

Required Services Reimbursement Program

School Year 2022-2023 Guidelines



Louisiana Department of Education
Office of School System Financial Services

PURPOSE

The Required Services Reimbursement Program is intended to reimburse approved nonpublic schools for the actual cost of performing selected activities. Pursuant to the provisions of La. R.S. 17:361, 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 state department, state agency, or local school board to be rendered to the state.

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.

REQUIRED SERVICES REIMBURSEMENT PROGRAM GUIDELINES

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FREQUENTLY ASKED QUESTIONS (FAQs)

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. You may also contact the Louisiana Department of Education, Office of School System Financial Services, at (225) 342-3617 or NonPublicFinanceHelpDesk@la.gov

What is the eligibility criteria for participation in this program?

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

- 1) a school 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.

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 and Summary, SY 2022-2023 – 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.

SCHOOL ELIGIBILITY REQUIREMENTS

A school must be approved by the Board of Elementary and Secondary Education and also comply with *Brumfield vs. Dodd*, a federal court order that prohibits discrimination, in order to be eligible to receive funding from the Required Services Program.

- The annual approval process of the state Board of Elementary and Secondary Education is intended to confirm that schools utilize a “curriculum of quality at least equal to that prescribed for similar public schools,” as required by the Louisiana Constitution.

For more information regarding the annual approval process contact nonpublicschools@la.gov, or visit the website at <https://www.louisianabelieves.com/schools/nonpublic-schools>

- A school must submit verification to the Louisiana Department of Education that a nondiscriminatory admissions policy is adhered to under the *Brumfield vs. Dodd* guidelines. For more information on regarding the *Brumfield vs. Dodd* approval process, visit <https://www.louisianabelieves.com/schools/nonpublic-schools/brumfield-v-dodd>

DETERMINING ACTUAL COST

Actual cost, the amount for which reimbursement may be sought, is defined as the *hourly salary rate* of the school employees who were involved in providing the services *multiplied* by the *actual time* dedicated by these same employees to performing these activities.

The following information is required to determine the actual cost for which reimbursement may be requested:

1. Eligible employees. Refer to instructions on *IDENTIFICATION OF ELIGIBLE EMPLOYEES* on page 4.
2. Annual salary of eligible employees. Refer to instructions on *CALCULATION OF HOURLY SALARY RATES* on page 5.
3. *Actual* amount of time dedicated to performing eligible services. Refer to *MAINTENANCE OF MONTHLY AND QUARTERLY TIME RECORDS* on page 6 for instructions.
4. Reimbursable services. Refer to *CATEGORIES OF SERVICES* on page 8.

IDENTIFICATION OF ELIGIBLE EMPLOYEES

The individuals who provided the qualifying services must be identified.

A school shall be reimbursed for only those services performed by a school employee. An *employee* is defined as someone whose salary or wages are paid for by the school. Individuals who perform services at the school but who are paid by contract services *do not* qualify to be included on the reimbursement request.

- Teachers who teach *only* religion classes are *not* eligible to be included in the reimbursement request.
- Teachers employed to teach only pre-kindergarten classes are *not* eligible to be included in the reimbursement request.
- ***However***, if a religion teacher or pre-kindergarten teacher performs qualifying services for students in grades K through 12, then the time associated with these activities *may* be reimbursable. Examples are the official daily attendance (religion teachers only) recorded in homeroom or first period, transportation duty, and fire drills, etc. in the safety category.

CALCULATION OF HOURLY SALARY RATES

The hourly salary rate of employees must be calculated according to the following formula:

$$\text{HOURLY SALARY RATE} = \text{Salary divided by } \textit{Hours Employed per Year}$$

Salary is defined as gross salary *excluding* any cost to the employer for social security, retirement, employee insurance, fringe benefits, or dues.

- The salary should include the annual base salary plus any pay earned for extra duties. *Excluded* from the gross salary should be any cost to the employer for social security, retirement, employee insurance dues, or other fringe benefits.
- For example, extra compensation earned for being employed as a department chairman, assistant administrator, or elective course instructor such as band, chorus, etc. may be included in the gross salary.
- An employee whose salary is paid for *entirely* with *public* funds from another *public* program may *not* be included in the Required Services Program reimbursement request. If an employee works in return for tuition and does not receive salary or wages from the school the employee should not be included in the Required Services Program reimbursement request.
- Extra pay earned by an employee who is employed to provide before- and after-school care services *should not* be included in the gross salary amount because these services are being paid for through fees.
- Extra pay earned by an employee for extra duties beyond normal teaching duties *can be* included in the gross salary amount (i.e., English Department Supervisor), although the hours associated with these duties are not reimbursable.
- If an employee is paid an hourly wage, not a salary, then the hourly wage amount should be reported on the reimbursement form.

Hours Employed per Year is defined as

- **Administrators:** 50-week per year schedule, 40 hours per week, or 2,000 hours.
- **Teachers, Guidance Counselors, Librarians:** 180 days, five and one-half hours daily, or 990 hours.
- **Nonprofessional Support/Part-time Employees (Secretarial, Maintenance, etc.):** actual number of hours worked in a regular school year.

MAINTENANCE OF MONTHLY AND QUARTERLY TIME RECORDS

Time records must be maintained to document the *actual* amount of time dedicated to performing eligible services.

- Each employee must maintain a daily record of actual time spent performing qualifying services. Time may not be recorded in any other increment such as quarterly or annually.
- The time record must clearly state the employee's name, position, school year, month/day/year, categories of services, and hours dedicated to each service.
- Daily time should be recorded on each day that services were provided. For example, it is unacceptable to record time on the first day of the month and then draw a line across the page to indicate that this identical amount of time was spent each day.
- Daily time is recorded in **minutes**.
- Time records should cover the entire school year from August until *the end of school*. *For 12-month employees (administrators), time records should also be maintained during the summer.* Activities that take place during the months of June, July, and August should be included on the reimbursement request for the following school year.
- Time dedicated to completing the reimbursement request form may *not* be included as time requested for reimbursement.
- Time records must be maintained by the school and are subject to audit by the Louisiana Department of Education.
- Time record forms are provided to record daily time in two options: monthly or quarterly formats. Either format may be utilized to record time dedicated to eligible services.
- All of the Required Services Reimbursement Program Forms are provided on the website <https://www.louisianabelieves.com/resources/library/nonpublic-schools> entitled "Required Service Time Log Monthly or Quarterly" for use in maintaining daily records.

REQUIRED SERVICES TIME LOG (MONTHLY & QUARTERLY)

REQUIRED SERVICES TIME LOG (MONTHLY) Do not submit to LDOE - Maintain at School																													
Site Code: _____		School Name: _____										Month: _____																	
Employee's Name: _____										School Year: _____																		Make sure time is entered in MINUTES ("Total Time" converts to hours)	
Title: _____																													
		M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Total Time		
	DATE																												
1	Pupil Attendance																										0		
2	Record Maintenance																										0		
3	Nonpublic School Annual Data Collection																										0		
4	Transportation																										0		
5	Safety																										0		
9	Teacher Certification																										0		
10	Continuing Education																										0		

The hours documented above represent the actual amount of time I dedicated to providing services which are required and eligible for reimbursement.

Employee's Signature _____ Date _____

Note: This form and all supporting documentation are considered public record under L.R.S. 44.1 and 44.31.

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REQUIRED SERVICES TIME LOG (QUARTERLY) Do not submit to LDOE - Maintain at School																																	
School Name: _____										Site Code: _____										Time Period: _____													
Employee's Name: _____										School Year: _____																				Make sure time is entered in MINUTES ("Total Time" converts to hours)			
Title: _____																																	
		M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Quarterly Total	
	DATE																																
1	Pupil Attendance																																0
2	Record Maintenance																																0
3	Nonpublic School Annual Data																																0
4	Transportation																																0
5	Safety																																0
9	Teacher Certification																																0
10	Continuing Education																																0

The hours documented above represent the actual amount of time I dedicated to providing services which are required and eligible for reimbursement.

Employee's Signature _____ Date _____

Note: This form and all supporting documentation are considered public record under L.R.S. 44.1 and 44.31.

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CATEGORIES OF SERVICES

The intent of the Required Services Program is to reimburse nonpublic schools for performing selected activities required by State law, or regulation or requirement of a state department, state agency, or local school board. These activities are not an integral part of the teaching process, and involve primarily data collection, report preparation, and various extraordinary services provided to students in grades K - 12.

A nonpublic school shall *not* be eligible for reimbursement for any required services when the costs of such services are paid for by *any other public funds*. For example, any teacher who provides services at the school, but whose salary is paid for by the local public school district funds is *not* eligible to be included in the reimbursement request.

The following is a description of each category of services that qualify for reimbursement:

1. PUPIL ATTENDANCE:

Definition: Activities associated with the collection of attendance data required to be reported in the Nonpublic Schools Annual Statistical Report. Such activities include:

REIMBURSABLE ACTIVITIES - PUPIL ATTENDANCE

Administrator(s)

Supervising collection of attendance data
Orienting new teachers on attendance regulations

Teachers

Collecting and recording daily attendance (homeroom or first period only)
Reporting daily attendance to the office

Nonprofessional Support Person(s)

Collecting and summarizing pupil attendance data
Typing and filing six-week attendance summaries (or nine-week attendance summaries)

NONREIMBURSABLE ACTIVITIES - PUPIL ATTENDANCE

Collecting attendance during all class periods
Producing multiple, daily absentee reports
Taking calls from or contacting parents regarding student absenteeism/tardiness
Tabulating student tardy reports
Taking homeroom attendance by Pre-K teachers
Supervising preparation of Nonpublic Schools Annual Data Collection

2. RECORD MAINTENANCE:

Definition: Activities associated with the maintenance of student cumulative records as required by *Bulletin 741* and Senate Bill 252 passed in the 1999 Regular Session of the Legislature for Nonpublic Schools.

REIMBURSABLE ACTIVITIES - RECORD MAINTENANCE

Administrator(s)

Reviewing students' cumulative folders and updating records
Reviewing graduation requirements and completion of transcripts
Preparing and submitting electronically all high school student transcripts to the LDOE as required by Louisiana Administrative Code Title 28, Part IV, Chapter 17, §1703, B, 16.
Preparing paperwork to obtain criminal history and fingerprinting of school employees
Organizing the administration of visual and auditory testing
Supervising collection of Immunization Records and Immunization Compliance Reports submitted to the Department of Health and Hospitals as required by R.S.17:170
Notifying Public Schools of enrollment of public school students into nonpublic schools as required by Senate Bill 252/Act No. 408 of the 1999 Regular Session of the Legislature

Teachers

Updating cumulative folders with current student information
Preparing progress reports
Averaging/recording grades in report cards and posting deficiency slips for each 6 or 9-week period
Distributing, collecting and updating census/health cards (may be performed by nurse)
Administering of visual and auditory testing

Guidance Counselor

Updating and reviewing students' cumulative folders and records
Preparing and submitting electronically all student transcripts to the LDOE as required by Louisiana Administrative Code Title 28, Part IV, Chapter 17, §1703, B, 16.

Nonprofessional Support Person(s)

Establishing/maintaining student cumulative folders
Typing, filing and copying student information
Assisting with paperwork to obtain criminal history and fingerprinting of school employees
Assisting with the administration of visual and auditory testing
Submitting electronically Immunization Compliance Reports to the Department of Health and Hospitals as required by R.S.17:170
Notifying Public Schools of enrollment of public school students into nonpublic schools as required by Senate Bill 252/Act No. 408 of the 1999 Regular Session of the Legislature
Assisting with submitting electronically all high school student transcripts to the LDOE as required by Louisiana Administrative Code Title 28, Part IV, Chapter 17, §1703, B, 16.

NONREIMBURSABLE ACTIVITIES - RECORD MAINTENANCE

Grading tests and homework

Recording daily grades

Writing detailed narratives or reports relating to student performance

Meeting with parents to discuss report cards

Meeting with Students

Sending transcripts to colleges

3. NONPUBLIC SCHOOL ANNUAL DATA COLLECTION:

Definition: Activities associated with the preparation of the Nonpublic School Annual Data Collection. This report includes data such as: grades taught at the school, number of student instructional days, number of faculty and students, number of high school graduates (from prior year) and other student demographic information.

REIMBURSABLE ACTIVITIES - NONPUBLIC SCHOOL ANNUAL DATA COLLECTION

Administrator(s)

Compiling student enrollment statistics
Reviewing school curriculum for compliance with *Nonpublic School Bulletin 741*
Compiling faculty data (i.e., no. of years' experience, degree level, certification info, professional training)
Compiling course schedule information

Teachers

Providing schedule information on students and classes
Furnishing completed certification information as required

Nonprofessional Support Person(s)

Assisting in compilation of data for Nonpublic Annual School Report
Submitting data via the Nonpublic Annual Data Collection System

NONREIMBURSABLE ACTIVITIES - NONPUBLIC SCHOOL ANNUAL DATA COLLECTION

Preparing any other reports
Preparing the Required Services Reimbursement Request form

4. TRANSPORTATION:

Definition: Activities associated with planning or scheduling transportation services for students, and monitoring the loading and unloading of students from buses or cars.

REIMBURSABLE ACTIVITIES - TRANSPORTATION

Administrator(s)

Supervising the school transportation program (buses, car pools, walkers)
Developing and distributing staff duty schedules
Completing required information to local public school district involving nonpublic students utilizing public school transportation
Supervising loading and unloading of students into/from buses and carpools
Supervising students who walk to and from school

Teachers

Supervising loading and unloading of students into/from buses and carpools
Instructing students on safe loading, unloading and riding practices
Supervising students who walk to and from school as they enter/exit school premises

Nonprofessional Support Person(s)

Compiling and maintaining bus transportation information
Supervising loading and unloading of students into/from buses and carpools
Supervising students who walk to and from school
Inspecting school-owned buses annually

NONREIMBURSABLE ACTIVITIES - TRANSPORTATION

Supervising students in before- or after-school programs
Supervising students before school who are waiting to go to class
Supervising students after school who are waiting to go home
Handling discipline issues involving students who ride buses
Transporting students on field trips and athletic events
Routine, daily inspections of school-owned buses
Transporting students to and from school

5. SAFETY:

Definition: Activities associated with ensuring the school is in compliance with all applicable local, state, or federal government health and safety regulations. These activities may include safety drills (fire, tornado, hurricane, and chemical spills), testing (pesticide, lead, asbestos), and health and safety standards.

REIMBURSABLE ACTIVITIES - SAFETY

Administrator(s)

Developing and administering safety program for faculty and students
Establishing and carrying out procedures for testing lead, asbestos, and pesticides in accordance with local, state, and federal government health and safety standards
Establishing agriculture certification program
Supervising pesticide application through the Integrated Pest Management (IPM) with La. Dept. of Agriculture certification program
Scheduling and monitoring fire, tornado, hurricane, and chemical spill drills
Scheduling gas line inspections to be performed by federal, state, or local agency

Teachers

Orienting students to school safety program
Participating in and documenting safety drills

Nonprofessional Support Person(s)

Maintaining documentation of safety drills
Maintaining documentation of hazardous substance testing
Completing reports as needed

NONREIMBURSABLE ACTIVITIES - SAFETY

Supervising/performing routine maintenance, commons duty, hall duty, bathroom duty, or recess duty

Scheduling drug-free seminars

Inspecting and maintaining fire extinguishers by private companies

Inspecting school grounds as required by school or diocese

6. TEACHER CERTIFICATION:

Definition: Activities associated with the paperwork required for teachers to obtain certification for the first time, or maintain and update certification information.

REIMBURSABLE ACTIVITIES - TEACHER CERTIFICATION

Administrator(s)

Reviewing certification requirements of faculty to ensure compliance with *Nonpublic School Bulletin 741* regulations

Teachers

Updating certification information as needed

Nonprofessional Support Person(s)

Updating and maintaining faculty certification information

NONREIMBURSABLE ACTIVITIES - TEACHER CERTIFICATION

Attending university classes necessary to complete teaching certification requirements

Travel time to hand deliver paperwork

7. CONTINUING EDUCATION:

Definition: Activities associated with the minimum two (2) days of professional development to ensure compliance with *Nonpublic School Bulletin 741* regulations. A day as defined in Bulletin 741 consists of “330 minutes of instructional time”. (330 minutes x 2 days = 11 hours maximum). Hours included beyond 11 per individual will be audited and ineligible.

REIMBURSABLE ACTIVITIES - CONTINUING EDUCATION

Administrator(s)

Scheduling and planning the minimum two (2) days of professional development to ensure compliance with *Nonpublic School Bulletin 741* regulations

Teachers

Attending the minimum two (2) days of professional development in compliance with *Nonpublic School Bulletin 741* regulations

Nonprofessional Support Person(s)

Assisting in preparation of the required agendas and sign in sheets and filing of the required supporting documentation associated with the minimum two (2) days of professional development to ensure compliance with the *Nonpublic School Bulletin 741* regulations.

NONREIMBURSABLE ACTIVITIES - CONTINUING EDUCATION

Attending off site university classes, professional development courses or conferences

Attending regularly scheduled planned faculty/departmental meetings

Attending Administrator and Principals' meetings

Taking university classes or professional development courses online

Nonprofessional support persons attending professional development

SUMMARY TIME RECORD FORM PREPARATION INSTRUCTIONS

Each employee whose time will be submitted for reimbursement is required to complete a *SUMMARY TIME RECORD FORM*.

The *SUMMARY TIME RECORD FORM* does not replace the monthly/quarterly time logs maintained throughout the year. This form must be prepared ***in addition to*** the time log and essentially summarizes the information contained in the monthly/quarterly time logs.

The difference between the monthly/quarterly time logs and the *SUMMARY TIME RECORD FORM* is that the *SUMMARY TIME RECORD FORM* ***must be*** submitted with the reimbursement request form to LDOE. In contrast, the monthly/quarterly time logs must be submitted for review **ONLY if** specifically requested by Department staff.

The employee name, position, gross annual or hourly salary, school year, and hours dedicated to providing services under each of the eligible categories must be included in the *SUMMARY TIME RECORD FORM*.

Hours should be entered from the total column of the REQUIRED SERVICES TIME LOG so that the two forms match.

The form must be signed by each individual employee affirming the following:

I hereby certify that I actually performed the services for which reimbursement is sought and that the information submitted by me is true and accurate.

SUMMARY TIME RECORD FORM

REQUIRED SERVICES SUMMARY TIME RECORD FORM						
Employee	Position	Gross Annual Salary		School Year		
Pupil Attendance	Record Maintenance	Nonpublic School Data Collection	Transportation	Safety	Teacher Certification	Continuing Education
I hereby certify that I actually performed the services for which reimbursement is sought and that the information submitted by me is true and accurate.						
<small>Note: This form and all supporting documentation are considered public record under L.R.S. 44:1 and 44:31.</small>						
Employee's Signature				Date		
Submit to LDOE with Reimbursement Request						

REIMBURSEMENT FORM PREPARATION INSTRUCTIONS

1. All schools must use the REQUIRED SERVICES REIMBURSEMENT FORM **Excel spreadsheet** provided on the Louisiana Department of Education website. Use of the electronic spreadsheets improves accuracy and saves time for both the school and the Department. **Forms completed by hand will not be accepted.**

- To locate the form go to <https://www.louisianabelieves.com/resources/library/nonpublic-schools> and select the Reimbursement Form 20XX-20XX.

2. Open the Excel file, then save and rename the file: Go to File, Save As, select the appropriate drive, enter the new name of the file and click save. Include the school year in the name of the file.

This entire document is called a *workbook*; it contains two *worksheets*, “**Form**” and “**Summary**”. These worksheets are accessed by selecting the appropriate tab at the bottom left corner of the screen.

Completing the “**Form**” Worksheet

- Click on the “**Form**” tab at the lower left corner of screen to make it your active worksheet.

REQUIRED SERVICES REIMBURSEMENT FORM (MUST BE SUBMITTED IN EXCEL)																Site Code:
SCHOOL YEAR: 20XX-20XX																
NAME	Annual Salary (REQUIRED)	Hourly Rate	Hours of Service	Pupil Attendance	Hours of Service	Record Maintenance	Hours of Service	Nonpublic School Data Collection	Hours of Service	Transportation	Hours of Service	Safety	Hours of Service	Teacher Certification	Hours of Service	Continuing Education MAX 11 Hours per Person
Administrators (2000 hours/year)																
1		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
2		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
3		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
4		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
5		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
6		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
7		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
8		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
9		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
10		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
11		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
12		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
13		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
14		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
15		\$0.00		\$0		\$0		\$0		\$0		\$0		\$0		\$0
Subtotals for Administrators			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Select cell A3, and change the years to the appropriate school year, ex. 20XX-20XX.

c. Enter the name (column B) of each full-time administrator, teacher, librarian, and counselor that actually performed the eligible duties throughout the school year.

Employees should be categorized according to the duties and responsibilities each performs for the majority of the time employed.

- For example, an Assistant Principal who also teaches two classes would be classified as an Administrator, since the assistant principal duties comprise 50 percent or greater of the assigned responsibilities.
- d. Then enter the annual salary for full-time employees (column C) only **ONCE**. The hourly rate for this group of personnel will automatically be calculated in the form.
 - e. Enter the name of the part-time and nonprofessional support personnel.
 - f. Enter the hourly rate paid to each part-time and nonprofessional support personnel by dividing the gross salary by the actual number of hours employed in a regular week.
 - The hourly rate for part-time employees who are paid a salary should be computed based on the gross annual salary divided by the actual number of hours employed annually.
 - Enter the hours of service for each appropriate category across the row. Once the actual hours of service for each category have been entered, the dollar amount for that category will also automatically compute.
 - g. Enter the number of hours of service for each employee in each applicable category.
 - h. The Reimbursement Form will automatically calculate the amount for each category by employee.
 - i. The Reimbursement Form will automatically calculate the totals for each category to determine the total amount requested for reimbursement by category.

Completing the “**Summary**” Worksheet

- a. Click on the “**Summary**” tab at the lower left corner of screen to make it your active worksheet.
- b. Select cell G2, and change the years to the appropriate school year, ex. 20XX-20XX.
- c. Complete each item of the **Summary Page** (Federal ID#, Name of School, address, contact person, site code, parish, diocese, school administrator, phone #, fax #, and contact email) by placing the cursor on the appropriate blank line and entering the data. Site codes can be provided by the school’s finance department.
- d. The “**Summary of Totals**” section will be automatically calculated when the corresponding totals are calculated in each category on the separate worksheet located in the **Form** section. Data cannot be manually entered in this section of the summary page.

- e. The summary page of the request form should be completed with the school information and signed by the school administrator with the following certification:

I hereby certify that the activities for which reimbursement is requested are mandated by State Law or regulation or requirement of state department, state agency, or local school board; are not an integral part of the teaching process; were actually performed by employees of this school and I understand that false statements will be subject to civil and criminal penalties

- f. “Summary” tab example

REQUIRED SERVICES REIMBURSEMENT FORM (Submit as PDF)									
School Year: 20XX-20XX									
Finance ID #:	FOR LDOE USE ONLY			Site Code:					
Federal ID #:				Name of Civil Parish:					
Name of School:				Name of Diocese:					
Address:				School Administrator:					
City:				Phone Number:					
Zip Code:				Fax Number:					
Contact Person:				Contact E-mail:					
SUMMARY OF TOTALS									
TOTAL REQUESTED:		\$0	Pupil Attendance	Record Maintenance	Nonpublic Data Collection	Transportation	Safety	Teacher Certification	Continuing Education
			\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>I hereby certify that the activities for which reimbursement is requested are mandated by State Law or regulation or requirement of a state department, state agency, or local school board; are not an integral part of the teaching process; were actually performed by employees of this school, and I understand that false statements will be subject to civil and criminal penalties.</i>									
Administrator's Signature:						Date:			
<small>Office of School System Financial Services/Louisiana Department of Education</small>									

According to L.R.S. 44:1 and 44:31, the Required Services Reimbursement Claim form and all supporting documentation are public records and subject to audit.

SUBMITTING THE REIMBURSEMENT FORM

A school must submit a reimbursement request form to the Louisiana Department of Education **no later than September 30 each year**. If September 30 falls on a Saturday then the deadline is Friday, September 29, if September 30 falls on a Sunday then the deadline is Monday, October 1.

The packet must be submitted by close of business on the due date.

The packet must include:

1. **Required Service-Reimbursement Form 20XX-20XX** (Form tab in **Excel**);
Note:
 - If the Form tab is submitted as a PDF it will not be accepted.
 - Continuing Education column on the Reimbursement Request Form **does not exceed 11 hours for any one person**.
2. **Summary tab in PDF.**
3. **Required Service-Summary Time Record Form (20XX)** – PDF format

Reminders:

1. The ***SUMMARY TIME RECORD FORM*** ***must be*** submitted with the reimbursement request form to LDOE. In contrast, the monthly/quarterly time logs must be submitted for review **ONLY** if specifically requested by Department staff.
2. **Verify all necessary signatures are complete.**
3. **It is MANDATORY Schools must submit the completed electronic files via e-mail to NonPublicFinanceHelpDesk@la.gov .**
4. **Hard copy materials or external drive devices should not be mailed or delivered, and will not be accepted.**
5. No Google files will be accepted.
6. The electronic files must be labeled with the school name, site code, and school year.

Example: ABCD Academy of Learning, 12345L, 20XX



For questions regarding the submission of the reimbursement request form or guidelines, e-mail the helpdesk at NonpublicFinanceHelpDesk@LA.GOV or contact School System Financial Services at (225)342-3617.

REQUIRED SUPPORTING DOCUMENTATION

Each school is required to maintain documentation to support the costs incurred in providing the services for which reimbursement is requested. All submissions are subject to audit. The following list of records must be maintained and available for review by the State Audit staff upon request:

1. **TIME RECORD** – Daily time record for each employee included on the reimbursement form showing the amount of time spent providing services
2. **SALARY RECORD** – Contract and payroll records for each employee for whose time reimbursement is requested
3. **CATEGORIES OF SERVICES**
 - a. **Pupil Attendance** – Roll books and attendance reports and list of homeroom or first period teachers.
 - b. **Record Maintenance** – Student Cumulative Records.
 - c. **Nonpublic School Annual Data Collection** – Copy of report.
 - d. **Transportation** – “Duty Schedule”, map of school with notations on plans for loading and unloading.
 - e. **Safety** – Testing reports, documentation of safety drills.
 - f. **Teacher Certification** – Current teacher certificates.
 - g. **Continuing Education** – Agendas and sign-in sheets for school professional development days whose time reimbursement is being requested.

PAYMENTS

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.

VENDOR REGISTRATION

A nonpublic school new to the program must register as a vendor and complete an IRS W 9 form with the State of Louisiana at [Vendor Information](#) to receive payment.

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.