



## **FY 2017 Individual and Family Support Program Funding Application**

### **INSTRUCTIONS FOR SUBMITTING RECEIPTS**

IFSP Funding Program requires receipts for the services and supports bought with IFSP funds. If the Program does not receive the receipts for all approved funds, you will not be eligible for future IFSP application periods.

#### **Steps for Turning in Receipts**

1. Collect all receipts.
2. **PLEASE KEEP A COPY OF ALL RECEIPTS FOR YOUR FILES!!**
3. Write the name of the individual who is on the waitlist on the left corner of the receipt
4. If you are sending in receipts for more than one child, please be sure to itemize the receipts for each child separately.
5. If it is not indicated on the receipt what item or service was purchased, please write the item description on the receipt.
6. You may mail, e-mail or fax the receipts only.
  - Mailing instructions:
    - Place the receipts in an envelope and mail to the address below. Please be sure to put your return address on the envelope:  
DBHDS/IFSP  
1220 Bank Street  
Richmond, VA 23219
  - E-mailing instructions: e-mail to
    - Roxie Lyons - [Roxie.Thompson@dbhds.virginia.gov](mailto:Roxie.Thompson@dbhds.virginia.gov)
    - Sandra Brown – [Sandra.Brown@dbhds.virginia.gov](mailto:Sandra.Brown@dbhds.virginia.gov)
  - Faxing instructions:
    - Fax number 804/786-0076