

Instructions for Reimbursement Using Payments Only In the Grants Management System (GMS) For American Service Excellence (ASE) Assessments

These instructions are intended to explain the process of using the Payments Only – ASE Assessments feature in GMS. This feature will be used to request reimbursement of funds used to pay ASE Assessment student fees within a given program year.

ASE Information

PRICING

A single \$30 fee per student, per academic year, allows the student to take any or all tests in a test series twice each year – once in the fall and once in the spring. Fall tests can be designated as a pretest for pre- and post-test score reporting. It is the spring test that will count toward the district's Technical Skill Attainment (2S1) indicator or a college's Technical Skill Attainment (1P1) indicator. If a student only takes the test in the fall, that is the score that will be counted. If the fee structure is changed by ASE in the future, the amount available for reimbursement will be adjusted in GMS.

TEST WINDOWS

- Fall Test Window Open: August 15 - January 31
- Spring Test Window Open: March 15 - June 15

ORDER TESTS ONLINE

Site administrators and instructors in schools with active accounts can now use a credit card to order more tests online. Schools that have not tested previously must establish an account by placing an initial order using the order form link provided on this home page.

ASE STUDENT CERTIFICATION WEBSITE

<http://www.asestudentcertification.com/>

To access the order form, click on the “Order Form (PDF)” link in the left toolbar.

GMS Information

Once you determine you have one or more students that are going to take the ASE assessment, verify in the Payments Only section of GMS that funds are available. If you had a student or students last year take the assessment you will have funds set aside in Payments Only based on last year's count plus a little increase for growth. These funds will be made available October 1, 2015 this year and October 1st in future years.



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In order to get reimbursed for an ASE assessment you will need an official receipt from ASE for that student or students.

1. In GMS on the Main Menu list under Payments without Online Apps, select the “Perkins – ASE Assessments” link and the Application Select Page will pop-up.
2. Select the radio button under year of application and then select the blue Payments button and the Payment Summary Page will pop-up.
3. Select the View Cash Request/Expenditure Report blue button in the top middle of page and the Cash Request/Expenditure Report Menu will pop-up.
4. Select program from drop down box (Perkins – ASE Assessments) and there will be a blue button to select called “Create New Request”. The cash request will open and you will see the Final Approved Budget Amounts by Object Code.
5. Insert series code (which will be the 400 series), add description in the Expenditure Description and Itemization box, and add amount being requested in the Reimbursement Request Box.
6. Input Begin Period Expense date and End Period Expense date, Cash on Hand should be 0.
7. Input the person’s name completing form in the Submitted by box, and insert any comments in the LEA Comments Box.
8. There will be an upload box at the bottom of the page to upload your receipts.
9. Once all has been completed, select the Submit button to send the file to WDE for review and approval.
10. Once request processes thru WOLFS, payment will be sent via EFT 2 days after processing to your bank account.

For the 2015-2016 SY the cost of an assessment is \$30.00 per student.

For questions about the ASE Assessment reimbursement process, contact Randall Butt at randall.butt@wyo.gov or 307-777-5329.

