

HELP A STUDENT FUND DIRECTIONS

TRUST CRITERIA

The student is in need of certain personal necessities to maintain school attendance. All other resource possibilities have been exhausted. Student needs this help to attend school.

If student is eligible for McKinney-Vento please contact their office at 253 571 6791

<https://www.tacomaschools.org/mv/Pages/Contact.aspx>

Help A Student Fund provides assistance for basic/or special need to ensure student attendance such as: clothing, coats, personal hygiene items, socks, shoes, glasses, and conditional (i.e., school uniforms, gym clothes, art supplies, cap & gown). (**does not include prom wear/rentals or cheerleading uniforms) Some specific cases may include medical help or emergency transportation. If you have any questions regarding a "need" please email tpenton@tacoma.k12.wa.us

PROCESS

HASF REQUESTOR APPROVAL:

1. COMPLETE THE HASF FORM AND E-MAIL directly to the Partnership Office for approval. **Neither you or the school will be reimbursed if purchases have been made prior to approval.**
2. Partnership Office approves or denies request.
3. TPS STAFF PURCHASES ITEMS. Partnership Office no longer has a uniform/shoe/school supply closet therefore all purchases must be made through the school. There will be specific cases where the Partnership Office will become directly involved in the purchase of the "necessity". Those will be taken care of on an individual basis.

PURCHASING ITEMS:

1. USING THE BUILDING P-CARD:
 - a. The school procurement card should be signed out and used by school staff to purchase preapproved items. **Under no circumstances can a parent or a non-district employee take a P-Card and shop for items.**
 - b. Requestor will scan a copy of the original receipt to tpenton@tacoma.k12.wa.us.
 - c. The office coordinator emails the Partnership Office (tpenton@tacoma.k12.wa.us) for the HASF Trust accounting (**per pcard regulations, each time OC's use the HASF accounting they must email TaLana Penton to get authorization to use HASF accounting**) and adjusts the accounting when their P-Card reconciliation is done.
 - d. Office coordinator scans of the USBank statement showing that accounting has been changed. If Partnership Office does not receive a receipt or the USBANK statement the school will not be allowed to use the HASF until all paperwork has been received.
2. INTERNAL PURCHASES
Office coordinator will request accounting from Partnership Office. A RECIEPT will be scanned to the Partnership Office.
3. REIMBURSHING DISTRICT STAFF PURCHASES:
 - a. Fill Out general fund claim form (check your main office) and attach copy of the APPROVED HASF with original receipts. Send via district mail to Partnership Office 2nd floor CAB for payment processing.

Call extension 7980 if you have any questions regarding this fund.