Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Representative Payeeship

Extra Spending Requests- General Information

Wednesday at noon is the cutoff for extra spending requests for the check to be received by the following Monday.
(There are exceptions -- such as if Friday or Monday is a holiday. On those occasions, the cutoff is by noon on Tuesday to make sure that the checks can arrive early.)
It is always best to submit the request as early as possible in case there are unforeseen circumstances that may arise (Ex.-inclement weather, power outages, staffing shortages due to unexpected illness, etc.).

Extra Spending Requests - Under $500

Requests for extra spending money of under $500 can be requested **by the client** by calling the Representative Payee. Team member signatures are not required for under $500 requests.

If the client needs to leave a message, they must include their full name, the amount being requested, and a call back phone number. A call back will be made only IF there are not sufficient funds in the client's account or IF the request cannot be approved for some other reason. Otherwise, the extra spending request will be submitted for payment at the next check run.

If a client is non-verbal (or is verbal but prefers to use email instead), we will accept a request for extra spending money by email from the **client's** email account. (Please make sure that we have the client's current email address on file for those who choose to use this option.)

If a client is non-verbal and has no email account (or is verbal but prefers to submit a written request), we will also accept a simple written statement signed by the client as to the amount of extra spending money being requested. If the client is able to sign only by a mark (X), then two witness signatures will be required to confirm they witnessed the client signing the request.

Extra Spending Requests- $500 or More

For extra spending of $500 or more, the "Expenditure Documentation Sheet- $500 or More" is still required with all Team Members' signatures. (Everyone should be using the same standardized form from Catholic Charities. Please use Revised Form dated 09/2024. Discontinue use of any other versions.)

All required signatures **must** be completed and supporting documentation attached **BEFORE** submitting the request to Catholic Charities for payment.

There should be supporting documentation with cost(s) of each purchase to be made. Please remember to include proof of any additional costs like insurance, protection plans, baggage handling fees, special taxes or fees, etc., that may be included in the total being requested.

Due to the various types of spending that can arise under this category, additional documentation **may** be required for a sufficient paper trail for auditing purposes or to meet Medicaid or SSI requirements. We will be happy to work with you to let you know when those situations arise and what will be needed.

Instructions valid as of September 2024