

Documentation Requirements

(Needed in order to stay within compliance of S.S.A. regulations)

- **Bank Statements:**

Submit Monthly

(cross out all but the last four digits of the account number)

- **Pay stubs:**

Submit Per Pay Period

- **Spend-downs:**

Submit Monthly as Needed

- **Moves:**

Notify Immediately

Submit Move Forms to snesaa@yahoo.com

Move Forms are available online www.snesaa.org/forms

- **Hospitalizations:**

Notify Immediately

See Best Practices Documentation Template for timeline and information to be submitted. www.snesaa.org/forms

Client Bank Accounts:

- Client's account at S.N.E.S.A.A. should remain at \$1000 or less
- Client's personal savings or checking accounts should remain at \$300 or less

Check Request:

- Located on our web site at www.snesaa.org/forms
- Generates a one-time check
- Fill in completely in order for processing
- **Cash within 30 days**
- All receipts to be submitted within 60 days or if another one time check request is needed then past receipts need to be submitted
- Examples: Check stub with all receipts / full name with receipts and check amount (faxed or emailed)
- Attestation Letter to be submitted for lost receipts (directions can be found online www.snesaa.org/forms)
- Receipts DO NOT need to be submitted for automatic recurring monthly and/or weekly personal checks

Moves: Move Forms can be found online www.snesaa.org/forms

- Move in date
- Type of living arrangement (group home, AFC, alone, shared living...)
- New address
- New phone number
- Stop any previous rent/ personal payments
- New rental agreement
- New contacts and contact info (names, #'s, Agency...)