

Impact Aid Grant System User Guide

Early Payment Requests

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Local Educational Agencies (LEAs) may request expedited processing of the initial Impact Aid payment when Impact Aid provides a significant portion of the LEA’s revenues, such that an initial payment after December 30 would harm the LEA’s educational program. In fiscal years where the Impact Aid program starts operating under a “continuing resolution,” which provides a fraction of the prior year’s funding until a final appropriation is signed into law, the program will prioritize initial payments for LEAs that need them the most.

To request an early payment for the upcoming Federal fiscal year, which starts on October 1:

1. Log in to the Impact Aid Grant System.
2. Click on LEAs on the top blue menu.
3. Click the link for the LEA.
4. Click on “Payment History” (under the LEA’s name).
5. Click the “Request Early Payment” button on the top right of the payment history screen.

6. Under “Funds Requested By,” enter the date by which the LEA will need an initial payment to meet operational expenses.
7. Under Explanations, in the Explanation column, briefly describe the reason why the LEA requires an initial payment by this date.
8. Click the blue Submit Request button on the bottom right side of the screen.
9. You can confirm that the LEA’s request is submitted on the Payment History page under the “Early Payment Requests” heading. The request is also added to the LEA’s application for the fiscal year, under the LEA Information section.