

Cellular Data Service Assistance Instructions

Beginning in FY 22, the TSSWCB will resume reimbursements for certain SWCD (district) cellular data service plans.

To qualify for reimbursement, the service must be purchased by a district and be a cellular connection (not DSL, cable modem, etc.). The goal is to help provide connectivity that is flexible and can be used in various locations by a district employee.

Requests To Participate

If a district does not currently have cellular data service and wants to setup new service and seek reimbursement, a request indicating this can be made by submitting an email to claims@tsswcb.texas.gov.

The district request will be sent to their TSSWCB field representative for approval. The district will receive an email indicating if they can proceed to setup cell data service under the reimbursement program.

Cellular Data Service Purchasing Guidance – For New Service

After receiving approval to participate, a district will need to setup service with the cellular provider of their choice. Service should not be initiated before approval is received.

For assistance, refer to “SWCD Cellular Data Service Purchasing Guidance”.

Reimbursements For Existing Cellular Data Service

Reimbursement requests should be made using the fillable PDF form “Cellular Data Service Reimbursement Request”.

- **Please do not send receipts or other documentation with the form.** Districts are responsible for maintaining billing records from cellular vendors.
- Reimbursement requests may be made monthly or quarterly.
- Email the form to claims@tsswcb.texas.gov.

The form may also be mailed to the TSSWCB:
TSSWCB
Attn: ITA Claims
1497 Country View Ln
Temple, TX 76504

Support Documents

Updated versions of files referred to in these instructions are available on the [SWCD Resources](#) page of the TSSWCB website in the Financial Forms section.

TSSWCB Support Contacts

For reimbursement questions:

Lina Nemeth

Accountant

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For DIR cellular contract questions:

Amy Devereaux

Purchaser

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For IT support and technical questions:

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