



# The Reimbursement Process

**July 23, 2012**



Office of the State Superintendent of Education

# Session Overview



# Essential Question



For federal grant programs, what are the steps through which subgrantees request reimbursement and through which OSSE provides payment?

# Objectives



After the session, subgrantee representatives will be able to:

- Explain the steps in OSSE's approval of reimbursement requests;
- Compare model practices for preparing reimbursement requests with past/current subgrantee practices;
- Interpret notifications and reports provided to subgrantees regarding reimbursements and grant budgets;
- Prepare reimbursement request/s for final FFY 2009 (CO2), FFY 2010 and FFY 2011 obligations made by 09-30-11 and submit to OSSE by the deadline listed in Grant Award Notifications (11-15-12); and
- Prepare and submit reimbursement request/s for FFY 2012 expenditures for Consolidated Application programs, following the schedule selected in the approved Phase II application.

# Agenda



- Session Overview & Introductions
- Overview of Reimbursement Request Review Process
- Improvements to OSSE Process
- Tips for Subgrantees
- Notifications and Reports Provided to Subgrantees
- Review of Reimbursement Workbooks
- Next Steps
  
- Questions and Feedback



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# Overview of OSSE's Process for Reimbursement Request Review



## 10 Steps from Submission of Request to Payment:

Program Review

1. A subgrantee representative submits an order to the [OSSE.Reimbursement@dc.gov](mailto:OSSE.Reimbursement@dc.gov) inbox;
2. A program processor checks the request for completeness and saves it to OSSE's internal Payment Tracking System;
3. A program specialist reviews the reimbursement request, follows up with the subgrantee if necessary, and indicates the amount of the request that is allowed and, if applicable, the amount that is disallowed;
4. The program manager reviews the reimbursement request and, if applicable, validates the amount allowed;
5. A program processor links the request to the purchase order that has been created for the subgrantee's allocation for the relevant grant award;

## 10 Steps from Submission of Request to Payment:

Fiscal Review & Payment

6. An OCFO staff member verifies that the allowed amount is less than or equal to the subgrantee's remaining balance for the grant program;
7. An operations staff member links the reimbursement request to District's financial system;
8. An OCFO payment technician creates a payment voucher for the allowed amount;
9. The OCFO payment technician manager approves the payment voucher; and
10. A payment for the allowed amount is sent to the subgrantee by ACH payment or check.

During the review of a reimbursement request, OSSE program staff refer to:

- The reimbursement request workbook;
- The subgrantee's approved application for the applicable grant program and year; and
- The remaining budget after all previously-approved reimbursement requests for the grant program that year.

**\*\*Subgrantee representatives preparing a reimbursement request should do so using each of these items as well.**

During the review of a reimbursement request, OSSE program staff consider whether:

- All required information is provided (accurately) in the reimbursement request workbook;
- The subgrantee has sufficient funds remaining from its grant allocation;
- The expenditures occurred within the applicable period of obligation for the award;
- Sufficient supporting documentation has been provided, in cases in which the subgrantee is required to provide documentation at the time of the reimbursement request;

During the review of a reimbursement request, OSSE program staff consider whether:

- The expenditures are allowable under the purposes and requirements of the applicable grant program;
- The expenditures are allowable according to general, cross-cutting federal cost principles;
- The expenditures align with the narrative and budget included in the approved subgrantee application; and
- The subgrantee is satisfying specific set-aside requirements, where applicable.



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# Improvements to OSSE's Process for Reimbursement Request Review



# Improvements to OSSE's Process



As background:

- ▣ OSSE instituted payment by reimbursement and provided training to subgrantees in November of 2008;
- ▣ OSSE developed its electronic Payment Tracking System in April of 2009.
- ▣ Reimbursement workbooks were updated to better align with applications and collect all needed information in the fall of 2009. OSSE created an ARRA workbook to collect ARRA-required data in coordination with reimbursement requests.
- ▣ In 2010 and 2011, OSSE made even more updates to the Payment Tracking System to capture all required data and allow program staff to track the status of payments

## OSSE has made the following updates:

- OSSE is increasing its monitoring of the reimbursement request process at the staff role level, at the grant program level, at the division level, and at the agency level.
- The PTS administrator will coordinate regular reviews of data to ensure reimbursements are timely and to monitor subgrantee patterns.
- Data being tracked and reviewed include:
  - Whether originally-submitted requests require follow-up and the reasons follow-up is required
  - Whether any expenditures are disallowed and the reasons expenditures are disallowed

**Also**, OSSE has devoted significant effort to improving its applications and application processes. The outcomes of this work, including clearer, earlier timelines for receiving and approving applications, will play a significant role in resolving payment delays:

- Improvements to application formats
- Additional technical assistance and working sessions
- Clear timelines for both submission and review
- Clear timelines for submission and review of revisions
- Grant Award Notifications available beginning in July**

**Also**, OSSE has devoted significant effort to improving its applications and application processes. The outcomes of this work, including clearer, earlier timelines for receiving and approving applications, will play a significant role in resolving payment delays:

- All local educational agencies that were eligible for one or more Consolidated Application programs had an approved phase I application by June 30, 2011. Two LEAs have already submitted phase II applications.
- Recipients of competitive grants should refer to box 6 of the GAN to determine when obligation of funds can occur.

**Next**, for all programs administered by OSSE's Elementary and Secondary department, OSSE regularly provides:

- A weekly report showing the current status of every reimbursement request that has been received by OSSE, showing where the requests sits within the 10 steps of the reimbursement request review process
- Drawdown of all grants
- Budget trackers showing:
  - A cell-by-cell budget based on the approved application,
  - A cell-by-cell summary of year-to-date reported, allowed costs,
  - A cell-by-cell list of remaining balances (not yet reported and allowed), and
  - A cell-by-cell list of drawdown rates (“burn rates”).



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# Tips for Subgrantees



# Tips for Subgrantees



- Always use the reimbursement workbook, applicable to the program or programs for which reimbursement is being requested, that is available on OSSE's website at <http://osse.dc.gov/service/reimbursement-and-reporting-workbooks>. You can also reach this page through OSSE's main web page (<http://www.osse.dc.gov>) by selecting "*Grants Management*" and then "*Reimbursement Workbooks*."
  
- Submit reimbursement requests for each program for which you receive funds on at least a quarterly basis ( or according to the schedule selected in your application for that program, where applicable).

# Tips for Subgrantees



- Submit only expenditures that align exactly with the approved application/s for the program/s for which reimbursement is being requested. **Refer directly to the approved application and budget tracker (described above) as a reimbursement request is being prepared.**
- Link each itemized cost correctly to the categories (e.g., program category; budget category; set-aside) in which it was listed in the budget within the approved application.
- Provide sufficient detail to demonstrate allowability for each itemized cost.

# Tips for Subgrantees



- Provide additional information, clarification, and/or revisions within 3 business days when requested.
- Provide sufficient detail in your subgrantee application to receive a clear preliminary determination of allowability and to reduce the amount of time needed for programmatic review at OSSE.
- If you would like to make a change to an approved application, you must submit an amendment request to the applicable OSSE program prior to submitting a reimbursement request that conflicts with the currently approved application.

# OSSE Program Contacts



For Title I, Part A; Consolidated Schoolwide Program Funds; Title II, Part A; Title III, Part A; 1003(a) School Improvement Grants; and 1003(g) School Improvement Grants [including ARRA programs], contact your subgrantee's assigned Teaching and Learning specialist.

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# OSSE Program Contacts



For IDEA Part B, Section 611; IDEA Part B, Section 619; and IDEA Part C [including ARRA programs], contact one of the following:

Faith Leach	<a href="mailto:Faith.Leach@dc.gov">Faith.Leach@dc.gov</a>	(202) 741-0263
Kieran Bowen	<a href="mailto:Kieran.Bowen@dc.gov">Kieran.Bowen@dc.gov</a>	(202) 481-3938

# OSSE Program Contacts

For other Elementary and Secondary Education programs, contact one of the following:



Title I, Part D (Programs for Neglected and Delinquent Students)	Stephanie Thomas	<a href="mailto:Stephanie.Thomas@dc.gov">Stephanie.Thomas@dc.gov</a>	(202) 654-6122
Title II, Part B (Math Science Partnerships)	Valida Walker	<a href="mailto:Valida.Walker@dc.gov">Valida.Walker@dc.gov</a>	(202) 741-6420
Title II, Part D (Ed Tech)	Valrie Brown Myles Cliff	<a href="mailto:Valrie.Brown@dc.gov">Valrie.Brown@dc.gov</a> <a href="mailto:Myles.Cliff@dc.gov">Myles.Cliff@dc.gov</a>	(202) 299-2093 (202) 741-6420
McKinney Vento	Ja'Sent Brown	<a href="mailto:JaSent.Brown@dc.gov">JaSent.Brown@dc.gov</a>	(202) 654-6123
Title IV, Part A Safe and Drug Free Schools)	Valida Walker	<a href="mailto:Valida.Walker@dc.gov">Valida.Walker@dc.gov</a>	(202) 741-6420
Title IV, Part B (21 <sup>st</sup> CCLC- Extended Learning)	Valrie Brown Myles Cliff	<a href="mailto:21stCCLC.Info@dc.gov">21stCCLC.Info@dc.gov</a>	(202) 299-2093 (202) 741-6420



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# Notifications, Reports, and Other Tools



# Notifications, Reports, & Other Tools



If the originally-submitted request for reimbursement cannot be fully approved without additional information, clarification, or revisions from the subgrantee, OSSE staff send a standard notification of the need for revisions; the subgrantee then has 3 business days to provide the additional information, clarification, or revisions.

Dear [INSERT SUB-RECIPIENT CONTACT NAME],

Thank you again for your recent request for reimbursement of [INSERT GRANT TITLE] funds, which was received by the Office of the State Superintendent of Education on [ENTER DATE EMAIL WILL BE SENT]. After OSSE's initial review of this reimbursement request, [ ] of the items cannot be approved for reimbursement without additional information and/or changes to the reimbursement request. This note is intended to offer you the opportunity to provide further information or make changes before the request is processed with these expenditures being disallowed.

Below, please see a summary of what is needed in order to move forward with the approval process:

Item #1	
Worksheet:	
Row:	
Payee:	
Amount Requested:	
Issue(s)/Question(s):	
Action Required:	

Item #2	
Worksheet:	
Row:	
Payee:	
Amount Requested:	
Issue(s)/Question(s):	
Action Required:	

You may contact me by phone or email to provide additional information or discuss changes to the reimbursement request.

To ensure that your reimbursement request is processed promptly, OSSE will process your request as originally submitted, which may result in one or more items being disallowed, if you do not provide all requested information and/or revisions directly to [INSERT PROGRAM STAFF EMAIL ADDRESS] by [3 BUSINESS DAYS FROM DATE EMAIL SENT].

I look forward to your response and to processing your reimbursement request.

Sincerely,  
[INSERT NAME AND CONTACT INFORMATION]

# Notifications, Reports, & Other Tools



Dear Sub-Recipient,

Please allow this e-mail to serve as notification that OSSE recently completed program review of a reimbursement request submitted by your agency. A payment for the approved amount listed below is forthcoming, pending review by OSSE's Agency Fiscal Office. Please consult the attached workbook documenting this review; reasons for any disallowed costs are included. Please contact me if you have any questions.

Sub-recipient:	LEA X
<b>Grant Program:</b>	<b>Title I, Part A</b>
<b>Federal Fiscal Year (FFY):</b>	<b>FFY 2009</b>
Date reimbursement request received:	May 14, 2010 (original), May 19, 2010 (revised)
Date OSSE program review completed:	May 21, 2010
Amount requested for this program:	\$56,400
Amount disapproved for reimbursement:	\$6,300
<b>Amount approved for reimbursement:</b>	<b>\$50,100</b>

# Notifications, Reports, & Other Tools



ARRA Sub-Recipient Payment Memo Report\_05-17-10.pdf - Adobe Acrobat Pro

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(ARRA Title I, Part A; ARRA IDEA Part B 611 619; ARRA McKinney Vento)

Sum of Payment Amount										
ARRA Sub-Recipient	Grant Program	Sub-Recipient Preliminary Allocation Amount	Order Date	Amount Requested	Amount Allowed	Amount Disallowed	Payment Date	Payment Number	Total	
ACHIEVEMENT PREPARATORY ACADEMY PCS	ARRA - Part B - Grants to States, Section 611	\$20,143.28	1/20/2010	\$11,745.98	\$11,745.98	\$0.00	2/11/2010	1042044	\$11,745.98	
			3/18/2010	\$8,397.30	\$8,397.30	\$0.00	4/30/2010	1046821	\$8,397.30	
	<b>ARRA - Part B - Grants to States, Section 611 Total</b>								<b>\$20,143.28</b>	
	ARRA -Title I, Part A (Formula)	\$45,256.40	12/10/2009	\$12,668.58	\$12,668.58	\$0.00	5/10/2010	1047354	\$12,668.58	
	<b>ARRA -Title I, Part A (Formula) Total</b>								<b>\$12,668.58</b>	
<b>ACHIEVEMENT PREPARATORY ACADEMY PCS Total</b>										<b>\$32,811.86</b>
Arts & Technology Academy Public Charter School	ARRA - Part B - Grants to States, Section 611	\$114,097.99	3/18/2010	\$10,050.22	\$10,050.22	\$0.00	4/14/2010	1045639	\$10,050.22	
	<b>ARRA - Part B - Grants to States, Section 611 Total</b>								<b>\$10,050.22</b>	
	ARRA -Title I, Part A (Formula)	\$305,157.45	12/16/2009	\$77,361.13	\$77,361.13	\$0.00	5/10/2010	1047346	\$77,361.13	
	<b>ARRA -Title I, Part A (Formula) Total</b>								<b>\$77,361.13</b>	
<b>Arts &amp; Technology Academy Public Charter School Total</b>										<b>\$87,411.35</b>
Capital City Public Charter School	ARRA - Part B - Grants to States, Section 611	\$78,341.28	1/20/2010	\$24,236.06	\$24,236.06	\$0.00	2/11/2010	1042040	\$24,236.06	
			3/22/2010	\$19,498.36	\$19,498.36	\$0.00	4/14/2010	1045643	\$19,498.36	
	<b>ARRA - Part B - Grants to States, Section 611 Total</b>								<b>\$43,734.42</b>	
	ARRA - Part B-PreSchool, Section 619	\$1,387.04	1/20/2010	\$490.00	\$490.00	\$0.00	3/12/2010	1043702	\$490.00	
			3/22/2010	\$452.13	\$452.13	\$0.00	4/23/2010	1046288	\$452.13	
	<b>ARRA - Part B-PreSchool, Section 619 Total</b>								<b>\$942.13</b>	
	ARRA -Title I, Part A (Formula)	\$141,587.89	12/18/2009	\$34,192.49	\$34,192.49	\$0.00	4/26/2010	1046405	\$34,192.49	
			3/22/2010	\$34,797.63	\$29,415.54	\$5,382.09	4/7/2010	1045149	\$29,415.54	
	<b>ARRA -Title I, Part A (Formula) Total</b>								<b>\$63,608.03</b>	
<b>Capital City Public Charter School Total</b>										<b>\$108,284.58</b>
Center City Public Charter School	ARRA - Part B - Grants to States, Section 611	\$320,177.97	2/26/2010	\$80,226.70	\$80,226.70	\$0.00	3/26/2010	1044532	\$80,226.70	
				\$81,134.71	\$81,134.71	\$0.00	3/26/2010	1044532	\$81,134.71	
			3/22/2010	\$61,632.82	\$61,632.82	\$0.00	4/14/2010	1045641	\$61,632.82	
				\$63,315.14	\$63,315.14	\$0.00	4/14/2010	1045641	\$63,315.14	
<b>ARRA - Part B - Grants to States, Section 611 Total</b>										<b>\$286,309.37</b>
<b>Center City Public Charter School Total</b>										<b>\$286,309.37</b>
Cesar Chavez Public Charter School	ARRA -Title I, Part A (Formula)	\$685,957.75	12/21/2009	\$316,429.82	\$309,891.36	\$6,538.46	4/7/2010	1045144	\$309,891.36	
			3/18/2010	\$192,046.05	\$192,046.05	\$0.00	4/7/2010	1045144	\$192,046.05	
<b>ARRA -Title I, Part A (Formula) Total</b>										<b>\$501,937.41</b>
<b>Cesar Chavez Public Charter School Total</b>										<b>\$501,937.41</b>
City Collegiate Public Charter School	ARRA -Title I, Part A (Formula)	\$33,619.04	12/18/2009	\$407.69	\$407.69	\$0.00	5/10/2010	1047349	\$407.69	

# Notifications, Reports, & Other Tools



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PTS (OSSE) ORDERS GRANT ALLOCATIONS SUBGRANTEE ALLOCATIONS SUBGRANTEES GRANT PROGRAMS

Orders | Status Template

Report saved

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Subgrantee - CompanyName contains 'arts & technology' AND ...

EMAIL PRINT OTHER Results 1 to 14 (out of 14)

Record ID#	Year	Grant Program	Order Date	Amount Requested	Submitted	Staff Approval	Program Manager Approved	Close Order	Amount Allowed	Processor Approval	AFO Approval	Received	Paid
<b>ARRA -Title I, Part A (Formula)-ELSEC 4 Orders</b>													
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	1373	FFY09ST	ARRA -Title I, Part A (Formula)-ELSEC	12-16-2009	\$77,361.13	Yes	Yes	Yes	\$77,361.13	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	1738	FFY09ST	ARRA -Title I, Part A (Formula)-ELSEC	03-18-2010	\$45,375.65	Yes	Yes	Yes	\$45,375.65	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	2315	FFY09ST	ARRA -Title I, Part A (Formula)-ELSEC	06-18-2010	\$54,676.86	Yes	Yes	Yes	\$54,676.86	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	2772	FFY09ST	ARRA -Title I, Part A (Formula)-ELSEC	09-16-2010	\$18,163.06	Yes	Yes	Yes	\$18,163.06	Yes	Yes	Yes	✓
TOT					\$195,576.70				\$195,576.70				
<b>Title I, Part A (Formula)-ELSEC 5 Orders</b>													
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	162	FFY08	Title I, Part A (Formula)-ELSEC	03-16-2009	\$238,724.38	Yes	Yes	Yes	\$238,653.98	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	604	FFY08	Title I, Part A (Formula)-ELSEC	07-10-2009	\$129,196.36	Yes	Yes	Yes	\$129,196.36	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	609	FFY08	Title I, Part A (Formula)-ELSEC	07-10-2009	\$121,566.08	Yes	Yes	Yes	\$121,566.08	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	2004	FFY09	Title I, Part A (Formula)-ELSEC	05-07-2010	\$347,511.38	Yes	Yes	Yes	\$347,511.38	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	2769	FFY09	Title I, Part A (Formula)-ELSEC	09-16-2010	\$118,607.07	Yes	Yes	Yes	\$118,607.07	Yes	Yes	Yes	✓
TOT					\$955,605.27				\$955,534.87				
<b>Title II, Part A - Formula (Preparing, Training &amp; Recruiting HQ Teachers/Principals)-ELSEC 5 Orders</b>													
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	163	FFY08	Title II, Part A - Formula (Preparing, Training & Recruiting HQ Teachers/Principals)-ELSEC	03-16-2009	\$57,314.79	Yes	Yes	Yes	\$57,314.79	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	605	FFY08	Title II, Part A - Formula (Preparing, Training & Recruiting HQ Teachers/Principals)-ELSEC	07-10-2009	\$34,294.17	Yes	Yes	Yes	\$34,294.17	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	610	FFY08	Title II, Part A - Formula (Preparing, Training & Recruiting HQ Teachers/Principals)-ELSEC	07-10-2009	\$34,967.82	Yes	Yes	Yes	\$34,967.82	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	2005	FFY09	Title II, Part A - Formula (Preparing, Training & Recruiting HQ Teachers/Principals)-ELSEC	05-07-2010	\$79,610.28	Yes	Yes	Yes	\$79,610.28	Yes	Yes	Yes	✓
<a href="#">NEW</a> <a href="#">EDIT</a> <a href="#">VIEW</a>	2770	FFY09	Title II, Part A - Formula (Preparing, Training & Recruiting HQ Teachers/Principals)-ELSEC	09-16-2010	\$40,572.16	Yes	Yes	Yes	\$40,572.16	Yes	Yes	Yes	✓
TOT					\$246,759.22				\$246,759.22				
TOT					\$1,397,941.19				\$1,397,870.79				

TOTALS			
Grant Program	Number of Orders	Amount Requested	Amount Allowed



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# Review of Reimbursement Request Workbook





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# Next Steps



# Next Steps



- Federal Fiscal Year 2009 (CO2)
  - Submit amendments to approved applications by July 31, 2012\* as needed if changes were made to the program originally planned. This will be required in order to receive approval for a reimbursement request that does not align with the originally-approved application.
  - Submit reimbursement requests for obligations to be paid for the *full* balance of the FFY 2009(CO2) allocation by the deadline of Thursday, November 15, 2012.

## Federal Fiscal Year 2010

- Submit amendments to approved applications by July 31, 2012 as needed if changes were made to the program originally planned.\* This will be required in order to receive approval for a reimbursement request that does not align with the originally-approved application.
- Submit reimbursement requests for obligations to be paid by the deadline of Thursday, November 15, 2012.

## Federal Fiscal Year 2011

- Submit amendments to approved applications by July 31, 2012 as needed if changes were made to the program originally planned.\* This will be required in order to receive approval for a reimbursement request that does not align with the originally-approved application.
- Submit reimbursement requests for obligations to be paid by the deadline of Thursday, November 15, 2012. But, remember that some FFY11 dollars will carryover—you will have the ability to obligate the final dollars in the carryover year.

## Federal Fiscal Year 2012

- Submit your approvable phase II Consolidated Application by September 30, 2012
- All LEAs that submitted a phase I application by June 30, are able to begin obligating funds July 1, 2011.
- Continue to follow the selected schedule to ensure a steady drawdown of federal funds.

# For More Information or Assistance



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# Questions and Feedback

