

Guidelines for Requests

- In addition to spending money that is being received, clients may request extra money if their finances allow. This is called a 'request' and may be documented on the quickreport as an "ARF" (Additional Request for Funds)
- In order to get a request, all bills must be paid for that month.
- We allow up to three requests, not to exceed \$300.00. Requests can be done in increments of \$100.00
- If there is a 'spend down', we need a receipt from a store of your choice and a check will be made payable to the store for that exact amount. Receipts will be required in these instances.
- Requests can be made via telephone call, email, fax, or in person.
- If 3 requests have been given or a total of \$300.00 in requests in a months time have been given, no other requests can be done.
- Exceptions- There is only one exception for additional requests and that is for medication. This exception will only be considered if a prescription is presented.
- If an emergency arises, please provide appropriate documentation to support why more funds are needed and it will be considered by the Account Manager or our front desk 'Charge' person.