

## **SERVICE PROVIDER REQUESTS**

To help us process reimbursements quickly, please make sure all invoices/receipts for services clearly include:

- Service date
- Service received (a brief description of what was provided)
- Payment date

These three details must be itemized so we can verify eligibility and avoid delays.

Full receipt and invoice requirements can be found in the <u>Reimbursement Guidelines</u> (page 6) if you'd like a refresher.

Thanks for taking the time to double-check your documents before submitting — it helps keep everything running smoothly!

# **SERVICE PROVIDER UPDATE**

You'll start seeing CFEF use the term "service provider" instead of "vendor" to better reflect the wide range of services families access through the program.

A few important notes as we make this update:

√ An approved service provider doesn't mean every item or service they offer is eligible.

Many providers offer products outside our program guidelines, so please review the current reimbursement rules before making a purchase.

Approval status can change.

A provider who is approved this year may not remain approved in future years. Some families list "approved service provider" as if it's permanent, but approvals can, and sometimes do, change.

To avoid delays in processing, please take a moment to:

- Check the latest guidelines,
- Confirm the provider's current approval status, and
- Reach out if you're unsure about eligibility.

Thank you for helping keep the process smooth and consistent for everyone!

## **DATE REMINDERS**

 Reimbursement Requests: Submit by 10 PM on the last day of the month to receive payment by the 25th of the following month.

# **EASY DOCUMENT SUBMISSION**

Our system accepts one document per submission, so please combine multiple pages or images into a single PDF to avoid delays or denials.

For help, check out these quick videos:

- How to Combine Files
- How to Download & Combine Amazon Receipts

These walk you through the process step-by-step. Thanks for making sure everything is merged before you submit!

## **SMITH REWARDS**

We're excited to be part of Smith's Inspiring Donations. When you link your Smith's Rewards card to our organization, 0.5% of eligible purchases will support us at no cost to you. Non-eligible items include alcohol, tobacco, postage stamps, and gift cards.

Our organization number: EU274

To link your card now:

- 1. Visit smithsfoodanddrug.com/inspire
- 2. Sign in or create an account
- 3. Find "Inspiring Donations" or "Community Rewards"
- 4. Search for our organization or enter **EU274**
- 5. Click "Save" or "Enroll"

Thank you for helping support our program!

### **ACCESS THE PRE-APPROVAL FORM HERE:**

**CLICK HERE!** 



# SERVICE PROVIDER SPOTTIGHTS



HIGHLIGHTING THE INCREDIBLE PARTNERS WHO SUPPORT OUR STUDENTS' GROWTH AND LEARNING.



## **MOUNTAINSIDE SPEECH & READING**





### **GROWING THROUGH DYSLEXIA**



**UP WITH KIDS**