



Emergency Assistance to Non-public Schools: Request Management Training

EANS Workgroup

Agenda

- Final Budgets/Final Award
- Reimbursement Request
- Procurement Request
- Inventory Process
- Staffing Request
- Questions

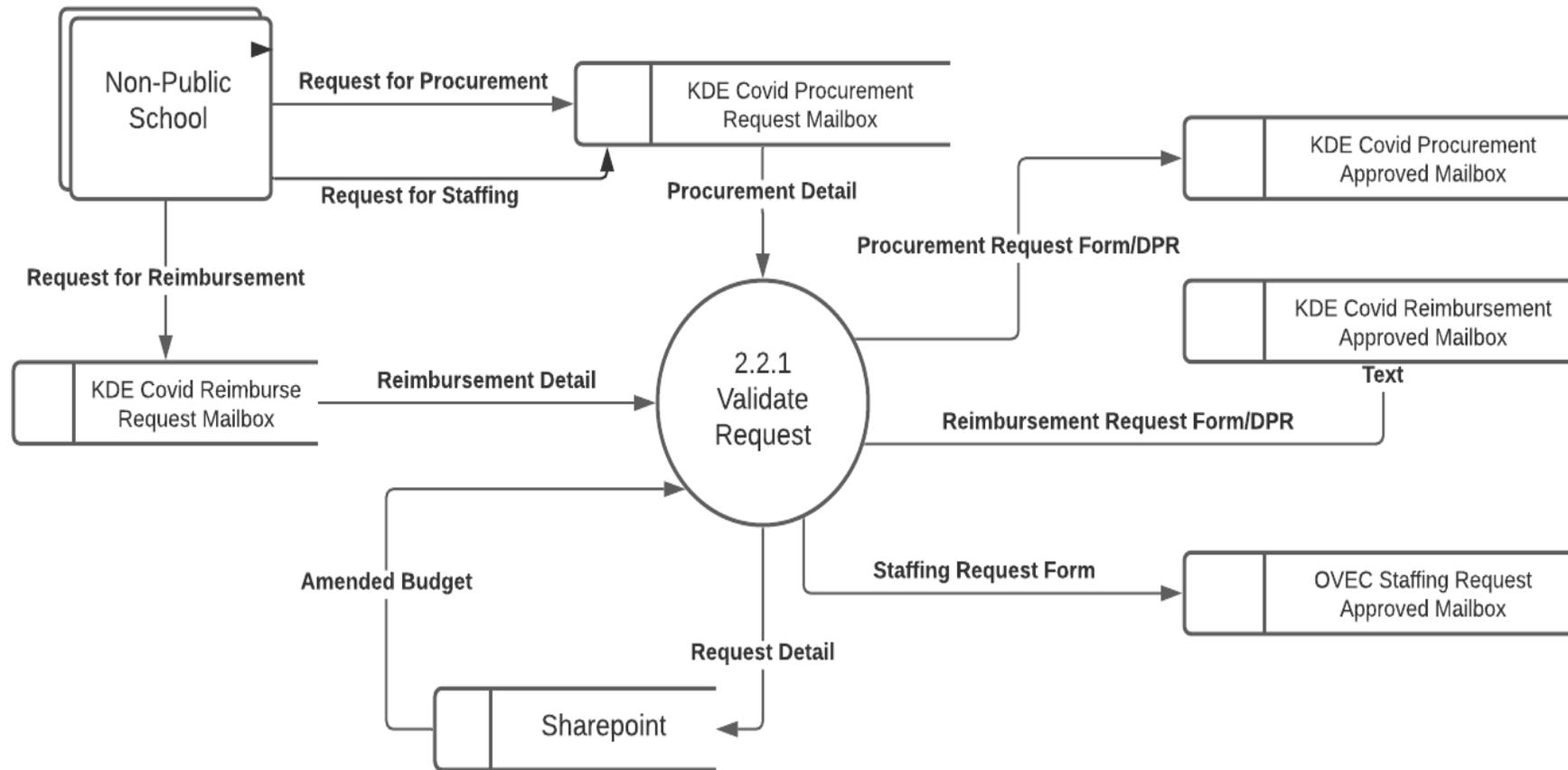


Final Budgets/Final Award

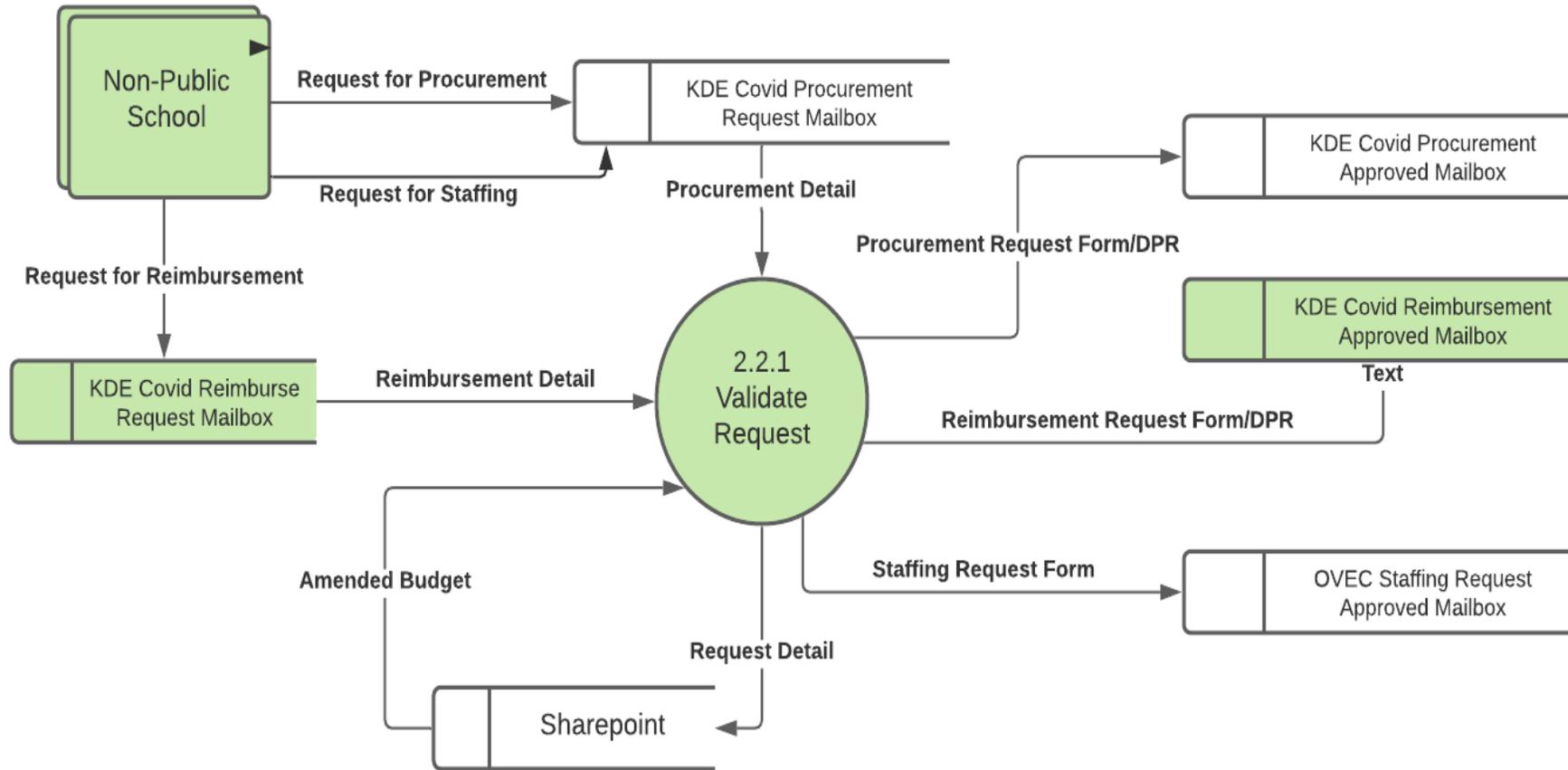
- An increase in the per-pupil allocation for EANS recipients required each recipient to submit an amended budget for approval.
- The final Notice of Assistance/Service will reflect the final approved budget and will be posted on the KDE website [here](#).
- Each participating school must provide a signed assurance document to KDE.
- Once these two documents are received and approved, schools may make requests.



Request Process



Reimbursement Request Process



Budget Review



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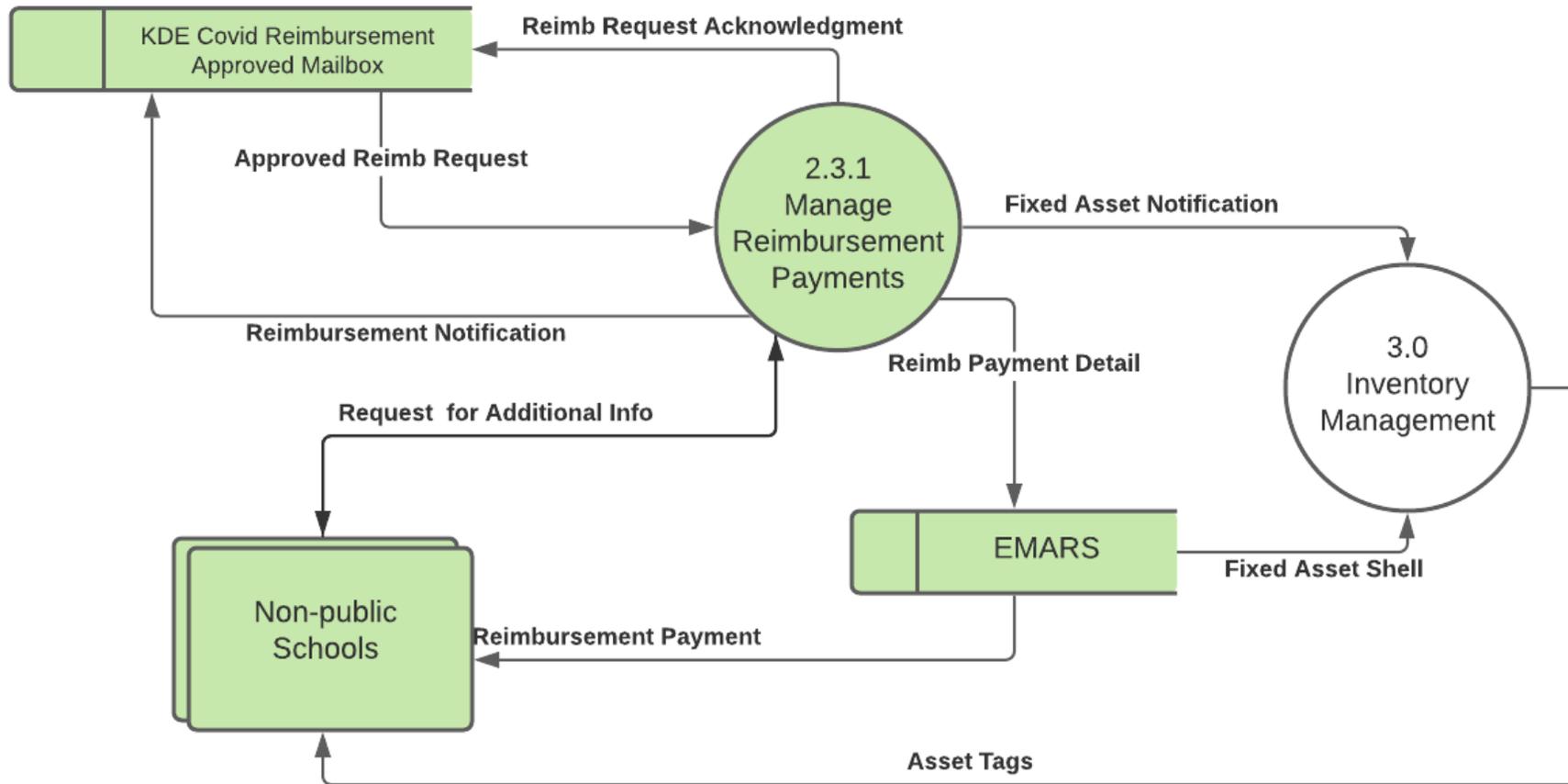


Budget Review Tips

- Make sure that items on the budget template align/mirror, to the penny, requests made on forms.
- Make items easily identifiable between budget and request forms.
- If you alter amounts on the budget to align with request forms, please submit the updated template along with requests to the appropriate email address.
- Rename templates and request forms with your school's name, in full, when submitting.
- Be mindful that there is no guaranteed turn-around time for the processing of requests.
- Be mindful that categories 3 (except for portable air purifiers), 4, 9, and 12 qualify only for procurement. No reimbursement in these categories is allowable.



Reimbursement Payment Process



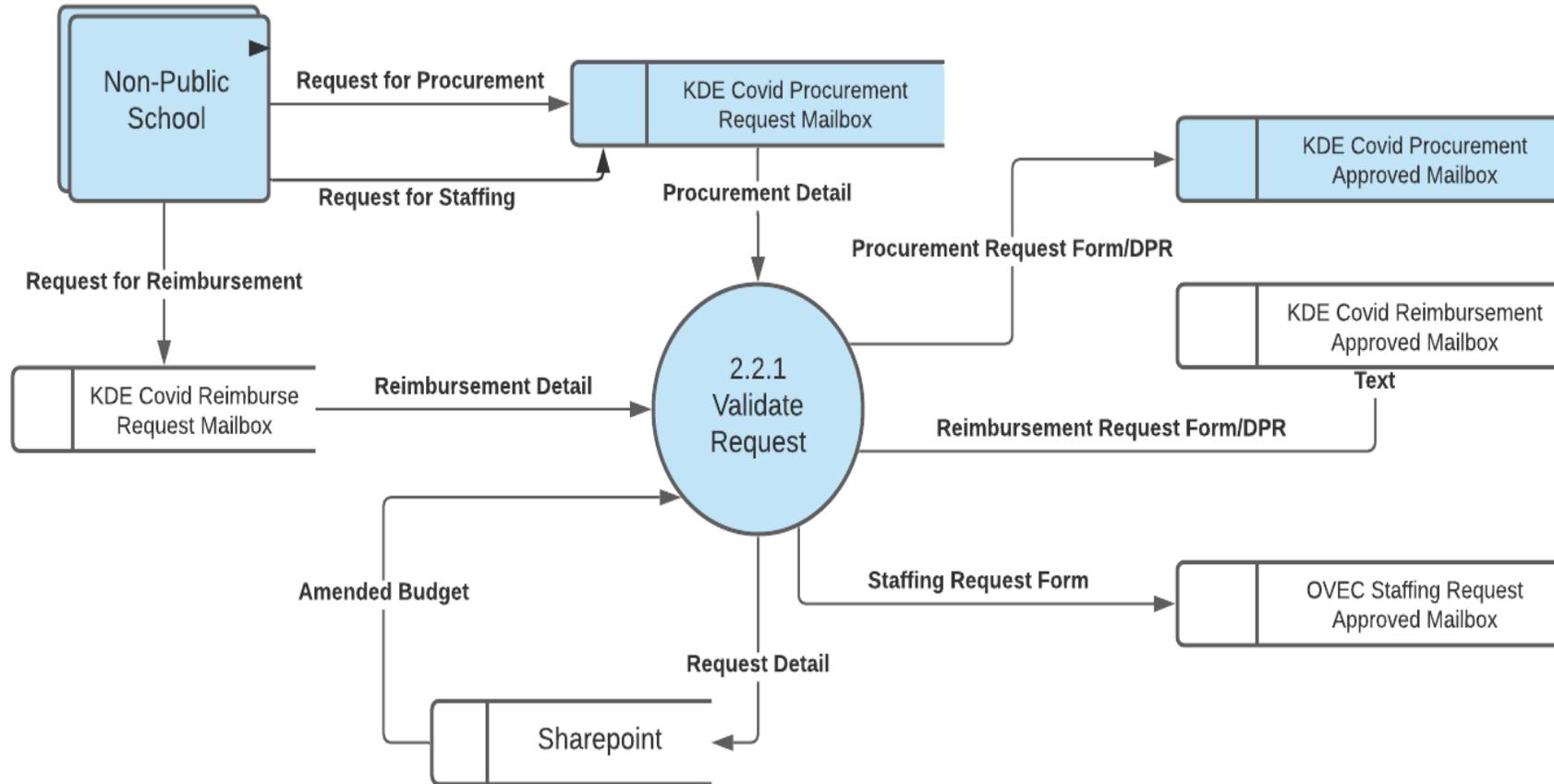
Accounting Review



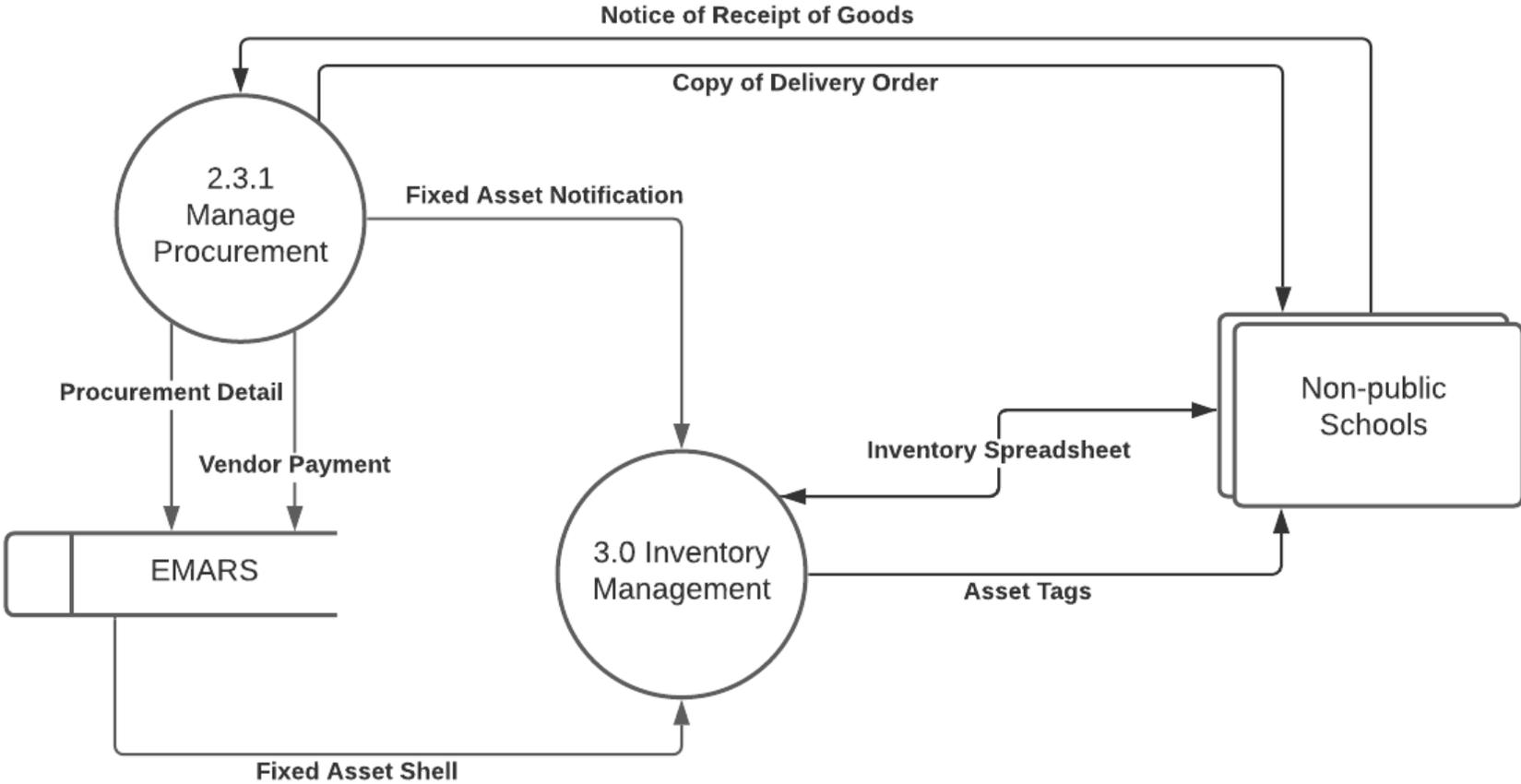
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Procurement Process

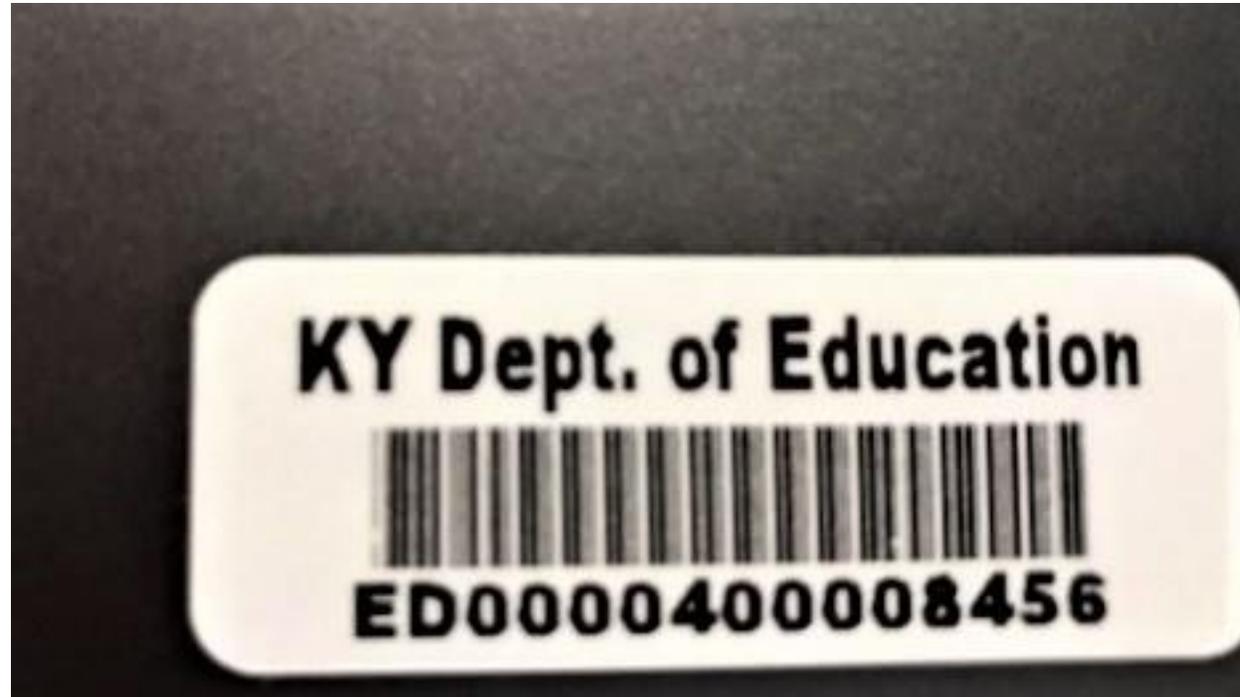


Inventory Process



Asset Tag

$\frac{3}{4}$ " x 2"



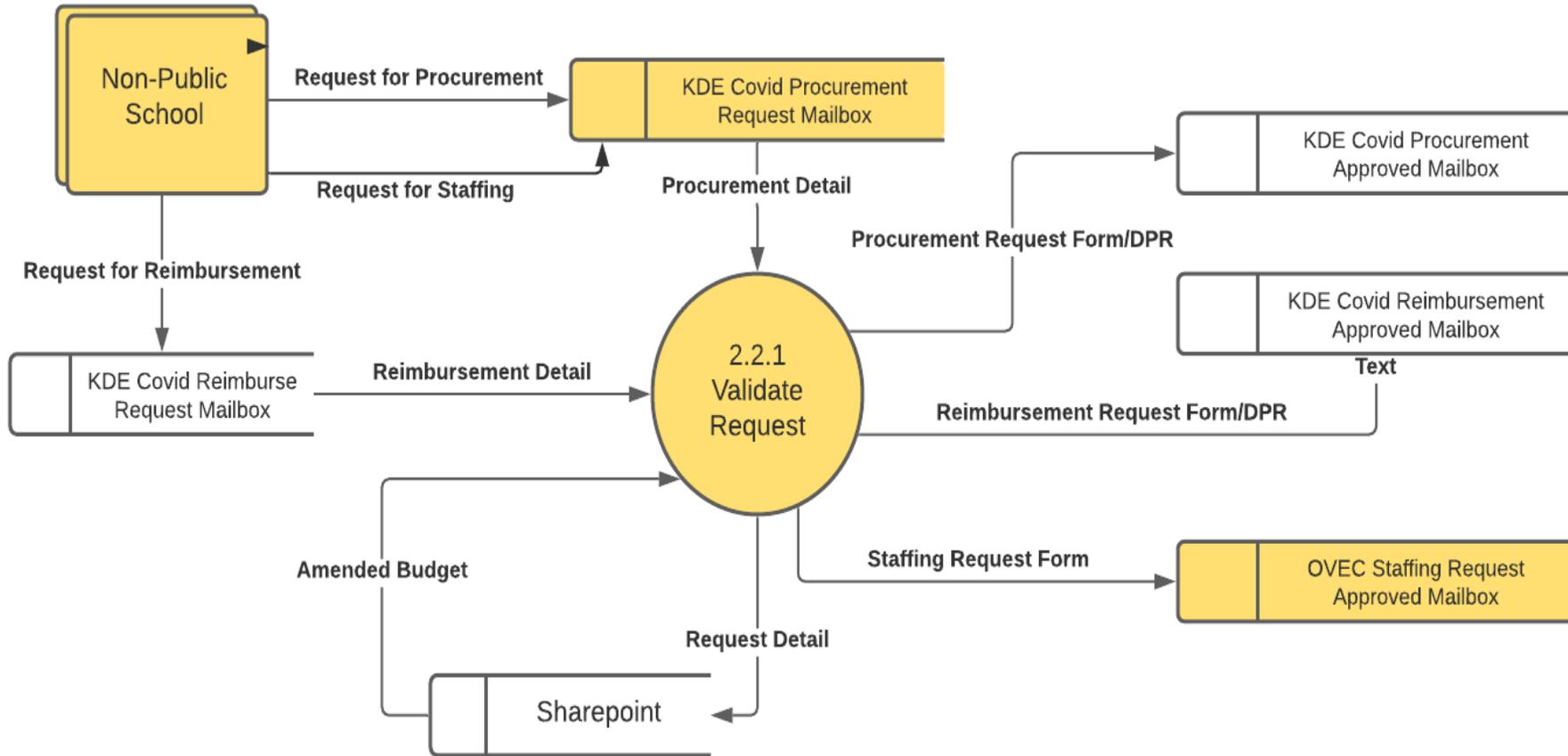


Inventory Tracking

- EANS Inventory Acknowledgement Form
 - Form will be sent to the school with the first set of asset tags, sign and return to KDE
- EANS Equipment Assignment Record and Receipt Form
 - Form will be sent to the school for each request that has assets to be tagged



Staffing Request Process



Staffing Request Process

- Complete both tabs of the Staffing Request [form](#).
- Submit to kdecovidprocurerequests@education.ky.gov
- Report contractor's time to OVEC.





??? Questions ???

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