

Instructions

United Way of Story County (UWSC) ASSET Claims Form

Important Reminders

- Claims must be submitted by the **15th of the month following** the month in which services were provided (e.g., July services must be submitted by August 15).
- No more than **1/12 of your total allocation for a service** may be claimed in any single month.
- **Please submit a separate claim form for each service.** Use one claim form per service, per month. Please do not put requests for reimbursements for different services on the same claim form; please do not put multiple months of a service reimbursement request on one claim form.
- Services must be provided to **individuals or families who are residents of Story County.**
- The claim form must include a complete **itemization of the nature and number of services provided.** All fields must be filled out completely.
- Payment will be made via **direct deposit** to the bank account on file with UWSC.

Prohibition on Duplicate Billing

Partner agencies shall not submit a claim for the same service provided to the same client on the same date to more than one ASSET funder. Each unit of service must represent a distinct service encounter billed to only one ASSET funder.

ASSET funders include: **City of Ames, ISU Student Government, Story County, and UWSC.**

Claims Submission Process

1. **Download the UWSC ASSET Claims Form** from the “Forms & Resources” tab at www.storycountyasset.org.
2. **Complete all required fields**, including an itemized list of the nature and number of services provided during the month. Remember to use one form per service, per month.
3. **Email the completed claims form** along with any required supporting documentation to unitedway@uwstory.org.
4. **Track your reimbursement claims** to monitor your remaining allocation balance throughout the year.

UWSC will review and verify all submitted claims forms prior to disbursing payments. Reimbursement requests may take up to two weeks once reviewed and processed.

Questions?

Please contact United Way of Story County at unitedway@uwstory.org.