Emergency Assistance to Non-public Schools: Request Management Training

EANS Workgroup
Agenda

• Final Budgets/Final Award
• Reimbursement Request
• Procurement Request
• Inventory Process
• Staffing Request
• Questions
Final Budgets/Final Award

• An increase in the per-pupil allocation for EANS recipients required each recipient to submit an amended budget for approval.

• The final Notice of Assistance/Service will reflect the final approved budget and will be posted on the KDE website here.

• Each participating school must provide a signed assurance document to KDE.

• Once these two documents are received and approved, schools may make requests.
Request Process
Reimbursement Request Process
Budget Review
Budget Review Tips

• Make sure that items on the budget template align/mirror, to the penny, requests made on forms.
• Make items easily identifiable between budget and request forms.
• If you alter amounts on the budget to align with request forms, please submit the updated template along with requests to the appropriate email address.
• Rename templates and request forms with your school’s name, in full, when submitting.
• Be mindful that there is no guaranteed turn-around time for the processing of requests.
• Be mindful that categories 3 (except for portable air purifiers), 4, 9, and 12 qualify only for procurement. No reimbursement in these categories is allowable.
Reimbursement Payment Process
Accounting Review
Procurement Process
Inventory Process
Asset Tag

\( \frac{3}{4}'' \times 2'' \)
Inventory Tracking

• EANS Inventory Acknowledgement Form
  • Form will be sent to the school with the first set of asset tags, sign and return to KDE

• EANS Equipment Assignment Record and Receipt Form
  • Form will be sent to the school for each request that has assets to be tagged
Staffing Request Process
Staffing Request Process

- Complete both tabs of the Staffing Request form.
- Submit to kdecovidprocurerequests@education.ky.gov
- Report contractor’s time to OVEC.
??? Questions ???

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