

# Family Support Services

## Purchase Request Checklist

### Before You Buy Anything:

- ☐ Fill out the **Taxable Income Verification**.
- ☐ Email the form to the FSS Coordinator at **familysupport@fairfielddd.com**.
- ☐ Wait for an email to find out if you are eligible.
  - If eligible: You'll get your yearly allocation amount.
  - If not eligible: You'll be notified.
- ☐ Once approved, fill out the **Request for Approval** Form.
- ☐ Submit the form to the FSS Coordinator and wait for approval.
- Be sure to get approval before making any purchases.

### When You Make a Purchase:

- ☐ Only include items you are asking to be reimbursed for on the receipt.
- ☐ Ask the cashier to ring up **two separate orders**, if needed.
- ☐ If ordering online, place **two separate orders** if needed.
- ☐ If buying for **multiple family members**, get a **separate receipt for each person**.
- ☐ Do **not** include items that were **not pre-approved**.

### After You Submit Your Request:

- ☐ Be ready to provide more information if the FSS Coordinator asks for it.