**Pre-paid Card Process**

1. KCHD staffer gets written approval to purchase pre-paid cards for reimbursement

2. Cards are purchased

3. For each individual card, the card # is added to the Tracking Form

4. Copies of the receipts and Tracking Form provided to KCHD Fiscal

5. KCHD Fiscal keeps cards and Tracking Form in a locked and secured location

6. Receipts submitted for reimbursement per Department reimbursement policies/process

**Lodging Process**

1. Client is identified as eligible for program per Eligibility Screening Form

2. KCHD Employment Support Specialist (ESS) obtains pre-paid card from KCHD Fiscal

3. KCHD ESS completes required information on Tracking Form for the card(s) to be utilized

4. KCHD ESS contacts hotel to reserve room

5. KCHD ESS meets client at hotel to complete reservation process. Note: The hotel must be reserved in the client’s name. Some hotels will require client provide photo ID

**Renewal Process**

1. KCHD ESS is responsible for weekly renewal of each client’s stay

**Invoicing Process**

1. Invoices must be sent to KCHD Quality & Housing Manager and designated KCHD Fiscal staff weekly