



Arizona Department of Education
Office of English Language Acquisition Services

June 18, 2015

Due to recent audit requirements the 2015-2016 SEI Budget payment process has changed. In order to receive payments from the SEI Budget, reimbursement requests will need to be made through the Grants Management system. To facilitate these requests, an SEI Budget must be entered into Grants Management on ADE Connect.

The SEI Budget allocation, based on the application process completed last February, has been entered into Grants Management and will be available July 1, 2015 for budgeting through September 1, 2015. The budget should be consistent with previously approved line items. Once the budget entered in Grants Management has been approved, you will be able to draw down your funds. In the event that there would be a need to amend an SEI Budget; a window in the spring will be available for revision.

We thank you in advance for your cooperation with this new process. If you are not the correct contact for your district, please forward this information to the representative who is responsible for the SEI Budget or Grants Management. To assist you in meeting this new requirement, a guide is attached. The SEI Budget team is available to discuss any questions you may have.

Sincerely,

Lin Murnane

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