



EDUCATION SAVINGS ACCOUNT

Reimbursement Guidelines

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

Step 1: Review Marketplace Offerings

Review the online Marketplace to ensure the product or service sought is not available from other providers.

Step 2: Contact Desired Vendor

If the desired product or service is not available from any providers on the Marketplace, the family must contact the desired vendor or provider and request that they apply as a provider and offer their products and/or services on the Marketplace.

Step 3: If Vendor or Provider Does Not Wish to Participate

If the family has completed steps 1 and 2 above and the vendor or provider does not wish to participate in the Wyoming ESA program, they may move to Step 4.

Step 4: Purchase

Family may proceed to purchase the desired product or service provided it is in alignment with the qualified reimbursable expenses.

Step 5: Reimbursement Request

All reimbursement requests must be submitted within 30 days of purchase by following these steps:

- Log into their Odyssey account.
- Complete the online reimbursement request form.
- Request must include an explanation 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 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 thirty (30) 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 thirty (30) 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:

- Reimbursement approval for an item or service for one ESA student does not guarantee that the item or service will be approved for reimbursement 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.
- Reimbursement 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 and Pre-kindergarten curriculum that includes instruction necessary for preparation to enter kindergarten.
 - Entrance or admission fees for the 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.