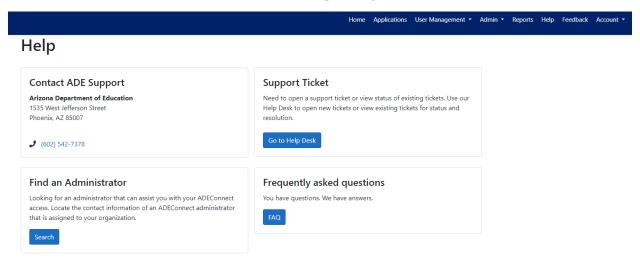**ARIZONA DEPARTMENT OF EDUCATION**

ESS Vouchers and Claims Role Assignments

Last Updated 10/16/24

Entity administrators at your district, charter, state placing agency, residential treatment center, or institution will need to assign roles for the ESS Vouchers and Claims application in ADEConnect. To identify your entity administrator, click **Search** under **Find an Administrator** in the **Help** section of ADEConnect. If you have further questions or are having difficulties, contact the ESS Vouchers team at essvouchers@azed.gov.

The necessary roles for the ESS Vouchers and Claims application are as follows:

- **Residential Treatment Centers** <u>only</u> need the role of **ESS Vouchers: RTC User**
- **Home School Districts** <u>only</u> need the role of **ESS Vouchers: HSD User**
- **State Placing Agencies** <u>only</u> need the role of **ESS Vouchers: SPA User**
- **Institutional/ASDB** <u>only</u> needs the role of **ESS Vouchers: Institutional User**
- **High-Cost Child Users** may have the **HSD User** role assignment too, but the RTC, SPA, and Institutional User roles will not allow you to access the system.

Please be sure your entity administrator assigns you the **<u>correct</u>** role(s). You will receive the below error message if you have multiple roles and/or the wrong type of role.

This user is not authorized to access the system at this time. Please view the Voucher Role Assignments guide, then contact the ESS Vouchers team if needed.

Once the role is assigned, allow ADEConnect up to 15 minutes to refresh to access the system.

Contact essvouchers@azed.gov for questions.

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