Request for Support Services for Special Circumstances Form

Instructions

All forms must be completed in pen and accompanied by a current class schedule (if applicable) and include the following **BASIC** information:

1) Customer signature
2) Job seeker ID#
3) Title section left blank
4) If applicable, current class schedule must include:
   a. Your name
   b. School name
   c. Weekly days of class attendance
   d. Start and end dates

Include all of the **BASIC** information AND:

1) Indicate type of item or service for reimbursement
2) Receipts showing company name and itemizing purchase(s) or if item/service is to be purchased through Lane County H&HS provide supporting documentation for the details of the item/service.
3) Date of purchase(s)

**Note:** Items not requested for special circumstances support marked off receipt and subtracted from total amount

**Note:** Receipts submitted over TWO months from purchase date will NOT be reimbursed.