

Universal Reimbursement Application Packet Checklist

Please Read Before Mailing your Application Packet

- Did you complete both pages of the *Universal Reimbursement Request* application? **Please do not leave any blanks.**
- Did you clearly state the service/items for which you are requesting reimbursement? Please review the attached “**FAMILY SUPPORT SERVICES REIMBURSEMENT GUIDELINES**” carefully to ensure your expected expense is qualified.
- Did you clearly state the amount of reimbursement you are requesting from
 - January 1, 2019 – December 31, 2019? (Up to \$ 1,000)
- Did you attach proof of eligibility for OPWDD services? Your application **WILL NOT BE REVIEWED** by our committee without this.
- Please submit your application as soon as possible. Even if you do not have receipts yet. If you are approved, the funds will be held for you and receipts can be submitted at a later date.