



LOUISIANA DEPARTMENT OF EDUCATION

June 16, 2022

TO: Diocesan Superintendents
Nonpublic School Principals
Required Services Program School Contacts

FROM: Beth Scioneaux
Deputy Superintendent
School System Financial Services

SUBJECT: FY2021-2022 Required Services Reimbursement Requests

Reimbursement Request Forms and Guidelines for the 2021-2022 Required Services Reimbursement Program are located in the Nonpublic School Finance Library section at <https://www.louisianabelieves.com/resources/library/nonpublic-schools>.

At this location you will be able to reference:

- [Required Services Guidelines](#)
- [Required Services Reimbursement Program Procedures](#) (PowerPoint Presentation)
- [Form - Required Service Time Log \(Monthly or Quarterly\)](#)
- [Form - Required Service-Summary Time Record Form 20XX](#)
- [Form - Required Service-Reimbursement Form 20XX-20XX](#)

Important Reminders:

1. The Required Services Reimbursement Program Procedures PowerPoint presentation is a compilation of all aspects of the program including detailed instructions on how to submit the reimbursement request.
2. If the school address has changed, the school is required to submit a W-9 form indicating the new address or the school may not be paid. The new W-9 form should be submitted to NonpublicFinanceHelpDesk@LA.GOV
3. Assign an official contact person and a backup staff person at your school for the Required Services program. Changes in school staff in the last year have made it challenging for forms to be completed with accuracy and submitted timely. Adherence to the September 30, 2022 submission deadline is mandatory.



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4. Ensure that the LDOE has recent contact information for those staff managing the Required Services Program at your school in case there are questions on a reimbursement request submission. If staff has changed, submit new contact information including name, phone and email address to NonpublicFinanceHelpDesk@LA.GOV
5. The Required Services reimbursement packet must include the following:
 - Required Services Reimbursement Summary, SY 2021-2022 – PDF format
 - Required Services Reimbursement Form and Summary, SY 2021-2022 – Excel format
 - Required Services Summary Time Record Forms (2021) for each employee – PDF format
 - All required signatures
6. The Required Services reimbursement packet must be submitted to the Louisiana Department of Education *no later than* **Friday, September 30, 2022** by close of business (4:30 PM).
7. **MANDATORY Submission Process: Schools must submit all of the documents in the completed reimbursement request packet electronically via e-mail to NonPublicFinanceHelpDesk@la.gov.**

Upon submission, the department will issue a confirmation email verifying receipt of the packet. If a confirmation email is NOT received within 48 hours, please contact School System Financial Services Office at (225)342-3617.

Questions may be directed to NonpublicFinanceHelpDesk@LA.GOV or (225)342-3617.

Thank you for cooperation in this matter.