

Process to Access Services and Assistance for Emergency Assistance to Non-Public Schools (EANS)
April 15, 2021

Note: See *FP 121 and Claims Instructions (4.15.2021)* for detailed instructions.

1. **School completes Phase 1 Survey to indicate participation in EANS**
2. **School prepares to access iGrants form package to start Phase 2**
 - a. Completes process for access to iGrants
 - b. Acquires Statewide vendor number
 - c. Acquires DUNS # and registers DUNS with SAM
3. **School completes Phase 2 to apply to access EANS services and assistance**
 - a. Enters EDS iGrants and opens EANS application - FP 121
 - b. Completes 3-page application and Budget (see *FP121 and Claims Instructions* for details)
 - c. Submits FP 121 to OSPI. **NOTE:** FP 121 is the school's plan for EANS services/assistance, and the application spans the life of EANS funds. A new budget may be required when EANS funds are not totally used the first budget cycle the funds are available for services/assistance.
4. **OSPI reviews FP 121** (goal is to have approved within 30 days of submittal)
 - a. If FP 121 is **approvable**, then OSPI:
 - i. Advises the school that all prior reimbursable items listed in Table 1- Reimbursement/Payment table on page 3 can be claimed ASAP based on monthly schedule for reimbursement using a 1000E. All receipts are kept at the private school.
 - ii. Advises that the school can move forward on purchasing "future reimbursable items" from Page 2, Reimbursement/Payment Table 2, and upon receipt of items, reimbursement can be claimed through the 1000E process.
 - iii. Advises the school how to move forward with "non-reimbursable items" process for the items listed in Table 3 of Reimbursement/Payment Table 3 on page 3.
 - iv. Provides reimbursement claim instructions and an electronic copy of a 1000E in the approval email or the link the download the information and form.
 - v. Provides instructions for any additional record keeping of purchases required for accountability and auditing purposes
 - b. If FP 121 is **not approvable**, then OSPI:
 - i. Contacts school through iGrants email if there are questions about FP 121.
 1. Reviewer sends school a "Needs Work" message that describes the concern/request for specific information for clarification and recommends a "return by date" to meet the 30-day approval requirement.
 - ii. Issues a "Needs Work" email to school asking for a replacement item for any items or activities that are not approvable and requests replacement and provides a "return by date" for school to complete and submit
 - iii. OSPI reviews updated information – either approves or requests additional clarification.
5. **EANS services/assistance changes after FP 121 is approved by OSPI**
 - a. Changes are allowable when services/assistance meets allowable activities areas
 - b. School notifies OSPI via FP 121 that a change is requested and OSPI unlocks page 3 for revisions.
 - c. School updates page 3 and submits to OSPI for approval
 - d. School may need to create a budget revision. OSPI reviewer will advise school if needed.
6. **Reimbursement Claims Process**
 - a. Private school submits reimbursement claims via email.