

# UFA PRE-APPROVAL REQUEST PROCESS FLOW

The UFA Customer Support Team will process submitted pre-approval requests within 7-10 business days. If a parent receives a notification of denial due to time lapse\* they are able to submit another pre-approval expense for the same item again. Expense approvals received by families are valid only for the school year in which the request was approved. Denied pre-approvals that are not appealable due to the fact that they are specifically listed in the law are as follows: Residential treatment facilities licensed by the state, a travel expense other than a transportation expense described in Section 53F-6-401. Additionally, the parent of a scholarship student may not receive scholarship funds as payment for the parent's time spent educating the parent's child. Finally, to help ensure timely reimbursement, families must attach their approved pre-approval request to their request for reimbursement in ClassWallet.

