

06/01/2021

To Emergency Assistance for Non-public Schools participants:

Please review the following items concerning the administration of the EANS program.

1. Due Date for Amended Budgets

- a. Amended Budgets are due to KDE by COB on June 15, 2021. At that point, your assistance amount will be capped at the total amount of all Spending Categories that you utilized on the Amended Budgets form. The Final Notice of Assistance reflecting your total amended budget amount will be posted to the KDE EANS website once KDE has received all budgets.

2. Amended Budget Spending Categories

- a. Please keep in mind that for items aligned with Spending Categories 3, 4, 9, or 12 (column A) on the Amended Budget form, you cannot choose a Disbursement Method (column B) of “(1) Reimbursement for Services/Products Already Acquired”. Section D-8 of the [USDoE EANS Program Frequently Asked Questions](#) on the KDE EANS website discusses services which are allowable through the KDE procurement process but are not allowable for reimbursement.

3. Update on procuring staffing services

- a. KDE is in negotiations with one of our education partners to provide staffing services to non-public schools participating in the EANS programs. We expect the staffing service to be in place by August 1, 2021 to address your requests for the Fall, 2021. There will be an application process through which potential candidates will be screened for qualifications and experience. If you know any resources who may be interested in providing services to your school or any other participating school, please encourage them to apply. Although there is no guarantee that there will be enough qualified resources to meet every need, non-public schools will be able to review a pool of qualified candidates and hopefully find resources to meet your needs. More details concerning the candidate application and acquisition process will be coming soon!

4. Assurances Document

- a. As is typical with federally funded education programs, KDE requires that EANS participants acknowledge certain responsibilities related to monitoring and reporting goods and services obtained through the program. This includes goods and services for which the school is reimbursed as well as goods and services procured by KDE on behalf of the school. The “EANS Program Participant Assurances” document is attached. This assurance document should be signed by an authorized representative of the school and returned to Nicole Crosthwaite at Nicole.crosthwaite@education.ky.gov. No procurement or reimbursement can be completed until your school’s signed assurance document is on file at KDE. The assurance document covers all requests for a school for the duration of the EANS program.

5. Reimbursements and Procurements

- a. Please remember that there will be no reimbursement for any staffing services. The services of staff such as interventionists, teachers, aides, consultants, etc., must be acquired through the KDE staff procurement process. Procedures for staff procurement are in development and will be communicated to schools as soon as possible.

- b. When submitting a request for reimbursement or procurement, please ensure that the categories, specific items, and the amounts align with your approved Amended Budget. For example, if you request a reimbursement of \$5,000 for PPE and your budget indicates only \$1,000 in that category, processing of your request will be delayed until the discrepancy is resolved by either changing the request amount or by moving funds between categories within your budget.
- c. Any requests for reimbursements must be accompanied by documentation that indicates proof of payment and that the goods have been received by the school. The receipt may take the form of a 1) check number and date handwritten on an invoice or packing list, or 2) a credit card statement with a check number and date showing the amount paid to a vendor, or 3) a paper receipt for a cash payment showing a zero balance or paid in full status. An “Order Confirmation” is not a receipt – it may show that a credit card was charged but it does not indicate that goods were actually received and paid for. Receipts should be scanned and provided electronically with the Reimbursement Request Form.
- d. Please make sure you utilize the Reimbursement Request Form dated 05/28/21 or the Procurement Request Form dated 05/28/21 that is on the KDE EANS website. Updates to these forms may occur over the course of the project – use of an outdated form could delay processing.