



# **How to Fill Out CASA Forms - 101**

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# How to Fill Out Forms:

CASA Support Council Website: <https://casasupportcouncilpima.org/>



When on the CASA Support Council Main page, click on the “FORMS” button.

**\*\*\*Note: All forms below can be found on the Support Council Website**

- Mileage Reimbursement Form
- Outing Reimbursement Form
- Special Requests Forms
- Request for a Tutor Form
- CSCPC Application for Higher Education Form
- Reimbursements Form

## **Mileage reimbursement:**

<https://casacupportcouncilpima.org/forms/mileage-reimbursement-request/>

### Mileage Reimbursement Request

Please submit all expenses you may have for the month when filling out the request for reimbursement.

#### CASA SUPPORT COUNCIL FOR PIMA COUNTY, INC.

\* Click Submit below when finished with the form.

DATE \*

01/19/2023 

YOUR NAME \*

Katie Hamlin

YOUR EMAIL \*

khamlin@casaz.gov

YOUR PHONE \*

520-808-1450

To add dates use the +  
This automatically  
totals your miles

MONTH COVERED \*

DEC, JAN

(No more than 3 months from date of expenditure ie. Nov, Dec, Jan):

DATE	STARTED FROM	DESTINATION	TOTAL MILES
12/10/22	Placement	Zoo	12  
1/6/23	Placement	Golf N Stuff	22  
1/15/23	Placement	Village Farms	17  

Click on the "+" to add more lines.

# of miles

51

(\$0.30 x # of miles Effective 1.1.22)

\$15.30

(total reimbursement request)

I certify that the above amounts are correct and are directly related to the completion of duties performed as a CASA or to benefit the CASA Program.

**Submit**



Information Needed to complete Mileage Reimbursement form:

- Dates of travel
- Starting location and destination (*Exact address not required. General locations such as "Placement, Funtasticks, Juvenile Court, etc. preferred*)
- Miles driven per outing/activity
- Month(s) miles were driven during activities



Reminders:

- Forms must be submitted no more than 3 months from the date of expenditure. **If you are submitting for multiple months, please put them on the same form.**
  - To add multiple trips in a month make sure to use the plus (+) sign on the right of the "Total Miles" box.
- You will receive 2 acknowledgements: 1)- an immediate response that your submission was successful and 2)- an email with the info you submitted. If you do not receive these, your submission was not successful
- Please keep track of your own miles and the month(s) you have submitted mileage.
- **The Support Council will contact you following your first request to get your banking information.**
- Reimbursements are paid monthly electronically on the 10<sup>th</sup> and 25<sup>th</sup>. Forms must be submitted by the 9<sup>th</sup> or 24<sup>th</sup> to be processed on the 10<sup>th</sup> or 25<sup>th</sup>.

## Outings Reimbursements:

<https://casasupportcouncilpima.org/forms/outing-reimbursement-request/>

Note: Outings are activities you do with your CASA child i.e. the Zoo, going out to eat, seeing a movie, etc.

Outings **do not** include when you buy clothes or hygiene products for your child. There are separate forms for those reimbursements.

### Outing Reimbursement Request

Please submit all expenses you may have for the month when filling out the request for reimbursement.

#### CASA SUPPORT COUNCIL FOR PIMA COUNTY, INC.

\* Click Submit below when finished with the form.

DATE \*

01/19/2023 

YOUR NAME \*

Katie Hamlin

YOUR EMAIL \*

khamlin@casaz.gov

YOUR PHONE \*

520-808-1450

NUMBER OF OUTINGS \*

3

MONTH COVERED \*

NOV, DEC, JAN

(No more than 3 months from date of expenditure i.e. Nov, Dec, Jan):

To add outings use the +  
This automatically totals your amounts

NUMBER OF CHILDREN: \*

2

\$50.00 for each CASA child and \$50 for CASA allowed monthly- example - 2 children and 1 CASA = \$150 allowed.

DATE

11/12/22

AMOUNT

45.00

+ -

12/10/22

135.56

+ -

1/6/23

150 (receipt was 176.43)

+ -

Click on the "+" to add more lines.

In this case, the CASA knows they went over their \$50/person allowance in Jan. so they only put \$150 in the amount since that's all they'll be reimbursed.

Total reimbursements requested by CASA: \$ \*

\$330.56

\*For clothing or other non-outing reimbursements please submit a separate reimbursement receipts form.

Upload receipts

Drop files here or

Select files

\*\*Don't forget to you write your name and your CASA child's name on the receipts

Max. file size: 64 MB.



### Information Needed to Complete Outings Reimbursement Form:

- The number of outings (per month or per quarter)
- The month(s) outings occurred
- The number of children
- The date(s) outing occurred (to add multiple outings use the + sign next to the amount box)
  - *Note: Multiple outings per month need to be on one form.*
- The amount spent on each outing (make sure the receipts match the amount)
- Copy of the receipt (Write your name on the receipt)
  - *To upload the receipt:*
  - If you have a physical copy of the receipt, take a picture of the receipt.
  - (If completing the form on a computer, send the picture to yourself in an email and download the picture onto your computer)
  - Click the box that says, “Select files” and find the picture of the receipt in your phone or computer
- Review the form and make sure to click the box that says: “I certify that the above amounts are correct and are directly related to the completion of duties performed as a CASA or to benefit the CASA Program”



### Reminders:

- All receipts from outings must be submitted on the “Outing Request” Form on our website.
- Forms and receipts must be submitted no more than 3 months from the date of the expenditure.
- All outings per month need to be on the same form (Note: outings are activities you do with your CASA child. These do not include when you buy clothing, hygiene products or school supplies for your child. For those you submit a receipt reimbursement form)
- Remember to keep receipts from all outings.
- CASAs and each child per case are allotted \$50 each per month (1 CASA + 1 child= \$100).
- If an outing exceeds the \$50 limit, you can still submit the request and the Support Council will reimburse only for \$50 per person.
- **The Support Council will contact you following your first request to get your banking information.**
- Please use your CASAaz.gov email not your personal email.

## **Special Requests under \$200 or Special Requests over \$200:**

<https://casasupportcouncilpima.org/forms/special-request-under-200/>

<https://casasupportcouncilpima.org/forms/special-request-over-200/>

### Special Request Under \$200

#### CASA SUPPORT COUNCIL FOR PIMA COUNTY, INC.

\* Click Submit below when finished with the form.

**DATE \***

01/19/2022



**YOUR NAME \***

Katie Hamlin

**YOUR EMAIL \***

khamlin@casaz.gov

**YOUR PHONE \***

###-###-####

#### Case Information

**NUMBER OF CHILDREN \***

1

**AGE(S) OF CHILD(REN): \***

10

**DETAILS OF REQUEST \***

Beginner Art Classes- 10 sessions

**DESCRIBE THE NEED \***

The child has expressed interest in art classes for a while now. The CFT team along with her therapist have agreed the classes would be beneficial for her.

(IE SERVICE & COST)

(IE HOW WILL THIS REQUEST MAKE A DIFFERENCE IN YOUR CASA'S CHILD LIFE?)

**TOTAL AMOUNT REQUESTED \***

\$150

Submit



**\*\*Before** making a purchase for the CASA child, please submit a Special Request and receive approval (excludes clothing, hygiene, and monthly outings).

**After receiving approval**, keep the receipt and submit it for reimbursement: <https://casasupportcouncilpima.org/reimbursement-receipts/>





### Information Needed to Complete Special Request Form:

- Details of the request- describe the item or service
- Why is this being requested- how will this help your CASA child
- Total amount being requested
  - Please do research before making request to find good quality, cost effective items. The Support Council can help in your purchase.
  - Typical requests include car seats, sports lessons, baby equipment, etc. (Note: before purchasing, make sure items e.g., cribs, car seats, etc. have not been recalled)



### Information Needed to Complete Reimbursements Receipts Form:

- The item purchased
- The amount spent for the item (to add multiple purchases use the + sign next to “Amount” box)
- The form will calculate the “Total reimbursements requested by CASA”, you do not need to input anything in this box
- Copy of the receipt (Write your name and your CASA child’s name somewhere on the receipt):
  - *To upload the receipt:*
  - If you have a physical copy of the receipt, take a picture of the receipt. (If completing the form on a computer, send the picture to yourself in an email and download the picture onto your computer)
  - Click the box that says, “Select files” and find the picture of the receipt in your phone or computer
- Review the form and make sure to click the box that says: “I certify that the above amounts are correct and are directly related to the completion of duties performed as a CASA or to benefit the CASA Program”



### Reminders:

- Keep all receipts from purchases and submit receipts for reimbursements
- No expenditures over \$100 should be incurred by the CASA prior to receiving approval from the Support Council
- Reimbursements are paid monthly electronically on the 10<sup>th</sup> and 25<sup>th</sup>. Forms must be submitted by the 9<sup>th</sup> or 24<sup>th</sup> to be processed on the 10<sup>th</sup> or 25<sup>th</sup>.
- Please use your CASAaz.gov email not your personal email

## **Refurbished Laptops for CASA children:**

<https://casasupportcouncilpima.org/forms/special-request-over-200/>

Submit a Special Request Over \$200 Form and then the Support Council will order the computer. The computer may be shipped to the CASA or to placement. If child changes placement, the CASA needs to ensure the computer goes with the child.



### **Information Needed to Complete Special Request Form:**

- Details of the request- “Refurbished Laptop for CASA Child”
- Why is this being requested- “School use”
- Total amount being requested: “\$200”



### **Reminders:**

- After the request is made, the Support Council will contact you to verify age, name of CASA child and the specific needs for the computer. NOTE: All computers come equipped with camera/zoom capability.
- **The Support Council purchases the computers after a request is made so no reimbursements will need to be made**
- Please let the Support Council know whether the computer should be sent to the placement or to you.
- A mouse and mouse pad is also available upon request.

# 1 on 1 Tutoring Request:

<https://casasupportcouncilpima.org/request-for-tutor/>

Please note that all items marked with an \* must be filled out before you can submit the form. You will receive a confirmation email that your form has been received & we will contact you soon. If you have any questions on filling out the form, please contact Katie Hamlin at [katie@pimacountycasa.org](mailto:katie@pimacountycasa.org).

\* Click Submit below when finished with the form.

CASA's Name \*

(Last, First, Middle)

CASA's Email (do not use a personal email) \*

Date of Request \*

 

CASA's Phone # \*

Child's Legal Name \*

Child's Age & Grade \*

Name of School & School District \*

Primary Teacher's Name \*

Teacher's email \*

Tutor Gender Preference? \*

- No Preference  
 Female  
 Male

Subject(s) to be Tutored \*

Days of the Week Child is Available \*

What time frames is the child available? \*

Does the child have an IEP? \*

- Yes  
 No

Does the child have a 504 plan? \*

- Yes  
 No

Does the child have a language barrier? \*

- Yes  
 No

Placement's Name \*

Placement's Email \*

Placement's Phone# \*

Placement's Address \*

Additional Notes That May Be Helpful

Sally is very behind academically. She does not recognize words or numbers. She missed a lot of school over the past two years. She is at a first grade reading level. Her teacher suggested she get a tutor. She would like one day for math and another day for reading.



## Checklist of things to do *before* filling out a Tutoring Request Form

1. Talk with placement and child about whether the child is ready and willing to work with a tutor
2. Make sure the placement is willing to have a tutor come to their house at least once a week and that they can guarantee an adult will be present in a quiet location. The child needs to have a computer.
3. Ask placement, child, and teacher(s) about what subject(s) they need tutoring in
  - Note: Tutors work on foundational skills to help student work up to grade level. Tutors do not give homework help.
4. Have the placement give times that they are available to have the child do tutoring (the more times they can provide the easier it is to match a tutor)
  - Typically tutors meet for one hour per subject weekly. In the additional notes please indicate whether the student would like to meet more than once a week.
5. Ask the child whether they would be most comfortable with a male or female tutor
6. Other Information to locate before filling out the request:
  - Placement name, phone number, email address, and physical address
  - Name of School, Teacher's Name and Email
  - Does the child have an IEP or 504 plan (if yes it may be helpful to include the relevant parts of the IEP)
  - Any additional notes that may be helpful for the tutor.  
e.g., specific areas of subject the student is struggling with, current grade level student is performing at, etc.

After completing this checklist you will be able to fill out the Tutoring Request Form on the Support Council's website.

Once submitted you will receive an automated email confirmation of your request. Within 24-48 hours the Support Council will contact you to go over the form and to inform you the request will be sent to the tutoring company.

At this point, please let placement know they should be expecting a call from the tutoring company within a week to schedule a time for the tutor to meet with the student.



Reminders:

- If the child is unable to attend a session, please make sure the tutor is notified at least 24 hours in advance.
- Check in with the student monthly to make sure tutoring is still benefitting the child.
- Please use your CASAaz.gov email not your personal email
- If you would like additional information or have questions about your child's education, we recommend attending the monthly Education Case Support Meetings, currently on the 2<sup>nd</sup> Tuesday of the month from 12-1pm
- If you have tutoring questions, please email Katie Hamlin at [Katie@casasupportcouncilpima.org](mailto:Katie@casasupportcouncilpima.org)

## **Higher Education Scholarships:**

<https://casasupportcouncilpima.org/forms/cscpc-application-for-higher-education-funds/>

\*\*\*Note: This form is to be filled out by the student. The CASA's role is to inform students about the available scholarship and assist as needed. Shortly after the form is submitted the Support Council will contact the student for an interview.

The Support Council can help the CASA child with additional funding resources for foster children along with the Support Council Higher Education Scholarship.



### **Reminders:**

- Scholarships are available to current or former CASA children whose cases were adjudicated in Pima County Juvenile Court.
- Scholarship funds may be used to attend any accredited vocational, trade, or technical school; junior or community college; or four-year college or university in Arizona.
- All funding requires submission of and receipt of a Pell Grant.
- The funds may be used for tuition, fees, and books. In addition, with prior approval, they may also be used for other needs, such as living expenses.
- Continued funding is dependent on maintaining satisfactory grades and submitting transcripts to CSCPC each semester.
- If you have questions, please contact Katie Hamlin at [Katie@casasupportcouncilpima.org](mailto:Katie@casasupportcouncilpima.org)

# Reimbursement Receipts

<https://casasupportcouncilpima.org/reimbursement-receipts/>

## Reimbursement Receipts

DATE \*

01/19/2023



YOUR NAME \*

Katie Hamlin

YOUR EMAIL \*

khamlin@casaz.gov

YOUR PHONE \*

520-808-1450

Consent \*

If the reimbursement requires a Special Request, I acknowledge that I have received approval from the CASA Support Council for this purchase. (Note: No prior approval needed for clothing or hygiene items.)

ITEM(S) PURCHASED + CASA CHILD'S NAME

AMOUNT

School clothing- Sally

113.54



Hair cut- Bobby

25



Hair cut- Sally

25



Car seat- special request

132.50



Click on the "+" to add more lines.

Total reimbursements requested by CASA: \$ \*

\$296.04

Upload receipts. Please write your name and your CASA child's name on the receipts.

Drop files here or

Select files

Don't forget to you write your name and your CASA child's name on the receipts

Max. file size: 64 MB.

I certify that the above amounts are correct and are directly related to the completion of duties performed as a CASA or to benefit the CASA Program.

Submit

**Note:** Outings are activities you do with your CASA child i.e. the Zoo, going out to eat, seeing a movie, etc.

Outings **do not** include when you buy clothes or hygiene products for your child. Reimbursement Receipt forms are to be used for these expenses.

## **Clothing Reimbursements:**

<https://casasupportcouncilpima.org/reimbursement-receipts/>



### **Information Needed to complete Reimbursement Form:**

- The item purchased: “Clothing”
- The amount spent for the item (to add multiple purchases use the + sign next to “Amount” box)
- The form will calculate the “Total amount of reimbursements requested by CASA”; you do not need to input anything in this box
- Receipts are required and should have the child’s name and CASA’s name written on them
- *To upload the receipt:*
  - If you have a physical copy of the receipt, take a picture of the receipt.
  - (If completing the form on a computer, send the picture to yourself in an email and download the picture onto your computer)
  - Click the box that says, “Select files” and find the picture of the receipt in your phone or computer
- Review the form and make sure to click the box that says: “I certify that the above amounts are correct and are directly related to the completion of duties performed as a CASA or to benefit the CASA Program”



### **Reminders:**

- The CASA will need to pay up front and will be reimbursed via direct deposit.
- **The Support Council will contact you following your first request to get your banking information.**
- Keep track of how much is spent throughout the year.
- The Support Council will pay a maximum of \$250 annually for school aged children.
- If the receipt uploaded includes items not related to the CASA child, please highlight the items to be included for reimbursements or cross out the items not to be included and write the child’s name associated with the purchase.
- Infant and toddler clothing are not subject to the \$250 limit but must be approved before exceeding the \$250.
- If you have questions, please email Linda Koral at [Linda@casasupportcouncilpima.org](mailto:Linda@casasupportcouncilpima.org)



## **Personal Hygiene Allowance:**

<https://casasupportcouncilpima.org/reimbursement-receipts/>



### **Information Needed to complete Reimbursement Form:**

- The item purchased: “Personal Hygiene”
- The amount spent for the item (to add multiple purchases use the + sign next to “Amount” box)
- The form will calculate the “Total reimbursements requested by CASA”, you do not need to input anything in this box
- Receipts are required and should have the child’s name and CASA’s name written on them
- *To upload the receipt:*
  - If you have a physical copy of the receipt, take a picture of the receipt.
  - (If completing the form on a computer, send the picture to yourself in an email and download the picture onto your computer)
  - Click the box that says, “Select files” and find the picture of the receipt in your phone or computer
- Review the form and make sure to click the box that says: “I certify that the above amounts are correct and are directly related to the completion of duties performed as a CASA or to benefit the CASA Program”



### **Reminders:**

- The CASA will need to pay up front and will be reimbursed via direct deposit.
- **The Support Council will contact you following your first request to get your banking information.**
- Keep track of how much is spent throughout the year.
- The allowable annual amount will be \$200 per child.
- Hygiene products includes Hypoallergenic products, Haircuts, Sunscreen, Deodorant, Manicure and/or Pedicure, Feminine hygiene products, Make-up for skin care, Hair Care products, Oral Hygiene
- If the receipt uploaded includes items not related to the CASA child, please highlight the items to be included for reimbursements along with the child associated with the purchase.
- If you have questions, please email Linda Koral at [linda@casasupportcouncilpima.org](mailto:linda@casasupportcouncilpima.org)

## **School Supplies Reimbursements:**

<https://casasupportcouncilpima.org/reimbursement-receipts/>



### **Information Needed to complete Reimbursement Form:**

- The item purchased: “School Supplies”
- The amount spent for the item (to add multiple purchases use the + sign next to “Amount” box)
- The form will calculate the “Total amount of reimbursements requested by CASA”; you do not need to input anything in this box
- Receipts are required and should have the child’s name and CASA’s name written on them
- *To upload the receipt:*
  - If you have a physical copy of the receipt, take a picture of the receipt.
  - (If completing the form on a computer, send the picture to yourself in an email and download the picture onto your computer)
  - Click the box that says, “Select files” and find the picture of the receipt in your phone or computer
- Review the form and make sure to click the box that says: “I certify that the above amounts are correct and are directly related to the completion of duties performed as a CASA or to benefit the CASA Program”



### **Reminders:**

- The CASA will need to pay up front and will be reimbursed via direct deposit.
- **The Support Council will contact you following your first request to get your banking information.**
- Keep track of how much is spent throughout the year.
- The Support Council will pay a maximum of \$75/semester for school aged children.
- If the receipt uploaded includes items not related to the CASA child, please highlight the items to be included for reimbursements or cross out the items not to be included and write the child’s name associated with the purchase.
- If you have questions, please email Linda Koral at [Linda@casasupportcouncilpima.org](mailto:Linda@casasupportcouncilpima.org)

## **Staff Contacts:**

### **Executive Director:**

Linda Koral; email: [linda@casasupportcouncilpima.org](mailto:linda@casasupportcouncilpima.org); phone: 520-465-4425

### **Project Manager:**

Katie Hamlin; email: [katie@casasupportcouncilpima.org](mailto:katie@casasupportcouncilpima.org); phone: 520-808-1450

### **Administrative Support Specialist:**

Millie Scott; [millie@casasupportcouncilpima.org](mailto:millie@casasupportcouncilpima.org); phone: 520-575-5130

### **Treasurer:**

Crystal George;

email: [treasurer@casasupportcouncilpima.org](mailto:treasurer@casasupportcouncilpima.org);

phone: 520-205-2591

(Email is preferred)