



Local CURE Program:

Reimbursement Request Supporting Documentation

Illinois Department of
Commerce & Economic
Opportunity



Reimbursement Requests

❑ Required Supporting Documentation

ALL reimbursement requests must include the following supporting documentation:

- A completed Reimbursement Request Form via the Portal.
- Line item expenditure details (via the Portal form) that clearly indicate the appropriate category.
- Supporting documentation for each expenditure and evidence that it is eligible.
- Proof of payment for the good or service and its necessity with respect to COVID-19.
- Proof expenditures were not already accounted for in the budget most recently approved, as of March 27, 2020 (the date of enactment of the CARES Act).
- Proof the “period of service” is between March 1 and December 30, 2020, and that the local government unit has already expended the dollars for the expenditure.
- Justification description for how the cost is eligible under the Local CURE program.





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Examples of supporting documentation by expense category are provided on the following page. As a reminder, the expense categories for the Local CURE Program, eligible for reimbursement include the following:

- **A** – Payroll for Public Health and Safety Employees
- **B** – Budget Personnel and Services Diverted to a Substantially Different Use
- **C** – Improvement of Telework Capabilities of Public Employees
- **D** – Medical Expenses
- **E** – Public Health Expenses
- **F** – Facilitation of Distance Learning
- **G** – Expenditures organized by subcategories for eligible costs (see Section 700.60(a)) not listed within other categories
- **H** – COVID-19 Testing and Contact Tracing
- **I** - Expenses Associated with the Issuance of Tax Anticipation Notes (TANs)
- **J** – Food Programs
- **K** – Nursing Home Assistance
- **L** – Personal Protective Equipment



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Examples of Supporting Documentation	A	B	C	D	E	F	G	H	I	J	K	L
1. GENERAL LEDGER report detailing line item expenditures that correspond to reimbursement requests. <i>Please note this is required for each line item.</i>	X	X	X	X	X	X	X	X	X	X	X	X
2. PAYROLL:	X	X										
2.a. Payroll Register/Payroll Ledger with employee earning report and payroll summaries including position title, rate of pay, time period, showing allocation of payroll costs to reimbursement requests.	X	X										
2.b. COVID-19 Payroll Summary/Leadsheet - listing of all employees with allocated hours and dates dedicated to mitigating or responding to the COVID-19. Please note this spreadsheet should tie to the line item amount being requested and allocated hours should be supported with item 2.c.	X	X										
2.c. COVID-19 Payroll Explanation for hours and/or amounts requested (how were the payroll amounts determined). If applicable Organizational Policies and Documents for items such as Administrative Leave Policy or other Directives are available, please provide as well.	X	X										

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3. EXPENDITURES:			X	X	X	X	X	X	X	X	X	X
3.a. Invoice and Purchase Order that include a transaction reference number, purchase date, date(s) of service, purchase amount, evidence of receipt, and a description of the goods or services. At a minimum the Invoice needs to be provided.			X	X	X	X	X	X	X	X	X	X
3.b. Proof of Payment and Receipt of Goods, Proof of Payment should include either the credit card statement or the financial system's disbursement listing/general ledger detail and Receipt of Goods should include a Receiving Report or stamp on the invoice. At a minimum Proof of Payment needs to be provided.			X	X	X	X	X	X	X	X	X	X
4. EXPENSE REIMBURSEMENT FORM (if applicable), proof of approval and supporting receipts. *In the event expense reimbursements are processed via the payroll process.	X*	X*	X	X	X	X	X			X	X	X

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ALL reimbursement requests must adhere to the following procedural guidelines:

- LGU must prepare a brief narrative on why an expenditure is eligible. When possible, support this attestation with related documents. The narrative should illustrate how the expenditure meets the DCEO Allowability Test.
- All documents must be electronic.
- Remove all Personally Identifiable Information (PII) from submitted documents (e.g. *Social Security Number*), *please see next page for more information*.
- When submitting organizational policy, only submit the applicable policy, policy excerpt, or clearly indicate the policy, if part of a larger organizational document (e.g. HR Employee Handbook).
- ***Please do this work in advance. The quality of supporting documentation provided impacts the length of the review process and how fast your local government unit receives funds.***



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PII Summary



Names may be Included

Do **Not** Include:

- Social Security Number
- Personal Address
- Phone Number
- Email Address
- Driver's License or State ID number
- Medical Information
- Health Insurance Information
- Account /credit card / debit card number
- Biometric information



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Organizing Documentation

To ensure the most time efficient review process and potential for quick reimbursement, we request applicants:

- Only submit a fully complete Reimbursement Request Form.
- Supporting documentation should be clearly identifiable and as specific as possible.
- Indicate what sections are applicable to the expenditure through bookmarks, highlighting sections, or other means to guide the reviewer to the appropriate section.
- Have all receipts and proof of COVID-19 related expenditures in digital format and ready for upload to the Portal.
 - *Typical file types include – PDF, Excel, Word, CSV, and JPEG or PNG for images. Check that images are legible.*
- Organize proof of expenditures into the "eligible for reimbursement" categories, along with COVID-19 related use.
- Verify submitted expenditures are not reimbursed through another state or federal opportunity.

