

Effective: July 1, 2008

Revised:

**NEW JERSEY DEPARTMENT OF EDUCATION
POLICIES AND PROCEDURES FOR REIMBURSEMENT OF FEDERAL
AND OTHER GRANT EXPENDITURES**

AUTHORITY

Cash Management Improvement Act of 1990 and 31 CFR Part 205; Education Department General Administrative Regulations (EDGAR) 34 CFR §80.21 and §74.22.

POLICY

The *Cash Management Improvement Act (CMIA)* and related regulations require that states minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees. In other words, both the State and a subgrantee, such as a school district, must assure that funds have been, or will be, spent within a minimal amount of time after having been drawn from the federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) is implementing a reimbursement request system of payment, effective July 1, 2008 for payments made after that date. The following procedures are to be followed by subgrantees in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under Titles I, II-A, II-D, III, III Immigrant, IV and V of the *No Child Left Behind Act (NCLB)*, the *Individuals with Disabilities Education Act (IDEA)*, and the *Carl D. Perkins Career and Technical Education Improvement Act of 2006* shall be made using the Department's Electronic Web-Enabled Grant (EWEG) System. It is the Department's long-term intent to use the EWEG System for all reimbursement requests.

DEFINITIONS

Cost objective means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.

Grant means an award of financial assistance by the federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the state legislature to be awarded to eligible subgrantees.

Grantee means the State of New Jersey, Department of Education, to which a grant is awarded by the federal government.

Subgrant means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.

Subgrantee means the local education agency or other legal entity to which a subgrant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.

PROCEDURES

I. Functionality

- A. Subgrantees will submit reimbursement requests using the payment functionality of the EWEG system. See Appendix A for specific instructions for preparing and submitting a reimbursement request.
- B. The payment functionality is enabled upon final NJDOE approval of the subgrant application through the EWEG system.

II. Submission of Reimbursement Requests

- A. A subgrantee will make reimbursement requests for individual titles and awards. That is, reimbursement requests for *NCLB* will be made for each individual title. Reimbursement requests for *IDEA* must be made separately for Basic and Preschool as well as for the *Perkins Secondary* and *Perkins Post Secondary* grant funds. Only one reimbursement request per month may be submitted for an individual title or award.
- B. A subgrantee may request reimbursement only for (a) expenditures that have already occurred or (b) will occur by the last calendar day of the month in which the request is made. The following examples are based upon the schedule in Section III, below.

Example A: A subgrantee has ordered and received supplies and has paid the vendor. The subgrantee may request reimbursement.

Example B: A subgrantee has ordered and received equipment but has not yet paid the vendor. The subgrantee expects payment to be made on the last day of the month, following the monthly Board meeting. The subgrantee may request reimbursement.

Example C: A subgrantee makes salary payments on the fifteenth and last day of each month. In a given month, the subgrantee may request reimbursement for payroll expenditures actually made during the month and for the payroll scheduled for the last day of the month. The subgrantee may not request reimbursement in anticipation of subsequent pay dates in the following month.

Example D: A subgrantee is responsible for payment of health benefits to its provider on a quarterly basis. The subgrantee may request reimbursement prospectively if payment to the provider will be made during the calendar month in which reimbursement is requested.

Example E Fringe Benefit Payments to the State of New Jersey: Subgrantees are responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with federal funds. For members of the Teachers' Pension and Annuity Fund (TPAF), subgrantees reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the subgrantee will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the subgrantee should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. **Subgrantees should not include fringe benefit calculations in their regular salary reimbursement requests.**

- C. The submission of a reimbursement request by a subgrantee constitutes a certification by the subgrantee that it has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made. The submission of a reimbursement request by a subgrantee also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.
- D. Reimbursement requests must be in accordance with approved grant applications.
 - 1. Subgrantees are responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created.
 - 2. Subgrantees are responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed 10% of the total award or \$50,000 for *IDEA*, *Perkins* and *NCLB* (per title), whichever is less. Subgrantees are responsible for monitoring the cumulative 10% level of fiscal change.

III. Processing Timelines

- A. A subgrantee may submit reimbursement requests at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant. Reimbursement may be made for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is submitted.
- B. Reimbursement requests submitted at least ten (10) business days before the end of the month but no later than the 15th day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. Subgrantees will normally receive payment by the 5th business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

IV. Content of Reimbursement Requests

- A. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.

Example A: \$8,750 is being requested in the 100 function code. The description is “salaries and instructional supplies.”

- B. Expenditures must be supported by documentation at the subgrantee level. This documentation should not be submitted to the NJDOE with a reimbursement request. The subgrantee is responsible for maintaining supporting documentation for seven (7) years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request.
- C. Documentation for salary expenditures is subject to the requirements of the applicable federal Office of Management and Budget Circular: A-21, “Cost Principles for Educational Institutions;” A-87, “Cost Principles for State, Local, and Indian Tribal Governments;” A-122, “Cost Principles for Non-Profit Organizations;” and EDGAR. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant’s cost objectives.

V. Review and Approval of Reimbursement Requests

- A. NJDOE staff will review reimbursement requests to determine that they meet the subgrant’s criteria, including but not limited to the following:
1. Adequate description of the expenditures is provided;
 2. No new budget category has been created; and
 3. Reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.
- B. When a reimbursement request is approved or denied, the subgrantee will receive an email notification through the EWEG system.
- C. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant’s cost objectives. Approval of expenditures will continue to be processed through the final report. The district assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to the requirements of the *CMIA*.

Appendix A:

Instructions for Preparing and Submitting a Reimbursement Request

Accessing the EWEG System:

The user may access the Electronic Web-Enabled Grant (EWEG) system through the New Jersey Homeroom Page at <http://homeroom.state.nj.us/>. After logging in, the user selects the grant program for which reimbursement is being requested. The “Application Select” screen will open. Select the radio button next to the row labeled with the current year application. The screen will refresh itself, updating the selection buttons located above the application line. Please note: buttons that **are available** will display text that is clearly visible, while buttons that **are unavailable** will display blurred text. The possible choices on the screen are listed below:

- Open Application
- Create Amendment
- Delete Application/Amendment
- Accept Award
- Review Summary
- Payments

Click on the “*Payments*” button. The *Payment Summary* screen will open.

The following instructions are also accessible in EWEG by clicking on the Instructions link on each tab.

Payment Summary Screen:

The *Payment Summary* screen shows current the grant year allocation, anticipated payments, pending payments, completed payments and remaining payments. This is a read only screen and the data is pre-populated as reimbursement requests are made.

To request a new reimbursement or to make changes to a reimbursement request that has not yet been submitted, click on the “*View Reimbursement Requests*” button.

STATE OF NEW JERSEY DEPARTMENT OF EDUCATION		EWEG Electronic Web-Enabled Grant System	
Applicant Name: RAHWAY Union County		District: 394290	
Application: 2008-2009 Original Application		Project Period: 9/1/2008 - 8/31/2009	
Click to Return to Application Select			Click to Return to Menu List / Sign Out
Payment Summary			Instructions
Vendor 22600223208			
<div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;">View Reimbursement Requests</div>			
Payment Summary as of 12/23/2008			
	Basic		Preschool
Current Grant Year Allocation		\$993,202	\$28,065
(+/-) Adjustments		\$0	\$0
(+/-) Consortiums		\$0	\$0
(+/-) Transfers		\$0	\$0
Total Funds Available		\$993,202	\$28,065
Anticipated Payments			
Auto-Scheduled		\$0	\$0
Reimbursements		\$993,202	\$28,065
Total		\$993,202	\$28,065
Pending Payments			
Auto-Scheduled		\$0	\$0
Approved Reimbursements		\$0	\$0
Total		\$0	\$0
Completed Payments			
Auto-Scheduled		\$0	\$0

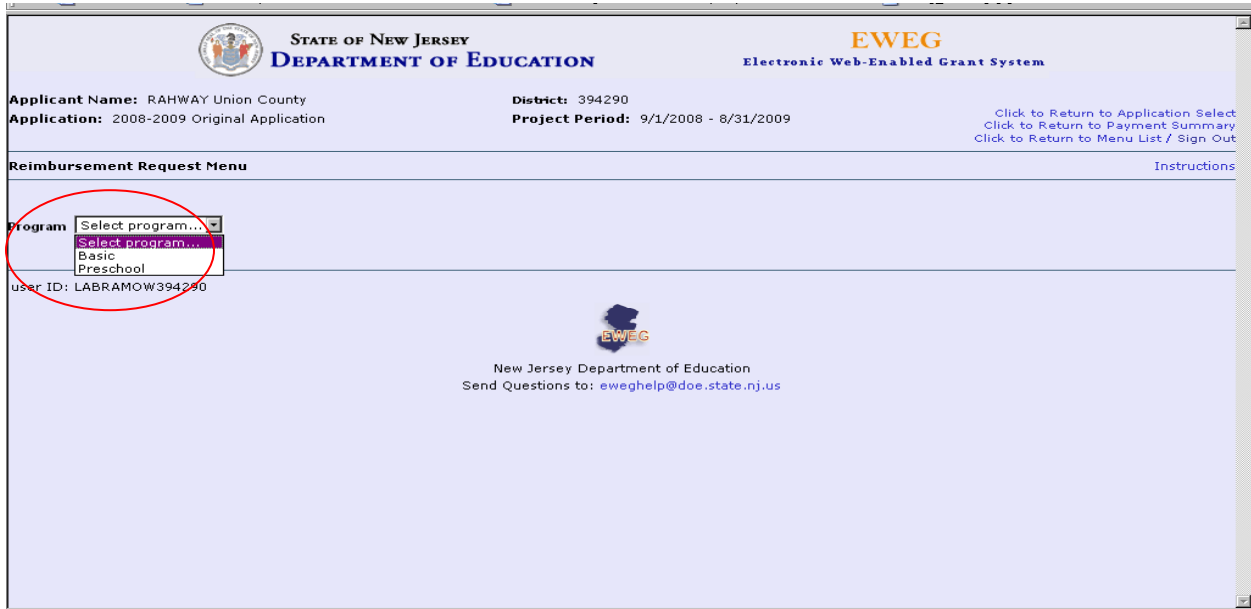
Payment Summary Screen (continued)

To view completed payments, click on the amount that appears as a [blue hyperlink](#) in the completed payments section in the right hand column. This will link you to the *Completed Payment History* page which is a read only screen.

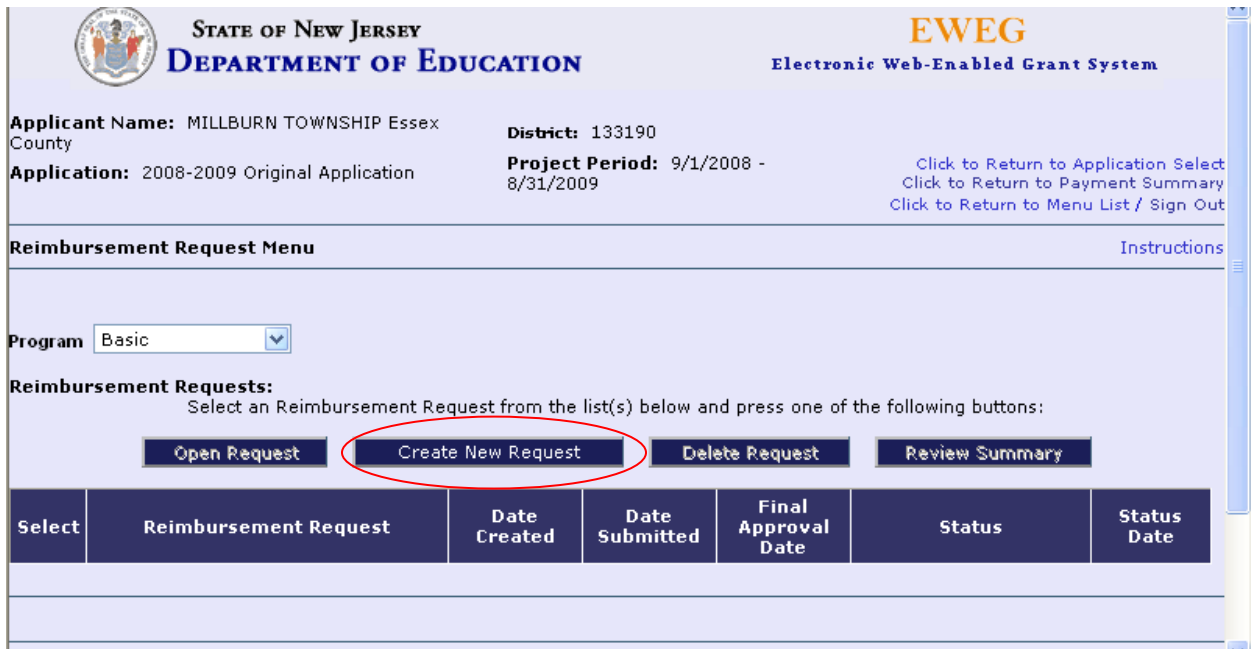
Current Grant Year Allocation	\$93,593
(+/-) Adjustments	\$0
(+/-) Consortiums	\$0
(+/-) Transfers	\$0
Total Funds Available	\$93,593
Anticipated Payments	
Auto-Scheduled	\$0
Reimbursements	\$93,593
Total	\$93,593
Pending Payments	
Auto-Scheduled	\$0
Approved Reimbursements	\$8,514
Total	\$8,514
Completed Payments	
Auto-Scheduled	\$0
Reimbursements	\$8,774
Total	\$8,774
Remaining Payments	
Auto-Scheduled	\$0
Reimbursements	\$76,305
Total	\$76,305

Reimbursement Request Menu Screen:

The *Reimbursement Request Menu* screen requires the selection of each individual program prior to completion of the Reimbursement Request. Select the appropriate program from the dropdown list: Perkins Secondary, Perkins Post Secondary, IDEA (Basic or Preschool), or NCLB (Titles I – VI)



Once the program has been selected the following screen will appear:



Click on the *Create New Request* button to begin the process.

Reimbursement Request Menu Screen (continued):

After an initial reimbursement request has been created the next time the reimbursement request menu page is accessed each reimbursement request created will appear in numerical order. The adjacent columns will be populated as the process moves forward from creation to final approval. The following is an example of how the screen will appear with an explanation of each button and its functionality.

Applicant Name: RAHWAY Union County **District:** 394290
Application: 2008-2009 Original Application **Project Period:** 9/1/2008 - 8/31/2009

Click to Return to Application Select
Click to Return to Payment Summary
Click to Return to Menu List / Sign Out

Reimbursement Request/Expenditure Report Menu [Instructions](#)

Program Basic


Reimbursement Requests:
Select an Reimbursement Request from the list(s) below and press one of the following buttons:

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Reimbursement Request 5	12/10/2008			Not Submitted	
<input type="radio"/>	Reimbursement Request 4	12/4/2008			Not Submitted	
<input type="radio"/>	Reimbursement Request 3	12/4/2008			Not Submitted	
<input checked="" type="radio"/>	Reimbursement Request 2	11/10/2008	11/10/2008		Returned for Changes	11/10/2008
<input type="radio"/>	Reimbursement Request 1	11/10/2008	11/10/2008	11/10/2008	Approved	11/10/2008

Expenditure Reports:

1. *Open Request* button: If a reimbursement request has been created and not submitted, the user may click on the *Open Request* button to gain access to the Reimbursement Request page and make changes.
2. *Create New Request* button: Clicking on the *Create New Request* button opens the Reimbursement Request page and allows the user to create a new reimbursement request.
3. *Delete Request* button: This button allows the user to delete a reimbursement request. Click on the radio button next to the reimbursement request you wish to delete. Then click on the *Delete Request* button.
4. *Review Summary* button: This button allows the user to review the checklist if revisions are requested. The revisions will be noted in the checklist. Click on the radio button next to the reimbursement request that was returned (example: Reimbursement Request 2) and the checklist will pop up.

Reimbursement Request Screen:



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

EWEG
Electronic Web-Enabled Grant System

Applicant Name: CLOSTER Bergen County
Application: 2008-2009 Original Application

New Jersey Department of Education Header
PROJECT PERIOD: 9/1/2008 - 8/31/2009

Printer-Friendly
[Click to Return to Application Select](#)
[Click to Return to Payment Summary](#)
[Click to Return to Reimb/Expend Menu](#)
[Click to Return to Menu List / Sign Out](#)

Reimbursement Request 1 Instructions

Program: Preschool

Itemize and explain each expenditure amount. Provide a complete breakdown of eligible employee benefits. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. \$2536)

Description of Function Codes

Function Code	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Reimbursement Requested	Reimbursement Request	Delete Row
▼	<input style="width: 90%;" type="text"/>			0	<input type="checkbox"/>
▼	<input style="width: 90%;" type="text"/>			0	<input type="checkbox"/>
▼	<input style="width: 90%;" type="text"/>			0	<input type="checkbox"/>
				Total	\$0
Indirect Cost Approved Rate Derived Rate 0.0000 %				\$0	\$0
				Total	\$0

Create Additional Entries
Calculate Totals

Vendor Invoice Number: 930IP0911002
 End Period Expense: Enter as MM/DD/YYYY

RECAP	Amount
Grant Award (Allocation)	\$10,204
Approved Budget	\$10,204
Amount Paid To Date	\$0
Expenses To Date	\$0
Balance Due LEA	\$0
Funds on Hand	\$0

Save Page
Submit

1. Choose the appropriate function code from the dropdown list.
2. Enter a brief explanation of the expenditure(s) in the *Expenditure Description and Itemization* text box.
 Example: \$8,750 is being requested in the 100 function code. The description could be "salaries and instructional supplies."
3. Enter the funds requested under the *Reimbursement Request* column.
4. If additional entries are required, click the *Create Additional Entries* button.
5. After completing the reimbursement request information, click on the *Calculate Totals* button.
6. Enter the *End Period Expense* date. Reimbursement may be requested for expenditures through the last day of the month in which the request is being submitted.
7. Click on the *Save Page* button.
8. When ready to submit the request, click on the *Submit* button.