Outreach, Awareness, and Monitoring Initiative (OAMI)
Reimbursement Requests

INTRODUCTION
Early Learning Coalitions (ELCs, coalitions) will use the Office of Early Learning Reimbursement Request Invoice Workbook to generate worksheets required for reimbursement of allowable expenditures. ELCs will use the most recent version of the workbook located in the Workbook Folder on SharePoint.

Reimbursement requests and supporting documents are to be submitted electronically to the ELC’s Invoice SharePoint site. An authorized coalition representative must sign and date items indicated with an asterisk (*).

ELC REIMBURSEMENT REQUEST INVOICE WORKBOOK
Worksheets in the workbook are in the following order. A description of each tab follows.

- NOA – Notice of Award
- Budget*
- YTD Expenditures
- Ledger
- Advance
- Invoice*

Multi-County Coalitions will have additional tabs for each counties' Budget and Expenditures.
Notice of Award (NOA)

The NOA provides the funding details for the Outreach, Awareness, and Monitoring Initiative grant agreement, including subrecipient information, funding amounts, targets and restrictions, funding source information, award periods of performance, and other data that correlates with the state's accounting and reimbursement systems. The ELC's NOA will be inserted into the workbook prior to the workbook being available for submission. Any adjustment to the NOA will be populated in the workbook at the time of the adjustment. ELCs should verify the version of the NOA before the submission of the workbook.
Budget

An initial budget is required with the coalition’s first request for reimbursement. ELCs will set up their budget(s) by OCA on the budget worksheet. Multicounty ELCs will only enter budget amounts on the individual county budget pages which will rollup to the combined page. Single counties will only have a single budget page and will enter their budgets there. Updates/realignments are required when expenditures exceed an OCA’s allocated budget or funds change via an updated NOA. The budget may be amended as needed, within the award funding restrictions, subject to review and approval of the OEL grant manager.

NOTE: The total of the Budget Allocation by OCA worksheet(s) may not exceed the NOA amount.

Complete the form by entering the date at the top of the column and the funding allocation amounts.

Year to Date (YTD) Expenditures

The YTD worksheet is a roll-up of expenditures by OCA for each submitted invoice. The recording date will populate the date in which the request is processed by the OEL grant manager. Totals are based on individual invoice submissions and rolled up into one complete YTD view.
**Ledger**

The ledger from the ELC's accounting system should be formatted in the following order and copied and pasted into the Ledger Worksheet Tab to populate the invoice for the selected reimbursement period.

- Cost Category (OCA)
- General Ledger (GL) Code
- Transaction Description
- Name
- Effective Date
- Debit
- Credit
- County

Additional columns can be added as needed to the end of the above format.

This data is used by grant managers to select expenditure validation samples. Include as much description/specificity as possible in the transaction description and name.

**Advance**

ELCs can request an advance of funds for early learning programs in order to ensure adequate funds are available to provide outreach, awareness, and monitoring services. This invoice should only be used for the ELC’s initial request for advanced dollars.

Enter the date. The invoice number will auto-populate based on the date entered.

**NOTE:** See OEL Program Guidance 240.01 Cash Management for further instructions on advances.

**Invoice**

The invoice will populate based on the data entered in the Ledger worksheet.
Invoice Type
Select an invoice type from the drop-down options.
Enter a date. (Reimbursement Month and Year)

Grant Payment Information
Select a Reimbursement Period. Ensure Coalition information is correct. Coalition information is populated from the NOA tab.

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>OA069</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Amount</td>
<td>$8,132</td>
</tr>
<tr>
<td>Reimbursement Period</td>
<td>March</td>
</tr>
<tr>
<td>Grant Period</td>
<td>7/01/2018 - 6/30/2019</td>
</tr>
<tr>
<td>Counties</td>
<td>Alachua</td>
</tr>
<tr>
<td>Payee FED #</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Payee:</td>
<td>Early Learning Coalition of Alachua County, Inc.</td>
</tr>
<tr>
<td>Address:</td>
<td>4424 Northwest 13th Street, Suite A-5</td>
</tr>
<tr>
<td>City:</td>
<td>Gainesville, FL 32609</td>
</tr>
</tbody>
</table>

Number of Providers Monitored
Unduplicated Number of Children served populates from the EFS worksheet.

Deliverables
SR and VPK deliverables invoice totals are displayed on the invoice summarizing the OCA expenditures.

Certification
Authorized ELC employee signs and dates certification.

Upon receipt, processing, and approval of the invoice, the OEL grant manager and supervisor signs and dates the invoice.
Expenditure Breakdown by OCA and County

Reimbursement Request (Invoice) Submission

The following documents are required with submission of an invoice. The documents are to be compiled in the following order and combined into one single PDF for submission. Invoices are to be uploaded electronically to SharePoint>Coalition Zone>Document Library >Invoice folder each month. An authorized coalition representative must sign and date items indicated with an asterisk (*).

- Invoice worksheet*
- Budget Allocations by OCA Rollup worksheet, as applicable.*
- Budget Allocations by OCA worksheet for all counties, as applicable.
- Monitoring Results – number of providers monitored (if applicable)
- Electronic copy of the invoice workbook.

The OEL will NOT process an invoice until all of the above documentation has been received and verified as accurate and complete. Therefore, follow all of the instructions above carefully to expedite receipt and processing of your invoice.

Coalitions may check the status of reimbursement requests by accessing the Florida Accounting & Information Resource (FLAIR) system at: Florida Vendor Payment Information.