

AOE - GMS Claims User Manual

Version 1.0

November 2018

Submitted by MTW Solutions, LLC



Revision History

Version	Status	Date	By	Summary of Changes
1.0 DRAFT		November 1, 2018	DRC	Original - Draft

Table of Contents

Document Purpose	4
GMS Landing / Logon Page.....	5
GMS Menu List.....	6
Organization Search Results.....	7
GMS Access / Select	8
Payments Summary	9
VALID ACTIONS FOR CLAIMS	11
Reimbursement Request Web Page.....	12
APPROVED BUDGET GRID	12
EXPENDITURE ENTRY ROWS	13
EXPENDITURE SUMMARY SECTION.....	14
CERTIFY / SUBMIT	16
Approved Claims.....	17
Requesting Support	18

Document Purpose

This Grants Management System (GMS) User Manual is intended to provide instructions to individuals at Vermont organizations (LEAs) that have approved grant programs within the GMS that are administered through the Vermont Agency of Education (AOE).

The document details these processes:

1. Logging on to the GMS
2. Accessing the Payments Processes
3. Creating and Submitting a Reimbursement Request (Claim)
4. Frequently Asked Questions regarding the Claims process

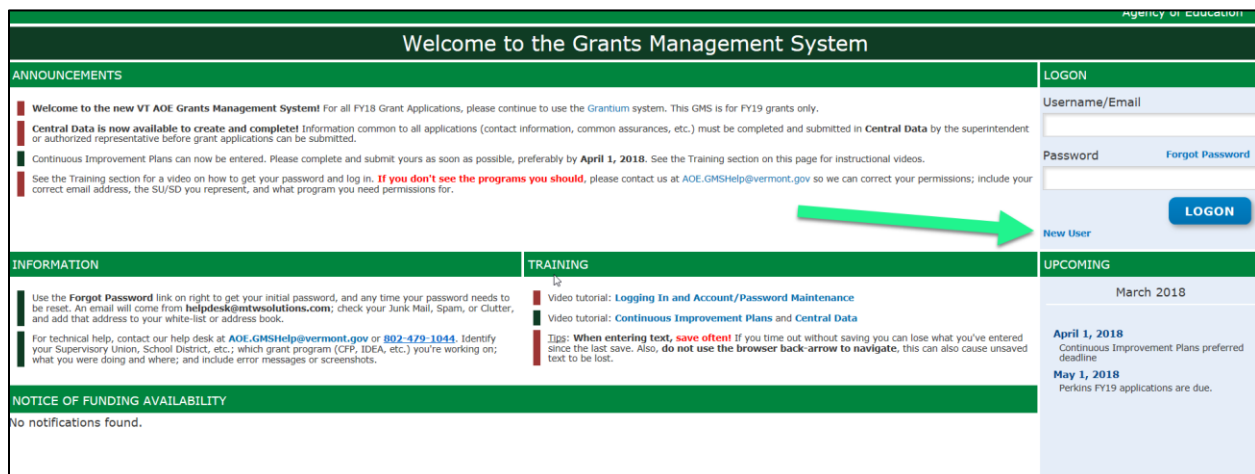
Questions regarding completing claims in the GMS should be directed to the AOE GMS Helpdesk. The contact information for the Helpdesk is located in the footer of each webpage in the GMS. The Helpdesk will forward issues to AOE Program Staff, AOE Fiscal Staff, or to Technical Support based on the nature of the issue.

GMS Landing / Logon Page

Log on to the GMS at the [GMS Landing / Logon Page](#).

For any Grant Applicants who do not have a logon ID, please click the New User link located on the GMS. You will be asked to provide the Supervisory Unit Code (e.g. S061) for your organization. If that SU is found, you will be asked for your name, email and requested role, for review by AOE and your superintendent or authorized representative.

If you require credentials for an organization not already known to the GMS, the New User link will direct you to send an email to the AOE GMS Helpdesk to have your organization added.



Welcome to the Grants Management System		LOGON
ANNOUNCEMENTS		Username/Email <input type="text"/>
<ul style="list-style-type: none">Welcome to the new VT AOE Grants Management System! For all FY18 Grant Applications, please continue to use the Grantium system. This GMS is for FY19 grants only.Central Data is now available to create and complete! Information common to all applications (contact information, common assurances, etc.) must be completed and submitted in Central Data by the superintendent or authorized representative before grant applications can be submitted.Continuous Improvement Plans can now be entered. Please complete and submit yours as soon as possible, preferably by April 1, 2018. See the Training section on this page for instructional videos.See the Training section for a video on how to get your password and log in. If you don't see the programs you should, please contact us at AOE.GMSHelp@vermont.gov so we can correct your permissions; include your correct email address, the SU/SD you represent, and what program you need permissions for.		Password Forgot Password <input type="password"/>
		<input type="button" value="LOGON"/>
		New User
INFORMATION	TRAINING	UPCOMING
<ul style="list-style-type: none">Use the Forgot Password link on right to get your initial password, and any time your password needs to be reset. An email will come from helpdesk@ntwsolutions.com; check your Junk Mail, Spam, or Clutter, and add that address to your white-list or address book.For technical help, contact our help desk at AOE.GMSHelp@vermont.gov or 802-479-1044. Identify your Supervisory Union, School District, etc.; which grant program (CFP, IDEA, etc.) you're working on; what you were doing and where; and include error messages or screenshots.	<ul style="list-style-type: none">Video tutorial: Logging In and Account/Password MaintenanceVideo tutorial: Continuous Improvement Plans and Central DataTip: When entering text, save often! If you time out without saving you can lose what you've entered since the last save. Also, do not use the browser back-arrow to navigate, this can also cause unsaved text to be lost.	March 2018 April 1, 2018 Continuous Improvement Plans preferred deadline May 1, 2018 Perkins FY19 applications are due.
NOTICE OF FUNDING AVAILABILITY		
No notifications found.		

AOE - GMS Logon Page

The Logon Page contains sections:

1. Logging on using existing credentials
2. Viewing Announcements from AOE
3. Viewing other GMS related information from AOE
4. Viewing Upcoming Events from AOE
5. Viewing copies of Notices of Funding Availability from AOE

Users with credentials to access the GMS should enter their UserID (which will be their email address), their Password, and click the Logon Button. As part of the first logon, users will be required to set a new password. If you have forgotten your password, press the "Forgot Password" link after entering in your email address. A temporary password will be sent to this address.

Upon successfully logging onto the GMS, users are directed to the GMS Menu List page. Some administrative users have multiple options on this page, but most District users will see the following image.

GMS Menu List

District Representative Menu List

VERMONT
Agency of Education

Sign Out

Menu List

You have been granted access to the forms below by your Security Administrator

[GMS Access / Select](#)

- Central Data with Common Assurances
- Continuous Improvement Plans
- Funding Applications
- Other Data Collections

This website best viewed using Internet Explorer version 11.x or Microsoft Edge. Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

TEST user ID: District Representative (paul.egger@MTWolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our [Staff Directory](#).

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District Representative Menu List

After successful logon, the GMS Menu List page will display. The GMS Menu List shows options for each user based on the authority they have been assigned.

- The hyperlink for “GMS Access/Select” will take users to the list of systems including Central Data, including Contacts and Assurances
- Funding Applications (e.g. Consolidated Application, IDEA Consolidated, Perkins, 21st Century, etc.)

Each GMS Web page after the Menu List contains hyperlinks in the top right corner with the following function:


1. Sign Out of the GMS
2. Return to this Menu List web page
3. Return to the GMS Access / Select Page
4. Display the contents of the web page in a format that can be sent to a printer from the Browser being used.

Organization Search Results

Most users will not see the following web page.

This page is needed when the logged on user must select a specific district that they wish to work with. UserIDs are normally only associated with a single district, but in uncommon cases, a user may have permissions for multiple districts. If your UserID has access to multiple districts, you will see the page below after clicking GMS Access/Select, which requires that you select the specific Organization (district) that you wish to work with.

Select the radio button of the organization you wish to access and click the Select button.

 [Click to Return to Menu List / Sign Out](#)

Organization Search Results

Select	Organization Search Results Name	Legal Entity
<input type="radio"/>	BARRE SU	S061
<input type="radio"/>	Burlington	T037

TEST user ID: District Representative (paul.egger@MTWolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our [Staff Directory](#).

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Organization Search Results

GMS Access / Select

After clicking the GMS Access / Select link from the Menu List Page, the GMS Access / Select page displays. In order for Payment processes to begin, Funding Applications must have reached Final Approved status. The following image shows multiple Funding Applications, in varying statuses.

Enterprise Grants Management System -- Access Select

S061 Barre SU [Click for Instructions](#)

Select Fiscal Year: 2019 [Click to view Funding Summary](#)

Created

Central Data and Improvement Plans

Application Name	Revision	Status	Date	Actions					
Central Data	Amendment 1	Final Approved	10/18/2018	OPEN	AMEND	REVIEW SUMMARY			DELETE APPLICATION

CIP - Continuous Improvement Plan

Formula Grant

Application Name	Revision	Status	Date	Actions				
IDEA Consolidated Application	Amendment 1	Submitted For Review	9/18/2018	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	DELETE APPLICATION
Consolidated Federal Programs	Original Application	Returned for Changes	10/5/2018	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	DELETE APPLICATION
BEST-Act 230	Original Application	Returned for Changes	10/2/2018	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	DELETE APPLICATION
School Improvement Grant - 1003g	Original Application	Submitted For Review	9/17/2018	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	DELETE APPLICATION

Access Select Page – Multiple Applications in varying statuses

In the preceding image, there is no Payments button for Central Dat or the CIP. These Collections are not Funding Applications, and as such, contain no budget information. Therefore, no Payments are allowed against these collections.

Within the Formula Grant Section, the IDEA Consolidated Application is allowed to proceed to the Payments Section. Although the IDEA Amendment #1 Revision is in Submitted status (not yet Final Approved), in order for an Amendment to have been created, the Original Application must have been Final Approved. Once the Original Application is final approved, claims against the budget(s) in the Original Application can commence.

Note: The GMS validations during the claims process execute against the Last Approved Budget. Budgets in IDEA Amendment #1 are not used by the claims process, since those budgets are not yet Final Approved.

Clicking the Payments Button for Consolidated Federal Programs (CFP), BEST / Act 230, or SIG 1003(g), (each of whose Original Applications are not yet in Final Approved status) will result in an error message indicating the application status will not allow for claims to commence.

Payments Summary

Upon clicking the Payments button (for IDEA in this example) the Payment Summary web page will display. This page contains 1 column for each program that can have a budget within the application. For IDEA in 2018-2019, there are 4 possible budgets, and therefore 4 columns.

Expenditure / Payment Summary

[VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS](#)

FY2019 Expenditure/Payment Summary as of 11/4/2018

	IDEA_Basic	IDEA_Basic_Prop_Share	IDEA_PreK_Basic	IDEA_PreK_Prop_Share
Current Grant Year Allocation	\$725,609.00	\$0.00	\$18,926.10	\$0.00
(+/-) Adjustments	\$29,439.12	\$0.00	\$0.00	\$0.00
(+/-) Consortiums	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Transfers	(\$2,748.52)	\$2,748.52	\$0.00	\$0.00
Total Funds to be Budgeted at Beginning of FY2019	\$752,299.60	\$2,748.52	\$18,926.10	\$0.00
Approved Budget	\$745,725.57	\$2,748.52	\$18,926.10	\$0.00
Pending Reimbursement Requests				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Approved Reimbursement Requests	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Completed Reimbursement Requests				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$745,725.57	\$2,748.52	\$18,926.10	\$0.00
Released or Carried Over to next year	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$745,725.57	\$2,748.52	\$18,926.10	\$0.00

Payments Summary

For each possible budget, the Payments Summary page displays:

- Current Year Allocation
- Adjustments (typically Carryover or Reallocated Funds from Prior Year(s))
- Consortiums (not typically used)
- Transfers (when funds are sent from one program to another, or received from another)

The sum of these amounts, represents the Total Funds Available to be budgeted. Some programs administered by AOE require this full amount to be budgeted, while others allow less than the full amount to be budgeted. The Amount on the last approved budget, will display in the Approved Budget line.

Pending Reimbursement Requests display claims that have been submitted by the LEA, and Approved by AOE, but not yet paid by Vision, the Vermont disbursement system. Once a claim is paid by Vision, claims move from the Pending Section, to the Completed Section. The Total amount(s) in the Completed Section are hyperlinks, that will bring up another web page that displays the dates and amounts that comprise the Completed Payments.

The Remaining Balance section shows the amount of the approved budget, less the sum of Completed + Pending Payments.

At the top of the Payment Summary web page, a single button is labeled “View Reimbursement Requests / Closeout Reports”. This button should be clicked to create, or access existing claims.

Upon clicking the View Reimbursement Requests / Closeout Reports button, Consolidated Programs, such as IDEA, CFP, and BEST / Act 230, must indicate which of the programs the user wishes to access claims. While such consolidated applications are submitted with multiple budgets, claims are processed one program at a time.

The following image shows the result of clicking the “View Reimbursement Requests / Closeout Reports” button for an approved IDEA Application.

Application: 2018-2019 IDEA Consolidated Application - 00- **Project Period** 7/1/2018 - 6/30/2019

Reimbursement Request/Closeout Report Menu

Program

- IDEA_Basic
- IDEA_Basic_Prop_Share
- IDEA_PreK_Basic
- IDEA_PreK_Prop_Share

TEST user (login)

Reimbursement Request / Closeout Report Menu – Program Selection

Select the program for which you want to work with claims. Upon selecting one of these rows, the Reimbursement Request Menu (RR Menu) for that program will display. This Menu allows authorized users to see previously created claims, and to create new claims for that program. The following image shows the RR Menu for the IDEA_Basic program.

Application: 2018-2019 IDEA Consolidated Application - 00- **Project Period** 7/1/2018 - 6/30/2019

Reimbursement Request/Closeout Report Menu

Program 2019

Reimbursement Requests:

Select a Reimbursement Request from the list(s) below and press one of the following buttons:

Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date
--------	-----------------------	--------------	----------------------------------	----------------	---------------------

Reimbursement Request Menu – No Claims Created Yet

Valid Actions for Claims

For each program, for each year, AOE maintains the dates when claims can be created and submitted. The Claims submission deadline for each year is normally August 30th, 2 months after the grant period has ended. New claims can be created by clicking “Create Request”. No radio button should be selected prior to clicking Create Request, as none of the existing claims are being acted upon. Existing claims can be opened by selecting the radio button, and then clicking “Open Request”.

In the event the LEA wishes to Delete a Request, select the corresponding radio button, and then click “Delete Request”. This action will remove that request from the GMS, providing the Claim is in LEA control (not submitted, or returned for changes). Claims that are currently submitted, or already approved, cannot be deleted.

After submitting a Claim to AOE for review, the Review Summary button can be used to show to whom the review is assigned at AOE. In the event that the AOE returns your claim for changes, click the Review Summary button, and then the Radio Button next to the “Returned” review stop, in order to see the comments from the AOE Reviewer(s) that must be addressed before resubmitting the claim.

In the event that your LEA’s SAM Expiration Date is expired at the time of clicking “Create Request”, the Create action will be stopped. An error message will indicate that you must obtain an updated SAM Expiration Date, and amend your Central Data collection before proceeding with a claim. To do this, return to the Access/Select page and click Amend next to your Central Data collection, upload the new SAM.gov entity record, update the date, and submit as you did previously. (You won’t need to, or be able to, delete the previous SAM.gov entity record; just upload the new one alongside it.)

Reimbursement Request Web Page

The following images show the separate sections of the Reimbursement Request web page. These sections include:

1. Approved Budget Grid
2. Detail Lines to enter expenditures for the claim period
3. Program Income Questions
4. Claim Period / File Upload

Approved Budget Grid

Reimbursement Request 1 Instructions

Program: IDEA_Basic

Click on the "Create Additional Entries" button to enter additional information.

[Click here for AOE Chart of Accounts](#)

Note: This Budget Summary displays to aid in creating and editing the Reimbursement Request and will not display once the Reimbursement Request is submitted to the SEA.

Remove blank rows from display: Yes No

Code	Activity Description	100 - Personal Services Salaries	200 - Personal Services Employee Benefits	300 - Purchased Professional and Technical Services	400 - Purchased Property Services	500 - Other Purchased Services	600 - Supplies	700 - Property	730 - Equipment	800 - Debt Service and Miscellaneous	900 - Other Items	TOTAL
1000	Instruction	235,986.33	71,720.99				14,000.00					321,707.32 43.14 %
2150	Speech Pathology and Audiology Services	111,291.00	40,044.28	32,361.00								183,696.28 24.63 %
2190	Other Support Services - Students			46,500.00								46,500.00 6.24 %
2213	Instructional Staff Training			15,000.00								15,000.00 2.01 %
2230	Instruction - Related Technology								11,000.00			11,000.00 1.48 %
2300	Support Service - General Administration				80,400.00							80,400.00 10.78 %
2700	Student Transportation			87,421.97								87,421.97 11.72 %
Subtotal		347,277.33 46.57 %	111,765.27 14.99 %	181,282.97 24.31 %	80,400.00 10.78 %		14,000.00 1.88 %		11,000.00 1.48 %			745,725.57 100.00 %
Total Budget												745,725.57

Reimbursement Request Web Page – Approved Budget Grid Section

The preceding image shows the last approved budget for the selected program. Object Codes are represented by columns, with Function Codes represented in rows. Please note that claims are made by Object Code. Within the Subtotal row, and Total Column, percentages are displayed to show the amount of the budget that has been budgeted to that Object Code or Function Code.

All Object Codes in the AOE Chart of Accounts are displayed. However, as shown in the image above, Object Code 900 was not allowed for this program. This is denoted by the cells in that column being grayed out. No expenditures can be claimed against such grayed out columns.

Expenditure Entry Rows

The main data entry section on the Reimbursement Request web page are the Expenditure Entry Rows.

Object Code	Brief Description	Final Approved Budget	Amount Remaining	Amount	Delete Row
100-Personal Services Salaries	Enter Brief Description here.			10000	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				0.00	<input type="checkbox"/>
				Sub-Total	\$0.00
Indirect Costs		Approved Rate 0 %	Derived Rate 0.0000 %	\$0.00	\$0.00
				Total	\$0.00

CALCULATE TOTALS

Reimbursement Request Web Page – Expenditure Entry Rows

The Expenditure Entry Row section of the Reimbursement Request Web Page shows 10 blank rows on initial entry. Upon successfully saving 10 rows, another 10 blank rows will display. There is no limit to the number of rows that can be on a claim.

Users should select an Object Code from the Drop Down list in the left-most column, for which they are requesting reimbursement. Multiple rows against the same Object Code are allowed. Users should enter a brief description of the expenditure, along with the amount being claimed.

Once Save is Clicked, validations will execute. The Final Approved Budget, and Amount Remaining (at the outset of this claim), will display.

Basic Rules for Entry Rows:

1. You cannot claim against an Object Code where there is no budget.
2. You can exceed the budgeted amount for an Object Code by up to a specific tolerance limit. The default tolerance set by AOE is 35%.
3. Attempting to exceed any Object Code balance by more than the tolerance level will result in errors that prevent saving the claim. An application amendment will be needed, to revise the budget before the claim can proceed.
4. Once a Row has been saved, the Object code cannot be changed. You may delete a row by clicking the Delete Row checkbox, and clicking Save Page.
5. The GMS permits rows to have a Negative amount (to correct a prior claim, if needed). The total sum of the claim must be a positive amount though.
6. All LEAs will see their Approved Indirect Cost Rates displayed. The Derived Indirect Cost relates to the amount of indirect cost actually taken. If the full amount allowed was budgeted, the derived rate will be the same as the approved rate.

7. Indirect Costs can only be claimed proportionally to the cumulative amount of Direct Costs claimed.
8. Do not enter an amount with more than 2 decimal points.
9. If claiming in whole dollars, a decimal point is not required.
10. Upon clicking Save Page, the rows will be sorted in Object Code order (meaning all 100's will appear at the top). This may not be the same sequence as they were entered.
11. Any error messages will display at the top, normally prefixed with "DATA NOT SAVED". Leaving the page without resolving (re-saving) all error messages will result in losing the data entered since the last successful save.

Expenditure Summary Section

After entering Expenditure Rows, the summary section must be completed for all claims. The following image shows the Expenditure Summary section.

Expenditures from to Enter as MM/DD/YYYY

At the outset of the 2019 year, your LEA provided the following information:

DUNS #

SAM Expiration Date [Click here to access SAM for Expiration Date Information](#)

Note: AOE is **prohibited** from making payments to LEAs whose SAM Expiration Date has passed. Updates to this date can only be made within the Central Data collection, which MUST be approved before re-saving this claim will import that updated date.

RECAP	Amount
Allocation Total	\$752,299.60
Approved Budget	\$745,725.57
Amount Paid To Date	\$0.00
Expenses To Date	\$0.00
Balance Due LEA	\$0.00
Funds on Hand	\$0.00

Program Income

Have you received program income during this expenditure reporting period? Yes No

Supporting documentation is allowed but NOT required

Allowable file types are Microsoft Word and Excel (.doc/.docx/.xls/.xlsx) and Adobe PDF. Files must be less than 6MB in size and the file name should not include special characters (i.e. #, \$, % etc.).
 Google Docs must be downloaded and saved as actual files prior to upload into the Grants Management System.
 Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

To Delete Supporting Information files: In order to delete an uploaded file please select the check box next to the file and then click the Save Page button. The Save Page process will remove the selected uploaded file.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. For Federal awards, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Reimbursement Request Web Page – Expenditure Summary Section

Within the Summary section, LEAs must enter the date range when expenditures were made. These dates should be entered as MM/DD/YYYY format. Rules for the Date Range include:

1. The Begin Date cannot be before the Substantially Approved Date of the application. (This will not be before July 1st.)
2. The End Date cannot be before the Begin Date
3. The Date Range of any Reimbursement Request may not overlap with the Date Range for another claim for the same program. If you need to modify something previously claimed, simply enter adjustments within the claim whose expenditure date range immediately follows the item being corrected. This may not span across fiscal years though.

Within the LEA Central Data Collection, the LEA DUNS Number and SAM Expiration Date were entered. This information is copied from Central Data into a Claim at the time of Claim creation. The Claim cannot be created if the SAM Expiration Date is in the past. However, if the SAM Expiration Date passes while the claim has been created, but is not yet submitted, the claim will not be able to be submitted without amending Central Data, and then using the Refresh SAM Date button. Please note the Central Data Amendment must be approved by AOE in order for the updated SAM Expiration Date to be copied into the Claim.

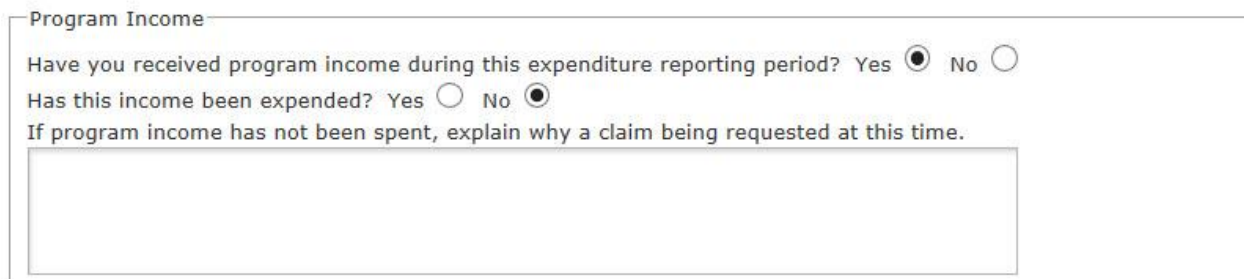
The Program Income question is described in the next section.

The File Upload portion of the Summary section allows LEAs to upload PDF, Excel (XLS(X)) and Word (DOC(X)) documents that provide supporting documentation for the AOE to confirm expenditures have occurred. Multiple files may be uploaded. No single file can exceed 6MB in size, or the upload will be prevented.

Once files have been uploaded, if LEAs wish to delete that uploaded file, the LEA can check the checkbox alongside the previously uploaded file(s), and then click Save Page. This permanently deletes the file. Uploaded files can only be deleted if the claim has not been submitted, or is Returned for Changes.

Within the Summary section, the Save Page, and Certify/Submit buttons are visible to authorized users. Clicking Certify/Submit will perform a Save Page before completing the submission.

The following image shows the fully expanded Program Income Section.



The screenshot shows a form titled "Program Income" with the following content:

Have you received program income during this expenditure reporting period? Yes No

Has this income been expended? Yes No

If program income has not been spent, explain why a claim being requested at this time.

Below the text is a large, empty rectangular text box for providing an explanation.

Reimbursement Request Web Page – Summary Section – Program Income

The questions in the Program Income subsection are for informational purposes only. LEAs who do not receive program income, can click the No Radio button, and the subsequent questions will not display. However, this first question must be answered on every claim.

In the event that the LEA does have Program Income, and it has not yet been expended, AOE requests an explanation regarding why that program income has not yet been spent.

Certify / Submit

At the bottom of the web page, buttons display for Save Page, and also for Certify/Submit. These buttons only display for authorized users. Clicking Certify / Submit, which is visible in the image below, will perform a Save, and if the Save is successful, the claim will be submitted to the AOE for review.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. For Federal awards, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

SAVE PAGE

CERTIFY/SUBMIT

Reimbursement Request Web Page – Submit to AOE

Approved Claims

Once a claim is approved by the AOE, it moves to Approved status. Batches of approved claims are sent to Vision for actual payment on a frequency managed by the AOE Fiscal team. At the time of claim approval, the GMS uses an algorithm to determine which funding source(s) should be used to pay the claims. At the time the claim is submitted, this section is visible to the LEA as the Payment Funding Preview section. Upon approval by AOE, this section is changed to the Payment Funding Detail section. The Preview section shows which fund source(s) are expected to be used to pay the claim, while the Detail section shows which fund source(s) were used to actually pay the claim. The Preview may differ from the Detail section, in the event of funding updates occurring between the time the claim is submitted, and the time the claim is approved. The following image shows an IDEA_Basic claim in the amount of \$46,742.20 that was approved. Of that total amount, \$27,589.45 was paid from Prior Year funds (Approp year 2018), and the remaining \$19,158.75 was paid using Current Year Funds (Approp year 2019).

Payment Funding Details

Payment Type	Amount	Fund Stream Program	Reporting Category		CFDA #
			Grant Year	Approp Year	
PAYMENT	\$27,589.45	IDEA_Basic	2019	2018	84.027A
PAYMENT	\$19,158.75	IDEA_Basic	2019	2019	84.027A
Total	\$46,748.20				

Reimbursement Request – Payment Funding Details

Once the claim is sent to Vision, the Payment Voucher IDs are displayed in the top right of the approved claim. The following image shows an example of a Voucher ID(s) displayed in the top right of the claim.

Agency: 001
 Document #: YR111000002
 Vision VOUCHER_ID(s): 00398193
 Check/EFT Date: 10/11/2018

Reimbursement Request – Voucher IDs

Requesting Support

If you need assistance with creating or submitting a claim, please email the AOE Helpdesk at AOE.GMSHelp@vermont.gov

If you encountered an error, please make sure to include the following information:

1. Your Name, LEA Name, and LEA Code (NEVER send your Password)
2. The Program and Year you were working on
3. The Web Page which gave an unexpected result
4. The unexpected error message or result