



# Emergency Assistance to Nonpublic Schools (EANS)

April 27, 2021



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

[www.FLDOE.org](http://www.FLDOE.org)

## Purpose and Goal

- The purpose of this technical assistance session is to provide a refresher of the Emergency Assistance to Nonpublic Schools (EANS) program as authorized by the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act.
- The goal of this session is to provide interested parties with an understanding of the EANS funds, fund requirements, and the processes that the FDOE will use to administer these funds.

## Background

- The Corona Virus Response and Relief Supplemental Appropriations Act (CRRSA) was signed into law on December 27, 2020 and authorized the EANS program.
- The U.S. Department of Education has provided states \$2.75 billion in assistance under the EANS program, as part of the Governor's Emergency Education Relief Fund (GEER II).
- Florida has been allocated \$212,978,041 to provide assistance to non-public, not-for-profit schools affected by the pandemic.

## Private School Eligibility

- Must be established as a not-for-profit entity; for-profit private schools are ineligible.
- Must have been in existence prior to March 13, 2020.
- Must be licensed, accredited, or otherwise approved to operate in accordance with state law.
- Did not and will not apply for and receive a loan under the Small Business Administration's Paycheck Protection Program (PPP) (15 U.S.C. 636(a)(37)) that is made on or after December 27, 2020.

## Required Application Data

- Private schools were required to provide the number or estimated number of low-income students enrolled in its school for the 2019-20 school year. In doing so, you were asked to use one or more of the following data sources as the basis for determining its poverty level:
  - free or reduced-price lunch data;
  - scholarship or financial assistance data;
  - E-Rate data;
  - U.S. Census Bureau data; or
  - proportionality data.

## Impact of COVID-19 for Application

- Private schools were also required to provide information to describe and/or quantify the impact of COVID-19 on the non-public school, which may have included:
  - Loss of tuition revenue;
  - Decrease in enrollment (from 2019-20 to 2020-21);
  - Lack of capacity to provide remote learning due to insufficient technological support; and/or
  - Data documenting the extent of learning loss attributable to the educational disruptions caused by COVID-19.

## EANS Funding Categories

1. Supplies to sanitize, disinfect, and clean school facilities
2. Personal Protective Equipment (PPE)
3. Improving ventilation systems, including windows or portable air purification systems
4. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. Physical barriers to facilitate social distancing
6. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety

## **EANS Funding Categories, Continued**

7. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. Educational technology
9. Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. Leasing sites or spaces to ensure social distancing
11. Reasonable transportation costs
12. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

## Funding Categories – General

- Of those 12 funding categories for allowable uses of the funds, please be mindful that:
  - Costs must be:
    - Allowable – i.e., fit into one of allowable categories,
    - Reasonable – i.e., what a prudent person would pay for the item, and
    - Necessary – i.e., as a result of the ongoing impact of COVID-19
  - Staff salaries and fringe costs are not reimbursable.
  - Ownership for any materials, equipment, or property must transfer to the Florida Department of Education. \*

## Funding Categories – General

\* Equipment and supplies purchased with EANS funds for students and teachers in a non-public school may be used for the authorized purposes of the EANS program during the period of performance (which in this case is September 30, 2023) OR until the equipment and supplies are no longer needed for the purposes of the EANS program.

## Reimbursement Costs

- Costs may be reimbursed with proper documentation, as long as the costs are allowable, reasonable, and necessary.
- Unallowable costs will not be reimbursed.
- Private schools must identify service, a description of the service, the applicable EANS funding category, and the actual amount.
- Reimbursements provided to the private school **DO NOT** mean the school is a recipient of federal financial assistance.
- Only expenses incurred on or after March 13, 2020 will be considered.

# Improving Ventilation Systems

## [Costs permitted for existing systems, not new]

### Reimbursement

- Costs should be reasonable and necessary.
- Reimbursement **only** permitted for portable air purification systems.
- Invoice or receipt must be provided for portable air purifiers.

### Future Services

- Costs must be reasonable and necessary.
- Quotes may be required prior to approval.
- Any installation must be completed by a licensed contractor.
- Vendor submits invoice for payment.

## Leasing sites/spaces - Reimbursement

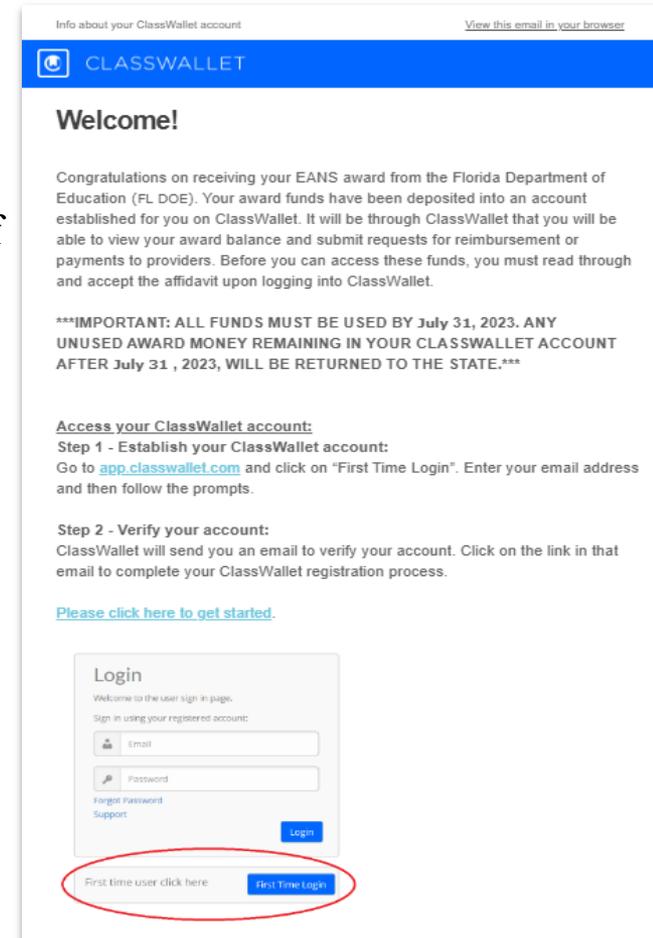
- Lease must be provided in advance for review and approval, along with documentation that the space was necessary for social distancing.
- Lease costs must be in addition to the existing school property and only added due to the pandemic.
- Late fees, insurance costs, utilities, maintenance costs, and other comparable costs are not reimbursable.
- Leases established before March 13, 2020, are not eligible for reimbursement.
- Private school must assure that there is no conflict of interest with any school staff, administration, governing board, or other officials with lessor.

## Leasing sites/spaces

- Lease must be provided in advance for review and approval.
- Private school is responsible for necessary insurance costs, repairs and maintenance.
- Private school must adhere to the terms of the approved lease, including any costs for damages/repairs beyond normal wear and tear.
- Leased space must be compliant as a non-public private school through FDOE.
- Terms of lease may not extend beyond September 30, 2023, or until no longer needed, whichever is sooner.
- Private school must assure that there is no conflict of interest with any school staff, administration, governing board, or other officials with lessor.

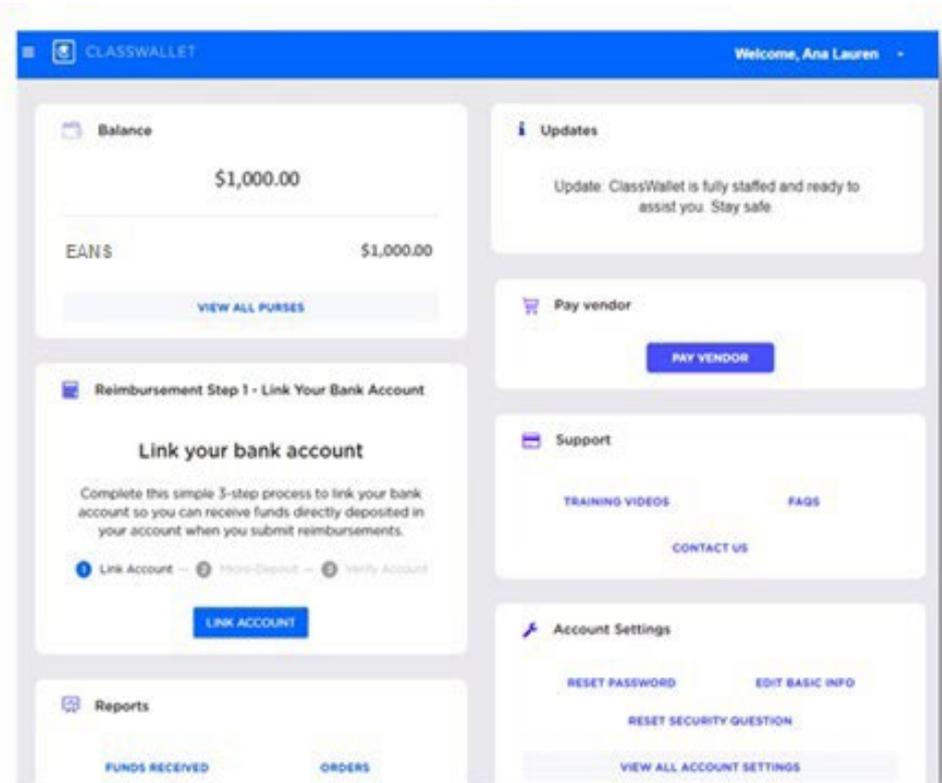
# Welcome to ClassWallet

- The Florida Department of Education (FLDOE) is pleased to use ClassWallet, an online funds management platform, to streamline the management of the EANS program. Eligible non-public schools can use these funds to make payments through vetted and pre-approved service providers or submit receipts for reimbursement of purchases made to address educational disruptions resulting from COVID-19.
- The first step to accessing your account is acknowledging receipt of the **Welcome** email from ClassWallet.



# Access Account: Home Page

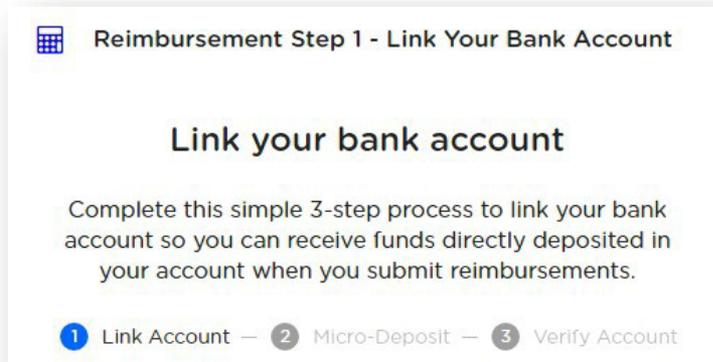
- These are the tiles and menu options you will find on your ClassWallet homepage:
  - **Updates** – Important ClassWallet system notifications.
  - **Balance** – View your balance.
  - **Reimbursement** – Link your bank, verify your account and submit receipts. This tile will change based on where you are in the process.
  - **Pay Vendor** – Issue a direct payment to approved registered service providers.
  - **Reports** – View funds received and all order details.
  - **Support** – Find training videos, FAQs, or contact support.
  - **Account Settings** – Edit basic info, update your password, or security question and answer.



# Ways to Use Your Funds

- Once your ClassWallet balance reflects the EANS funds, you can link your bank account and submit receipts for a direct reimbursement via ACH or issue payments to registered service providers.

## Reimbursement



Reimbursement Step 1 - Link Your Bank Account

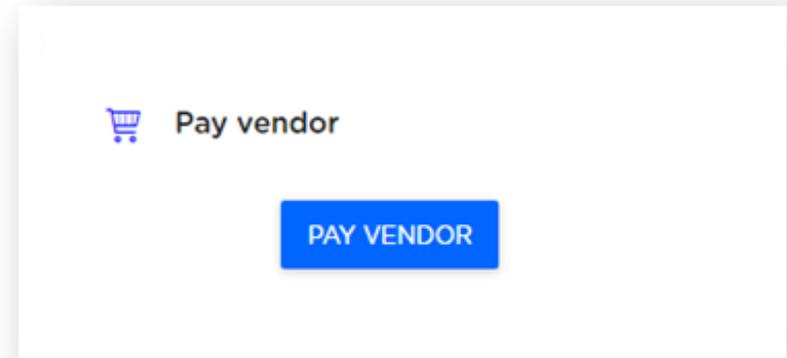
### Link your bank account

Complete this simple 3-step process to link your bank account so you can receive funds directly deposited in your account when you submit reimbursements.

1 Link Account — 2 Micro-Deposit — 3 Verify Account

*Link your bank account to be reimbursed for approved purchases.*

## Service Provider Payment



Pay vendor

**PAY VENDOR**

*Pay registered service providers.*

## Approval & Rejection Notes

- Upon the administrator's **approval of your reimbursement**, you will receive notice of the approval. The fund transfer typically settles to the bank account you linked within 2-4 weeks of the administrator's approval.
- Upon the administrator's approval of your **payment to a registered service provider**, the provider will receive confirmation of your payment, along with the uploaded documents, and payment should settle to their bank account within 2-4 weeks of the administrator's approval.
- Upon the administrator's **rejection of your reimbursement or provider payment**, all funds will be credited back to your ClassWallet account balance. You can find rejection notes/comments in the confirmation email.
- Inquiries related to the approval/rejection decision should be directed to the administrator listed in the confirmation emails.

## Deadline and Important Notes

- **Please check your account and emails from ClassWallet and/or the program administrator related to any upcoming deadlines.**
- **September 30, 2023 is the last day to submit receipts for reimbursement or issue a payment to service providers within your ClassWallet account.**
- You have until 11:59 PM on the date above to spend the funds.
- If you submit a reimbursement request or service provider payment close to the deadline, the designated approver/administrator will have time after the deadline to review your request and make the applicable decision. However, after the deadline, resubmission will not be permitted.
- All unspent balances will be returned to the state.

# General Questions About Security

## **Sharing Info / files**

All data at ClassWallet is stored securely and classified according to the data classification policy. ClassWallet is Service Organization Control (SOC) compliant and subject to annual reviews by third-party auditors with regards to our data security and privacy policies. All data transmitted over public and wireless networks is encrypted with strong encryption techniques.

## **User Reimbursements**

ClassWallet does not store your bank account information. When a school provides their bank account information to establish an account for reimbursement, ClassWallet captures that information securely through their Secure Sockets Layer (SSL) encrypted application. They immediately encrypt your data and create a token to share with their ACH Partner. After the account is created, ClassWallet erases the bank account data on their system.

ClassWallet's ACH partner stores the bank account information independent of any personal information about the user. What their partner does store is never stored anywhere other than their encrypted, vault-like servers that are protected both physically and electronically. Most of their storage servers are not connected to the internet and can only be accessed by a single IP address that allows them to send withdrawal and deposit requests directly to the bank. This limits the exposure of ClassWallet users financial information.

View more information here: [General questions about security](#)

# User Support

- You can find the SUPPORT tile on your ClassWallet home page for easy access to FAQs, videos, and ways to contact us.
- ClassWallet's support team can assist you with any of the following application related matters:
  - Linking or deleting a bank account
  - Bank account verification
  - Document upload for reimbursements and payments
  - Service provider registration status
  - Reimbursement and provider payment statuses

## Ways to Reach ClassWallet

### Support:

- Start a live chat or view knowledgebase at: <https://kleo.force.com/classwallet/s/>
- Email [help@classwallet.com](mailto:help@classwallet.com)
- Call (877) 969-5536 ext. 6

### ClassWallet Customer support hours:

Monday – Friday: 8 AM to 8 PM EST  
Saturday: 10 AM to 4 PM EST

**Questions regarding EANS policies, guidelines, funding eligibility and more should be directed to [eans@fldoe.org](mailto:eans@fldoe.org).**

Also please ensure that [info@classwallet.com](mailto:info@classwallet.com) is set up on your end as a safe sender as this will be your primary method of communication with ClassWallet.

