



**Required Services Reimbursement Program
Frequently Asked Questions (FAQs)**

Louisiana Department of Education

July 2023

This document provides answers to questions regarding the Required Services Reimbursement Program funding available in FY 2023-24 for services provided by schools during the 2022-2023 school year.

For further information on this guidance, send inquiries to NonpublicFinancehelpdesk@la.gov or call the Office of School System Financial Services at 225.342.3617.

What is the Required Services Reimbursement Program?

The Required Services Reimbursement program reimburses nonpublic schools for providing specific services to nonpublic students and staff as required under the program rules. Louisiana Revised Statute 17: 361 states that annual reimbursement of each approved nonpublic school shall be for providing school services, maintaining records, and completing and filing reports required by law, regulation or requirement of the department of education or local school board to be submitted.

Where can I learn more about the program?

The Required Services Reimbursement Program Procedures PowerPoint presentation is a compilation of all aspects of the program including detailed instructions on how to submit the reimbursement request. This document is located on the Louisiana Believes website at [Nonpublic Schools](#) page.

What is the eligibility criteria for participation in this program?

Two factors must exist for a school to be eligible for these funds:

- 1) Schools must be academically approved and Brumfield vs Dodd approved for the year in which they seek payment; and

- 2) Detailed records must have been maintained during the school year for which reimbursement is requested including the actual amount of time dedicated to the performance of the specific services by each employee. Then records are submitted for reimbursement in the subsequent school.

What is the amount of the reimbursement?

A school's reimbursement payment is based on the funds requested plus or minus any audit adjustments. Then the total net amount requested by all participants is adjusted to equal the funds appropriated by the Legislature. After these calculations are completed, payment amounts are typically equal to a percentage of the original request.

What information does the reimbursement request include?

The Required Services reimbursement request must contain three different forms including:

- 1) Required Service-Summary Time Record Form 20XX, and
- 2) Required Service Time Log (Monthly or Quarterly), and
- 3) Required Service-Reimbursement Form 20XX-20XX.

Where are the forms located?

Reimbursement Request Forms and Guidelines for the 2022-2023 Required Services Reimbursement Program are located in the Nonpublic School Finance Library section at [Nonpublic Schools](#)

When are the reimbursement requests forms due to the department?

The Required Services reimbursement packet must be submitted to the Louisiana Department of Education no later than Friday, September 29, 2023 by close of business (4:30 PM). *Any submissions after this date will be ineligible for funding.*

Do the forms have to be submitted together and at the same time?

Yes, the Required Services reimbursement packet **MUST** include the following:

- Name, phone number and email address of the preparer of the forms
- Required Services Reimbursement Summary Form in PDF format
- Required Services Reimbursement Form – Excel format
- Required Services Summary Time Record Forms (2022) for each employee – PDF format

Do the forms have to be signed in order to be considered an acceptable submission?

Yes, the forms **MUST** be signed by the appropriate staff members to be considered acceptable.

How should the forms be submitted to the department?

It is **MANDATORY** that completed forms be electronically submitted. Completed documents should be emailed together to NonPublicFinanceHelpDesk@la.gov. A confirmation email will be returned to the sender as a record of receipt.

Does a nonpublic school new to the program have to register as a vendor with the State of Louisiana to receive payment?

Yes, a nonpublic school must register as a vendor at [Vendor Information](#)

How should a participating school notify the department of a new school address or banking information?

If the school address or banking information changes, the school is required to submit a new IRS W-9 form. If this information is incorrect, the school will not receive payment. A W-9 form is available on the Vendor Information page of the Louisiana Division of Administration website at [W 9 form](#) and must be submitted according to the website directions.

Are Required Services Reimbursement requests subject to audit?

Yes, all submissions are subject to audit. Records should be maintained to substantiate all time and services requested.

Are requested amounts adjusted for audit findings?

Yes, requested amounts may be adjusted upward or downward, depending on the results of the audit.

How are payments released to participants?

Payments are released in two installments during the fiscal year with half paid in the fall and half paid in the spring. Adjustments resulting from audit findings are made in the spring payment.

Are there any adjustments to the program for payments to be released in FY 2023-24?

Yes, the total appropriation was increased by \$1 million from \$10. 8 million to \$11.8 million.