

Required Claims Documentation: Housing Deposits and Household Items

Documentation Requirements for Claim Payment

To ensure timely processing and consideration for payment, all required documentation must be uploaded to the secure file transfer protocol (SFTP) site before submitting a claim for billing.

Claims submitted without the required supporting documentation will be denied.

Required Documentation (Upload Prior to Claim Submission)

Please upload the following documents to the secure SFTP site (SFTP folder name: **Prpymt**):

1. Dated Proof of Payment

Acceptable forms include:

- Copy of cancelled check(s) (front and back)
- Dated receipt(s) from the payee or for purchases
- Dated confirmation of electronic payment
- Copy of a money order

2. Housing Deposit Services Request for Funds Form

- Must be fully completed (download from the approved TAR)
- Must be signed by the provider

3. Housing Deposit Services Funds Attestation Form

- Required for all submissions
- Provider must confirm that payment has been made
- Members must attest that the goods/services were received
- Must include the member's signature

4. Proof of Housing Agreement

- Executed lease agreement or documentation verifying a room rental
- Must be signed by both the landlord and the member

5. Correct Naming Convention for Required Documents:

TAR#_documentname.pdf

- Example: PE1234567890_housingdepositform.pdf
- Example: PE1234567890_memberattestationform.pdf
- Example: PE1234567890_POP.pdf (POP = Proof of Payment)
- Example: PE1234567890_executedlease.pdf

Important Reminder

Ensure all documents are complete, accurate, and uploaded in full prior to claim submission to prevent delays or denials.