

**SUMMIT EDUCATIONAL SERVICE CENTER
EMERGENCY ASSISTANCE TO NONPUBLIC SCHOOLS (EANS)**

REQUEST FOR REIMBURSEMENT OF EXPENDITURES

School Name: _____ School IRN: _____

Street Address: _____

City: _____ Zip Code: _____

Phone Number: _____

I hereby certify that the expenditures for which I am requesting reimbursement, meet the allowable uses as specified in the EANS grant guidance.

Authorized Signature: _____ Date: _____

Allowable EANS Services and Assistance (EANS Categories):

1. Supplies to sanitize, disinfect, and clean school facilities
2. Personal Protective Equipment (PPE)
3. Physical barriers to facilitate social distancing
4. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
5. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
6. Educational technology
7. Leasing sites or spaces to ensure social distancing
8. Reasonable transportation costs

EANS Category #	Brief Description of EANS Eligibility	Amount

See additional instructions on next page

**SUMMIT EDUCATIONAL SERVICE CENTER
EMERGENCY ASSISTANCE TO NONPUBLIC SCHOOLS (EANS)**

REQUEST FOR REIMBURSEMENT OF EXPENDITURES

ADDITIONAL INSTRUCTIONS:

The school must submit a Request for Reimbursement of Expenditures Form, Receipt of Goods/Service Form, invoice, and copy of the cashed check with each request.

Request for reimbursement and supporting documentation must be submitted to Tara Glenny, Administrative Services Director's Secretary at TaraG@SummitESC.org

Upon receipt, the Summit ESC will remit the expenditure to the Ohio Department of Education (ODE) for reimbursement. As indicated by ODE, the approval process for EANS reimbursements will take between 10 to 30 days. Upon reimbursement of funds from ODE, the Summit ESC will prepare reimbursement to your school.

If you have questions or need assistance with this process, please contact Tara Glenny at TaraG@SummitESC.org.

RESOURCES: <https://www.summitesc.org/EANS.aspx>