**Section 1590.130 Reimbursement Requests**

1. All requests for reimbursement of costs paid under the Act must be made by the Illinois Attorney General, the State's Attorney of any Illinois county, or the chief executive of an Illinois police agency in the manner identified by ICJIA in the notice of funding opportunity and or grant agreement.
2. Requests for reimbursement must be made monthly to the ICJIA.
3. Program Participants may submit emergency requests for reimbursement at any time, subject to GATA rules.
4. Requests for reimbursement must include invoices or equivalent documentation verifying expenditures and a signed certification of accuracy and compliance with the Act.
5. Requests for reimbursement from a State's Attorney's Office must include documentation verifying the amount of matching funds provided by the affected county.
6. Requests for reimbursement will be reviewed for completeness and the presence of any disqualifying conditions.

1) minor defects/omissions may be corrected through written communication.

2) applications that contain any of the disqualifying conditions cited in Section 1590.130(g) will be returned to the Program Participant with an accompanying letter of explanation.

3) corrected requests for reimbursement may be re-submitted at any time.

1. ICJIA will not approve requests for reimbursement if:

1) the Program Participant is unable to certify that the claimed expenditures were expended on Eligible Persons;

2) documentation substantiating the amount of requested financial assistance is not included with the request;

3) the Program Participant is on the Stop Pay List, as defined by the GATA rules;

4) the request for reimbursement does not bear the dated signature of the requesting State's Attorney, the Attorney General, the chief executive of an Illinois police agency or a designee; or

5) more than 50% of funding available in any given fiscal year has previously been obligated to the county that initiated the request.

1. Reimbursements will be disbursed in the order received. In the event requests exceed available funds, the ICJIA may award payment out of chronological order to address life-threatening or other extraordinary circumstances.