

**Student Name:** \_\_\_\_\_ **Current School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Reimbursement Process:**

1. Parents who would like to be reimbursed for services they funded that were provided to their child will need to submit invoices/receipts to the student’s case manager for the IEP team or 504 knowledgeable committee to consider.
2. The IEP team or 504 knowledgeable committee will follow procedures to meet and consider whether compensatory education is warranted for the student.
3. The team should consider any requests for reimbursement by the parent/guardian for services required by the student’s Section 504 Plan or IEP by private or non-FCPS personnel that were not provided by FCPS during the Pandemic Period.

**Reimbursement Worksheet**

Service requested for reimbursement and amount:	
<b>Consideration</b>	<b>Notes</b>
How is this service(s) related to the student’s identified need(s)?	
Did this service take the place of a service FCPS was obligated to provide to the student?	
How did this service assist the student with accessing their learning or making progress in the curriculum during the Pandemic Period? Review any available data.	
Has the case manager received receipts/invoices showing payment for this service?	
Team determination regarding parent reimbursement:	

4. If the team determines that reimbursement is warranted as compensatory education for the student, the case manager will email the Plan Administrator, copying the parent, to let the Plan Administrator know that the team decided to reimburse the parent, for what, and the amount. Attach receipts/invoices and the completed Reimbursement Worksheet showing payment to the email.
5. The Plan Administrator or designee will contact the parent to obtain an IRS W-9 and any other needed documentation to ensure that the parent will be reimbursed.
6. The parent/guardian will be reimbursed by FCPS, usually within 45 calendar days.