

# Nonpublic School Security Reimbursement Program



## Reimbursement Documents Required Checklist

This checklist is provided to assist nonpublic schools accepted into the Nonpublic School Security Reimbursement Program prepare all required documentation to submit to the Department of Citywide Administrative Services (DCAS) via HHS Accelerator for quarterly reimbursements.

- Certified Invoices from Security Guard Company

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- Certified Payroll Reports from Security Guard Company

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- Security Sign-in Register (Work Assignment Data)

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- Proof of Payment from School to the Security Guard Company  
(i.e. Cancelled Check or Bank confirmation of ACH)

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- Confirmation of approval of Afterschool Activities (Approval emails kept  
at Schools for Audit purposes)

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- School Sign-in Sheet (Kept at the School for Audit purposes)

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- Certificate of Insurance, or Renewal Certificate(s) upon original policy  
expiration, from the Security Guard Company(ies) with which a school has  
a contract.

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### **Note:**

All invoices must:

- (1) Be signed by an authorized signatory, or their successor, identified in the application submitted by each school
- (2) Include the School's Federal Taxpayer Identification Number
- (3) Include the full contract number associated with the School's registered Memorandum of Understanding (e.g. Contract #: CT1 856 2017[0000000])