



STATE OF NEW HAMPSHIRE
**American Recovery
and Reinvestment Act**



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Bureau of Special Education FY'10 Memo #12

Date: October 9, 2009

To: Superintendents of Schools
Directors of Special Education
Project Managers/Superintendents/Federal Bookkeepers

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

RE: *ARRA Reporting and Reimbursement System*

As you are aware, the ARRA online reporting and reimbursement system is now available for your submissions. Approvable reports submitted by October 10th will be processed for payment on October 15th. All reports received after the 10th, we will do our best to reimburse by the end of October.

The Department of Education (NHDoE) held a webinar on September 28th that provided a walkthrough of the reporting system. This webinar was recorded and can be viewed at the following link:

<https://www2.gotomeeting.com/register/991825498>.

If you were not previously registered for this specific webinar, when you click on the link it may ask you to register. This is a requirement of the webinar system so that we can see how many people have accessed the webinar. We have also developed and attached a guidance document for the reporting and reimbursement system. This provides an actual walkthrough of the reporting system. As noted during webinar, the NHDoE has developed a memo and chart regarding the calculation of FTE. These memo and calculation tables are attached to this e-mail as well.

As a follow-up to the September 28th webinar, the NHDoE held question and answer follow-up webinars the week of October 5th from 8:00am-9:00am.

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One point of clarification from the webinars is that when you enter a report you should select the report named for the month that you actually used funds. For example: To enter expenses from September 1-30, you would enter this report information in the "September 2009" report. Also, since this system was not available to you until October, we are allowing your first report to include expenses and reporting information for multiple months. This is for your first report only; all future reports will need to be entered monthly. So, for the September report, if you have expenses from July 1st - Sept. 30th, you can enter all of these in the same report and submit it in October. We are doing this to expedite the reimbursement to your district for the first reimbursement period.

We encourage you all to view the recorded webinar and review the "ARRA Reporting Process" document attached. We feel that this may answer many questions you have. Thank you again to all of you that have participated in the webinars and for your patience and questions during this process.

If you have further questions, please contact Ralph Tilton at 271-3839 or e-mail rtilton@ed.state.nh.us.