**Instructions for Completing EANS Reimbursement Form**

To obtain reimbursement for allowable expenditures under the EANS program, a non-public school must provide supporting documentation such as invoices, receipts, etc. to substantiate the expenditures, and complete the “EANS Reimbursement Form” to provide the information needed for DPI to successfully and efficiently evaluate whether an expenditure is eligible for reimbursement.

**Step** 1 – Provide the DPI-created School ID number for your non-public school in Cell 1B, and the name of the school in Cell 2B. School ID numbers can be found on the DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>.

**Step 2** – If your school is seeking reimbursement for any items that are allowable under the EANS program, but which do not qualify as educational technology OR which had a purchase price of **less** than $2,500, then information pertaining to the items must be entered into the reimbursement form in the section “Reimbursement Request for Allowable Non-Inventory Items.” For purchases that include multiples of the same items, including large numbers of the same items, only a single row should be utilized for all items, provided that they were obtained from the same vendor through the same purchase (**Note: Do not combine purchases that are reflected in more than one invoice**). The following information must be provided to allow for efficient evaluation of the reimbursement request:

* **Category** – Using the drop-down list, your school should select the category of the allowable uses of EANS funds under which the non-inventory items being requested for reimbursement qualify. The categories include:
	+ Sanitization and cleaning supplies
	+ Personal protective equipment (PPE)
	+ Portable air purification systems
	+ COVID Testing Kits
	+ Physical barriers for social distancing
	+ Other materials, supplies, or equipment recommended by the CDC for reopening and operation of school facilities (“Other Items”) – **Please use “Other Items” only where none of the other categories are suitable**.
* **Company/Vendor Name** – Your school should note the vendor and/or company name; the school should provide both the company and vendor names if the vendor is not the manufacturer of the items. The school should ensure that the name of the vendor corresponds with the name on the invoice provided as supporting documentation for the reimbursement.
* **Item Name/Description (Per Invoice)** – Your school should provide a name or description for the item. Examples of acceptable information include – Laptop Computer, Face Masks, iPad tablet, etc. The school should ensure that sufficient information is provided to allow for DPI to identify the items on the provided invoices and understand the nature of the item(s) being reimbursed.
* **Number of Items** – Your school should note the number of identical items obtained through the reimbursable purchase. This information should be verifiable from the invoices provided as supporting documents.
* **Amount (Per Invoice)** – Your school should provide the exact amount for each item or group of items (depending on invoice) that corresponds to the amounts listed on the invoices provided as supporting documents. Your school should provide the exact amount for the corresponding items if it can be determined; please do not round up or down.
* **Intended Use** – To allow DPI to ensure that the purchases represent allowable expenditures under the program, your school should provide a brief description of how the items were or are to be used, why the purchase was made, etc.
* **Invoice Identification** – The school should note which of the supporting documents provided serves as the invoice for the specific items for which reimbursement is being requested. When including this information in the table, please utilize the naming conventions outlined in the below section “Instructions for Document Naming Conventions.”

**An invoice must be provided for each item for reimbursement that corroborates (to the extent applicable) the information provided in the table. No reimbursements will be processed without an accompanying invoice or other supporting documentation. Any questions about supporting documentation required should be directed to** **EANSdocuments@dpi.nc.gov****.**

**Step 3** – If your school is seeking reimbursement of items that are educational technology OR which have a per unit purchase price of greater than $2,500, information for reimbursement of those items must be provided in the section of the table titled “Reimbursement Request for Allowable Inventory Items.” This table should be completed in the same manner as the table for non-inventory items described in Step 2 above. Categories for Inventory Items include the above list, as well as educational technology.

In addition, in order to be reimbursed for allowable inventory items, a non-public school must complete and submit an “Asset Listing” for all inventory items to reimbursed using EANS funds. While a non-public school should complete the reimbursement form on a purchase by purchase basis, the “Asset Listing” is used to obtain information that DPI needs for each individual item purchased that meets the inventory threshold; this information will allow DPI to ensure that each qualifying item is appropriately tagged, monitored, tracked, and reclaimed once the program has ended. The non-public school should ensure that the following information is provided on the Asset Listing:

* **Serial Number** – For each item with a serial number, the non-public school should provide that information. If an item does not have a serial number, the non-public school should enter “N/A.”
* **Company/Vendor**
* **Item Description**
* **Model Information** – If the item has a specific model designation or similar, the non-public school should provide that through the Asset Listing.
* **Purchase Price** – The non-public school must provide a per unit purchase price for items included on the asset listing.
* **Location or Individual Assigned** – To ensure proper tracking of assets, the non-public school must provide information pertaining to the location of the item or the individual to which an item was assigned (provide an item has a physical location or individual assignment). **Please do not provide any personally identifiable information (PII) when completing this component of the Asset Listing**; please utilize employee or student ID numbers where applicable and refrain from providing personal addresses for any items that are utilized offsite.
* **Intended Use**

Please note that DPI may request periodic updates to the Asset Listing form to ensure that information is up to date. DPI will contact your school if such an update is required. Any questions about the Asset Listing form may be directed to EANSquestions@dpi.nc.gov.

**Step 4** – If your school is submitting a request for reimbursement of either inventory or non-inventory, your school must also submit a signed copy of the EANS Asset Attestation Letter. The template for the EANS Attestation Letter may be found on the DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>. The EANS Asset Attestation Letter must be submitted alongside the Reimbursement Form and Asset Listing prior to receiving reimbursement; no reimbursements for inventory or non-inventory items can be processed without a completed EANS Asset Attestation Letter.

**Step 5** – If your school is submitting a request for reimbursement for contracted services, you must complete the section of the Reimbursement Form titled “Reimbursement for Allowable Services (Including Space Leases).” As with reimbursements for inventory and non-inventory items, your school must provide an invoice, contract, and/or other supporting documentation as evidence of the expenditure prior to reimbursement. Any questions about what documentation should be provided to support a reimbursement for a specific service should be send to EANSquestions@dpi.nc.gov. The following information must be provided through the Reimbursement Form to allow for efficient evaluation of the reimbursement request:

* **Category** – Using the drop down list, you school should select one of the categories of services that are eligible for reimbursement under the EANS programs
	+ Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus (including contract tracing and health screening services)
	+ Leasing sites or spaces to ensure safe social distancing
	+ Transportation services
* **Company/Vendor Name** – Your school should ensure that the company or vendor name entered into the Reimbursement Form corresponds to the information provided in the supporting documentation.
* **Services Provided** – Your school should clarify the scope of services provided by the vendor. Please ensure that sufficient information is provided to allow DPI staff to determine that the services reflect allowable expenditures under the EANS program and that you are capturing the full scope of services being reimbursed.
* **Duration/Frequency of Services** – Please ensure that your school provides either the duration that services were or are to be provided (e.g., September 2020 through March 2021, Six months starting June 1, 2021, etc.) and/or the frequency of services provided (e.g., daily, thirty hours a week, etc.).
* **Amount for Reimbursement** – Please ensure that any amounts listed as amounts for reimbursement are corroborated by the supporting documentation provided.
* **Reason for Obtaining Services** – Your school should provide a short statement as to why it was necessary to obtain the services being reimbursed. Please limit statements to three or less sentences.
* **Invoice Identification** -- The school should note which of the supporting documents provided serves as the invoice for the specific items for which reimbursement is being requested. When including this information in the table, please utilize the naming conventions outlined in the below section “Instructions for Document Naming Conventions.”

Per U.S. Department of Education guidance, the following categories of services **ARE NOT** eligible for reimbursement:

* Improvements to ventilation systems (including windows)
* Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19
* Redeveloping instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss
* Initiating and maintaining education and support services or assistance for remote learning or to address learning loss

No reimbursement requests will be approved for the above categories of services. If such services are requested, your school must utilize DPI’s EANS procurement process (instructions to be provided separately) to obtain the services.

**Instructions for Document Naming Conventions and Emails Subject**

When submitting the Reimbursement Forms, Asset Listing, Attestation Letter, and supporting documents, please use the following naming conventions:

1. **Reimbursement Form and Asset Listing** – **EANS <SchID> Reimbursement <yyyy-mm-dd>.PDF**

Reimbursement Forms and Asset Listing file name explanation:

<**SchID**>

Unique School ID assigned by NC DPI when your EANS application is approved. It is in a 3 digit format and you should always refer this number when communicating with NC DPI. The school ID file and other EANS documents can be found on DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>. Note that If your school ID value is below 100, you must include leading zero(s).

<**yyyy-mm-dd**>

Form date with 4-digit year, 2 digit month and 2 digit day, separated by hyphens “-“ between the year, month, and day.

File name example:

**EANS 027 Reimbursement 2021-05-07.pdf**

This example is for the Nest Academy (School ID 027) that is submitting a reimbursement form that was completed and signed on 5/7/2021.

Submit the signed copy to EANSdocuments@dpi.nc.gov along with the other materials required for either reimbursement or procurement of such items.

1. **Attestation Letter**

For details regarding attestation letter instructions and file naming convention, refer to document “*EANS Asset Attestation Form.docx*”, available at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>.

1. **Invoices and Other Supporting Documents** – **EANS <SchID> Invoice<xxx> <yyyy-mm-dd>.PDF**

Invoices and Other Supporting Documents file name explanation :

<**SchID**>

Unique School ID assigned by NC DPI when your EANS application is approved. It is in a 3 digit format and you should always refer this number when communicating with NC DPI. The school ID file and other EANS documents can be found on DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>. Note that If your school ID value is below 100, you must include leading zero(s).

**Invoice<xxx>**

Invoice sequential number in a 3-digit format including leading zero(s). your first invoice will be 001, second invoice 002, 21st invoice 021 etc. This invoice number must match the value you enter to “invoice identification field” in the excel file “EANS Reimbursement Form.xlsx”

<**yyyy-mm-dd**>

Form date with 4-digit year, 2 digit month and 2 digit day, separated by hyphens “-“ between the year, month, and day.

Invoices and Other Supporting Documents File Name example:

**EANS 027 Invoice005 2021-05-07.PDF**

The example above would be for invoice 005 submitted by Nest Academy (School ID 027), with reimbursement form completed and signed on May 7, 2021. Note that the invoice number “005” should be also filled in column “invoice identification” in the submitted excel file.

1. **Email Subject**

Subject of your emails should be in following format:

**EANS <SchID> <School Name> Reimbursement < yyyy-mm-dd>**

Email subject naming convention explanation:

<**SchID**>

Unique School ID assigned by NC DPI when your EANS application is approved. It is in a 3 digit format and you should always refer this number when communicating with NC DPI. The school ID file and other EANS documents can be found on DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>. Note that If your school ID value is below 100, you must include leading zero(s).

<**School Name**>

Your school name as listed in your EANS application. Your school name is included in the school ID file on DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>.

<**yyyy-mm-dd**>

Form date with 4-digit year, 2 digit month and 2 digit day, separated by hyphens “-“ between the year, month, and day.

Email subject example:

**EANS 027 The Nest Academy Reimbursement 2021-05-07**

The example above would be for email subject from the Nest Academy (School ID 027), submitting a reimbursement form completed and signed on May 7, 2021.