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## STRENGTHENING THE VOICES OF CASA STATEWIDE

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### **FY 2018 Reissa Foundation Direct Reimbursement Project Grant Funds Computers for CASA Reimbursement Total Available Grant Funds: \$25,000**

*The purpose of this grant is to reimburse programs for the purchase of necessary IT set-up and software of a 'Computers for CASA' laptop. Programs may not request reimbursement for any items that are not specifically for computers and equipment ordered from a Texas Department of Criminal Justice (TDCJ) Program for distribution to a current foster child or youth being served by CASA.*

The following guidelines are to govern the reimbursement and distribution of these funds:

1. Each program is eligible to receive a reimbursement of up to \$400 per computer for the following items:
  - Purchase of the Microsoft Office Suite (recommend the latest version of Office)
  - Purchase of the Norton anti-virus program
  - Contracted IT support related to this project
2. **Prior to receiving any project reimbursement funds for the above items**, at least one staff person at the local program must complete the Computers for CASA 101 training provided by Texas CASA. *Texas CASA will verify completion in LMS.*
3. These grant funds cannot be used to supplant or replace any other grant funds already used to pay for any items for which you are requesting reimbursement.
4. Local programs requesting reimbursement under this project must submit a completed Texas CASA reimbursement form found on the [Texas CASA website](#), along with purchase invoices.
5. Local program requests for reimbursement must be submitted through the Texas CASA online data manager (ODM) by the **15th of each month** to Texas CASA for processing.