

**To: State Summer Learning Grant Recipients**

**Subject: State Summer Learning Grants Reimbursement Process**

**Date: Tuesday, July 2, 2024**

Hello State Summer Learning Grant Recipients,

The State Summer Learning Grants are now available in EGMS. If your grant agreement has been executed, the hold on your subgrant will be released today and you may begin submitting claims.

**Prior to submitting any claims, please review the following notes** on the reimbursement process:

- For each EGMS claim submitted, a corresponding Reimbursement Request Form for the same amount must be submitted to the [Summer Learning inbox](#). The Request Form template is attached, as well as posted to the [State Summer Learning Grants webpage](#). **EGMS claims will not be approved until the corresponding Request Form has been received and reviewed.**
  - Please carefully review the instructions on the first tab of the Request Form template prior to filling it out.
- **We will review Reimbursement Requests in batches every Thursday and approve the corresponding EGMS claims by Friday.**
  - Request Forms and EGMS claims must be submitted by the end of the day Wednesday to be reviewed that week. Reimbursement Requests submitted on Thursday or Friday will be reviewed the following week.

If you have any questions, please let us know.

Thank you,

Savanah

**Savanah Solario**

**Program Improvement Analyst**

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