

Checklist for Request for Reimbursement Submission and Review for Rural and Low-Income School (RLIS) Program

Request for Reimbursement (RfR) is the starting process of fiscal monitoring under Title V, Part B Subpart 2—RLIS, which assists the NMPED in reviewing program details and implementations at districts and state charter schools. Reimbursement requests occur in the Operating Budget Management System (OBMS), and NMPED’s Student School and Family Support Bureau staff review RfRs to ensure expenditures are allocable, necessary, reasonable and allowable as well as to improve effective program implementation.

This checklist provides details of the RfR submission and review process for RLIS and should be used in conjunction with NMPED’s RLIS Guide, specifically sections on Cost Principles and Supplement, Not Supplant Requirement. The checklist is also a reminder of the requirements for RfR OBMS submission. The checklist includes three phases to implement best practices in RfR submission and review.

1. RfR Entry in OBMS:

The RfR process begins with the district or state charter school business manager submitting the RfR in OBMS which is then reviewed by SSFS Bureau staff. The following attachments are reviewed in the RfR Header section of OBMS:

- **Expenditure Summary Report (ESR),**
- **Detail Expenditure Report (DER), and**
- **Supporting Documents**

The total RfR amount submitted in the header must match the ESR. The fund name, number, and RFR period should match the OBMS RFR Header section entries. Furthermore, the grant total with the current expenditure report should be the same amount as the header in OBMS.

Expenditure summary Report (ESR)

Reimburse - 24160 RURAL & LOW INCOME - SUMMARY

From Date: 2/1/2024To Date: 2/29/2024

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance☐ Filter Encumbrance Detail by Date Range☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
24160.1000.51300.0000.000000.0000.0000.00	ADDITIONAL COMPENSATION						
24160.1000.52111.0000.000000.0000.0000.00	EDUCATIONAL RETIREMENT						
24160.1000.52112.0000.000000.0000.0000.00	ERA - RETIREE HEALTH						
24160.1000.52210.0000.000000.0000.0000.00	FICA PAYMENTS						
24160.1000.52220.0000.000000.0000.0000.00	MEDICARE PAYMENTS						
24160.1000.52312.0000.000000.0000.0000.00	LIFE						
24160.1000.53330.0000.000000.0000.0000.00	PROFESSIONAL EMPLOYEE TRAINING						
24160.1000.53711.0000.000000.0000.0000.00	OTHER CHARGES						
24160.1000.56113.0000.000000.0000.0000.00	SOFTWARE						

Reimburse - 24160 RURAL & LOW INCOME - SUMMARY

From Date: 2/1/2024

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☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☐ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Grand Total:

\$355,378.00

\$1,646.90

End of Report

OBMS RFR Header

Claim Period From: 02/01/2024

Claim Period To: 02/29/2024

YTD Expenditures:

Budget Amount: \$

Outstanding Claims: \$0.00

In Processing at DFA:

Total Cash Received:

Cash Balance as of June 30: \$0.00

Total Request for Reimbursement:

\$1,646.90

Approved Amount:

\$1,646.90

The Detailed Expenditure Report (DER) is the second OBMS data report to examine expenditure details. It not only gives expenditure details and purchases; it also summarizes functions such as additional compensations, professional development, and family engagement, which are essential in providing evidence regarding the details of the approved RLIS application and RLIS Pre-approval form.

2. Program Summary and Details

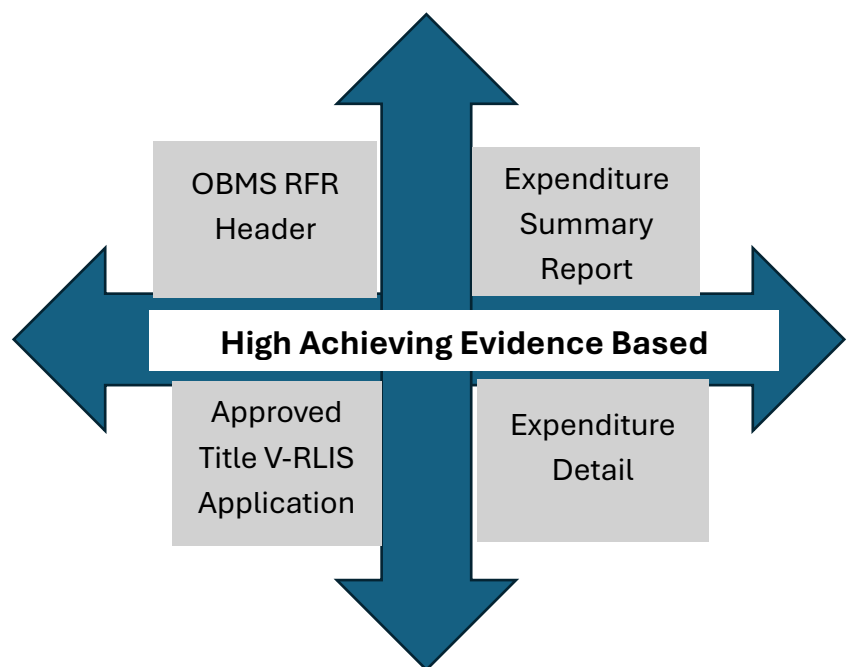
The data received through DER yields the review of any supporting documents to validate the expenditures and program details with purchase orders, invoices, receipts, other contracts, agendas, and sign-ins. This affords another checkpoint for reviewing that costs are allowable. The table below summarizes program functions and required supporting document submission with RfRs.

Program Function	Supporting Document Requirement	Evidence
Additional Compensation	Required	After/Before School Tutoring Log- Ins, Travel Reimbursements, etc.
Professional Development Reimbursement	Required	Purchase Order, Travel Documents/ Agenda/ Certification of Completion
Professional Development Delivery	Required	Purchase Order, Vendor Contract, Detailed Invoice

Family Engagement	Required	Purchase Order, Agenda, Sign-Ins, and Itemized Food Receipts
General Supplies and Materials	Required	Purchase Order and Receipts
Other Contract Services	Required	Purchase Order and Receipts
Equipment over \$5K	Required	Purchase Order, Invoices, and approved NMPED \$5K Equipment Form
Non-profit or for-profit external provider for program or services	Required	Supporting documents to show that external provider has expertise in using evidence-based strategies for student improvement
Any changes or proposed purchases not listed in detail in original application	Required	NMPED approved RLIS Amendment or RLIS Pre-Approval Form
Indirect Cost	Not Required	

3. Data Triangulation and Validation

Data triangulation refers to using multiple data sources to understand the evidence comprehensively. In RfR reviews, data triangulation involves the RfR Header in OBMS, DER, and approved Title V, Part B—RLIS Application. While the data reliability, combined between the RfR Header and DER, supports the findings in budget and fiscal monitoring, the data point check between DER and RLIS Application reveals the implementation perspectives of RLIS programs and strengthens the credibility of the evidence found in OBMS and DER. With these essential facts, it is crucial to use the same language in purchase orders and approved RLIS applications, which helps the reviewer understand the details of the RLIS program. The illustrations below exemplify the aligning language between purchase orders from DER and narratives from the approved RLIS application.



Detailed Expenditure Report Item Line

24160.2400.53330.0000.036020.0000.0000	PROFESSIONAL DEVELOPMENT	\$0.00	\$6,777.90	\$6,777.90	\$1,300.00	\$6,500.00	\$277.90	\$0.00	\$277.90	4.10%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
S281255	314	240126	AP POSTING		Accounts Payable	\$1,300.00				
Detail Total:						\$1,300.00				

24160.1000.51300.1010.036145.1411.0000.0000	ADDITIONAL COMPENSATION	\$0.00	\$0.00	\$0.00	\$7,375.00	\$7,375.00	(\$7,375.00)	\$0.00	(\$7,375.00)	0.00%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
0	0	0	SUMMER INSTITUTE		Payroll	\$900.00				
0	0	0	SUMMER INSTITUTE		Payroll	\$825.00				
0	0	0	SUMMER INSTITUTE		Payroll	\$750.00				
0	0	0	SUMMER INSTITUTE		Payroll	\$750.00				

Narrative Extract from 24160 RLIS Application for Current Academic Year

Professional Development Participants	Providing stipends for teachers and support staff to attend the Summer Institute 2024 offers several benefits for professional development. their expertise and contributi	100	\$49,596.23
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The Elementary and Secondary Education Act, as amended, encourages educators and policymakers to seek strategies with the most robust evidence of improving student outcomes. Program implementations under RLIS for districts and state charter schools should be grounded in evidence-based practices. RfR submission and review in Title V, Part B checklist also seeks some level of evidence to inform program design and practices.