

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 Kathy Rinks at Adult & Child by February 15 in order to be considered for reimbursement. Receipts may be submitted via US mail, FAX or e-mail.
FAX: 317-632-6149 E-Mail: krinks@adulthoodandchild.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.