

PSAP Assistance Program

Frequently Asked Questions

Q: If you want to apply for funding for the back fill that class/training creates, then you will wait until after the OT is paid and then submit the reimbursement request? Is this correct?

A: All expenses must be approved in advance. Simply fill out an application and include an estimated amount. Then once you have paid the individual, submit a reimbursement request for payment.

Q: Can we turn our requests for \$\$ in now, or do we have to wait.....and does it have to be a single item or can it be a few small ones??

A: Yes, anytime; the earlier the better but absolutely before September 30th. While I would prefer you not submit a bunch of \$5 requests, it doesn't have to be one single item.

Q: Can you reimburse me for my recorder that I just purchased, but haven't paid for yet?

A: No, all purchases must be approved IN ADVANCE.

Q: If we are approved the funding, do we get the money up front to purchase the items, etc. or do we first have to purchase and pay for the items and then submit for the reimbursement?

A: You must purchase and pay for the item, then submit it for reimbursement.