



High Risk LEAs

Title I High Risk Reimbursement Training

PROCEDURES & INSTRUCTIONS FOR HIGH RISK LEA'S ON REIMBURSEMENT :

- ❖ LEA's identified as "high risk" and receiving Title I (and other applicable grant) payments on a reimbursement basis will need to submit evidence and the **High Risk Excel sheet*** to your LEA's High Risk Inbox (ex: ABCHighRiskInbox@azed.gov) **monthly***.
 - ❖ Your High Risk Inbox will be used for all High Risk correspondence.
 - ❖ The High Risk Excel sheet has its own instructions.
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FOR PAYROLL, SALARIES, and STIPENDS (6100,6200)

1. At the beginning of the year, the LEA will provide a list of all staff with name, title/position, site and FTE for each grant.

*Ex. Charlie Brown, Reading Interventionist/PD Coach, Peanut Elementary, .5 Title I and .5 Title II

*Lucy Brown, Math Interventionist/math teacher, Peanut Elementary, .5 Title I and .5 M and O

*Ex. Snoopy Dog, Math Interventionist for Summer School, district or site, \$30.00 per hour, stipend

FOR PAYROLL, SALARIES, and STIPENDS (6100,6200) cont.

2. Monthly*, the LEA is to provide evidence of which specific employees have been paid by the grant. For Visions, include codes. This can be supported by multiple reports such as:

- ❖ Detailed Title I Expenditure Report, Pay Period Distribution Report, Payroll Journal, Ledger Sheets (with Title I codes 100,101 if using Visions), etc.
- ❖ Listing of monthly expenditures*

*Reimbursement documentation should be submitted **monthly**, or as determined by the LEA and the assigned specialist.

Time and Effort Reporting

- ❖ Monthly Personnel Activity Reports (PAR) for employees paid out of more than one funding source and account for 100% of the employee's time and signed after the fact.
 - ❖ Semi-Annual Certifications for employees paid out of one federal fund or working 100% on one cost objective submitted in January and June of each year signed after the fact.
 - ❖ Remember - all personnel paid from Title I must be HQ for the assigned position.
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Next Step:

FOR SUPPLIES (6600)

REGISTRATION (6300)

TRAVEL* and per diem (6500)

THREE required documents:

1. Paid invoices for supplies, registrations, hotels, travel, etc. (All items must be dated.)
2. Check/warrant indicating that the invoice was paid
3. Corresponding PO, purchase requisition.

**Include a copy of the LEA travel reimbursement policy.*

**Evidence of expenditures can be supported by multiple reports such as Detailed Title I Expenditure Report, Purchase Order, Pay History Reports, etc.*

ADE Initial Review Process:

1. ADE will complete an initial review (Josh Cruz or Tim Dendy) within 10 business days of receipt to confirm:
 - A. The High Risk Excel sheet* and all necessary documentation has been submitted to your LEA's High Risk Inbox
 - B. All necessary *documentation is completed accurately*
 - C. All documentation aligns with the approved application
 - D. Josh Cruz or Tim Dendy* will notify assigned specialist of status.
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ADE Initial Review Process cont.

2. The assigned specialist verifies expenditures align to **approved** application and requests are necessary and reasonable.

**Each time the excel spreadsheet is saved and submitted, please save it following this example for ABC District:*

3.22.16CABCFY16TIREimbursement_v1

**The spreadsheet should reflect: the date, name of LEA, FY__, the specific Title, Reimbursement underscore version number.*

**We will use this format for all reimbursements. This will allow for multiple reimbursement requests to be processed simultaneously by different specialists.*

Approval Process:

1. The ADE Specialist will email Nancy Konitzer, Cindy Stewart, GrantsManagementGroup@azed.gov and the representative for LEA with a statement that all documentation has been reviewed and found to be sufficient and approvable. This email includes the month and the total amount being reimbursed (from the Excel sheet).
 2. Cindy Stewart will notify the LEA by email of approval and reimbursement payment procedures and release the Hold. Regardless of whether the LEA has drawn down funds, Cindy Stewart will put the Hold back on the grant(s) after 5 business days.
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Approval Process cont.

3. For questions regarding the reimbursement payment process (drawing down the funds), please contact Gary.Fortney@azed.gov or 602.542.2014.
 4. All other questions/correspondence regarding the High Risk reimbursement process should be sent to your LEA's High Risk Inbox. (Format is ABCDistrictHighRiskInbox@azed.gov).
 5. The phone number for Josh Cruz is 602.542.4755, and for Tim Dendy the phone number is 602.364.2784.
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Decline Process:

1. ADE (Josh Cruz, Tim Dendy) will notify the LEA and ADE specialist via email of inaccurate or incomplete evidence.
 2. The LEA will resubmit the revised High Risk Excel sheet and all necessary documentation to your LEA's High Risk Inbox, and the ADE review process will begin again.
 3. If LEA is also returning funds, a Return of Funds form will need to be submitted.
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Questions?



Contact Information:

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