



# Education Reimbursement Procedures for the Indiana Department of Child Services (DCS)

Effective: 4/1/2022

*Procedures below have been developed by DCS to implement the Indiana State Personnel Department (SPD) Policy: [Education Reimbursement](#), effective March 7, 2022. These procedures do not replace any part of the SPD Policy and are intended only to outline responsibilities of DCS staff to implement the policy.*

## **Responsibilities**

DCS will:

1. Communicate to employees the availability of education reimbursements; and
2. Report on the availability and use of funds for requests under this policy as requested by the State Budget Agency (SBA).

The Employee seeking education reimbursement will:

1. Review the SPD Policy: [Education Reimbursement](#) and adhere to all requirements;
2. Complete the [Education Reimbursement Program Application](#); and
3. Submit the following to the Regional Manager (RM), for Field Operations Staff; the Deputy Director (DD), for Central Office Staff, RMs, or Assistant DDs of Field Operations; or the Child Support Bureau (CSB) Director for CSB Staff:
  - a. A minimum of 30 calendar days prior to the completion of the course:
    - i. [Education Reimbursement Program Application](#); and
    - ii. Copy of the course description from the school bulletin.



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- b. Following course completion:
  - i. Documentation of course completion,
  - ii. Final course grade, and
  - iii. Proof of payment by the employee, including itemized receipts of tuition and course fees, or account statements.

The RM, DD, or CSB Director will:

1. Review the SPD Policy: [Education Reimbursement](#) and adhere to all requirements;
2. Review each [Education Reimbursement Program Application](#) received to verify the employee's eligibility, intended coursework, and cost;
3. Collaborate with Regional Human Resources (HR), if needed, to make a determination regarding the education reimbursement request and complete the Education Reimbursement Initial Decision section of the [Education Reimbursement Program Application](#);

**Note:** The RM, DD, or CSB Director must maintain the [Education Reimbursement Program Application](#) for finalization upon receipt of required course completion documentation.

4. Communicate the initial eligibility determination to the employee and ensure the employee is aware of their responsibility to submit required course completion documentation;
5. Review course completion, final grade, and proof of payment documentation received from the employee and collaborate with HR to make a determination regarding the employee's continued eligibility for reimbursement; and
6. Complete applicable portions of the Final Approval for Reimbursement Following Course Completion section of the [Education Reimbursement Program Application](#) and submit the form to [EducationReimbursement@dcs.in.gov](mailto:EducationReimbursement@dcs.in.gov) for processing.

Fiscal will:

1. Review the SPD Policy: [Education Reimbursement](#) and adhere to all requirements;
2. Review approved [Education Reimbursement Program Applications](#);
3. Complete applicable portions of the Final Approval for Reimbursement Following Course Completion section of the [Education Reimbursement Program Application](#) and obtain the Chief Financial Officer's signature on the form;
4. Notify the employee and the RM, DD, or CSB Director that the reimbursement has been approved and when the direct deposit of funds will occur;



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5. Process approved reimbursements;

**Note:** Code reimbursement expenses using the appropriate account (599227 - AdmOp-EmpReimb-Tuition).

6. Provide a copy of the completed [Education Reimbursement Program Application](#) to:
  - a. The employee, and
  - b. The employee's direct supervisor.

The employee's direct supervisor will, upon receipt from fiscal, provide a copy of the completed [Education Reimbursement Program Application](#) to the individual or team who maintains the employee's personnel file.

**Note:** Personnel files for Field Operations staff who are within the Local Office Director's (LOD's) chain of command are maintained by the LOD. Human Resources (HR) may be consulted for additional information regarding the location of personnel files, as needed.

All staff who maintain personnel files will ensure that the completed [Education Reimbursement Program Application](#) is filed in the appropriate personnel file upon receipt from the employee's direct supervisor.

