



## Reimbursement Requests

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### OF INTEREST TO

The Office of Early Learning (OEL, the Office), Early Learning Coalitions (ELCs), and other direct subrecipients of OEL implementing federal and state early learning programs, such as School Readiness (SR), Voluntary Prekindergarten Education (VPK) Programs, and Outreach, Awareness, and Monitoring Initiative (OAMI) Services.

### AUTHORITY

[Sections 1001.213](#), [1002.71\(5\)\(b\)](#), and [1002.89 \(1\)\(2\)\(3\)](#), Florida Statutes.

### PURPOSE

This guidance provides the requirements and specific format ELCs must follow for requesting reimbursement for services under the grant agreements for Early Learning Services and OAMI. ELCs and other direct subrecipients of OEL, as applicable within the entities' grant agreement or contract, must use the most recent OEL-approved version of the program-specific Excel invoice workbooks to generate invoices and reimbursement requests for allowable program expenses. The format of the forms contained within the invoice workbooks cannot be altered.

### GUIDANCE

Program specific guidance is provided in Attachment 1 - EL Reimbursement Requests , and Attachment 2 - OAMI Reimbursement Requests.

### EFFECTIVE DATE

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms. These procedures will be effective as of the date of this guidance.

### HISTORY

This guidance replaces the prior version identified as OEL-PG-0003-14 (May 15, 2014). Reissued November 26, 2014. Revised March 1, 2016. Revised June 2016; effective July 1, 2016. Revised and effective July 1, 2017. Revisions effective July 1, 2018.

### ATTACHMENTS

- Attachment 1 – EL Reimbursement Requests
- Attachment 2 – OAMI Reimbursement Requests

If you have any questions, contact your grant manager.

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