

Claims (Acceptable Supporting Documentation)

When submitting monthly claims for reimbursement, subrecipients are strongly encouraged to reference the following chart to assure they are providing the required documentation for eligible expenses. For each expense, subrecipients must provide **proof of cost incurred** and **proof of cleared payment**.

Type of Eligible Expense	Acceptable Documents Proving Cost Incurred	Acceptable Documents Proving Cleared Payment
<u>Rental/Mortgage Assistance</u>		
Recurring Rental/Mortgage Payments	-Copy of lease, or -Copy of mortgage loan, or -Other official communication from landlord indicating charge for: rent, security deposit, last month's rent.	-Copy of cancelled check, or -Copy of landlord receipt, or -Copy of online payment indicating landlord/ lender name, amount, date of payment & client name, or -Copy of bank statement that details: landlord/ lender name, amount, date of payment & client name
Security Deposit		
Last Month's Rent		
Rental/Mortgage Arrears	-Recent rental/mortgage ledger with landlord/lender letterhead & timestamp, or -Email or other written communication with timestamp from landlord/lender indicating need to pay arrears	
<u>Financial Assistance</u>		
Utility Payments	-Invoice/monthly bill, or -Screenshot of utility website indicating client name, utility charges, date of utility services, & payment due	-Copy of cancelled check, or -Copy of utility co. receipt, or -Copy of online payment indicating utility co. name, amount, date of payment, & client name, or - Copy of bank statement that details: utility co. name, amount, date of payment & client name
Utility Deposit	-Itemized invoice with clear indication of utility deposit or utility arrears, or	
Utility Arrears	-Email or other written communication with timestamp from utility co. indicating utility deposit or utility arrears	
<u>Administration & Financial Services</u>		
Payroll Charge	-Timesheets indicating employee/contractor name, # of hours worked, dates for those hours, and project (in this case, TANF) NOTE: Provided the above elements are present on the timesheet, subrecipients can submit a timesheet for each employee or a master timesheet with all employees.	-Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable)
Mileage Reimbursement	-Notation of distance travelled and date of travel	-Paystub/earning statement indicating employee/contractor name, pay period, pay date, & mileage reimbursement
Other Directly Related Expenses	-Invoice, or -Itemized receipt	-Itemized receipt, or -Copy of online payment indicating company name, amount & date of payment, or -Copy of bank statement that details: co. name, amount, date of payment & client name