

**FISCAL YEAR  
2024 INCENTIVE  
PROCESS  
4-5 Star PROGRAMS  
Checks**



**Please reach out to your coordinator if you have questions**

**[Puehling@Candelen.org](mailto:Puehling@Candelen.org)**

**480-741-4771**

# SPENDING MARKER GUIDELINES



## Spending goal markers:

December 2023

50%

February 2024

75%

April 1<sup>st</sup>, 2024

100%

Keep these goals in mind while spending!

# Paperwork before receiving Check

- Sign Incentive Management Agreement form  
(Sent from Candelen)
- All orders signed off or expenditure report complete from previous fiscal year
- Sign Acknowledgement -  
<https://extranet.azftf.gov/Extranet/Pages/Default.aspx>
- Complete W-9  
<https://candelen.org/quality-first-forms/> (Under Incentive Order Form)

*When all paperwork is completed please allow 30 days to receive a check.*

# EXPENDITURE REPORTS

All sites receiving a check must complete

- Expenditure reports can be found :

<https://candelen.org/expenditure-reports/>

- Scroll down the page to
- Click on Complete Form
- Password is

**CandelenExpenditures24**

**Expenditure Reports are due by 6/30/24**

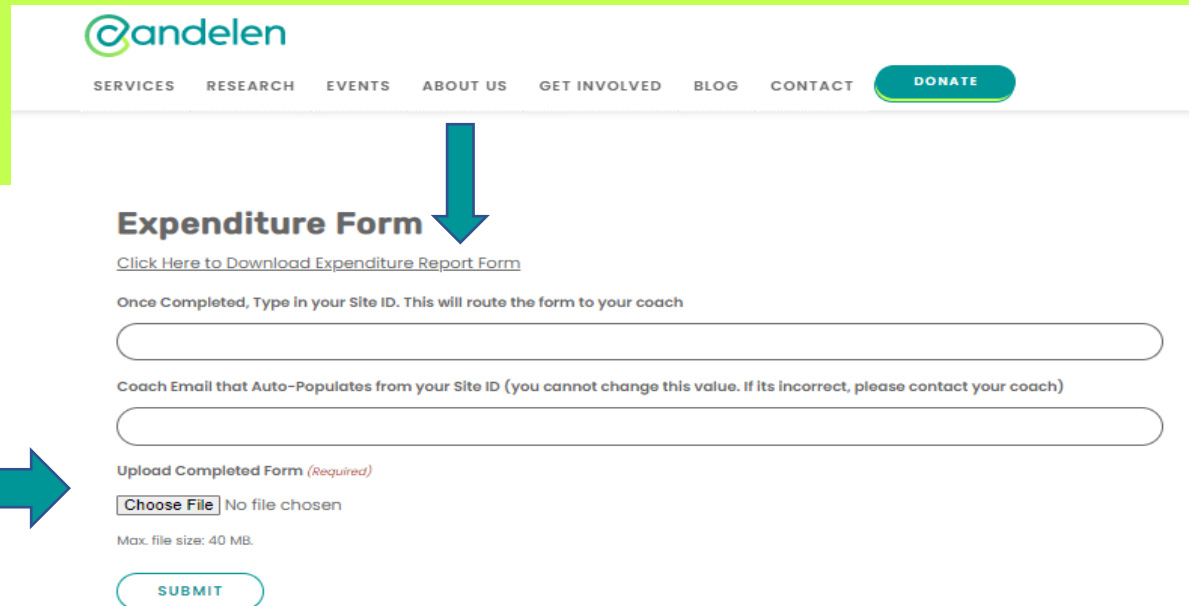
## Expenditure Report

Did your program receive an incentive payout check? If your Quality First participating site received a payout check and you would like to report your spending, please use the link below.

[COMPLETE FORM](#)

# EXPENDITURE REPORTS-Filling out

- Click on the Download Expenditure Report Form
  - Recommend saving it to your desktop
- Complete the form
  - See next page for details of what to include
  - Make sure to sign the bottom
- Return to the Expenditure Report (see previous slide)
  - Enter your site ID and the Coordinator information will auto fill
  - Click Choose File
  - Upload Document
  - Click Submit



**andelen**

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## Expenditure Form

[Click Here to Download Expenditure Report Form](#)

Once Completed, Type in your Site ID. This will route the form to your coach

Coach Email that Auto-Populates from your Site ID (you cannot change this value. If its incorrect, please contact your coach)

Upload Completed Form *(Required)*

No file chosen

Max. file size: 40 MB.