

OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

*Office of Federal Programs
Claims Processes*

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Federal Programs

Title I, Part A	Project 511
Title I, Part A-Neglected	Project 518
Title I, Part C-Migrant	Project 521
Title I, Part D Subpart 1-Delinquent Agency	Project 531
Title I, Part D Subpart 2–Delinquent Local	Project 532
Title II, Part A-Improving Teacher Quality	Project 541
Title II, Part A-School Support Videoconference	Project 543
Title III, Part A-Limited English Proficient (LEP)	Project 572
Title III, Part A-Immigrant	Project 571
Title VI, Part B-REAP Flex Authority	Project 586
Title VI, Subpart 2-Rural and Low Income Schools	Project 587
Title II, Part B-Math and Science Partnership	Project 542 & 544
Title X-McKinney Vento Homeless Education Grant	Project 596
“New” Schoolwide Consolidation of Federal Funds –	Project 785

Agenda

This presentation will help give an overview of the Grants Management System, how to expedite the Federal Programs claims processes and other helpful information.

- **Single Sign On/Accessing GMS**
- **Claims Audit Processes**
- **Creating/Editing/Viewing Expenditure Reports**
- **Claims/Closeout Requirements**
- **Expenditure Reporting Due Dates**
- **Helpful Hints/Suggestions/Reminders**
- **Websites/Links/Contact Information**
- **Fiscal Year at a Glance 2016**

- Home / Applications
- Your Account
- About This Site
- Links And Docs
- Sign Out

Home / Applications

Applications

These are your current applications

 [Accreditation/HQT/School Improvement](#)
SDE Administrator

 [Allocation Notices System](#)
SDE Administrator



 [Grants Management and Expenditure Reporting](#)
SDE Administrator

 [Highly Qualified 2011/2012 \(SDE Only\)](#)
SDE View Only

 [Highly Qualified 2012/2013 \(SDE Only\)](#)
SDE View Only

 [Highly Qualified FY 2010/2011](#)
SDE View Only

 [Payment Notices](#)



Sign Out

u List

Instruction

You have been granted access to the forms below by your Security Administrator

Applicant Administrative functions

- [Administrative Web Pages](#)
- [Payment Administration](#)
- [Reports](#)

Consolidated Plan



- [Assurances](#)
- [Comprehensive District Academic Plan](#)
- [Schoolwide/School Improvement Plan](#)
- [Targeted Assistance](#)

Competitive Grants

- [21st Century](#)
- [21st Century Funded Projects Only](#)
- [21st Century Special Projects](#)
- [Math-Science Partnership](#)
- [Math-Science Partnership - Project 544](#)
- [Title X-C - Homeless](#)

IDEA

- [High Needs Tier 1](#)
- [High Needs Tier 2](#)
- [IDEA Consolidated Application](#)
- [LEA Agreement](#)

NCLB

- [Agency - Neglected And Delinquent - Project 531](#)
- [Federal Assurances](#)
- [Title I Comparability](#)
- [Title I-A - Neglected](#)
- [Title I-C - Migrant](#)
- [Title I-D - Delinquent](#)



- [Consolidated Application \(I-A, II-A, III-A, VI, CAC\)](#)
- [Video Conferencing - Proj 543](#)

School Support

- [ARRA - SIG-1003\(g\) - Project 537](#)

**Please remember!
Closeouts MUST be
submitted and approved
before starting your new
fiscal year application.**



Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Applicant: 40-I002 SPIRO

Application Select - NCLB Consolidated

[Click for Instructions](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#)

[Review Summary](#)

[Payments](#)

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
15-2016						
<input checked="" type="radio"/>	16-ConsolidatedApp-00 Amendment 2	03-28-2016		03-28-2016	Final Approved	03-28-2016
<input type="radio"/>	16-ConsolidatedApp-00 Amendment 1	09-24-2015		11-23-2015	Final Approved	11-23-2015
<input type="radio"/>	16-ConsolidatedApp-00 Original Application	09-09-2015	09-14-2015	09-16-2015	Final Approved	09-16-2015
14-2015						
<input type="radio"/>	15-ConsolidatedApp-00 Amendment 2	03-12-2015		03-12-2015	Final Approved	03-12-2015
<input type="radio"/>	15-ConsolidatedApp-00 Amendment 1	02-20-2015		03-12-2015	Final Approved	03-12-2015
<input type="radio"/>	15-ConsolidatedApp-00 Original Application	10-01-2014	12-03-2014	12-04-2014	Final Approved	12-04-2014
13-2014						
<input type="radio"/>	14-ConsolidatedApp-00 Original Application	08-27-2013	09-03-2013	11-12-2013	Final Approved	11-12-2013
12-2013						
<input type="radio"/>	13-ConsolidatedApp-00 Amendment 1	04-16-2013		04-26-2013	Final Approved	04-26-2013
<input type="radio"/>	13-ConsolidatedApp-00 Original Application	09-24-2012	12-19-2012	12-20-2012	Final Approved	12-20-2012

Audit Process

The claims audit process is done on a line-item basis. We review expenditures to verify accurate coding, availability of funds, personnel, dates and all documentation.

All submitted expenditure reports claimed must be in PAYABLE FORM and align with the following for reimbursement.

1. GMS claim (electronic claim)
2. Uploaded claim (in pdf. format)
3. Final approved application/or amendment
4. Federal Guidelines 
5. Oklahoma Cost Accounting System 

Claims Processes

Things to check before submitting claim are:

- Do you have the current year OCAS Manual available or downloaded? If not, please download it immediately.
- Remember- the GMS page information MUST align with the Summary page .
- Are all items claimed coded in alignment with OCAS guidelines?
- Are they allowable expenditures based on the needs assessment in the CDAP and final approved application?
- Are the expenditures claimed reasonable, necessary and allowable?
- Is your SAMS Number expiration date current? Claims cannot be approved for reimbursement with an expired SAMS Number.

Claims Processes (cont'd)

- Is the fiscal year correct and the summary page of the claim signed and dated?
- Does the reporting period have an overlap or gap? Remember reporting periods must be for complete month/or months.
- Is the project number correct?

		TITLE I, PART A, NEGLECTED		
		SUMMARY EXPENDITURE REPORT		
		CODE: 88	1098	
		COUNTY	DISTRICT	
		District: Happykids		
County: Smiley		Amount of Approved (budgeted) Project		Fund: 11
Project No: 532				FY 2016
Name: Title I, Part A, Neglected				Fiscal Year
Signature _____				Budgeted
			Date: ____/____/____	148,999.00
		(Chief Executive Officer/Authorized Representative)		
Reporting Period 07/01/17-07/31/17		Beginning Approved (budgeted) Balance		148,999.00

This statement must be included on all claims submitted by the Superintendent along with signature and date.

Page 2

T1-PART A, BASIC
SUMMARY EXPENDITURE REPORT

County: _____ CODE: _____ Fund: 11
District: _____ County District PUBLIC SCHOOLS
FY 2016
Project No: 511 Amount of Approved (budgeted) Project Fiscal Year
Name T1-PART A, BASIC Budgeted

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. I am aware that false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise 2 CFR 200 415

Signature _____ Date: / /
(Chief Executive Officer / Authorized Representative)

Reporting Period 07/01/2015 thru 07/31/2015

Beginning Approved (budgeted) Balance

Function Description	Object Description	Func Code	Object Code	Site Code	Amount Paid
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Total (of all pages) 0.00

ENDING APPROVED BALANCE

Claims Processes (cont'd)

- Are the Function and Object Codes that are on the summary page of the uploaded claim the same as on the codes entered on the GMS page?
- Are the Expenditure amounts that are on the summary page of the uploaded claim the same as the amounts entered on the GMS page?

Reporting Period 07/01/2016-07/31/16		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

NOTES: The District Level Budget page is identified by "000"

For LEA's with only one site please use the District Level Budget Page identified as "000" to budget for funds.

Site: [dropdown] [Go]

Total Allocation Available for Budgeting \$299,202.84

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	TitleIA Funds	Delete Row
1000	100	Salaries for Reading Specialist, Pre-K staff, Title I teacher's assistants, certified math tutor and summer school tutoring stipends	215000.00	[X]
1000	200	Benefits for Reading Specialist, Pre-K staff, Title I teacher's assistants, certified math tutor and summer school tutoring stipends	53000.00	[X]
2210	300	Professional Development for Literacy/ Math workshops and Great Expectations	15800.00	[X]
1000		Purchase software subscriptions for Accelerated Reader/ Accelerated Math programs and Ed Helper.com	4416.68	[X]
1000	600		5586.16	[X]
2190	600		2700.00	[X]
2190	600		2700.00	[X]
			0.00	[X]
			0.00	[X]

Reminder!

Remember – Software subscriptions (i.e. Study Island, Accelerated Reader) – use object code 653 and 530 for communications and research via internet (i.e. Encyclopedia –Dictionary)

Claims Processes (cont'd)

Please verify that the personnel claimed are listed/coded correctly on the personnel page of the approved application.

- Purchase orders must be issued prior to services rendered and claimed for reimbursement in the same fiscal year. The warrant dates must be after the purchase order date of encumbrance.
- Documentation submitted should be clear, legible, organized and follow the order and sequence of the claim expenditures. Claims not organized will cause the claim process to take much longer and delay your reimbursement.

Please check your queue for all submitted claims periodically to see if they are pending review, approved, or are in the

“Returned for Changes” status...

Claims Processes (cont'd)

- When submitting a revised expenditure report for a returned claim, please include **“Revised or Corrected” with date** in the name of the uploaded file. (e.g. Revised Claim 6.30.16)
- Also, please do not use the # key or any other special characters in the PDF file name. It will not allow us to open the claim and will have to returned for changes.
See message below for what we see when we try to open the file with special characters.

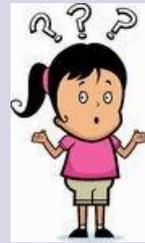
-
- **Server Error**
 - **404 - File or directory not found. The resource you are looking for might have been removed, had its name changed, or is temporarily unavailable.**

Expenditures from to Enter as MM/DD/YYYY

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$146,049.32		
Approved Budget	\$146,049.32	TitleIA	\$56,730.85
Amount Paid To Date	\$56,730.85	Total	\$56,730.85
Expenses To Date	\$0.00		
Balance Due LEA	\$0.00		
Funds on Hand	\$56,730.85		

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

- Previously Attached Documents:
- 511 APRIL CLAIM 2013.pdf
 - 511 CLAIM APRIL 2013 #2.pdf
 - 511 CLAIM APRIL 2013 #3.pdf
 - 511 CLAIM APRIL 2013 252 CORRECTION.pdf
 - 511 CLAIM APRIL 2013.pdf
 - Revised Claim documentation.pdf



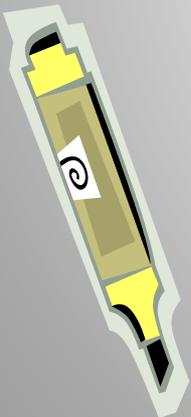
Payment Funding Details

Payment Type	Amount	Fund Stream Program	Reporting Category		
			Year	Code	Federal Aid #

Claims Processes (cont'd)

Invoice and Receipt Documentation:

- If the amount being claimed is less than the amount of the actual invoice/receipt submitted or if you are dividing the amount between projects, please indicate this on the invoice. (i.e. if the invoice is for \$300.00 - divided out = \$ 200.00 – 511 and \$100.00 – 541, 586 etc.).
- If splitting costs between projects with same Purchase order number: Double check that the Purchase order used is not claimed under one project early in year and then claimed for the other project later in the year for entire amount of the Purchase order, rather than just for the single project amount. This will cause a finding with State Auditors.



Please do not use highlighter on claims. It will appear dark or shaded and unable to be read when scanned.

Creating a Claim in GMS

SELECT the radio button next to the most recent final approved application/ or amendment.

Click **PAYMENTS** button

Click **VIEW SUMMARY EXPENDITURE** button

Select **PROGRAM** to view (via drop down box)

Click on **CREATE NEW REQUEST** button. At this time a new claim will open and you need to enter the information from your Summary Expenditure Report (SER), then enter the date range, and upload your Summary Expenditure and Detail Expenditure Report and all supporting documentation in a PDF file.

Always **SAVE PAGE** and the Superintendent will then be able to CERTIFY this claim to submit to OSDE.

Viewing Returned Claim's Checklist

SELECT the radio button next to the most recent final approved application or the most recent approved amendment.

Click PAYMENTS button

Click VIEW SUMMARY EXPENDITURE button

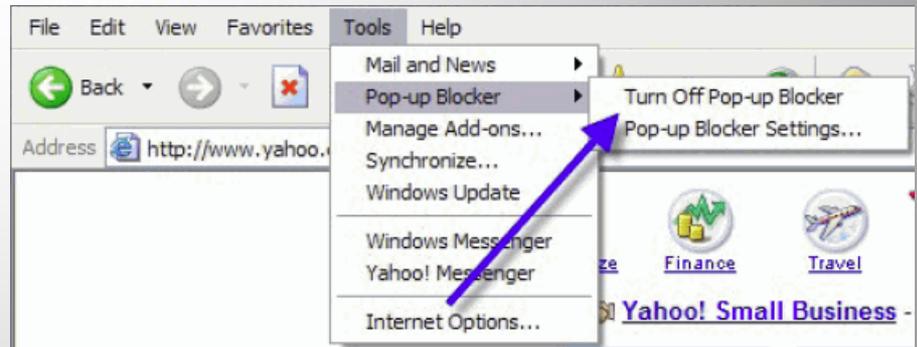
SELECT Program to view (i.e. Title I, Title II, etc.)

SELECT the radio button for the claim you wish to view (it will have the status as “Returned for Changes”)

SELECT REVIEW SUMMARY button

At this point, the checklist will open and the comments can be viewed in the pop-up box . If you are unable to view the checklist then

PLEASE CHECK AND MAKE SURE THE POP-UP BLOCKER IS TURNED OFF



Editing a Claim

SELECT the radio button beside the most recent final approved application or amendment.

Click PAYMENTS button

Click VIEW SUMMARY EXPENDITURE button

SELECT Program to view (via drop-down box)

SELECT the radio button of the “Returned for Changes” claim you wish to view

OPEN REQUEST button

At this time the claim is open to make any edits, including uploading any requested documents. Remember to always SAVE the page.

Summary Expenditure Report Menu

[Click for Instructions](#)

Program 2013

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#)

[Review Summary](#)



Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Summary Expenditure Report 7	6/1/2013	5/1/2013 - 5/31/2013	6/3/2013	6/17/2013	Approved	6/17/2013
<input type="radio"/>	Summary Expenditure Report 6	6/1/2013	4/1/2013 - 4/30/2013	6/3/2013	6/17/2013	Approved	6/17/2013
<input type="radio"/>	Summary Expenditure Report 5			6/3/2013	6/17/2013	Approved	6/17/2013
<input type="radio"/>	Summary Expenditure Report 4			6/3/2013	6/17/2013	Approved	6/17/2013
<input type="radio"/>	Summary Expenditure Report 3			6/17/2013		Returned for Changes	6/17/2013
<input type="radio"/>	Summary Expenditure Report 2			6/3/2013	6/5/2013	Approved	6/5/2013
<input type="radio"/>	Summary Expenditure Report 1			1/23/2013	1/23/2013	Approved	1/23/2013

➤ **Please simply revise your returned claims, do not delete the original claim.**

Supporting Documentation Needed

Supporting documentation is needed for any expenditures claimed and sometimes we may request additional information.

➤ Travel claims reimbursement documentation should provide the following:

- Names of allowable personnel with travel dates attended.
REMEMBER- WE CHECK PERSONNEL PAGE AGAINST SCHOOL PERSONNEL RECORDS (SPR) TO ENSURE THEY ARE ALLOWABLE FOR STIPENDS OR PROFESSIONAL DEVELOPMENT TRAVEL/EXPENSES REIMBURSEMENT.
- The agenda and any expenses related to the allowable professional development training attended. (i.e. Invoices and receipts for hotels, travel reimbursement forms, meals, materials, supplies, registrations, etc.)
- Sign-in sheets for stipends should include names of personnel, dates and name of all allowable training.

SAMS/DUNS

A current SAMS/DUNS # and certificate must be on file in order to receive your reimbursements.

- When filing claims for reimbursement always check information in the field below the date range on GMS claim. If date has expired, you must enter the new expiration date in the box located near the bottom left of the GMS page AND upload a current SAMS Entity Record with the next claim submitted.
- **Claims will be returned if this information is not current, which will result in your reimbursement being delayed.**



FYI– Renewing July 1, would ensure that the SAMS # will remain current all year.

Important
Message

- Tutors must be state certified teachers and names should be listed on personnel page and in SPR (as job code 415 and object code 192 on the claim).
- Substitutes do not have to be listed by name on the application (except for certified in SPR), but the need for them must be budgeted on application. Documentation should be submitted for the allowable professional development attended requiring the need for substitutes. (i.e. agenda, sign-in sheets).
- Remember - the need for Tutors, and Stipends must be referenced on your final approved application and backup documentation must be provided on claims. (i.e. time sheets, sign-in sheets).
- Site codes are not required at this time on claims. However, if you use have them on the GMS page it must also be on the uploaded claim.
- ❖ FYI- Any unused sick leave payments (object code is 114 & 124) cannot be charged to Federal awards as a direct cost.



Credit Cards/Vendors

Vendor names must be on the claim. District may add the credit card company name to the expenditure line (i.e., Visa/Marriott or just Marriott), but it cannot have only the credit card company name listed. (i.e. Visa, MasterCard)

✓ **HELPFUL SECURITY HINT:**

To protect the privacy of your district and/or personnel, please be sure to mark out any social security and/or credit card numbers on all documentation submitted.



Helpful Suggestions and Reminders

TO ENSURE PROMPT REIMBURSEMENT:



- We ask that monthly claims be submitted beginning with July 1st 2015 and be for complete calendar months, not just the last working day of the month. To ensure all the expenditures have been claimed, all months should be accounted for FY2016-2017. (July-May/ and June if applicable).
- **If claims are sent in for multiple months, they also must be for complete months.**
The only exception is when school year has ended. Then in May and June partial claims may be submitted for expenditures encumbered in FY2017 (i.e. 5.1.16-6.22.16 or 6.1.16-6.22.16)

SUBMITTING ONE CLAIM ANNUALLY IS NOT RECOMMENDED.

Remember- after June 30, 2016 – you will not be able to make any changes (amendments) to your application. Therefore, a claim submitted, NOT IN PAYABLE FORM will then be returned for corrections and may result in items claimed not being allowed if they were not a part of the original final approved application.

General Claim Requirements Overview

➤ Summary Page:

- Correct fiscal year
- Correct reporting period sequence
- Function/object codes match current approved budget
- Expenditures for function/object code categories do not exceed limits
- Indirect Cost can only be claimed based on the direct costs expended
- Signed and dated by authorized personnel

➤ Detailed Page:

- Expenditures must align with allowances and be described in the current approved application.
- Payments made with credit cards must have each vendor name listed
- Salaries must be claimed at the same rate each reporting period and reflect the portion of salary budgeted.
- Personnel paid with federal funds should have appropriate federal code entered on the School Personnel Records and be listed on the personnel page of the budget.
- Purchase order dates and warrants should be within correct fiscal year.
- Purchase orders must be issued prior to services rendered.

➤ Documentation: (invoices, purchase orders, conference/workshop travel agendas, receipts, sign-in sheets for stipends, timesheets for tutors, etc.)

- If needed, we may also ask for any other backup documentation needed to support the expenditures claimed.

Reminder

There should be NO REVISIONS made to the FY2017 applications after June 30, 2017. Expenditures that are not reflected in the application after this date will need to be removed from the claim and will not be reimbursed.

To ensure districts receive payment by the end of the fiscal year (June 30) and be recorded as FY2017 revenue, districts must upload their claim for reimbursement by June 1, 2017.

Final FY2017 claims for reimbursement must be uploaded in the Grants Management System on or before August 1, 2017, after that it is considered to be a late claim.

The Oklahoma Administrative Code does not contemplate or allow for late claim submissions. There is no guarantee that any claim uploaded in the Grants Management System after August 1, 2017 will be paid.

Additional Information to Help Expedite Your Claim

- Applications and budgets must be approved or preapproved prior to submitting claims for reimbursement.
- It is recommended, but not required that a claim be submitted for each monthly reporting period by the established due date. LEAs are no longer required to submit “zero claims.” However, to ensure all the expenditures have been claimed, all months should be accounted for FY2017.
- Instructional materials require invoices detailing items that were purchased
- Travel expenditures for professional development require a copy of the travel claim, which includes the name and date of allowable training, mileage, receipts (i.e. lodging, airfare, meals), and agendas for professional development and must adhere to local board of education policy (receipts must be itemized—cannot be credit card receipts).
- Stipends for professional development activities must adhere to local board of education policy and require names of allowable personnel, agendas or attendance records and must list the name of workshop/training.
- The SAM entity record expiration date must be current in order to receive reimbursement. If expired, a copy of the new SAM entity record must then be uploaded with the next claim submitted.

Function/object codes 5400, 2330, 2540 & 5500 may not exceed the budgeted amount. 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.

FY2017 Expenditure Report Due Dates

Reporting Period



July 1 - July 31, 2016	October 18, 2016
August 1 - August 31, 2016	October 18, 2016
September 1 - September 30, 2016	October 18, 2016
October 1 - October 31, 2016	November 15, 2016
November 1 - November 30, 2016	December 13, 2016
December 1 - December 31, 2016	January 24, 2017
January 1 - January 31, 2017	February 21, 2017
February 1 - February 28, 2017	March 21, 2017
March 1 - March 31, 2017	April 18, 2017
April 1 - April 30, 2017	May 16, 2017
May 1 - May 31, 2017	June 13, 2017
June 1 - June 30, 2017	August 1, 2017

Understanding Your Payment Notice Information

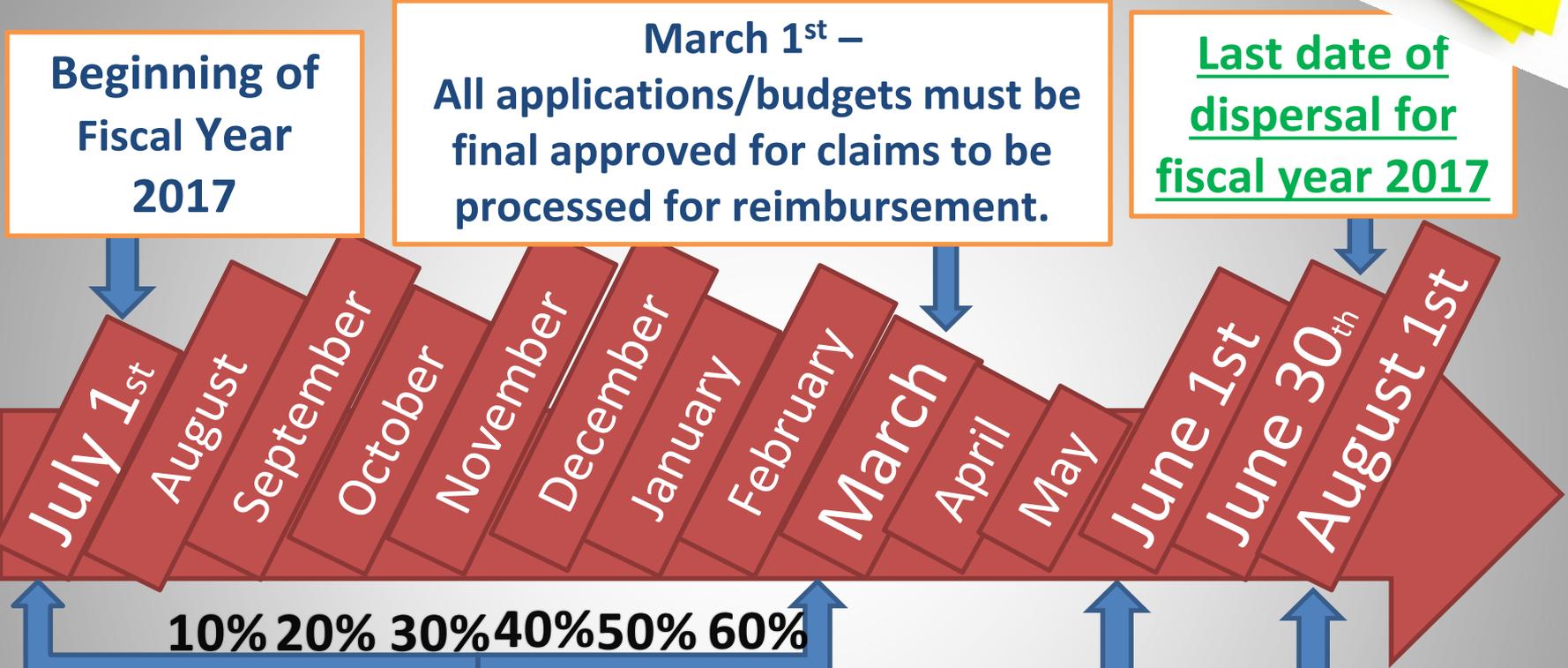


It is important to remember the following when viewing your payment notice.

- If you transferred funds from one project to another, the payment notice will reflect the project origin of the allocated funds.
- The amounts claimed will be deducted and posted in the correct projects.

For questions concerning the payment notices, please contact Fiscal Services at (405)-521-3349

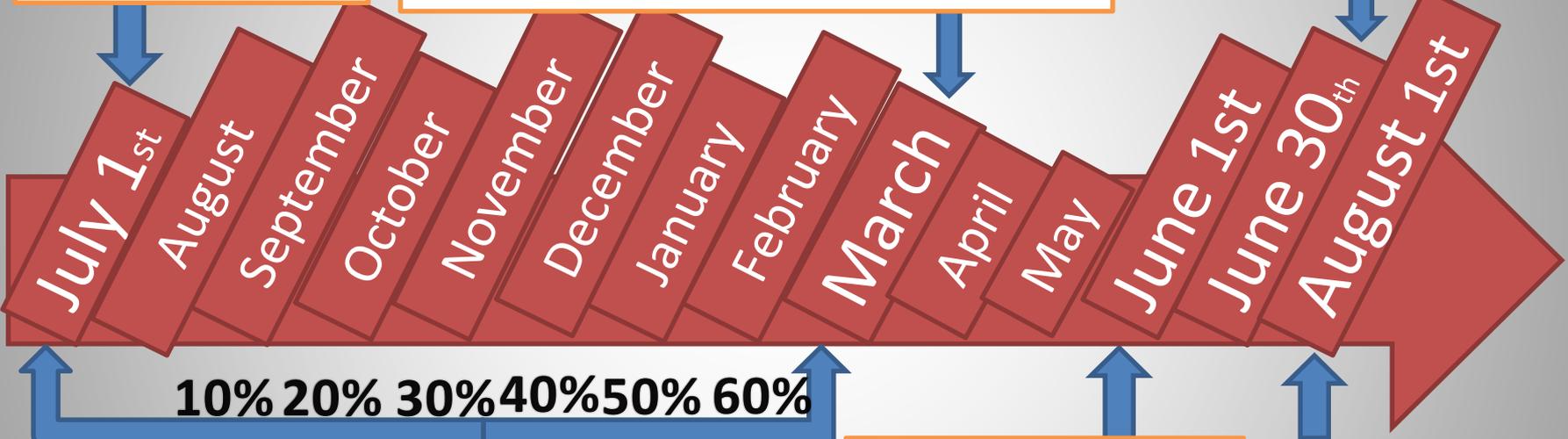
Fiscal Year At A Glance



**Beginning of
Fiscal Year
2017**

**March 1st –
All applications/budgets must be
final approved for claims to be
processed for reimbursement.**

**Last date of
dispersal for
fiscal year 2017**



During these months, the districts can only claim a percentage of the allocation amount on a preapproved application / budget. Salaries cannot be claimed until personnel is validated through SPR.

**Last day to submit
2017 claims in
order to receive
reimbursement
paid by June 30th**

**Last day to
submit fiscal
year 2017
claims to not be
considered as
LATE claims.**

Links and Websites

Oklahoma State Department of Education

<http://ok.gov/sde/>

Single Sign On

<https://sdeweb01.sde.ok.gov/SSO2>

United States Department of Education

<http://www.ed.gov/>

Contact Information



Office of Federal Programs
(405)521-2846