



# Emergency Assistance to Nonpublic Schools (EANS)

Technical Assistance Session

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Molly M. Spearman – State Superintendent of Education

# Purpose and Goals

- The purpose of this Technical Assistance Session is to provide an overview of the South Carolina Emergency Assistance to Nonpublic Schools (SCEANS) program as authorized by the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act.
- The Goal of this session is to provide recipients of assistance under the SCEANS program with an understanding of the claims submission process through ClassWallet, procurement requirements, asset tracking, and transfer of ownership procedures.

# Working Together

As always, a huge thank you to the SC private school associations for continued discussions and help in getting this program to this point!



SOUTH CAROLINA ASSOCIATION  
OF CHRISTIAN SCHOOLS



# OVERVIEW

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EANS Program

# Background

- On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) was signed into law
- The US Dept. of Education is providing \$2.75 billion in assistance under the EANS program, as part of the Governor's Emergency Education Relief Fund (GEER II)
- South Carolina has been allocated \$39,981,327 to provide assistance to non-public, not-for-profit schools affected by the pandemic
  - \$39,781,327 is available to eligible non-public, not-for-profit schools

# Application Review

- The SCEANS application window remained open from March 1, 2021 – March 31, 2021
- Applications were reviewed and additional information was requested from the applicant when required.
  - Initial requests from all applicant schools totaled over \$48.4 million
- Conditional approval was provided for all reasonable, allowable, and necessary requests within 30 days of receipt of application.

# Application Review (continued)

- Conditionally-approved amounts were reviewed and adjusted
  - Priority was given to schools who enroll low-income students and were most affected by the pandemic
  - Total assistance for each school was compared to the number of reported low-income students, providing a per-low-income-pupil amount
  - A cap was applied to the per-low-income-pupil amount permitted for each school
  - Total revised assistance, plus estimated processing fees, totaled \$39,981,327
- Affected schools were notified of the adjustments, and revised requests submitted by the applicant
- Final approvals were delivered May 27, 2021



# ClassWallet

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EANS Program



# South Carolina Department of Education

## Emergency Assistance for Non-Public Schools (EANS) ClassWallet User Guide

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Last updated: 6/1/2021

# Agenda

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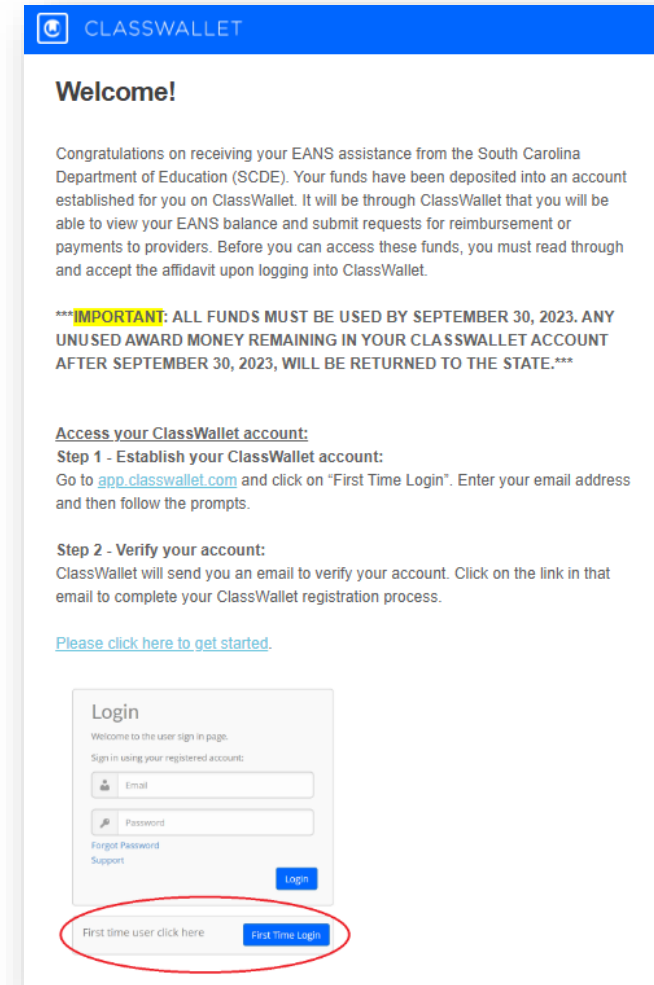
- [Welcome](#)
- [Access Your ClassWallet Account](#)
- [Accept the Affidavit](#)
- [Ways to Use Funds](#)
  - [Reimbursements: Link Bank Account & Submit Receipts](#)
  - [Service Provider Payments](#)
- [Category Selection Requirement](#)
- [View Transaction Confirmation Emails](#)
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- [Approval & Rejection Notes](#)
- [Deadline & Important Notes](#)
- [General Questions About Security](#)
- [User Support](#)



# Welcome to ClassWallet

We're pleased to announce that the South Carolina Department of Education (SCDE) is using ClassWallet, an online funds management platform, to streamline the management of the Emergency Assistance to Non-Public Schools (EANS). 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 receipt of the Welcome email from ClassWallet.



The screenshot shows the ClassWallet website interface. At the top is a blue header with the ClassWallet logo and name. Below the header, the page is titled "Welcome!". The main content area contains a congratulatory message about receiving EANS assistance, followed by a bolded "IMPORTANT" notice stating that all funds must be used by September 30, 2023, and any unused funds will be returned to the state. Below this, there are instructions on how to access the account, divided into two steps: "Step 1 - Establish your ClassWallet account" and "Step 2 - Verify your account". Step 1 instructs users to go to [app.classwallet.com](http://app.classwallet.com) and click on "First Time Login". Step 2 instructs users to check their email for a verification link. At the bottom of the page, there is a "Login" form with fields for Email and Password, and links for "Forgot Password" and "Support". A red circle highlights the "First Time Login" button, which is located next to the text "First time user click here".

**CLASSWALLET**

## Welcome!

Congratulations on receiving your EANS assistance from the South Carolina Department of Education (SCDE). Your funds have been deposited into an account established for you on ClassWallet. It will be through ClassWallet that you will be able to view your EANS balance and submit requests for reimbursement or payments to providers. Before you can access these funds, you must read through and accept the affidavit upon logging into ClassWallet.

**\*\*\*IMPORTANT: ALL FUNDS MUST BE USED BY SEPTEMBER 30, 2023. ANY UNUSED AWARD MONEY REMAINING IN YOUR CLASSWALLET ACCOUNT AFTER SEPTEMBER 30, 2023, WILL BE RETURNED TO THE STATE.\*\*\***

Access your ClassWallet account:

**Step 1 - Establish your ClassWallet account:**  
Go to [app.classwallet.com](http://app.classwallet.com) and click on "First Time Login". Enter your email address and then follow the prompts.

**Step 2 - Verify your account:**  
ClassWallet will send you an email to verify your account. Click on the link in that email to complete your ClassWallet registration process.

[Please click here to get started.](#)

### Login

Welcome to the user sign in page.

Sign in using your registered account:

[Forgot Password](#)  
[Support](#)

Login

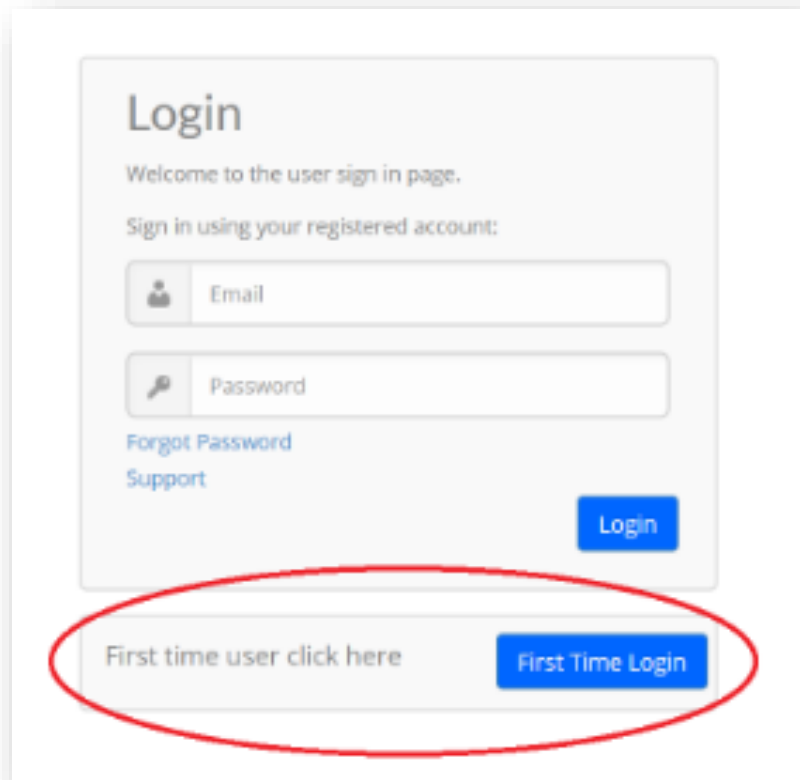
First time user click here [First Time Login](#)

# Access Your ClassWallet Account

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# Access Account: First Time Login

1. Go to [app.classwallet.com](https://app.classwallet.com) and click on the “First Time Login” button
2. Enter your email address, click the checkbox: “I’m not a robot” and then click the blue button to verify your email address



**Login**

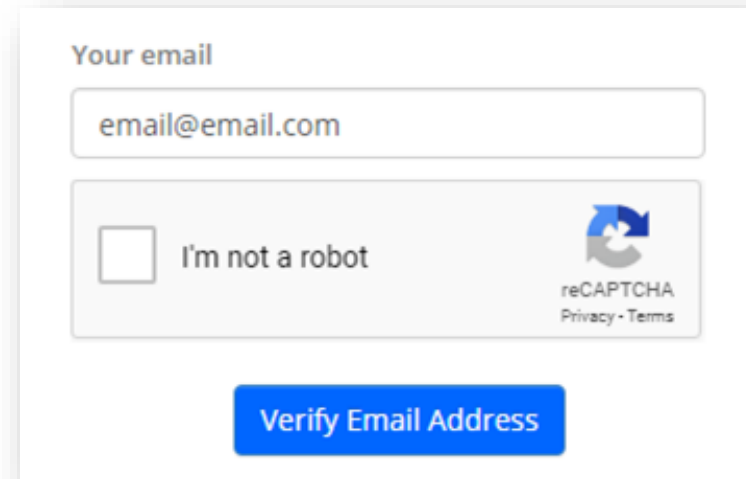
Welcome to the user sign in page.

Sign in using your registered account:

[Forgot Password Support](#)


[Login](#)

First time user click here [First Time Login](#)



**Your email**

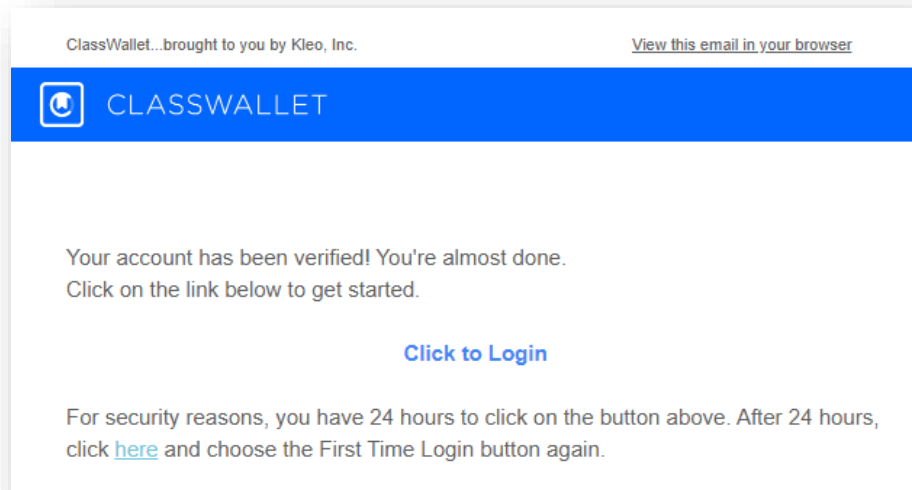
☐ I'm not a robot

 reCAPTCHA  
[Privacy](#) • [Terms](#)

[Verify Email Address](#)

# Access Account: Verification

3. ClassWallet ([info@classwallet.com](mailto:info@classwallet.com)) will send you an email to verify your account. Click "Login" in the email.
4. Create the log-in information you will use to access your account moving forward.



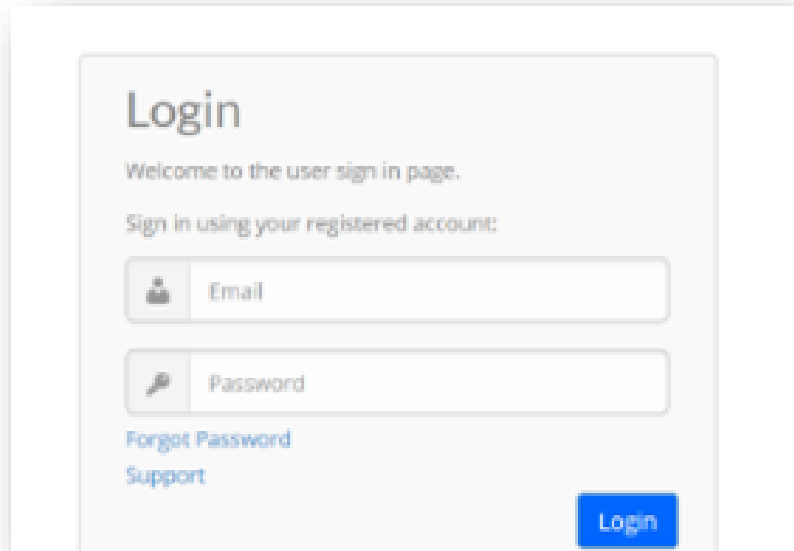
Be sure to whitelist or save **[info@classwallet.com](mailto:info@classwallet.com)** as a "Safe Sender" to ensure you receive important system generated emails.

A screenshot of a web form for setting up a new account. The title is "Please set your new password". The form contains several input fields: "Enter Password" (labeled "Password"), "Re-enter Password" (labeled "Confirm Password"), "Security Question" (a dropdown menu labeled "Select Security Question"), "Answer" (labeled "Answer"), and "Confirm Answer" (labeled "Confirm Answer"). At the bottom left is a "Logout" link, and at the bottom right is a blue "Next" button.

# Access Account: Login

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When you are ready to log-in, go to [app.classwallet.com](https://app.classwallet.com) and enter your email and the password you created.

A screenshot of a login form titled "Login". The form is light gray with a white border. It contains the following elements: a title "Login", a welcome message "Welcome to the user sign in page.", a prompt "Sign in using your registered account:", two input fields (one for "Email" with a person icon and one for "Password" with a key icon), two links "Forgot Password" and "Support" in blue text, and a blue "Login" button at the bottom right.

Login

Welcome to the user sign in page.

Sign in using your registered account:

Email

Password

[Forgot Password](#)

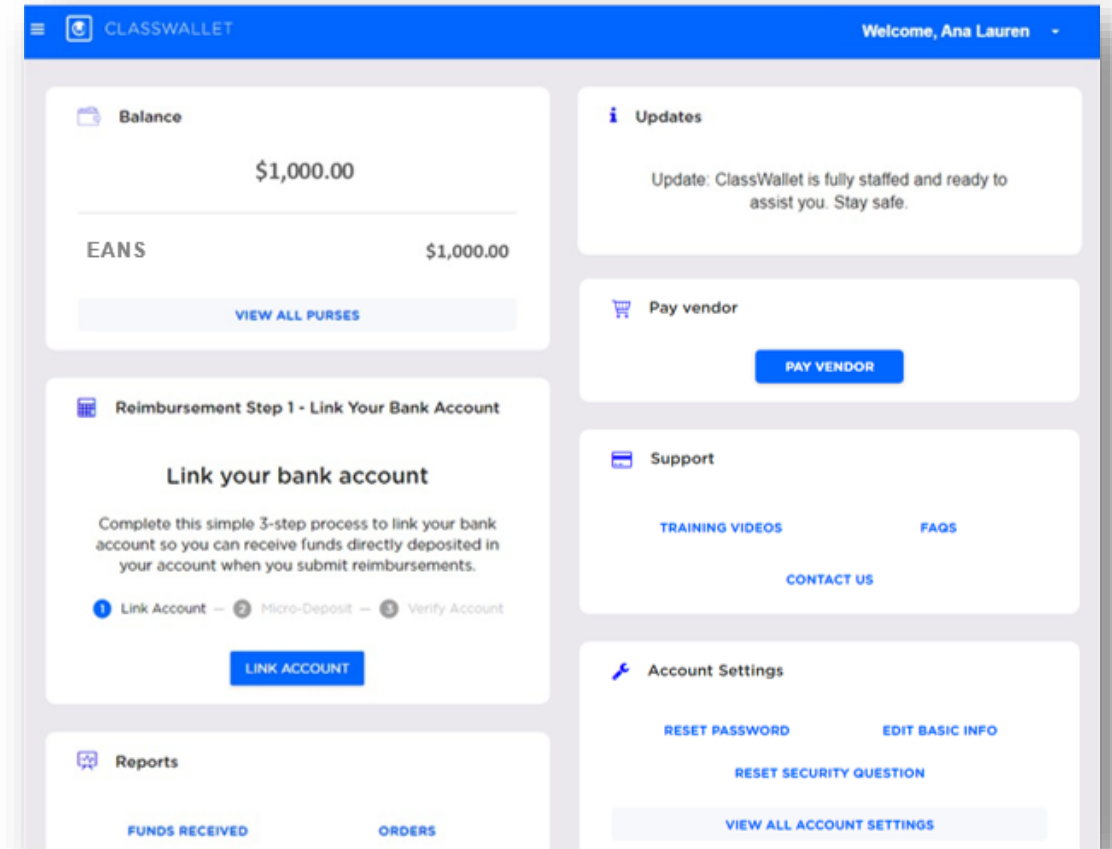
[Support](#)

Login

# Access Account: Home Page

These are the tiles and menu options you will find on your ClassWallet home page:

- **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 the 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 answer





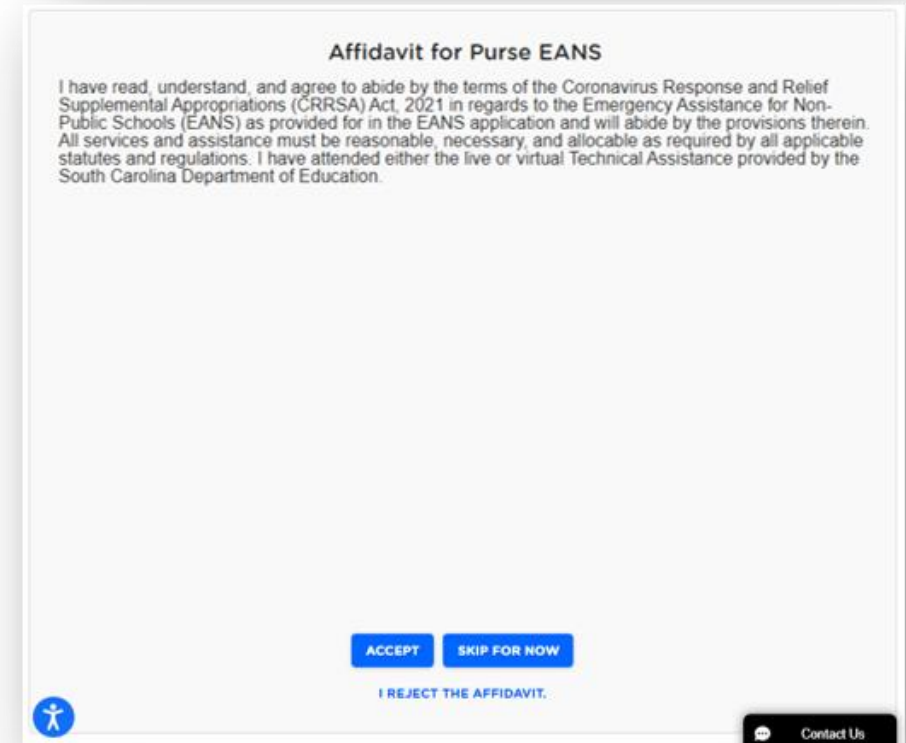
# Accept the Affidavit

Before you can spend your funds, you must read through and accept the affidavit as outlined by the U.S. Department of Education and the South Carolina Department of Education.

Upon logging in for the first time, you will see the affidavit related to funds made available to you.

## Affidavit Options:

- **Accept** – You will see your account balance displayed and can issue payments to registered providers or submit receipts for reimbursement.
- **Skip for Now** - You will be taken to your ClassWallet account, but your balance related to these funds will display \$0. You must click on the blue “Affidavit” link in order to display the affidavit and “Accept” it in order to use these funds. You can view instructions [here](#).
- **Reject** – On the confirmation message, you can confirm your rejection to use the funds or click “Go Back” to change your selection. If you accidentally rejected the affidavit, contact ClassWallet support to reset your selection.



The screenshot shows a web form titled "Affidavit for Purse EANS". The text of the affidavit reads: "I have read, understand, and agree to abide by the terms of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021 in regards to the Emergency Assistance for Non-Public Schools (EANS) as provided for in the EANS application and will abide by the provisions therein. All services and assistance must be reasonable, necessary, and allocable as required by all applicable statutes and regulations. I have attended either the live or virtual Technical Assistance provided by the South Carolina Department of Education." At the bottom of the form, there are two blue buttons: "ACCEPT" and "SKIP FOR NOW". Below these buttons is a link that says "I REJECT THE AFFIDAVIT." In the bottom left corner, there is a blue circular icon with a white person symbol. In the bottom right corner, there is a black button with a white speech bubble icon and the text "Contact Us".

# Ways to Use Your EANS Award Funds

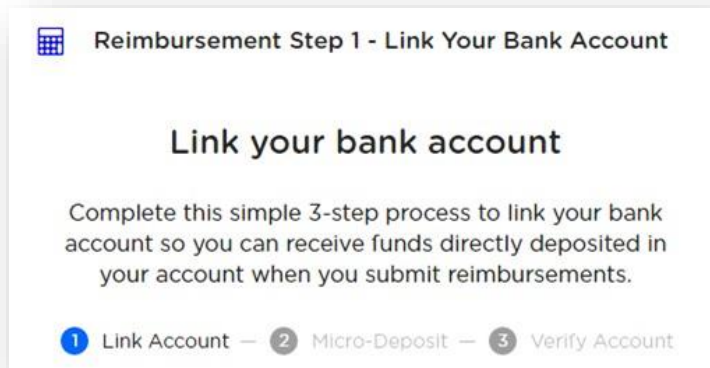
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# Ways to Use Your Funds

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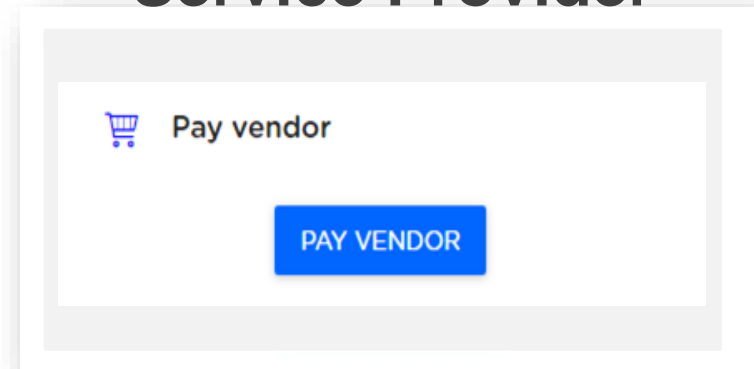
Once your ClassWallet balance reflects the EANS funds, you can link your bank account and submit receipts for a direct reimbursement via ACH or issue payments to registered service providers.

## Reimbursement



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

## Service Provider



*Pay registered service providers*

# Reimbursements: Link Bank Account

If you've made a purchase with other vendors and wish to seek reimbursement, you can do so by linking your bank account and submitting the receipts and paid invoices through your ClassWallet account. You'll need to complete a W-9 as one of the required steps to linking your bank account - please have the information handy.

Getting started takes 2 steps.

1. Link your bank account. Entering the required information only takes a few minutes. You will only need to link your bank account once.
2. Verify the micro deposits we sent to your bank. You should see deposits within 1-2 business days of linking 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 ACCOUNT**

### Now let's verify your account!

Take a look at your bank statements and keep an eye out for 2 small penny-size deposits. You'll use these amounts to verify your account. Select "Verify Account" to enter them.

✓ Link Account — ✓ Micro-Deposit — 3 Verify Account

**VERIFY ACCOUNT**

You can view detailed instructions with screenshots and watch a tutorial video here:

<https://kleo.force.com/classwallet/s/article/How-to-link-your-bank-account>

# Reimbursements: Submit Receipts

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## How to Submit Receipts for Reimbursement Using a Desktop Scanner

Once your bank account is verified, you can start a reimbursement and submit a documents by:

- scanning them using a desktop printer and submitting them through the ClassWallet online application OR
- taking a photo using your smartphone and submitting them through the ClassWallet mobile-friendly website

You can view step-by-step instructions at:  
<https://kleo.force.com/classwallet/s/article/Submitting-receipts-for-reimbursement>

Or watch a short 2-minute video here:  
<https://youtu.be/kfYU39IRqAc>

*\*\*Please keep in mind these videos and articles may not accurately represent the settings of your specific organization.*

# Reimbursements: Documentation

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All purchases, along with the proper uploaded documents, will be sent to the program administrators for audit, review, and are subject to approval.

To avoid delays or rejections of your requests, be sure to submit the proper documentation.

**Proper documentation includes:**

- a detailed invoice or bill of sale
- a copy of a cleared check or credit/debit card statement for the same amount of each reimbursable item/total
- Written justification may be required to ensure the expenditures align with the requirements.

Acceptable file types are:

- .PDF
- .JPEG
- .PNG

# Get Your Service Provider Pre-Registered

In order to receive payment using the EANS funds, service providers will need to register and become an approved provider. They can go to the link above the image to begin the process.

**\*Please do not attempt to complete this form on behalf of the provider.**

Once the provider has completed the registration and verification process, you will be able to find them in the vendor list and issue payments for eligible services.

## South Carolina EANS Service Provider Pre-Registration



### South Carolina Department of Education Service Provider Pre-Registration

The South Carolina Department of Education is using ClassWallet for non-public schools to manage and make payments using their EANS funds.

In order to receive payment from EANS, you will need to complete the following steps:

1 - The pre-registration form found on this page.

2 - Upon approval, you will receive an email with a link to the ClassWallet website and the required next steps.

If you have been approved but have not received the "Step 2" email or for questions regarding how to enter your information and/or credentials through ClassWallet, please contact help@classwallet.com or 877-969-5536.

QUESTIONS about EANS? Please contact the South Carolina Department of Education at sceans@ed.sc.gov.

#### Pre-Registration Step 1 of 2

To begin the registration process, complete the form fields below and upload the required W9. Once you submit, your registration will be sent to the EANS administrator for review.

Upon approval, you will receive an email with a link to the ClassWallet website and the next steps.

\*All service providers will be required to create an account on the ClassWallet platform in order to receive EANS payments. Your registration will NOT be deemed complete until you create your ClassWallet account and verify your bank account.

IMPORTANT: Be sure to whitelist or save the following emails as "Safe Senders" to ensure you receive the email notifications:

- info@classwallet.com
- automation@app.smartsheet.com
- user@app.smartsheet.com

Complete the required information:

Organization Type \*

Select ▼

Company Name \*

This is how your business/self will be listed on ClassWallet

Your First Name \*

This is the person making the request

Your Last Name \*

Email \*

# Provider Payments: Registration Steps

These are the steps for a service provider to be listed within the ClassWallet platform.

Service providers will be displayed no sooner than 4 business days after they complete the pre-registration form as the timeline will vary based on steps 2 and 4. \*Please keep in mind, the table below shows an estimated timeline.\*



Step	Description	Est Timeline
1. Service provider submits the Pre-Registration form	<ul style="list-style-type: none"><li>Service provider completes and submits the pre-registration form.</li></ul>	Day 1
2. SCDE Review & Approval	<ul style="list-style-type: none"><li>Program administrators review and approve the submission. An automated email is sent to the service provider with the ClassWallet registration information</li></ul>	Varies, Day 1+
3. ClassWallet Registration & Account Link	<ul style="list-style-type: none"><li>Service provider completes ClassWallet registration and account linking steps. The account verification process is initiated (24-48 hour expected receipt of micro-deposits)</li></ul>	Day 1
4. ClassWallet Account Verified	<ul style="list-style-type: none"><li>Service provider completes the bank verification process with the confirmation of the micro-deposits received</li></ul>	Varies, Day 2-3
5. Service provider is visible on ClassWallet	<ul style="list-style-type: none"><li>Service provider will be displayed to users under the "Pay Vendor" module and users can issue payment with the required documents.</li></ul>	Day 4



# Provider Payments: Issue Payment

The screenshot shows the ClassWallet web application interface for issuing payments. At the top, there is a blue header with the ClassWallet logo and an 'Exit' button. Below the header is a progress bar with seven steps: 1. Select Vendor, 2. Upload Documents, 3. Add details, 4. Choose Invoice, 5. Choose Tax, 6. Review & Submit, and 7. Complete. The main heading is 'Who do you want to pay?'. Below this is a search bar labeled 'Search vendors'. Under the search bar is a horizontal list of letters from A to Z, followed by 'All'. Below the letters is a list of vendor names: 'Al Huda Academy', 'Annunciation Catholic School', 'ALC Mosaic INC', and 'ABC Of NC Child Development Center'. To the right of each vendor name is a 'SELECT VENDOR' button.

This is where you pay service providers already authorized by the Program Administrator. This is not a marketplace to search for service providers.

Once your service providers are registered on ClassWallet, you can find them in the "Pay Vendor" module and issue payment. You will need to upload any invoices, statements, or other supporting documents (.PDF, .JPEG, or .PNG format)

You can view step-by-step instructions here:  
<https://kleo.force.com/classwallet/s/article/Pay-a-DirectPay-Vendor>

Or watch a short 2-minute video here:  
<https://youtu.be/vt0oLysesB4>

*\*\*Please keep in mind these videos and articles may not accurately represent the settings of your specific organization.*

# Payments: Document Requirements

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All payments, along with the proper uploaded documents, will be sent to the program administrators for audit, review, and are subject to approval.

To avoid delays or rejections of your requests, be sure to submit the proper documentation.

**Proper documentation includes:**

- An invoice, bona fide quotes, or statement of work, and verification that competition has been obtained, if applicable.
- A work order including final delivery date prior to approval of services or assistance
- Documentation that any service or assistance has been received in full
- Written justification may be required to ensure the expenditures align with the requirements.

Acceptable file types are:

- .PDF
- .JPEG
- .PNG

# Other Important Information

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# Category Selection Requirement

Upon submitting your reimbursement request or service provider payment, you will be required to select the appropriate category related to your transaction. You can select more than one if your transaction consists of items / services in multiple categories.

The categories are the same across all methods of payment on the ClassWallet platform even though some categories may not be available for reimbursement. (Please refer to the [Program Information](#)).

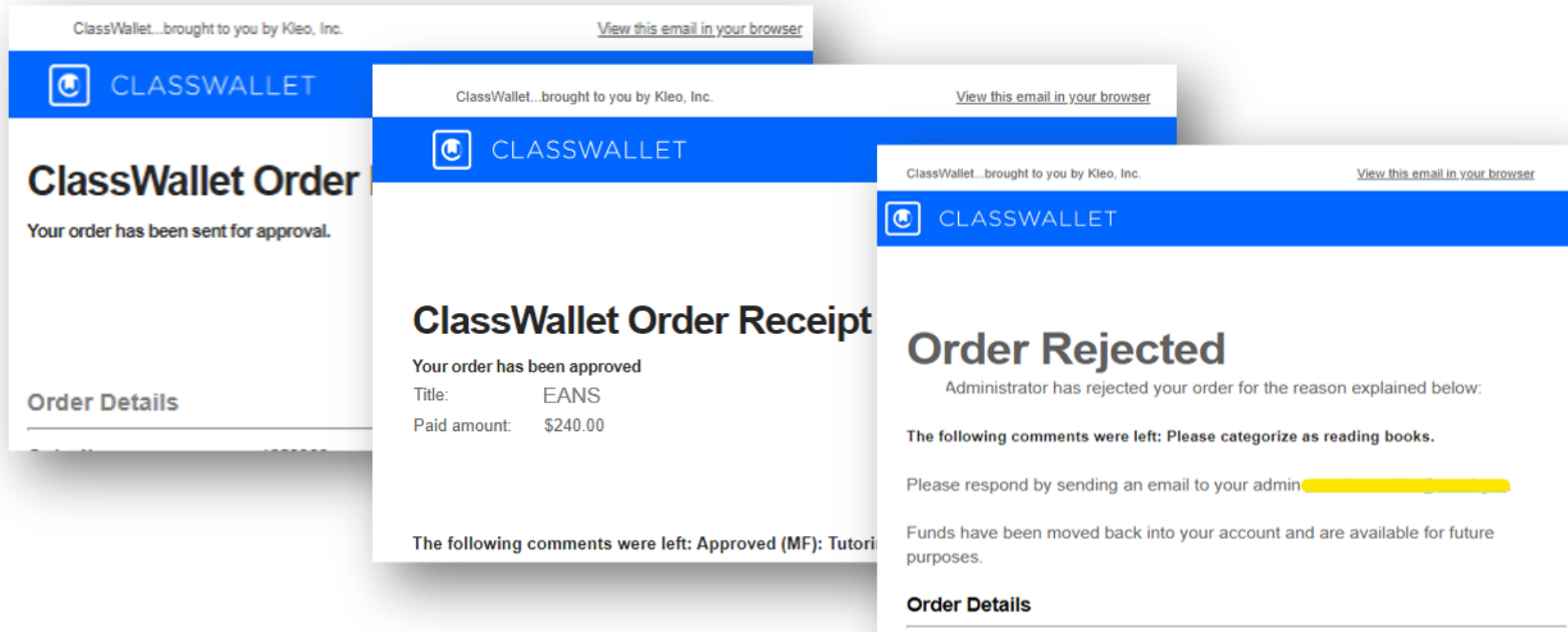
- ☐ Reimbursement #1 - Cleaning Supplies
- ☐ Reimbursement #2 - PPE
- ☐ Reimbursement #3 - Portable Air Purification Systems
- ☐ Reimbursement #5 - Physical Barriers
- ☐ Reimbursement #6 - Other Supplies as Recommended by CDC
- ☐ Reimbursement #7 - Expanding Capacity for Testing, Monitoring, and Suppressing COVID
- ☐ Reimbursement #8 - Educational Technology
- ☐ Reimbursement #10 - Leasing Sites
- ☐ Reimbursement #11 - Reasonable Transportation Costs

- ☐ Future Services #1 - Cleaning Supplies
- ☐ Future Services #2 - PPE
- ☐ Future Services #3 - Improving Ventilation
- ☐ Future Services #4 - Training on Sanitization, PPE, and Minimizing Spread
- ☐ Future Services #5 - Physical Barriers
- ☐ Future Services #6 - Other Supplies as Recommended by CDC
- ☐ Future Services #7 - Expanding Capacity for Testing, Monitoring, and Suppressing COVID
- ☐ Future Services #8 - Educational Technology
- ☐ Future Services #9 - Instructional Plans and Learning Loss
- ☐ Future Services #10 - Leasing Sites
- ☐ Future Services #11 - Reasonable Transportation Costs
- ☐ Future Services #12 - Education and Support Services

# Transaction Confirmation Emails

You will receive the following emails after you submit reimbursement receipts or vendor payments:

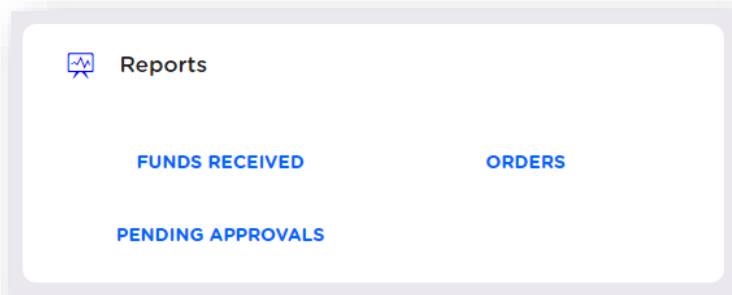
1. Confirmation of payment / reimbursement submission for the designated administrator to review
2. Confirmation of the administrator's approval or rejection, along with any applicable comments



# Access & View Reports

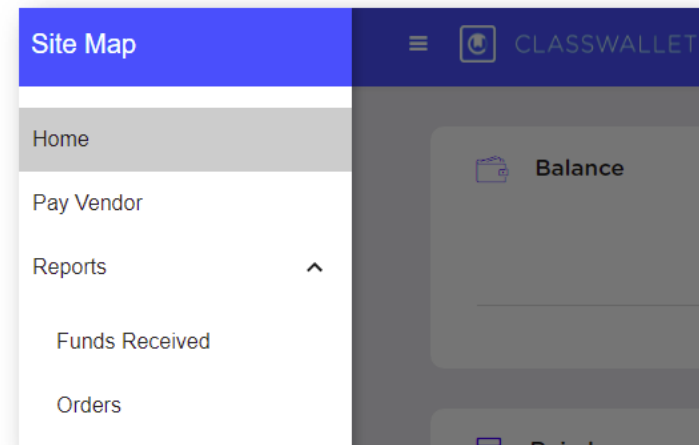
You have access within your ClassWallet account to view reports around your account activity. You can find these real-time reports through the Report tile found on the homepage or the sidebar menu.

Access reports from the homepage tile



OR

Access reports from the menu



You can view your funding activity, reimbursement receipts and documents for payments submitted through the platform. You can also view the status and any applicable comments from the approver within your order reports.

# Approval Timeline

Reimbursements and payments to providers can be expected to settle to the bank account linked within 2-10 business days of the administrator's approval. Below highlights the steps involved after a reimbursement or payment is submitted.



Step	Description	Est Timeline
Reimbursement / payment submitted	<ul style="list-style-type: none"><li>• User submits the reimbursement or service provider payment in their ClassWallet account.</li></ul>	Day 0
SCDE Accountability Review	<ul style="list-style-type: none"><li>• Program administrators review submissions. Upon approval, an automated email is sent to the user informing them of the approval.</li></ul>	Varies
ClassWallet Payment	<ul style="list-style-type: none"><li>• ClassWallet releases payment via ACH of the approved transaction to the school or provider. Bank settlement can be expected within this timeframe.</li></ul>	Day 2-10

# Approval & Rejection Notes

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- 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 2-10 business days 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 2-10 business days 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

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- 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 submit documentation and spend the funds within your ClassWallet account.
- 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

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We highly value your security. We have complete SOC1 audits and spend a great deal of effort to ensure that our platform is secure.

## **Sharing Info / files**

All data at ClassWallet is stored securely and classified according to the data classification policy. ClassWallet is 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 our user's bank account information. When user provide their bank account information to establish an account for reimbursement, we capture that information securely through our SSL encrypted application. We immediately encrypt their data and create a token to share with our ACH Partner. After the account is created with our partner we erase the bank account data on the ClassWallet system.

Our partner stores the bank account information independent of any personal information about the user. What they do 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

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We're here to help! You can find the SUPPORT tile on your ClassWallet home page for easy access to FAQs, videos, and ways to contact us.

Our 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
- Process for adding or updating school administrators

## 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

### Contact the Department of Education for program information:

Please visit the [SCEANS website](https://www.sceans.org/) for additional information on the program, or email [sceans@ed.sc.gov](mailto:sceans@ed.sc.gov) with any questions.

# Questions?

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# Submitting Claims

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EANS Program

# Reimbursement Costs

- Private schools will provide ClassWallet with banking information after creating their account to facilitate the transfer of funds for reimbursements
- Private schools will submit claims for reimbursements, providing journal entries and other supporting documentation such as receipts and/or invoices through ClassWallet's system
- SCDE will review claims to ensure requests are allowable, reasonable, and necessary, were incurred after March 13, 2020, and were included in the school's final approval for assistance

# Reimbursement Costs (continued)

- Reimbursement requests **MUST** be submitted by August 15th following the close of the state fiscal year on June 30<sup>th</sup>, yearly
- Reimbursement requests for expenses incurred from March 13, 2020 - June 30, 2021 **MUST** be submitted by August 15, 2021
- Requests for expenditures during that time period submitted after August 15 may be automatically declined
- Reimbursements provided to the private school **DO NOT** mean the school is a recipient of federal financial assistance

# **EANS Procurement Thresholds – Future Purchases**

- Costs must be allowable, reasonable, and necessary, and be included in the school's final approval for assistance
- Quotes must be obtained prior to request
  - Up to \$10,000 – One Quote
  - Over \$10,000 – Three (3) Bona Fide Quotes from qualified sources of supply
- If you cannot obtain three quotes, entity must:
  - provide proof that request was advertised on school website, or
  - provide proof that three quotes were attempted
- We will allow funding for the request of the lowest bid

*\* Applies to all purchases other than Catapult Learning services*



# Equipment

- Equipment is defined as:
  - Any single item whose market price or purchased cost is \$2,500 or more; **or**
  - Any technology device (such as a laptop, projector, interactive monitor, or other device) regardless of cost
- Prior to submitting a claim for equipment (either reimbursement or future assistance), the school must:
  - Download and complete the Equipment Tracker found on the SCEANS website
  - Download and complete the Transfer of Ownership form found on the SCEANS website, using Equipment Tracker as addendum
  - Email the Equipment Tracker in Excel format and a scanned copy of the signed Transfer of Ownership form to [sceans@ed.sc.gov](mailto:sceans@ed.sc.gov)
- The SCDE will review the claim with all submitted documentation, and will approve or deny, or request additional information if needed.

# Equipment Tracker

	A	B	C	D	E	F	G	H
1	Emergency Assistance for Non-Public Schools (EANS) Program							
2	Equipment Tracking Form - Reimbursements							
3								
4	School Name:					Total Reimbursement:		0
5								
6	Equipment Type (Laptop, Tablet, Computer, Software, etc.)	Equipment Brand	Invoice Date	Invoice Number	Vendor/ Service Provider	Serial Number	Purchase Cost	SCDE Tag Number (To be provided After Approval of Reimbursement)
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

# Equipment – Tracking Process

- Once a claim for equipment is approved, payment will be processed
- The SCDE will send asset tags to the school via US mail, as well as the Equipment Tracker via email
  - The Equipment Tracker will indicate which Asset Tag should be placed on which piece of equipment (using the serial numbers provided)
  - Asset tags should be placed on each item as directed
  - The school will have 30 days to return acknowledgement to the SCDE that the devices have been tagged

# Equipment – Annual Inventory

- All tagged equipment must also be annually inventoried by the school
- Around June 1<sup>st</sup> of each year, non-public schools who received assistance for equipment will be provided with an inventory list and instructions on completing the annual inventory process
  - These steps include verifying physical condition of devices, confirming the correct asset tags are still affixed to the appropriate device, etc.
  - Affirmation that the inventory has been complete and any items needing addressed must then be sent back to the SCDE
  - This process must be complete prior to June 30<sup>th</sup>

# Equipment – Ownership

- Transfer of ownership is required for any equipment purchased with EANS funds, and must be completed prior to distribution of funds through ClassWallet
  - The Equipment Tracker should be used as an addendum to indicate which devices are included
- Asset values will be monitored throughout the EANS funding period (through September 30, 2023)
- At the end of the EANS period, the SCDE will make the determination regarding disposition of the assets

# Leases

- Leases must be reviewed and evaluated on an individual basis
- Prospective reimbursement – Payments not yet made under a lease agreement may be paid by the school and reimbursed to the school using EANS funds

# Next Steps

- ClassWallet will send a welcome email to authorized representatives of each school after accounts have been set up
- A second notice will be sent shortly after when funds are allocated to private school's accounts and are available to use
- Please allow the SCDE time for review of all documentation
  - A large push for reimbursements will take place initially
  - Claims for PPE or cleaning supplies may not require significant time, but leasing agreements or larger items may require more extensive review

# **SCEANS Resources**

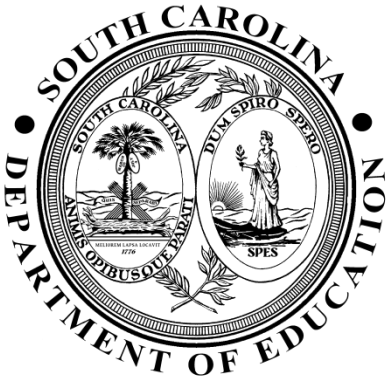
[SC EANS Website](#)

[Allowable Uses for EANS Funds](#)

[U.S. Department of Education EANS Website](#)

[U.S. Department of Education EANS FAQs](#)





# Questions

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Please email [SCEANS@ed.sc.gov](mailto:SCEANS@ed.sc.gov) with any questions or issues regarding the EANS Program

Please email [help@classwallet.com](mailto:help@classwallet.com) for any technical assistance for their website