



## Homeschool Reimbursement Process

\*Please Note we are changing the Reimbursement Process for the 2021-2022 school year to a **Family Reimbursement. We will no longer require individual reimbursements for each child.** NOSF will now require all of the family's receipts as one reimbursement. We will then divide the total per child and you will still receive the same amount per child. The maximum is \$750 per child for the year. This process should be easier for you and NOSF.

- 1) **Save all receipts** for acceptable expenses purchased throughout the year **We do not accept handwritten receipts of purchased items or PHOTOS of receipts emailed to us, they MUST be in pdf format.**
  
- 2) Know your percentage amount from your award letter you received. ***For example if your family qualifies for 25% each child will receive 25% back of the total purchased amount up to \$750 per child (i.e. if you spent \$300 for the 1<sup>st</sup> reimbursement period you will receive \$75.00 at the 25% return so you can still turn in receipts for the 2<sup>nd</sup> reimbursement because you have not reached your \$750 maximum)***
  
- 3) **Time to turn in receipts; each FAMILY needs to turn in ALL receipts with the reimbursement form completed with the items listed clearly.** All receipts should be clearly labeled. A copy of the receipts is acceptable; we do not need the original if you would like to keep those.
  
- 4) You may turn in receipts before the deadline if you are done purchasing items.
  
- 5) **Commonly asked questions about our program;**  
*Do we pay for memberships to the Zoo or YMCA? We pay for group instruction at these facilities that are homeschool structured programs. We do not pay for the membership*  
*Do we pay for computers, laptops, i-pads? We do not*

**Please refer to the acceptable and unacceptable reimbursable expense sheet if you have a question about an item.**