



How to Access Funds for Goods and Services

Guidelines for Transition Coordinators

The following methods can be used for reimbursement of goods and services:

1. Check Request with Receipts Attached

Transition Coordination Providers and Case Management Entities may pay for goods and services on behalf of a HOME Choice consumer and seek reimbursement through the HOME Choice Fiscal Management Service Contractor, Jewish Employment and Vocational Services (JEVS).

Purchases can be reimbursed only for items allowable under HOME Choice rules and tracked on the HOME Choice goods and services usage log. In addition, the Transition Coordinator Provider or Case Management Entity must complete a check request (e-mail mfp@jfs.ohio.gov for a copy of the check request form) and submit copies of valid receipts for all purchased items directly to JEVS. Family members, friends or associates, may purchase items on behalf of the consumer but must seek reimbursement through the Transition Coordination Provider or Case Management Entity. In this instance, the Transition Coordination Provider or Case Management Entity will receive the funds from JEVS and then reimburse the person who incurred the expense.

Requests for reimbursement must be submitted within two weeks of purchase of the item. JEVS will issue checks within 10 days of receipt of the request.

2. Check Request for Direct Payment of a Bill/Invoice

Expenses where the amount is known and fixed, such as rental and utility deposits, can be paid via check directly to the landlord or utility company. A check request, along with verification of the expense (i.e., lease, bill, etc.) must be submitted directly to JEVS, preferably within two weeks. JEVS will then issue the check directly to the entity identified on the check request within 10 days of the receipt of the request.

Extenuating circumstances may call for JEVS to send a check in fewer than 10 days although expedited mail costs will be deducted from the consumer's goods and services funds.

3. Check Request with Purchase Order

JEVS is currently establishing purchase order relationships with vendors in Ohio. A list of vendors who will accept purchase orders for HOME Choice will be available soon.

Transition Coordinators who would like to purchase items from a vendor for whom a relationship has not been established must complete a special form (to be developed and distributed) and submit it to JEVS. JEVS will then establish a relationship with that vendor.

Additional information on how to use purchase orders for the purchase of goods and services will be coming soon.

SEND ALL CHECK REQUESTS TO:

**Dina Sanz, JEVS
Monroe Office Center, Suite 100
One Winding Way
Philadelphia PA 19131**

Check requests can be emailed to:

Dina.sanz@jevs.org

Alla.goldberg@jevs.org

Ann.Porter@jevs.org