



BEST FOR ALL

We will set all students on a path to success.

**Emergency Assistance for Non-Public Schools (EANS)
Reimbursement Webinar**
Division of Federal Programs and Oversight

Federal Programs Webinar Series 2020-21



BEST FOR
ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL
HAVE ACCESS TO A HIGH-QUALITY
EDUCATION, NO MATTER WHERE
THEY LIVE

WHOLE CHILD

TENNESSEE PUBLIC SCHOOLS
WILL BE EQUIPPED TO SERVE THE
ACADEMIC AND NON-ACADEMIC
NEEDS OF ALL STUDENTS

EDUCATORS

TENNESSEE WILL SET A NEW PATH
FOR THE EDUCATION PROFESSION
AND BE THE TOP STATE TO
BECOME AND REMAIN A TEACHER
AND LEADER

TN

Department of
Education

EANS Application Training

Presented by:

**Stephanie
Ferrell**

Director of Non-Public School Programs

**Linda
Hayes**

Non-Public & Home School Coordinator

**Daniel
Froemel**

Senior Director of Non-Traditional & Non-Public
Education





Agenda



- Purpose
- Reimbursement
- Procurement
- Revisions



Purpose



Purpose



The purpose of the Emergency Assistance for Non-Public Schools (EANS) program is to provide services or assistance to eligible non-public schools to address educational disruptions caused by COVID-19.

To receive services or assistance, an eligible non-public school must submit reimbursements to the State Education Agency (SEA) through ePlan, the state's grant management platform. This webinar will instruct non-public school personnel how to successfully use ePlan to complete a reimbursement.

Reimbursement



Reimbursement Timeline



- **May 1:** Schools may start submitting reimbursements in ePlan.
 - Reimbursements will take approximately 30 days to process.
- **July 27:** All reimbursements must be submitted in ePlan for reimbursement and include acceptable documentation.
- **Note:** *Waiting until July 27 to submit reimbursements could result in a reimbursement being rejected if it does not have proper documentation. Submit reimbursements much earlier to avoid any issues.*

Important Reminders

- To see the latest version of this document, please go to ePlan > TDOE Resources > EANS > Steps for Reimbursement Request Submissions.
- **Only one reimbursement request can be submitted at a time.**

Important Reminders

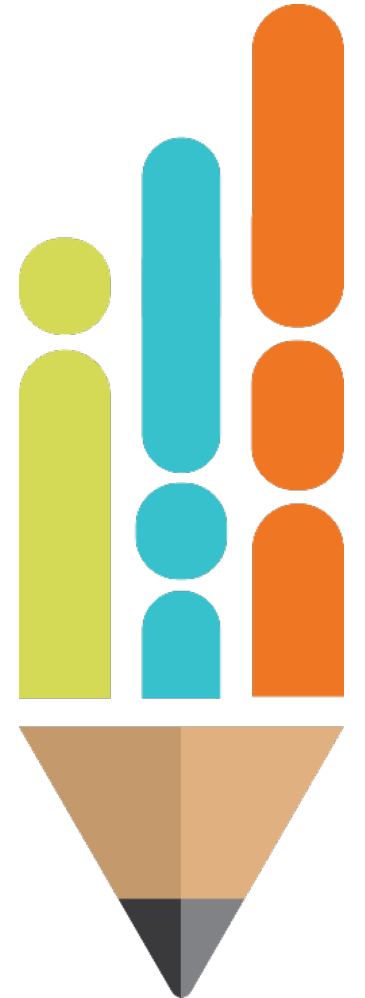
- **Multiple line items can be included on one request.**
- A new reimbursement request cannot be started until the current request is paid, generally 30 days after it is submitted.
 - Schools can request reimbursements for multiple items purchased.
 - The school must wait until it is fully processed before submitting a new reimbursement.
- As a result, schools will only have two to three opportunities to submit reimbursements and must include all requests in these submissions.
- The allowable receipt or approved purchase order date range is **March 13, 2020 – July 27, 2021.**

Important Reminders

- An approved purchase order from the school will suffice as obligation if the order is to be delivered at a later date.
 - Do not upload purchase orders without an paid invoice or receipt. If the purchase order is prior to July 27, 2021 you will be able to submit for reimbursement when items arrive.
- Once the item(s) are purchased, an itemized receipt must be uploaded to ePlan for a reimbursement request.
 - Do not include sales tax requesting reimbursement.
 - Shipping charges, however, can be included.
- ePlan does not allow a request to be submitted that is 10% greater than the line item's budgeted amount.
- **Code all services under line item 399.**
 - These items are NOT reimbursable.
 - Services in this line item will be established and paid directly by the department.

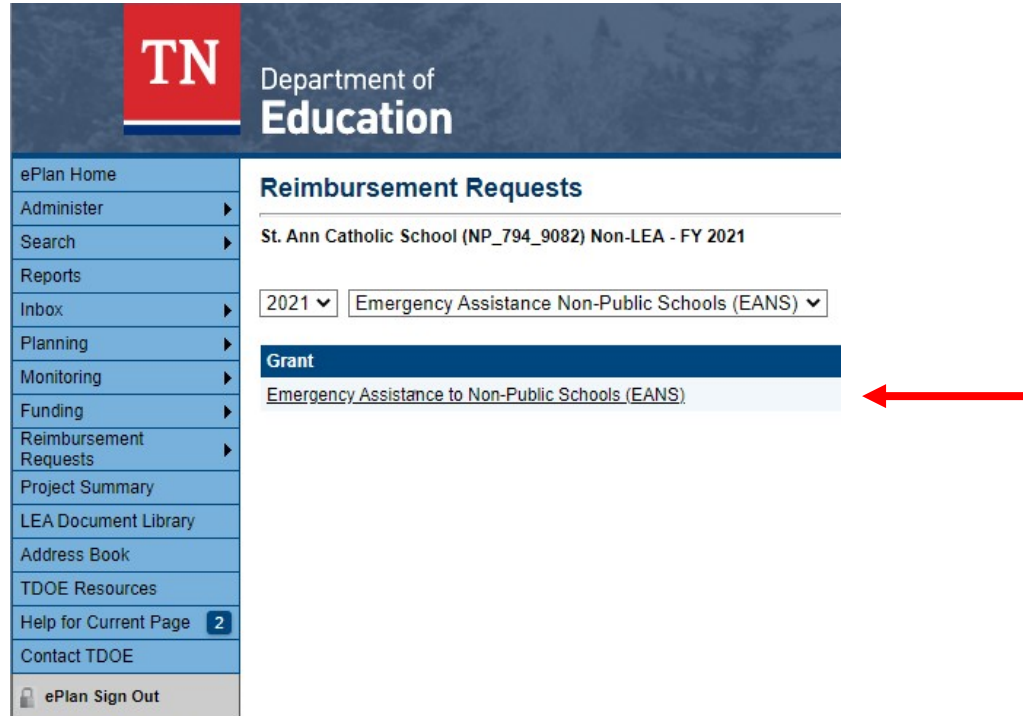
Submitting Receipts in ePlan: Step 1

- The **fiscal representative user role** must submit and approve the reimbursement requests.
- After this user logs into ePlan, select **Reimbursement Requests** from the navigation menu on the left side of the ePlan home page.

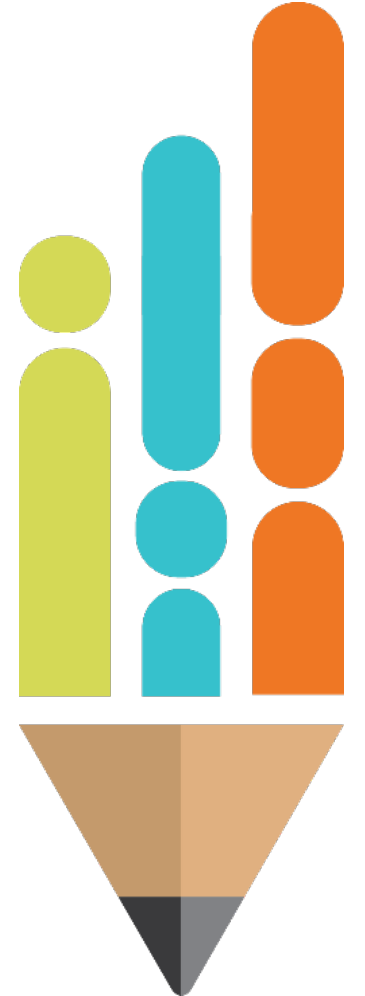


Submitting Receipts in ePlan: Step 2

- Select **Emergency Assistance to Non-Public Schools**



The screenshot displays the ePlan system interface for the Tennessee Department of Education. The header includes the TN logo and the text 'Department of Education'. A left-hand navigation menu lists various system functions such as 'ePlan Home', 'Administer', 'Search', 'Reports', 'Inbox', 'Planning', 'Monitoring', 'Funding', 'Reimbursement Requests', 'Project Summary', 'LEA Document Library', 'Address Book', 'TDOE Resources', 'Help for Current Page', 'Contact TDOE', and 'ePlan Sign Out'. The main content area is titled 'Reimbursement Requests' and shows the school 'St. Ann Catholic School (NP_794_9082) Non-LEA - FY 2021'. Below this, there are two dropdown menus: the first is set to '2021' and the second is set to 'Emergency Assistance Non-Public Schools (EANS)'. A list of grants is displayed, with 'Emergency Assistance to Non-Public Schools (EANS)' highlighted in blue. A red arrow points to this highlighted grant.



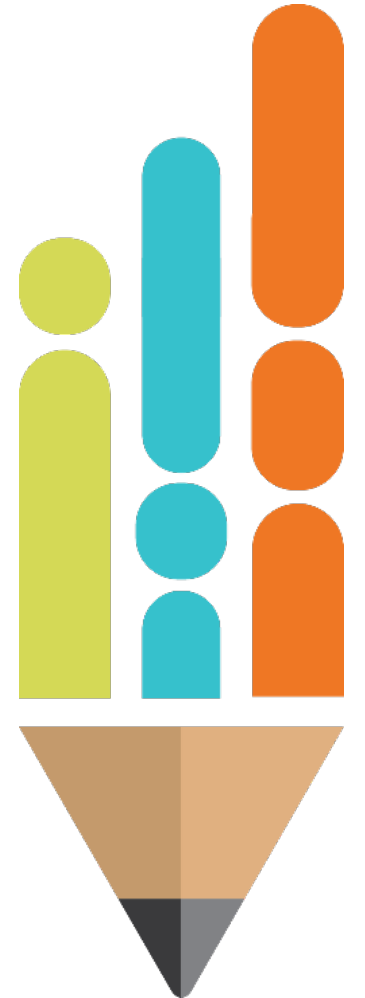
Submitting Receipts in ePlan: Step 3

- Click **Create New Reimbursement Request** and click **Confirm** to change the status to Draft Started.

Create New Reimbursement Request			
Reimbursement Requests			
Amount	Request Period	Status	Status

Create Reimbursement Request

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.



Submitting Receipts in ePlan: Step 4

- Select **Expenditure Details**.

Reimbursement Request Sections

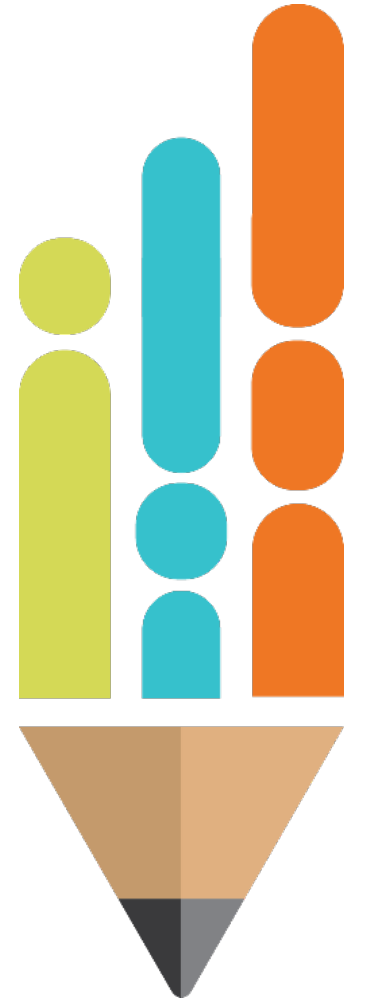
Volunteer County (999) - FY 2014 - Title II-A

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

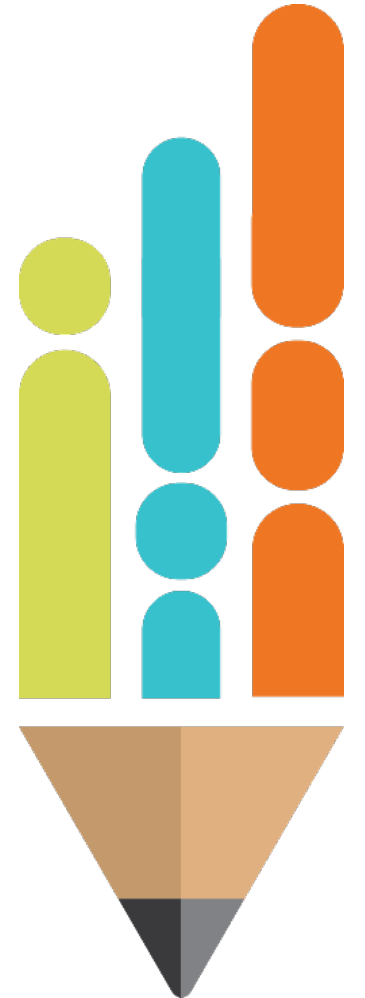
Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

Reminder: Do not include sales tax.



Submitting Receipts in ePlan: Step 5

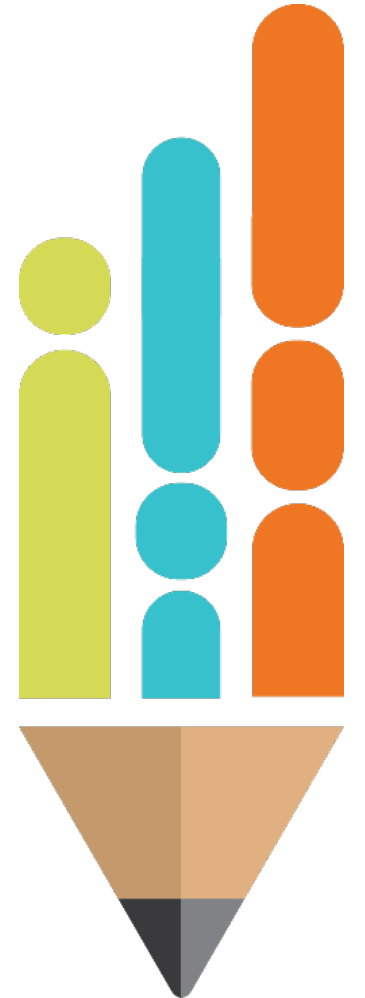
- For the school's first reimbursement request, fill in the expenditures by account and line item according to the school's application.
- This screen only displays rows and columns that have approved budget amounts.
- Hover over a cell to see the approved budgeted amount, the amount requested for reimbursement, and the amount remaining in that line item to spend.



Submitting Receipts in ePlan: Step 5 Cont.

Account Number Line Item Number	Regular Instructional Education	Alternative Instruction Program	Support Services/Other Student Support	Support Services/Transportation	Total
Teachers 116	<input type="text" value="7,500.00"/>				7,500.00
Mechanic(s) 142				<input type="text" value="700.00"/>	700.00
Bus Drivers 146				<input type="text" value="700.00"/>	700.00
Clerical Personnel 162	<input type="text" value="1,000.00"/>				1,000.00
Educational Assistants 163		<input type="text" value="1,500.00"/>			1,500.00
Other Salaries & Wages 189	<input type="text" value="1,000.00"/>				1,000.00
Travel 355			<input type="text" value="168.00"/>		168.00
Total	9,500.00	1,500.00	168.00	1,400.00	12,568.00

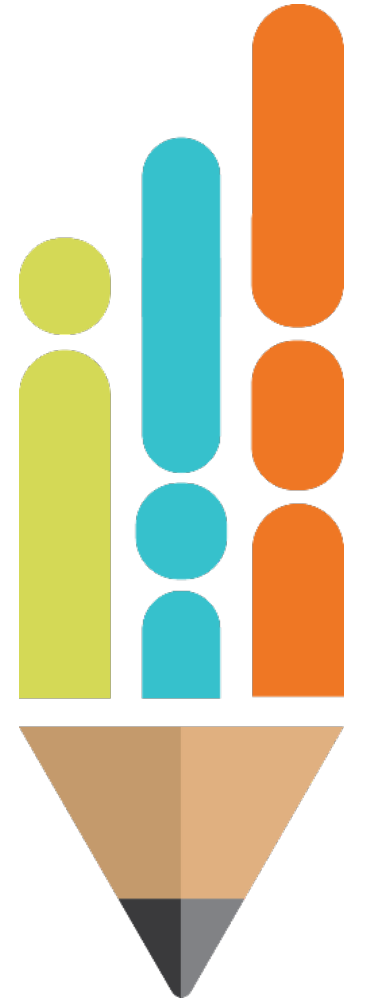
7,500.00
 Budgeted Amount: 75,000.00
 Funds Requested: 7,500.00
 Amount Remaining: 67,500.00



Step 5 Cont.

- a. For the school's first reimbursement request, fill in the expenditures by account and line item according to the school's application.
 - This screen only displays rows and columns that have approved budget amounts.
 - Hover on a cell to see the approved budgeted amount, the amount requested for reimbursement and the amount remaining in that line item to spend.

Account Number	Regular Instructional Education	Alternative Instruction Program	Support Services/Other Student Support	Support Services/Transportation	Total
Teachers 116	<input type="text" value="7,500.00"/>				7,500.00
Mechanic(s) 142				<input type="text" value="700.00"/>	700.00
Bus Drivers 146				<input type="text" value="700.00"/>	700.00
Clerical Personnel 162	<input type="text" value="1,000.00"/>				1,000.00
Educational Assistants 163		<input type="text" value="1,500.00"/>			1,500.00
Other Salaries & Wages 189	<input type="text" value="1,000.00"/>				1,000.00
Travel 355			<input type="text" value="168.00"/>		168.00
Total	9,500.00	1,500.00	168.00	1,400.00	12,568.00



- **b. For the school's second and any subsequent requests,** the amount of expenditures entered should be the year-to-date total of all the expenditures for that line item.

Here is an example of a first request:

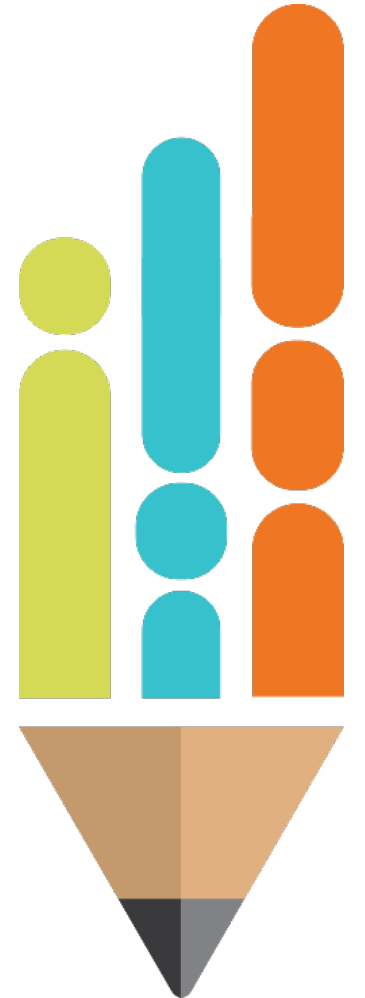
Expenditure Details
 Richard City (SRT) - FY 2021 - Family Resource Centers

This is the TEST site. Please be sure to complete your work on the LIVE site.

Do To

Line Item Number	Account Number	7300 - Community Services	Total
100 - Other Salaries & Wages		5,316.64	5,316.64
201 - Social Security		329.65	329.65
252 - Employer Medicare		77.08	77.08
340 - Postal Charges		0.00	0.00
350 - Travel		0.00	0.00
400 - Other Supplies and Materials		3,181.63	3,181.63
Total		8,905.00	8,905.00

Do To



- **Below is an example of the second request.**
- The school input the amount of the current request plus the previous amount on that line item, for a year-to-date total of \$10,633.31. The difference between the amounts will be what the school is paid, \$5,316.67.

Expenditure Details
 Richard City (581) - FY 2021 - Family Resource Centers

This is the TEST site. Please be sure to complete your work on the LIVE site.

Go To

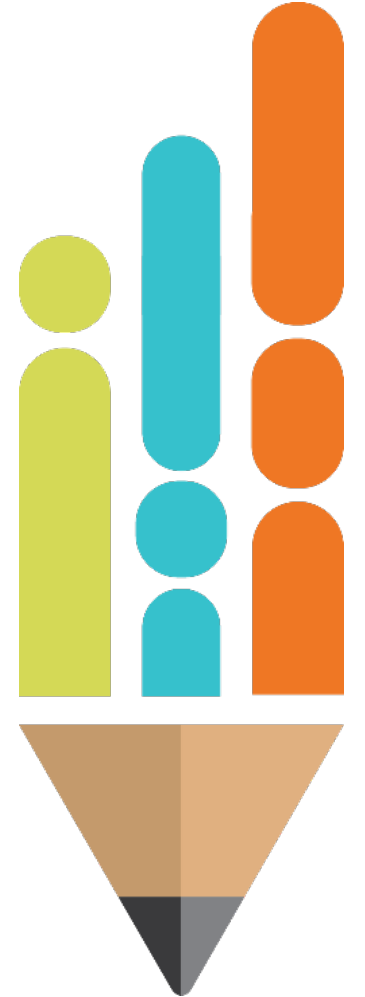
Line Item Number	Account Number	72300 - Community Services	Total
189 - Other Salaries & Wages		10,633.31	10,633.31
201 - Social Security		659.29	659.29
212 - Employer Medicare		154.16	154.16
348 - Postal Charges		0.00	0.00
355 - Travel		0.00	0.00
499 - Other Supplies and Materials		4,169.14	4,169.14
Total		15,615.90	15,615.90

Go To



example

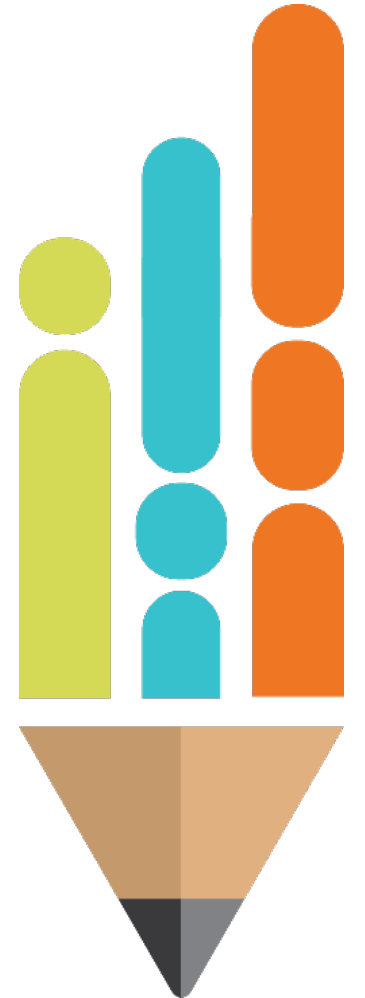
- For example, a school has a reimbursement for student computers in May. Since it is the first reimbursement request the school has submitted, the amount input on the *Expenditure Details* page under 71100-722 is \$5,000. The next month, the school has a request for student desks for \$3,000 which goes into 71100-722 as well. The amount entered into 71100-722 would be \$8,000 for the second request.



Step 6

- Select **Go To** then the Request page or select **Sections**, then **Request**.

Description
History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All



Step 7

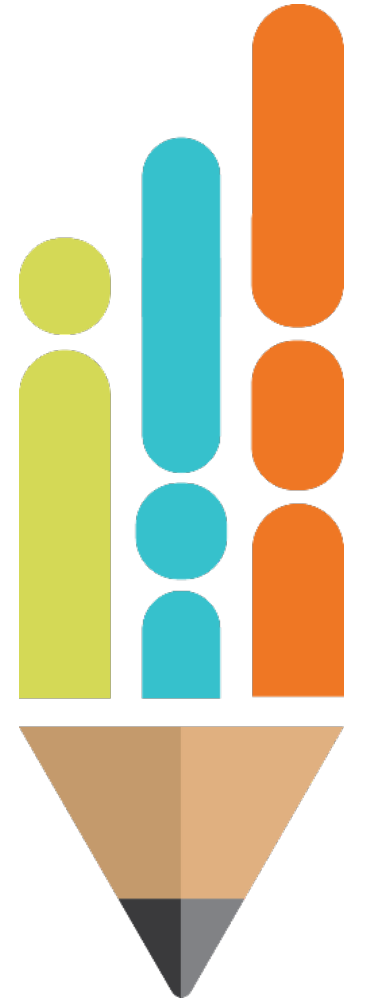
- Fill in the **Fiscal Information As Of** field with the **date of the reimbursement request (the current date)**.

Fiscal Summary	
Allocation	\$125,673.00
Available Budget	\$125,673.00
Fiscal Information As Of	<input type="text"/>
Cash Received	\$0.00
Total Cash Basis Expenditures	\$12,568.00
Cash Balance On Hand	(\$12,568.00)
Cash Available	\$125,673.00
Total Amount Requested	\$12,568.00

April, 2013

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

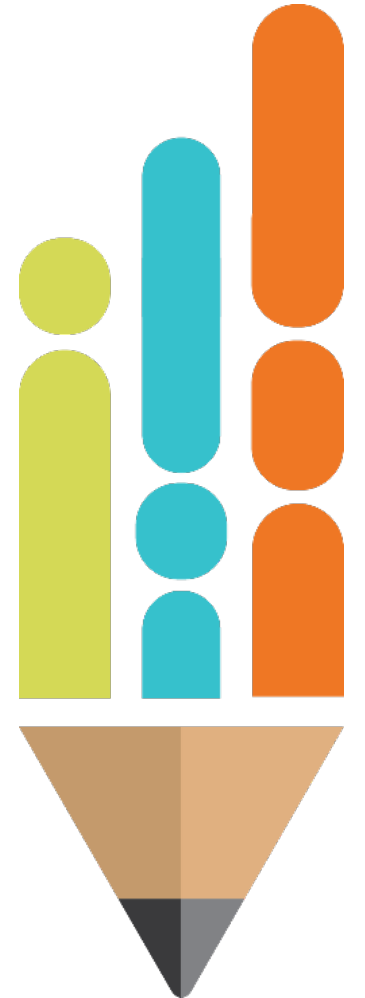
Today: April 8, 2013



Step 8

- Select **Go To** then **Related Documents**, or **Sections**, then **Related Documents**.

Description
History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All



Step 9

- Upload receipt(s), invoices, or approved purchase orders for Reimbursement Requests under **Document/Link**.

Related Documents

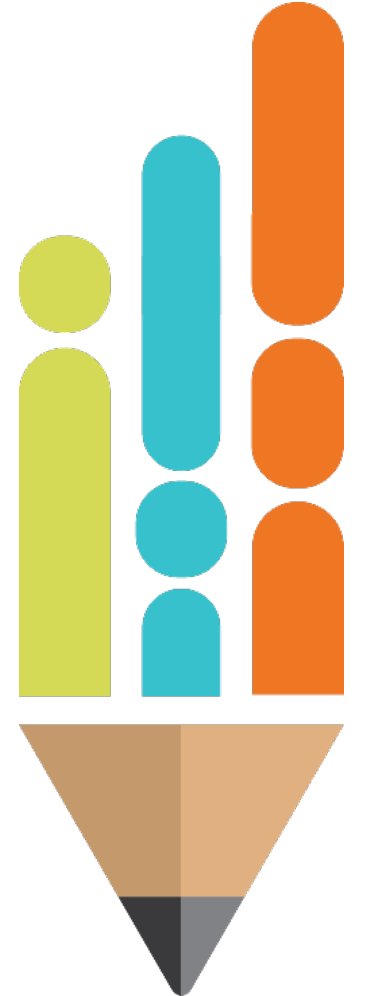
St. Rose of Lima Catholic School (NP_750_9055) - FY 2021 - Emergency Assistance to Non-Public Schools (EANS)

This is the TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To ▶

Optional Documents		
Type	Document Template	Document/Link
Supporting Documentation	N/A	Upload New

Save And Go To ▶



Step 10

- Click **Select** next to **Upload Data File**.
- Find the correct receipt on the school's computer.

Create Related Document - Supporting Documentation

St. Rose of Lima Catholic School (NP_750_9055) - FY 2021 - Emergency Assistance to Non-Public Schools (EANS)

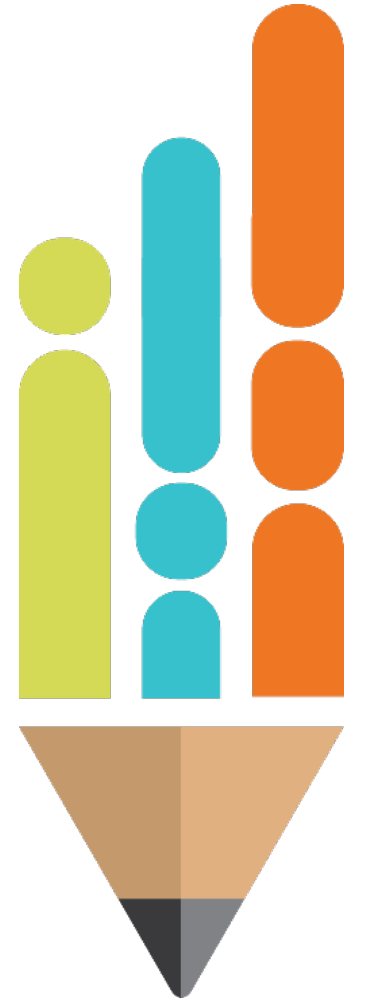
This is the TEST site. Please be sure to complete your work on the LIVE site.

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

Upload Data File:

URL:

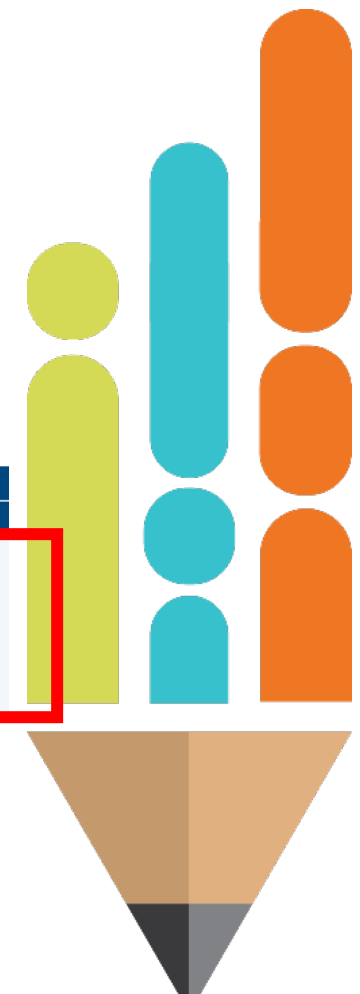
Document Name:



Step 11

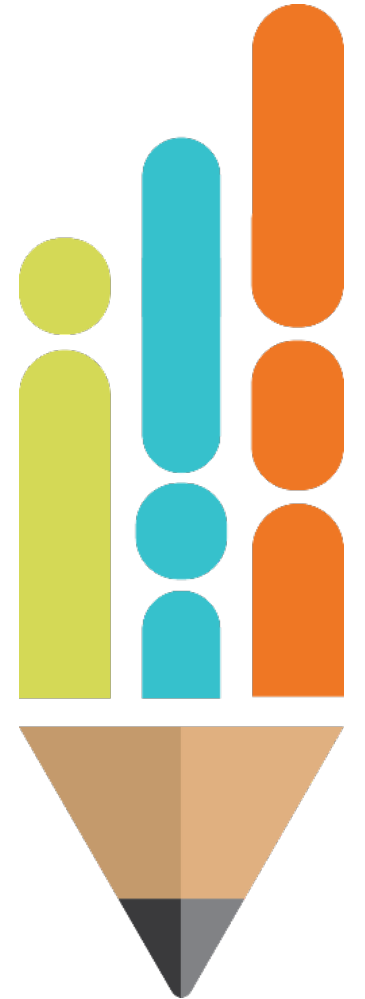
- After the document is uploaded, in the **Document Name** box, name the document **beginning with the account number and line item where the item is budgeted.**
- If requesting reimbursement from multiple line items, each line item must have its own file.
- For example, a correctly uploaded receipt would look like:

Optional Documents		
Type	Document Template	Document/Link
Supporting Documentation	N/A	Upload New [Update] [Delete] 📎 71100-471 [Update] [Delete] 📎 71100-722 [Update] [Delete] 📎 72610-499



Step 11 Cont.

- All receipts for one line item must be in the same attachment.
- If a receipt has items from multiple line items, it must be uploaded in each line item. The item on the receipt being reimbursed for that line item, must be circled and the other items crossed out.
- **NOTE:** It is not necessary to upload packing slips.



Step 12

- After all receipts are uploaded, select **Go To**, then **Sections**, then click **Draft Completed**.
- To delete the reimbursement request, click **Delete Reimbursement Request**.

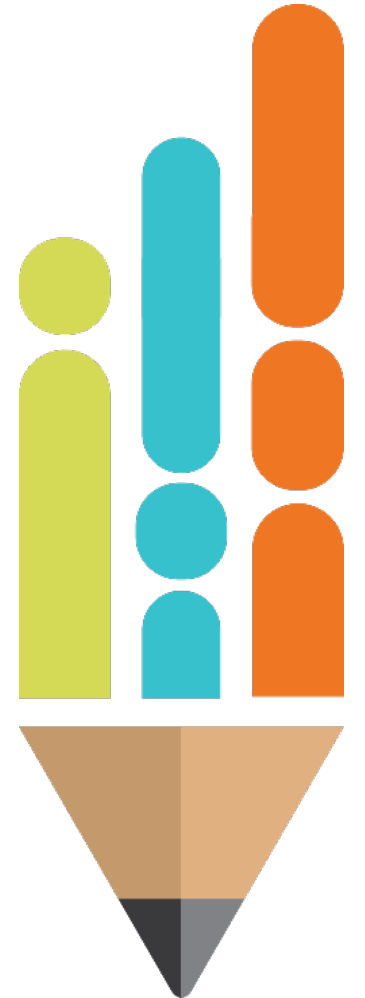
Reimbursement Request Sections

Volunteer County (999) - FY 2014 - Title II-A

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

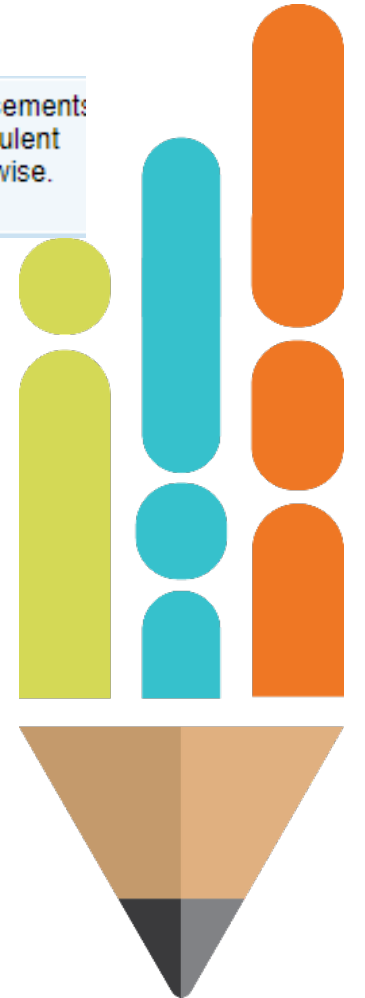


Step 13

- After clicking Change Status To: **Draft Completed**, click on the box to agree to the terms.

Agreed to "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise. 200.415 - Uniform Grants Guidance"

- If unable to select **Draft Completed**, check the **Validation** column.
- If **Messages** is displayed, click on the **Messages** hyperlink to view the error(s) that must be corrected to submit the reimbursement request.

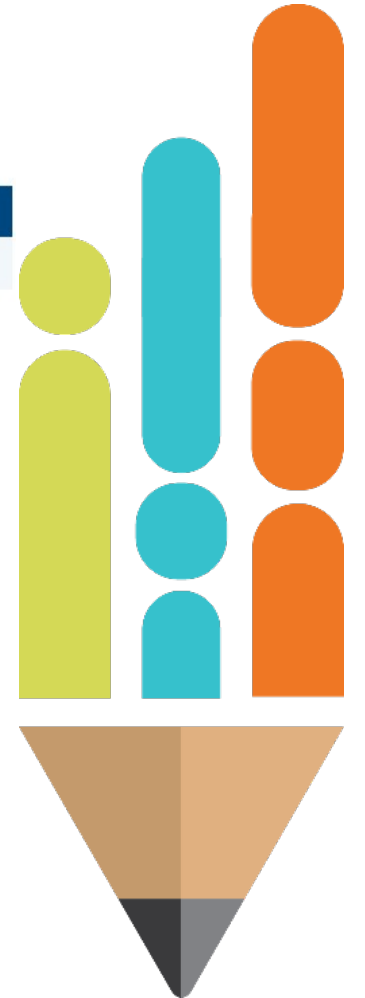


Step 14

- Click **Review** to correct the error. For example:

[Return to Reimbursement Request Sections](#)

Request	
Review	The 'Fiscal Information As Of' field cannot be empty. Error



Step 15

- After the errors have been corrected, go back to **Sections**, and click **Draft Completed**.

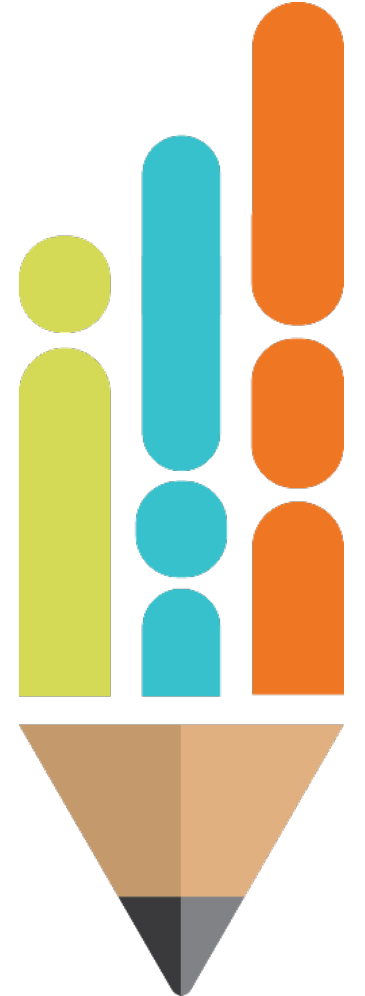
Reimbursement Request Sections

Volunteer County (999) - FY 2014 - Title II-A

Request Status: Draft Started

Change Status To: **Draft Completed**
or
[Delete Reimbursement Request](#)

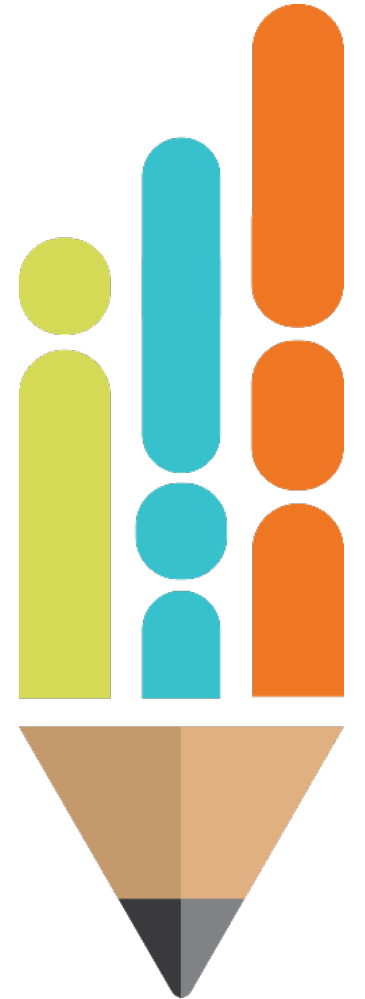
Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print



Step 16

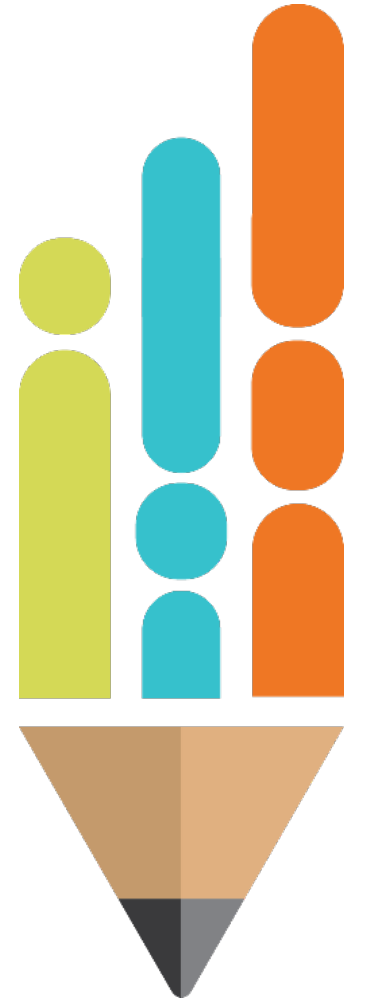
- If the reimbursement request has not been approved, the reason(s) can be found on the History Log page.

Description
History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All



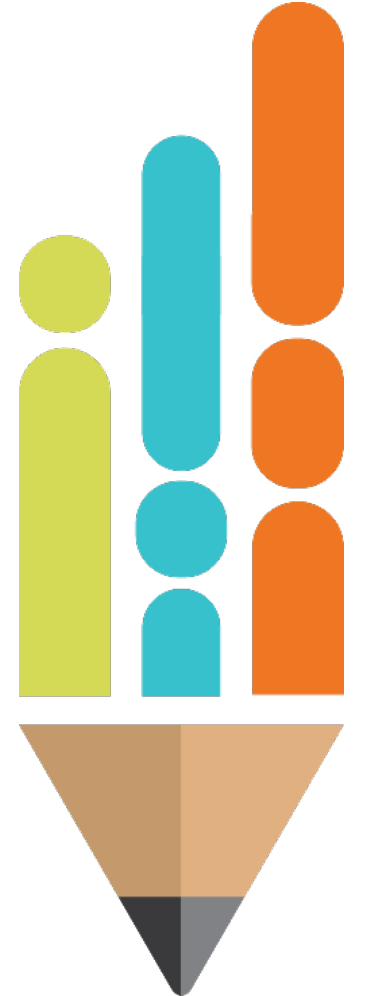
Step 17

- Click on **Expenditure Details** or **Related Documents** to resolve the issue. Once the issue has been resolved, change status to **Draft Completed**, and click **Confirm**.



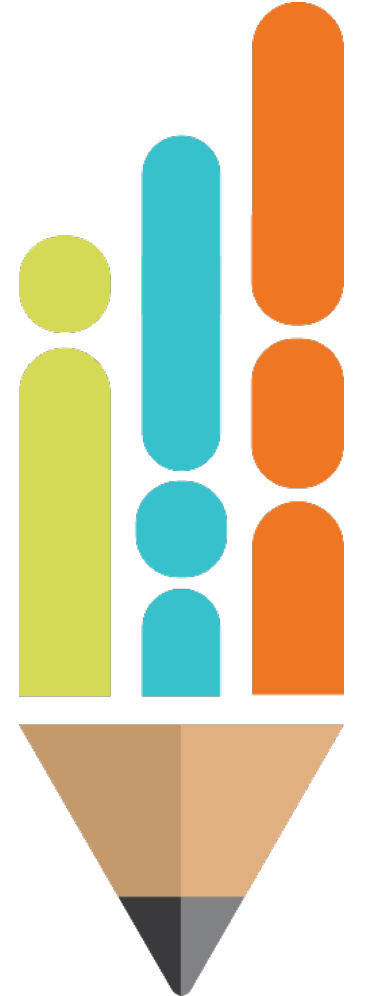
Step 18

- Workflow Steps:
 - The status will change to **Grants Management Approved** (completed by the TDOE fiscal department).
 - Next, the status will change to **Submitted to the State Accounting System** (automated by ePlan overnight).
 - Then, the status will change to **State Accounting System Accepted** (done within a couple hours after the submission to the state accounting system).
 - Finally, the status will change to **State Accounting System Paid**. This is the final step where a voucher number is created by Edison for the payment.



Required Supporting Documents

- Non-public school points of contact (POCs) are required to provide supporting documentation when completing reimbursement requests in ePlan.
- The following slides help POCs determine which receipts, invoices, or proofs of payment must be submitted to ensure reimbursement in a timely manner.
- The following slides provide a list of recommendations for supporting documentation.
- **NOTE:** This list is not exhaustive but a list of recommendations.



Required Supporting Documents

- Itemized Receipt (an original document from the merchant) showing:
 - Merchant's name
 - Transaction date
 - Amount paid
 - Description of purchased item(s)
 - Description of additional charges (taxes, service, delivery, etc.)
 - Form of payment used



Required Supporting Documents

- Invoice (an original document from the merchant showing):
 - Merchant's name
 - Invoice date
 - Amount billed
 - Description of billed item(s)
 - Description of additional charges (taxes, service, delivery, etc.)



Required Supporting Documents

- Proof of Payment (often needed in tandem with an invoice):
 - Photocopy of a cancelled check (front and back)
 - Credit card sales slip
 - Monthly credit card statement



Procurement



Procurement

- In May, the department will ask schools to complete a supplemental form in ePlan requesting vendor information.
- Schools must complete all vendor requests by **June 15** and submit in ePlan.
- The department uses these forms to write contracts for the vendors.
- All contracts must be established by **July 27**.



Procurement

- Information on the supplement form must include:
 - School information
 - Vendor information
 - Preferred Vendor Name
 - Preferred Vendor Point of Contact (POC; this person is who will receive the contract and be responsible for processing the paperwork for the vendor)
 - Preferred Vendor POC E-mail
 - Preferred Vendor POC Phone



Procurement

Vendor Information Cont.

- Preferred Vendor Address.
- Has the Preferred Vendor Been in Business Since Before August 2020?
- Point of contact info, address, business name.
- Service details (what exactly is the vendor going to do?)
- Duration of Service (state date to end date).
- Cost
- The amount budgeted in ePlan
- The line item (399).

Procurement Reminders

- It is important that the school list the exact amount or a very close estimate in this line.
- Funds indicated in this form may not be able to be re-budgeted.
- This means that if the school underbudgets, it will not have enough to cover the service and would have to pay out of pocket for the difference.
- Any funds that are over-budgeted and not used revert to the department at the end of the performance period, which is **Sept. 30, 2023**.

Procurement Reminders

- More information is forthcoming once the instrument is finalized in ePlan.
- Schools must collect information from vendors immediately to avoid delay.
- Schools must verify that the vendor is willing to work with the department through a third-party contract to provide services.
- Schools must collect a current W-9 from vendors (latest version by IRS, signed by head of school within the past six months.)



Revisions



Revisions

- Schools will most likely need to make revisions for the following reasons:
 - The estimated cost of items is greater or less than the actual amount.
 - A service they have listed is not able to contract with the department.



Revisions



- Schools will be allowed to make two revisions.
 - Any additional revisions must be approved by Dan or Stephanie via email (Stephanie.Ferrell@tn.gov or Daniel.Froemel@tn.gov)
- All revisions must be submitted **July 1**.
- Any funds not obligated by **July 27, 2021** will revert to the department.
- Only make revisions to the budget.
- Click on Revisions Started to start the revision process.
- All revisions must go through the three levels of approval (Grant Director, Fiscal Rep. LEA Authorized Rep.)

Revisions

- Revisions must be marked as Revision 1 or Revision 2 with the date of the revision.
- Any revisions submitted without this information will be sent back and not reviewed.



Revision Example



Budget Detail		Narrative Description
Account Number:	71100 - Regular Instruction Program	<p>Purchase of Chromebooks for classrooms - we have purchased some Chromebooks previously (from other funding sources) and are needing additional Chromebooks to accommodate student needs.</p> <p>5-15-21 REVISION 1</p> <p>CHROME BOOKS ONLY COST \$350 A PIECE LEAVING \$800 IN BUDGET. PURCHASING 4 CLASSROOM PRINTERS AT \$200 A PIECE.]</p>
Line Item Number:	722 - Regular Instruction Equipment	
Focus Area: <small>(Select at least 1, and up to 1 tag(s))</small>	Purchasing Education Technology	
Procurement Type: <small>(Select at least 1, and up to 1 tag(s))</small>	Reimbursements	
Optional Program Code:		
Location Code:	Scholze Middle High School (NP_330_9265)	
Quantity:	16.00	
Cost:	\$400.00	
Budget Detail Total:	\$6,400.00	

Revision Example 2



Budget Detail		Narrative Description
Account Number:	71100 - Regular Instruction Program	<p>Purchase of a smart board for the new classroom. This is necessary due to <u>covid</u> in order for students to maintain social distancing guidelines while in class.</p> <p>5-30-21 REVISION 2: Deleted procurement for <u>Edgenuity</u>. Moving funds to this line item to purchase another Smart Board at \$4,000.</p>
Line Item Number:	722 - Regular Instruction Equipment	
Focus Area: (Select at least 1, and up to 1 tag(s))	Purchasing Education Technology	
Procurement Type: (Select at least 1, and up to 1 tag(s))	Reimbursements	
Optional Program Code:		
Location Code:	Scholze Middle High School (NP_330_9265)	
Quantity:	2.00	
Cost:	\$4,000.00	
Budget Detail Total:	\$8,000.00	

Questions?

- If you have any questions, please contact Stephanie.Ferrell@tn.gov or Private.Schools@tn.gov.



Contact	CORE Regions
Stephanie Ferrell Stephanie.Ferrell@tn.gov (615) 961-3633	Director of Non-Public School Programs
Dan Froemel Daniel.Froemel@tn.gov (615) 351-1208	Senior Director of Non-Traditional and Non-Public Education
Linda Hayes Linda.Hayes@tn.gov (615) 815-8750	Non-Public and Home School Coordinator



Fraud, Waste, or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>