

## **FINANCIAL ADVOCATES OF SOUTHEAST IDAHO**

### *Quick Policy Reference Sheet*

Phone #: 208-523-1024

Fax #: 208-542-4584




FASI is open Monday – Thursday 9am - 2pm

On Check Day (1<sup>st</sup> and 3<sup>rd</sup>) FASI is open 9:30am - 2:30pm

If Check Day (1<sup>st</sup> and 3<sup>rd</sup>) is on a Saturday or Sunday FASI will be open Friday 9:30am - 2:30pm

FASI will be closed two days prior to check day (the 1<sup>st</sup>)

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-  24 Hour Addendum Policy (Any and all extra spending that is requested, that is not on the budget)
- ✓ Checks can only be picked up by or mailed to the beneficiary, the beneficiary's guardian, or the worker of the agency the beneficiary receives services from. OR another authorized person,(An additional form is required to authorize any other individual to pick up checks.
-  Be kind and respectful. We must all treat each other with respect.
-  Contact your worker or payee with questions or requests.