# ePlan: Role Descriptions for the CBO User Form

An ePlan user role provides individuals with the ability to perform specific functions within ePlan. In order to become an ePlan user, an individual must submit a user access form to eplan.Help@tn.gov. User access forms can be found in TDOE Resources. The list below describes the functions each role can perform.

**LEA 21st CCLC/LEAPS Director**

This individual will complete the funding application, including the budget.

This person can click DRAFT STARTED (or revision started) and DRAFT COMPLETED (or revision completed).

*Every CBO must have at least one user in this role.*

**LEA Fiscal Representative**

This person will review the funding application, particularly for FISCAL authority. Fiscal review happens after the application draft has been completed and it is intended to be a check to make sure the LEA Fiscal Representative approves the application that is being submitted.

This person will click LEA FISCAL REPRESENTATIVE APPROVED or RETURNED.



This person can submit a reimbursement request.

*Every CBO must have at least one user in this role.*

**LEA Authorized Representative**

This person will review the funding application for FINAL authority.

This person can click LEA AUTHORIZED REPRESENTATIVE APPROVED.

*Every CBO must have at least one user in this role.*

**LEA Fiscal Update**

This person will complete and submit the reimbursement requests.

This person can click DRAFT STARTED and DRAFT COMPLETED for reimbursements.

This person cannot approve an application or revision.

**Please note the funding applications must be fully approved by TDOE before requesting funds.**