



Emergency Assistance for Nonpublic School (EANS) Program

Reimbursement Process

April 23, 2021 | Whitney Meagher, Stephanie Davis

Agenda

- Overview of the Reimbursement Process
- Overview of the EANS Quick Base Module
- Questions



EANS Reimbursement Process

EANS Reimbursement Process Basics

- The Memorandum or Understanding (MOU) will include a final budget that is broken down into the codes from Appendix A of the application.
- Reimbursement requests will be due and processed on a quarterly basis.
- Schools that are not yet System of Accounting and Reporting (SOAR) vendors will be provided with resources on how to become a SOAR vendor at the time of application and again at time of MOU execution.

EANS Reimbursement Process Basics

STEP 1: School submits reimbursement against their EANS fully executed MOU in the EANS Reimbursement Quick Base

STEP 2: OSSE Review of the reimbursement request for the following:

- Costs are allowable under the EANS program and OSSE MOU and supporting documentation is sufficient to make determination
- Service Codes are appropriate
- Costs within invoices are necessary and reasonable
- Dates in invoices align to period of availability of award
- All invoice amounts and line items add up correctly
- The total amount reimbursed for the school does not exceed the MOU amount

STEP 3: District Payment Process



EANS Reimbursement Quick Base Application

EANS Reimbursement QuickBase Application

The EANS Reimbursement Quick Base Application serves the following purposes:

- Provides a method to submit for reimbursements
- Allows for the tracking of submissions throughout the submission process
- Captures the total amount expended and remaining

EANS Reimbursement Dashboard

The **EANS Reimbursement Submission Form** gives the user the ability to submit a new reimbursement request by clicking on the “Add Submission Form” button.

EANS Reimbursement Submission Form

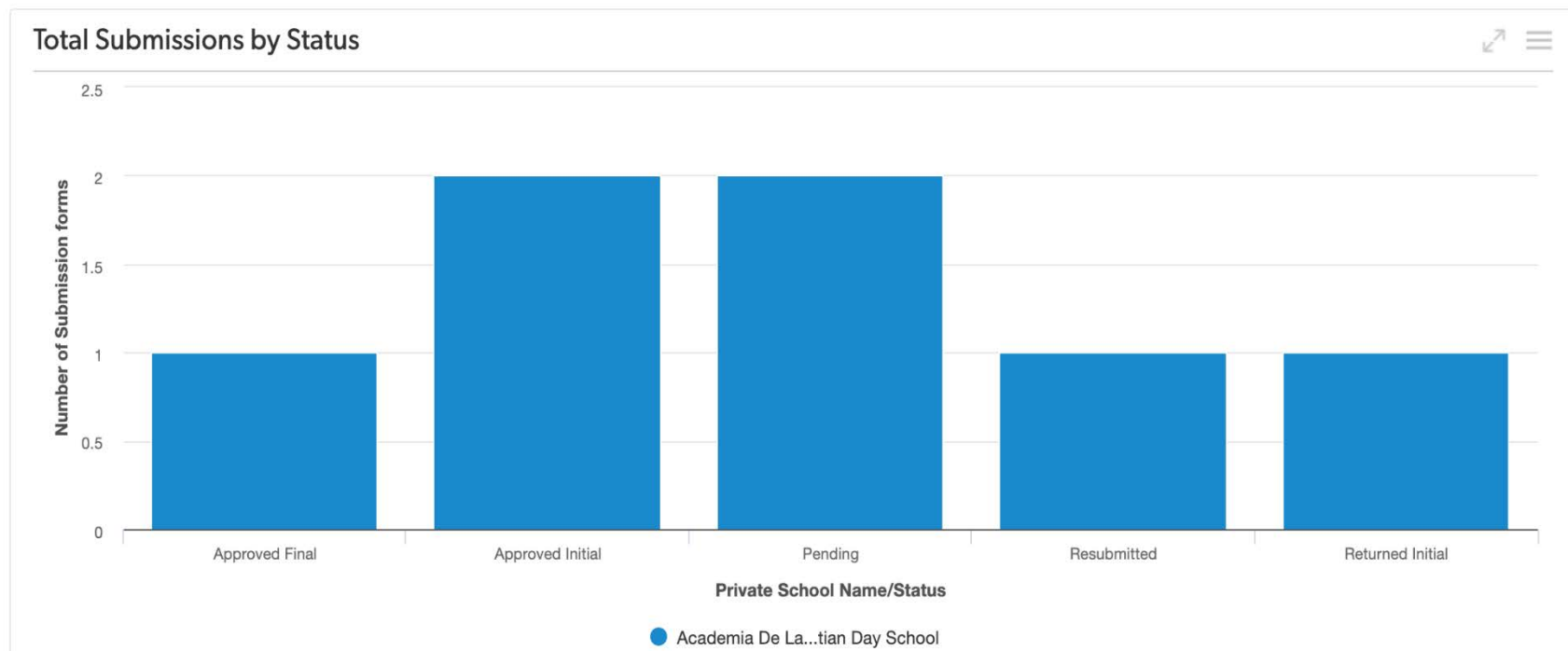
Private School Name	Add Submission Form
  <u>Academia De La Recta Porta Iclds Intl. Christian Day School</u>	

To seamlessly submit a request, the user should be prepared with the following information associated with the reimbursement request.

- Expenditure Code,
- Expenditure Start and End Dates,
- Reimbursement Requested Amount, and
- Associated Documents

EANS Reimbursement Dashboard

The **Total Submissions by Status** report reflects the status of reimbursement request.



EANS Reimbursement Dashboard

There are **seven statuses** that can be associated with a reimbursement request.

Status	Description
Pending	Default value; a request has started but not yet submitted
Submitted	A request has been submitted to OSSE for review and approval by the private school
Returned Initial	The submitted request was not approved by the Initial OSSE Reviewer and returned for correction
Resubmitted	The private school has corrected the issue and resubmitted to OSSE
Approved Initial	The submitted request has received initial approval and move to final review and approval
Returned Final	The submitted request was not approved by the Final OSSE Reviewer and returned for correction
Approved Final	The submitted request has received final approval and move to the reimbursement payment stage

EANS Reimbursement Submission Form

The EANS Reimbursement Submission Form consists of the following sections:

Sections	Description
Private School Information	Entity information about the private school. Data cannot be edited. If an update is needed, please contact OSSE.
Reimbursement Submission	Provides the ability to submit an expenditure. Reflects the information pertaining to a submitted expenditure. Expenditures can only be edited when the status is Pending or Returned.
Submit Form	Moves the submission from Pending to Submitted. Allows for resubmission of a returned request.
Reimbursement Status	Reflects the status of a reimbursement request.

Adding an Expenditure

Expenditure Submission > **Add Submission**Save & closeCancel

Reimbursement Submission

1Back

Expenditure Code *

Search and select

Expenditure Description

2Expenditure Start Date *

mm-dd-yyyy

3Expenditure End Date *

mm-dd-yyyy

Reimbursement Requested Amount *

Documents

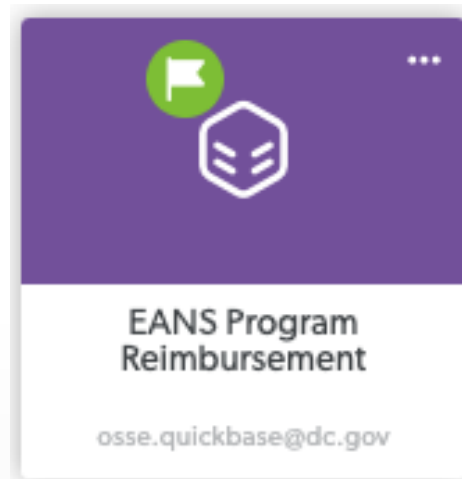
Please upload supporting documentation that reflect proof of purchase and payment. Multiple documents can be uploaded.

Add Document

File name	Upload	Date Created
No documents found		

1. The **Back** button should be used to continue to add additional expenditures within a single submission.
2. The **Expenditure Start Date** cannot be prior to March 13, 2020.
3. The **Expenditure End Date** can be the same date as the Expenditure Start Date.

Application Demonstration





OSSE Resources

For all questions, issues with the application, or anything else, please contact me:

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| Thank you!

