

O2/02/2024

To all EANS II Participants:

The EANS II program terminates on September 30, 2024. All requests must be completed, items or services delivered and invoices paid, by that date. With that in mind, here are some reminders.

a. Staffing:

Here are a few guidelines to help OVEC process your summer program staffing requests in a timely manner.

1. All summer program staffing requests **MUST** be received at the KDE by April 1, 2024.
2. Summer programs can begin after the 2024 school year ends and must conclude by the day before your 2025 school year begins.
3. Any summer program staff who are currently working in an EANS-funded position may continue to work through the summer program without undergoing new background checks. Once KDE sends your approved summer program staffing request to OVEC, you will simply receive a new 2024 CCW form for each summer staff. You must sign and scan the CCW back to OVEC to establish the contract extension for the summer program.
4. Any summer program staff who are new, or who have not been an EANS employee for the past 6 months, will need to complete background checks. Since background checks can take several weeks to complete, we encourage you to utilize current EANS staff if possible.
5. On your staffing request form, either on the cover page and/or the detail tab, please indicate:
 - The start and end dates of your summer program.
 - Start and end times each day of the program.
 - The name of the staff person if currently employed in an EANS position.
 - If a new person/position, please mark “New” after the position title. OVEC will need to post the position and send you the URL for the online application.
6. All staff (new or extended) will require a 2024 CCW form signed and scanned back to OVEC before a start date can be established.
7. If you have any questions, please contact Dennis Horn at DHorn@ovec.org .

b. Procurement:

It is essential that your EANS II budget is accurately reflected in GMAP. KDE analysts monitor the expenditures in GMAP at the time of the request and when invoices are paid.

1. Once a request is approved at KDE and forwarded to OVEC, any changes to the order must go through OVEC and KDE. If there are cost increases that have not gone through the approval process, the school could be responsible for any upcharges.
2. Do not consider large acquisitions or projects that may extend past the September 30, 2024, deadline. You will be responsible for any program related expenses that occur after the end date. If you have any questions or concerns about a request, please contact your budget analyst Elise Crisp at elise.crisp@education.ky.gov or Kaleigh Hillock at kaleigh.hillock@education.ky.gov.

If you have any questions or need further clarification, please contact EANS Project Manager Kay Kennedy at kay.kennedy2@education.ky.gov .