**Allowable Expenses Guidance Document**

Last Updated: April 14, 2022

This document has been assembled to support schools and districts as they prepare to submit items for reimbursement through the ELC Reopening of Schools grant (New Mexico Schools COVID-19 Testing Program). **Please note that, regardless of what is listed below, schools and school districts must justify the intent and context of the expense and how it relates to COVID-19 prevention, mitigation, and response.**

***We reserve the right to deny requests for reimbursement, even if expenses are listed in the table below, if they do not meet the requirements from the NMDOH or the CDC.***

**Items to Consider**

As you finalize your ELC spending plan, we highly recommend that you holistically consider the sustainability of your expenses and how they may contribute to the improvement of your school health services in general.

For background and additional guidance, please visit [www.nmschoolscovidtesting.com/direct-funding-info](http://www.nmschoolscovidtesting.com/direct-funding-info). Please [contact us](mailto:reports@nmschoolscovidtesting.com) if you are unsure whether an expense is reimbursable.

|  | **Expenses** | **Examples** | **Requested Information** | **Example Backup** |
| --- | --- | --- | --- | --- |
| **Staff** | Full-Time/Part-Time Staff Salary and Benefits | Nurse, COVID-19 Coordinator, Janitorial Staff. | Position Title, General Job Description, % FTE, Supervisor Contact, Salary and Benefits. | Pay stub, contract, timesheet  *Note: You will be unable to submit an “average” percentage of salary for reimbursement without backup of actual or approximate hours.* |
| Staff Time Reimbursement | Health service staff duties related to COVID-19 prevention, mitigation, and response.  Covid-19 response team, meetings before or after school hours  Time needed for staff/faculty to document (for ex., COVID-19 Results) and store items (for ex., COVID-19 Tests). | Date, Description, Total Amount Requested | Pay stub, contract, timesheet, email correspondence |
| **Supplies** | Equipment for testing stations/testers | Biohazardous waste bags,  technology  storage for testing-related data (consent forms, etc.), signage. | Item(s) purchased, vendor(s) purpose of item(s), total amount | Receipt |
| Community Outreach and Communication materials | Paper, printer (for printing Covid-19 communication materials), pens, pencils | Item(s) purchased, vendor(s), purpose of item(s), total amount | Receipt |
| **Services** | Communication | Translation services and/or printing services for COVID-19 related documents. | Description of Service, vendor, amount | Receipt, contract |
| School-Administered Testing Services | CLIA Certificate of Waiver  Waste Management Services | Description of Service, vendor, amount | Receipt, contract |
| **Capital Improvements** | Outdoor Learning Environments  *Note: must provide justification for why outdoor learning environment is needed as a COVID mitigation measure.* | Umbrellas and canopies for outside learning, lunch tables, astroturf/asphalt/natural grass for the outdoors learning environment | Item(s) purchased, vendor(s) purpose of item(s), total amount | Receipt, affidavit only if no receipt available |
| Isolation Room | Curtains, privacy panels, chairs, medical rolling carts, recovery couch, base cabinet (for nurse supplies | Item(s) purchased, vendor(s) purpose of item(s), total amount | Receipt, affidavit only if no receipt available |
| Classroom/Building Improvements | Portable HEPA air purifiers, HEPA filters for ventilation system for buildings | Item(s) purchased, vendor(s) purpose of item(s), total amount | Receipt, affidavit only if no receipt available |