**Service Integration Funding Process FY 2015‐2016**

**How do I access Service Integration Team Dollars?**

1. Please review the Funding Guidelines form for more information on the purpose of SI dollars and how they can be used and spent. If the proposed request is within the funding guidelines, submit a funding request through the online funding form or contact the Service Integration Coordinator at 503-455-8047. The online funding form is located at <https://www.surveymonkey.com/r/SC9T8VN>.
2. **For emergency rent or utility requests –** Have the client contactYCAP – 503‐472-0457, St. Vincent de Paul Social Services – 503-472-6216, McMinnville Cooperative Ministries – 503-472-5622, or the Salvation Army – 503‐472-1009. *There may be a requirement to provide a shut off or eviction notice to provide assistance. SITs may be able to support these resources and leverage funds.* The SIT may also partner with these agencies for these requests.
3. If possible, present the request at the appropriate Service Integration team meeting. If the request needs immediate attention it can be addressed via Survey Monkey in‐between meetings.
4. After the SIT meeting, the request will be sent out over email via Survey Monkey to be voted on by members of the team. The SIT Coordinator will let you know once the request has been approved.
5. Once approved there are a few options for purchasing items:

# Option #1:

Purchase the items and submit the ***original itemized receipt*** for reimbursement within 30 days of your purchase. Yamhill CCO must receive original itemized receipts in order to reimburse the purchase. Submit receipts and/or invoices to Miriam Corona ([mcorona@yamhillcco.org](mailto:mcorona@yamhillcco.org%20) or 807 NE Third St., McMinnville OR 97128)

# Option #2:

Have the store or business create an invoice or purchase order for the items and give to Service Integration. Yamhill CCO will process a check for the approved amount and either mail the check to the business or your agency.

# Option #3:

If the above two options do not work for purchasing the requested item(s), please contact the SIT Coordinator to discuss how to go about making a payment.

**Please Note**: It takes about 10‐14 days for Yamhill CCO to process a payment once all the proper paperwork has been submitted. Service Integration has the ability to provide Payment Commitments if that is necessary.

1. Complete the Service Integration Funding Reporting Form and email it to the SIT Coordinator.

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