



Reimbursement Requests

OF INTEREST TO

The Division of Early Learning (DEL, the Division), Early Learning Coalitions (ELCs), and other direct subrecipients of DEL implementing federal and state early learning programs.

AUTHORITY

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

Reference to any laws, rules and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

PURPOSE

This guidance provides the requirements and specific format ELCs must follow for requesting reimbursement for services under the grant agreement for Early Learning Services. ELCs and other direct subrecipients of DEL, as applicable within the entities' grant agreement or contract, must use the most recent DEL-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

EFFECTIVE DATE

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

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. Revisions effective July 1, 2021. Revisions effective August 2022.

ATTACHMENTS

Attachment 1 – EL Reimbursement Requests

If you have any questions, contact OEL.Questions@oel.myflorida.com.