



## **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.**