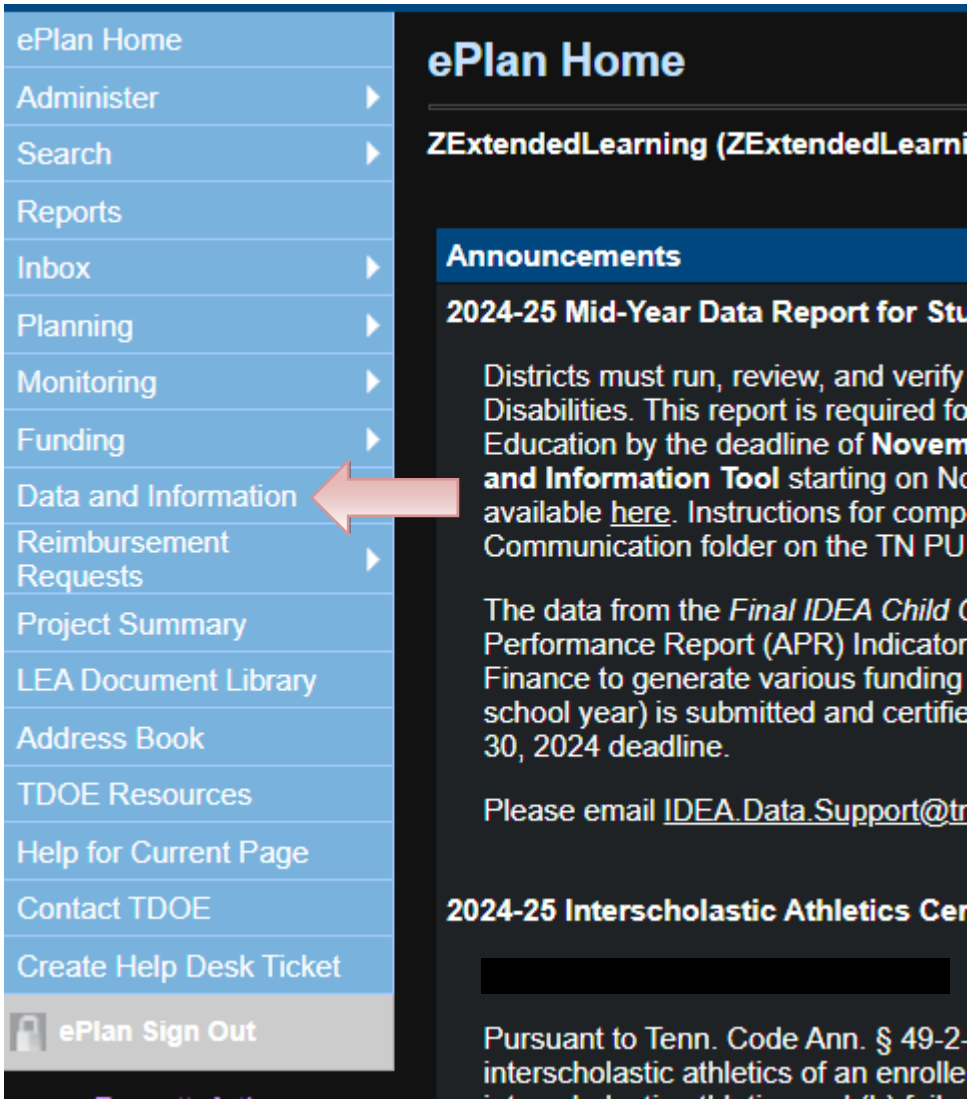
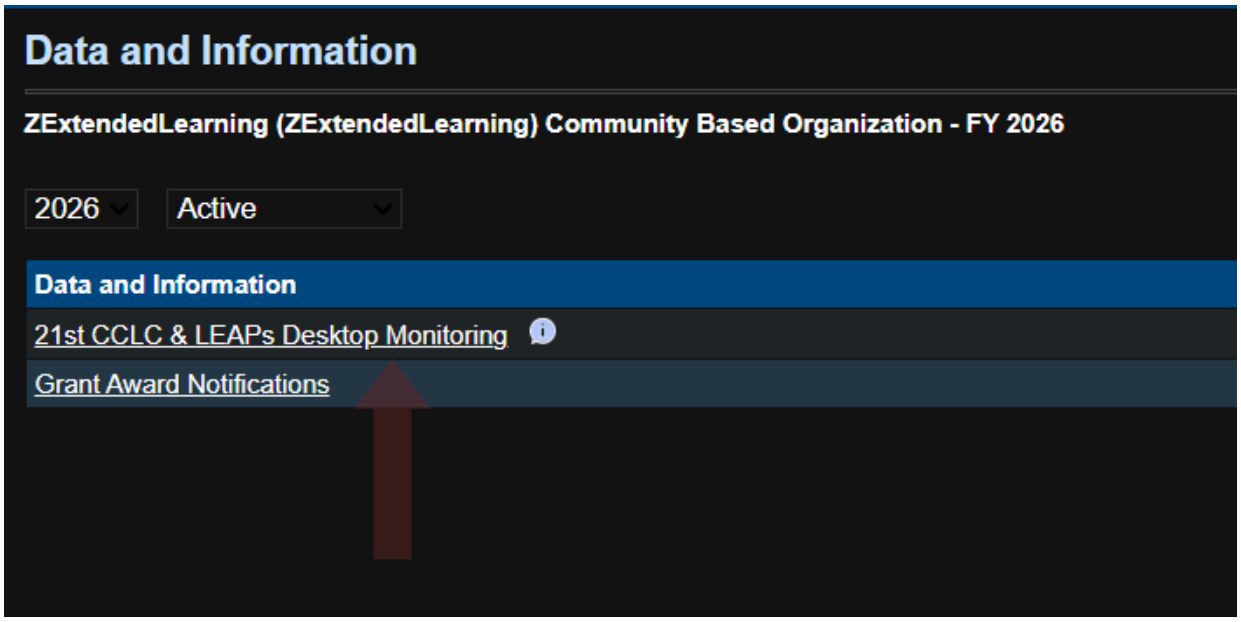
Documentation upload into ePlan for Desktop Monitoring Instructions.

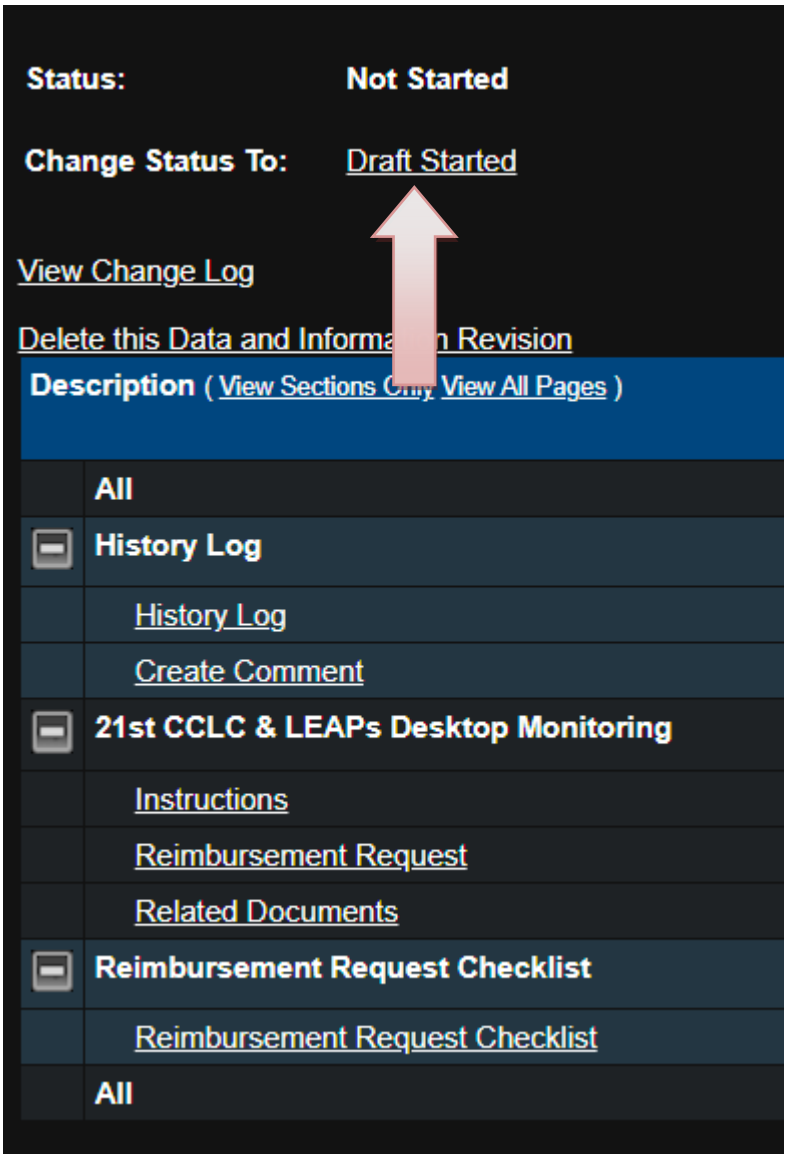
1. This desktop request must be started by your fiscal representative. Go to the Data and Information tab located on the left of the screen.



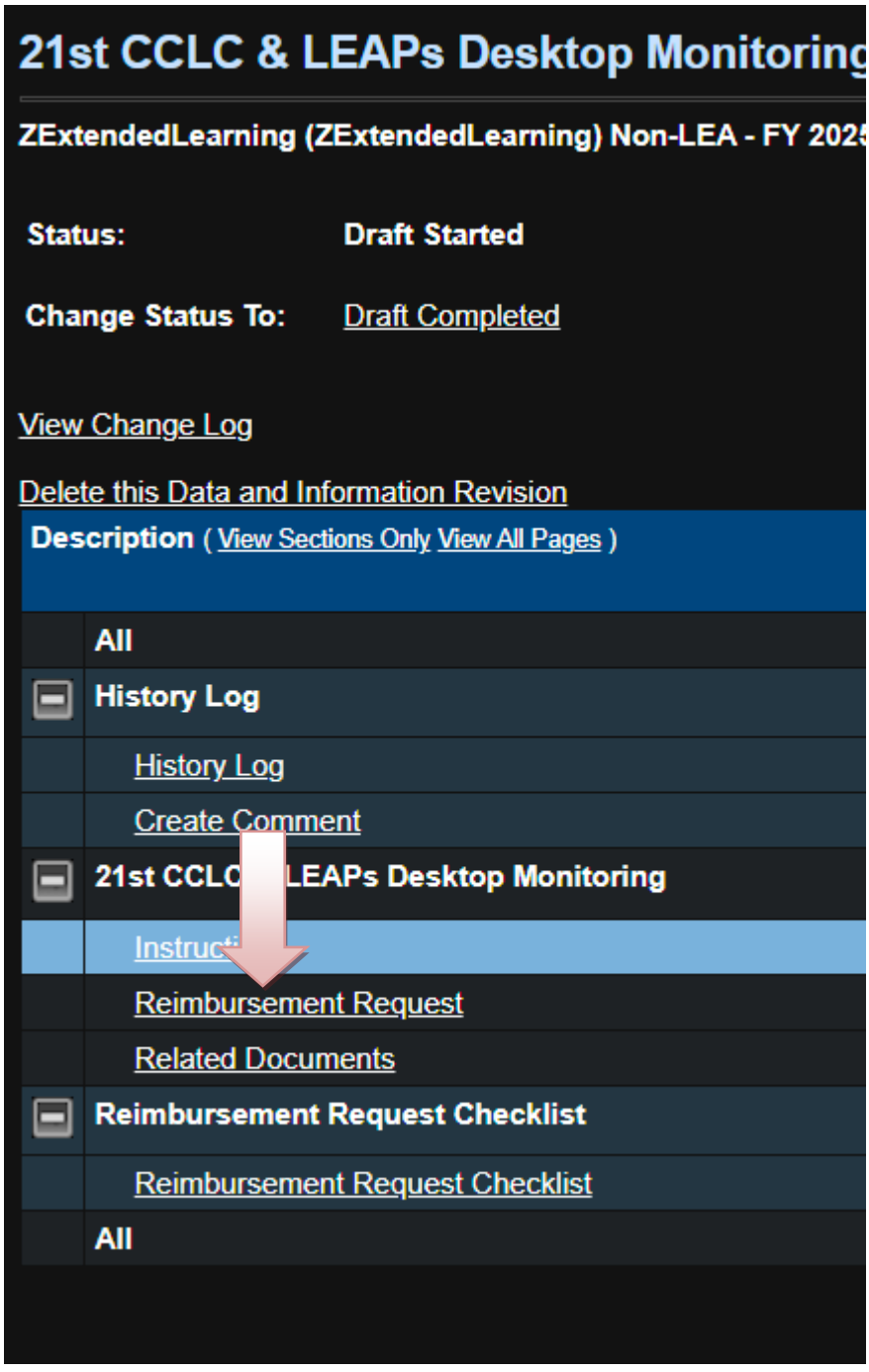
2. Change the year to 2026 and select the 21st CCLC & LEAPs Desktop Monitoring link.



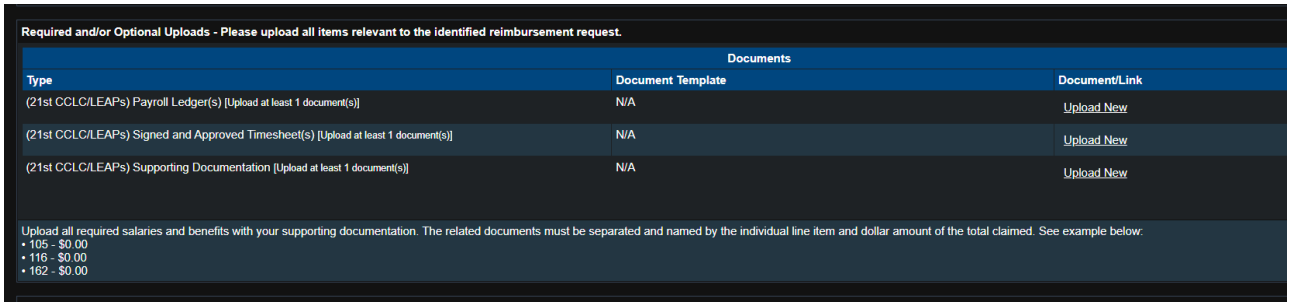
3. Change the status to Draft Started. You will not be able to edit your desktop monitoring report until you change the status.



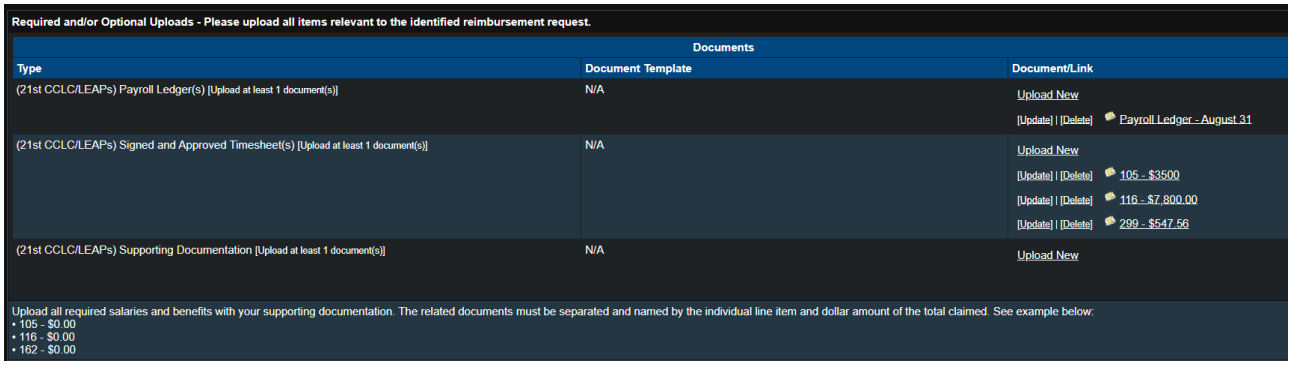
4. Click the reimbursement request to view the upload information and links to upload your documents.



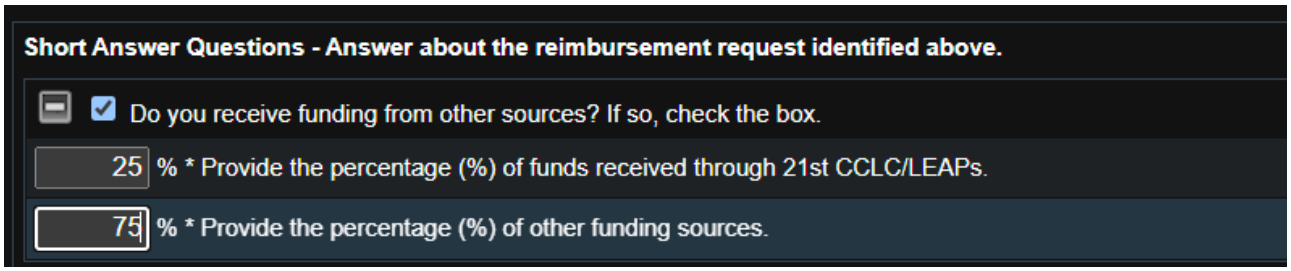
5. Upload all the documents requested. You will repeat this step until you have all the line items uploaded. Use the required format below the upload links to label your documentation. Not all the line items listed may be applicable to your grant.



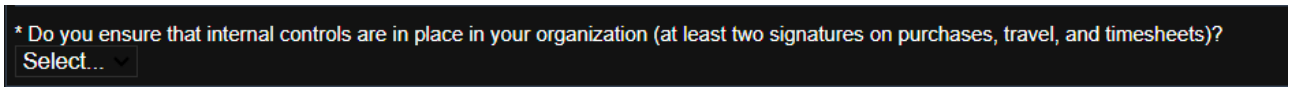
6. Title each document using the example in the screen shot below:
7. If you do not have any additional documentation, upload a blank sheet for the supporting documentation link.



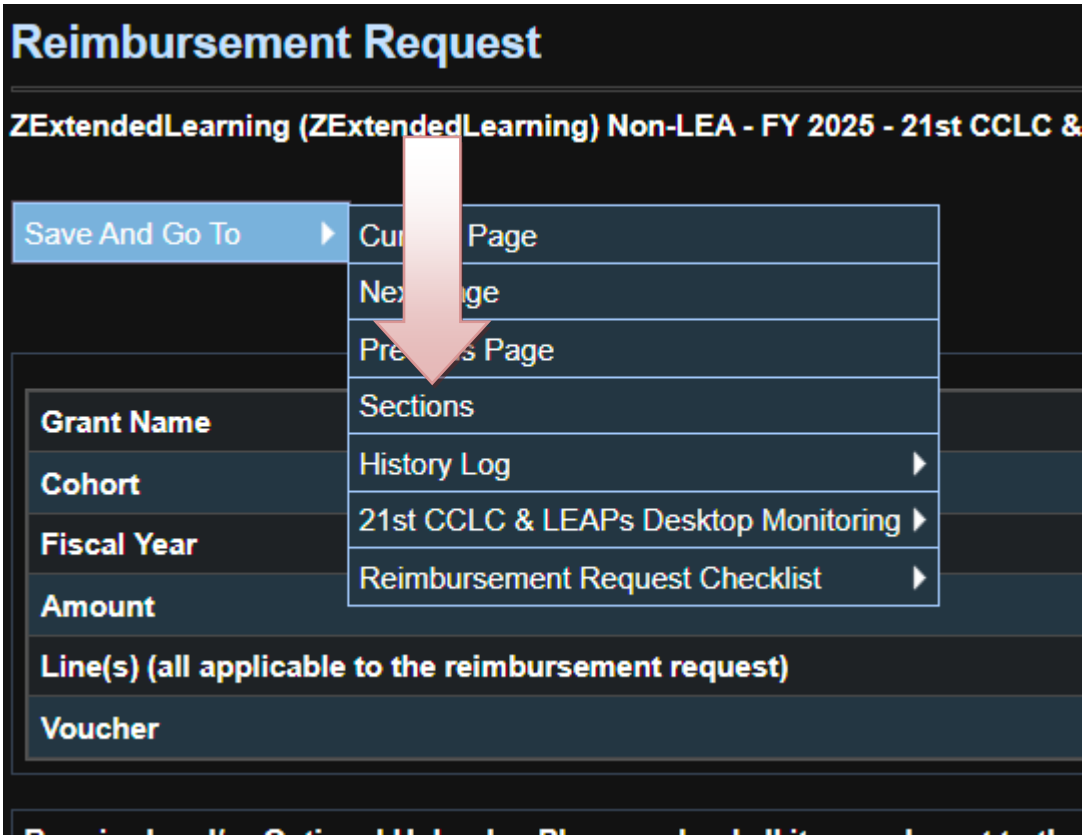
8. If you have additional funding sources, click on the box to indicate yes. Leave this box unchecked if your only source of funds is 21st CCLC or LEAPS.
9. Click the plus sign to enter the percentage of 21st/LEAPS funding you receive and the total percentage you receive from other sources. The percentage must total 100%.



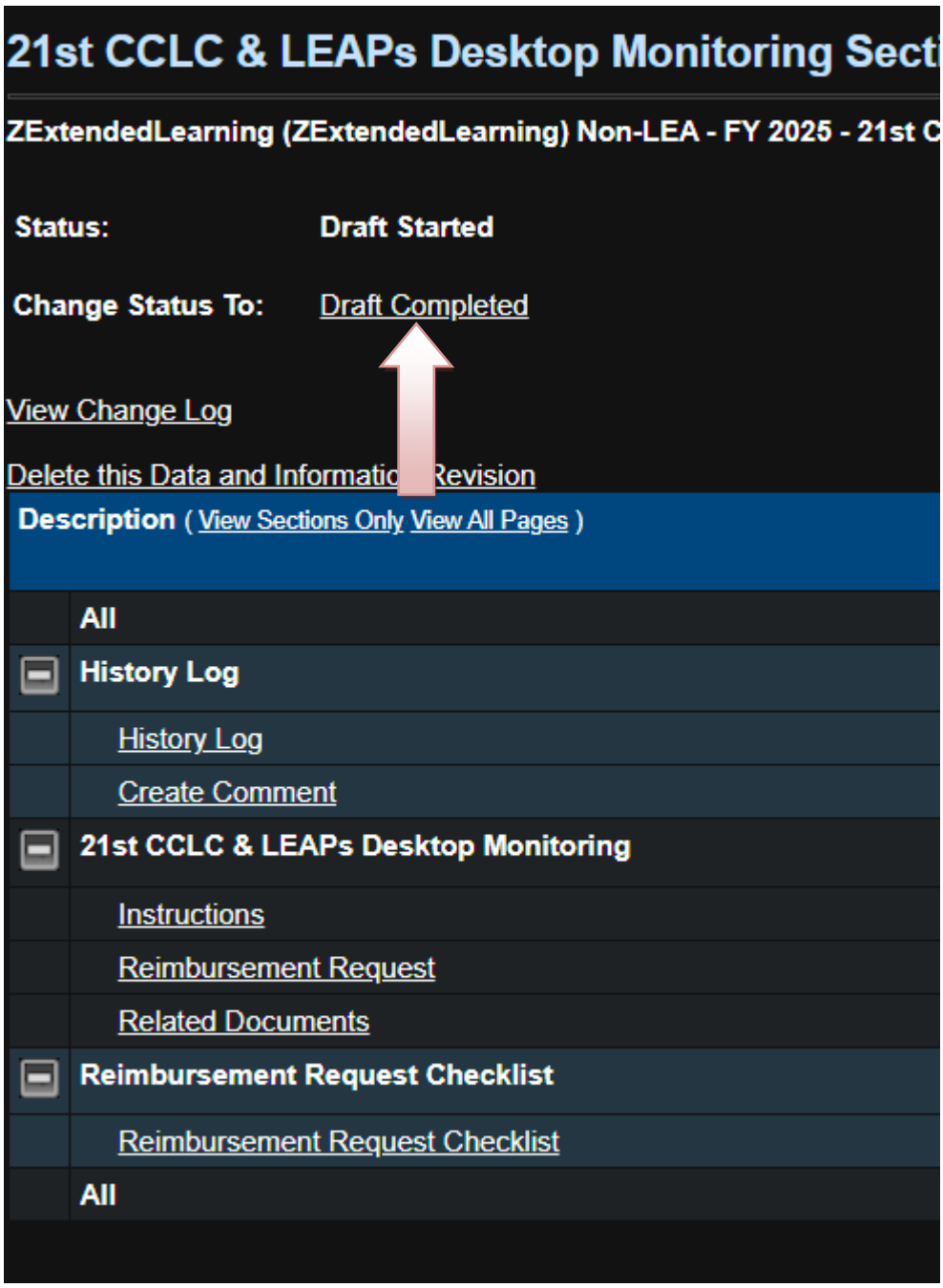
10. Answer the last question at the bottom the monitoring page.



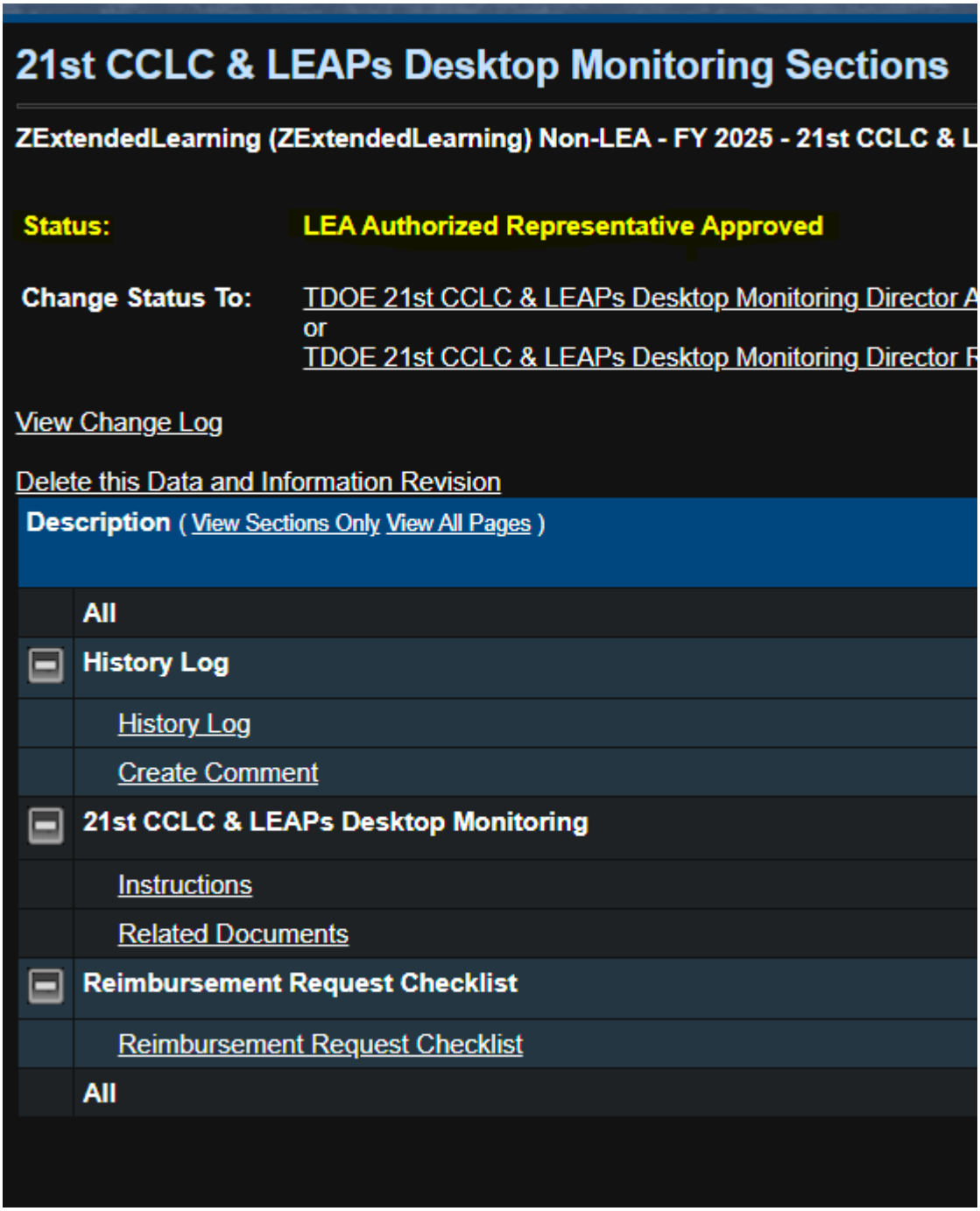
11. Click on the blue Save and Go To box located at the top or the bottom of page to return to the main page of the monitoring report.



12. Change status to: Draft Completed to submit the desktop monitoring report.



13. The fiscal representative must change the status to LEA Fiscal Representative Approved. Your desktop monitoring is NOT complete until the status is LEA Authorized Representative Approved.



14. Desktop monitoring is complete when the status is TDOE approved. If corrective items are identified, the desktop monitoring report will be returned. You will find the next steps in the history log.

