

1. Ensure the name of the person supported is on all pages of the form.
2. If you would like EAFWR to pay a service provider directly, and have set up a third-party billing agreement with your coordinator to do so, please include their name and the total amount in Line B on the first page.

Reimbursement Direction:

	Who Do We Pay?	Name	Amount
A	Total Reimbursement to Person Supported/Family:		\$
Amounts Entered Below are Payable Directly to the Service Providers (Contact your support Coordinator in advance to arrange for a Service Provider to be set-up as a payee.)			
B	1 st Service Provider:		\$
C	2 nd Service Provider:		\$
D	3 rd Service Provider:		\$
	Total of All Reimbursement	(A + B + C + D)	\$ 0

3. For any purchases, a receipt must be included.

This receipt must show the

- Name of the store or website where the purchase was made
- The date of the purchase or order
- The total amount of the purchase or order
- A description of what was purchased or ordered

EAFWR is unable to reimburse any expenses that do not have a receipt and missing receipts may result in a delay in payment for some or all expenses

4. Expenses related to new guidelines can go under the **Program/Memberships** section for **children's funded programs** (page 3) of the SSAH Funding Transfer Reimbursement Form.

- [Adult Funding Transfer \(ISP\) Reimbursement Form](#)
- [Child Funding Transfer \(ISP\) Reimbursement Form](#)

SAMPLE COMPLETED NEW GUIDELINES SECTION OF FORM - CHILDREN

PROGRAMS AND MEMBERSHIPS

Name of Program / Membership	Dates of Service	Cost	Receipt Attached ✓
Amazon - Crayons	January 6, 2022	6.49	<input checked="" type="checkbox"/>

Expenses related to new guidelines can go under the **Activities and Events** section for **adult funded programs** (page 3) of the Passport Funding Transfer Reimbursement Form. (INSERT LINK)

SAMPLE COMPLETED NEW GUIDELINES SECTION OF FORM – ADULTS

ACTIVITIES AND EVENTS

Name of Service Provider	Dates of Service	Cost	Receipt Attached ✓
Canadian Tire - Exercise Bike	January 6, 2022	831.31	<input checked="" type="checkbox"/>

5. Complete forms and receipts can be emailed to invoices@eafwr.on.ca according to the [Reimbursement Schedule](#)

For a video tutorial covering how to complete the form, please visit <https://www.youtube.com/watch?v=mv5opDzcPLA>.

If you have any questions, or would like support to complete the form, you can contact your coordinator at any time.