

**The Arc Williamson County
Family Support Program
GUIDELINES FOR REIMBURSEMENT**

We can only reimburse you for resources related to the person's disability.

The SERVICE must be provided between July 1, 2023 and June 30, 2024.

All requests must be submitted by May 1, 2024 unless otherwise stated to the coordinator.

Examples of resources that CAN be reimbursed:

- **Medicine and medical related bills**
- **Transportation to and from medical and non-medical appointments (request a Travel Log Form to fill out)**
- **Respite/personal assistance care (request an In-Home Services Form to fill out)**
- **Vehicle modifications**
- **Specialized equipment, supplies, nutrition, or clothing**
- **Summer camp**

Examples of resources that CANNOT be reimbursed:

- **Mortgage payments, rent, electricity (unless needed to operate medical equipment and we have a doctor's statement)**
- **Grocery bills (unless on a specialized diet), automobile repairs (unless first approved by the local council)**
- **Clothing (other than special made clothing due to a disability).**

Specific Reimbursement Requests:

- **In-home (respite) services - you must contact Alex to get the correct respite form to use or download it from our website at www.thearcwc.org. We must have ALL information filled out.**
- **Prescriptions - we must have the print-out with the individual's name on it.**
- **I-pad or computer - we must have a letter from a doctor or therapist stating that it is needed for communication.**

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*****We must have PROOF that you have paid a bill or paid for an item and it must be clear/readable. If it is an item that you have ordered, we must have proof that it has been shipped.**

*****We CAN pay a provider/bill directly if needed, just indicate that on the Invoice for Payment Form.**

*****You MUST attach a copy of the bill or invoice that is dated, clear and legible.**

*****If it is a receipt with multiple items on it, please CIRCLE those items that you are asking for reimbursement for. Please DO NOT use a highlighter.**

*****You may mail, fax, or e-mail the invoice for payment form with receipts.**

*****It is your responsibility to keep up with your Family Support Balance.**

*****Direct Deposits or Checks will be issued within 10 business days of receipt.**

