



## Quick and Successful Micro-Grant Reimbursements

There are some purchases that micro-grant staff are not able to make on your behalf. These include costs for services, training, most accreditation fees, subscriptions, memberships, etc. For these items, you should make the initial purchase and submit documentation to receive reimbursement.

**Reimbursements may take up to 4-6 weeks once all documents are submitted. However, there are some things you can do to speed up the process and make it a positive experience.**

1. Sign up for ACH payments. Include your email in the signature box on your Purchase Plan. You will receive an invitation to create a free receivables account with Bill.com. Once you have done this, you can request ACH reimbursement on your Check Request form. This can save up to one week in arrival time!
2. Collect all required documents and submit them together. Only send documents once you have everything collected. You may only make one reimbursement submission per grant year. Here are the documents you will need:

### For all purchases

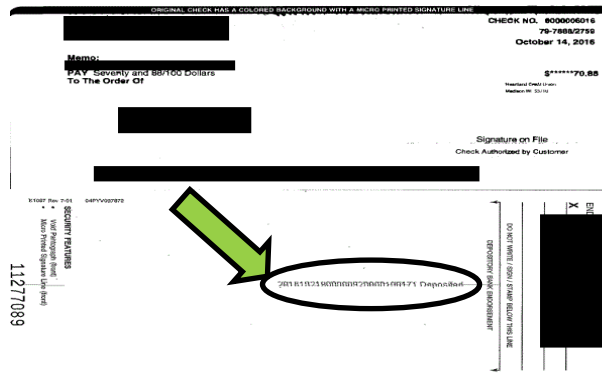
- Complete the *Check Request* form. This form is available from your Technical Consultant, and may be returned, along with all supporting documentation, to either your TC or micro-grant staff.
- You must provide proof of payment in the form of a printed receipt (no handwritten items).\* Your receipt must contain the following information:
  - ✓ Vendor name
  - ✓ Date of purchase
  - ✓ Individual item name or description and cost for each item purchased
  - ✓ Total price
  - ✓ Indication of payment (e.g., marked “paid” or showing method of payment)

Youngstar Micro-Grant Reimbursement Check Request		Youngstar Service Year:																																																													
<p>Complete this form and send it, along with all reimbursement documents, to:            Youngstar Micro-Care, Training &amp; Technical Association            700 Raymond Drive, Suite 6, Madison, WI 53711            Email: <a href="mailto:youngstar@youngstarwisconsin.org">youngstar@youngstarwisconsin.org</a>            Fax: (608) 441-6398</p>																																																															
Program Name		Preferred Method of Contact:																																																													
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Program Contact Name		<input type="checkbox"/> Phone Number																																																													
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<p><b>Section I: Other—Improvements to the physical environment, accreditation fees, Registry certificates, other pre-approved purchases.</b></p> <p>List Each Reimbursement Requested (by Receipt #—codes from Appendix #102-20)</p> <table border="1"> <thead> <tr> <th>Receipt #</th> <th>Description</th> <th>Amount Requested</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr> <td colspan="2">Total Reimbursement Amount</td> <td>\$</td> </tr> </tbody> </table> <p>Disregard Priority of Payment! Reimbursement documents, credit card statements, bank statements, order forms/online cards, check stubs or copies of the front only of a check.</p> <p>I have been informed that my reimbursement check will come from Bill.com and that I may receive a confirmation email that my check is being processed.</p> <p><input type="checkbox"/> OR</p> <p><input type="checkbox"/> I would like to receive reimbursement via ACH. I have set up my free receivables account with Bill.com.</p> <p>Program Contact Signature: _____ Date: _____</p> <p>*Please have a copy of this form and all supporting documents in your account.</p> <table border="1"> <thead> <tr> <th rowspan="2">Receipt #</th> <th rowspan="2">Name of Vendor/Company</th> <th colspan="4">Receipt Checked</th> </tr> <tr> <th>Date of Purchase</th> <th>Description of Item or Service</th> <th>With Photos of Total</th> <th>Shows Payment</th> </tr> </thead> <tbody> <tr><td>Receipt #1</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Receipt #2</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Receipt #3</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Receipt #4</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Receipt #5</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>			Receipt #	Description	Amount Requested	1			2			3			4			5			Total Reimbursement Amount		\$	Receipt #	Name of Vendor/Company	Receipt Checked				Date of Purchase	Description of Item or Service	With Photos of Total	Shows Payment	Receipt #1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receipt #2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receipt #3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receipt #4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receipt #5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**\*Please do not submit copies of bank or credit card statements.**

### For professional development (trainings, credit-based courses, conferences, Registry fees)

- Instead of a receipt, you may submit a copy of the front and back of a processed check (one that has cleared the bank) as proof of payment.



- Along with the Check Request and proof of payment, you must also provide proof of full attendance. (We are not able to reimburse for cancellations or no-shows.) Proof of attendance can be supplied through one of the following:
  - ✓ Certificates
  - ✓ Registry Event ID (micro-grant staff can verify through the roster)
  - ✓ Copy of transcript (for credit-based courses)

3. Be sure you let us know if you prefer ACH or check. If you choose to receive payment via check, be sure to list on the Check Request form to whom the check should be made out and the correct address and person to send it to. Note: Checks for Group, School-Age, and Track 4 Programs must be made out to a business name, not an individual. The envelope will look like this when it arrives:



4. Deposit the check within 90 days of receipt. Any check not cleared after 90 days will expire and need to be reissued. This may take an extra few weeks.
5. If you have not heard from us within 6 weeks of submission, please contact us or your Technical Consultant!

***For additional information, contact your Technical Consultant or the Micro-Grant Program:***



**YoungStar Micro-Grant Program**  
**Supporting Families Together Association**  
700 Rayovac Drive, Suite 6. Madison, WI 53711  
[microgrants@supportingfamilies.together.org](mailto:microgrants@supportingfamilies.together.org)  
(608) 443-4310