Oklahoma State Department of Education
Janet Barresi
State Superintendent of Public Instruction

Expediting the School Improvement Claims Process in the Grants Management System Projects 515, 519, and 537

School Support/School Improvement Grants Management System Contacts

- **Gina Scroggins – Executive Director of School Support/School Improvement**

- **Amanda Drew- Grants Consultant**
  Phone: (405) 522-3713
  Email: amanda.drew@sde.ok.gov

- **Amber Polach- School Improvement Grant (SIG) Turnaround Director**
  Phone: (405) 522-3253
  Email: amber.polach@sde.ok.gov

- **Sarrah Burleson- Claims Auditor**
  Phone: (405) 522-0140
  Email: sarrah.burleson@sde.ok.gov

Claims Processes

How Claims are Received

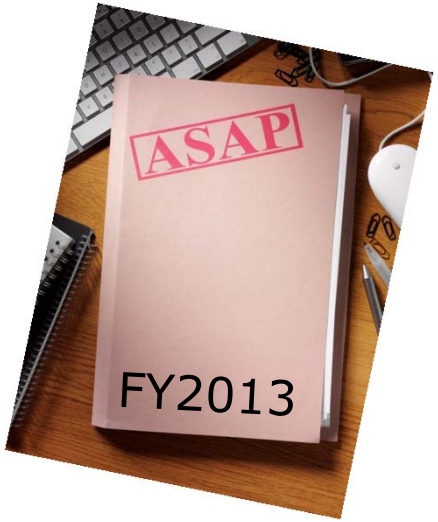
- Summary Expenditure Reports (SER/Claims) are submitted through the Grants Management System.

- Summary Expenditure Reports are audited in the chronological order in which they are received.

Claims Processes

What the Claims Auditors Look for

- Verifying that the uploaded expenditure report matches the Summary Expenditure Report (SER) that was created in the Grants Management System.



Claims Processes

Correct Fiscal Year

SUMMARY EXPENDITURE REPORT

CODE: 88 I098

COUNTY DISTRICT

County: Smiley

District : Happykids

Project

No: 515

Name:

Amount of Approved (budgeted) Project

148,999.00

Fund: 11

FY 2013

Fiscal Year

Signature_____ Date: ___/___/____

(Chief Excutive Officer/Authorized Representitive

Reporting Period 07/01/2012-07/31/2012

Beginning Approved (budgeted) Balance 148,999.00

Claims Processes

Correct Project Number

SUMMARY EXPENDITURE REPORT

CODE: 88 I098

COUNTY DISTRICT

District : Happykids

Fund: 11

FY 2013

Fiscal Year

Budgeted

148,999.00

County: Sm

Project

No: 515

Name:

Amount of Approved (budgeted) Project

Signature_____ Date: ___/___/____

(Chief Excutive Officer/Authorized Representitive

Reporting Period 07/01/2012-07/31/2012 Beginning Approved (budgeted) Balance 148,999.00

Claims Processes

Reporting Periods that are not duplicated and do not overlap or leave gaps.

- Please ensure that the reporting period is the same for the uploaded expenditure report as the SER created on GMS.

SUMMARY EXPENDITURE REPORT

CODE: 88 COUNTY 1098 DISTRICT

FY 2013

County: Smiley

District : Happykids

Project No: 515

Name:

Amount of Approved (budgeted) Project

Fiscal Year Budgeted 148,999.00

Signature_____ Date: ___/___/____

(Chief Excutive Officer/Authorized Representitive

Reporting Period 07/01/2012-07/31/2012

Beginning Approved (budgeted) Balance 148,999.00

Claims Processes

Signature and Date

SUMMARY EXPENDITURE REPORT

CODE: 88 I098

COUNTY DISTRICT

Fund: 11

County: Smiley

District : Happykids

FY 2013

Fiscal Year

Project

No: 515

Name:

Amount of Approved (budgeted) Project

Budgeted

148,999.00

Signature_____ Date: ___/___/____

(Chief Excutive Officer/Authorized Representitive

Reporting Period 07/01/2012-07/31/2012

Beginning Approved (budgeted) Balance 148,999.00

Claims Processes

Correct Function / Object Codes

- Function and Object Codes that are on the uploaded expenditure report are the same as the SER.

Reporting Period 07/01/2012-07/31/2012

Beginning Approved (budgeted) Balance 148,999.00

Function Description	Object Description	Function Code	Object Code	Amount Paid
Instruction	Pers Svc-Salaries	1000	100	6,232.20
Instruction	Pers Svc-Empl Bfts	1000	200	596.00
Instruction	Materials and Supplies	1000	600	1,002.80
Indirect Cost	Other Uses of Funds	5400	900	965.00
			pages)	8,787.00
		ENDING APPROVED BALANCE		140,212.00

Claims Processes

Correct Expenditure Amounts

- Expenditure amounts that are on the uploaded expenditure report are the same as the SER.

Reporting Period 07/01/2012-07/31/2012 Beginning Approved (budgeted) Balance 148,999.00

Function Description	Object Description	Function Code	Object Code	Amount Paid
Instruction	Pers Svc-Salaries	1000	100	6,232.20
Instruction	Pers Svc-Empl Bfts	1000	200	596.00
Instruction	Materials and Supplies	1000	600	1,002.80
Indirect Cost	Other Uses of Funds	5400	900	965.00
			Total (of all pages)	8,787.00
			ENDING APPROVED BALANCE	140,212.00

Claims Processes

Programmatic Planning

- Are items claimed supported by the approved application?

1000	600	Itemize & Describe Projected Purchases for Supplemental Instruction Materials for Reading , Language Arts, and/or Math	
		5 Smartboards for classroom use $2,000.00 each	$10,000.00
		4 Dell computers for student use in the classroom @ $800.00 each	$3,200.00

Purchase No	Order Date	--------Warrant------- No	Date	Function Object	---------Vendor---------- Name	Amount Paid
999333	07/01/2009	1267	07/15/2009	1000 - 600	VIDEO REALITY	2,000.00
999334	07/01/2009	1269	07/15/2009	1000 - 600	DELL, COMPUTERS	1,500.00

Claims Processes

Correct Personnel

- Are the personnel on the claim listed in the approved application and personnel page?

Function	Object	Expenditure Description and Itemization					
1000	100	Name	Job Code	Subject Code	Title I Grade Level	Title I FTE	Title I Salary
1000	100	Hera Yourname	210		K-2	.50	$16,175.00
1000	100	Therisa Brightspot	210		2	.50	$16,175.00

Purchase No	Order Date	--------Warrant------- No	Date	Function Object	---------Vendor---------- Name	Amount Paid
12366	07/01/2009	1267	07/15/2009	1000 -100	Hera Yourname	1,347.92
12366	07/01/2009	1269	07/15/2009	1000 -100	Therisa Brightspot	1,347.92

Claims Processes

- Are the items claimed in alignment with project guidelines?
- Are items/amounts claimed reasonable and necessary?

Claims Processes

Supporting Documentation

- All supporting documentation must be uploaded and attached to the Summary Expenditure Report on the Grants Management System.

- Files must be uploaded as a .pdf
  - 3 Megabyte limit for each file.
  - May upload multiple files as necessary.

- Name the files appropriately.
  - No special characters. Ex. @#$%

Claims Processes

Supporting Documentation

- When revising an expenditure report, please include “Revised” in the file name for any files that have been added.

Claims Processes

Supporting Documentation

- Documentation should be complete and organized to follow the order in which the expenditures appear on the claim.

Claims Processes

Supporting Documentation

- Invoice and Receipt Documentation:
  - ✓ Clear and legible.
  - ✓ Indicate what items are being claimed and how much is being claimed, if different than the amount of the invoice/receipt.

Claims Processes

What the Claims Auditors Look for

- On mass invoices, or receipts, if only some of the items on the invoice are being claimed, identify them. (Please remember, do not use highlighter on claims.)

Claims Processes

Supporting Documentation

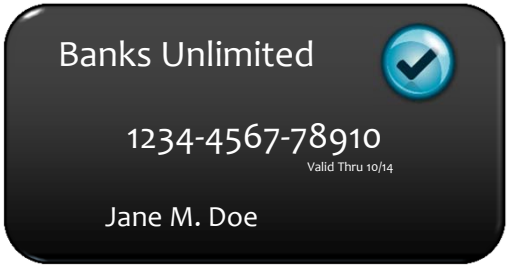
- Copies of the travel claims for individuals being reimbursed for travel.

- Sign-in sheets for stipends that include the date and name of the training, as well as the purchase order number.
  - ✓ Please remember that stipends for teachers must be for time spent on Professional Development outside of contract hours.

Claims Processes

Credit Cards/Vendors

- No credit card vendors will be paid on claims. If a credit card was used to pay for expenditures, please list each vendor's name on the claim (i.e., Visa/Doubletree Hotels).



**** School Laws of Oklahoma, Section 98, subsection E, (70-5-135) and Section 644, subsection B, (62-310.8). See also Oklahoma Administrative Code (OAC) 25-5-2 and 70-5.135.*

Claims Processes

Important!

Helpful Suggestions and Reminders

- Please make sure that the district reconciles their claims periodically.
- Reconciliation should include:
  - ✓All SERs on the Grants Management System have been submitted to the OSDE.
  - ✓There are no SERs in Returned for Changes status.

Year At A Glance

Beginning of the Fiscal Year

Last day for budget revisions to be submitted to OSDE for the current fiscal year

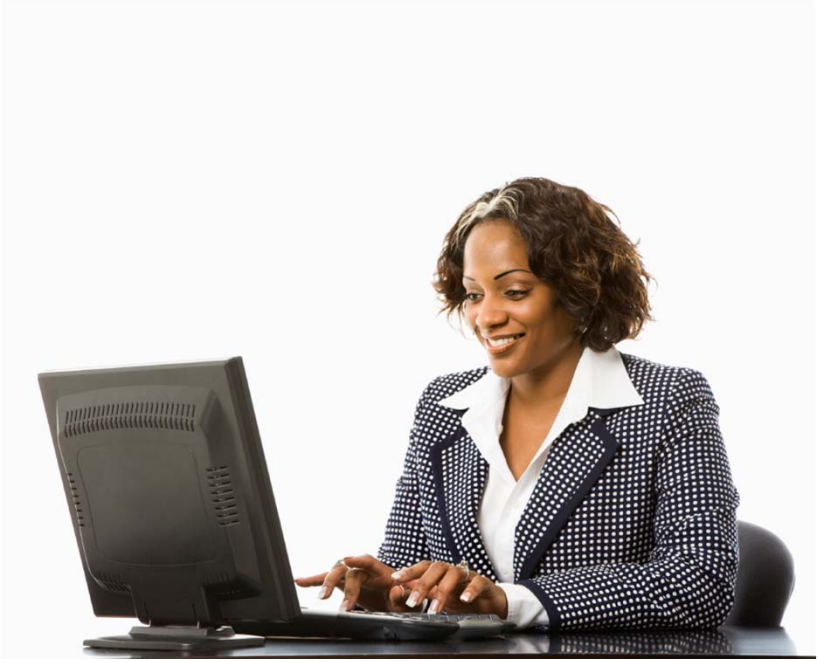
Last date of dispersal in fiscal year 2013

Please note: Applications must be in final approved status to submit claims for Projects 515, 519, and 537.

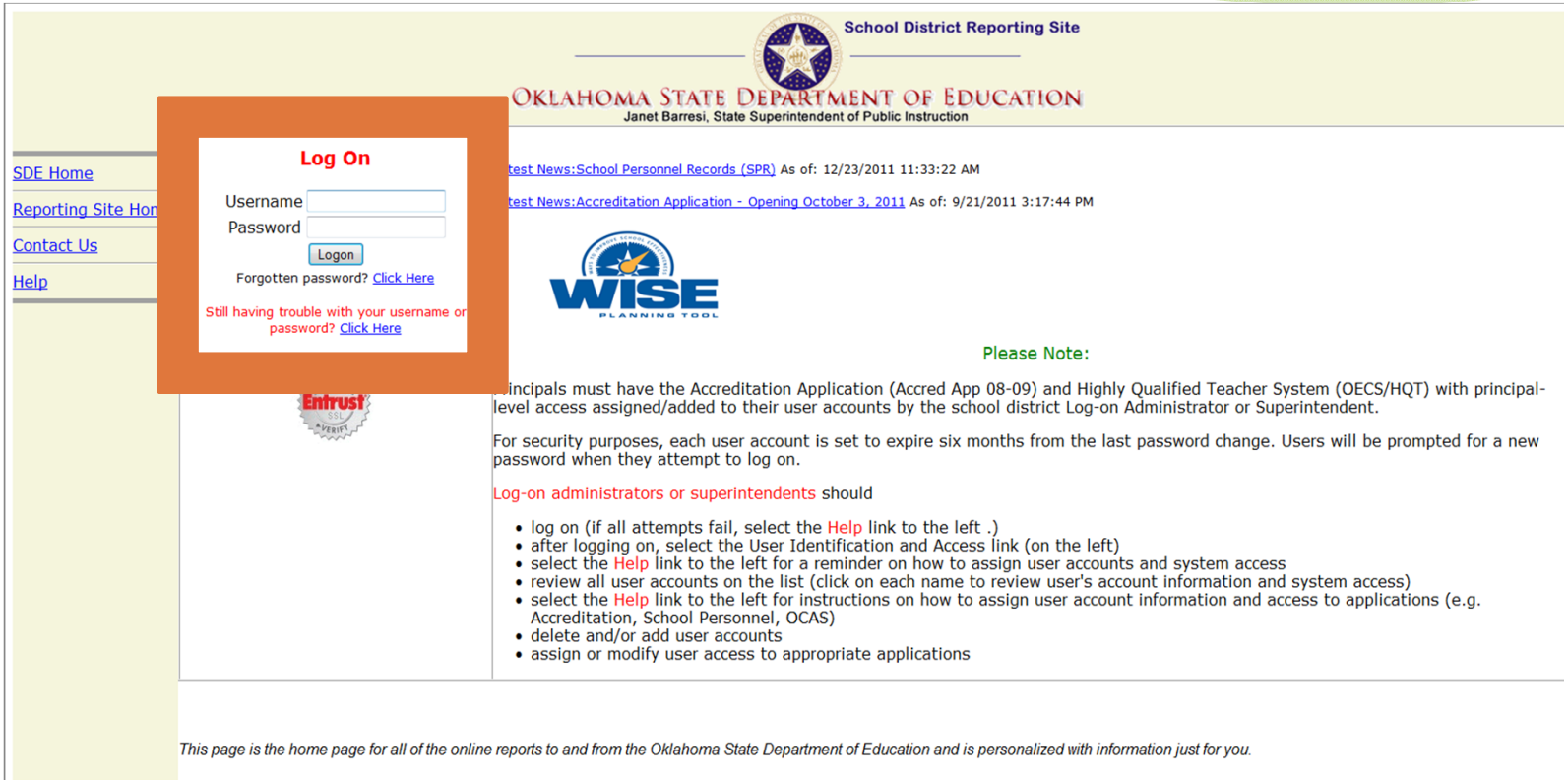
Claims to be paid in this fiscal year must be submitted, in payable form, by this date

Last day to submit fiscal year 2013 claims

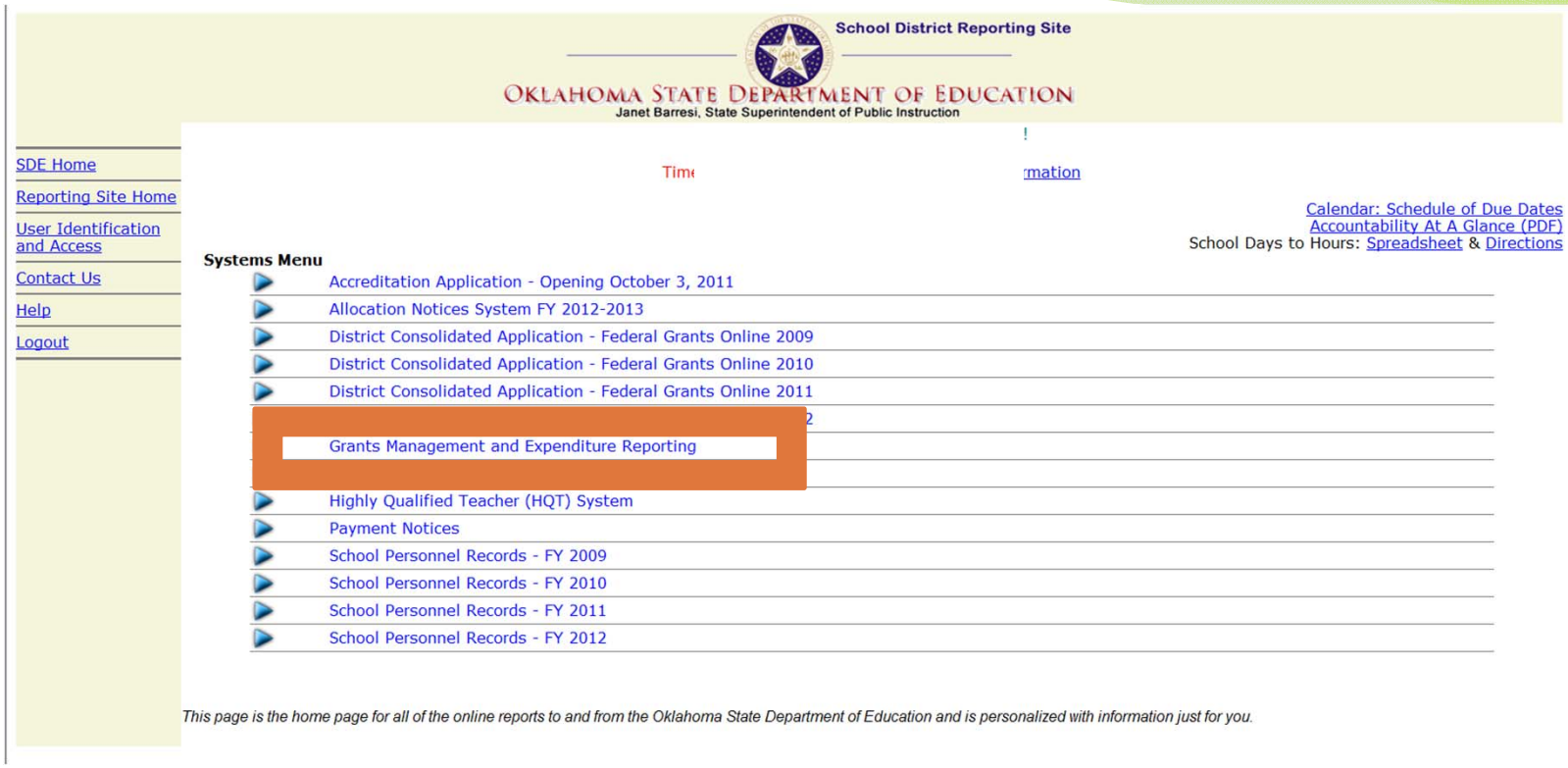
Claims Process



1. Log in to the School District Reporting Site

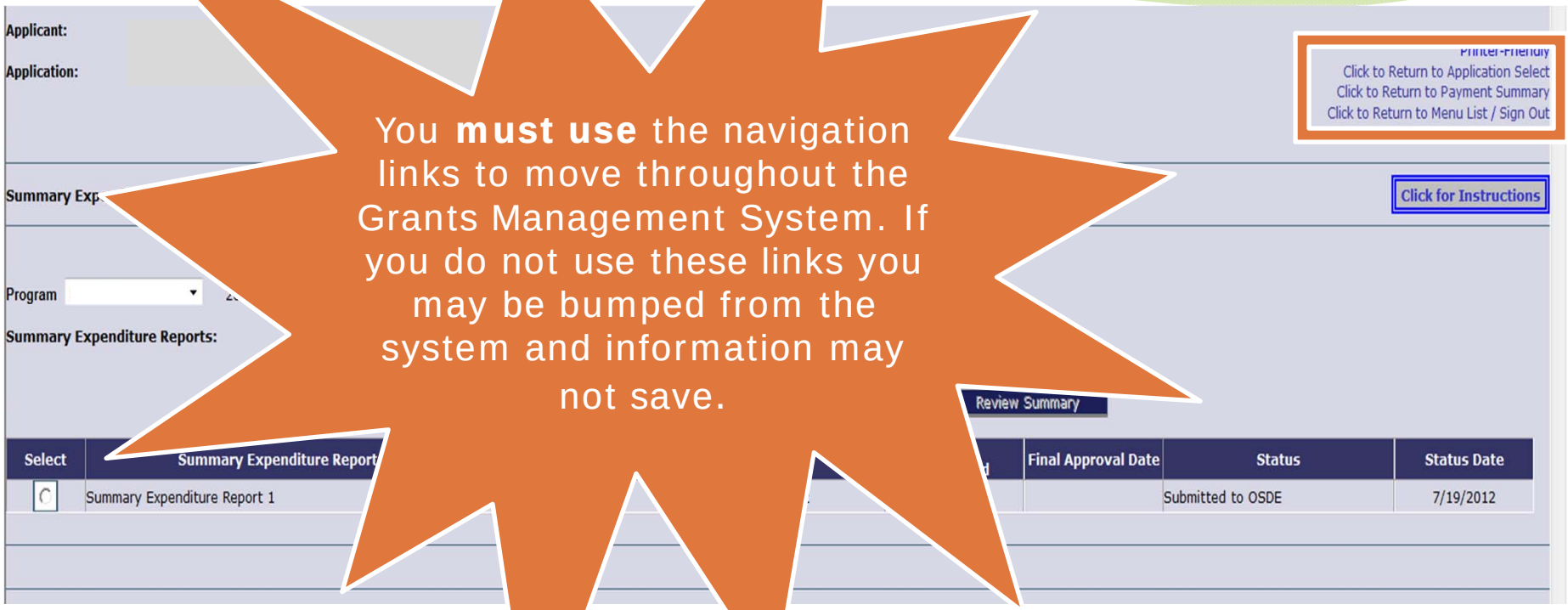


2. Click Grants Management and Expenditure Reporting



Important to remember!

You **must use** the navigation links to move throughout the Grants Management System. If you do not use these links you may be bumped from the system and information may not save.



3. Click on the project you would like to enter.

Applicant Administrative functions
- Administrative Web Pages
- Reports

Competitive Grants
- 21st Century
- 21st Century Funded Projects Only
- Title X-C - Homeless

Ed-Jobs
- Ed-Jobs
- Ed Jobs REAC3H COACHES

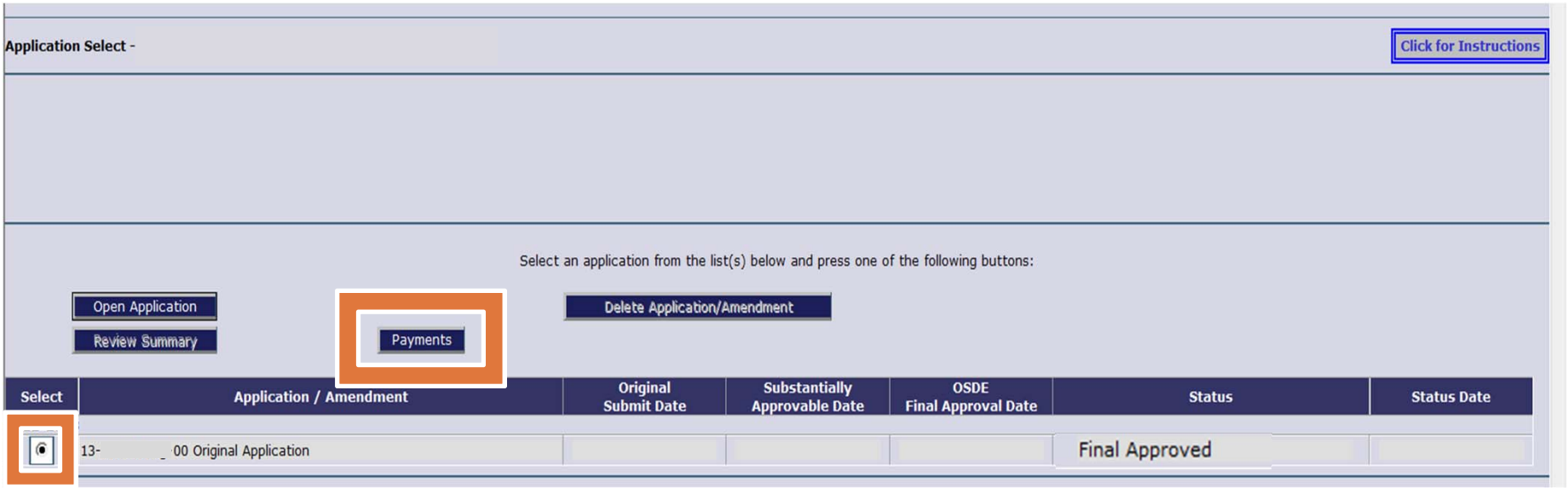
IDEA
- Assurances
- IDEA Consolidated Application
- LEA Agreement

NCLB
- Consolidated Workbook
- Federal Assurances
- School Improvement 1003(a) - Project 515
- Title I Comparability
- Title I-A - Excess Funds - 9-30 Report
- Title I-A - Neglected
- Title I-C - Migrant
- Title I-D - Delinquent
- Title III - Immigrant
- Title III - Limited English Proficiency
- Consolidated Application (I-A, II-A, VI, CAC)

School Improvement (SIG) Competitive
- ARRA - SIG-1003(g) - Project 537
- SIG 1003(g) - Project 519

ARRA Expenditure Reporting
- ARRA - NCLB Title I-A
- ARRA - Special Education IDEA
- ARRA - Title I-A - Neglected
- ARRA - Title I-D - Delinquent
- ARRA - Title II-D - Ed Tech
- ARRA - Title X-C - Homeless
- ARRA SFSF-Stabilization Funds

4. Once you are in the proper project click the most recent application/amendment and then click payments.



5. After clicking payments you will be taken to the Expenditure/Payment Summary screen. To access claims click View Summary Expenditure/Documentation of Expense Reports.

Application:

Printer-Friendly
Click to Return to Application Select
Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Expenditure / Payment Summary

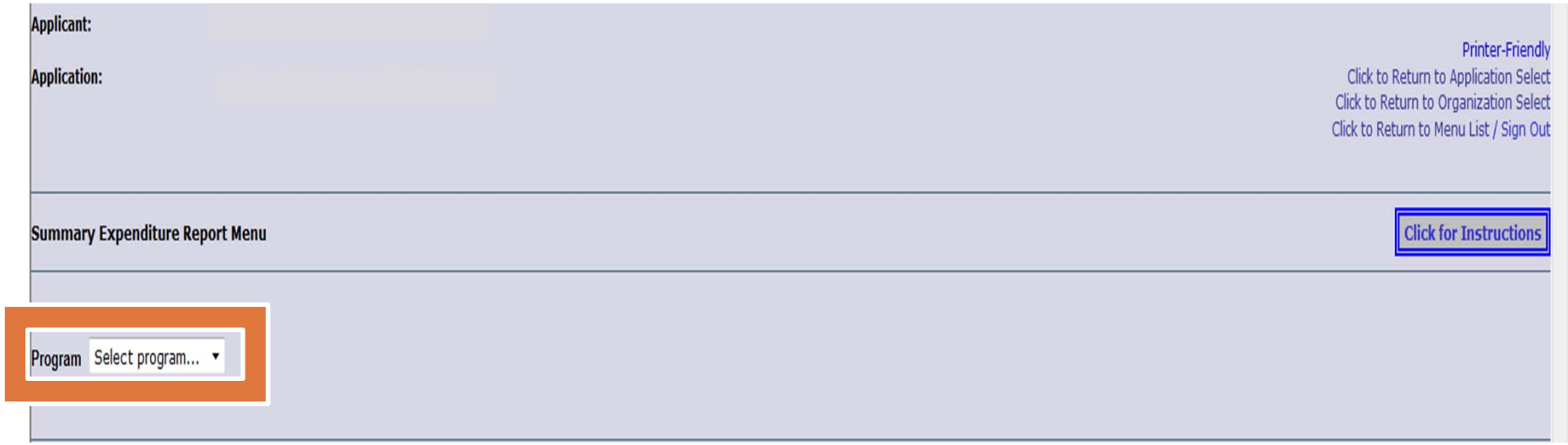
Click for Instructions

View Summary Expenditure / Documentation of Expense Reports

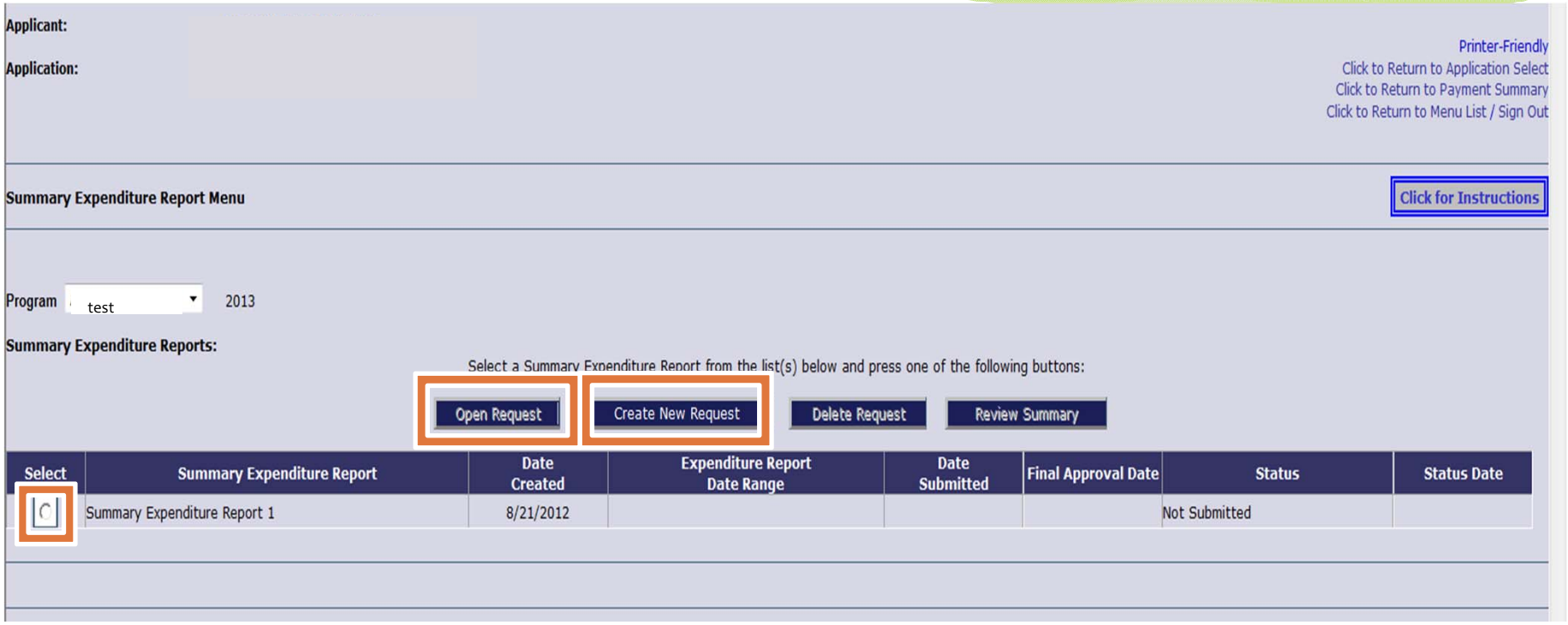
FY2012 Expenditure/Payment Summary as of 8/21/2012

Current Grant Year Allocation	$7,851,858.25
FY11 Unexpended Balance	($257,302.56)
(+/-) Consortiums	$0.00
(+/-) Transfers	$0.00
Total Funds to be Budgeted at Beginning of FY2012	$7,594,555.69
Approved Budget	$7,594,555.69
Pending Expenditure Reports	
Auto-Scheduled	$0.00
Approved Summary Expenditure Reports	$0.00
Total	$0.00
Completed Expenditure Reports	
Auto-Scheduled	$0.00
Summary Expenditure Reports	$4,848,434.97
Total	$4,848,434.97
Remaining Balance of Expenditure Reports / Claims	
Auto-Scheduled	$0.00
Summary Expenditure Reports	$2,746,120.72
Released or Carried Over to next year	$3,055,818.00
Total	($309,697.28)
Final PER Status	

6. From the drop down list select the proper program.



7. Click create new request to begin a new SER. To open an existing request, click the appropriate radio button and then click open request.



8. Select the proper function/object codes, site numbers, enter a description, and then enter the amount. Preform this for as many rows as needed. After you have entered all expenditure lines necessary click Calculate Totals, enter the date range, and then click Save Page.

Click on the "Create Additional Entries" button to enter additional information.

Description of Object Codes and Function Codes

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Summary Expenditure Report is submitted to the SEA.

Function Code	Object Code	Site	vity Description	Expenditure Description	Final Approved Budget	Previously Requested	Expenditure Amount	Delete Row
1000	100	0000	ruction / Salaries	0000	$100		40.41	
							$40.41	
				5400 / 900 Indirect Costs Approved Rate 0.0000 % Derived Rate 0		00	$0.00	
						al	$40.41	

Function/ object and site

Description

Amount

NOTE: Data displayed on this page was effective as of 7/19/2012

Calculate Totals

Helpful tip:
After entering expenditures click calculate totals and then save page. If you hit save page after uploading the PDF and there is an error you will have to upload the PDF again.

Payment Tracking Number

Expenditures from 08/01/2012 to 08/31/2012 Enter as MM/DD/YYYY

RECAP

Grant Award (Allocation)	$1,000,000.00
Approved Budget	$1,000,100.00
Amount Paid To Date	$0.00
Expenses To Date	$0.00
Balance Due LEA	$0.00
Funds on Hand	$0.00

Attach supporting PDF Browse...
(Summary and Detailed Expenditure Reports are required)

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were granted.

Save Page Certify/Submit

9. After entering all information regarding the claim, the district will need to upload the claim the district creates from their vendor system.

Summary Expenditure Report 1 Instructions

This is a mandatory requirement. No physical, faxed, or e-mailed claims will be accepted.

Click on the "Create Additional Entries" button to enter additional information.

Description of Object Codes and Function Codes

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Summary Expenditure Report is submitted to the SEA.

Function Code	Object Code	Site	Activity Description	Expenditure Description	Final Approved Budget	Previously Requested	Expenditure Amount	Delete Row
1000	100	0000	Instruction / Salaries	0000	$100.00	$0.00	40.41	
						Sub-Total	$40.41	
				5400 / 900 Indirect Costs Approved Rate 0.0000 % Derived Rate 0.0000 %	$0.00	$0.00	$0.00	
						Total	$40.41	

NOTE: Data displayed on this page was effective as of 7/19/2012

Payment Tracking Number 072-I0011307001

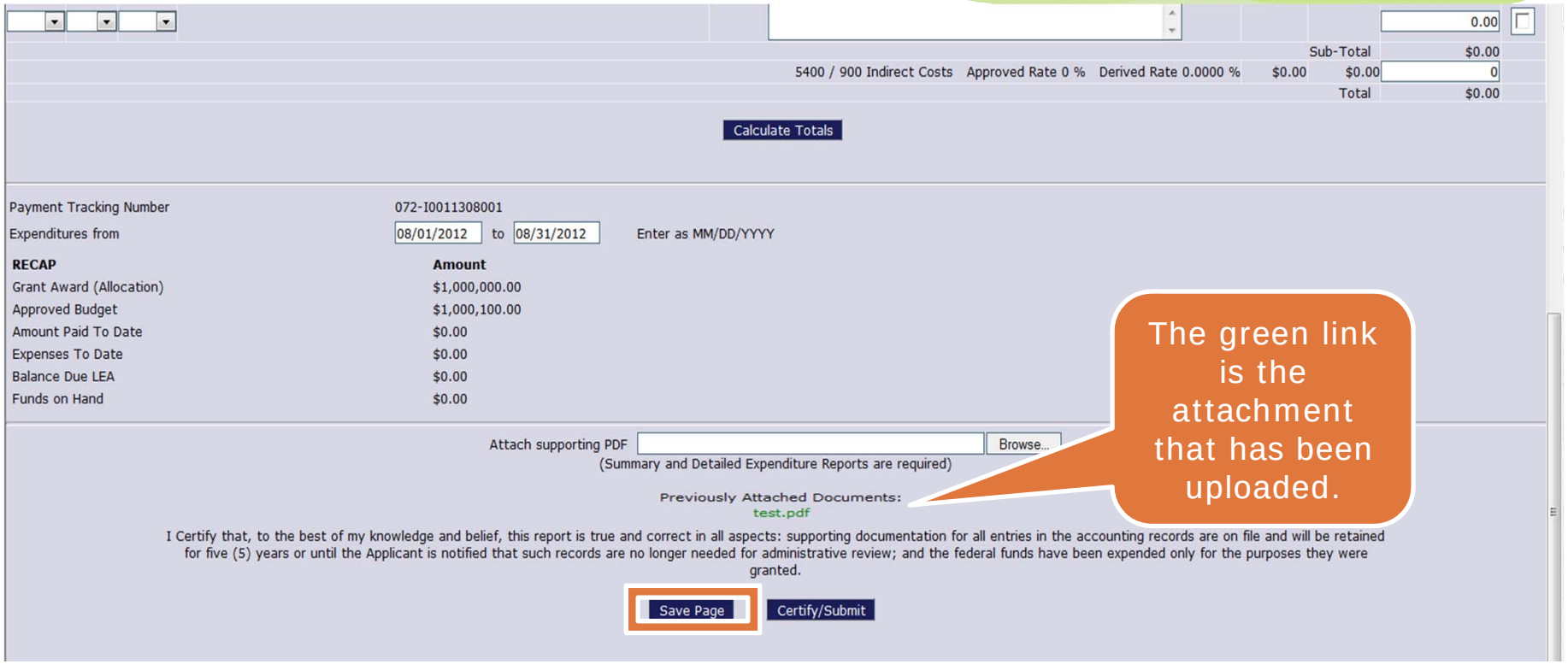
Expenditures from 7/1/2012 to 7/3/2012 Enter as MM/DD/YYYY

RECAP	Amount
Grant Award (Allocation)	$1,000,000.00
Approved Budget	$1,000,100.00
Amount Paid To Date	$0.00
Expenses To Date	$0.00
Balance Due LEA	$0.00
Funds on Hand	$0.

Attach supporting PDF [ ] Browse...

(Summary and Detailed Expenditure Reports are required)

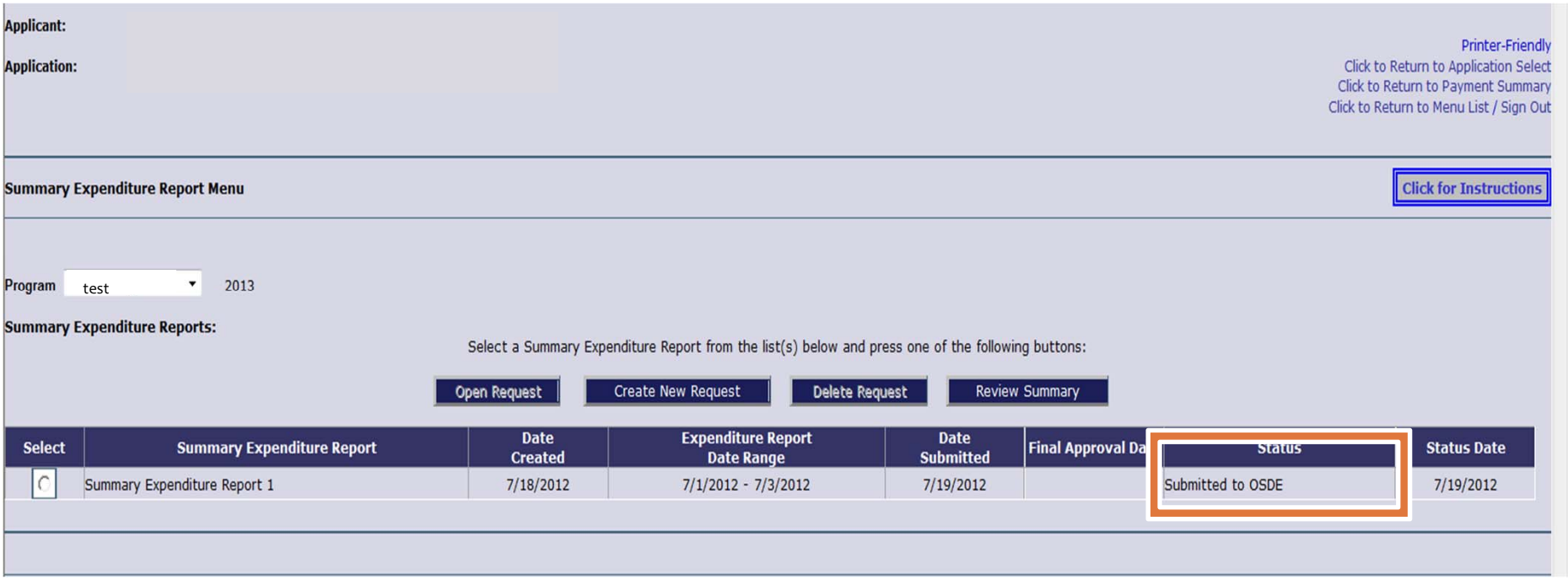
10. Click save page. After this step is completed the superintendent/authorized representative should log in and certify the claim.



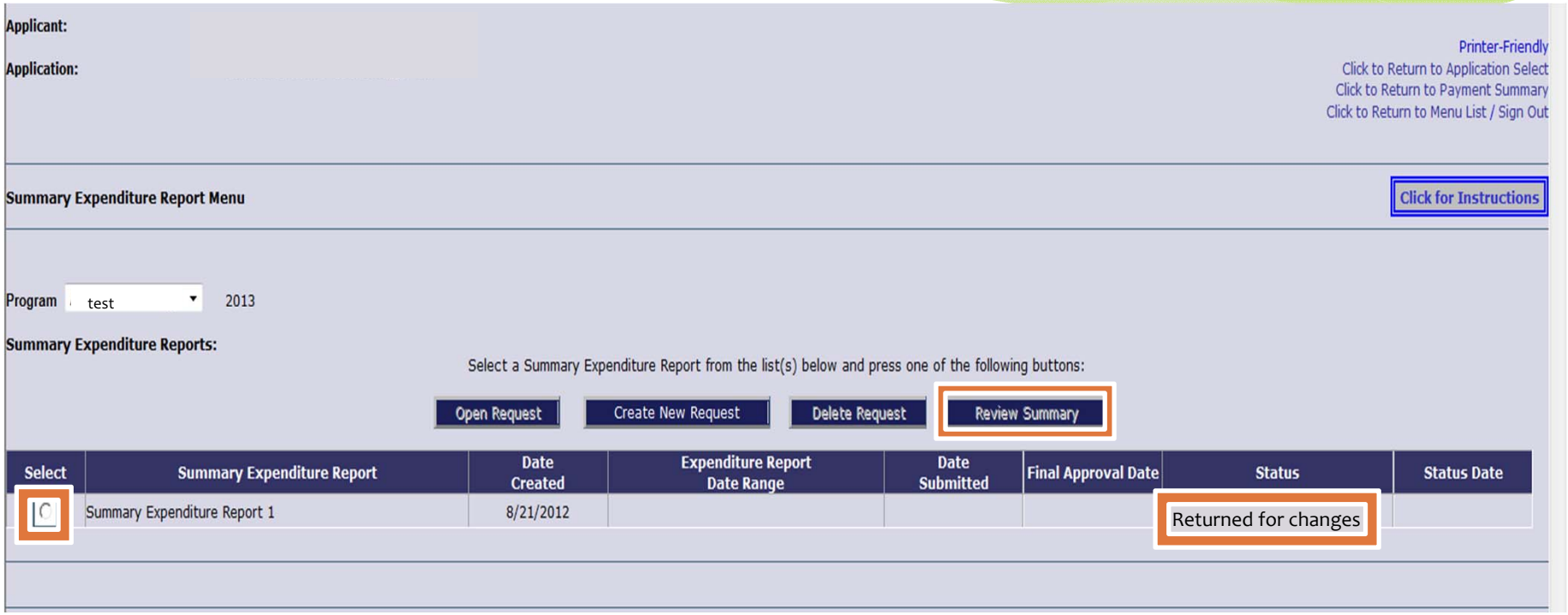
11. To make sure that the claim has been submitted to OSDE, look at the status column. It should say “Submitted to OSDE”.

Other statuses may include:

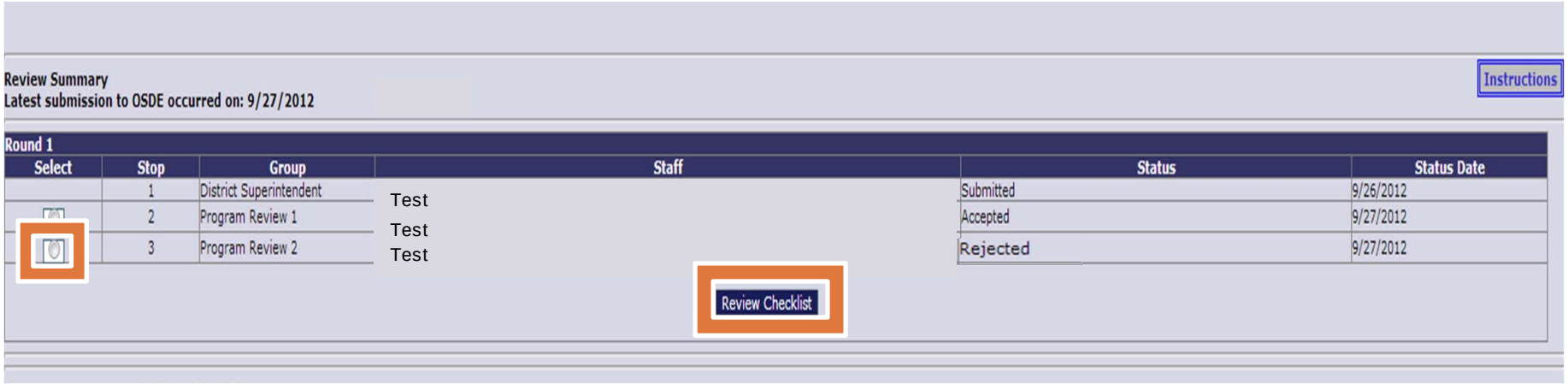
- Returned for Changes
- Approved
- Not Submitted



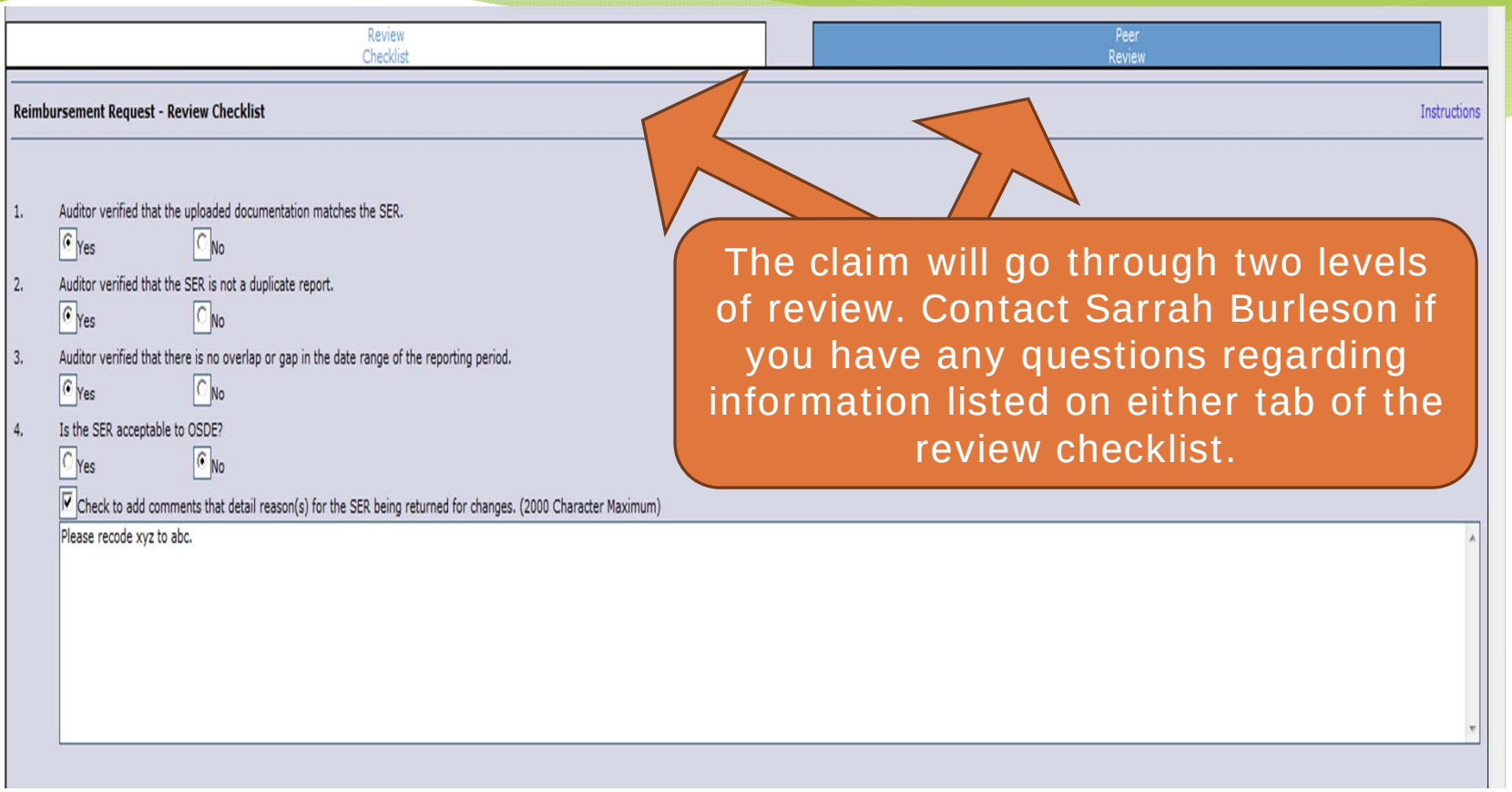
12. If the status of a Summary Expenditure Report is Returned for Changes, click the radio button corresponding to the SER that has been returned and then click the Review Summary button.



13. Click the level of review that has the status Returned for Changes then click Review Checklist. The Review Checklist will pop up in a new window. The checklist will have information about what must be changed/corrected before you can resubmit the SER.

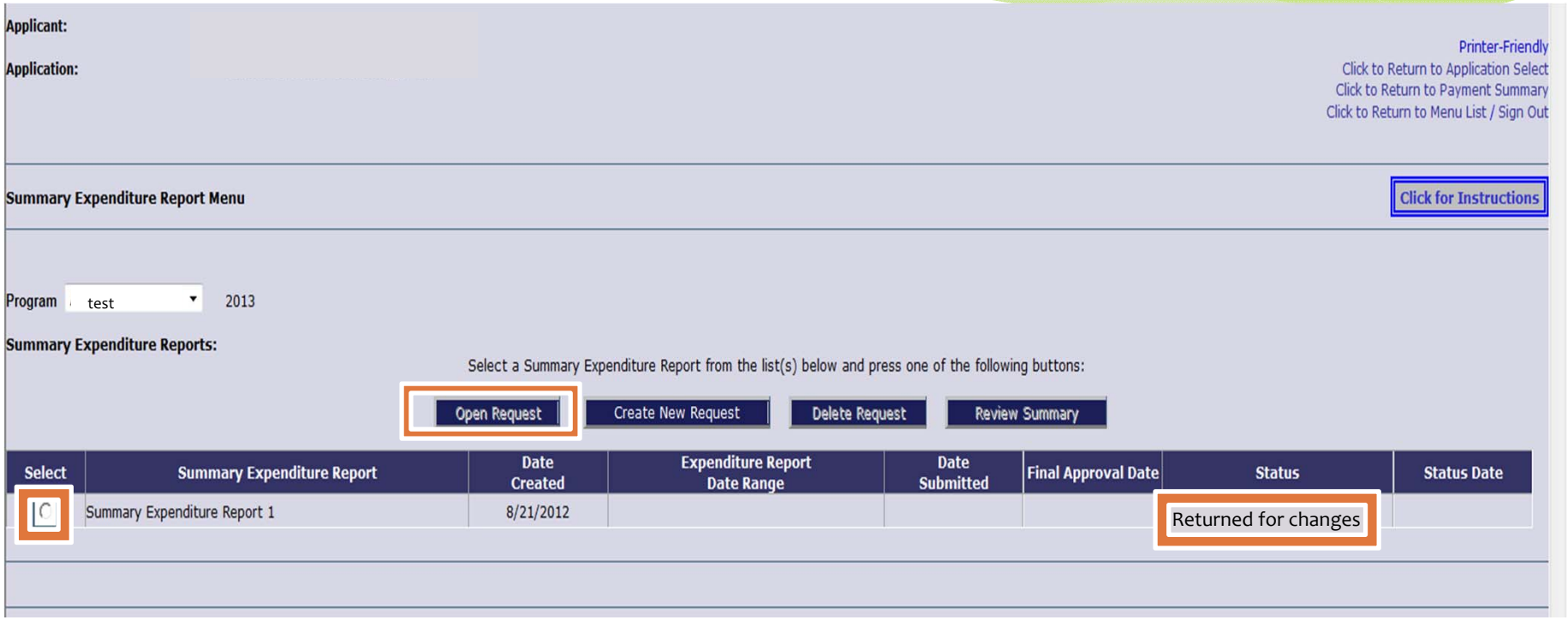


14. Review Checklist



The claim will go through two levels of review. Contact Sarrah Burleson if you have any questions regarding information listed on either tab of the review checklist.

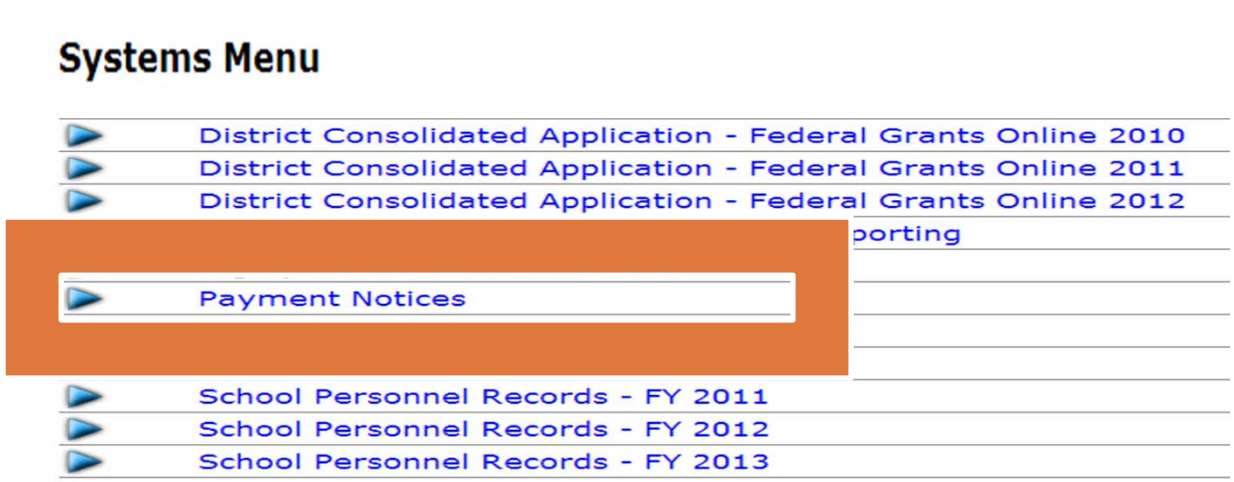
15. After reviewing the Review Checklist, go back to the Summary Expenditure Report Menu, click the appropriate radio button that then click Open Request.



16. After completing all necessary revisions click Calculate Totals, Save Page, attach revised PDF (if necessary), and then click Save Page again. Then the authorized representative should log in and certify the claim.

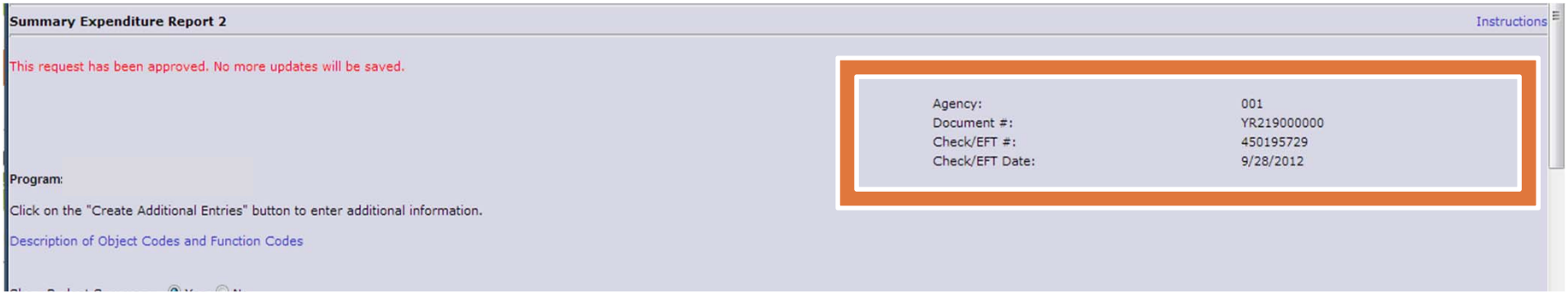
How to verify you have received a payment.

1. Payments notices will continue to be posted on the School District Reporting Site



How to verify you have received a payment.

2. Payment information is listed at the top of each summary expenditure report.



Claims Submission

* The School Improvement team will allow for Project 515 claims to be submitted per the following information:
  * Districts may submit claims covering multiple months for July 2012 - December 2012
  * Starting with the January claim, districts will need to follow monthly submission guidelines for Project 515.

For more information please visit the School Support/School Improvement claims checklist and due dates are posted on the School Support/School Improvement Website:

http://ok.gov/sde/school-improvement

Important Reminders!

- GMS
  - Save work frequently!
    - Session timeout is set to **60 minutes**.
  - Errors/warnings will display in red at the top of the page upon attempting to save.
    - If no message displays, the save was successful.
- OSDE
  - Please make sure that the date range on the GMS SER matches the date range on the claim that is uploaded.
  - Claims should be submitted monthly
    - If there are no expenditures for a month the district will need to create a zero claim.

Claims and Technical Support Contact

If you need assistance regarding:

- ✓ Claims
- ✓ Technical support regarding the Grants Management System

Please contact Sarrah Burleson at (405) 522-0140 or sarrah.burleson@sde.ok.gov

Links and Websites

Oklahoma State Department of Education
http://ok.gov/sde/

School District Reporting Site
https://apps.sde.ok.gov/security/Login.asp

United States Department of Education
http://www.ed.gov/

Questions

Contact Information

- If you have any questions regarding **Project 515** applications or Project 515, 519, and 537 allocations, please contact **Amanda Drew**.

  Phone: (405) 522-3713

  Email: amanda.drew@sde.ok.gov

- If you have any questions regarding **Project 519 or 537** applications, please contact **Amber Polach**.

  Phone: (405) 522-3253

  Email: amber.polach@sde.ok.gov

- If you have any question regarding **Project 515, 519 or 537** claims, please contact **Sarrah Burleson**.

  Phone: (405) 522-0140

  Email: sarrah.burleson@sde.ok.gov

Please note: The School Support/School Improvement claims checklist and due dates are posted on the School Support/School Improvement Website: http://ok.gov/sde/school-improvement