

Submitting FSS Receipts

How to request reimbursement from FSS pre-approved item 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 orders

Printing a receipt from Amazon?

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

SUBMIT

To Submit Receipt:

Submit by email to familysupport@fairfielddd.com

Be sure to include your name along with receipt and individuals first initial and last name in subject line.

Don't have an email?

Mail: 717 College Ave. Lancaster, Ohio 43130
Fax: 740-756-7857

REMINDER

October 30th

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

