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 to 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.