

FAMILY SUPPORT REIMBURSEMENT INSTRUCTIONS

Family Support funds will be administered by the CDDO for individuals who have received a Family Support allocation.

Family Support recipients will receive a Family Support Reimbursement packet. The packet should include:

- W-9 form
- Sedgwick County Vendor Application form
- Sedgwick County Vendor Application sample form
- Instructions for completing forms
- Authorization for ACH Deposit of Vendor Payment
- Family Support Reimbursement Instructions
- Family Support order forms

Families may choose to purchase items and be reimbursed or have the CDDO purchase the items.

Reimbursement:

In order to be reimbursed for Family Support purchases a W-9 form and Sedgwick County Vendor Application forms must be completed and submitted to the CDDO prior to receipts being processed. Application forms may be faxed to 316-660-4894, attention Operations. Recipients must submit store receipts for approved purchases. (Copies of store receipts may be submitted.) Receipts can be faxed to 316-660-4894, attention Operations, mailed or emailed to CDDOFinance@sedgwick.gov. Receipts should be dated no earlier than the date of approval. Items must be purchased and receipts dated between the Funding Start and End Dates listed on the Funding Plan. Receipts will be accepted no later than 15 days past the Funding End Date listed on the Funding Plan.

Requests for payment submitted to the CDDO will be processed within 5 business days of receipt. Please allow approximately 3 weeks for payment.

CDDO Purchase:

If you choose for the CDDO to purchase items for you, you will **not** need to complete the W-9, Vendor Application or Authorization for ACH Deposit. To place an order, you will need to complete the Family Support Order Form. When possible, it is preferred you order at least a 3 month supply of items such as diapers, wipes, nutritional supplements, etc. Please allow 5 business days for your order to be processed. At times items may need to be purchased directly from the store by the CDDO. You will be notified when these items are available for pick-up. Family Support Order Forms will be mailed to you once you receive an allocation and you may also download the form from our website at www.sedgwickcounty.org/cddo/.

Please contact Judy Aldrich with payment questions 316-660-7630, CDDOFinance@sedgwick.gov