

SSBA Reimbursement System FAQs

Q1: How do you access the reimbursement system?

A: The reimbursement system will be available on the SED Business Portal.

Q2: Why can't I access the reimbursement system?

A: The Superintendent must assign rights to staff who need access to the reimbursement system.

Q3: Where do I submit documentation of the expenditures?

A: All submissions for reimbursement are completed in the online reimbursement system. Districts will not need to send invoices or other documentation to SED, unless questions arise. However, are strongly advised to keep all documentation of expenditures including receipts, on hand for audit purposes.

Q4: Why does my total approved budget not match my district's assigned allocation?

A: The total available budget is only the total for which your SSIP was approved by the SSBA Review Board. The allocation assigned to the district can differ from this amount, if you submitted an SSIP for only a portion of your total allocation.

Q5: I'm trying to complete a claim within an approved category, but the field is grey and will not allow me to enter any digits. How do I add my claim?

A: You must click on the "Show Plan Details" button and then add an item. This will add a line for you to enter each item for which you are requesting reimbursement.

Q6: Some categories in the reimbursement system are grey and will not allow me to add claims. Why can't I access these to enter data?

A: Districts can only submit claims for the categories in which they had an approved Smart Schools Investment Plan. If a category is grey and will not allow you to enter data, the district did not have an approved budget within that category.

Q7: Under the Total Paid or Claimed to Date column, there is a percentage under my current claim. What does this percentage mean?

A: This is identifying the percentage of your approved budget in that category and in total that has been paid or claimed to date, including the current claim in process.

Q8: Since my approval, the price of the proposed technology has decreased. Can I order additional devices up to my approved budget?

A: Yes. Districts can adjust the quantity of items that they are purchasing to accommodate changes in pricing between their submission and approval of the SSIP. Districts cannot submit a claim over their approved budget, however.

Q9: How do I change my approved SSIP, so that I can file for reimbursement of items that have been modified or changed since my approval?

A: Significant changes between your approved budget and actual expenditures may require you to submit an amendment to the SSIP in the Business Portal. The amendment must be approved before you can file a claim in the reimbursement system.

Q10: Do I have to claim for the entire approved budget at once?

A: No, districts can submit multiple claims, up until they have reached their approved budget. However, you cannot submit a new claim until any prior claim has been approved.