

## GUIDANCE

### How do I request reimbursement as part of SSCA if I already paid for my child to receive additional services or participate in other programs?

**Step 1:** Review and fill out the reimbursement affidavit below. .

**Step 2:** Save or take a picture of the completed affidavit.

**Step 3:** Collect the proof of payment. This can be a receipt for the services your child received, a bank or credit card statement, or some other documentation of payment for services provided to your child. Redact, cross out, or black out any account numbers or other private information and then scan or take a picture of your proof of payment.

**Step 4:** Email the reimbursement affidavit and the proof of payment to [ssca@cps.edu](mailto:ssca@cps.edu).

*\*To learn more about what you can be reimbursed for, [see here](#).*

## AFFIDAVIT

Parent/Guardian: \_\_\_\_\_

I affirm that I hired \_\_\_\_\_ [vendor of parent's choice] to provide

\_\_\_\_\_ [type of services] services to \_\_\_\_\_ [child's name].

\_\_\_\_\_ [vendor of parent's choice] provided services from

\_\_\_\_\_ [date] to \_\_\_\_\_ [date]. The total amount I paid for these services

was \_\_\_\_\_ [cost].

My receipt, bank or credit card statement, or other proof of payment for the services stated above is attached to this affidavit.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

After this request is processed, payment by check should be mailed to: \_\_\_\_\_ [address]

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip code