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urgent requests:

- will be addressed as they come in during work hours, Monday through Friday.
- must be time sensitive (needs to be addressed before the next Service Integration meeting) and must meet one of the urgent request requirements below.

Final approval for the Urgent Requests will be completed by *Jennifer Richter, Early Learning Program Administrator*. For questions or concerns, please contact Jennifer at [jrichter@yamhillcco.org](mailto:jrichter@yamhillcco.org) or 503-376-7421.

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**Urgent request and or time sensitive requests include the following:**

- an eviction notice
- an urgent item or purchase needed that would help secure employment or housing/shelter
- a medical condition that would require immediate resolution
- a utility shut off notice
- urgent prescriptions, lice treatment/kits for a lice outbreak
- a time sensitive issue in which the client/family is in imminent danger or their health is at risk

**Payment information for Urgent Requests**

- Partners submitting the urgent fund request must find out if the payee accepts credit card payments and send that information to the SIT Coordinator.
- If the vendor does not accept credit card payments, the partner should request a completed W-9 form from the vendor. Please submit to Brent Morrow, *Accounting Clerk* via fax (503-857-0767) or email [bmorrow@yamhillcco.org](mailto:bmorrow@yamhillcco.org)
- Please allow up to 3 business days for processing for non-credit card payments

**Non-Urgent Fund requests**

- Non-urgent fund requests must be presented at the Service Integration Meeting that partners are requesting funds from. Please refer to the SIT calendar for the scheduled meetings.
- Please email the SIT coordinator to confirm the presentation on the request at SIT meeting.
- If partners are not able to attend the meeting, they must coordinate with someone from their organization or the SIT coordinator to present on their behalf.
- Please ensure that all the information on the fund request is obtained prior to the meeting as it is highly likely that follow up questions will be asked from the SIT members.
- Partners submitting the non-urgent fund request must find out if the payee accepts credit card payments and send that information to the SIT Coordinator.
  - If the vendor does not accept credit card payments, the partner should request a completed W-9 form from the vendor. Please submit a completed W9 form to Brent Morrow, *Accounting Clerk* via fax (503-857-0767) or email [bmorrow@yamhillcco.org](mailto:bmorrow@yamhillcco.org)
- Please allow up to two weeks for these payments to be processed.