



FISCAL MANAGEMENT TOOLKIT

for

FY2021 EMERGENCY ASSISTANCE FOR NON-PUBLIC SCHOOLS (EANS)

*Office of Federal Programs
and
Office of Grants Management*

FINANCIAL INFORMATION

1. All reimbursable expenditures must be made in accordance with the Mississippi Comprehensive Automated Performance-based System (MCAPS) approved project budget. Budgets should be expended in a timely manner.

2. The MDE will reimburse **actual expenditures** for participating Non-public schools upon receipt of the Request for Funds within MCAPS

The request along with the supporting documentation for all expenditures listed below must be uploaded to the LEA Document Library in :

- The original, itemized invoice or receipt of purchase or authentic copy, and
- cancelled checks or proof of payment

Due Date for submission of reimbursements and Scheduled Pay Dates are listed below. If there are issues with the supporting documentation, the processing of the request may cause the reimbursement to be placed in the next available pay period. Instructions for uploading this information can be found in this document under “Reimbursement Process for EANS Program.

EANS Pay Date Schedule	
Request due in MCAPS	Scheduled Pay Date
7/1/2021	7/28/2021
7/15/2021	8/6/2021
8/2/2021	8/27/2021
8/16/2021	9/8/2021
9/1/2021	9/28/2021
9/15/2021	10/8/2021
10/1/2021	10/27/2021
10/15/2021	11/5/2021
11/1/2021	11/26/2021
11/15/2021	12/10/2021
12/1/2021	12/15/2021
1/4/2022	1/27/2022
1/18/2022	2/8/2022
2/1/2022	2/24/2022
2/15/2022	3/11/2022

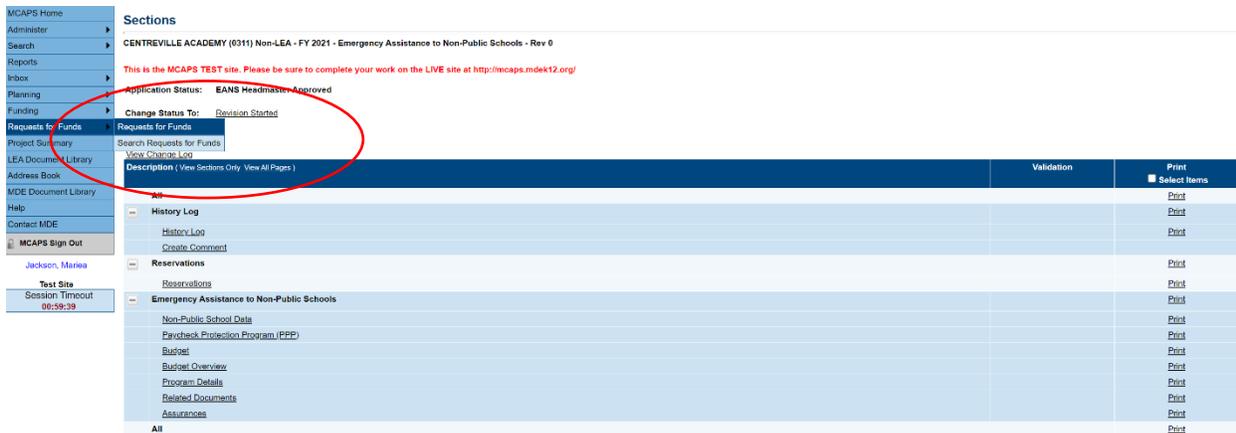
EANS Pay Date Schedule (Continued)	
Request due in MCAPS	Scheduled Pay Date
3/1/2022	3/29/2022
3/15/2022	4/6/2022
4/1/2022	4/27/2022
4/14/2022	5/9/2022
5/2/2022	5/27/2022
5/16/2022	6/8/2022
6/1/2022	6/28/2022

- CRITICAL NOTE:** Grantees are subject to a desk audit that requires the submission of appropriate supporting documentation to substantiate the amount of reimbursement that has been requested by the grantee.

REIMBURSEMENT PROCESS FOR THE EMERGENCY ASSISTANCE FOR NON-PUBLIC SCHOOLS

Please use the following process to upload the Reimbursement Documentation Form and Supporting Documentation. (**NOTE: See No.2 under “Financial Information”.**)

- To submit your documentation EANS reimbursement, log in to MCAPS at: <https://mcaps.mdek12.org/> and select “Request for Funds”.**



The screenshot shows the MCAPS interface. On the left is a navigation menu with items like 'MCAPS Home', 'Administer', 'Search', 'Reports', 'Inbox', 'Planning', 'Funding', 'Requests for Funds', 'Project Summary', 'LEA Document Library', 'Address Book', 'MDE Document Library', 'Help', 'Contact MDE', and 'MCAPS Sign Out'. The 'Requests for Funds' menu item is circled in red. The main content area shows 'Sections' for 'CENTREVILLE ACADEMY (0311) Non-LEA - FY 2021 - Emergency Assistance to Non-Public Schools - Rev 0'. Below this, there is a table with columns for 'Description', 'Validation', and 'Print'. The table lists various sections like 'History Log', 'Reservations', and 'Emergency Assistance to Non-Public Schools'.

- Select “Emergency Assistance to Non-Public Schools”**



The screenshot shows the MCAPS interface with the 'Requests for Funds' section selected. The main content area displays a table with columns: 'Grant', 'Available Budget', 'Total Available Amount', 'Received Amount', 'Net Available Amount', and 'Pending Request Amount'. The table contains one row for the 'Emergency Assistance to Non-Public Schools' grant, which is circled in red. The values in the table are: Available Budget: \$584,803.00; Total Available Amount: \$584,803.00; Received Amount: \$0.00; Net Available Amount: \$584,803.00; Pending Request Amount: None.

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
Emergency Assistance to Non-Public Schools	\$584,803.00	\$584,803.00	\$0.00	\$584,803.00	None

3. Select “Create New Request for Funds”

MCAPS Home | Administrator | Search | Reports | Inbox | Planning | Funding | Requests for Funds | Project Summary

Project Summary
CENTREVILLE ACADEMY (0311) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

[Return to Requests for Funds](#)

Project Information	
Project Number	21--0311000
C.F.D.A. Number	
Initial Substantially Approved Date	5/28/2021
Project Begin Date	7/1/2020
Project End Date	12/12/2022
Allocation	\$584,893.00
Available Budget	\$584,893.00
Allow Carryover	False
Project Status	Normal [Hold] [History]

Create New Request for Funds

#	Amount	Request Period	Status	Status Date	Voucher #
There are no matching Requests for Funds for this grant.					

[Create New Adjustment](#)

Amount	Type	Creator	Date
There are no matching Adjustments for this grant.			

[Return to Requests for Funds](#)

4. Select “Request”

MCAPS Home | Administrator | Search | Reports | Inbox | Planning | Funding | Requests for Funds | Project Summary

Request for Funds Sections
ANNUNCIATION CATHOLIC SCHOOL (4426) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Request Status: Draft Started

Change Status To: [Draft Completed](#) or [Delete Request for Funds](#)

Description	Validation	Print
History Log		Print
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Attachments		Print
All	Messages	Print

[Return to Project Summary](#)

5. Review “Fiscal Information As of” and click on the calendar beside the open field and select the appropriate expenditure date.

MCAPS Home | Administrator | Search | Reports | Inbox | Planning | Funding | Requests for Funds | Project Summary

Request
ANNUNCIATION CATHOLIC SCHOOL (4426) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

[Save And Go To](#)

[Payment Details](#)

General Information

Project Number	21--4426000
C.F.D.A. Number	
Request for Funds #	1
Voucher Number	

Fiscal Summary

Allocation	\$336,644.00
Available Budget	\$336,644.00
Fiscal Information As Of	<input type="text"/>
Cash Received	\$0.00
Total Cash Basis Expenditures	\$0.00
Cash Balance On Hand	\$0.00
Cash Available	\$336,644.00
Total Amount Requested	\$0.00

[Save And Go To](#)

6. Hover over “Save and Go To” and select “Expenditure Details”

MCAPS Home

Request

ADAMS COUNTY CHRISTIAN SCHOOL (0110) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Save And Go To

- Current Page
- Next Page
- Payment Details
- Previous Page
- General Information
- Sections
- Project Number
- History Log
- C.F.D.A. Number
- Create Comment
- Request for Funds #
- Expenditure Details
- Voucher Number
- Request
- Fiscal Summary
- Related Documents
- Assurances

Allocation		\$1,545,603.00
Available Budget		\$1,545,603.00
Fiscal Information As Of		
Cash Received		\$0.00
Total Cash Basis Expenditures		\$0.00
Cash Balance On Hand		\$0.00
Cash Available		\$1,545,603.00
Total Amount Requested		\$0.00

Save And Go To

7. Enter the YTD Expenditures that the School has incurred according to the approved budget

MCAPS Home

Expenditure Details

ANNUNCIATION CATHOLIC SCHOOL (4426) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Save And Go To

Object Code	Function Code	1 - Sanitization of School Facility	2 - Personal Protective Equipment (PPE)	3 - Improvement of Ventilation	5 - Physical Barriers to Facilitate Social Distancing	8 - Educational Technology	Total
400-499 - Contractual Services				0.00		0.00	0.00
600-699 - Supplies		0.00	0.00		0.00		0.00
700-799 - Equipment		0.00		0.00		0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00

Save And Go To

8. Hover “Go To” and select “Related Documents”

MCAPS Home

Request

ADAMS COUNTY CHRISTIAN SCHOOL (0110) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Save And Go To

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- Sections
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- History Log
- C.F.D.A. Number
- Create Comment
- Request for Funds #
- Expenditure Details
- Voucher Number
- Request
- Fiscal Summary
- Related Documents
- Assurances

Allocation		\$1,545,603.00
Available Budget		\$1,545,603.00
Fiscal Information As Of		
Cash Received		\$0.00
Total Cash Basis Expenditures		\$0.00
Cash Balance On Hand		\$0.00
Cash Available		\$1,545,603.00
Total Amount Requested		\$0.00

Save And Go To

9. Select “Upload New” to add Reimbursement Worksheet and supporting documentation.

MCAPS Home

Administer

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Address Book

MDE Document Library

Help

Contact MDE

MCAPS Sign Out

Jackson, Marlea

Test Site
Session Timeout
00:57:52

Related Documents

CHRIST COVENANT SCHOOL (4566) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Save And Go To

Required Documents		
Type	Document Template	DocumentLink
Supporting Documentation of Expenditures (Upload at least 1 document(s))	N/A	Upload New

Save And Go To

10. Click “Select” and choose the Reimbursement Worksheet file that you would like to upload and type the name in the “Document Name” field. You can leave the URL blank. Click “Create”

ICAPS Home

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Requests for Funds

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EA Document Library

Address Book

MDE Document Library

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Contact MDE

MCAPS Sign Out

Jackson, Marlea

Test Site
Session Timeout
00:59:47

Create Related Document - Supporting Documentation of Expenditures

ADAMS COUNTY CHRISTIAN SCHOOL (0110) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

Upload Data File:

URL:

Document Name:

11. After the upload, the document will appear under the “Document/Link” Column

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MDE Document Library
Help
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MCAPS Sign Out

Jackson, Marlea
Test Site
Session Timeout
00:59:50

Related Documents
ADAMS COUNTY CHRISTIAN SCHOOL (0110) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Save And Go To

Required Documents		
Type	Document Template	Document/Link
Supporting Documentation of Expenditures [Upload at least 1 document(s)]	N/A	Upload New [x] Reimbursement Worksheet

Save And Go To

12. Hover over “Save and Go To” and select “Assurances”

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Requests for Funds
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EA Document Library
Address Book
MDE Document Library
Help
Contact MDE
MCAPS Sign Out

Jackson, Marlea
Test Site
Session Timeout
00:59:37

Request
ADAMS COUNTY CHRISTIAN SCHOOL (0110) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Save And Go To

- Current Page
- Next Page
- Previous Page
- Sections
- History Log
- Create Comment
- Expenditure Details
- Request
- Related Documents
- Assurances**

Fiscal Summary	
Allocation	21-0110000
Available Budget	1
Fiscal Information As Of	
Cash Received	\$0.00
Total Cash Basis Expenditures	\$0.00
Cash Balance On Hand	\$0.00
Cash Available	\$1,545,603.00
Total Amount Requested	\$0.00

Save And Go To

13. Review Certification

MCAPS Home
Administer
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Reports
Inbox
Planning
Funding
Requests for Funds
Project Summary
EA Document Library
Address Book
MDE Document Library
Help
Contact MDE
MCAPS Sign Out

Jackson, Marlea
Test Site
Session Timeout
00:56:31

Assurances
ADAMS COUNTY CHRISTIAN SCHOOL (0110) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Go To

By submitting this document, the entity agrees to be bound by all of the requirements and regulations outlined below:

1. I certify the program has been conducted in accordance with all specifications and in compliance with federal/state laws, rules, regulations and funds have been expended in amounts reported, and documents are available for audit. All expenditures claimed in this report were incurred subsequent to the effective dates and have not been claimed in or under any other program.

Go To

14. Hover over “Save and Go To” and select “Sections”

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Address Book
MDE Document Library
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MCAPS Sign Out
Jackson, Marlea

Request
ADAMS COUNTY CHRISTIAN SCHOOL (0110) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Save And Go To
Current Page
Next Page
Payment Details
General Information
Previous Page
Project Number
Sections
C.F.D.A. Number
History Log
Request for Funds #
Create Comment
Voucher Number
Expenditure Details
Request
Fiscal Summary
Related Documents
Assurances

21-0110000
1
\$1,545,603.00
\$1,545,603.00
Fiscal Information As Of
Cash Received \$0.00
Total Cash Basis Expenditures \$0.00
Cash Balance On Hand \$0.00
Cash Available \$1,545,603.00
Total Amount Requested \$0.00

Save And Go To

15. Review to ensure that everything is correct and click on “Draft Completed”. This will move the request to require the “EANS Fiscal Officer” to approve the request.

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MCAPS Sign Out
Jackson, Marlea

Request for Funds Sections
ANNUNCIATION CATHOLIC SCHOOL (4428) - FY 2021 - Emergency Assistance to Non-Public Schools

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at <http://mcaps.mdek12.org/>

Request Status: Draft Started
Change Status To: Draft Completed or Delete Request for Funds

Description	Validation	Print
History Log		Select Items Print
Create Comment		Print
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

Return to Project Summary

MAINTENANCE OF RECORDS

The following records must be maintained for five (5) years after final payment and must be available for review during on-site visits and/or desk audit:

1. A copy of the approved project
2. Records of money received
3. Invoices and/or receipts for all reimbursements
4. All *Reimbursement Documentation Forms* along with required supporting documentation attached
5. Other records related to this program including but not limited to:
 - a. Receipts of purchases made related to addressing the public health emergency due to COVID-19;
 - b. All documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
 - c. All internal and external email/electronic communications related to use of EANS funds; and
 - d. All investigative files and inquiry reports involving EANS payments

CONTACTS

To meet your technical assistance needs:

Questions regarding **programming, allowable project expenditures, revisions, or requests for technical assistance** should be directed to **Chad Daniels** in the Office of Federal Programs at **cdaniels@mdek12.org**.

Questions regarding **fiscal matters** should be directed to **Shanika Jackson** in the Office of Grants Management at **sgrant@mdek12.org**.

PROGRESS REPORT/EVALUATION

The Office of Federal Programs may request certain information to make reports to the general public and the United State Department of Education.

FORMS

The following forms are enclosed for your duplication and use:

- Reimbursement Worksheet

Please upload the
Reimbursement Worksheet and
Supporting Documentation in the
MCAPS Request for Reimbursement:
<https://mcaps.mdek12.org/>

OTHER USEFUL RESOURCES

Mississippi Department of Education EANS Webpage

<https://www.mdek12.org/OFP/EANS-I>

**Mississippi Comprehensive Automated Performance-based System
(MCAPS)**

<https://mcaps.mdek12.org/>