

### 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 Reimbursement Guidelines (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!

### 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!

### 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.**

### 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!

### Smith Rewards

We'd like to remind families that gift card purchases, donations, and tips are not eligible for reimbursement. When submitting receipts, please be sure to exclude these amounts so we can process your request as quickly as possible.

Thank you for your understanding and for helping keep the reimbursement process running smoothly.

CHECK OUT OUR CHATBOT HERE: [CLICK HERE](#)



# SERVICE PROVIDER SPOTLIGHTS

Highlighting The Incredible Partners Who Support Our Students' Growth And Learning.



📍 SOUTH OGDEN

## Mountainside Speech and Reading

Mountainside Speech and Reading provides language therapy helping clients of all ages build communication skills, confidence through personalized treatment.

## Growing Through Dyslexia



📍 ONLINE ONLY

## Growing Through Dyslexia

Growing Through Dyslexia offers one-on-one literacy tutoring with Taylor Gaikema via Growing Through Dyslexia — for students with dyslexia or reading challenges.



📍 KAYSVILLE

## The Simple Scholar

Discover practical learning strategies for real life. The Simple Scholar helps parents, women, solopreneurs, and wellness seekers master essential skills with clarity and confidence.



📍 CLEARFIELD

## Up With Kids!

Up With Kids offers musical theater to help students develop creativity, teamwork, and self-expression through acting, singing, and dancing in a supportive environment.

THANK YOU TO ALL OUR VALUED PARTNERS FOR YOUR DEDICATION TO EMPOWERING STUDENTS!