

Instructions for Invoicing for Juvenile Justice Education Special Appropriation 103 funds:

The Provider's requests for reimbursement payments will be processed on a first come first served basis until all funds are allocated.

A. The reimbursement invoice procedure for the High School Equivalency Examination and Postsecondary Instruction is a multiple step process:

1. Complete all information on the appropriate student data form for either the High School Equivalency Examination or Postsecondary Instruction.
 - a. When submitting the Student Data Form, include all **appropriate** supporting documentation, such as: copies of billings for services, tuition paid, receipts for payments made, student test results, student enrollment, or any other appropriate supporting documentation as needed.
 - b. The web links for the student data forms for the two Appropriation Categories are located below in Section B.
2. Using the data submitted on the student data form, complete an invoice for submission to Department of Education. Invoices are required to be submitted both on line and mailed.
 - a. Web link for the invoice form is located below in Section C.
3. Print the invoice form on agency letterhead and have the designated person sign where appropriate.
4. Mail signed invoice form to:

Florida Department of Education
Attn: Ed Radigan/DJJ Appropriation 103
325 West Gaines Street, Room 730
Tallahassee, Florida 32399-0400

B. Web links for the student data forms for the two Appropriation Categories are provided below. Eligible providers **MUST** complete all data information located in both the Provider and Student Information sections

[High School Equivalency Examination](#)

[Postsecondary Instruction](#)

When all Provider and Student information is completed, include the following information for each form:

For High School Equivalency Examination:

- For 2013 Testing:
 - Indicate how many sub-tests were administered and passed for 2013 Testing
 - For those tests which were passed, include the passing score in the appropriate box
- For 2014 Testing:
 - Indicate how many sub-tests were administered and passed for 2013 Testing
 - From the pull down menu indicate whether the test was passed or failed
- Include the total amount for each testing type for each eligible student
- Enter total amount requested for reimbursement for the student
- Attach files that show proof of payment for all requested reimbursements
- Attach copy of student test results
- Click the Submit button

For Postsecondary Instruction

- For enrollment in accredited state colleges include:
 - term of enrollment
 - credit hours
 - course numbers
 - whether or not it is through virtual instruction
- For college preparation instruction and testing include:
 - what agency provided the instruction
 - credit hours
 - term of enrollment
 - subject areas
 - whether or not it is through an accredited state college
- For instruction leading to industry certification include:
 - what agency provided the instruction
 - type of instruction
 - the industry certification
 - whether or not the certification was attained
- Enter the amounts requested for reimbursement for all associated costs
- Enter the total amount requested for the eligible student (**up to \$2,375 per student**)
- Attach files that show proof of the following:
 - high school diploma or its equivalent
 - enrollment in postsecondary instruction
 - payment for costs incurred for each student
- Click the Submit button

C. Instructions for Completing the Invoice Form

To access the invoice form, go to the following link:

[Invoice Form](#)

- Enter the date
- From the pull down menu choose appropriate reimbursement from the following:
 - High School Equivalency Examination
 - Postsecondary Resource
- Enter all provider information
- Assign an invoice number
- List the name and amount requested for each student (amount should equal the amount shown on the Student Data Collection sheet)
- Do not enter anything in the DOE Approved Amount section
- List the total amount requested for the invoice
- Print the form on agency letterhead and have the appropriate official sign
- Click the Submit button
- Mail the signed copy of the form to the following address:
 - Florida Department of Education
 - Attn: Ed Radigan/DJJ Appropriation 103
 - 325 West Gaines Street, Room 730
 - Tallahassee, Florida 32399-0400