

Submitting Your Receipts

How to request reimbursement from FSS
pre-approved item and purchase



Receipt should include:

- ✓ Name of business
- ✓ Date
- ✓ Amount of Purchase
- ✓ Itemization list of products/services

Should be:

- ✓ Copy, scan or picture of original receipt
- ✓ Legible

Should not Include:

- ✗ Any items not being submitted for reimbursement
- ✗ Screenshots or pictures of order

Printing a receipt from Amazon?

Follow these steps from Amazon
at <https://rb.gy/7opyex>



Must use an
internet browser,
not available in
the app

SUBMIT

Submit Receipt:

By email to familysupport@fairfielddd.com

Be sure to include your name along with receipt

Don't have an email?

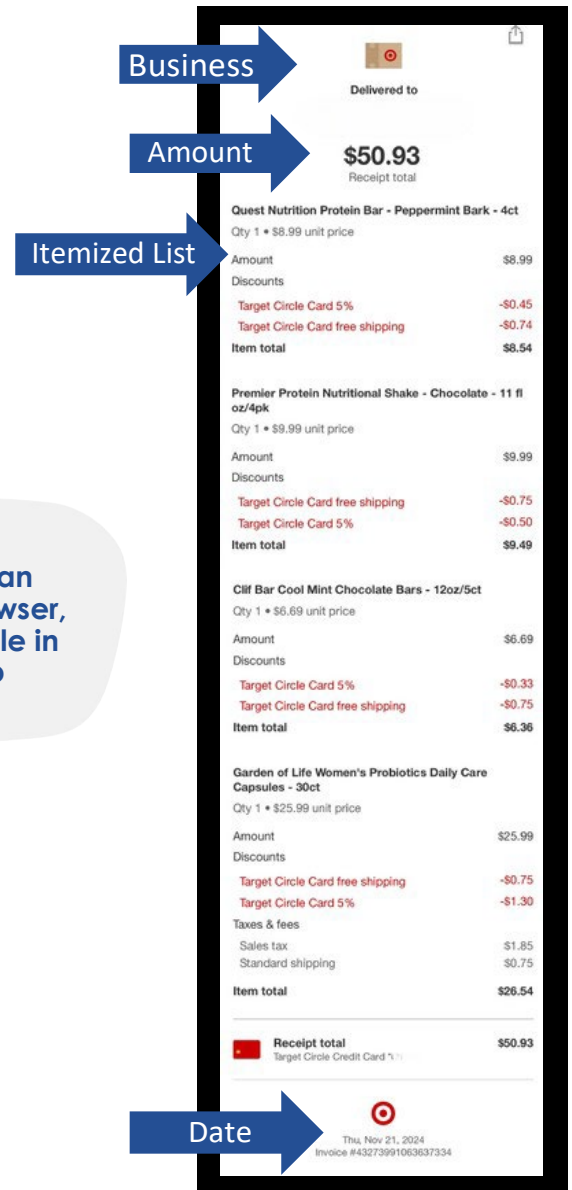
Mail: 717 College Ave. Lancaster, Ohio 43130

Fax: 740-756-7857

REMINDER

October 31st

Last day to submit receipts for pre-approved reimbursement for the current FSS year.



Allocation must be approved before purchase or receipt will be denied reimbursement.