

R7-2-1508. Review of Expenses

A. The Department shall conduct or contract for review of quarterly expenses pursuant to this section to ensure monies are used only for approved expenses. The Department may conduct or contract for random or annual audits as needed to ensure monies are used only for expenses that were approved or allowed at the time the expense was made. The Department shall use record retention requirements that were in place at the time the expense was made to determine compliance. The Department may only audit account activity from the last two fiscal years, including the current fiscal year.

B. The Department shall provide annual notice to each parent of when and how the Department will conduct reviews of expenses and audits. The notice may be provided in the handbook adopted pursuant to R7-2-1503.

C. Except as provided in R7-2-1508(J), parents shall submit quarterly expense reports, that shall include, but are not limited to, the following:

1. Invoices for each vendor, individual or product;
2. Invoices for private schools, which shall include the following:
 - a. The name of the qualified student,
 - b. The name of the private school,
 - c. The transaction date,
 - d. Tuition or fee amounts, and
 - e. Total charged to the card;
3. Invoices for tutors, paraprofessionals, service type or therapists which shall include:
 - a. Name of the qualified student,
 - b. The name of one of the following: the vendor, facility, therapist or tutor,
 - c. The transaction date,
 - d. The rate amounts,
 - e. Any processing fees, and
 - f. Total charged to the card.

D. Except as provided for in R7-2-1508(J), a parent shall submit quarterly expense reports to the Department as follows:

1. On or before September 30 for quarter one,
2. On or before December 31 for quarter two,

3. On or before March 31 for quarter three, and
4. On or before June 30 for quarter four.

E. The Department shall review and approve quarterly expense reports and make its next quarterly disbursement of funds within 30 days of the deadlines prescribed in R7-2-1508(D). On receipt and approval of the quarterly expense report, the Department shall notify the parent through electronic mail or through an online portal. Notwithstanding any other rule, the Department may review expense reports less frequently based on a risk-based approach. The Department shall not withhold funds for a subsequent quarter if it fails to review a quarterly expense report within 30 days of the deadline. A parent may submit a corrected expense report any time prior to the quarterly submission deadline.

F. If a parent fails to submit a quarterly expense report by the deadlines prescribed in R7-2-1508(D) or submits an incomplete quarterly expense report, the Department shall:

1. Serve notice to the parent of the deficiencies,
2. Provide the parent 10 days from the date of receipt of the notice to submit a complete quarterly expense report, and
3. Review quarterly expense reports submitted pursuant to this subsection within five days of receipt from the parent.

G. Following the 10 day period provided in R7-2-1508(F)(2), the Department may remove a parent from the Program for failing to submit a required quarterly expense report or failing to correct the deficiencies in an incomplete quarterly expense report.

H. Pursuant to R7-2-1511, a parent that has been removed from the Program may file a written request for a hearing within 30 days after being served the notice of removal. Except in cases in which the Board has found misuse of funds or fraud pursuant to R7-2-1509, the Department shall not withhold funding to one qualified student's ESA due to deficiencies in the expense reporting of a sibling's account.

I. At the written request of a parent, the Department shall extend the quarterly expense report deadlines for up to 30 days from the deadlines prescribed in this section if the parent demonstrates hardship, including an act of God or similar circumstance that prevented the parent from responding by the deadline.

J. A parent is not required to submit quarterly expense reports pursuant to this section if either of the following apply:

1. No expenses were made in the quarter, or
2. All expenses in the quarter were preapproved through a private financial management firm contracted with the Treasurer to assist with financial management.

K. Parents shall attest that they met the conditions of R7-2-1508(J) in a format provided by the Department.