



Direct Funding Reimbursement Request Process

www.nmschoolscovidtesting.com

Questions? reports@nmschoolscovidtesting.com



New Mexico COVID-19 Prevention

Through a federal grant from the Department of Health, public, charter, nonpublic, Bureau of Education for the Deaf schools have access to additional funding and support for their COVID-19 testing and screening program.

[Get Started](#)

Need Help?

Register for our office hours, hosted Monday through Friday at 3:30 pm.

[Register Online](#)[CLOSE](#)

www.nmschoolscovidtesting.com



About Direct Funding

1. \$63 million (85% for school COVID -19 testing and screening)
2. All K-12 schools and districts are eligible.
3. COVID-19 prevention, mitigation, and response for SY 2021-2022.
4. Kesselman-Jones serves as fiscal agent, distributing funds via check in the mail.

CK 19-1904 COVID-19 Supplemental Funds ELC Reopening Schools.

This grant is a part of the \$1.9T American Rescue Plan of 2021.



Allowable Expenses

COVID-19 Prevention, Mitigation, and Response

1. Staffing
2. Supplies
3. Services
4. Capital Improvements
5. Other

Test kits and a testing provider are made available through the grant; there is no need to submit these expenditures.



How to Opt In

1. Register at www.nmschoolscovidtesting.com



How to Opt In

2. Select “Program Option D”

[Home](#) [About the Grant](#) [Resources](#) [Registration](#) [Data Dashboard](#) [Contact](#) [Login](#)

COVID-19 Testing Program Registration

To reduce transmission of COVID-19, the New Mexico Department of Health (NM DOH) is distributing federal funds for COVID-19 testing programs to New Mexico school districts, public charter schools, Bureau of Indian Education (BIE)/tribally-controlled schools, and non public schools.

This program offers our schools choices in their COVID-19 testing and screening approach, supports Test to Stay, and allows modification throughout the school year. Participation in this optional, fully-funded program is highly encouraged to keep students safe and minimize classroom disruption.

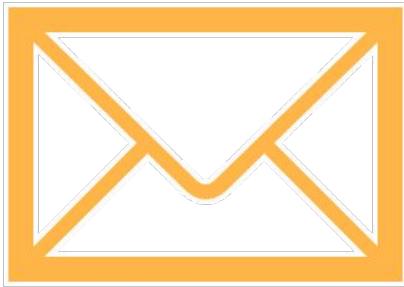
Read Before Beginning This Registration

1. This form must be completed by the individual authorized to sign and accept funding and assurances (i.e., Superintendent, Charter School Leader, Executive Director). **Only one form will be accepted for each school district, public charter schools, Bureau of Indian Education (BIE)/tribally-controlled schools, and non public schools.**
2. Please identify the main point of contact for your school district or school's COVID-19 Testing and Screening Program.
3. Read the guidance documents on www.NMSchoolsCovidTesting.com to learn about the options available to you and make your selection before completing this registration.
4. If you are planning on performing Point of Care (PoC) testing at your school site(s), you are required to submit a CLIA Certificate of Waiver. If you already have a Waiver on file, please be prepared to upload an electronic copy with this registration.



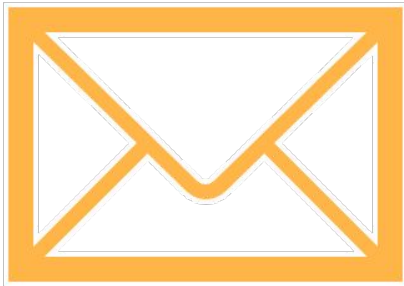
How to Opt In

3. Receive award letter notification (from info@nmschoolscovidtesting.com) and Award Letter (from HelloSign) - indicate your advance amount and preferences, sign, and return.



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Requesting Reimbursements



Through the Reimbursement Request Platform:

Provide documentation and request details

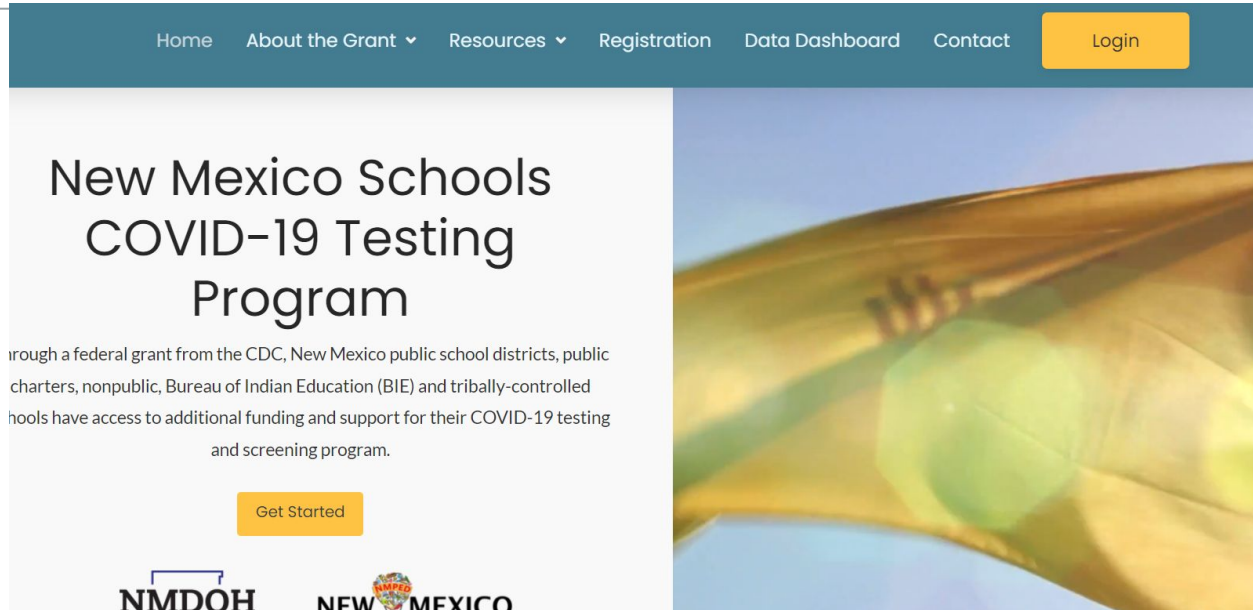
- Public charters and districts may **prepare** a report using their own accounting systems and upload into the share link. Fund code is 28211.
- Nonpublics, BIE, and tribally-controlled schools will use the Detailed Expense Template and upload documentation into the share link

Finalize your request

- All entities requesting funds must submit a final verification for their request to be processed



Reimbursement Request Platform



<https://nmschoolscovidtesting.com/reimbursement-request/> - You must be logged in and opted into Direct Funding to see this page!



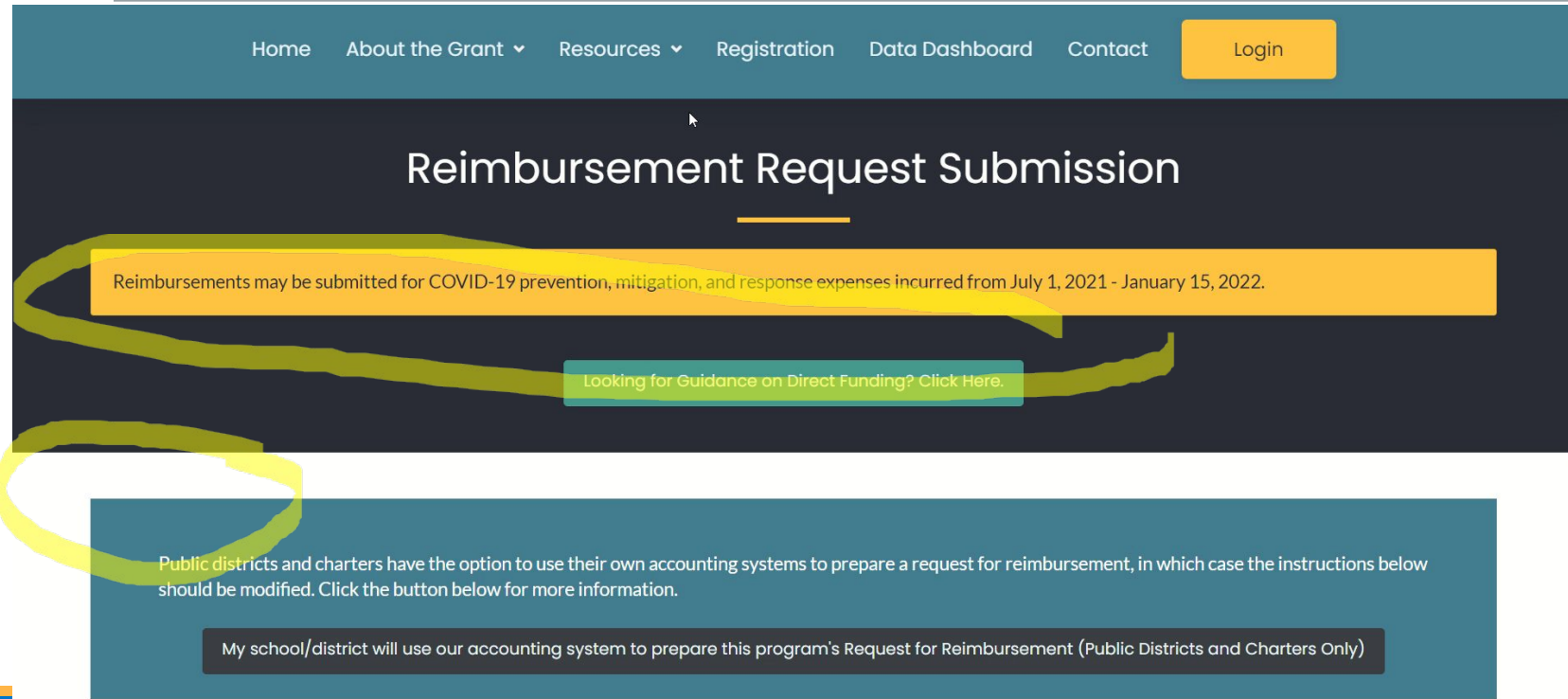
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Reimbursement Request Platform



The screenshot shows the homepage of the Reimbursement Request Platform. The navigation bar at the top includes links for Home, About the Grant, Resources, Registration, Data Dashboard, and Contact, along with a Login button. The main heading is "Reimbursement Request Submission". Below this, a yellow banner states that reimbursements can be submitted for COVID-19 prevention, mitigation, and response expenses from July 1, 2021, to January 15, 2022. A green button below the banner offers guidance on direct funding. A yellow circle highlights a paragraph about public districts and charters using their own accounting systems. At the bottom, a dark button indicates that the school/district will use the platform's accounting system for reimbursement requests.

Home About the Grant ▾ Resources ▾ Registration Data Dashboard Contact Login

Reimbursement Request Submission

Reimbursements may be submitted for COVID-19 prevention, mitigation, and response expenses incurred from July 1, 2021 - January 15, 2022.

Looking for Guidance on Direct Funding? Click Here.

Public districts and charters have the option to use their own accounting systems to prepare a request for reimbursement, in which case the instructions below should be modified. Click the button below for more information.

My school/district will use our accounting system to prepare this program's Request for Reimbursement (Public Districts and Charters Only)



Share Link

 Upload

 New Folder

 Download

☐  Home

☐  1. Read Me First - Instructions for zzExampleSchool
Updated 2 days ago 163 KB

☐  2. Upload Documentation Here
Updated 15 days ago

10 / page ▼

Displaying 1



Reimbursement Request Platform Details

Step 2: Upload Documentation to Share Link

Access your unique share link below. Upload all the receipts you are using for documentation for your reimbursement request in the appropriate folder. You will have to copy and past this link into your browser to access.

The unique share link for NM_Schools is <https://nmschoolscovidtesting.exavault.com/share/view/2sh6w-5g8s5gwj>

Your school/district's unique share link.

Step 3: Finalize your Request

Submit

Click "submit" and complete the form to finalize your reimbursement request



**DO NOT FORGET
TO CLICK
SUBMIT**



How your Reimbursement will be Processed

1. Review for documentation submission
2. Audit report
3. Approve report
4. Send checks (1st and 15th of the month)



Recommendations and Reminders

- You will be responsible for submitting documentation for all of your expenses.
- Please do not submit a new reimbursement while an existing reimbursement is being processed.
- We recommend submitting requests often, rather than waiting until the end of the year or the quarter. All money must be expended by June 30, 2022. The final reporting date is June 25, 2022.

