



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
EXTENDED LEARNING
AFTERSCHOOL PROGRAM



REQUEST FOR REIMBURSEMENT (RFR)

District/Organization Name		Grant Type <input type="checkbox"/> 21 st CCLC <input type="checkbox"/> SAC		SAC Site Name	
County/District Code Number (for school districts)/ Federal Tax ID Number (for CBOs)		County	Cohort Number <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	Grant Year <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Contact Person			Title/Position		
Phone Number	Ext.	Fax Number	Email		

DESCRIPTION OF SERVICES

Instructions:

- All figures must be rounded to the nearest dollar. Make certain all figures and calculations are correct. Receipts/purchase orders are not required (but may be requested) with this form but must be kept on file.
- Forms not completed according to directions will be returned for correction and not approved (please see the RFR Procedures document located in the DESE Portal for Afterschool Programs for additional instructions).
- List total grant amount of verifiable expenditures you are requesting reimbursement for. The State of Missouri does not make advanced payments for any services performed or goods purchased.
- RFRs are due by the 15th of the month. The last RFR for the current grant year is July 15.

Budget Category	Amount of Verifiable Expenditures
Salaries	
Benefits	
Travel and Transportation	
Materials and Supplies	
Equipment	
Professional Development	
Purchased Services	
Other _____	
In-Direct Costs <i>(can't exceed approved rate and must be based on expended funds only minus equipment)</i>	
Total Amount of Reimbursement Requested	

Signature on this form indicates that the vendor has complied with all guidelines, including CMIA, in expending the grant award and that all expenditures have been approved and are related to the Afterschool Program and such documentation is available upon request.

Signature of Contact Person	Date	Authorized Signature	Date
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FOR OFFICE USE ONLY (do not complete below this line)

Approved by	Date	Payment Month/Year	Grant Year 20 ____ - 20 ____	Account Number
Total Amount Awarded	\$	PLEASE COMPLETE AND RETURN TO: Afterschool Program Extended Learning Department of Elementary and Secondary Education P.O. Box 480 Jefferson City, Missouri 65102-0480 Phone: (573) 522-2627 FAX: (573) 522-3726		
Previous Amount(s) Paid	\$			
Amount Paid with this RFR	\$			
Amount Remaining	\$			

REQUEST FOR REIMBURSEMENT (RFR)

- RFRs are due by the 15th of the month. The last RFR for the current grant year is July 15.
- The Cash Management Investment Act (CMIA) requires programs to be able to provide documentation that when receiving federal funds they have either already spent the funds or will spend the funds within three days of receipt; however, the Department is **Reimbursement only**.
- Programs receive reimbursements the *FOLLOWING* month of submission!
- Indirect cost can't exceed approved rate and can only be claimed based on dollars already expended to date. SAC must follow non-restricted rates; CCLC must follow restricted rates.
- All services and purchases must be concluded on or before June 30 of each grant year. Money can't be rolled over.

Steps to complete an RFR:

- SAC: one RFR must be submitted for each site awarded a grant.
- 21st CCLC: one RFR must be submitted for the total project awarded a grant, not each site.
- Fill out the contact information completely.
- Be sure RFRs are signed.
- Make sure all figures are rounded to the nearest dollar.
- Make certain the figures are correct. Double check all math!
- Look at all previous RFRs submitted (if any) and double check that you will not be requesting more dollars for each budget category than you were approved/awarded.
- **Any RFR form arriving after the 15th due date may be held until the next pre-scheduled reimbursement date.**
- RFRs must be submitted for reimbursement to be generated. At the end of the year, the Final Expenditure Report form will not generate a reimbursement/payment.
- Submit to DESE office either by fax or mail (or email). DO NOT fax and mail (or email) a copy. Select only one submission method. If you are uncertain that the faxed document reached the appropriate person, please call to verify, do not follow up by mailing a copy.
- If for any reason, it becomes apparent that the awardee will not be fully expending these awarded funds, awardee **MUST** contact DESE immediately.

Notes:

- If there are mathematical/financial questions, programs will be contacted by the Accounting Specialist.
- If there are policy or compliance questions, or if additional information/clarification is needed, programs will be contacted by assigned Supervisor.

How and when will payments be issued to programs?

- It is imperative that RFRs arrive prior to the deadline to avoid being delayed until the next processing cycle.
- Reimbursements will be issued the month following RFR submission and approval.
- Reimbursements to school districts serving as the fiscal agent will be paid through the Automated Clearing House (ACH). You will not receive a separate check. This payment will be included in the normal school payment and direct deposited into the district's bank account the month following RFR submission and approval.
- Reimbursements to non-school districts will be paid by direct deposit from the State of Missouri the month following RFR submission and approval.