

REGIONAL NAME AND ADDRESS

DATE:  
CASE NAME:  
CASE NUMBER:  
WORKER NAME:  
WORKER PHONE #:  
FILE/UNIT NUMBER:  
CUSTOMER ID:

MAIL BACK ADDRESS

ADDRESSEE

# Email, Text, Fax, or Mail your receipts to your worker! Save time and avoid overpayments!

Instead of coming to the office, you can email, text, fax, or mail your receipts to your worker. Follow the instructions below for each option:

### **OPTION 1: Email/Text Receipts (NEW)**

Email or text a photo of your receipt(s) and this form to: [GAINRegionIReceipts@dpss.lacounty.gov](mailto:GAINRegionIReceipts@dpss.lacounty.gov)

Instructions to email or text a photo are included with this notice or can be downloaded from:  
<https://dpss.lacounty.gov/content/dam/dpss/documents/en/gain/Region I Email Form Fillable .pdf>

### **OPTION 2: Fax Receipts**

Fax receipts and this form to: **(310) 641-0690**

### **OPTION 3: Mail Receipts**

Mail original receipts and this form to: **GAIN Region I  
5200 W Century Blvd  
Los Angeles CA 90045**

**Note:** Receipts must be received within **30** calendar days after the issuance to avoid an overpayment. If mailing, please keep a copy of the receipts mailed. Please allow an extra 7 days when using the mail.

### **Benefits of emailing, texting, faxing, or mailing receipts:**

- Secure;
- Efficient;
- Time saving; and
- No need to come into office

### **Tell me about your receipts:**

**Ancillary:**

**Transportation:**

**Phone Number:** (     )     -     \_\_\_\_\_

**Mobile Phone Number:** (     )     -     \_\_\_\_\_

### **CONTACT YOUR GAIN SERVICES WORKER IF YOU HAVE QUESTIONS.**

I have reviewed the full Instructions (on the reverse side) and the terms and conditions outlined above. I understand that if I have questions about this form, I can contact my GAIN Services Worker for answers.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## EMAIL, TEXT, FAX, OR MAIL YOUR RECEIPTS TO YOUR WORKER

How to complete:

### I. Email or text your receipt(s)

By selecting to email or text your receipts to your worker, you agree to:

- Keep the original receipt and provide it on your next visit to the GAIN Regional office. **(Email or Text)**
- Let your GAIN Services Worker (GSW) know that you have emailed or texted the receipt(s).
- Do not assume because you emailed or texted the receipt that it was received. Contact your GSW to be sure it was received.
- Write your worker's file number in the subject line of the email. For example, 4X07.
- Write your worker's file number on each receipt. For example, 4X07.
- **DO NOT** include any Personal Identifiable Information in the subject line or the body of the email, text, or on receipts. For example, case number, social security number, EBT account number, etc.
- Take a photo of page one (1) of this notice and email or text it with your receipts.
- If you have any questions, please call your GSW.

### II. Fax or mail your receipt(s)

By selecting to fax or mail your receipts to your worker, you agree to:

- Keep the original receipt and provide it on your next visit to the GAIN Regional office.
- Let your GAIN Services Worker (GSW) know that you have faxed or mailed the receipt(s).
- Do not assume because you faxed or mailed the receipt that it was received. Contact your GSW to be sure it was received.
- Write your worker's file number on the fax coversheet or envelope. For example, 4X07.
- Write your worker's file number on each receipt. For example, 4X07.
- **DO NOT** include any Personal Identifiable Information on the fax coversheet or subsequent pages. For example, case number, social security number, EBT account number, etc.
- Fax or mail page one (1) of this notice with your receipts.
- If you have any questions, please call your GSW.