

Direct Payment Consumer Handout

Appropriate Receipt

You are required to provide **proof of payment** by giving DVR a receipt. A receipt must include the following:

- The company name and address
- A listing of the service(s) or item(s) purchased
- The cost of the service(s) or item(s)
- The date of purchase
- Confirmation of payment (for example, an email confirmation, receipt with the last 4 digits of the credit card or indicating cash payment, etc.)

HELPFUL HINT: For Internet purchases, print the page that lists the items purchased. The **shopping cart printout** cannot be used as your receipt.

Training Grant Funding

You are required to provide a copy of your student online account activity statement or a receipt from the school. The activity account statement or receipt must include the following information:

- Your name
- The school's name
- Dates/semesters attending
- A zero account balance, payment(s) – can also include financial aid payments – that equal the amount of the training grant provided, or receipts from the school

For Non-Financial Aid Eligible Programs, you must provide an online account activity report or receipt(s) showing how all training grant funds were used. The information must show that payments for training and other purchases related to training equal at least the amount of the training grant check received.

REMINDER: Acceptable grades and the next semester's schedule are still required before we can provide any more training grant funding.