

School Business – January 8, 2021

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations, as well as our ongoing operations. Please check this site regularly for updates: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services

Recent post: NCPRO Notice of CRF Deadline Extension

FFRCA Extension

Tom Tomberlin sent the following out to HR Directors on January 5th.

Please see the following [update to the Department of Labor's FAQ for the Families First Coronavirus Response Act \(FFCRA\)](#) - [Families First Coronavirus Response Act: Questions and Answers | U.S. Department of Labor \(dol.gov\)](#). If you read FAQ #104 (added 12/31/2020), you will find that employers may voluntarily extend FFCRA leave to their employees through March 31, 2021. The tax credits associated with this leave also cover the extension period. This extension is only available to those employees who have not previously exhausted their FFCRA leave allowances for the April 1, 2020 - December 31, 2020 time period. The extension does not allow additional leave time for employees.

This extension does not entitle employees to FFCRA leave for the period of January 2, 2021 to March 31, 2021, but gives the employer the option to continue the leave. If an employer elects to offer the FFCRA leave to its employees, it should be offered uniformly to all employees. Employers should continue to use the absence codes previously assigned to the employee exposure/infection and child-care leave.

At this time, we do not have any information about whether the new federal administration will extend this leave beyond the March 31, 2021 expiration date. We will keep you posted as new information becomes available. If you have any questions about this extension, please feel free to contact me (thomas.tomberlin@dpi.nc.gov).

Follow up from School Business:

Related to funding and coding of this leave. Although there is no specific funding for the extension of this leave, Public school Units may continue to use the absence codes approved in the SBE [Salary Manual](#) (see page 85). The extension is no different related to funding and the law has allowed districts the flexibility to use existing fund sources to cover the absences while using the codes for tracking purposes.

GEER Funds Technical Assistance Webinar

The GEER application is now open within CCIP. In order to assist PSUs with completing the application, two Technical Assistance Webinars will be offered.

During this hour-long webinar, Federal Program staff will walk through the application expectations and provide opportunity for questions. For those unable to make either of these sessions, there will be **a recording made available in next week's listserv message**. Both webinars will be identical with the exception of the live questions asked, so it is not necessary to attend both. To join the webinar, click the link below at the appropriate session.

[Tuesday, January 12, 2020 @ 2:00pm](#)

[Thursday, January 14, 2020 @ 10:00am](#)

If you have any questions regarding GEER funds, please contact either Talbot Troy (talbot.troy@dpi.nc.gov) or Alex Charles (alex.charles@dpi.nc.gov).

REMINDER - Principal Salary effective January 1, 2021 - LEAs only

Principal Salary Schedules effective January 1, 2021– June 30, 2021 were modified in Session Law 2020-45, Senate Bill 818 and Session Law 2020-97, House Bill 1105.

1. The salary schedule remains the same as the schedule used for July 1, 2020, through December 31, 2020.
2. The ADM to determine the school size is based on Best 1 of 2 ADM 2019-20.
3. The school growth is determined from 2018-19, 2017-18, and 2016-17 school growth (and if there was a break in service rule, school years going back to 2013-14 may be used).

Therefore, if your principal keeps supervising the same school in January, their salary will not change.

If you have any questions or concerns, contact salary@dpi.nc.gov.

Charter School Average Daily Membership (CSADM) Projections for FY 2021-2022

Phase I Due January 22, 2021 - All Charter, Regional, and UNC Lab Schools with current year enrollment are required to report between January 11 – 22, 2021.

ALL charter school, regional school and lab school Executive Directors are required to submit the CSADM, Phase I - ADM Projection Initial Submission for School Year 2021-2022. As this impacts your school's funding, we will only accept information submitted by the Executive Directors.

Phase I requires only one field to be completed: "Requested 2021-22 ADM". This is a projection of the number of students who will be in membership for the school year 2021-22. This submission is required even if your school has requested State Board of Education approval for enrollment increase or grade expansion. The CSADM Projection System is accessible at either of the following links:

- CSADM website: <https://schools.nc.gov/csadm>

- Independent Public Schools Operations home page: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations

If you have questions about the CSADM, please contact Angela Harrison, 984-236-2449 or angela.harrison@dpi.nc.gov.

January PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by January 25, 2021. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Updates from the EC Division

IDEA Grant

The IDEA Grant will close on Friday, January 15, 2021. PSUs that do not have a fully approved grant and budget, will be required to provide FAPE Assurances as defined by the NC Policies Governing Services for Children with Disabilities, a public agency involved in the education of children with disabilities and is bound by the Part B regulations of the IDEA to provide special education and related services to children with disabilities, regardless of whether that agency is receiving Part B funds. (NC 1500-1.2) The PSU will be monitored by the SEA, consistent with its General Supervision authority, for compliance with these requirements. New Charters that opened in the 2020-2021 School Year must have the IDEA Grant submitted to the Regional Coordinator by the close of business on January 29, 2021.

Maintenance of Effort

Maintenance of Effort Expenditures will reopen on January 11, 2021, for PSUs not submitting by the November 15, 2020, deadline. Final deadline for submissions and/or corrections will be communicated. Reviews will be processed in the order of submission received.

PRC 167

No applications will be accepted after January 22, 2021. BAAS budget submissions issues are being addressed at this time. This does not affect the grant system. You will still be able to submit your application. An updated Tip Sheet will be uploaded to the grant system and the Padlet.

PRC 118 and 119 Update

2020-2021 PRC 118 and 119 funds should be expended based on the specific activities for this fiscal year. Previous flexibilities are only permitted for PRC 118 and 119 funds allotted in the 2019-2020 school year.

Combined Expenditure Report

Information will be forthcoming concerning the submission of the Combined Expenditure Report (CER). Given multiple changes in allotments and monitoring due to COVID-19 and the new grant system, a mid-year CER will not be required.

EC Reminders

- All Special Grant (Community Residential, Developmental Day, Group Foster Home, Risk Pool, Special State Reserve and Out of District) applications are pulled at the close of business on the 15th of each month (or next business day if weekend/holiday). The fiscal monitors will review the applications and the results of the reviews will be entered into the grant within one week.
 - Please be mindful of ongoing work related to Child Count and Federal Reporting.
 - Fiscal Monitor contacts for IDEA Grants, Maintenance of Effort and Special Grants:
Current Contact for IDEA Fiscal support:
 - Adam Parent: Southeast, Sandhills, Northwest and Western
 - Elizabeth Millen: Northeast, North Central, Piedmont-Triad and Southwest
 - Procurement Waiver Requests will be processed based on approval of grant and/or budget, as well as, receipt and verification of additional requested information.
Contact: Amanda Byrd: amanda.byrd@dpi.nc.gov.
 - PRCs 082 and 118 BAAS Budgets are reviewed on a weekly basis and reviewed in the order received. Contact: Amanda Byrd: amanda.byrd@dpi.nc.gov.
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Important Information Regarding Your Reimbursing Statement NCUI 104B

Many of you are finding that your unemployment worksheet numbers are not calculating to the same number to match your NCUI 104B Less: Benefits Charged (7/31/2020). I heard from DES today (1/5/2021) and they confirmed the numbers could be off because of the CARES 50% credit applied for COVID related claims. This credit affects the 1st and 2nd quarterly charges. The credit is not reflected in the quarterly statements due to an error in the DES Claims department.

DES has provided the following individuals that you can email or call for a breakdown of the CARES credit information.

- Michelle Sutton at 919-707-1826, email michelle.sutton@ncommerce.com; or
- Donna Stephens at 919-707-1261, email donna.stephens@ncommerce.com.

For LEAs who have completed your worksheets there is no need to contact DES.

Please contact Eileen Townsend at 919-810-8099 with questions or concerns.

Reminders

- 2020 Statewide Facility Needs Survey is due TODAY January 8, 2021, LEAs only
Details are in the December 11, 2020 newsletter. *
- 2020-21 Local Per Pupil Reporting and Charter School Membership by LEA is due
January 15, 2021, action required by LEAs only
Details are in the December 11, 2020 newsletter. *
- ABC Transfer System is due May 31, 2021
Details are in the November 13, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



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Current Year Allotment Overdraft Report FY 2021 - LEAs only

DPI will run the current year Allotment Overdraft (JHA356EG) Report as of January 31, 2021 in February 2021. Review your December 2020 Allotment Balance Reconciliation (JHA351EG) report for state PRC overages so that you can adjust your January 2021 state expenditures accordingly.

If you have questions, please email Roxane Bernard at roxane.bernard@dpi.nc.gov.

Procurement Contact and Waiver

Please note that the contact information for Non-Competitive Procurement Waiver Requests has changed as Tymica Dunn has accepted a position with another agency.

Submit the completed form via email to ProcurementWaiverTeam@dpi.nc.gov and attach any additional documentation required. The email, form, and additional documentation will be your official 'request' for a noncompetitive procurement waiver. One request must be submitted for each individual issue (e.g., one email / request per vendor); they cannot be combined. If you have any questions regarding the noncompetitive procurement waiver process, please contact Tina Letchworth at tina.leitchworth@dpi.nc.gov or Krystie Terry at Krystie.Terry@dpi.nc.gov.

LEAs which have Established a Nonprofit Corporation

Please see the following legislation:

G.S. 115C-47 reads as rewritten: Local boards of education shall have the power or **duty: ... (62) To Establish Nonprofit Corporations to Further Authorized Purposes.** – Local boards of education may establish, control, and operate a nonprofit corporation that is created under Chapter 55A of the General Statutes and is a tax-exempt organization under the Internal Revenue Code to further their authorized purposes. A nonprofit corporation established as provided in this section shall not have regulatory or enforcement powers and shall not engage in partisan political activity or policy advocacy. Any local board of education that establishes a nonprofit corporation shall make a report annually to JLEOC.

If you are unsure if you have such an entity, please consult with your board attorney. If your LEA meets this requirement, please notify Nicola Lefler at Nicola.lefler@dpi.nc.gov and we will provide you further instruction on reporting.

Unemployment Year End Charges

The 2020 Year End Unemployment Reimbursement charges are due by January 21, 2021. If you have not completed your worksheets, and responded to Eileen Townsend with your complete package of worksheets and copy of your reimbursement statement before the 1/21/2021 due date, there is a possibility that the Department of Employment Security (DES) will charge your LEA late fees. DPI is not responsible for any late fee penalties.

A complete package of unemployment instructions and worksheets were sent to LEA finance officers again this week.

Please contact Eileen Townsend at eileen.townsend@dpi.nc.gov or 919-810-8099 if you have any questions or concerns. Thank you for your attention to this important matter.

2020 Statewide Facility Needs Survey

The 2020 Statewide Facility Needs Survey was due on January 8, 2021. LEAs needing assistance with late submittals should contact Nathan Maune via email at: nathan.maune@dpi.nc.gov.

SECU Foundation Scholarship

SECU Foundation established the [People Helping People four-year scholarship program](#) to help North Carolina public high school students attend college. Each of the 115 North Carolina Local Education Agencies (LEAs)/School Districts will receive a minimum of one scholarship valued at \$10,000 payable at \$1,250 for up to eight consecutive semesters for a senior to attend one of the 16 constituent campuses of the University of North Carolina System.

Recipients of the scholarship will be selected by the LEA Scholarship Selection Committee provided they meet all eligibility criteria. Scholarship recipient information must be submitted by the Scholarship Selection Committee at each LEA. No individual applications are reviewed by the Foundation. Speak with your high school guidance counselor for more information about applying, requirements, and deadlines.

GEER Funds Technical Assistance Webinar

Federal Program and Monitoring webinar held a webinar to assist districts in their applications for GEER funds in PRC 169 and PRC 170 and the video recording is available - [Video recording of the GEER Application Webinar 1-14-21](#)

Use this password: ScqF9HKB

Reminders

- [2020-21 Local Per Pupil Reporting and Charter School Membership by LEA](#) is due TODAY, January 15, 2021, action required by LEAs only
Details are in the December 11, 2020 newsletter* and [NC DPI: Financial and Business Services](#).

- CSADM Projections for FY 2021-2022 Phase I is Due January 22, 2021
Details are in the January 8, 2021 newsletter* and [NC DPI: Independent Public Schools Operations](#).
- January PSBCF and NBPSCF Lottery Distribution Requests are due by January 25, 2021
Details are in the January 8, 2021 newsletter. *
- ABC Transfer System is due May 31, 2021
Details are in the November 13, 2020 newsletter. *
- From EC – Details are in the January 8, 2021 newsletter. *
 - IDEA Grant will close on January 15, 2021, and for New Charters on January 29, 2021.
 - PRC 167: No applications will be accepted after January 22, 2021.

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



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ESSA Per Pupil Expenditure Data – LEAs only

Preliminary copies of the ESSA Per Pupil Expenditure report will be available next week. We will place the preliminary reports in the LEA eMFTS REPORT folder.

If you have any questions or concerns, please contact Icilma Burroughs at Icilma.burroughs@dpi.nc.gov or Roxane Bernard at roxane.bernard@dpi.nc.gov.

Federal Programs Division News

Teacher Loan Forgiveness Update

Please share the following information with all teachers in your district to provide them the opportunity to submit a Teacher Loan Forgiveness application (if they meet the requirements). **DPI Federal Program's contact is Toni Warrick, toni.warrick@dpi.nc.gov or 984-236-2804** to verify if they qualify to apply for Teacher Loan Forgiveness.

The links below provide information about Teacher Loan Forgiveness:

NCDPI website listing:

<https://www.dpi.nc.gov/educators/recruitment-support/educator-compensation/teacher-loan-forgiveness>

TCLI Directory to search for low-income schools. This website is managed by the Federal Government.

https://studentloans.gov/myDirectLoan/tcli.action?_ga=2.157072571.1210437856.1526489328-878568248.1525295669

PRC169 and PRC 170 GEER Funds Technical Assistance Webinar Recording Available

Last week's Division of Federal Programs webinar for GEER funds in PRC 169 and PRC 170 is available and provides information on the Chart of Accounts and the Allotment Policy Manual. The allowable uses of funds are described in the CCIP GEER Grant Details section for each of the PRCs. You can access the information in two ways:

- [Video recording of the GEER Application Webinar 1-14-21](#) Use this password: ScqF9HKB
- -PDF of the GEER Application Webinar 1-14-21 [GEER Technical Assistance Webinar.pdf](#)

Federal Programs has contracted with the following administrators to help process the GEER grant applications:

- Sandy Carlaccini – Sandy.Carlaccini@dpi.nc.gov (Email is now correct)
- Judi Godfrey – Judi.Godfrey@dpi.nc.gov

- Sue Hatley – Sue.Hatley@dpi.nc.gov
- Melanie Rhoads – email address TBD
- Robin Roberson – Robin.Roberson@dpi.nc.gov

To find the administrator assigned to your PSU, please click on this link [GEER CCIP assignments.xlsx](#). You may also contact Talbot Troy at talbot.troy@dpi.nc.gov or 984-236-2797 with questions regarding program questions related to the GEER grants.

EC Division Update

Special Programs and Data Section

Thank you to all districts and charters for completing the December child count! The count is now closed and the data will be available on the EC Division website in the coming weeks.

The [federal reporting calendar](#) is now available on the EC Division website under ECATS/Reporting.

- Currently completing time sensitive projects including MOE Expenditures, special grants and PRC 167 grants.
- Note: PRC 167 applications and budgets are being reviewed at this time.

For BAAS issues, please contact NCDPI Finance and Business. For grant content questions, contact Amanda Byrd Amanda.byrd@dpi.nc.gov and Elizabeth Millen Elizabeth.millen@dpi.nc.gov.

EC Reminders

- The PSUs may now change the status for MOE Expenditures to Revision Completed. Final deadline for submissions and/or corrections will be communicated. Reviews will be processed in the order of submission received.
- All Special Grant (Community Residential, Developmental Day, Group Foster Home, Risk Pool, Special State Reserve and Out of District) applications are pulled at the close of business on the 15th of each month (or next business day if weekend/holiday). The fiscal monitors will review the applications and the results of the reviews will be entered into the grant within one week.
- Procurement Waiver Requests will be processed based on approval of grant and/or budget, as well as, receipt and verification of additional requested information. Contact: Amanda Byrd: amanda.byrd@dpi.nc.gov
- PRCs 082 and 118 BAAS Budgets are reviewed on a weekly basis and reviewed in the order received. Contact: Amanda Byrd: amanda.byrd@dpi.nc.gov
- BAAS amendment for PRC 060 and PRC 070 will be reviewed weekly.
- Fiscal Monitor contacts for IDEA Grants, Maintenance of Effort and Special Grants:
 - Adam Parent: Southeast, Sandhills, Northwest and Western
 - Elizabeth Millen: Northeast, North Central, Piedmont-Triad and Southwest

Reminders

- CSADM Projections for FY 2021-2022 Phase I Due TODAY, January 22, 2021
Details are in the January 8, 2021 newsletter* and [NC DPI: Independent Public Schools Operations](#).
- January PSBCF and NBPSCF Lottery Distribution Requests are due January 25, 2021
Details are in the January 8, 2021 newsletter. *
- ABC Transfer System is due May 31, 2021
Details are in the November 13, 2020 newsletter. *

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School Business – January 29, 2021

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School Mental Health Support Personnel – Local Report Requirement - LEAs only

Per legislation, each LEA superintendent shall report the following information to their local board of education no later than February 15 of each year:

1. The total number of each category of school mental health support personnel employed in the unit.
2. The difference from the previous school year in the total number of each category of school mental health personnel employed in the unit.

To ensure consistent reporting from both DPI and the LEA, the Division of School Business **posted an excel file "HB75_Section5_LocalReport FY2021.xlsx" under [What's New](#)**. Please use this report to comply with [HB75 Part V](#), Local Report in Section 5.1.(a)(b).

The posted report excludes your CDC in PRCs 013, 014, 017, 058 (FY2020), 064 and 079 (FY2021). These employees should not be reported in the Mental Health Support. The numbers in the excel file were based on your 6P FY2021 Salary as reported to DPI. If you are reporting different numbers, you must notify Division of School Business with an explanation why your numbers are different, and you also must provide the explanation on your local board report. If you have any questions, contact Frank.Cernik@dpi.nc.gov.

For your information the legislation also requires the State Superintendent to report to the Joint Legislative Education Oversight Committee (JLEOC) and Fiscal Research the difference from the prior year in the total number of each category of school mental health personnel funded exclusively from the PRC007. The State Superintendent will submit this on or before March 15, based on December payroll data.

IRS Travel Rate Update

The IRS standard mileage rate set by the Internal Revenue Service is 56 cents per mile effective January 1, 2021. The State reimbursement rate for state employees is 56 cents per mile when using a personal vehicle for state business when the trip does not exceed 100 miles per trip. For business travel trips that utilize personal vehicles and exceed 100 miles per trip, the employee shall be reimbursed at a rate that would not exceed 33 cents a mile.

February PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by February 23, 2021. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Reminder

- ABC Transfer System is due May 31, 2021
Details are in the November 13, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



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ESSA Per Pupil Expenditure Data – LEAs only

A new ESSA Per Pupil Expenditure report is available in the LEA eMFTS REPORT folder. The school level PPE report (R45N-2021020115300-13-2754-LENNN--PGA45NEW) includes:

- School level – **“NNN”** Each school with a State assigned school number has an individual per pupil expenditure report. The report provides both total expenditure by object grouping and per pupil expenditures. Consistent with the LEA per pupil expenditure calculation, 2019-20 Final ADM is used as the denominator. Note: At this time transportation expenditures are not included in the school level report, regardless of whether your LEA codes transportation expenditures to the school level or to **schoolwide location code “000”**. All transportation expenditures are shown in the school wide report. This is temporary and before the report is final, these expenditures will be reflected in the individual school report.
- Schoolwide – **Location “000” represents all expenditures coded to schoolwide “000” and all transportation expenditures.** Schoolwide expenditures are added to the school level report as an average per pupil and are not shown separately.
- **Location “810”** - represents all Central Office expenditures. These expenditures are now shown as a separate category in each school labeled **“central expenses”**.

These reports are provided for your review. Let us know of any concerns by Friday, February 12, 2021 by contacting Icilma Burroughs at icilma.burroughs@dpi.nc.gov or Roxane Bernard at roxane.bernard@dpi.nc.gov.

Reminders

- February PSBCF and NBPSCF Lottery Distribution Requests due February 23, 2021. Details are in the January 29, 2021 newsletter. *
- ABC Transfer System is due May 31, 2021. Details are in the November 13, 2020 newsletter. *

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ABC Transfer Processing

The School Allotments Section is processing transfers twice this month. The cut off for the next processing is 5pm Tuesday.

Reminder - CRF Transfer Requests

S36 has been ratified and, once signed by the Governor, will become law. This bill removes the authority to transfer CRF funds between CRF allotment categories. Please submit any transfers that you need immediately. Once this bill is signed, no further transfers may be accepted. Transfers that are received prior to the day the Governor signs this bill will be permitted and processed. All CRF funds, with the exception of PRC133, will be extended past December 30, 2020 - the SBE will approve the new expiration dates at their March meeting.

<https://www.ncleg.gov/BillLookup/2021/s36>

Notice from the Federal Programs Divisions

This serves as a reminder that the 21st CCLC Team will host an RFP and Application Technical Assistance Webinar (to be recorded) on Wednesday, February 10, 2021 at 1:00 p.m. You can access the webinar on the day of the event at

<https://ncgov.webex.com/ncgov/j.php?MTID=m635704ffa5fa3793ed1e99b6d873fdeb>.

The link to join the webinar is also posted on the [21st CCLC Webpage](#). In addition, we have created a Virtual Questions Form (click [HERE](#)) to gather questions related to the RFP Application & Guidance Document released last Friday (and [attached](#)). The link will stay open through the RFP TA Webinar to collect any additional unanswered questions and will be utilized to publish a Frequently Asked Questions (FAQs) Document.

For questions regarding the 21st CCLC Summer Mini-Grant Competition, please contact Susan Brigman at susan.brigman@dpi.nc.gov.

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Recent post: ESSER II Draft Planning Allotments

GEER – Specialized Instructional Support Personnel for COVID-19 Response (PRC 169)

We have received several questions regarding the allowable uses of GEER funds allotted through PRC 169 and specific coding to be used during budgeting for those funds. In accordance with the Allotment Policy for PRC 169, funds may only be used to employ or contract with specialized instructional support personnel, which for the purposes of this PRC are limited to school counselors, school nurses, school psychologists, school social workers, or **“school nurse extenders.”** North Carolina Department of Health and Human Services defines school nurse extenders as a licensed practical nurse (LPN) or certified nurse assistant (CNA) working under the direction of a registered nurse (RN).

When budgeting for the use of PRC 169 funds, PSUs must use codes 131 or 133 for school counselors, certified school nurses, school psychologists, and school social workers, and these personnel must be fully and/or provisionally licensed to specifically provide supports to students and will be certified through the salary system.

Object code 146 is only permitted to be used for nurses who do not have the national certification and school nurse extenders.

This is in accordance with the [SBE allotment policy](#).

Contact Information

To ensure that School Business staff are able to contact you:

- Include your telephone numbers in all email communications. Some emails do not include telephone numbers and we are unable to contact you when we need to.
 - Review the contact listing located at www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations under Datafile contacts – List of Contacts. Please make sure that you list two contact names, email addresses and telephone numbers for your LEA. Please send your changes to Icilma Burroughs at icilma.burroughs@dpi.nc.gov.
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Exceptional Children Division Update

IDEA Maintenance of Effort (MOE)

IDEA Maintenance of Effort (MOE) is a requirement for all PSUs and must be completed and met annually.

IDEA Maintenance of Effort expenditures were due on November 15, 2020. The grant was reopened for MOE submission on January 15, 2021 for all PSUs who did not submit by the November 15, 2020 deadline. All remaining IDEA Maintenance of Effort expenditures must be submitted in the NCCCIP platform by the close of business on March 10, 2021. Failure to do so could result in delay of access to future federal funding.

Federal Programs Division Update

See their attached newsletter.

Reminders

- February PSBCF and NBPSCF Lottery Distribution Requests due February 23, 2021. Details are in the January 29, 2021 newsletter. *
- ABC Transfer System is due May 31, 2021. Details are in the November 13, 2020 newsletter. *

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Recent posts:

- Months 3 and 4 ADM and PMR in [Student Accounting](#) data
 - Class Size Waiver – updated in [Student Accounting](#) forms
 - ACH Bank Account Authorization – updated in [Cash Management](#) forms
-

ABC Transfer Module in Allotment System

The ABC Transfer Module is open in the Allotment System.

Please note that transfers are no longer allowed between CRF Funds, PRCs 121-138, according to SL2021-1. All transfers submitted prior to the Governor signing this bill have been processed.

Also note that Charter Schools are no longer eligible to transfer between PRCs using this module.

Any questions, please contact Susan Holly, susan.holly@dpi.nc.gov or Melissa Dearman, Melissa.dearman@dpi.nc.gov.

2020-2021 Instructional School Start and End Dates

G.S. 115C-84.2(a2) specifies that a report on the start and end dates of the instructional calendar for students for the next academic year be provided to the Superintendent of Public Instruction and the State Board of education by April 1 of each year. To make this deadline, the start and end dates of the instructional calendar for students for each school must be in PowerSchool no later than April 1.

School Start and End Dates for 2021-22 will be pulled immediately after April 1, 2021.

Procurement Waiver Update

Please note that all procurement waiver request forms should be sent to ProcurementWaiversTeam@dpi.nc.gov. A previous newsletter included a typo in the email address. We apologize for any inconvenience.

No Salary Audit Exceptions for licensed and non-licensed Educators at Restart Schools and Renewal School System with PRC 037

For FY2021, the LicSal system set up for PRC 037 is not to show any exception of overpay or underpay for all educators with license and without license certification area. The LEA may notice there is no audit exception with PRC 037 in the LicSal Exception List report.

There is no need for LEAs to wait for underpay exception before paying the educator particularly those with newly issued or upgraded license for it will not be shown in the vouchers with the system is currently set up for PRC 037.

Absence Codes Reporting

Provided below is an excerpt from the Salary Manual last August 2020 and on the latest February 2021 version showing the Absence Codes that DPI processes. LEAs may use additional Absence codes; however, the codes should be flagged within your vendor software as not reportable to DPI. For some districts, this will mean using a code that is within a range of pre-determined absence codes. Other LEAs may need to set a flag within the software that the absence code is not included in the files sent to DPI.

If the Absence Codes you are using are not in the list and the code is reported to DPI in the voucher line, you will receive a UERS Compliance Error. Should you have questions, please direct them to Icilma Burroughs at icilma.burroughs@dpi.nc.gov.

For additional information related to COVID leave and codes, please see the salary manual and following newsletters dated:

- March 13, 2020 for Code 24
- March 27, 2020 for Code 34, 21 and 31
- November 20, 2020 for Code 41
- January 8, 2021 for FFCRA Extension

<https://files.nc.gov/dpi/documents/fbs/finance/salary/salary-manual-2020-21-revised-2-9-21.pdf>

<https://files.nc.gov/dpi/documents/fbs/resources/newsletters/fonews/2020fonews.pdf>

<https://files.nc.gov/dpi/documents/fbs/resources/newsletters/fonews/2021fonews.pdf>

III. Absence Reporting

A. ABSENCE CODES

The required codes for reporting absences are as follows:

Codes when Employing a Substitute

<u>Codes</u>	<u>Pay Status</u>
01 Sick Leave	No Deduction
03 Extended Sick Leave	\$50 Deduction
04 Absence Without Deduction	No Deduction
05 Absence With Deduction	\$50 Deduction
06 Personal Leave	\$50 Deduction ⁽¹⁾
07 Absence Without Pay	Days Pay Deduction
08 Sick Leave Bank	No Deduction
24 Contagious Disease	No Deduction

Other Absences Codes

<u>Codes</u>	<u>Pay Status</u>
10 Child Involvement Leave	At LEA Discretion
20 Annual Leave	No Deduction
22 Annual Leave for Catastrophic Illness	No Deduction
26 Personal Leave Day/Non-Instructional Day	No Deduction
28 Bonus Annual Leave	No Deduction
37 Teacher Assistant When Subbing	Days Pay Deduction
50 Donated Annual Leave	No Deduction
51 Donated Sick Leave	No Deduction
52 Donated Leave Used	No Deduction
56 Substitute Not Used ⁽¹⁾	\$50 Refund (must be a negative value) ⁽¹⁾

(1) If no substitute is hired when a teacher takes personal leave, LEAs shall refund the \$50 deduction.

School Planning Section News

REMINDER - The statewide 2020 Facility Needs Survey was due on JANUARY 8, 2021.

Completion of the 2020 FNS is required to comply with G.S.115C-521(a) for submitting long-range facility plans to the State Board of Education. If your district has not yet submitted a completed 2020 Facility Needs Survey to DPI, please contact Nathan Maune (School Planning Section Chief) at nathan.maune@dpi.nc.gov with an update on the status of your submittal. If you believe there has been an error in transmitting your files, or an error in our record-keeping, please let us know. School Planning stands ready to answer questions and assist your team with completion of the 2020 FNS.

Federal Programs News

Subscribe to the Federal Program Monitoring and Support Division newsletter with this [form](#). Please contact richard.trantham@dpi.nc.gov if you have any questions.

Reminders

- February PSBCF and NBPSCF Lottery Distribution Requests due February 23, 2021. Details are in the January 29, 2021 newsletter. *
- IDEA Maintenance of Effort (MOE) due March 10, 2021. Details are in the February 12, 2021 newsletter. *
- ABC Transfer System is due May 31, 2021. Details are in the November 13, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – February 26, 2021

The FBS website continues to be updated with COVID-19 policies and information related to School Business, as well as our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent post: State Planning Allotment - ADM - Fiscal Year 2021-22

Exceptional Children Division News

IDEA Maintenance of Effort (MOE)

IDEA Maintenance of Effort (MOE) is a requirement for all PSUs and must be completed and met annually. IDEA Maintenance of Effort expenditures were due on November 15, 2020. The grant was reopened for MOE submission on January 15, 2021 for all PSUs who did not submit by the November 15, 2020 deadline. All remaining IDEA Maintenance of Effort expenditures must be submitted in the NCCCIP platform by the close of business on March 10, 2021. Failure to do so could result in delay of access to future federal funding.

School Planning Section News

March PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by March 25, 2021. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

REMINDER - The statewide 2020 Facility Needs Survey was due on JANUARY 8, 2021.

Completion of the 2020 FNS is required to comply with G.S.115C-521(a) for submitting long-range facility plans to the State Board of Education. If your district has not yet submitted a completed 2020 Facility Needs Survey to DPI, please contact Nathan Maune, AIA (School Planning Section Chief) at nathan.maune@dpi.nc.gov with an update on the status of your submittal. School Planning stands ready to answer questions and assist your team with completion of the 2020 FNS.

Reminders

- School Start and End Dates for 2021-22 are due by April 1, 2021
Details are in the February 19, 2021 newsletter. *
- ABC Transfer System is due May 31, 2021
Details are in the November 13, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter

School Business – March 5, 2021

The FBS website continues to be updated with COVID-19 policies and information related to School Business, as well as our ongoing operations. Please check the [FBS homepage](#) regularly for updates.

ESSER II New Policy and CRF policy amendments

The State Board of Education approved the new policy for PRC171 ESSER II funds, this policy is not materially different related to the allocation method of use of funds than ESSER I.

In addition, the CRF policies have been modified to reflect the change in expiration date and the revocation of the authority to transfer funds between CRF programs.

The revised COVID policy manual is posted on the [FBS website](#): COVID Allotment Policy Manual 2020-21 Updated March 4, 2021.

Federal Stimulus Bill – in progress

The US Senate passed the \$1.9 trillion stimulus bill, and it now goes to the US House.

Although not law at this time, following are some items related to K-12 funds as the bill stands now.

- If NC receives the same proportion of this new ESSER funding as it did for ESSER II, NC would receive approximately \$3.8 billion (almost twice the funds of ESSER I and II combined).
- The funds would be distributed in the same manner as ESSER I and II.
- There are requirements related to using a portion of their allocation to address learning loss through the implementation of evidence-based interventions, such as summer learning, extended day, comprehensive afterschool programs, or extended school year programs.
- Funds will be available until 9/30/2023.

In the event that this federal bill becomes law, we will provide more details as they become available.

New Charters only - ESSER I (PRC 163) Planning Allotments for SY 2020-2021

Under Federal requirements, charter schools that began their first year of operation at the start of school year 2020-2021 are eligible to apply for and receive an Elementary and Secondary School Emergency Relief Fund grant (ESSER I, PRC 163). School Business has completed the calculations for the planning allotments for these awards this week and uploaded them into the Budget and Amendment System (BAAS). Only new charters that were eligible for Title I, Part A in FY 2021 are eligible to receive ESSER I awards.

The ESSER I PRC 163 application for New Charters receiving their allocation can be located in the FY2021 Consolidated CCIP application under the Consolidated Related Optional Documents section. Once the application has been completed and uploaded, CCIP will need to be moved to Chief Administrator Approved to be processed.

If you are a new charter and you have any questions about the ESSER I allotments, application, or program requirements, please contact either John Keefer in the Division of School Business (John.Keefer@dpi.nc.gov) or Alex Charles in Federal Programs Monitoring and Support (alex.charles@dpi.nc.gov).

Reminders

- IDEA MOE is due March 10, 2021
Details are in the February 26, 2021 newsletter. *
- PSBCF and NBPSCF Lottery Distribution Requests due March 25, 2021
Details are in the February 26, 2021 newsletter. *
- School Start and End Dates for 2021-22 are due by April 1, 2021
Details are in the February 19, 2021 newsletter. *
- ABC Transfer System is due May 31, 2021
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Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – March 12, 2021

The FBS website continues to be updated with COVID-19 policies and information related to School Business, as well as our ongoing operations. Please check the [FBS homepage](#) regularly for updates.

COVID Funds Information on the FBS website

- [Schedule of COVID Funds](#) March 11, 2021
This report has been updated for the federal acts - CCRSA and for ARP Acts. These funds include ESSER II, ESSER III and the impact of SL2021-3 on the State reserve of ESSER III.
- [ESSER III Summary](#) March 11, 2021
This summary provides a summary of the ESSER III to help you plan.
- Presentation on [COVID Funds](#) as of March 2021
This is a presentation that you may find helpful. It provides an overview of all Covid funds including the ESSER II and ESSER III funds.

Update on PRC171 ESSER II – The application required for PRC171 will be presented to [the SBE](#) on Monday March 15.

Needs-Based Public School Capital Fund

REMINDER - the signed Form of Agreement for new 2020 NBPSCF Grant Recipients should be submitted to DPI.

REMINDER - all NBPSCF Grant Recipients must submit their Annual Report by April 1, 2021.

Please send these items to Nathan Maune (School Planning Section Chief) by email: nathan.maune@dpi.nc.gov.

Reminders

- [PSBCF and NBPSCF Lottery Distribution Requests](#) due March 25, 2021
Details are in the February 26, 2021 newsletter. *
- [School Start and End Dates for 2021-22](#) are due by April 1, 2021
Details are in the February 19, 2021 newsletter. *
- [ABC Transfer System](#) is due May 31, 2021
Details are in the November 13, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



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