21st Century Community Learning Centers (21CCLC) Reimbursement Information

- Grant Period: July 1- June 30, all funds must be obligated within this time frame.
- Reimbursement requests must be submitted through the Grants Management System (GMS).
- Reimbursement requests should be submitted monthly.
- Reimbursement requests may only be requested for expenditures listed in the most recently approved budget and application.
- Amendments must be submitted and approved *prior* to making any program changes or purchases outside of the approved application or budget.
- Programs must keep supporting documentation that align to reimbursement requests.
- Reimbursement request submissions must include attachments of 21CCLC reimbursement request form, expenditure report or budget summary report from the accounting system and the supporting documentation for expenditures.
    - Supporting documentation is the documentation that aligns with expenditures made for the grant. These must be clearly labeled and align to the 21CCLC reimbursement request form.
    - All sections of the reimbursement request form must be completed.
- To ensure timely processing, reimbursement requests should be submitted by the **first day of each month**. Requests received by this deadline will be reviewed and, if approved, scheduled for payment on the 10th of the month. Please note that payment dates may be adjusted if the 10th falls on a weekend or holiday.
    - Reimbursement requests, including documentation will be reviewed by DOE staff. Requests will be reviewed in the order they are submitted.
    - Documentation must be complete, detailed and clear. Reimbursement requests that are not consistent with the approved budget or cannot be verified with documentation are returned to the subgrantee for revisions as needed. Payments will be put on hold until required documentation is provided by the grantee. Submissions that are incomplete, require clarification or additional information may delay the payment.
- Claims for reimbursement of items that are not within the most recently approved budget and application will not be approved. Reimbursement requests will be returned for adjustments to be made and resubmitted by the grantee.