



## Training Guide

### CASA Support Council for Pima County, Inc. CSCPC 101 - Services Available to all CASAs



**Change a Child's Story™**



Presented by:

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## **CSCPC & CASA Background Information**

The CASA Support Council for Pima County, Inc. is a 501 (c) (3) nonprofit organization. We were certified 17 years ago by the IRS as tax exempt. With this status we are allowed to accept donations from the public.

We were also certified by the Arizona Department of Revenue (ADOR) in 2016 and again in 2018 as a “Qualifying Foster Care Charitable Organization” (QFCO), which allows Arizona taxpayers who donate to us to receive a tax credit on their Arizona taxes. The QFCO certification requires renewal whenever requested by ADOR. Along with the certification, we must meet all requirements of the law, including what and whom we can and cannot spend donations on.

We are an “auxiliary” member of National CASA and attend the annual National CASA conference. We must meet all requirements for Auxiliary organizations.

We are a member of the Arizona State Support Councils, which has presence in most of the counties. This group meets several times a year to discuss areas of interest and share accomplishments and new ideas.







We are a member of the Arizona Alliance of Non-Profits, which supports us with many services.







Our Mission is to support the unmet needs of abused and neglected foster children in Pima County who are supported by a CASA (Court Appointed Special Advocate). We also support CASAs and the CASA of Pima County Program.




The CASA of Pima County Program is a “Court-Based” CASA Program with full-member status with National CASA. Their employees, CASA Coordinators, supervise CASAs, Peer Coordinators, and CASA mentors. They are not allowed to accept donations or gifts from the public.

# Overview of Services Available to CASAs

*All reimbursements are paid via direct deposit. The Support Council will contact you following your first request to get your banking information. Reimbursements are paid on the 10<sup>th</sup> and the 25<sup>th</sup>.*

Service	Description
<b>Optional Services that Require a Form</b>	
<b>Mileage reimbursement</b> 	Paid at \$.30 per mile for driving directly related to the completion of duties performed as a CASA, or to benefit the CASA program. <a href="#">(See pg. 8)</a>
<b>Monthly Outings – receipts required</b> 	Reimbursed at a maximum of \$50 per month for the CASA and \$50 per CASA child. If the CASA cannot make in-person visits, we will approve on-line purchases, e.g., activities, books, games, and arts and crafts. <a href="#">(See pg. 10)</a>
<b>Special Requests under \$200 or Special Requests over \$200</b> 	When a CASA child has an unmet need or would benefit from an enrichment activity outside of CASA outings, a CASA can complete a Special Request on behalf of their child. Purchases over \$100 need to be approved prior to spending. <a href="#">(See pg. 12)</a>
<b>Refurbished Laptops for CASA Children (Special Request Form)</b> 	We have a contract with a “Certified Microsoft Refurbisher”. All computers come with Microsoft Windows 10 and Microsoft Office Home and a 1 year service warranty. Mouse and Mousepads are also available. NOTE: All computers come with a camera/ Zoom capability. <a href="#">(See pg. 14)</a>
<b>1 on 1 Tutoring</b> 	For all subjects K-12; also for GED, SAT, ACT. We have a contract with a nationwide tutoring company. The tutors work on foundational skills and will meet the child at their current educational level. We recommend that CASAs with educational concerns attend the monthly “Education Case Support. <a href="#">(See pg. 16)</a>
<b>Higher Education Scholarships</b> 	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 for and receipt of a Pell Grant prior to obtaining funding from us. Applications are available on our website. <a href="#">(See pg. 19)</a>

Service	Description
<b>Reimbursement Receipts Form</b>	
<b>Clothing Allowance</b> 	The Support Council will pay a maximum of \$250 annually (January 1 <sup>st</sup> thru December 31 <sup>st</sup> ) for each school aged CASA child for <b>school clothing</b> , e.g. pants, shirts, shoes, socks, underwear, jackets and coats. No additional forms are required. CASAs must write their name and the child's name on each receipt. Infant and toddler clothing are not subject to the \$250 limit but must be approved before exceeding the \$250. ( <a href="#">See pg. 21</a> )
<b>Personal Hygiene Allowance</b> 	From January 1, 2023, thru December 31, 2023, the allowable annual amount will be \$200. 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. CASAs must write their name and the child's name on each receipt. ( <a href="#">See pg. 22</a> )
<b>School Supply Allowance</b> 	The Support Council will pay up to \$75/ semester for school supplies for children grades K-12. Additionally, each child can get one backpack per school year. Backpacks are separate from the \$75 allowance. CASAs must write their name and the child's name on each receipt and submit a reimbursement form. ( <a href="#">See pg. 23</a> )
<b>Services Automatically Provided (No forms required)</b>	
<b>Gift cards</b> 	Holiday and Birthday - \$25 for each CASA child 11 and under; \$50 for each child 12 and older. Gift cards are also available for graduation, adoption, etc. <b>These are available from your CASA Program Coordinator.</b> ( <a href="#">See pg. 24</a> )
<b>*Kinship Grocery Cards</b> 	For CASA children in a kinship placement we provide monthly grocery gift cards. The gift cards are sent to the CASA and the CASA is responsible for getting the cards to the placement. ( <a href="#">See pg. 24</a> )
<b>Discount or free admission tickets</b> 	Reid Park Zoo, Golf 'n Stuff, Funtasticks, Children's Museum, etc. See the "Things to Do" list under "Activities" on the website for a list of other low-cost kid friendly activities. ( <a href="#">See pg. 25</a> )

Events and CASA Activities (Online Registrations)	
<b>CASA Recognition Luncheon</b> 	<p>The luncheon is held in April, Child Abuse Prevention month. It is a time to recognize the accomplishments of CASAs and community partners. Juvenile Court Judges are invited. Awards are given out to CASA of the Year, DCS case manager of the Year, Attorney's choice, Judges' choice, CASA Rookie of the Year, etc.</p>
<b>Holiday Party for CASA children</b> 	<p>Held on the 1st Sunday in December at Golf 'N Stuff and includes park activities, lunch, teddy bears, face painting, and a visit with Santa and his Elf.  <b>Free for CASAs and their children.</b></p>
<b>CASA Support Council Trainings</b> 	<p>The Support Council provides numerous services to the CASA children and reimbursements for the CASAs. This training is the perfect opportunity to learn more about these services and the required forms to fill out. New CASAs and CASAs looking for a refresher on the services the Support Council provides are encouraged to attend. Trainings are held quarterly throughout the year.</p> <p>The training will count as 2 hours as part of your annual required training.</p>

# 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.

**Quicklinks**

- Request for a Tutor
- Scholarship Program
- Foster Care Charitable
- Submit a Form

**I Want To**

- Donate to CASA
- Become a CASA Volunteer
- Learn About CASA
- Submit Reimbursement Receipts

**Activities**

Click one of the links below to find activities you do with your children, or activities that children can do on their own.

**Holiday and Winter Activities 2022**

**Free & Low Cost Activities for CASAs With Their Children**

**Forms**

- How to Fill Out CASA Forms
- Request for a Tutor
- CSCPC Application for Higher Education Funds
- Mileage Reimbursement
- Outing Reimbursement
- Special Request – Over \$200
- Special Request – Under \$200
- Reimbursement Receipts

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

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 Requests Forms
- Request for a Tutor Form
- CSCPC Application for Higher Education Form
- Reimbursements Form



## Mileage reimbursement:

<https://casasupportcouncilpima.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 \*

9/11/23

YOUR NAME \*

Katie Hamlin

YOUR EMAIL \*

khamlin@casaz.gov

YOUR PHONE \*

520-808-1450

MONTH COVERED \*

August and July

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

To add dates use the +  
This automatically  
totals your miles

DATE

STARTED FROM

DESTINATION

TOTAL MILES

7/20/23

Placement

Zoo

12

+ -

8/1/23

Placement

Golf N Stuff

22

+ -

8/17/23

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 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 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/>

### 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 \*

9/11/23



YOUR NAME \*

Katie Hamlin

YOUR EMAIL \*

khamlin@casaaaz.gov

YOUR PHONE \*

520-808-1450

NUMBER OF OUTINGS \*

3

MONTH COVERED \*

June, July & August

(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

8/24/23

45.00



7/13/23

135.56



6/17/23

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: 64 MB.

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



### 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 \*

9/11/23

YOUR NAME \*

Katie Hamlin

YOUR EMAIL \*

khamlin@casaaaz.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/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@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) \***

**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 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 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 \*

First Last

(Last, First, Middle)

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

name@casaz.gov

Date of Request \*

9/11/23



CASA's Phone # \*

### ### ####

Child's Legal Name \*

Sally Smith

Child's Age & Grade \*

8 years old, 2nd grade

Name of School & School District \*

Tucson Elementary

Primary Teacher's Name \*

Mrs. Teacher

Teacher's email \*

email@tusd.edu

Tutor Gender Preference? \*

☐ No Preference

☒ Female

☐ Male

Subject(s) to be Tutored \*

Reading, Math

Days of the Week Child is Available \*

Mon, Tues, Thurs, Sat

What time frames is the child available? \*

4-6pm weekdays, 12-3pm 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 \*

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 \*

9/11/23



YOUR NAME \*

Katie Hamlin

YOUR EMAIL \*

khamlin@casaaaz.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 reimbursements questions, please email:  
[reimbursements@casasupportcouncilpima.org](mailto: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.
- 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](mailto:reimbursements@casasupportcouncil.org)

## Automatically Provided Services (No Forms Required)



### Kinship Grocery Cards:

#### Reminders:

- Children in Kinship Placements receive a monthly \$100 grocery card each to support their placement (no form required)
- The grocery cards are sent to the CASA who ensures the placement receives the cards
- Each month make sure to respond to our Admin Assistant's emails about whether there are any changes to your CASA child/children that are in Kinship placement. Reply - No Change, Case Closed, Moved to another placement, new case, adoption etc.
- If your child is in a kinship placement and not yet receiving the grocery cards, contact the Support Council at [Felisa@casasupportcouncil.org](mailto:Felisa@casasupportcouncil.org)



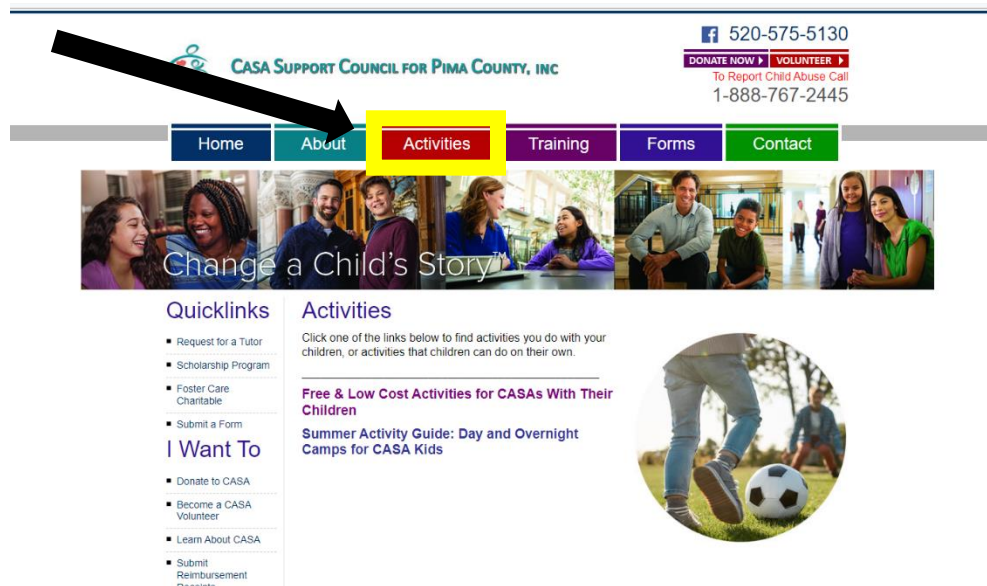
### Gift Cards for CASA Children

#### Reminders:

- Holiday Gift Cards are sent out in the mail to every CASA each November.
- Birthday gift cards can be sent to each CASA before a child's birthday. Contact your CASA Coordinator before their birthday.
- Gift cards are also available for graduation, adoption, etc. **These are available from your CASA Program Coordinator**
- The gift cards are intended for the children to shop with the CASA and choose a gift for themselves of their choice.
- Children 11 and under receive \$25 gift cards; children 12 and older receive \$50 gift cards.

## Activities to do in Tucson- Discounted/Free Admission Tickets: <https://casasupportcouncilpima.org/activities/>

When on the CASA Support Council Main page, click on the “Activities/Programs” button. Then the “Activities” bullet.



Here is where you can find a list of Free and Low Cost Activity ideas for outings along with our seasonal guides such as camp information or holiday activities.

### Free and Low Cost Activities for CASAs with their Children

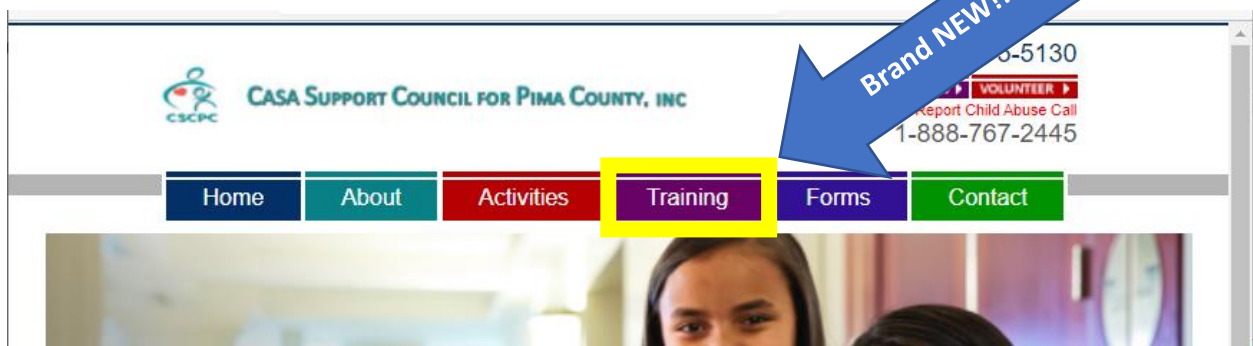
Categories (Click on the link to jump to each category):

<a href="#">CASA Badge Required</a>	<a href="#">Museums</a>	<a href="#">Active/Hands On</a>	<a href="#">Educational</a>	<a href="#">Arts/Creative</a>	<a href="#">Outdoor/ In Nature</a>	<a href="#">Theaters/Movies</a>
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Revised July 2021

Place/Activity	Times and Price Range	Details
<b>CASA Badge or Card Required</b>		
<b>Funtasticks Family Fun Park</b> 221 E Wetmore Rd, Tucson, AZ 85705 520-888-4653 <a href="https://www.funtasticks.com/">https://www.funtasticks.com/</a>	Free when you present your CASA badge and check in. Ask to speak with a manager upon arrival and explain you are with CASA Support Council.  Sun-Thurs 10am-9pm Fri-Sat 10am-11pm	Funtastick Wristband (All day wristband good for - Go karts, Mini Golf, Bumper boats, Laser Tag, Kiddie Rides) Group Meal Deal (Hot dog & Fries + Drink)
<b>Golf N' Stuff</b> 6503 E Tanque Verde Rd, Tucson, AZ 85715 520-296-2366 <a href="https://golfnstuff.com/">https://golfnstuff.com/</a>	Free All Park Pass with your CASA badge  Sun thru Thurs: 10:00am to 11:00pm Fri and Sat: 10:00am to 12am	Present your badge, sign in, and get a wristband that includes 1 round of miniature golf, 4 rides (choice of bumper boats, go-karts, and laser tag) PLUS 4 tokens per person. Will also receive a ticket good for 1 hot dog, a bag of chips and a regular soda per person.
<b>Reid Park Zoo</b> 3400 E Zoo Ct, Tucson, AZ 85716 520-881-4753 <a href="https://reidparkzoo.org/">https://reidparkzoo.org/</a>	FREE to CASAs and their children. Get one of our Zoo cards from the CASA office. Present your badge and the card to the cashier when you arrive. June – September: 8am – 2pm	The zoo has over 250 animals from around the world. Animals tend to be most active and visitor attendance tends to be lowest early in the morning and just prior to closing. It is suggested you allow yourself two hours to see most of the Zoo. The Zoo Card is also good for the Safari Nights. <i>Please return the zoo cards as soon as possible so other CASAs can use them.</i>

## CASA Program Training Tab



Select the “Training” tab (highlighted above)

Select “CASA Resources”

Login using the password to navigate to the CASA Resources home page.

Click on “[Click Here to See our List of Resources, Trainings, & More.](#)”



Click through the **CASA Resource Topics** and **Training Calendar**. Here you will have access to all of the upcoming trainings and different resources for various topics all in one place.

**Items/Requests the Support Council can not fund:**

- Passports (DCS/court responsibility)
- Cosmetic dentistry/braces (essential dentistry covered by Mercy Care)
- Equine therapy where therapy services are being provided (any type of therapy should be provided through DCS)
- Contact lens (Glasses/eye care is covered through DCS)
- Yearly health club memberships (will provide funds on month by month basis)
- Cell Phones/Phone bills
- Computers not requested through our Refurbished Laptop program
- Electronic equipment
- Anything for biological parents (contact DCS for essential needs)
- Anything for siblings that do not have a CASA
- Items for placements that do not directly support the child
- Any kind of Special Request if the child is living with the parents, even if still in dependency
- Tutoring that is not through the Support Council's contracted company
- Daycares/after school care (DCS will cover approved day cares)
- Diapers and formula (there are other community resources available)
- Manicures/hair cuts for the CASA volunteer

\*Note: Licensed foster placements may be asked to pay partial amounts for some special requests

## **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:**

Felisa Hernandez; [felisa@casasupportcouncilpima.org](mailto:felisa@casasupportcouncilpima.org);  
phone: 520-575-5130

### **Treasurer:**

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

*For reimbursement questions or issues contact:*  
[reimbursements@casasupportcouncilpima.org](mailto:reimbursements@casasupportcouncilpima.org)