit a report of the grades achieved in that semester.

Following the end of each semester, SCCC must forward the College Tracking Form to FRES to verify that the

SERVES student/volunteer has maintained acceptable academic standards during the preceding semester.

The student/volunteer must provide FRES with their Original Bill (photocopies are not accepted) within five (5) business days of receipt from SCCC.

Use of the SERVES Agency Tracking Form will continue after the candidate has achieved their educational objectives to ensure that their service obligation has been satisfied.

VIII. Service Obligation

OBLIGATION DURING ENROLLMENT AT SCCC:

SERVES candidates must maintain acceptable volunteer activity and training levels and certain academic objectives during their course of study. Meeting these objectives will be verified by the Sponsoring Agency on the Agency Tracking Form and by SCCC on the College Tracking Form Within fifteen (15) days following the end of each semester on a semester-by-semester basis.

TERMINATION DURING ENROLLMENT AT SCCC:

Failure to meet acceptable volunteer activity levels and/or a cumulative grade point average (g.p.a.) of 2.0 or higher for any semester in which the student received funding from this scholarship program will immediately terminate the student from the SERVES program and will relieve the candidate of any associated service obligations to the sponsoring agency. The student must, based upon a promissory note executed each semester, reimburse the County of Suffolk all SERVES funds received for all semesters attended to date under the SERVES program. The student will not receive any further SERVES funds and no further confirmation letters will be issued.

Complete withdrawal from SCCC during a given semester will automatically terminate the student from the SERVES program and will relieve the candidate of any associated service obligations to the Sponsoring Agency related to the semester withdrawn from. The student must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. The student will not receive any further SERVES funds and no further confirmation letters will be issued.

CONTINUING EDUCATION AFTER ENROLLMENT AT SCCC:

A SERVES student/volunteer, who end their time at SCCC may for one-time only, choose to continue their full-time education. A SERVES student will be permitted to defer service requirements if they attend a four year school as a non-commuter student and/or receive an agency leave for a period no more than September through May each year.) Such a request must be submitted in writing to the Department of Fire, Rescue and Emergency Services within six months of termination of attendance at SCCC. If approved, the SERVES student/volunteer must provide a copy of their schedule and report card for each semester. Such a deferment of service would be on a one time only basis, be continuous and conclude within 3 years of the date of approval. This approved deferment provision will in no way add or delete from the service obligation listed in this Administrative Guide. Failure to adhere to these conditions will result in the immediate restoration of service obligation requirements or the repayment of any outstanding balance due to Suffolk County. **Note:** that a continuing education SERVES student/volunteer can choose to remain an active member and begin the service obligation period immediately in accordance with this Administrative Guide.)

ENLISTMENT AFTER ENROLLMENT AT SCCC:

A SERVES student/volunteer, who ends his/her time at SCCC may choose to enlist in the armed services. A SERVES student will be permitted to defer service requirements during any period of ACTIVE DUTY. Such a request must be submitted in writing to the Department of Fire, Rescue and Emergency Services within 15 days of the signing of an Enlistment Contract with a copy of their Department of Defense Form 4 (DD-4). If approved, the SERVES student/volunteer must provide a copy of their Leave and Earnings Statement (LES) annually every June to verify continuous active duty status. Such a deferment would be continuous and would conclude upon change of status to inactive duty or separation from the armed services. This approved deferment provision will in no way add or delete from the service obligation listed in this Administrative Guide. Failure to adhere to these conditions will result in the immediate restoration of service obligation requirements or the repayment of any outstanding balance due to Suffolk County. **Note:** An enlisted SERVES student/volunteer can choose to remain an active member and begin the service obligation period at any point while on extended leave or inactive status from the armed services in accordance with this Administrative Guide).

No provision for termination appeal, grace periods or reinstatement exists under these guidelines.

POST EDUCATION OBLIGATION:

Forty-six (46) to eighty (80) credit hours	Five (5) years following the receipt of total SERVES funds
Thirty-one (31) to forty-five (45) credit hours	Four (4) years following the receipt of total SERVES funds
Sixteen (16) to thirty (30) credit hours	Three (3) years following the receipt of total SERVES funds
One (1) to fifteen (15) credit hours	Two (2) years following the receipt of total SERVES funds

NOTE:Service obligations are required regardless of associate degree attainment.

IX. Financial Obligation

OBLIGATION DURING ENROLLMENT AT SCCC:

SERVES scholarship holders must maintain acceptable volunteer activity and training levels and certain academic objectives during their course of study. Meeting these objectives will be verified by the Sponsoring Agency on the Agency Tracking Form and the student on the College Tracking Form on a semester-by-semester (non-cumulative) basis. Meeting these objectives will result in Suffolk County’s fulfillment of the student’s scholarship award commitment for that semester.

TERMINATION DURING ENROLLMENT AT SCCC:

Failure to meet acceptable volunteer activity levels and/or a cumulative grade point average (g.p.a.) of 2.0 or higher for any semester in which the student received funding from this scholarship program will immediately terminate the student from the SERVES program and will relieve the candidate of any associated subsequent service obligations to the sponsoring agency. The student must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. They will not receive

any further SERVES funds and no confirmation letters be issued.

Complete withdrawal from SCCC during a given semester will automatically terminate the student from the SERVES program and will relieve the candidate of any associated subsequent service obligations to the Sponsoring Agency related to the semester withdrawn from. The student must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. They will not receive any further SERVES funds and no further confirmation letters will be issued.

No provision for termination appeal, grace periods or reinstatement exists under these guidelines.

POST EDUCATION TERMINATION:

At any time following the completion of a student’s educational objectives and during their service obligation period a student may be immediately terminated from the SERVES program for the following reasons:

- Failure to meet acceptable volunteer activity levels as determined by the Sponsoring Agency
- Changing their membership classification in the Sponsoring Agency from active to inactive status
- Quitting or otherwise forfeiting membership in the Sponsoring Agency
- Termination or expulsion from membership in the Sponsoring Agency

If a SERVES student is terminated due to any of the conditions listed above, they must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. No provision for termination appeal, grace periods or reinstatement exists under these guidelines.

Under special circumstances, the reimbursement of SERVES scholarship funds by the student may be pro-rated according to the following schedule:

TERMINATION	REIMBURSEMENT
During SCCC enrollment	Full reimbursement of all Scholarship funds received for all semesters attended to date under the SERVES program.
Within one year following the receipt of total SERVES funds equivalent to the cost of tuition for 80 credit hours.	Full reimbursement of all scholarship funds received for all semesters attended to date under the SERVES program
One year following the receipt of total SERVES funds equivalent to the cost of tuition for eighty (80) credit hours semesters or following the attainment of an associate degree-but less than two years.	Reimbursement of 4/5 of all scholarship funds received for all semesters attended to date under the SERVES program.
Two years following the receipt of total SERVES funds equivalent to the cost of tuition for eighty (80) credit hours or following the attainment of an associate degree-but less than three years	Reimbursement of 3/5 of all scholarship funds received for all semesters attended to date under the SERVES program
Three years following the receipt of total SERVES funds equivalent to the cost of tuition for eighty (80) credit hours or following the attainment of an associate degree-but less than four years	Reimbursement of 2/5 of all scholarship funds received for al semesters attended to date under the SERVES program
Four years following the receipt of total SERVES funds equivalent to the cost of tuition for eighty (80) credit hours or following the attainment of an associate degree-but less than five years	Reimbursement of 1/5 of all scholarship funds received for all semesters attended to date under the SERVES program

SPECIAL CONSIDERATIONS:

Under exceptional circumstances, and with good cause provided in writing by the student the Suffolk County Volunteer Recruitment and Retention Committee and the FRES Commissioner may grant approval for a one (1) time only break in studies for a maximum period of one (1) semester. During this period, the student must continue to meet all agency responsibilities and submit documentation via the Agency Tracking Form for that semester.

Should a SERVES student apply for permanent disability status either in the enrollment or post-enrollment period of program participation, upon service via certified or overnight mail, of a copy of the completed New York State Office of Temporary and Disability (NYSOTDA) Assistance application and supporting documentation upon the Suffolk County Office of Fire Rescue Emergency Services (FRES), a six month deferment pending a final decision by the New York State Office of Temporary and Disability Assistance, Division of Disability Determinations shall be granted. If a permanent disability be determined, all current service requirements or outstanding balances due to Suffolk County shall no longer be an obligation of the SERVES student. It shall be the responsibility of the SERVES student, within twenty (20) days of the receipt of the final decision to serve, upon the Suffolk County Office of Fire Rescue Emergency Service, via certified or overnight mail, a copy of the NYSOTDA final decision. Failure to provide a copy of the final NYSOTDA decision within twenty (20) days of the receipt of the decision may, absent good cause, result in a denial of the application.

Under exceptional circumstances, and with good cause shown, the Suffolk County Volunteer Recruitment and Retention Committee and the FRES Commissioner may request the approval of the County Legislature of a waiver of partial or full reimbursement of all scholarship funds received to date due to a negative termination from the scholarship program.

This empowerment may be enacted only where extraordinary circumstances exist preventing the student from fulfilling their reimbursement obligation under this program.

Requirements for the reimbursement waiver under SERVES include:

- This extraordinary circumstance must be demonstrated in a letter to the Suffolk County Volunteer Recruitment and Retention Committee and the FRES Commissioner to be submitted by the student and/or their parent/guardian.
- This extraordinary circumstance must be supported in a letter to the Suffolk County Volunteer Recruitment and Retention Committee and the FRES Commissioner to be submitted by the Chief and Chairperson of the Sponsoring Agency.
- The Suffolk County Recruitment and Retention Committee shall review this circumstance and a recommendation shall be made to the FRES Commissioner who shall make the final recommendation to the Legislature for a decision.

Under exceptional circumstances the Suffolk County Volunteer Recruitment Committee and the FRES Commissioner reserve the right to discontinue funding for cause. If such a decision is made they shall notify the student in writing at least thirty (30) days prior to the start of the next semester. The student who has not completed their studies will then be obligated to their Sponsoring Agency as follows.

FUNDING	OBLIGATION
Receipt of total SERVES funds equivalent to the cost of:	
Forty-six (46) to eighty (80) credit hours	Five (5) years following the receipt of total SERVES funds
Thirty-one (31) to forty-five (45) credit hours	Three (3) years following the receipt of total SERVES funds
Sixteen (16) to thirty (30) credit hours	Two (2) years following the receipt of total SERVES funds
One (1) to fifteen (15) credit hours	Two (2) years following the receipt of total SERVES funds

X. Notification

Within fifteen (15) days following the end of a semester, the student/volunteer must notify FRES and the Sponsoring Agency that they have satisfied all of their part or full time educational objectives and wish to discontinue their SERVES scholarship and begin fulfillment of their service obligation.

Within fifteen (15) days of receipt of this notice, the student volunteer must forward an updated Agency Tracking Form to FRES indicating the same.

If a student is terminated from Sponsoring Agency membership the Sponsoring Agency Chief must forward an updated Tracking Form to FRES indicating the same.

Once the student has made notification that they have satisfied their part or full time educational objectives, they will not receive any further SERVES funds and no further confirmation letters will be issued.

SPECIAL CONSIDERATIONS:

SERVES recruits may terminate their membership with the Sponsoring Agency and make membership application to another eligible Suffolk County emergency services agency for the purpose of satisfying their service obligation. A grace period of ninety days (90) days will be allowed between the terminations of one membership and the start of another.

XI. Program Monitoring

The student and the Sponsoring Agency Chief will monitor the student's volunteer service progress on a semester-by-semester (non-cumulative) basis throughout the entire program.

The student and SCCC will monitor the student's educational progress on a semester-by-semester (non-cumulative) basis throughout the entire program.

FRES will act as the clearinghouse for all inquiries and documentation regarding the SERVES program and its participants, and to monitor the student's educational and volunteer service progress on a semester-by-semester (non-cumulative) basis throughout the entire program.

At the end of a student's participation in the SERVES program, FRES will issue a letter of confirmation to the student, Sponsoring Agency and SCCC upon receipt of all appropriate documentation indicating that all academic and volunteer service obligations have been met.

All applicable local, state or federal laws and regulations shall supersede the procedures and conditions outlined in this administrative guide. These guidelines are subject to change without notice.

Appendix 'A' – Eligible Emergency Services Agencies

DEPARTMENT	ZIP	PHONE	DEPARTMENT	ZIP	PHONE
Amagansett Fire Department	11930	631-267-3300	Huntington Fire Department	11743	631-427-3030
Amityville Fire Department	11701	631-693-9081	Huntington Manor Fire Dept	11746	631-427-1629
Babylon Fire Department	11702	631-669-1600	Islip Fire Department	11751	631-581-9885
Bay Shore Fire Department	11706	631-665-4227	Islip Terrace Fire Department	11752	631-581-7350
Bayport Fire Department	11705	631-472-0641	Jamesport Fire Department	11947	631-722-3817
Bellport Fire Department	11713	631-286-0273	Kings Park Fire Department	11754	631-269-6846
Blue Point Fire Department	11715	631-363-6310	Kismet Fire Department	11718	631-583-7787
Bohemia Fire Department	11716	631-589-2555	Lakeland Fire Department	11779	631-588-8373
Brentwood Fire Department	11717	631-273-7080	Lindenhurst Fire Department	11757	631-957-7530
Bridgehampton Fire Dept	11932	631-537-0336	Manorville Fire Department	11949	631-878-6614
Brookhaven Fire Department	11719	631-286-0661	Mastic Beach Fire Department	11951	631-281-9840
Center Moriches Fire Dept	11934	631-878-0089	Mastic Fire Department	11950	631-281-2022
Centereach Fire Department	11720	631-588-8652	Mattituck Fire Department	11952	631-298-8833
Centerport Fire Department	11721	631-261-5916	Medford Fire Department	11763	631-475-0411
Central Islip Fire Department	11722	631-234-9145	Melville Fire Department	11747	631-423-2635
Cherry Grove Fire Department	11782	631-597-6697	Middle Island Fire Department	11953	631-924-3116
Cold Spring Harbor Fire Dept	11724	631-692-6772	Miller Place Fire Department	11764	631-473-2202
Commack Fire Department	11725	631-499-6690	Montauk Fire Department	11954	631-668-2961
Copiague Fire Department	11726	631-842-5566	Mount Sinai Fire Department	11766	631-473-2418
Coram Fire Department	11727	631-732-5733	Nesconset Fire Department	11767	631-265-1428
Cutchogue Fire Department	11935	631-734-6907	Nissequogue Fire Department	11780	631-862-7410
Davis Park Fire Department	11772	631-597-6024	North Amityville Fire Dept	11701	631-789-2982
Deer Park Fire Department	11729	631-667-3547	North Babylon Fire Dept	11703	631-669-0419
Dix Hills Fire Department	11746	631-499-7363	North Lindenhurst Fire Dept	11757	631-226-9783
E. Farmingdale Vol. Fire Co.Inc	11735	631-249-0474	North Patchogue Fire Dept	11772	631-475-1788
E. Brentwood Fire Department	11717	631-273-4560	North Sea Fire Department	11969	631-283-3629
E. Hampton Fire Department	11937	631-324-0124	Northport Fire Department	11768	631-261-7504
East Islip Fire Department	11730	631-581-9768	Ocean Bay Park Fire Dept	11770	631-583-7155
East Marion Fire Department	11939	631-477-0539	Ocean Beach Fire Department	11770	631-583-7500
E. Moriches Fire Department	11940	631-878-0772	Orient Fire Department	11957	631-323-2445
E. Northport Fire Department	11731	631-261-0360	Patchogue Fire Department	11772	631-475-1225
E. Quogue Fire Department	11942	631-653-5101	Point-O-Woods Fire Dept	11706	631-583-7124
Eastport Fire Department	11941	631-325-0464	Port Jefferson Fire Dept	11777	631-473-8910
Eatons Neck Fire department	11768	631-757-5662	Quogue Fire Department	11959	631-653-4620
Fair Harbor Fire Department	11770	631-583-8178	Ridge Fire Department	11961	631-924-3256
Farmingville Fire Department	11738	631-732-6611	Riverhead Fire Department	11901	631-727-2751
Fire Island Pines Fire Dept	11782	631-597-6860	Rocky Point Fire Department	11786	631-744-7155
Fishers Island Fire Department	06390	631-788-7375	Ronkonkoma Fire Department	11779	631-588-8204
Flanders Fire Department	11901	631-727-0758	Sag Harbor Fire Department	11963	631-725-0057
Gordon Heights Fire Dept	11727	631-732-3792	Saltire Fire Department	11706	631-583-9507
Great River Fire Department	11739	631-277-5837	Sayville Fire Department	11782	631-589-0189
Greenlawn Fire Department	11740	631-261-9103	Selden Fire Department	11784	631-732-1234
Greenport Fire Department	11944	631-477-9801	Setauket Fire Department	11733	631-941-4900
Hagerman Fire Department	11772	631-286-9610	Shelter Island Fire Department	11964	631-749-0184

Halesite Fire Department	11743	631-427-1910
Hampton Bays Fire Department	11946	631-728-9191
Hauppauge Fire Department	11788	631-265-2499
Holbrook Fire Department	11741	631-588-0099
Holtsville Fire Department	11742	631-475-5238

Smithtown Fire Department	11787	631-265-1503
Sound Beach Fire Department	11789	631-744-2151
Southampton Fire Department	11969	631-283-0072
Southold Fire Department	11971	631-765-3385
Springs Fire Department	11937	631-324-9811

DEPARTMENT	ZIP	PHONE
St. James Fire Department	11780	631-584-5760
Stony Brook Fire Department	11790	631-751-0460
Terryville Fire Department	11776	631-473-1224
Wading River Fire Department	11792	631-929-4340
West Babylon Fire Department	11704	631-669-9822
West Islip Fire Department	11795	631-661-6440
West Sayville Fire Department	11796	631-567-9464
Westhampton Beach Fire Dept	11978	631-288-1255
Wyandanch Fire Department	11798	631-643-9431
Yaphank Fire Department	11980	631-924-3200

AGENCY	ZIP	PHONE
Bay Shore Ambulance	11706	631-666-7610
Brentwood Ambulance	11717	631-273-3701
Central Islip Ambulance	11722	631-582-4963
Commack Ambulance	11725	631-499-9342
Community Ambulance	11782	631-567-2586
East Hampton Ambulance	11937	631-324-0124
East Moriches Ambulance	11940	631-878-4666
Exchange Ambulance	11730	631-581-3151
Flanders Ambulance	11901	631-727-6930
Hampton Bays Ambulance	11946	631-728-1222
Huntington Community	11746	631-421-1263
Manorville Ambulance	11949	631-878-6333
Mastic Ambulance	11950	631-281-4357
Mastic Beach Ambulance	11951	631-399-1376
Medford Vol. Ambulance	11763	631-758-3534
Patchogue Amb. Company	11772	631-475-5490
Port Jefferson Ambulance	11777	631-473-1367
Riverhead Ambulance	11901	631-727-1686
Sag Harbor Ambulance	11963	631-725-0222
Shelter Island Ambulance	11964	631-749-1308
Shirley Community Ambulance	11967	631-399-5380
South Country Ambulance	11719	631-286-3400
Southampton Village Amb	11969	631-287-0558
Southampton Volunteer Amb.	11969	631-283-0325
Stony Brook Ambulance	11794	631-632-6737
Westhampton Ambulance	11978	631-728-1760
Wyandanch Ambulance	11798	631-491-3234

SERVES

Volunteer Service Commitment

Sponsored by: Suffolk County Department of Fire, Rescue and Emergency Services

Sponsoring Agency:			
Agency Address:			
Candidate Name:			
Candidate SS #:			
Candidate Address:			
Candidate Phone #:			
Total Lifetime Credit Hours Earned:			
Email Address:		Student Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Course of Study:			
SCCC ID#:			

- As A SERVES Volunteer for the Sponsoring Agency, I agree to the following: _____
- I agree to apply for all available sources of financial aid via the standard FASA form and will use SERVES funds only to supplement any costs not covered by other sources of free financial aid, and only after other such resources have been exhausted.
 - I acknowledge that I will be required to reimburse Suffolk County "SERVES" for any and all funds received under the SERVES program in the event that I do not fulfill my volunteer service commitment and/or maintain academic standards as established in the SERVES administrative manual.
 - As a SERVES Student, I agree to fulfill a service obligation as outlined in the Administrative Procedures Guide according to my attendance status at SCCC and the total amount of SERVES funds received throughout my participation in the program.
 - I fully acknowledge and agree to fulfilling the sponsoring agency's volunteer activity and training requirements prior to, during, and following my course of study through the end of my service obligation.
 - In conjunction with the sponsoring agency, I will establish a plan for achieving success under the SERVES program by balancing my commitments at home, work, school and the sponsoring agency.
 - I will fulfill my duties to the sponsoring agency as outlined in my job description, and when unable to perform my required duties notify my immediate supervisor as soon as possible.
 - I authorize SCCC to release my, financial aid history (specifically, the US Dept. of Education's National Student Loan Data System), academic records and financial aid status to the sponsoring agency and/or Suffolk County Fire Rescue and Emergency Services while I am subject to the conditions of the SERVES program.
 - I declare that I am a member of the Sponsoring Agency.

_____, being duly sworn, deposes and says:
(Print Name of Student/Volunteer)

1. I am the member of _____.
(Name of Agency)

I certify that I have complied, in good faith, with the requirements of the Suffolk Educational program for Retention in the Voluntary Emergency Service (SERVES) under the SERVES Administrative Guide and further authorize the Suffolk County Department of Fire, Rescue and Emergency Services to make any and all inquiries to Suffolk County Community College, on my behalf, concerning my past, present and future educational status and of my status within the _____
(Name of Agency).

(Signature of Student/Volunteer or Parent)

Sworn to before me this ____ day

of _____, 20____

(Notary Public)

I _____ (Chairperson) of the _____ (Agency) due hereby affirm and acknowledge that _____ (Name of student/volunteer) is a member in good standing within this agency. I further acknowledge that this agency will play an active role in meeting the total needs of the student volunteer and provide the Suffolk County Department of Fire, Rescue & Emergency Services with all items requested from the SERVES Administrative Guide, the Suffolk County Recruitment & Retention Program and items related to volunteer reporting contained in the Staffing for Adequate Fire and Emergency Response (SAFER) program, including but not limited to the submission of current NFIRS reporting data to the New York State Office of Fire Prevention and Control if applicable to my agency.

Chairperson Signature-Sponsoring Agency

Date

SERVES

Sponsoring Agency Tracking Form

Sponsored by: Suffolk County Department of Fire, Rescue and Emergency Services

Sponsoring Agency:	«Agency»	
Volunteer Name:	«FirstName» «MiddleName» «Last__Name»	
Volunteer SS #:	«Social_Security»	
Phone#-	Service Obligation:	Years
<i>As an authorized representative for the sponsoring agency, I acknowledge by my signature below that the SERVES Volunteer has satisfied his/her service obligation to the sponsoring agency in regards to activity, training and other requirements during the period indicated AND that the Agency, (excluding nonaffiliated EMS agencies) has supplied OFPC with the most current NFIRS reporting data required.</i>		
Semester #1:	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:2011	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Semester #2:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Semester #3:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:____	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Semester #4:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:____	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Year #1		<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Year #2		<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Year #3		<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Year #4		<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Year #5		<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: ____
	<i>Authorized signature & date</i>	Printed Name and Title
Reason or Termination		
	Printed Name and Title	

I agree to supply the Department of Fire, Rescue and Emergency Services with all financial information as required to complete the program. I also, authorize SCCC to release financial aid information and transcripts to the Department of Fire, Rescue Emergency Services.

Applicant

Signature of Parent if Applicant is 18 yrs or under