

# Empowerment Scholarship Account September Newsletter

ESA Webpage forms and information. The following is the link to the Parent Handbook with information on dates and deadlines.

- ♦ Parent Handbook-<http://www.azed.gov/esa/parent-handbook/>

If requesting to close an account(s), you would need to fill out a Request to Close Account form, which may be found in the ESA website. When closing an account all outstanding expense reports must be submitted. Link to the ESA Website:

ESA Website:

- <http://www.azed.gov/esa>

Expense Report Portal link for training:

- <http://www.azed.gov/esa/training/>

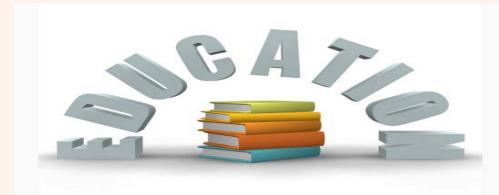
Expense report statuses:

*Submitted*—has not been checked. It has not been review yet.

*Approved*—means that it has been reviewed by the audit team.

*Rejected* - Need to make changes and re-submit.

Auditing can occur for the past 2 years and you may be requested to enter additional receipts or credentials. The auditing process can also involve the finding of disallowed expenses. Please respond to any letters or communication about these items.



Attention: When submitting paperwork to ESA you will need to make sure copies of what you are submitting are already made to turn in. Due to budget constraints we are no longer allowed to make copies for parents.

Funding dates for quarter 2 will be October 15th and 30th. (funds will be available on cards 5-7 business days after.

# Empowerment Scholarship Account September Newsletter

## ESA Expense Reports:

*Expense Reports are due quarterly, please try to submit them before the due date. You can utilize the online expense report portal and upload receipts through a scanner or by taking photos with your phone.*

*You will receive an email of submission, this does not mean your expense report was approved or reviewed by a staff member.*

*All emailed and dropped off expense reports must have a expense report form signed by the applicant . A staff member will then manually enter this into the online portal as soon as possible. We apologize for any delays in entering the expense reports.*

*Our office is extremely busy the week of due dates, phone wait time can be long. Please avoid this wait by submitting the expense report early, all expenses that occur after the due date for Quarters 1, 2 and 3 will roll to the following quarter's expense report. For quarter 4 we ask that you submit all expenses for the remainder of the school year as they will not roll over to another contract .*

*Resource: Parent Handbook 2018-2019  
<http://www.azed.gov/esa/parent-handbook/#>*

Quarter	Dates	New Application Deadline	New Contracts Due back for Funding	Funding Dates	Expense Report Due Dates
1	July 1- September 30	June 1, 2018	July 29, 2018	July 15th and 30th	September 20, 2018
2	October 1- December 31	September 1, 2018	October 29, 2018	October 15th and 30th	December 20, 2018
3	January 1- March 31	December 1, 2018	January 29, 2018	January 15th and 30th	March 20, 2018
4	April 1- June 30	March 1, 2018	April 29, 2018	April 15th and 30th	June 20, 2018