

Steps for Social/Recreation Payment Under Service Code 024

1. Discuss the proposed service/activity with the Individual Program Plan (IPP) team and have team agreement that the service/activity will be included in the IPP.
2. When the IPP team recommends funding the service/activity under SC 024, family/individual will proceed to pay for the activity/service.
3. **Family/individual pays** for the service/activity and **submits the invoice** from the service/activity provider and **proof of payment to the GGRC Social Worker**.
4. The invoice must contain the **name of the participant**, the name of **the provider**, **the cost**, **dates of attendance**, name of the **person who paid** and the **method of payment**.
5. Proof of payment can be a **copy of both sides of the cancelled check**, a **redacted copy of the credit card bill** showing name of the account holder and the item paid or the receipt from an **automatic payment such as Zelle or Venmo** with the **name of the payor, name of the payee, date of payment** and the **amount**.
6. GGRC Social Worker generates an IPP addendum indicating the name of the service/activity, the cost and the dates of attendance. That addendum is sent to the family/individual for signature to consent to implementation of the addendum.
7. Once consent to implementation is received from the family/individual, GGRC Social Worker sends the addendum, signed consent, invoice, and proof of payment to the Vendor Unit for processing.

8. Once Vendor Unit has completed processing the vendorization, GGRC Social Worker submits the Purchase of Service (POS) request to the GGRC Fiscal Department for payment.