Illinois State Board of Education

EANS I, II, and Reallocation Grant Step-by-Step Guide for Requesting and Receiving Services

Equity ● Quality ● Collaboration ● Community

Overview

This guidance document is a step-by-step picture guide for recipients of Emergency Assistance to Nonpublic Schools (EANS) I, EANS II, and EANS Reallocation Grant (RG). It will explain the two main steps to obtaining allowable goods and services: (1) how to submit a request for a good or service for review and approval in IWAS, and (2) how to submit an invoice for payment for approved goods and services.

If you have any questions, please consider joining our EANS Office Hours held at 4 p.m. every Wednesday. You can join by using this Zoom link:
https://us02web.zoom.us/j/87220883200?pwd=VkFkWkI1OE9zdjl6QXNvc05LZE9zQT09

EANS I & II: For additional help, you can send an email to ROEISC@isbe.net or EANS@west40.org (or your local ROE if your school isn't working with West 40), depending on the nature of your question. For questions pertaining to pages 5 – 23, please email ISBE. For questions pertaining to pages 24 – 35, please email West 40 or your local ROE.

EANS RG: Please send your question to EANS@west40.org unless you are having difficulty logging into IWAS or are receiving error messages in the grant. In those cases, please e-mail ROEISC@isbe.net.

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Information and Restrictions on EANS Services

1. All services or assistance provided under the program must be secular, neutral, and non-ideological ([EANS FAQ C-4](#)).

2. The service provider for a good or service must be independent of the nonpublic schools receiving the services or assistance ([EANS FAQ D-10](#)).

3. EANS funds cannot be used to pay the salary or benefits of nonpublic school staff. However, the nonpublic school can create additional contracts with its currently employed staff to perform additional duties outside of the time he or she is employed by the nonpublic school (e.g., contracting with a teacher to provide tutoring services to address learning loss before or after school [[EANS FAQ D-16](#)]).

4. If a school purchases a good or service outside the scope of what has been approved in the grant application, ISBE may not pay the vendor. It is the school's responsibility to accurately reflect in the grant application the goods and services to be requested and then request only those goods or services from a vendor.

5. Repair, remodeling, construction, etc. are capital improvements and are not an allowable expenses under EANS, even if the work is done for the purpose of social distancing. This is due to 34 C.F.R. § 76.661, which requires that equipment and supplies purchased with EANS funds must be removable from the nonpublic school without remodeling the nonpublic school facility. Item [D-16 of the EANS FAQ](#) outlines the only exception to the prohibition on use of EANS funds for capital improvements. It involves improvements to a school's ventilation system.

6. EANS I and RG funds expire on September 30, 2023, and EANS II funds expire on September 30, 2024. Multi-year subscription services cannot go beyond these dates.

7. The reimbursement period for EANS I ended on August 1, 2022. No more reimbursements will be processed.

For EANS Reallocation Grant Recipients

There are two webinars available that provide a walkthrough of the grant application system and the process for requesting services. **We highly encourage you to view these webinars before proceeding.**

- [EANS RG: Technical Assistance Webinar](#) – Provides a walkthrough of how to login to the grant system in IWAS and submit requests for review and approval.

- [EANS RG: How to Begin Receiving Services](#) – Provides a walkthrough of how to submit invoices for payment after your school's application has been approved in IWAS. The submission link shown in this recording can be accessed [by clicking here](#).

The above webinars may also be helpful for those needing a refresher of the grant system in IWAS and the invoice submission process.

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Illinois State Board of Education
Dr. Carmen I. Ayala, *State Superintendent of Education*

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ISBE Home

ELIS Login

Home

Sign Up Now

Get Password

Contact Us

Help

IWAS User Guide 📖

IWAS Training Video

Need to access the Educator Licensure Information System (ELIS)? **Click here for ELIS.**

Already have an account? Login Here :

Login Name [   ]
Password [   ]

☐ Remember Login Name

[LOG IN]

Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

Find Login/Password

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

Sign Up Now

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

Help

About SSL Certificates

Your grant application is located in IBSE's IWAS system. As such, the first step is to log in to your IWAS account.

If you can't remember your Login Name or Password, please click "Find Login/Password" to recover your account. If you are still unable to log in, please click "Contact Us" on the left side of the screen and submit a help ticket. Alternatively, you can call 217-558-3600 for assistance.

If your school administrator has recently changed, that person will need to update their account to link their IWAS account to the new school.

To do so, send an email to EPSchange@isbe.net with an attached letter containing the following:
1. Indicate "Attention to: Ann Plogger";
2. Specify the organization's Region-County-District-Type-School (RCDTS) Code;
3. Specify the organization's phone number, address, email and fax number (if applicable);
4. Specify the organization's prior administrator's name and the new/interim/acting administrator;
5. Have the letter signed by the new/interim/acting administrator.

They may receive an email asking them to update or create an account in IWAS. Please check to make sure the message has not been filtered or sent to spam. The account should be updated in a day or two reflecting your new school affiliation.

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Dr. Carmen I. Ayala, *State Superintendent of Education*

IWAS   IWAS   IWAS   IWAS   IWAS   IWAS   IWAS   IWAS   IWAS

Login:

- Home
- **System Listing**
- Pending Sign Ups
- Pending Documents
- Change Password
- Messages - Inbox
- Messages - Archived
- Search
- Help
- Log Out

IWAS Training Video

About SSL Certificates

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

Click Here for Due Dates

Categories - Click to Expand/Collapse Tree	Authorization
Grants	
Active Grants	
ARP - EANS American Rescue Plan (EANS II)	Authorized
Emergency Assistance to Nonpublic Schools (EANS)	Authorized

Legend: ⓘ : System Description - Detailed   🗓 : Due Dates   👤 : Profile

Want to Signup for Other Systems?

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After logging into your IWAS account, click "System Listing" on the left side of the screen. You should then see all of the IWAS systems available on your account.

Under Grants > Active Grants > look for "Emergency Assistance to Nonpublic Schools (EANS)", "ARP – EANS American Rescue Plan (EANS II)" or "EANS Reallocation Grant" and click the text to open the system.

This guide uses images from EANS I, but the instructions are the same for all grants unless noted otherwise.

County: Adams

Instructio...

After you enter the system, you will a see a list of every application and amendment and the submission status.

From this screen, you have two options:
1. Create a new amendment.
2. Review amendments already created.

Click to view LEA Dashboard
Select an application from the list(s) below and press one of the following buttons:

| Open Application | Create Amendment | Delete Application/Amendment | Review Checklist | Print All |
| | | | | Review Checklist Print All |

	Application / Amendment	Original Submit Date	Status	Status Date	Consult
2020-2021					
○	21-4998-NP Amendment 6	06-22-2022	Final Approved	07-06-2022	☐
○	21-4998-NP Amendment 5	01-13-2022	Final Approved	01-19-2022	☐
○	21-4998-NP Amendment 4	12-01-2021	Final Approved	12-21-2021	☐
○	21-4998-NP Amendment 3	11-03-2021	Final Approved	11-08-2021	☐
○	21-4998-NP Amendment 2	10-21-2021	Final Approved	10-26-2021	☐
○	21-4998-NP Amendment 1	09-09-2021	Final Approved	09-21-2021	☐
○	21-4998-NP Original Application	03-19-2021	Final Approved	03-30-2021	☐

Creating an Amendment
1. Click the radio button next to any of your prior applications/amendments.
2. Click "Create Amendment."

Note that you cannot create an amendment if you still have a previous amendment pending approval from ISBE.

Reviewing an Amendment
1. Click the radio button next to any of your prior applications/amendments.
2. Click "Review Checklist."

This process is explained in more detail on page 20.

Illinois State
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eGMS - Grants Application

EGMS HOME | ISBE HOME | LOGOUT

SESSION
TIMEOUT   59:54

Applicant: ST DOMINIC SCHOOL
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 7
Project Number: 21-4998-NP-01-001-005X-10

County: Adams

Emergency Assistance to Nonpublic Schools ⌄

Printer-Friendly
Click to Return to Application Select

Start here

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page Lock Control	Application Print

Program Overview

Program:	Emergency Assistance for Nonpublic Schools (EANS)
Purpose:	Under the Governor's Emergency Education Relief II (GEER II) Fund, the Department awards grants to Governors for the purpose of higher education (IHEs) and other education-related entities with emergency relief funds to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on the nation. States must provide equitable services to students and teachers in nonpublic schools as required under Section 313 of the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act of 2021.
Funding:	Funds will be made available to pay for covered services and purchases for eligible nonpublic schools.
Program Type:	Federal Grant
Legislation:	Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Sections 18001, 18003, 18005 – 18008 Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA 313)
Due Date:	March 21, 2021, and sooner if possible
Eligible Reimbursement Period:	March 13, 2020 - September 30, 2023 as long as requirements are met.
Required Reports:	Documentation of expenditures or obligation requests will be required for services/reimbursement.

This is the screen you should see after creating a new amendment or opening an existing one.

There are three tabs that you will need to use to submit your amendment: Page Lock Control, Program Specific (EANS Plan & Budget Description), and Submit.

Start by clicking on the Page Lock Control tab.

**EANS II and RG have an additional tab labeled "Amendments."

Illinois State Board of Education

eGMS - Grants Application

SESSION TIMEOUT 59:54

Applicant: ST DOMINIC SCHOOL
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 7

Project Number: 21-4998-NP-01-001-005X-10

County: Adams

Emergency Assistance to Nonpublic Schools ▾

Printer-Friendly
Click to Return to Application Select

| Overview | Applicant Information | Program Specific | Assurance Pages | Submit | Application History | Page Lock Control | | Application Print |

Page Review Status | Instructions

☑ Expand All

Governors Emergency Education Relief II Fund - No	Page Status		Open Page for editing
Emergency Assistance to Nonpublic Schools			
Program Specific			
Eligibility	LOCKED	☐	
EANS Plan	LOCKED	☐	
Budget Description	LOCKED	☐	
Program Assurances	FINAL	☐	
AssurancesText	FINAL	☐	

Save

Before you can enter any information, you'll first need to unlock the application pages.

Click the checkbox next to "EANS Plan" and "Budget Description" and hit Save. The text should change from LOCKED to OPEN.

Next, click the "Program Specific" tab at the top.

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eGMS - Grants Application

SESSION
TIMEOUT 59:25

Applicant: ST DOMINIC SCHOOL   **County:** Adams
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
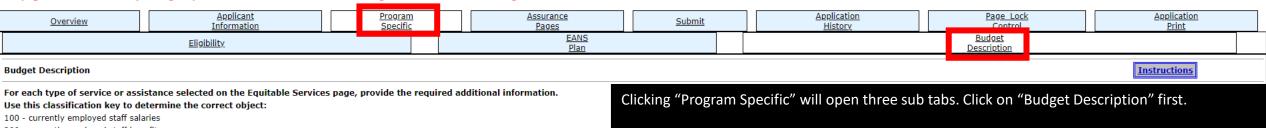**Cycle:** Amendment 7
Project Number: 21-4998-NP-01-001-005X-10

Emergency Assistance to Nonpublic Schools ▾

Printer-Friendly
Click to Return to Application Select

This page has been locked by the agency review. You must unlock it on the Page Lock Control Tab if changes are needed.

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page_Lock Control	Application Print

Eligibility	EANS Plan	Budget Description

Budget Description   [Instructions]

For each type of service or assistance selected on the Equitable Services page, provide the required additional information.
Use this classification key to determine the correct object:
100 - currently employed staff salaries
200 - currently employed staff benefits
300 - contracting outside the school to provide services; software/licenses
400 - supplies (generally consumables, individual cost less than $500 per item)
500 - capital outlay (generally re-usable, individual cost $500 or more per item)
Use this link to view function and object codes for proposed uses

45434.72 **1** Funds Available (must match Grand Total below)
NOTE: This will be blank on first submission. When amounts have been calculated, the total funds available will populate this f...

**TO UN-CHECK ANY BOXES BELOW, CHANGE ANY AMOUNTS YOU WILL BE DELETING BELOW TO 0 AND CHANGE ASSOCIAT...
PLAN PAGE. THE CORRECT BOXES SHOULD THEN DISPLAY BELOW.**

1. ☑ Supplies to sanitize, disinfect, and clean school facilities

Function	**Object**	**Amount**	
2130 **3**	400		
2540	400	31.02 **4**	Sanitizing equipment and supplies to perfo... school to prevent the spread of infectious ... **5**

2. ☐ Personal Protective Equipment (PPE)
3. ☐ Improving ventilation systems, including windows or portable air purification systems
4. ☐ Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. ☐ Physical barriers to facilitate social distancing
6. ☐ Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. ☐ Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. ☑ Educational technology

Function	**Object**	**Amount**	**Description**
1000	300		

2

Clicking "Program Specific" will open three sub tabs. Click on "Budget Description" first.

Before you do anything on this page, scroll to the bottom and make sure there is a "Save" button. If there isn't one, your application is still locked. Go back to the previous page and follow the instructions for unlocking this page.

Take a moment to familiarize yourself with the layout of the Budget Description tab, and then go to the next page for more detailed information.

1. The total funds available to your school (also at the very bottom of the page).
2. The different categories and whether they are open (checked) or closed (not checked).
3. The Function and Object Codes.
4. The amount requested for a service or good.
5. A description of the good or service.

**EANS II uses letters (A – L) instead of numbers (1 – 13) for the different categories.

Applicant: ST DOMINIC SCHOOL
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 7
Project Number: 21-4998-NP-01-001-005X-10

County: Adams

Emergency Assistance to Nonpublic Schools ▾

Printer-Friendly
Click to Return to Application Select

This page has been locked by the agency review. You must unlock it on the Page Lock Control Tab if changes are needed.

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page Lock Control	Application Print

Eligibility		EANS Plan		Budget Description	

Budget Description

Instructions

For each type of service or assistance selected on the Equitable Services page, provide the required additional information.
Use this classification key to determine the correct object:
100 - currently employed staff salaries
200 - currently employed staff benefits
300 - contracting outside the school to provide services; software/licenses
400 - supplies (generally consumables, individual cost less than $500 per item)
500 - capital outlay (generally re-usable, individual cost $500 or more per it

Use this link to view function and object codes for proposed uses

45434.72   **1**   Funds Available (must match Grand Total below)
NOTE: This will be blank on first submission. When a

Funds Available
This is the amount of funds awarded to the school. There are a few important things to note about this amount:
1. This amount does not update based on any goods or services your school has already received. For example, if this school has already used $10,000 to purchase educational technology, this amount will not be reduced to $35,434.72. Please keep track of your spending.

2. You can amend your application and reallocate your funds if the needs of your school have changed from your last approved application. **However**, you cannot reallocate funds that have already been used to purchase a good or service. This is another important reason to keep track of your spending.

3. The total funds available to your school are finalized and cannot be changed.

4. EANS I and RG funds are only available until September 30, 2023. Any contracts, subscriptions, services, etc. must end on or before September 30, 2023. In other words, a two-year subscription for online curriculum could not be approved if the end date was later than September 30, 2023.

5. EANS II funds are available with the same restrictions until September 30, 2024.

TO UN-CHECK ANY BOXES BELOW, CHANGE ANY AMOUNTS ... Y CHECKBOX CHANGES DESIRED. SAVE THE EANS PLAN PAGE. THE CORRECT BOXES SHOULD THEN DISPLAY

1. ☑ Supplies to sanitize, disinfect, and clean school facili

Function	Object
2130	400
2540	400

ipment and supplies to perform daily routines in the

2. ☐ Personal Protective Equipment (PPE)
3. ☐ Improving ventilation systems, including windows o
4. ☐ Training and professional development for staff on s
5. ☐ Physical barriers to facilitate social distancing
6. ☐ Other materials, supplies or equipment recommende
7. ☐ Expanding capacity to administer coronavirus testing
8. ☑ Educational technology

Function	Object
1000	300

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eGMS - Grants Application

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SESSION TIMEOUT 59:25

Applicant: ST DOMINIC SCHOOL
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 7
Project Number: 21-4998-NP-01-001-005X-10

County: Adams

Emergency Assistance to Nonpublic Schools ▾

Printer-Friendly
Click to Return to Application Select

Categories

There are 13 numbered categories in the EANS I application and 12 for EANS RG. Each category corresponds to a different type of good or service.

Schools should put their service or request in the category that most closely matches the request. As seen in the example below, cleaning supplies would go in Category 1 -- "supplies to sanitize, disinfect, and clean school facilities."

Schools can only enter requests for categories that are open (box is checked like No. 1 and No. 8 in the picture). How to open and close each category is covered on future pages.

If you have a request that does not match any of the categories available, then that request is not allowable under EANS.

**EANS II uses letters instead of numbers.

| | Submit | Application History | Page_Lock Control | Application Print |

Budget Description

Instructions

...ould be used to reconcile the amounts listed below.

...RIPTIONS TO N/A. RETURN TO THE EANS PLAN PAGE AND MAKE ANY CHECKBOX CHANGES DESIRED. SAVE THE EANS

1. ☑ Supplies to sanitize, disinfect, and clean school facilities

Function	Object	Amount	Description
2130	400		
2540	400	31.02	Sanitizing equipment and supplies to perform a deep cleaning of the school to prevent the spread of infectious disease. Sanitizing equipment and supplies to perform daily routines in the school to prevent the spread of infectious diseases. All items are $499 or less each.

2

2. ☐ Personal Protective Equipment (PPE)
3. ☐ Improving ventilation systems, including windows or portable air purification systems
4. ☐ Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. ☐ Physical barriers to facilitate social distancing
6. ☐ Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. ☐ Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. ☑ Educational technology

Function	Object	Amount	Description
1000	300		

Applicant: ST DOMINIC SCHOOL
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 7

County: Adams

Emergency Assistance to Nonpublic Schools ▾

Printer-Friendly
Click to Return to Application Select

Project Number: 21-4998-NP-01-001-005X-10

This page has been locked by the agency review. You must unlock it on the Page Lock Control Tab if changes are needed.

Overview	Applicant Information	Program Specific	Assurance Pages

Eligibility		EANS Plan

Budget Description

For each type of service or assistance selected on the Equitable Services page, provide the required additional information.
Use this classification key to determine the correct object:
100 - currently employed staff salaries
200 - currently employed staff benefits
300 - contracting outside the school to provide services; software/licenses
400 - supplies (generally consumables, individual cost less than $500 per item)

Use this link to view function and object codes for proposed uses

NOTE: This will be blank on first submission. When amounts have been calculated, the total funds available will populate this

**TO UN-CHECK ANY BOXES BELOW, CHANGE ANY AMOUNTS YOU WILL BE DELETING BELOW TO 0 AND CHANGE ASSOCIA
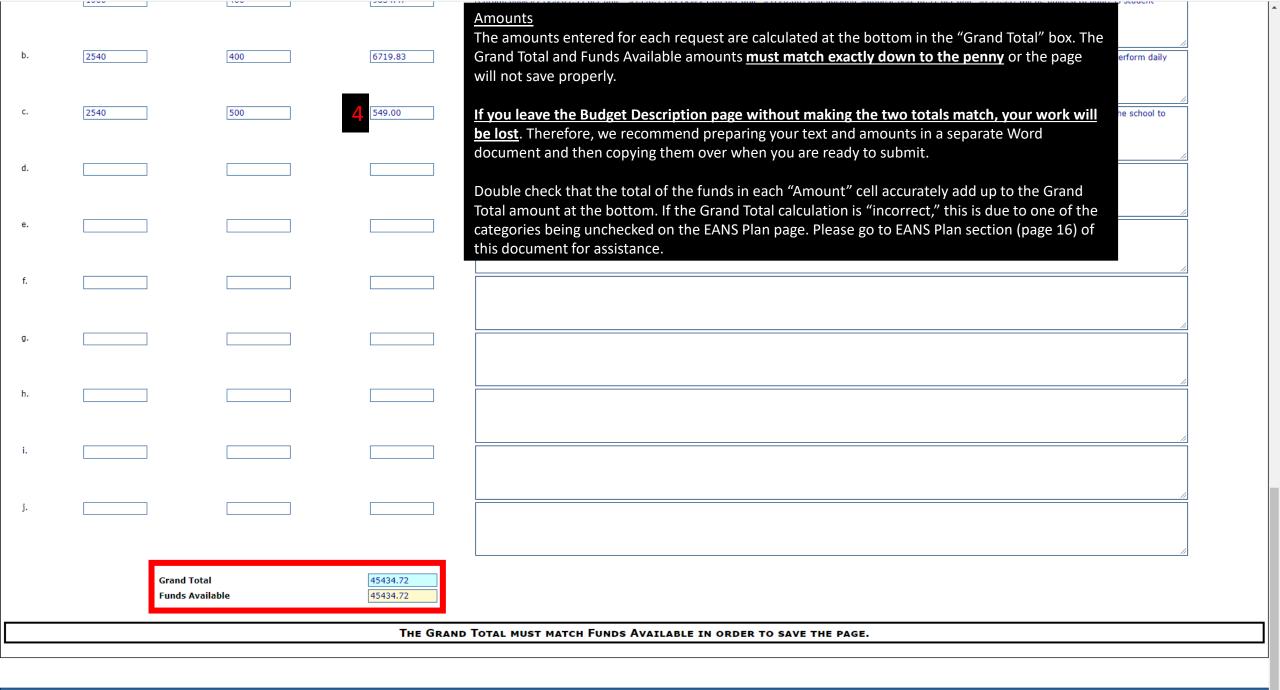PLAN PAGE. THE CORRECT BOXES SHOULD THEN DISPLAY BELOW.**

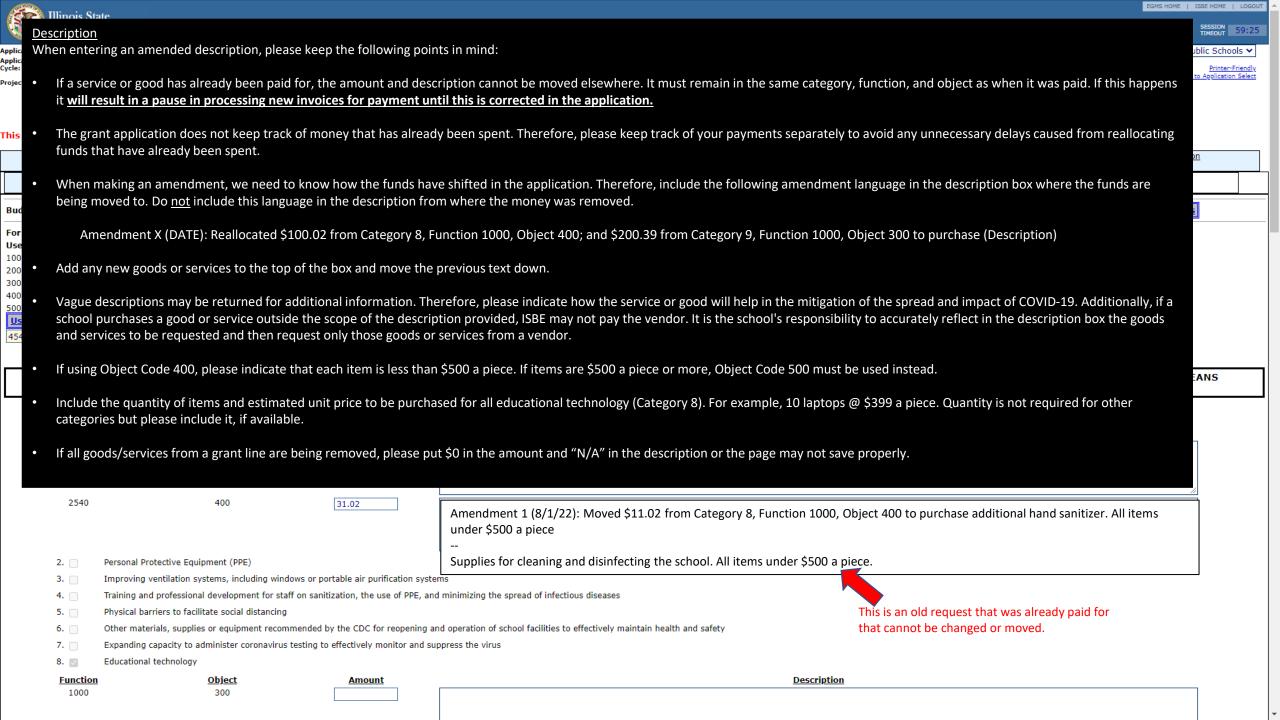1. ☑ Supplies to sanitize, disinfect, and clean school facilities

Function	Object	Amount	
2130	400 **3**		
2540	400	31.02	Sanitizing equipment and supplies to pe... school to prevent the spread of infectiou...

2. ☐ Personal Protective Equipment (PPE)
3. ☐ Improving ventilation systems, including windows or portable air purification systems
4. ☐ Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious disea...
5. ☐ Physical barriers to facilitate social distancing
6. ☐ Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effective...
7. ☐ Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. ☑ Educational technology

Function	Object	Amount	Description
1000	300		

Function and Object Codes
After matching your request to the correct category, the next step is to use the correct Function and Object Code.

Function
To begin, click here for a helpful guide on Function/Object Codes. This will open a list that explains what each Function Code relates to. In the example shown here for Category 1, Function Code 2540 is the better choice because this school is requesting sanitizing equipment.

For Categories 1 – 11, the Function Codes are already listed. Simply pick the row with the Function Code that most closely matches your request and enter the amount and description box. For Category 12, the school will have to type in the appropriate Function and Object Code.

Object
Only the following three Object Codes can be used for EANS:
300 – For any nonphysical/nontangible service, subscriptions, software, contract, etc.
400 – Any physical good that costs less than $500 **per unit**
500 – Any physical good that costs $500 or more **per unit**

Example 1: A school requests 10 computers that cost $100 each for a total of $1,000. This would use Object 400 because each computer is less than $500.

Example 2: A school requests a one-year curriculum subscription that costs $600. This would use Object 300 because this is for a subscription regardless of the cost.

If you pick the wrong Function and Object Code, you will be notified when your grant is reviewed and will be able to correct your application.

b.	2540	400	6719.83
c.	2540	500	**4** 549.00
d.			
e.			
f.			
g.			
h.			
i.			
j.			

Grand Total	45434.72
Funds Available	45434.72

THE GRAND TOTAL MUST MATCH FUNDS AVAILABLE IN ORDER TO SAVE THE PAGE.

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

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Description

When entering an amended description, please keep the following points in mind:

- If a service or good has already been paid for, the amount and description cannot be moved elsewhere. It must remain in the same category, function, and object as when it was paid. If this happens it **will result in a pause in processing new invoices for payment until this is corrected in the application.**

- The grant application does not keep track of money that has already been spent. Therefore, please keep track of your payments separately to avoid any unnecessary delays caused from reallocating funds that have already been spent.

- When making an amendment, we need to know how the funds have shifted in the application. Therefore, include the following amendment language in the description box where the funds are being moved to. Do <u>not</u> include this language in the description from where the money was removed.

  Amendment X (DATE): Reallocated $100.02 from Category 8, Function 1000, Object 400; and $200.39 from Category 9, Function 1000, Object 300 to purchase (Description)

- Add any new goods or services to the top of the box and move the previous text down.

- Vague descriptions may be returned for additional information. Therefore, please indicate how the service or good will help in the mitigation of the spread and impact of COVID-19. Additionally, if a school purchases a good or service outside the scope of the description provided, ISBE may not pay the vendor. It is the school's responsibility to accurately reflect in the description box the goods and services to be requested and then request only those goods or services from a vendor.

- If using Object Code 400, please indicate that each item is less than $500 a piece. If items are $500 a piece or more, Object Code 500 must be used instead.

- Include the quantity of items and estimated unit price to be purchased for all educational technology (Category 8). For example, 10 laptops @ $399 a piece. Quantity is not required for other categories but please include it, if available.

- If all goods/services from a grant line are being removed, please put $0 in the amount and "N/A" in the description or the page may not save properly.

| 2540 | 400 | 31.02 |

Amendment 1 (8/1/22): Moved $11.02 from Category 8, Function 1000, Object 400 to purchase additional hand sanitizer. All items under $500 a piece
--
Supplies for cleaning and disinfecting the school. All items under $500 a piece.

This is an old request that was already paid for that cannot be changed or moved.

2. ☐ Personal Protective Equipment (PPE)
3. ☐ Improving ventilation systems, including windows or portable air purification systems
4. ☐ Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. ☐ Physical barriers to facilitate social distancing
6. ☐ Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. ☐ Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. ☑ Educational technology

Function	Object	Amount	Description
1000	300		

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eGMS - Grants Application

EGMS HOME | ISBE HOME | LOGOUT

SESSION
TIMEOUT   59:54

Applicant: ST DOMINIC SCHOOL   **County:**   Adams
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP   Emergency Assistance to Nonpublic Schools ▼
Cycle: Amendment 7
Project Number: 21-4998-NP-01-001-005X-10

Printer-Friendly
Click to Return to Application Select

This page has been locked by the agency review. You must unlock it on the Page Lock Control Tab if changes are needed.

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Eligibility			EANS Plan			Budget Description	

EANS Plan   [Instructions]

Select one or more of the services to be provided to the nonpublic school(s) to address educational disruptions resulting from COVID 19.* NOTE: Funds will be allocated based on a formula, and may not be sufficient to meet all the services indicated.

BEFORE UN-CHECKING ANY BOXES BELOW, GO TO THE BUDGET DESCRIPTION PAGE. CHANGE ANY AMOUNTS YOU WILL BE DELETING TO 0 AND CHANGE ASSOCIATED DESCRIPTIONS TO N/A. SAVE THE PAGE. RETURN TO THE EANS PLAN PAGE AND MAKE ANY CHECKBOX CHANGES DESIRED. SAVE THE EANS PLAN PAGE. THE CORRECT BOXES SHOULD THEN DISPLAY ON THE BUDGET DESCRIPTION PAGE.

1. ☑ Supplies to sanitize, disinfect, and clean school facilities
2. ☐ Personal Protective Equipment (PPE)
3. ☐ Improving ventilation systems, including windows or portable air purification systems
4. ☐ Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectio
5. ☐ Physical barriers to facilitate social distancing
6. ☐ Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to
7. ☐ Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. ☑ Educational technology
9. ☑ Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. ☐ Leasing sites or spaces to ensure social distancing
11. ☐ Reasonable transportation costs
12. ☐ Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address l
13. ☑ Reimbursement for the expenses of any services or assistance described above that a nonpublic school incurred on

Before you do anything on this page, scroll to the bottom and make sure there is a "Save" button. If there isn't one, your application is still locked. Go back to page 9 and follow the instructions for unlocking this page.

On the EANS Plan page, the school can check any of the boxes from 1 – 13. Doing so will open the category for entry on the Budget Description page. (Please note that although box 13 can be checked, reimbursements ended on August 1, 2022.)

If a school no longer wishes to requests goods or services for a Category, please follow the instructions at the top of this page in the red box. Failure to follow these instructions will result in the grand total not matching at the bottom of the Budget Description page, which will prevent the school from saving the application.

If the Grand Total on the Budget Description page is "incorrect," check every box on this page, save, return to the Budget Description page. Then, look in each category for the request that is no longer needed. Reduce the amount to 0 and put N/A in the description box.

Provide information regarding the impact of COVID-19 on the school.*
Factors that may impact student learning and school operation include, but are not limited to:
1. rate of community infection
2. number of COVID-19-related deaths per capita
3. loss of tuition revenue due to decrease in enrollment
4. lack of capacity to provide remote learning due to insufficient technological support
5. data documenting the extent of learning loss or the social, emotional, or mental health impact attributable to the disruption of

At this time, we are planning to provide services for math and reading tutoring utilizing supplemental supplies and materials to
supplies incurred due to COVID-19.

Applicant: ST DOMINIC SCHOOL

County: Adams

Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 7

Emergency Assistance to Nonpublic Schools ∨

Printer-Friendly
Click to Return to Application Select

Project Number: 21-4998-NP-01-001-005X-10

This page has been locked by the agency review. You must unlock it on the Page Lock Control Tab if changes are needed.

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page Lock Control	Application Print

Eligibility		EANS Plan		Budget Description	

EANS Plan

Instructions

Select one or more of the services to be provided to the nonpublic school(s) to address educational disruptions resulting from COVID 19.* NOTE: Funds will be allocated based on a formula, and may not be sufficient to meet all the services indicated.

BEFORE UN-CHECKING ANY BOXES BELOW, GO TO THE BUDGET DESCRIPTION PAGE. CHANGE ANY AMOUNTS YOU WILL BE DELETING TO 0 AND CHANGE ASSOCIATED DESCRIPTIONS TO N/A. SAVE THE PAGE. RETURN TO THE EANS PLAN PAGE AND MAKE ANY CHECKBOX CHANGES DESIRED. SAVE THE EANS PLAN PAGE. THE CORRECT BOXES SHOULD THEN DISPLAY ON THE BUDGET DESCRIPTION PAGE.

Types of Services or Assistance

1. ☑ Supplies to sanitize, disinfect, and clean school facilities
2. ☐ Personal Protective Equipment (PPE)
3. ☐ Improving ventilation systems, including windows or portable air purification systems
4. ☐ Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. ☐ Physical barriers to facilitate social distancing
6. ☐ Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. ☐ Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. ☑ Educational technology
9. ☑ Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. ☐ Leasing sites or spaces to ensure social distancing
11. ☐ Reasonable transportation costs
12. ☐ Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss
13. ☑ Reimbursement for the expenses of any services or assistance described above that a nonpublic school incurred on or after March 13, 2020

If the box at the bottom of the page is empty, the school must provide an impact statement by providing the information outlined in Nos. 1-5. The page will not save unless this information is provided.

*EANS II has specific requirements for this statement that are listed on this page in the grant application. Please ensure all requested information is listed in this box.

**EANS RG does not require this information.

Provide information regarding the impact of COVID-19 on the school.*
Factors that may impact student learning and school operation include, but are not limited to:

1. rate of community infection
2. number of COVID-19-related deaths per capita
3. loss of tuition revenue due to decrease in enrollment
4. lack of capacity to provide remote learning due to insufficient technological support
5. data documenting the extent of learning loss or the social, emotional, or mental health impact attributable to the disruption of instruction caused by COVID-19

At this time, we are planning to provide services for math and reading tutoring utilizing supplemental supplies and materials to address learning loss due to COVID-19. In addition, we plan to seek reimbursement for technology, supplemental subscriptions, sanitation equipment and supplies incurred due to COVID-19.

EGMS HOME | ISBE HOME | LOGOUT

Illinois State
Board of Education

eGMS - Grants Application

SESSION
TIMEOUT 59:53

Applicant: ST DOMINIC SCHOOL

Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP

Cycle: Amendment 7

Project Number: 21-4998-NP-01-001-005X-10

County: Adams

Emergency Assistance to Nonpublic Schools ▾

Printer-Friendly
Click to Return to Application Select

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page Lock Control	Application Print

Submit   Instructions

The Consistency Check must be successfully processed before you can submit your application.

Consistency Check   Lock Application   Unlock Application

Application was created on:

Assurances were agreed to on:

District Data Entry

Business Manager

District Administrator

ISBE Program Administrator #1

ISBE Program Administrator #2

Once the school's application has been completed, the final step is to submit. To do so, click the "Submit" tab at the top to open this screen.

Click the "Consistency Check" button and the system will look for any errors within the application.

Applicant: ST DOMINIC SCHOOL
Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 7
Project Number: 21-4998-NP-01-001-005X-10

County: Adams

Emergency Assistance to Nonpublic Schools ▾

Printer-Friendly
Click to Return to Application Select

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page Lock Control	Application Print

Submit

Instructions

Attention!

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the "Budget Detail" tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant and is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process. By hitting "Submit" on the Submit page, this grant agreement shall be deemed to be executed on behalf of the applicant.

[Lock Application] [Unlock Application]

Once any errors have been resolved, the school will have the option to submit to ISBE by clicking the highlighted button.

To verify the application has been submitted, the school can click the "Application History" tab at the top to see the current status.

At this point, the school can exit the EANS grant and wait for an email notifying it of any action taken on the application.

[Submit to ISBE]

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

District Name: ST DOMINIC SCHOOL   **RCDT:** 01-001-005X-10   **County:** Adams

Application Select   **Instructions**

Click to view LEA Dashboard
Select an application from the list(s) below and press one of the following buttons:

| Open Application | Create Amendment | Delete Application/Amendment | Review Checklist | Print All |
| | | | | Review Checklist Print All |

	Application / Amendment	Original Submit Date	Status	Status Date	Consult
2020-2021					
○	21-4998-NP Amendment 7	08-24-2022	Submitted to ISBE	08-24-2022	☐
○	21-4998-NP Amendment 6	06-22-2022	Final Approved	07-06-2022	☐
○	21-4998-NP Amendment 5	01-13-2022	Final Approved	01-19-2022	☐
○	21-4998-NP Amendment 4	12-01-2021	Final Approved	12-21-2021	☐
○	21-4998-NP Amendment 3	11-03-2021	Final Approved	11-08-2021	☐
○	21-4998-NP Amendment 2	10-21-2021	Final Approved	10-26-2021	☐
○	21-4998-NP Amendment 1	09-09-2021	Final Approved	09-21-2021	☐
○	21-4998-NP Original Application	03-19-2021	Final Approved	03-30-2021	☐

If the school receives an email notifying it that its application has been returned for changes, please complete the following steps.

Click the radio button next to the amendment, and then click "Review Checklist" at the top.

Doing this will open two tabs in your browser.

Applicant: ST DOMINIC SCHOOL

County: Adams

Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP

Cycle: Amendment 6

Project Number: 21-4998-NP-01-001-005X-10

The application has been approved. No more updates will be saved for the application.

Overview	Applicant Information	Program Specific	Assurance Pages	Submit	Application History	Page_Lock Control

Program Overview

Program:	Emergency Assistance for Nonpublic Schools (EANS)
Purpose:	Under the Governor's Emergency Education Relief II (GEER II) Fund, the Department awards grants to Governors for the purpose of higher education (IHEs) and other education-related entities with emergency relief funds to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on the nation. States must provide equitable services to students and teachers in nonpublic schools as required under Section 313 of the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act of 2021.
Funding:	Funds will be made available to pay for covered services and purchases for eligible nonpublic schools.
Program Type:	Federal Grant
Legislation:	Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Sections 18001, 18003, 18005 – 18008
	Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA 313)
Due Date:	March 21, 2021, and sooner if possible
Eligible Reimbursement Period:	March 13, 2020 - September 30, 2023 as long as requirements are met.
Required Reports:	Documentation of expenditures or obligation requests will be required for services/reimbursement.

If the only thing that opens on your computer is this picture, then your browser is blocking popups. Please unblock the popups for this page.

This picture shows how to do so for Google Chrome by clicking the little symbol in the top right of the screen.

Pop-ups blocked:

•

○ Always allow pop-ups and redirects from https://

○ Continue blocking

Manage   Done

eGMS - Grants Application

Applicant: ST DOMINIC SCHOOL   **County:** Adams   **Review Checklist:** District Admin

Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP

Cycle: Amendment 6

Project Number: 21-4998-NP-01-001-005X-10

SESSION TIMEOUT 59:42

Printer-Friendly

Review Checklist		Quality Assurance

Review Checklist for EANS System

General Comments, if applicable:

1. Applicant Information page is appropriately
   - Yes
   - ☑ Check to add comment

2. Eligibility page is appropriately completed.
   - Yes
   - ☑ Check to add comment

3. Equitable Services page is appropriately c
   - Yes
   - ☑ Check to add comment

4. On the Budget Description page, appropri
   - Yes
   - ☑ Check to add comment

5. On the Budget Description page, all proposed expenditures are appropriate and allowable.
   - Yes
   - ☑ Check to add comment

If you have popups unblocked, this tab should open in your browser along with another tab with the pages already shown in this guide.

EANS applications are reviewed two times with each submission. Therefore, this page has two sub tabs.

The "Review Checklist" contains any needed corrections or comments for the first level review of your application.

The "Quality Assurance" tab contains any needed corrections or comments from the second level review of your application.**

Please follow the steps in the previous pages to unlock the application and make any needed changes on the Budget Description page before resubmitting.

**EANS II and EANS RG only have one page that has the comments from both reviewers.

Illinois State
Board of Education

eGMS – Grants Application

SESSION
TIMEOUT   59:13

EGMS HOME | ISBE HOME | LOGOUT

District Name: RCDT: County: Adams

Application Select   Instructio

Click to view LEA Dashboard
Select an application from the list(s) below and press one of the following buttons:

| Open Application | Create Amendment | Delete Application/Amendment | Review Checklist | Print All |
| | | | | Review Checklist Print All |

	Application / Amendment	Original Submit Date	Status	Status Date	Consult
2020-2021					
○	21-4998-NP Amendment 6	06-22-2022	Final Approved	07-06-2022	☐
○	21-4998-NP Amendment 5	01-13-2022	Final Approved	01-19-2022	☐
○	21-4998-NP Amendment 4	12-01-2021	Final Approved	12-21-2021	☐
○	21-4998-NP Amendment 3	11-03-2021	Final Approved	11-08-2021	☐
○	21-4998-NP Amendment 2	10-21-2021	Final Approved	10-26-2021	☐
○	21-4998-NP Amendment 1	09-09-2021	Final Approved	09-21-2021	☐
○	21-4998-NP Original Application	03-19-2021	Final Approved	03-30-2021	☐

Once the status of the application is "Final Approved," the school can begin submitting invoices for payment to its local or ROE or West 40, depending on who they will be working with.

The next pages will explain how to submit invoices.

How to submit an invoice

Before submitting an invoice, please review the following:

1. Once you have been approved for a good or service on your application, you will need to find a vendor that will provide said good or service. Please let the vendor know that they will **not** receive payment until your school has received the good or service and provided you with an invoice. ISBE cannot pay in advance for services or goods. If the vendor is unwilling to agree to this, a different vendor will have to be selected.

2. When your school receives the service or good, the company must send the invoice directly to your school. You will then use the links on the right to submit the invoice to West 40. **Please note that you must submit only invoices.** West 40 cannot process payment from pro-forma invoices, purchase orders, sales orders, sales confirmations, contracts, statements, etc. The document must be created by the vendor, marked as an "Invoice," and include an invoice number and date.

3. You may only upload one invoice per submission. Please do not scan multiple invoices as one document. Each invoice requires its own submission form.

4. Please double check the category/Function/Object Codes that the expense is approved in on your grant and make sure that matches what you enter on the submission form.

5. Expenses must be specifically listed on your approved grant application/amendment.

6. If you create an amendment to include a new expense, you must wait until the amendment is approved before submitting to West 40. Do NOT submit any requests until you receive the approval email from ISBE.

7. If any items have been submitted and paid already, you cannot move those items/fund amounts to another category/Function/Object Code or delete it entirely from your application. You will be required to put it back.

8. Effective immediately, West 40 will no longer accept quotes for EANS I. (Quotes are already not accepted for EANS II.) If the expense is included in an approved EANS I budget, and you have funds available in the category/Function/Object (i.e., you have not spent the dollars on something else), move forward with your order and submit the invoice to West 40 to process payment.

EANS I Invoice Submission Link

EANS II Invoice Submission Link

EANS RG Invoice Submission Link

Illinois
State Board of
Education

Equity ● Quality ● Collaboration ● Community

EANS I Submission Form to West40

Emergency Assistance to Nonpublic Schools (EANS) I Grant from ISBE, serviced by West40

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

Email *

Your email

School Name *

Choose ▾

RCDTS Code *

Please enter your 15 digit RCDTS Code with dashes in the given format: ##-###-###X-##-0000

Your answer

School Contact Name *

For any clarifications,

Before going further, you will need to be logged into a Google email account. If you do not have one, you will need to create one before proceeding to the next page.

EANS I Submission Form to West40

Emergency Assistance to Nonpublic Schools (EANS) I Grant from ISBE, serviced by West40

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

Email *

Your email

School Name *

Choose ▾

RCDTS Code *

Please enter your 15 digit RCDTS Code with dashes in the given format: ##-###-###X-##-0000

Your answer

School Contact Name *
For any clarifications.

Please fill out the requested information on the first page. The only information you may not know is your school's RCDTS Code.

You can find your school's RCDTS Code in the top left of the grant application on the line labeled "Project Number." Look for the number following the letters "NP-." Add "-0000" to the end of this number.

See below for an example.

*For EANS II, there is a dropdown list to select your school's RCDTS Code.

Applicant:

Application: 2020-2021 Governors Emergency Education Relief II Fund - No - NP
Cycle: Amendment 6

Project Number: 21-4998-NP-01-001-987X-99

RCDTS = 01-001-987X-99-0000

The application has been approved. No more updates will be saved

| Overview | Applicant Information |

EANS Code Information

Choose the Category/Function/Object Code of what you are submitting.

Category *

Choose ▾

Function Code *

Choose ▾

Object Code *

Choose ▾

Back   Next   Clear form

Keep in mind that you may only submit one invoice at a time. In addition, please do not submit the same invoice twice.

Select the category, Function Code, and Object Code that matches what is approved on your grant.

If your invoice has multiple goods or services that fall under multiple Function/Object Codes, select only one Function Code and enter your submission.

For example, if your invoice includes cleaning supplies (Category 1, Function 2540, Object 400) and a floor scrubber (Category 6, Function 2540, Object 500), then choose one set of codes to submit your invoice. However, please mark or highlight on the invoice itself the different category, Function Code, and Object Code.

Submission Information

$ Amount of your Submission *

Please format with no $ sign or comma: XXXX.XX

2456.35

Brief Description of your Submission *

6 HP Computers

Back   Next   Clear form

Please enter the total amount of your submission.

In the description box, put the name of the company along with the description and quantity. For example, "Apple – MacBook (6)."

What are you submitting? *

◉ Invoice WITHOUT a West40 Purchase Order Number

◯ Invoice WITH a West40 generated Purchase Order Number

◯ Timesheet

Back   Next   Clear form

There are three options on this page:

Invoice WITHOUT a West 40 Purchase Order Number
Use this option for almost all invoices.

Invoice WITH a West 40 generated Purchase Order Number
Use this option if West 40 has provided you a PO Number to submit with your invoice.

Timesheet
Use this option for staff who are hired as independent contractors.

Documentation Upload

Attach ONE Invoice or Timesheet per submission.

Attach Documentation *

Attachment needs to be in .pdf format. A single file may combine a single Invoice with other necessary information if required (i.e. Invoice and Contract).

⬆ Add file

Keep in mind the following when uploading a document:

- We must have an invoice to process a payment. Do not send pro-forma invoices, purchase orders, sales orders, sales confirmations, statements, etc. for payment.

- The system will only accept PDFs. If you are unable to attach a document, double check that the file type is PDF.

- Double check that you are only uploading one invoice per submission.

- Make sure the items are listed and approved on your grant application in IWAS before submitting.

Do you have a technology inventory spreadsheet with serial numbers to upload? *

🔴 Yes

⚪ No

Technology Inventory Spreadsheet

Attach your technology inventory with serial numbers in a spreadsheet format (NOT a .pdf file).

⬆ Add file

If you answer "Yes" to this question, you will see the second box appear. It requests that you upload a Technology Inventory Spreadsheet.

Please be advised that all goods provided under EANS remain the property of the state of Illinois. As such, we must have a catalogue of all items that are received by each school.

Therefore, we require you to fill out and attach the Technology Inventory Spreadsheet for any technology purchases that have a serial number, no matter the cost.

Please use one of the templates below and include it with your submission or email it to EANS@west40.org as soon as possible:

Technology Inventory Template #1

Technology Inventory Template #2

Technology Inventory Template #3

Do you have New Employee Forms or a new Vendor W-9 to upload? *

○ Yes

◉ No

New Employee Forms are for staff hired as independent contractors or through a third-party vendor.

At this point, we do not need W-9s for most companies unless it is for a smaller unfamiliar vendor.

If your answer is "No," clicking "Next" at the bottom will finalize your submission, and you will get a confirmation email.

If your answer is "Yes", clicking "Next" will prompt you to upload the required forms. After uploading, clicking "Next" will finalize the submission, and you will get a confirmation email.

Training, PD, and Other Hired Services

The following "one time" services do not need to go through the hiring/contracting process described on the following two pages. Instead, the school may submit an invoice for these if it has been approved in the school's grant:

1. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases.

2. Training and professional development on redeveloping instructional plans for remote or hybrid learning or to address learning loss.

3. Training and professional development for initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.

4. Improvements to ventilation systems, including windows or portable air purification systems approved in the school's grant.

5. Technology installations approved in the school's grant.

If a vendor is providing services to a school on a regular basis (daily, weekly, monthly, quarterly, etc.), they are subject to the contracting requirements explained on the next two pages. Some examples include but are not limited to:

1. Tutors

2. SEL support staff

3. Nurses

4. Consultants

If you are unsure if your request is subject to contracting requirements, please contact ROEISC@isbe.net with your school's name, RCDT code, and the nature of your request **before** the work is started. ISBE cannot pay for regular, continued services to a school without following the contracting process on the following pages.

Independent Staff

If you would like to contract with an individual for services using West 40, you can find all the required forms and instructions in the [West 40 Hiring Folder](#).

The first document you should review is titled "[Step-by-Step West 40 EANS Hiring Process](#)." This document explains all of the steps to complete.

You will also find all of the needed forms in this folder that are mentioned in the Step-by-Step guidance document.

Third-Party Staff

Requirements

1. In cooperation with the third-party vendor, fill out the [Employee Verification Form](#) for each staff member who will be providing services to the school. The additional documentation requested (I-9, Mandated Reporter Form, etc.,) can be found in the [West 40 Hiring Folder](#). Once complete, the school administrator must sign the form and maintain these files to be made available upon request.

2. Please ensure your vendor provides you with an invoice containing the following: staff member's name, position title, dates worked, hours or days worked, rate of pay, any vendor fees, and the total invoice amount. Note that multiple staff can be listed on the same invoice within the same time period.

If the days, hours, and times are not listed on the invoice, then an additional time sheet can be attached. You can use your own time sheet or use [West 40's Template](#).

Submission Process

1. Use the EANS I or EANS II submission form.

2. Upload the vendor provided invoice. Please note that invoices can be submitted as often as needed.

3. ***First Submission Only*** The last question asks for employer forms or W-9s. Here is where you upload the following documents scanned together as one PDF:
   a. Employee verification form for each staff member listed on the invoice. Do not submit the files listed on this form (e.g., I-9, background check, mandated reporter form, etc.)
   b. The contract between the school and vendor noting the total amount to be paid for the fiscal year. Note the contract must end by June 30, 2023.
   c. Vendor's W-9 form if not already on file.

Office Hours

If you have any questions, please consider joining our EANS Office Hours held at 4 p.m. every Wednesday. You can join by using this Zoom link:

https://us02web.zoom.us/j/87220883200?pwd=VkFkWkI1OE9zdjl6QXNvc05LZE9zQT09