

## Claim Reimbursement Process

The Orleans Parish School Board Department of Special Revenue will process reimbursement claims for Exceptional Needs Fund monies. Please submit the following documents to the appropriate location by the timeline noted.

Document	Send to...	Deadline
<i>Vendor Registration Form</i>	Click Submit by Email at the bottom of the pdf	Immediately
<i>Banking Information Request Form</i>	<a href="mailto:ttingstrom@opsb.us">ttingstrom@opsb.us</a>	Immediately
School Business Manager Contact Information	<a href="mailto:ExceptionalNeedsFund@opsb.us">ExceptionalNeedsFund@opsb.us</a>	With rest of submission
<i>Budget Detail Form and Supporting documents</i>	<a href="mailto:ExceptionalNeedsFund@opsb.us">ExceptionalNeedsFund@opsb.us</a>	6/1/15*

\*The sooner these documents are submitted the sooner the turnaround for reimbursement will be. No reimbursements will be processed after 6/1/15 without contacting the School Board.

Your school may determine one large item or a combination of items to request for reimbursement up to your award limit, but each item may not exceed the total approved costs for its “assistance type” across all items noted in your *Award Letter*.

- *Example 1:* You’ve been awarded up to \$20,000 in reimbursements based on your approved costs across 5 applications, where each contains paraprofessional costs that total \$50,000 combined. You may submit a single claim for paraprofessional costs at \$20,000 (your entire award) since that amount does not exceed the total approved paraprofessional costs across all your applications.
- *Example 2:* You’ve been awarded up to \$20,000 in reimbursements based on your approved costs across 5 applications, where each contains varying amounts of specialized transportation and speech services. You may submit reimbursements in portions towards your award limit, which may be \$5,000 towards speech services and \$15,000 towards specialized transportation as long as these do not exceed the total approved amounts for speech and transportation respectively.

To support each line item on your budget, attach:

- PO Form
- Invoice for the purchase
- Copy of the check used to purchase each item

To support each employee line item on your budget, attach:

- Copy of Payroll document
- Documentation that the employee’s work is tied to an eligible funded student

Please note these items carefully and submit each reimbursement request completely. Any issues in submission may significantly delay turnaround for reimbursement. For any questions related to reimbursement, or to track a requested reimbursement, please contact

[ExceptionalNeedsFund@opsb.us](mailto:ExceptionalNeedsFund@opsb.us).