

Region 10 ESC
Noneducational Community-Based Support Services Program
Administrative Guidelines for Fund Reimbursement

- Funds are available for reimbursement to LEA's beginning **September 1, or as of the final ESC Region 10 stamp-in date on the application**, after approval by CRCG.
- NOGA's will be issued to the LEA rather than student specific. This allows for a more convenient dispersal of money that may be used for any student approved as a recipient of NECB funds for the current school year.
- Expenditures for each application within your district must be tracked separately and the total allocation for the LEA must not be exceeded without reapplication of funds. Students shall be identified using the Region 10 specific ID code documented on each application. The code will include the students first and last name initials and date of birth with no spaces.
- Reimbursement requests are requested on a quarterly basis and due by the date indicated on the expenditure report. Mail or FAX to the attention of *Amy Pool, Education Service Center Region 10, 400 E. Spring Valley Rd., Richardson, Texas 75081*
- Reimbursement must be requested on the **Reimbursement Expense Report** and signed by an authorized representative for the district/fiscal agent.
- Evaluation data will be collected for each student receiving NECB funds documenting evidence that services/supports are of benefit to the student. Evaluation data shall be collected by the LEA and kept on record for seven years. Documentation should show evidence of increase or decrease of need of funding and improvement, regression or maintenance of student behavior over the course of the year.
- Copies of invoices or time sheets *with* proof of payment (copy of check or general ledger printout) should be kept on file by the LEA for auditing purposes for period of seven years.
- Deadline to submit requests for reimbursement is *October 1st*.
- For transactions occurring between **August 1st and August 31st** the last date to submit documentation is **September 15**.
- For funds not used by March of 2009, the LEA will submit a plan for use of funds by March 31, 2009. This plan should demonstrate use of funds prior to August 31, 2009. If there is no plan for the funds the LEA will be notified of cancellation of funds and these funds will be reallocated to LEA's actively using them to provide services.
- No funds should be expended prior to Notice of Grant Approval (NOGA) being returned to the LEA from Region 10. Reimbursements will only be paid for those funds expended after the initial NOGA date for the current year or the stamp-in date on the application for additional funds.

- ESC Region 10 must be notified *immediately* upon any program changes that result in excess funds, as any surplus allocations will need to be returned.
- If you have questions about your application or allocations, please contact **Amy Pool** at amy.pool@region10.org or (972) 348-1684.
- If you have questions regarding completion of the **Reimbursement Expense Report**, contact **Carey Foster, Budget Liaison for Instructional Services** at carey.foster@region10.org or (972) 348-1118.