

Completing Revisions in ePlan for EANS

When an application is submitted to the department, it is reviewed by the Emergency Assistance to Non-Public Schools (EANS) team. Most applications will require revisions to ensure that they meet the federal requirements and can be approved. This document aids in navigating the revision process.

EANS Program Application Checklist

Non-public schools must review the ***EANS Program Application Checklist*** for general checklist comments from each application reviewer, if applicable, and for the program section.

Each checklist item will be designated with one of these statuses:

- ***Not Reviewed***: No review occurred.
- ***OK***: The section has no corrections and is approvable.
- ***Coordinator Reviewed***: The section has been reviewed by the consultant.
- ***Attention Needed***: The section has items that need to have corrections completed.

Revisions Process

- After the school submits the application, the department reviews the application and marks each section as ***OK***, ***Not Applicable***, or ***Attention Needed***.
- If the application contains items that are marked as ***Attention Needed*** (as seen in the screenshot below), the department will return the application to the school with a status of ***Not Approved*** (as seen in the screenshot below). The school must review the checklist for items that are marked *Attention Needed* and make the necessary changes to those items on the corresponding pages of the application. Only the checked items in the areas marked *Attention Needed* need correction. Each section marked *Attention Needed* has a place where the department may provide notes to explain items needing attention. The school should check for notes and additional comments.
- Once the school has made the necessary adjustments, the school resubmits the application for approval by clicking ***Draft Completed***. The application will then follow the same approval process as the original submission. The *Fiscal Representative* and *Authorized Representative* both approve the revisions to resubmit the application to the consultants for department review. If the department determines that the area is correct, the department will change the checklist item from *Attention Needed* to ***OK***. If the items needing attention still have not been corrected, the department will return the application to the school with a status of ***Not Approved***.
- The department will approve all Applications that contain no items marked as ***Attention Needed*** (i.e.: applications where all items are marked as ***OK*** or ***Not Applicable***).

Revision Example:

The following application was **Returned Not Approved**.

Application Status:	TDOE Emergency Assistance Non-Public Schools (EANS) Consultant Returned Not Approved
Change Status To:	Draft Completed

Step 1: Open the **Emergency Assistance Non-Public Schools (EANS) Checklist**

Description ([View Sections Only](#) [View All Pages](#))

- All
- [-] History Log
 - [History Log](#)
 - [Create Comment](#)
- [-] Allocations
 - [Allocations](#)
- [-] Emergency Assistance to Non-Public Schools (EANS)
 - [Cover Page](#)
 - [Non-Public School Data](#)
 - [Paycheck Protection Program \(PPP\)](#)
 - [Budget](#)
 - [Budget Overview](#)
 - [Spending Plan](#)
 - [Program Details](#)
 - [Related Documents](#)
 - [Assurance](#)
- [-] Emergency Assistance Non-Public Schools (EANS) Checklist
 - [Emergency Assistance Non-Public Schools \(EANS\) Checklist](#)
- All

Step 2: Review the comments for lines marked **Attention Needed**.

General Checklist Comment

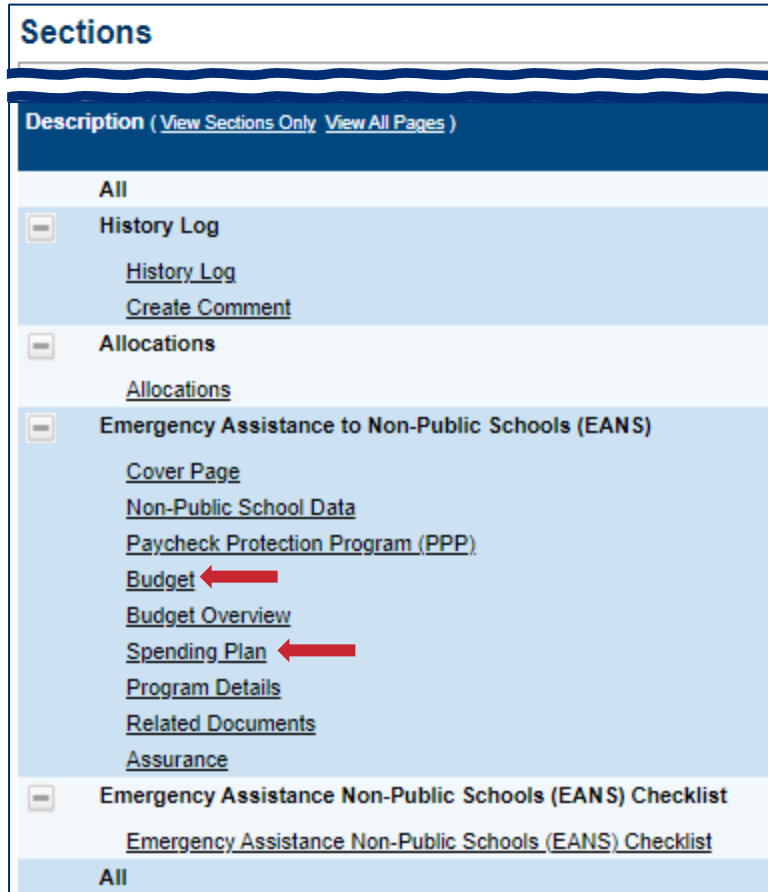
Thank you for submitting your application. There are corrections that must be made, and they can be found below. If you have questions, please contact Erin Christian at erin.christian@tn.gov.

Checklist Description ([Collapse All](#) [Expand All](#))

[-] 1. Cover Page	Consultant Reviewed
1. Cover Page	
[-] 2. Non-Public School Data	Consultant Reviewed
1. Non-Public School Data	
[-] 3. Paycheck Protection Program (PPP)	Consultant Reviewed
1. Paycheck Protection Program (PPP)	
[-] 4. Budget	Attention Needed
1. Budget & Budget Narratives	
<p>For 76100-707, please reallocate the funds in this line as windows are not allowable.</p> <p>For 76100-799, the purchase of tangible items needs to be put under a reimbursement not a service. The appropriate line to use for this would be 71100-722 and reimbursement.</p>	
+ Comment History	
[-] 5. Spending Plan	Attention Needed
1. Spending Plan	
Please update the spending plan to reflect the budget changes.	

Step 3: Navigate to the **Sections** page to select the areas that are in need of attention.

Step 4: Open each section that needs attention and make the necessary revisions noted in the checklist.



Step 5: After all the sections marked **Attention Needed** have been revised, click **Draft Completed** on the **Sections** page.



Note: The application will then follow the same approval process as the original submission. The **Fiscal Representative** and **Authorized Representative** must approve the revisions before the application is submitted to the consultants for review at the department.