SUBMITTING HOLIDAY RECEIPTS FOR REIMBURSEMENT

DCS will reimburse foster families for holiday purchases for foster children placed in your home. The following guidelines apply:

- Child must be in your home as a placement on December 25
- There is a $50.00 limit per foster child
- Receipts must be submitted to Susan Peterson at Adult & Child by February 15, 2015 in order to be considered for reimbursement. Receipts may be submitted via US mail, FAX or e-mail.
  FAX: 317-632-6149  E-Mail: speterson@adultandchild.org
  Mail: 603 E. Washington Street, Indianapolis, IN 46204

*Please note: some receipts may not FAX or scan well and could be unreadable when received.*

- Receipts must clearly show the following:
  - Name of retailer
  - Date of purchase
  - Item(s) purchased
  - Amount of purchase
  - Proof of payment

*Any receipts that do not have the above information will be returned to the foster family.*

All receipts submitted with the above information will be reimbursed by Adult & Child on the following month’s per diem deposit/check.

Please note: Allowable items include but are not limited to toys, video games or other electronics, salon services, clothing, jewelry, sporting equipment, birthday party, tickets to an event, etc. **Items not allowable are: piercings, tattoos, tobacco products, alcoholic products or beverages, firearms/weapons, fireworks, lottery tickets, gift cards (gas, visa, Wal-Mart, etc.), cash, checks or money orders.**

Receipts for birthday purchases may also be submitted for reimbursement using the above guidelines with the following differences:

- The child must be in the home as a placement on the child’s birthday
- Birthday receipts must be submitted for reimbursement by the 15th of the month following the child’s birthday.