



### Off Campus Shabbat Meal Support Program

Students requesting Off-Campus Shabbat Meal Support, must submit a written request to the Slifka Center's finance department via email to [slifkacenter@bill.com](mailto:slifkacenter@bill.com)

The program pays up to \$15/person for Shabbat dinner, \$10 for lunch, and \$5 for seudah shlishit (total of \$30.00) or the total receipt, whichever is less.

Participants in the program must provide the following:

- Name
- Shabbat date(s)
- A copy of the receipt (if submitter is also purchaser)
- Identify the request as 'Off-Campus Shabbat Meal Support'
- If others shared this meal, please list them.
- Statement if requesting off-campus meal support payment for all those in attendance (no other requests will be submitted). Payment will be made for **the lesser of** \$30 per person or the total receipt(s) submitted.
- If requesting off campus meal support based on someone else's receipt, please identify who purchased the meal. (Note finance will review to ensure total support was not paid to original purchaser)
- A certification that the food purchased was shared in ways conforming to Yale's social distancing guidelines

While not required, all participants are encouraged to enroll in electronic bill pay through the Center's bill.com payment management system. Signup is free and will help to reduce incidents of late or lost checks. Instructions will be provide to the participants upon their initial submission.

Participants new to the program must also provide a completed form W9 with their initial submission. Payments under this program are considered taxable income per the IRS. Any person whose total payments during a calendar year (January through December) exceed \$600 will receive a Form 1099MISC, from the Center by the stated IRS filing date (usually January 31), following the calendar year end. For more information, visit [www.irs.gov](http://www.irs.gov).