

**Claims Instructions for the Emergency Assistance to Non-Public Schools (EANS) Program
iGrants Form Package (FP) 121
March 25, 2021**

Important Information

- Notifications regarding the status of FP 121 will be sent to the emails listed on the contact page. Please ensure this information is correct.
- For questions about FP 121, EDS and iGrants, and claims reimbursement, contact:
 - EANS@k12.wa.us (FP 121)
 - customersupport@k12.wa.us (EDS or iGrants accounts)
 - Michelle.Sartain@k12.wa.us (Claims reimbursement)

Submitting Claims for Reimbursement

Once the school is notified of final approval for FP 121, claims may be submitted for approved allowable activities that began on March 13, 2020.

- Claims for reimbursement are submitted through the 1000E form and must align with the approved budget submitted in FP 121.
- Submit a 1000E once a month to claim reimbursement. ***Claims are due by the 5th of each month to be reimbursed by the 15th.***

Instructions for 1000E

1. Enter your information in the yellow highlighted boxes, including the assigned grant number identified on the approved FP 121 budget.
2. Enter cumulative expenditure amounts in the activities and objects cells (columns G through K).
3. Enter amounts in the activities and objects of your approved FP 121 budget.
4. Do not enter anything in the grayed-out cells.
5. Enter total of previous payments in cell C38. LESS Cash Received to Date.
6. Cell C39 is the amount you are expecting for payment.
7. Submit completed 1000E to Michelle.Sartain@k12.wa.us
 - a. Include in the email subject line: Name of School, EANS Grant Number

If approved allowable activities change, contact EANS@k12.wa.us to possibly update FP 121, and create a budget revision. **All revisions must be approved prior to any EANS-related expenditures.**