

**GREGG COUNTY CHILD WELFARE BOARD**  
**REIMBURSEMENT INFORMATION**

**1. QUARTERLY CLOTHING ALLOWANCE**

Quarters: (September - November); (December - February); (March - May); (June - August)

- a. **CHILDREN AGE 3 AND UNDER - \$ 150.00 PER QUARTER**
- b. **CHILDREN AGE 4 THROUGH 18 - \$ 250.00 PER QUARTER**

**Original clothing receipts** must be attached to the Clothing Allowance Reimbursement Form and submitted to the Gregg County Auditor's Office. Use only ink when identifying which expense belongs to which child on the original receipt. **If a receipt has been written over or altered in any way, it will not be considered for reimbursement by Gregg County. Hand-written or copies of receipts will NOT be accepted.**

If you are sending in receipts for more than one child, please remember that you must identify, on the original receipt, which expense belongs to which child. Each Child needs to have their own form filled out, to cut back on confusion. If it cannot be determined which expense goes with each child, your paperwork will be sent back to you to break down, as required. This could delay your reimbursement check by another 4-6 weeks. **Receipts MUST state what the item purchased is.**

The clothing allowance can be used to purchase diapers, shoes, belts and hats. If you order clothing (ex: mail, order, internet), please do not send in the printed order form for reimbursement. This is not an invoice. You must send the document that shows payment was made in order to be reimbursed for this method of shopping. **It should show that the items were received and paid for.**

**Receipts must be received by the first Tuesday of the month. If received after this day, the request will not be processed until the following month. All requests for reimbursement must be received in a timely manner, by the end of the next quarter. Any requests received later than the following quarter will not be reimbursed. Purchases made with other Government funds are NOT eligible for reimbursement.**

**IT CANNOT BE USED FOR ITEMS SUCH AS JEWELRY, MAKE-UP, AND OTHER PERSONAL, NON-CLOTHING ITEMS. THESE ITEMS WILL NOT BE REIMBURSED.**

**2. DIRECT NEEDS/SPECIAL NEEDS**

\$400.00 per child per year is available for special needs such as car seats, camps, ballet lessons, or other direct social or cultural need. **Original receipts must be submitted for reimbursement.**

**3. BIRTHDAY PAYMENT**

A payment of \$25.00 is sent to the child in the month of their birthday. **Original receipts must be returned to the Board showing what was purchased if the child is under 5 years of age or unable to endorse the check. Have children who can sign/print, write their name on the form and returned the form in provided envelope.**

**4. GRADUATING SENIORS**

All graduating seniors will receive a **one-time allotment of \$450.00 for senior year expenses.** This is to help toward the cost of senior pictures, cap and gown fee, and invitations. **Original receipts must be submitted for reimbursement.**

**Questions can be directed to:**

Gregg County Auditor's Office  
Attn: Delores Vaughan  
101 E. Methvin, Suite 306  
Longview, TX 75601  
(903) 236-1762