Dear Colleagues,

You are receiving this email because your application for EANS I either requested 'Future Purchases' or may have remaining funds after your initial EANS I reimbursement request. You are now able to purchase additional eligible items for reimbursement. [As a reminder, "Future Purchases" means that in your EANS I application, which was submitted in April/May of 2021, you told us that you wished to use a portion of your EANS I allocation to be reimbursed for purchases of certain eligible items.] We are now able to process claims for those 'Future Purchases,' this includes the schools that had funds remaining.

Please note, NYSED is still finalizing the reviews of several initial reimbursement applications and most supplemental reimbursement applications. If your school needs information about your current remaining EANS I balance, we encourage you to reach out to EANS@nysed.gov for more specific budgetary details.

More information will be provided below. Please read the directions below carefully, because if you purchase items that are ineligible for EANS I reimbursement, the costs will be the responsibility of your school. We cannot reimburse for ineligible items.

At the suggestion of our Commissioner's Advisory Council for Religious and Independent Schools, we waited to approve these new purchases, since unlike the first round of reimbursements submitted, these would be new expenditures for your schools – not expenditures you had made before you expected to be reimbursed. We did not want our schools to spend money on items that would not end up being reimbursable.

Instructions: Deadline for submission: no later than March 25, 2022

- Please note, if your school is unsure of whether a specific request would be eligible, **we advise you to reach out to EANS@nysed.gov to request clarification on your specific request prior to making purchases.**

- If you are requesting reimbursement for more than three purchases, *please* assist our review by creating a table of contents and ordering the materials. The rush last year meant that our team received very large packages of receipts that were hard to sort through. That was no one's fault, but it did slow our reviewers down.

- You will request reimbursement for eligible purchases (see below for lists of both eligible and ineligible items) by submitting the Supplemental Reimbursement Form with required invoices, proof of payment and table of contents **via e-mail to: EANS@nysed.gov**.

- If you did not submit a Supplemental Reimbursement Application, you can request reimbursement for any eligible purchase(s) made since you submitted your application in May 2021. If your school submitted a Supplemental Reimbursement Application in July 2021, you can request reimbursement for any eligible purchase(s) made since your application in July 2021.

- **Applications that do not include all required documentation cannot be reviewed and will likely result in delays to approval of reimbursement**.

Eligible Expenses for EANS I Reimbursement

- Supplies to Disinfect & Clean including paper towels, disinfectant wipes or spray, bleach, mops, electrostatic sprayers, soap dispensers, hand soap and/or sanitizer.
- PPE including masks, gloves, body suits/gowns and face shields.
- Physical Barriers including sneeze guards or dividers.
- Testing kits.
- Educational Technology including laptops/Chromebook, tablets, associated covers, charging carts, webcams, headsets, and mice.

Ineligible Expenses for EANS I Reimbursement

- Arts and Crafts/Stationery including crayons, glitter, modeling clay, specialty paper (metallic colors), scissors, glue, fingerpaints, etc.
- Educational Supports including textbooks, workbooks, notebooks, pencils, pens, tutors, social workers, professional development (these expenses are not eligible for reimbursement and are provided by NYSED contract only for EANS Part F- Future Services).
- Contracted Cleaning Services including costs for contracted cleaner/janitorial services except itemized sanitizers/disinfectants used for cleaning are eligible if itemized on invoice.
- Some Transportation Expenses including Charter/Coach buses, transportation to non-core curriculum-based events, vehicle repairs, parking fees, Uber/Lyft.
- Video Production Costs including admissions videos or class projects.
- Installation and Permanent Installations including installation costs from a vendor, any items permanently installed or mounted (plumbing, non-internet related hardwiring, wall mounts), construction, renovations, permits, dumpsters, asbestos abatement.
- Any food or drinks.
- Supplies such as tissues, toilet paper, sports equipment, musical instruments, physical education equipment.
- Salaries or payments to school staff.
- Consulting Companies including risk assessment and/or data analytics.
- HVAC Upgrades and Window Repair/Upgrades (these expenses are not eligible for reimbursement and are provided by NYSED contract only for EANS Part F- Future Services).

If you have questions about this process, please contact EANS@nysed.gov.