

SUBMITTING A REFUND

Submitting a Refund to the Ohio Department of Education and Workforce

Per [Cash Management](#) guidelines subgrantees are required to spend cash within 5 business days of receipt and on allowable costs within the period of performance. Accordingly, a grant's cash balance is expected to equal \$0 at the end of each fiscal year. Occasionally, subgrantees may need to return cash-on-hand resulting from issues such as:

- Correction of an administrative error or unallowable cost
- Refunds/Rebates received from vendors
- Excessive drawdown request
- Failure to meet maintenance of effort

If the subgrantee discovers excess cash-on-hand, the following steps should be taken:

1. Review the [Refund/Rebate](#) guidance to determine if the funds can be utilized. If the refund/rebate does not need to be returned based on the guidance, the subgrantee can proceed with utilizing the funds as directed.

In cases where the refund must be returned to the department, **do not submit the refund until instructions are provided from the Office of Grants Management.**

Note: Some CCIP grants allow carryover on the final expenditure report. If carryover is permitted, refunding unused cash is optional.

For active grants in the CCIP:

1. Identify the voucher from which the cash was originally drawn.
2. Send an email to Grants.Management@education.ohio.gov that contain the following information: 1) District name 2) IRN 3) grant name 4) fiscal year 5) voucher information and 6) a detailed financial report for the fiscal year the refund pertains to.
3. In the CCIP, navigate to the applicable FY and grant then enter a history log note explaining why there is cash on hand. Be sure to send a copy of the message to the Grants Management Consultant.

The information will be reviewed by your Grants Management Consultant and instructions for submitting the refund will be emailed and entered into the CCIP history log. The refund will be set up and instruction provided to submit electronic/on-line

payments. If the grantee is unable to remit payment electronically, instructions to mail a paper check will be provided.

For expired grants:

1. Determine if the cash on hand is from grant funds received from Department of Education and Workforce (DEW).
2. If possible, identify the voucher from which the cash was drawn.
3. Send an email to Grants.Management@education.ohio.gov that contain the following information: 1) District name 2) IRN 3) grant name 4) fiscal year 5) voucher information and 5) cash balance report 6) a detailed financial report for the fiscal year the refund pertains to.

The information will be reviewed by your Grants Management Consultant and instructions for submitting the refund will be emailed.

Note: Most refunds are set up to be submitted electronically.