Reimbursement Requests

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

ATTACHMENTS
Attachment 1 – EL Reimbursement Requests
Attachment 2 – OAMI Reimbursement Requests
If you have any questions, contact your grant manager.

Amy Sophia – Grant Manager – 850-717-8665 – amy.sophia@oel.myflorida.com
Christina Hoffman – Grant Manager – 850-717-8581 – christina.hoffman@oel.myflorida.com
James Finch – Grant Manager – 850-717-8638 – james.finch@oel.myflorida.com
Marsha Hines – Grant Manager – 850-717-8631 – marsha.hines@oel.myflorida.com
Robert Garner – Grant Manager – 850-717-8692 – robert.garner@oel.myflorida.com
Toshiba Griffin – Grant Manager – 850-717-8670 – toshiba.griffin@oel.myflorida.com
Sam Sweazy – Supervisor – 850-717-8569 – sam.sweazy@oel.myflorida.com
Lisa Zeno – Manager - 850-717-8683 – lisa.zeno@oel.myflorida.com

Please direct questions and comments to Office of Early Learning at (850) 717-8569.