



## ESA Newsletter June 2025

ESA Families,

Please take a moment to read the June 2025 newsletter for important updates on the reimbursement form, your students trust account, and preparations for the upcoming school year.

### **Now Live! Updated Reimbursement Form with Built-In Mileage Section**

OPI has launched the new reimbursement form! You no longer need to download and upload mileage reimbursements separately. When completing the new form, you'll be asked if you have mileage to request. If you select "yes," a mileage section will appear automatically for you to complete after uploading educational expense receipts.

This update is designed to streamline the process and make submitting mileage reimbursement requests more convenient for parents. The updated form is live, and parents can begin using it immediately. The updated form will be available in the same location on the ESA website where the previous reimbursement form was located. Instructions on how to complete the new form are included below and available on the website.

[Reimbursement Form](#)

[Reimbursement Form Instructions](#)

### **Mileage Reimbursements**

If a parent transports their student to and from tutoring sessions, therapy appointments, or for other educational purposes, they may be eligible for mileage reimbursement. Mileage will be reimbursed at the current state rate of 67 cents per mile. When completing the form, parents will be required to provide the starting and ending locations, the total miles traveled, the date of travel, and the reason for travel. The mileage submitted will be verified by OPI utilizing [MapQuest](#).

### **July Reimbursements**

Please note that reimbursements will not be issued during the month of July 2025. This temporary pause is due to the fiscal year-end close-out with the state and the required accounting procedures that must take place during that time. Reimbursement requests submitted by May 25<sup>th</sup> will be processed by the end of the following month, with regular processing resuming in August 2025.



### **SY2025-2026 Allocations**

The OPI is currently working to calculate awards for the upcoming 2025-2026 year. Parents will receive a notification letter with details about their student's award amount. Newly awarded funds will be available in the students trust accounts beginning in August, once the first round of deposits has been received from the resident school district. Families with remaining award funds from the previous 2024-2025 year may continue to submitting receipts throughout the summer. If a student's trust account has been fully expended, parents may still submit receipts; however, reimbursements will be held until additional funds are deposited into the account.

### **Reimbursements and Student Trust Account Deposits**

The student trust accounts receive monthly deposits, which are received from the resident school district. Deposits are received September through June, and deposited into the students trust account monthly. By the end of June, students will have received the full allocation designated to their account. If reimbursement requests exceed the current balance in the account at the time of the request, the remaining balance will be paid out in the following month, after the new deposits have been received. Families who enrolled in the ESA program in July will receive 10 equally split deposits, and families that enrolled in January will receive 5 equally split deposits.

**Reimbursement requests must be completed and submitted to OPI by the 25<sup>th</sup> of each month. Requests submitted by this deadline will be processed for payment by the end of the following month. This is dependent upon the date that the deposit is received from the district and applied to the students' trust account**

Please see the attachment below for a list of allowable and unallowable expenses.

[Allowable/Unallowable Expenses](#)