



Every Fiscal Year the NJDOE allocates Entitlement funds to LEAs and Charter Schools based on specific formulae. Once the allocations are announced, applications are opened and should be completed and submitted through EWEG. Once an Entitlement Application is submitted through EWEG, grantees can begin to expend the allocated funds as determined in the Application. Grantees should request reimbursement for expenditures previously incurred or anticipated through the last day of the month in which the request is being made.

Log into EWEG. Click the PAYMENT box next to the ESEA consolidated application.

The next screen is the Payment Summary screen. Click on the “View Reimbursement Requests/Expenditure Reports” button

When the screen refreshes, click on the “Create New Request” button in the Reimbursement Requests section of the page (the top half).

A blank RR screen will open displaying the approved application budget and previously requested amounts. Enter the reimbursement amount in the Amount Requested column for the current expense period.

After completing the form, click on “Calculate Totals”. Be sure to enter the end date of the expense period. Click on “Save Page” and look at the top left of the screen for any error messages that may be displayed in red text. The data entered will not be saved if there is an error when the Save button is clicked.

Once the page saves with no errors, click on “Submit.” A message will appear stating that the RR has been submitted.

- Confirm that the SAM expiration date is in the future.
- Districts may submit one reimbursement request per program/title per month. Payments are processed once a month. Generally, reimbursement requests submitted by the 15th of the month will be processed at the end of the month and the district will receive payment at the beginning of the following month.