

Reimbursement Request Review Instructions for LEAs and Subrecipients

LEA or Subrecipient Expectations

LEAs or subrecipients will be selected to complete a Reimbursement Request Review periodically throughout the fiscal year based on the Results-Based Monitoring Risk Analysis and any risk identified through Monitoring Results. When chosen, LEAs or subrecipients receive a notification from the department.

LEAs or subrecipients are given **10 business days** to locate, upload, and confirm that documentation is correct and final. LEAs or subrecipients answer a short set of Yes/No questions about each identified reimbursement request and submit it to the department for review by following the workflow which requires the fiscal representative and authorized representative (director of schools).

To get to the Reimbursement Request Review, follow these steps:

1. Go to ePlan.tn.gov and select Data and Information from the menu on the left side of the window. On the Data and Information screen, select FY22 > Reimbursement Request Review.

Data and Information
Civil Rights and Bullying Compliance Report
Comparability
Coordinated School Health Action Plan
CTE FAUPL Target Negotiations
Education Stabilization Fund - ESSERF Data Collection
End of Year Data Reports for Students with Disabilities
Federal Program Waiver Request
Homeless Immunization Report
IDEA High Cost
Non-Public School Survey
Perkins V Comprehensive Local Needs Assessment (CLNA)
Prayer Certification
Reimbursement Request Review
Results-Based Monitoring Risk Analysis

- Once the Reimbursement Request Review has been selected, click **Draft Started** to begin the Reimbursement Request Review process.

Status: **Not Started**

Change Status To: [Draft Started](#)

[View Change Log](#)

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

All
<input type="checkbox"/> History Log
History Log
Create Comment
<input type="checkbox"/> Reimbursement Request Review
Instructions
Reimbursement Request 1
Related Documents
All

- The reimbursement Review Request will have the grant name, date, and amount for the reimbursement that has been selected for review.

Grant Name
Date
Amount

- The short answer section will need to be completed.

Required and/or Optional Uploads - Please upload all items relevant to the identified reimbursement request.

Short Answer Questions - Answer about the reimbursement request identified above.

* The LEA was able to provide a reconciliation (above) that matched the total of the reimbursement request (to the penny).

* The LEA included all expenditures in the reimbursement request identified above in the appropriate funding application.

* To the best of your knowledge, have all of the items in this reimbursement request been reviewed and determined as reasonable, necessary, and allocable?

Click "Help for Current Page" for additional details and contact information.

Instructions for Uploading Supporting Documentation

The supporting documentation will be uploaded into the *Related Documents* section.

LEAs must be provided to upload the following documentation for each Reimbursement Request identified within this instrument:

- Reconciliation Summary Table (Table of Contents): Please provide a list of the documents the department reviewers will see in the areas listed below. Include references to specific pages or lines if only certain items are relevant to the identified reimbursement request.
- Invoice(s)
- Payroll Ledgers(s)
- Packing Slip(s)
- Receipts(s)
- Purchase Orders(s)
- Requisition(s)

1. Once the documents have been gathered, convert the documents into pdf files and save files of fewer than 30 sheets to ensure ePlan can upload the documents. Select the *Related Documents* section.



2. Once *Related Documents* is open, upload the required supporting documentation following the Type of documentation description.

Type	Document Template	Document/Link
(RRR1) Reconciliation Summary (Table of Contents) [Upload at least 1 document(s)]	(RRR1) Reconciliation Summary (Table of Contents)	Upload New
(RRR1) Purchase Order(s) [Upload at least 1 document(s)]	N/A	Upload New
(RRR1) Invoice(s) [Upload at least 1 document(s)]	N/A	Upload New
(RRR1) Receipt(s) [Upload at least 1 document(s)]	N/A	Upload New

3. Once all the documentation has been uploaded, change the status to **Draft Completed**.

