

Disabilities Grant and ESA Programs: What Should a Receipt or Invoice Show?

A receipt or invoice for a qualified DGrants or ESA expense must show:

Disabilities Grant (DGrants)

Tuition/fee receipts (for students attending DNPE-only or out of district public schools)

- Name of the school
- Student's name and the name of the parent/guardian paying the expense
- Dates of enrollment
- Amount paid for semester tuition and fees
- Confirmation that the student was enrolled at least 75 days of the semester

Tutoring/Teaching Services and Educational Therapy receipt

- Name of provider or company
- Student's name and the name of the parent/guardian who paid the expense
- Type of service/therapy
- Date(s) of service/therapy
- Amount paid for service/therapy expense

Curricula or Educational Technology receipt

- The name of the retail outlet
- Type of item
- The amount paid
- The date purchased

See specific requirements and purchase limitations for [Educational Technology](#).

For DGrants, the parent/guardian named on the grant application must also be the responsible party for payment named on the receipt submitted for payment.

Education Savings Account (ESA)

Tuition/fee invoice

- Name of the school
- Student's name and the name of the parent/guardian being charged
- Line item showing the specific ESA quarter and amount being transferred to pay tuition/fee charges
- Line item for 2.5% Transaction Fee, if included

Tutoring/Teaching Services and Educational Therapy invoice

- Name of provider or company
- Student's name and the name of the parent/guardian being charged
- Type of service/therapy
- Amount charged for service/therapy expense
- Line item for 2.5% Transaction Fee, if included

Curricula or Educational Technology invoice

- Items must be selected and approved for purchase on the [ClassWallet](#) platform

See specific requirements and purchase limitations for [Educational Technology](#).

For ESA, the parent/guardian named on the application must also be the responsible party charged on the uploaded invoice submitted for approval before funds transfer approval is granted.

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For DGrants fall reimbursement, qualified expense receipts must have a purchase date of July 1 through December 31 of the current academic year.

For DGrants spring reimbursement, qualified expense receipts must have a purchase date of January 1 through June 30 of the current academic year.

School payment contracts, school payment agreements, insurance benefit explanations, mobile receipt screen shots, and generic receipts cannot be accepted as a receipt for DGrants reimbursement or as an invoice for ESA funds transfer approval.

Nonqualified school expenses for DGrants and ESA include afterschool care, school lunch, field trips, etc.

For DGrants purchases, upload each receipt individually in ClassWallet.

Click [here](#) for information about DGrants and ESA Program tax implications.

Nothing in this document should be construed to supersede the Program Statute, Program Rules or other Program policies. In addition, these policies do not represent an exhaustive list of all Program rules; rather these policies are set forth to provide a broad overview of the Program. See the Program Rules and Statutes on each Program's [website](#) for more details.