



# EDUCATION SAVINGS ACCOUNT

## Pre-Approval and Reimbursement Guidelines

**Please read all steps prior to making any purchase outside of the online marketplace.**

### **Step 1: Submit Request**

Complete the [Expense Pre-Approval Request Form](#).

### **Step 2: WDE Review**

The WDE will review completed Expense Pre-Approval Request forms as they are submitted. A decision will be made to approve or deny the expense request within ten (10) business days.

### **Step 3: Approval or Denial Notification**

The family will receive either an approval or denial notification via email. **If a pre-approval request is denied, this step ends the process.** The family is welcome to purchase the item or service on their own, but will be unable to claim reimbursement through the Wyoming ESA Program.

**For All Approved Expense Requests, Proceed To Step 4.**

### **Step 4: Purchase**

Once the family has received an expense approval notification, they may proceed to purchase the pre-approved item or service.

### **Step 5: Reimbursement Request**

The family may now submit a reimbursement request. All reimbursement requests must be submitted within 30 days of purchase by following these steps:

- Log into the Wyoming ESA portal.
- Complete the reimbursement request form.
- Explain why the expense was not paid directly from the account and required reimbursement.
- Upload the required documentation (see list below).

#### **Appropriate documentation includes all of the following:**

- A copy of the Reimbursement Approval Notification received following submission of the Expense Pre-Approval Request Form.
- A receipt that must include:
  - Vendor.
  - Date.
  - Total charges.
  - Itemized list and full description of items and/or services.
  - Proof of method of payment.
  - Handwritten receipts will not be accepted.

## Step 6: WDE Review

The Department will make a decision on a completed reimbursement request within fourteen (14) days of receipt of all required documentation.

## Step 7: Reimbursement Approval or Denial

### Approved reimbursement request:

- Funds will be transferred to the family's bank account on file.

### Denied reimbursement request:

- A parent may request a review of the decision by submitting a request to the WDE within fourteen (14) days of denial receipt.
- Upon receipt of the decision review request, the Department shall convene a review panel of three individuals that were not a part of the initial denial decision.
- The panel shall make a decision within fourteen (14) days of the parent's decision review request and inform both the parent and the Department of its determination.
- The panel's decision is the Department's final decision.

## Please Note:

- Pre-approval needs to be obtained for all purchases made outside of the Marketplace. Reimbursement is not guaranteed without pre-approval.
- Approval for an item or service for one ESA student does not guarantee that the item or service will be approved for all ESA students. The Wyoming ESA program acknowledges that every student is unique and may have different circumstances that impact the justification of an item or service.
- Pre-approval requests will only be considered in the categories listed below.
  - K-12 curriculum that includes one or more of the required core content areas of reading, writing, math, civics, history, literature, or science.
  - Pre-kindergarten curriculum that includes instruction necessary for preparation to enter kindergarten.
  - Entrance or admission fees for student only into museums, educational facilities, zoos, historical, scientific, artistic, or cultural institutions, etc.
  - Transportation fees for service. (Travel to and from ESP via Bus, Taxi, Uber, Lyft, etc.)
  - Internet fees.