



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Student Learning Recovery Grant Recipients
From: Indiana Department of Education
Date: December 2023
Subject: Student Learning Recovery Grant - Financial Administration Guidance

This memo provides guidance related to grant administration for the Student Learning Recovery Grant to inform financial management and documentation for lead applicants and fiscal agents.

REIMBURSEMENT: The Student Learning Recovery Grant will be administered through reimbursement. Once each grant is fully executed, IDOE will provide a completed reimbursement form to each grantee, which they will then complete and submit as needed to the learningloss@doe.in.gov email address for processing. The IDOE processes grant reimbursement forms twice per month - forms submitted between the 1st and the 15th of a given month will be processed and paid on or around the 30th of that month. Forms submitted between the 16th and 31st will be paid on or around the 15th of the following month. Funds will be direct deposited into the bank account provided to the IDOE as a part of finalizing the grant agreement.

Grant recipients will be required to maintain complete records, including receipt of payment for an eligible expense dated prior to the submission of the reimbursement form. Grant recipients should combine multiple approved expenditures on a single reimbursement form to be submitted during one of the 2 week windows referenced above, in order to limit the number of forms that must be processed.

If you have questions or concerns about the reimbursement process, please contact CommunityLearningGrant@doe.in.gov.

GRANT TERM: Grant recipients may reimburse eligible expenses dating back to February 1, 2024. The last day an eligible expenditure can occur for the Summer of 2024 will be September 30, 2024.

Summer 2024: February 1, 2024 - September 30, 2024

DOCUMENTING EXPENDITURES: Grant recipients are required to maintain receipt of purchase documentation on file as back-up to each reimbursement request submitted to the state. As a recipient of state funds, each lead applicant is subject to a financial audit from the Indiana State Board of Accounts.



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ADDITIONAL INFORMATION ON EXPENDITURES: As a grant recipient from the State of Indiana, there are a few important considerations each grantee must take into account to appropriately document expenses related to the grant award.

Grantee Procurement Policy: Each grant recipient or lead applicant that intends to use grant funds to subcontract or procure equipment or services as a part of program implementation must have a documented procurement policy that governs these decisions. Grantees that do not have an approved procurement policy in place are encouraged to follow the State of Indiana's procurement policy which can be found at the link below (this is not required if a procurement policy is already in place).

* Note on Special and Emergency Procurement: Grantees relying on the State of Indiana procurement policy may need to use special and emergency procurement given the quick timeline and specialized expertise of the vendors described in the approved grant award. The special and emergency procurement policy begins on page 45 of the document below.

IDOE Procurement Policy

https://www.in.gov/idoa/procurement/files/ProcTraining_DPAPManual.pdf

Payroll Expenses: Reimbursement requests for personnel or payroll expenditures included in the approved grant application must be properly documented with a payroll report. The IDOE/IDOA will not accept an excel spreadsheet as documentation of payroll. Grantees that do not use a payroll software to manage personnel payments are encouraged to do so, through a contract with a third party to manage personnel expenses.

Personal Meals/Purchases: Student Learning Recovery Grant funds may not be used to reimburse the cost of personal meals or expenses. All equipment or supplies that are purchased must be properly documented and reimbursed as such. A personal meal includes anything that is not included as an approved expense in the final grant award and would be reimbursed as a personnel expense.

Travel: All travel reimbursements should follow the state travel policy as it relates to documentation and reimbursement rate. More information about this policy can be found at the links below.

State Travel Policy

https://secure.in.gov/sba/files/fmc_2017-2.pdf

State Mileage Reimbursement

https://www.in.gov/idoa/files/IDOA_MileageReimbursement_Memo_Feb242020.pdf