



How to Fill Out Forms

CASA Support Council for Pima County, Inc.



Change a Child's Story™



Website: <https://casasupportcouncilpima.org/>

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*Click on the title to jump down to that page

How to Fill Out Forms:

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

When on the CASA Support Council Main page, click on the "FORMS" tab.

Quicklinks

- Submit a Form
- CASA Support Council Training Guide
- Outings & Activities for CASA Kids
- Keys to Success/Scholarship Program
- Foster Care Charitable Donation

CASA Support Council for Pima County, Inc.

The CASA Support Council for Pima County, Inc. is a 501 (c)(3) nonprofit organization that supports the unmet needs of abused and neglected foster children in Pima County. We also support the CASAs in the CASA of Pima County Program as well.

The CASA Support Council for Pima County, Inc. is a certified "Qualifying For Organization" (QFCO) by the AZ Department of Revenue. This allows taxpayers to claim a tax credit for contributions to QFCO. Our tax credit number for Form 352 is 10004.

All of the children we support have a CASA. A CASA Volunteer is a specially appointed by a Juvenile Court Judge to represent the best interests of abused and neglected children involved in court proceedings.

For more information on the CASA of Pima County Program or to become a CASA Volunteer, please visit <https://www.azcourts.gov/casaofpimacounty/>

Step-by-Step instructions on how to fill out each form can be found under "How to Fill Out CASA Forms".

Filling out the forms are the responsibility of the CASA volunteer. CASA Coordinators and the CASA Program Staff should not fill out these forms for the CASAs.

This training guide with the full list of services and how to fill out forms, can be found under the purple "Training" tab.

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

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

Mileage Reimbursement Form:

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

Mileage Reimbursement Request

How to Fill Out CASA Forms – 101

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 *

mm/dd/yyyy



YOUR NAME *

YOUR CASA EMAIL ADDRESS *

YOUR PHONE *

MONTH COVERED *

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

DATE

STARTED FROM

DESTINATION

TOTAL MILES

+ -

+ -

+ -

"Started From" and "Destination" can be general (Home, placement, etc.) and does not need to include every stop made.

Click on the "+" to add more lines.

of miles

(\$0.30 x # of miles Effective 1.1.22)

(total reimbursement request)

Certification of Reimbursement Receipts *

☐ 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.

To add dates use the +
This automatically
totals your miles

Do not type anything in
these boxes, they are
automatically calculated
based on your Total
Miles you have entered
above

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 an acknowledgement email with the info you submitted. If you do not receive this, 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 10th and 25th. Forms must be submitted by the 9th or 24th to be processed on the 10th or 25th (or the next business day).

Outings Reimbursements:

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

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 *

1/19/2024

YOUR NAME *

Katie Hamlin

YOUR EMAIL *

khamlin@casaz.gov

YOUR PHONE *

520-808-1450

NUMBER OF OUTINGS *

3

MONTH COVERED *

November & December

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

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

AMOUNT

11/18/23

45.00

⊕ ⊖

11/30/23

135.56

⊕ ⊖

12/17/23

150 (receipt was 176.43)

⊕ ⊖

Click on the "+" to add more lines.

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

Max. file size: 256 MB.

Receipts.docx2 mb100%

Certification of Reimbursement Receipts *

☒ 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.

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. You can submit a Receipt Reimbursement form for these items.

To add outings use the +
This automatically totals your amounts

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.

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

Once a receipt has been uploaded, a red X will appear. If you attach the wrong file, you can click on the red X to remove that file.



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 Request Form:

<https://casasupportcouncilpima.org/special-request/>

Special Request

How to Fill Out CASA Forms – 101



On the Special Request Form there will be a video walking you through how to fill out the request if you need the extra support.

CASA SUPPORT COUNCIL FOR PIMA COUNTY, INC.

*Please note that all items must be filled out before you can submit the form. You will receive a confirmation email that your form has been received & it will provide more information on your request. If you have any questions on filling out the form, please contact Katie Hamlin at katie@casasupportcouncilpima.org.

Once your request is approved, make the purchase then submit your receipts on the Reimbursement Receipts Form.

"*" indicates required fields

YOUR NAME *

YOUR PHONE *

YOUR CASA EMAIL ADDRESS *

Case Information

NAME + AGE OF CHILD *

Placement Type *

Please Select One of the Following:



The Support Council does not provide any Special Requests for children living with their biological parents.

Case Details

SPECIFIC REQUEST *

Please Select One of the Following:



DESCRIBE THE NEED FOR THIS REQUEST *

Submit

If the item you are requesting is not listed in the drop down menu, select either the Other: Over \$200 or Other: Under \$200

Select one of the options from the drop down menu. Next to each item in the Specific Request it lists the amount you will be reimbursed up to.

This form must be filled out first and upon approval you may make the purchase.

SPECIFIC REQUEST

Sport Classes/Activities - Reimbursed up to \$150

Car Seat/Booster Seat - Reimbursed up to \$100

Bike Ages (3-8) - Reimbursed up to \$200

Bike Ages (9-17) - Reimbursed up to \$250

Special Event or Formal Wear Clothing - Reimbursed up to \$150

Camp - Reimbursed up to \$250

Yearbook/School Related Activities - Reimbursed up to \$150

Sport Classes/Activities - Reimbursed up to \$150

Other: Under \$200

Other: Over \$200



****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:

- Why is this being requested- how will this help your CASA child
- Total amount being requested if you are not selecting one of the listed items. For items not listed please select either: Other: Over \$200 or Other: Under \$200, and give the estimated amount.



Information Needed to Complete Reimbursements Receipts Form:

- The item purchased (please note for the items listed on the drop down menu of the Specific Request, you will only be reimbursed up to the amount listed.
- 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”

Refurbished Laptops for CASA children:

<https://casasupportcouncilpima.org/request-for-a-computer/>

Request for a Computer

All school age CASA children who are not able to obtain a laptop from their school are eligible to receive a refurbished computer. All computers come with Microsoft Windows 10, Microsoft Office Home, and a 1-year service warranty. The primary intended use of the computer is for schoolwork. We do not order Apple products.

A mouse and mousepads are also available. All computers come with camera/ZOOM capability. You will receive a confirmation email to your CASAAZ email address immediately after you submit your request.

Computers generally arrive within 1 week after order is placed. The Support Council will first test the computer to ensure it is working properly. We will then contact the CASA to set up a date and time to pick up the computer. CASAs should not order/purchase computers themselves. As a non-profit we receive substantial discounts on our computer purchases.

Please fill out the information below:

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@casasupportcouncilpima.org.

* Click Submit below when finished with the form.

CASA's Name *

(Last, First, Middle)

YOUR CASA EMAIL ADDRESS *

CASA's Phone # *

Age and Grade of CASA Child *

I Would Like a MOUSE: *

☐ Yes

☐ No

Additional Notes and/or Questions:

Please check the box below before submitting your request: *

☐ I understand that the computer belongs to the CASA Support Council and I, as the CASA, am responsible for ensuring that the computer goes with the CASA child when there is a placement change.

Submit

Submit a Request for a Computer Form and then the Support Council will order the computer. The computer is shipped to our office. We will contact the CASA to schedule a time to pick up the computer. If the 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"
- Age and Grade of the Child
- Would the child like a mouse with the computer?



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**
- A mouse and mouse pad are also available upon request.

1 on 1 Tutoring Request:

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

Request for a Tutor

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CASA SUPPORT COUNCIL FOR PIMA COUNTY, INC.

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@casasupportcouncilpima.org.

* Click Submit below when finished with the form.

CASA's Name *

First Last Name

(Last, First, Middle)

Your CASA Email Address *

name@casaz.gov

Date of Request *

01/19/2024



CASA's Phone # *

520-808-1450

Child's Legal Name *

Sally Smith

Child's Age & Grade *

8 year old, 3rd grade

Name of School & School District *

Elementary School

Primary Teacher's Name *

Mrs. Teacher

Teacher's email *

teacher@school.com

Tutor Gender Preference? *

☐ No Preference

☒ Female

☐ Male

Subject(s) to be Tutored *

Math and Reading

Days of the Week Child is Available *

Mon, Wed, Thurs, Sat

What time frames is the child available? *

After 2pm Mon-Fri; all day Sat

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 *

First Last

Placement's Email *

email address

Placement's Phone# *

phone number

Placement's Address *

physical address

Additional Notes That May Be Helpful

Sally is very behind in reading. She also needs help with basic math skills.



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. We use a reliable company and all tutors have a background check.

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
- The Support Council are not the child's tutor. Please have placement or you the CASA work with the tutors to schedule sessions and communicate progress.
- 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 2nd Tuesday of the month from 12-1pm
- If you have tutoring questions, please email Katie Hamlin at 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

Reimbursement Receipts

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

Reimbursement Receipts

How to Fill Out CASA Forms – 101

DATE *

mm/dd/yyyy 

YOUR NAME *

YOUR CASA EMAIL ADDRESS *

YOUR PHONE *

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.)

One form can be used for all of your reimbursements: clothing, hygiene, and special requests for each month/quarter.

ITEM(S) PURCHASED + CASA CHILD'S NAME

AMOUNT

School Clothing - Sally	113.54	 
Hair cut - Sally	25	 
Hair cut - Bobby	25	 
Car seat - Bobby special request	59.99	 

Click on the "+" to add more lines.

Total reimbursements requested by CASA: \$ *

\$223.53

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



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

Receipts submitted more than 90 days from the date of purchase can not be reimbursed.

Drop files here or

Select files

Max. file size: 256 MB.

 Receipts.docx2 mb100% 

Once a receipt has been uploaded, a red X will appear. If you attach the wrong file, you can click on the red X to remove that file.

Certification of Reimbursement Receipts *

☒ 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



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 \$300 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



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 \$300 per child.
- Hygiene products includes Hypoallergenic products, Haircuts, Sunscreen, Deodorant, 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 reimbursements questions, please email:
reimbursements@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. Backpacks up to an additional \$75 may be purchased and reimbursed as well.
- 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 reimbursement questions, please email:
reimbursements@casasupportcouncil.org

Staff Contacts:

Executive Director:

Linda Koral; email: linda@casasupportcouncilpima.org;
phone: 520-465-4425

Project Manager:

Katie Hamlin; email: katie@casasupportcouncilpima.org;
phone: 520-808-1450

Administrative Support Specialist:

Felisa Hernandez; felisa@casasupportcouncilpima.org;
phone: 520-575-5130

Treasurer:

Crystal George; email: crystal@casasupportcouncilpima.org;
phone: 520-205-2591
(Email is preferred)

For reimbursement questions or issues contact:
reimbursements@casasupportcouncilpima.org

Website: <https://casasupportcouncilpima.org/>