

Allowable Expenses Guidance Document

Last Updated: July 13, 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. Please [contact us](#) 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.	Paystub, contract, timesheet
	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 <i>Note: You will be unable to submit an "average" percentage of salary for reimbursement without backup of actual or approximate hours.</i>
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	Description of Service, vendor,	Receipt, contract

		documents.	amount	
	School-Administered Testing Services	CLIA Certificate of Waiver Waste Management Services	Description of Service, vendor, amount	Receipt, contract
	Testing Vendors	Vendors to supply tests and/or testers	Description of service, vendor, amount	Receipt, contract
Capital Improvements	Outdoor Learning Environments <i>Note: must provide justification for why outdoor learning environment is needed as a COVID mitigation measure.</i>	Umbrellas and canopies for outside learning, lunch tables, astroturf/asphalt/natural grass for the outdoor 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 a ventilation system for buildings	Item(s) purchased, vendor(s) purpose of item(s), total amount	Receipt, affidavit only if no receipt available