

ROCHESTERWORKS!

Supportive Services Documentation for Customers in Training

All supportive service requests must be accompanied by receipts, cancelled checks, bank statements or other evidence of payment prior to reimbursement by RochesterWorks, Inc. Please see the below guidelines before submitting your request.

Housing

Rental costs or mortgage payments may be covered with applicable financial back-up documentation such as cancelled check, receipt from provider, copy of payment/coupon stub or bank/credit card statement. Documentation must include information indicating to whom payment was made, actual amount paid and date of payment.

Child Care/Dependent Care

Requests for child care or dependent care must identify the name and address of the provider, dates of service and amount paid. Payment will only be made for days customer attended training. Acceptable documentation of costs could include cancelled check, receipt from provider or bank/credit card statement.

Health Care

Health insurance premiums not covered by any other source may be reimbursed. Acceptable documentation of costs could include cancelled check or receipt from provider.

Transportation

Mileage is only allowable for travel to and from training and training related activities, i.e., internship, field or clinical experiences, etc. If transportation expenses are requested, please complete the Mileage Reimbursement Form indicating the activity and number of miles traveled. Dates of travel to training should match days in training on the attendance section of the Supportive Service Claim Form. Mileage will be based on the rate of \$.55 per mile.

On each piece of documentation, i.e., receipt, cancelled check, bank statement, etc., please indicate the supportive service it covers, i.e., housing, child care, etc.

Requests submitted without documentation will not be accepted.