



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

ARPA General Revenue Project Reimbursement Submission Process:

1. Complete the American Rescue Plan Act (ARPA) **General Revenue** Project Reimbursement Request Form.
2. Attach supporting invoices.
 - *Reimbursement invoices can date back to March 4, 2021, if they are clearly linked to the approved project.*
 - *Match invoices can date back to March 13, 2020, if they are clearly linked to the approved project.*
3. Name files or folders using the following format:
 - ARPA_GR_InstitutionName or Initials_HouseBillNumber_Req#_Date (YearMthDay)
Example: ARPA_GR_STLCC_HB20.746_Req3_20231206
4. Upload to the DHEWD Box Account: <https://stateofmissouri.app.box.com>
 - Click on '1-Reimbursements'.
 - Click on 'ARPA – General Revenue Funds Only'.
 - Drag and drop your file; or click on the 'New +' button in the top right of the page and either 'File Upload' or 'Folder Upload'.
5. Requests will be reviewed in the order received. If the documentation is sufficient, DHEWD will process and approve in the SAM II Financial System. Funds will be available two business days after final approval.
6. If the documentation is not sufficient, you will be notified by email. The request cannot be processed until all proper backup documentation is received.

Quarterly Reporting:

A quarterly report will be emailed to each institution's Point of Contact (POC) approximately two weeks prior to the end of each quarter. The report is due within 30 days of the end of each quarter, and no later than January 31st, April 30th, July 31st, and October 31st. Quarterly reporting is required until all project objectives have been met.

Questions or Concerns:

Please email reimbursements@dhewd.mo.gov or call Rebecca Jackson at 573-751-1883.