



American Rescue Plan Emergency Assistance to Nonpublic Schools (ARP-EANS)

April 5, 2022



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

www.FLDOE.org

Purpose and Goal

- The purpose of this technical assistance session is to provide guidance on the second round of the Emergency Assistance to Nonpublic Schools (EANS) program as authorized by the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act and the American Rescue Plan Act of 2021 (ARP Act).
- The goal of this session is to provide our eligible schools with an understanding of the ARP-EANS funds and how the schools will access services.

Background

- The ARP Act extends the EANS program that is currently being administered.
- The U.S. Department of Education has provided states \$2.75 billion in assistance under the ARP/EANS program, as part of the Governor's Emergency Education Relief Fund.
- Florida was allocated just over \$221 million to provide assistance to non-public, not-for-profit schools whose students and businesses continue to be affected by the pandemic.

Private School Eligibility

- Must be established as a not-for-profit entity; for-profit private schools are ineligible.
- Must have been in existence prior to March 13, 2020.
- Must be licensed, accredited, or otherwise approved to operate in accordance with state law.
- Must be registered as a private school with the FDOE and be located in Florida.
- Did not and will not apply for and receive a loan under the Small Business Administration's Paycheck Protection Program (PPP) (15 U.S.C. 636(a)(37)) on or after December 27, 2020.

How You Reached Eligibility

- With the ARP-EANS application that you all submitted, you were allowed to report either 2019-20 or 2020-21 student data, and in turn, the application automatically calculated your school's percentage of low-income students based on this input.
- Additionally, for this new round of funding, the requirement was set in our application to the federal government that your school had to meet or exceed the 40% threshold of low income students.

How You Reached Eligibility

- The ARP-EANS application also asked that you attest that your school didn't receive funding through the Paycheck Protection Program after December 27, 2020.

ARP-EANS Funding Categories

- Supplies to sanitize, disinfect, and clean school facilities
- Personal Protective Equipment (PPE)
- Improving ventilation systems, including windows or portable air purification systems
- Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
- Physical barriers to facilitate social distancing
- Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety

EANS Funding Categories Continued

- Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
- Educational technology
- Redeveloping instructional plans for remote or hybrid learning or to address learning loss
- Leasing sites or spaces to ensure social distancing
- Reasonable transportation costs
- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

Funding Categories – General

- Of those 12 funding categories for allowable uses of the funds, be mindful that:
 - Costs must be:
 - Allowable – i.e., fit into one of allowable categories;
 - Reasonable – i.e., what a prudent person would pay for the item; and
 - Necessary – i.e., as a result of the ongoing impact of COVID-19
 - Staff salaries and fringe costs are not reimbursable.

Funding Categories – General

* Equipment and supplies purchased with ARP-EANS funds for students and teachers in a non-public school may be used for the authorized purposes of the ARP-EANS program during the period of performance (which in this case is September 30, 2024) OR until the equipment and supplies are no longer needed for the purposes of the ARP-EANS program.

Questions regarding ARP-EANS (once your accounts have been set up with our fiscal agent, ClassWallet) should be directed to ARP-EANS@fldoe.org.

We ask that you hold off on questions until you have trained with ClassWallet on their platform and the program is up and running.

And now we would like to turn the presentation over to our colleagues with ClassWallet. Those of you currently participating in EANS I will greatly benefit from this short tutorial as the platform will be changing somewhat.

Florida Department of Education

American Rescue Plan – Emergency
Assistance to Nonpublic Schools
(ARP-EANS)

ClassWallet User Guide

2/11/22





How to Communicate During this Webinar

- **To ask a question**, click on the **chat** button at the bottom of your screen
- **Close other applications** that use bandwidth or resources on your device
- **If you're having trouble connecting**, refresh your browser or relaunch the app
- **For audio issues** you can also use your phone by clicking the phone icon at the top of your screen



Agenda

- [Welcome](#)
- [Access Your ClassWallet Account](#)
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 - [Service Provider Payments](#)
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Welcome to ClassWallet

We're pleased to announce that the Florida Department of Education (FL DOE) is using ClassWallet, an online funds management platform, to streamline the management of the American Rescue Plan – Emergency Assistance to Nonpublic Schools (ARP-EANS). Eligible non-public schools can use these funds to authorize payments through vetted and pre-approved service providers of purchases made to address educational disruptions resulting from COVID-19.

The first step to accessing your account is receipt of the Welcome email from ClassWallet.

CLASSWALLET

Welcome!

Congratulations on receiving your EANS award from the Florida Department of Education (FL DOE). Your award funds have been deposited into an account established for you on ClassWallet. It will be through ClassWallet that you will be able to view your award balance and submit requests for reimbursement or payments to providers. Before you can access these funds, you must read through and accept the affidavit upon logging into ClassWallet.

Access your ClassWallet account:
Step 1 - Establish your ClassWallet account:
Go to app.classwallet.com and click on "First Time Login". Enter your email address and then follow the prompts.

Step 2 - Verify your account:
ClassWallet will send you an email to verify your account. Click on the link in that email to complete your ClassWallet registration process.

[Please click here to get started.](#)

Login

Welcome to the user sign in page.
Sign in using your registered account:

Email

Password

[Forgot Password](#)
[Support](#)

[First time user click here](#)





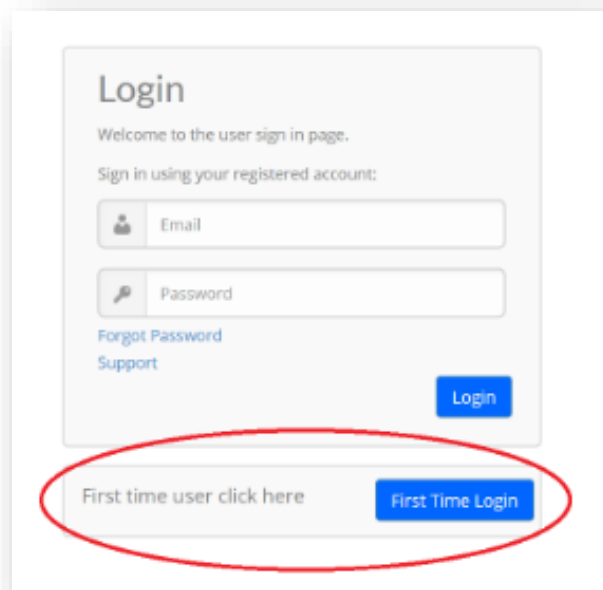
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Access Your ClassWallet Account



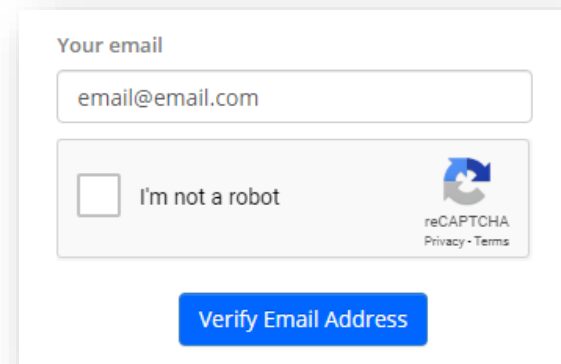
Account Access: First Time Login

1. Go to app.classwallet.com and click on the “First Time Login” button



The screenshot shows a login form titled "Login". It includes a welcome message, a sign-in instruction, and two input fields for "Email" and "Password". There are links for "Forgot Password" and "Support". A blue "Login" button is at the bottom right. At the bottom of the form, there is a link "First time user click here" and a blue "First Time Login" button, which is circled in red.

2. Enter your email address, click the checkbox: “I’m not a robot” and then click the blue button to verify your email address

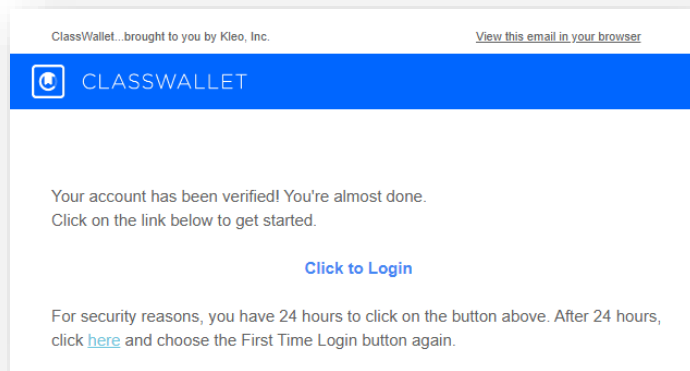


The screenshot shows an email verification form titled "Your email". It has an input field containing "email@email.com". Below the input field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. A blue "Verify Email Address" button is at the bottom.



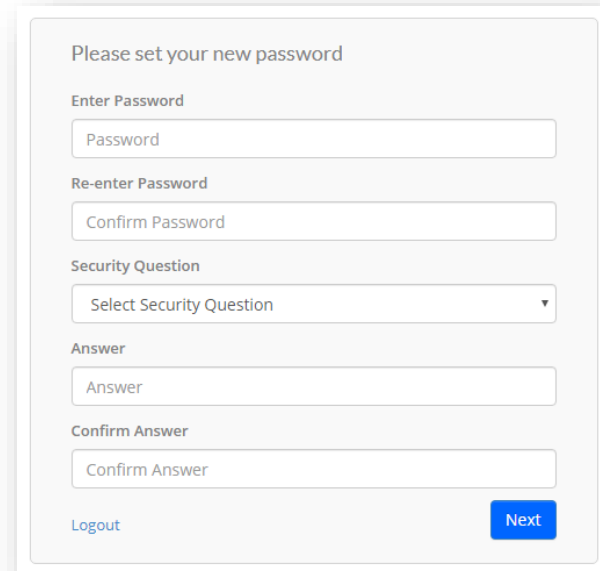
Account Access: First Time Login

3. ClassWallet (info@classwallet.com) will send you an email to verify your account. Click "Login" in the email.



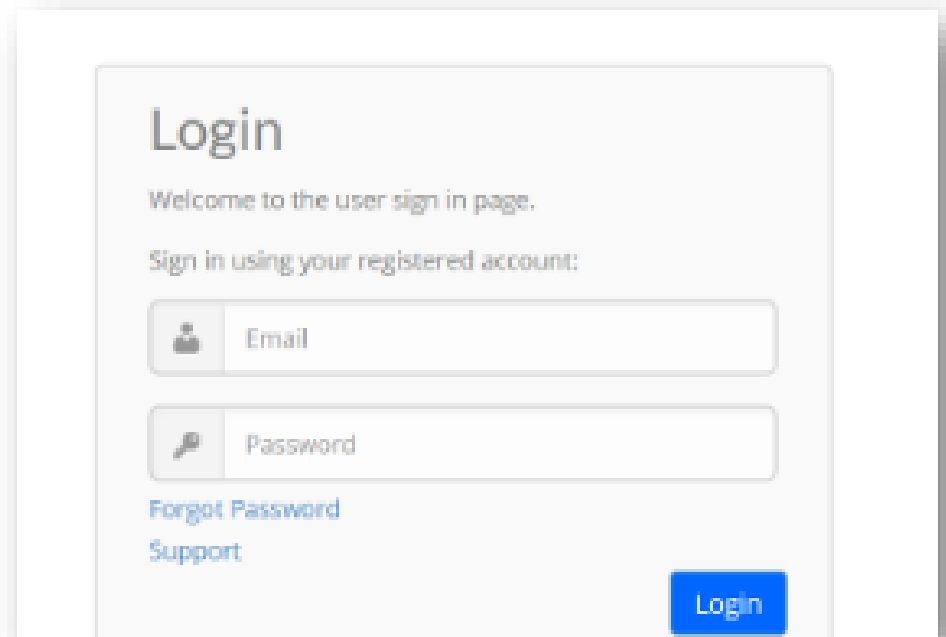
Be sure to whitelist or save info@classwallet.com as a "Safe Sender" to ensure you receive important system generated emails.

4. Create the log-in information you will use to access your account moving forward.

A screenshot of a password creation form. The title is "Please set your new password". The form contains several input fields: "Enter Password" (Password), "Re-enter Password" (Confirm Password), "Security Question" (Select Security Question), "Answer" (Answer), and "Confirm Answer" (Confirm Answer). There is a "Logout" link at the bottom left and a blue "Next" button at the bottom right.

Account Access: Login

When you are ready to log-in, go to app.classwallet.com and enter your email and the password you created.

A screenshot of the ClassWallet login page. The page has a light gray background. At the top, the word "Login" is displayed in a large, dark font. Below it, a smaller line of text reads "Welcome to the user sign in page." Underneath that, the instruction "Sign in using your registered account:" is shown. There are two input fields: the first is labeled "Email" and has a person icon on the left; the second is labeled "Password" and has a key icon on the left. Below the password field, there are two links: "Forgot Password" and "Support". In the bottom right corner, there is a blue button with the word "Login" in white text.

Login

Welcome to the user sign in page.

Sign in using your registered account:

Email

Password

[Forgot Password](#)

[Support](#)

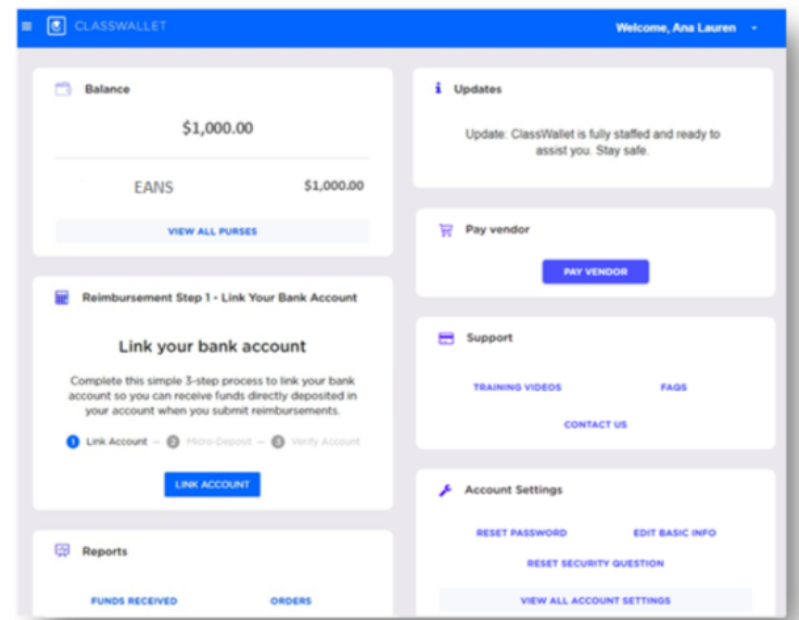
Login



Account Access: Home Page

These are the tiles and menu options you will find on your ClassWallet home page:

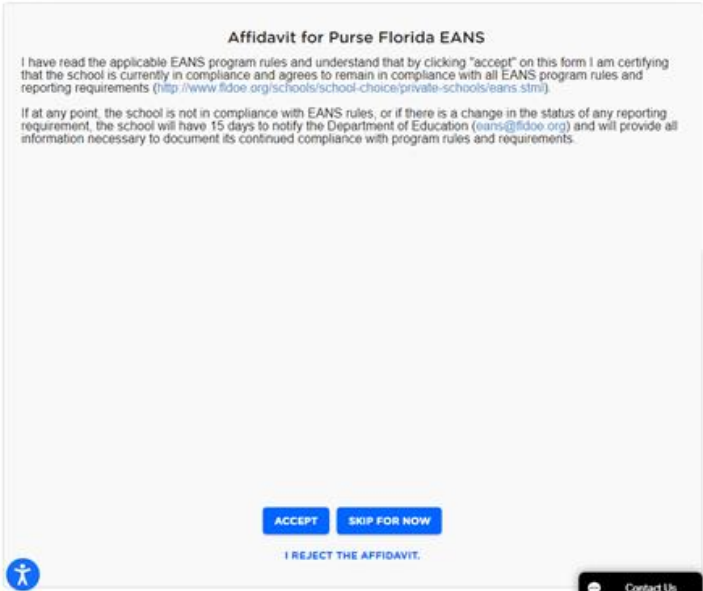
- **Updates** – Important ClassWallet system notifications
- **Balance** – View your balance
- **Pay Vendor** – Issue a direct payment to approved registered service providers
- **Reports** – View funds received and all order details
- **Support** – Find training videos, FAQs or contact Support
- **Account Settings** – Edit basic info, update your password or security question and answer



Accept the Affidavit

Before you can spend your funds, you must read through and accept the affidavit as outlined by the U.S. Department of Education and the Florida Department of Education.

Upon logging in for the first time, you will see the affidavit related to funds made available to you.



Affidavit for Purse Florida EANS

I have read the applicable EANS program rules and understand that by clicking "accept" on this form I am certifying that the school is currently in compliance and agrees to remain in compliance with all EANS program rules and reporting requirements (<http://www.fdoe.org/schools/school-choice/private-schools/eans.stm>).

If at any point, the school is not in compliance with EANS rules, or if there is a change in the status of any reporting requirement, the school will have 15 days to notify the Department of Education (eans@fldoe.org) and will provide all information necessary to document its continued compliance with program rules and requirements.

[ACCEPT](#) [SKIP FOR NOW](#)

[I REJECT THE AFFIDAVIT.](#)

[Contact Us](#)



Affidavit Options

- **Accept** - You will see your account balance displayed and can issue payments to registered
- **Skip for Now** - You will be taken to your ClassWallet account, but your balance related to these funds will display \$0. You must click on the blue “Affidavit” link in order to display the affidavit and “Accept” it in order to use these funds. You can view instructions [here](#).
- **Reject** - On the confirmation message, you can confirm your rejection to use the funds or click “Go Back” to change your selection. If you accidentally rejected the affidavit, contact ClassWallet support to reset your selection.





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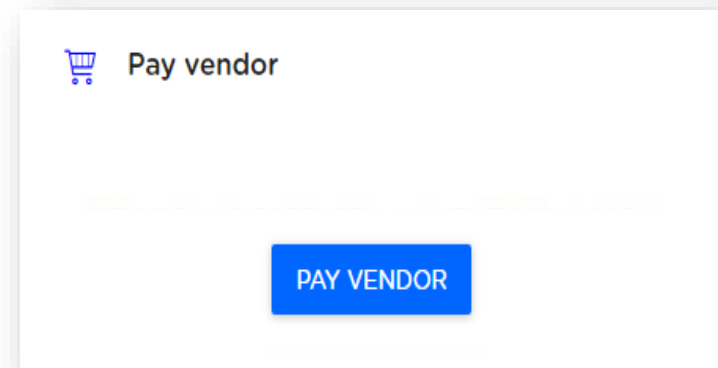
Ways to Use Your ARP-EANS Award Funds



Ways to Use Your Funds

Once your ClassWallet balance reflects the ARP-EANS funds, you can authorize payments to registered service providers.

Service Provider Payment



Pay registered service providers

Pay registered service providers



Get Your Service Provider Pre-Registered

In order to receive payment using the ARP-EANS funds, service providers will need to register and become an approved provider. They can go to the link above the image to begin the process.

***Please do not attempt to complete this form on behalf of the provider.**

Once the provider has completed the registration and verification process, you will be able to find them in the vendor list and authorize payments for eligible services.

Florida EANS Service Provider Pre-Registration

Pre-Registration Step 1 of 2

To begin the registration process, complete the form fields below and upload the required W9. Once you submit, your registration will be sent to the EANS administrator for review.

Upon approval, you will receive an email with a link to the ClassWallet website and the next steps.

*All service providers will be required to create an account on the ClassWallet platform in order to receive EANS payments. Your registration will NOT be deemed complete until you create your ClassWallet account and verify your bank account.

IMPORTANT: Be sure to whitelist or save the following emails as "Safe Senders" to ensure you receive the email notifications:

- info@classwallet.com
- automation@app.smartsheet.com
- user@app.smartsheet.com

Fees

Please keep in mind that ClassWallet charges a 2.5% transaction processing fee for payments made to service providers.

Complete the required information:

Organization Type *

Select

Company Name *

This is how your business/self will be listed on ClassWallet

Your First Name *

This is the person making the request



Florida Department of Education Service Provider Pre-Registration

The Florida Department of Education is using ClassWallet for non-public schools to manage and make payments using their EANS funds.

In order to receive payment from EANS, you will need to complete the following steps:

- 1 - The pre-registration form found on this page.
- 2 - Upon approval, you will receive an email with a link to the ClassWallet website and the required next steps.

If you have been approved, but have not received the "Step 2" email or for questions regarding how to enter your information and/or credentials through ClassWallet, please contact help@classwallet.com or 877-969-5536.

QUESTIONS about EANS? Please contact The Florida Department of Education at eans@fldoe.org.



Provider Payments: Registration Steps

These are the steps for a service provider to be listed within the ClassWallet platform.

Service providers will be displayed no sooner than 4 business days after they complete the pre-registration form as the timeline will vary based on steps 2 and 4.



Step	Description	Est Timeline
1. Service provider submits the Pre-Registration form	<ul style="list-style-type: none"> Service provider completes and submits the pre-registration form. 	Day 1
2. FL DOE Review & Approval	<ul style="list-style-type: none"> Program administrators review and approve the submission. An automated email is sent to the service provider with the ClassWallet registration information 	Varies, Day 1
3. ClassWallet Registration & Account Link	<ul style="list-style-type: none"> Service provider completes ClassWallet registration and account linking steps. The account verification process is initiated (24-48 hour expected receipt of micro-deposits) 	Day 1
4. ClassWallet Account Verified	<ul style="list-style-type: none"> Service provider completes the bank verification process with the confirmation of the micro-deposits received 	Varies Day 2-3
5. Service provider is visible on ClassWallet	<ul style="list-style-type: none"> Service provider will be displayed to users under the "Pay Vendor" module and users can issue payment with the required documents. 	Day 4



Provider Payments: Issue

The screenshot shows the ClassWallet web application interface. At the top, there is a blue header with the 'CLASSWALLET' logo and an 'Exit' button. Below the header is a progress bar with seven steps: 1. Select Vendor, 2. Upload Documents, 3. Add details, 4. Choose Invoice, 5. Expense Type, 6. Review & Submit, and 7. Complete. The main content area is titled 'Who do you want to pay?'. It features a search window with a 'Search window' label and a list of vendors. The vendors listed are: AI Huda Academy, Annunciation Catholic School, ALC Mosaic INC, and ABC OF NC Child Development Center. Each vendor name is followed by a 'SELECT VENDOR' button. Above the vendor list is a search window with a 'Search window' label and a list of letters from A to Z, followed by 'All'.

This is where you authorize payment to service providers already authorized by the Program Administrator. This is not a marketplace to search for service providers.

Once your service providers are registered on ClassWallet, you can find them in the "Pay Vendor" module and issue payment. You will need to upload any invoices, statements, or other supporting documents (.PDF, .JPEG, or .PNG format)

You can view step-by-step instructions here:

<https://kleo.force.com/classwallet/s/article/Pay-a-DirectPay-Vendor>

Or watch a short 2-minute video here:

<https://www.youtube.com/watch?v=vt0oLysesB4>

***Please keep in mind these videos and articles may not accurately represent the settings of your specific organization.*



Payments: Document Requirements

All payments will be reviewed and pre-approved by the designated program administrators.

You may see a 2.5% fee on the provider's invoice as it relates to the ClassWallet processing fee.

The Florida Department of Education may require a work order including final delivery date prior to approval of services or assistance.

The Florida Department of Education may require documentation that any service or assistance has been received in full before payment is made to vendors. Written justification may be required to ensure the expenditures align with the requirements.





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Other Important Information



Category Selection Requirement

Upon submitting your service provider payment, you will be required to select the appropriate category related to your transaction. You can select more than one if your transaction consists of items / services in multiple categories.

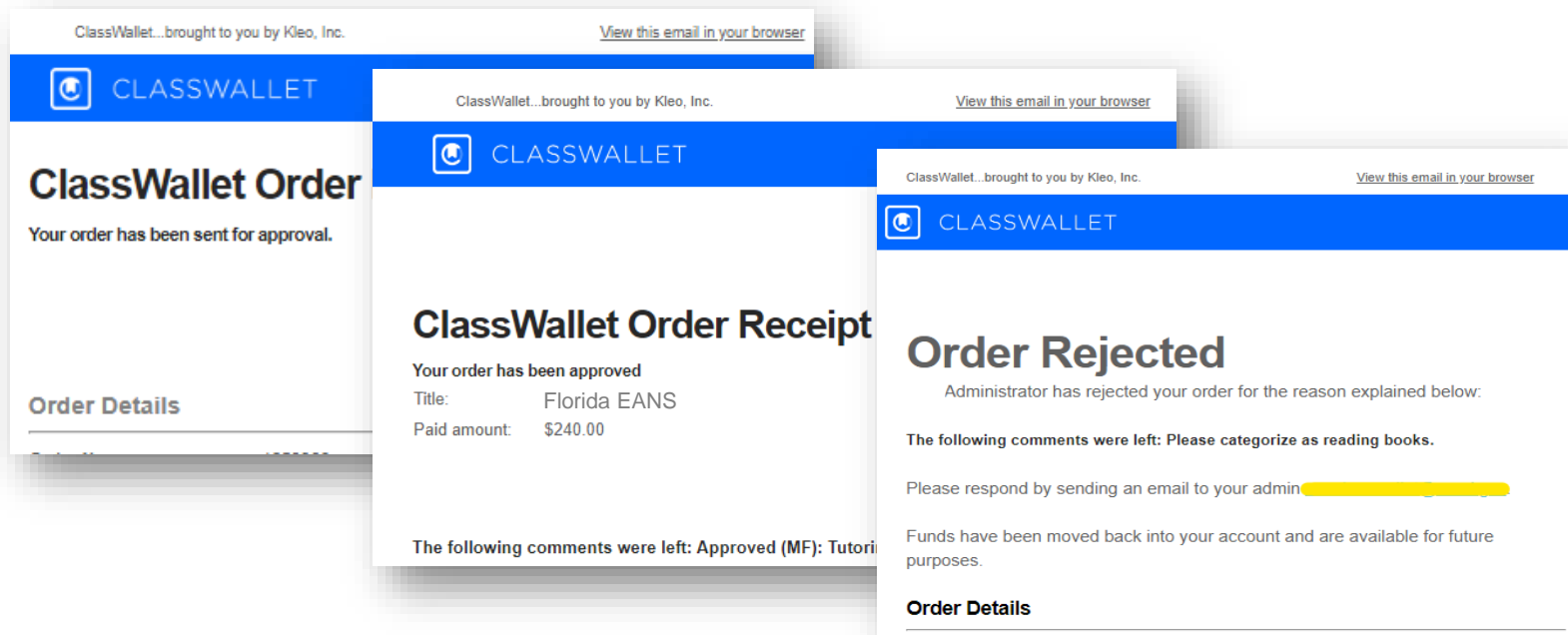
- Sanitation Supplies
- Personal Protective Equipment (PPE)
- Portable air purification systems
- Physical barriers
- CDC Recommendations
- COVID Testing
- Educational technology
- Leasing sites
- Transportation costs
- Ventilation systems/Windows
- Training to minimize spread
- Redeveloping Instruction
- Support for learning loss



Transaction Confirmation Emails

You will receive the following emails after you submit vendor payments:

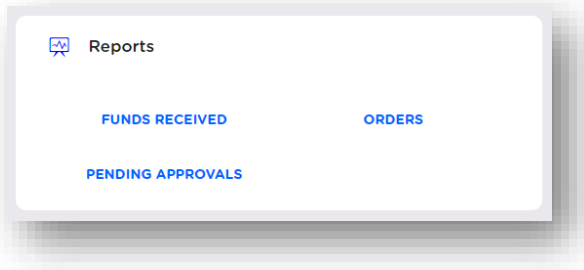
1. Confirmation of payment for the designated administrator to review
2. Confirmation of the administrator's approval or rejection, along with any applicable comments



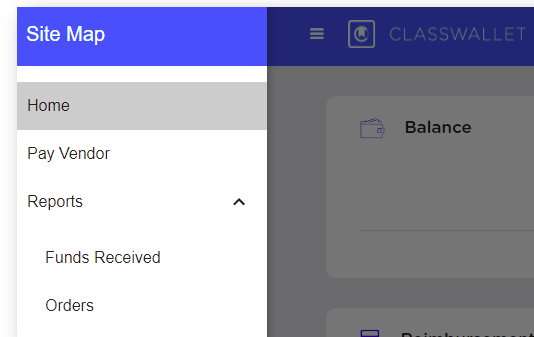
Access & View Reports

You have access within your ClassWallet account to view reports around your account activity. You can find these real-time reports through the Report tile found on the homepage or the sidebar menu.

Access reports from the homepage tile



OR Access reports from the menu

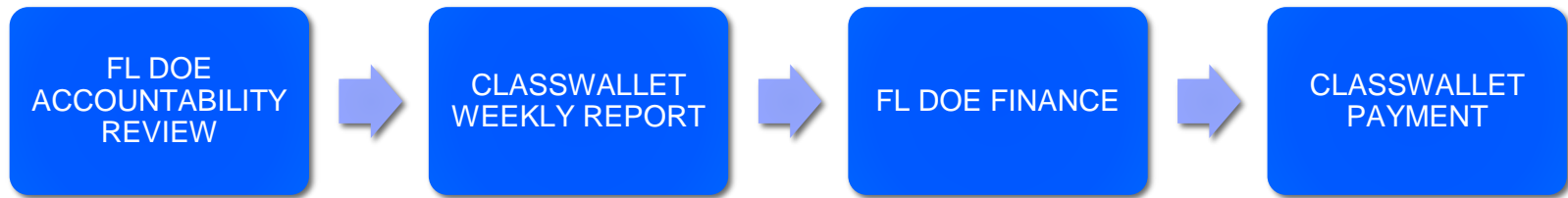


You can view your funding activity and documents for payments submitted through the platform. You can also view the status and any applicable comments from the approver within your order reports.



Approval Timeline

Approval Timeline



Step	Description	Est Timeline
Payment submitted	<ul style="list-style-type: none">User submits the service provider payment in their ClassWallet account.	Day 0
FL DOE Accountability Review	<ul style="list-style-type: none">Program administrators review submissions. Upon approval, an automated email is sent to the user informing them of the approval.	Varies; Days 65-80+
ClassWallet Weekly Report	<ul style="list-style-type: none">Reports of approved transactions are pulled each week.	Day 85
FL DOE Finance	<ul style="list-style-type: none">FL DOE Finance authorizes payment of the approved transactions	Day 90
ClassWallet Payment	<ul style="list-style-type: none">ClassWallet releases payment of the approved transactions. Bank settlement can be expected within this timeframe.	Day 90-110



Approval & Rejection Notes

- Upon the administrator's approval of your **payment to a registered service provider**, the provider will receive confirmation of your payment, along with the uploaded documents, and payment should settle to their bank account within 2-4 weeks of the administrator's approval.
- Upon the administrator's **rejection of your service provider payment** all funds will be credited back to your ClassWallet account balance. You can find rejection notes/comments in the confirmation email.
- Inquiries related to the approval / rejection decision should be directed to the administrator listed in the confirmation emails.



Deadline and Important Notes

- **Please check your account and emails from ClassWallet and/or the program administrator related to any upcoming deadlines.**
- **The last day to issue a payment to service providers within your ClassWallet account is still to be determined. Once the date is finalized, all documentation will be updated and an email notice will be sent.**
- If you submit a service provider payment close to the deadline, the designated approver/administrator will have time after the deadline to review your request and make the applicable decision. However, after the deadline, resubmission will not be permitted.
- All unspent balances will be returned to the State.



General Questions About Security

We highly value your security. We have complete SOC2 audits and spend a great deal of effort to ensure that our platform is secure.

Sharing Info / files

All data at ClassWallet is stored securely and classified according to the data classification policy. ClassWallet is SOC compliant and subject to annual reviews by third-party auditors with regards to our data security and privacy policies. All data transmitted over public and wireless networks is encrypted with strong encryption techniques.



User Support

We're here to help! You can find the SUPPORT tile on your ClassWallet home page for easy access to FAQs, videos, and ways to contact us.

Our support team can assist you with any of the following application related matters:

- Linking or deleting a bank account
- Bank account verification
- Uploading documents
- Service provider registration status
- Vendor payment status
- Process for adding or updating school administrators

Ways to Reach ClassWallet Support:

- Start a live chat or view Knowledgebase at: <https://kleo.force.com/classwallet/s/>
- Email help@classwallet.com
- Call (877) 969-5536 ext. 6

ClassWallet Customer support hours:

Monday – Friday: 8 AM to 8 PM EST
Saturday: 10 AM to 4 PM EST

Questions regarding ARP-EANS policies, guidelines, funding eligibility and FAQs can be found on the FL EANS website at <http://www.fldoe.org/schools/school-choice/private-schools/eans.stml>

