

## School Business – January 6, 2023

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent posts:

### [State Allotments:](#)

- Dollars per ADM based on FY 2022-23 Initial Allotment - Restart Schools
- Dollars per ADM based on FY 2022-23 Initial Allotment - Charter and Lab Schools
- Dollars per ADM based on FY 2022-23 Initial Allotment - Virtual Charter Schools
- Average Salaries used for 2022-23 Initial Allotments

### [Allotment Support Documentation:](#)

- Calculating Low Wealth Supplemental Funding

### [Student Accounting Data:](#)

- Best 1 of 2 School Level average daily membership (ADM) 2022-2023

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### **Legislated Survey for Federal Use of Funds is Open - ALL PSUs**

The Survey for Federal use of Funds is now available and due Friday, **January 20, 2023**. All Finance Officers and Charter School Directors should have received an email from School Business this morning, Friday, January 6, 2023, related to the survey reporting requirements on the use of federal grant funds and an FAQ sheet. The surveys sent are in accordance with legislation and to facilitate the compilation of more than 300 submissions.

We are collecting data for PRCs 171 through 178. The survey structure and questions remain the same as in the previous collection. Do not include any other PRCs except those listed.

If you did not receive this information or have additional questions, please contact [Nathan.Squire@dpi.nc.us](mailto:Nathan.Squire@dpi.nc.us).

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### **Budget Alignment: Allotments System to CCIP**

As a reminder the [CCIP system](#) is operated by an outside vendor, not the Allotments team. When adjustments are made in the allotment system to a federal program it can take up to 72 hours (three business days) for those changes to show up in the CCIP system.

The allotment system is considered your budget amount and the amounts in that system are what gives districts the ability to draw federal cash.

If you have any questions about the allotment system or how allotments are processed, please contact the Section Chief, Kristie Weber at [Kristie.weber@dpi.nc.gov](mailto:Kristie.weber@dpi.nc.gov).

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## School Business Reporting Section Update

### Local Funds PRCs

As a reminder we established the following Program Report Codes (PRCs) that may be used by the PSUs for tracking and reporting the following capital programs:

- Local PRC 076 - Public School Capital Fund – Lottery
- Local PRC 440 – State Capital Infrastructure Fund (SCIF)
- Local PRC 441 – Public School Building Repair and Renovation Fund

### Current Year Allotment Overdraft Report (JHA356EG) FY 2023 (LEAs Only)

DPI will begin to run the current year Allotment Overdraft (JHA356EG) Report as of January 31, 2023, in February 2023. Please review your December 2022 Allotment Balance Reconciliation (JHA351EG) report for state PRC overages so that you can adjust your January 2023 state expenditures accordingly.

Also, the ABC Transfers are being processed, please submit those through the allotment system as it may be needed to align your funding and expenditures. The Restart School transfers will be processed in January. Questions on those may be sent to the allotments section.

If you have questions, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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## Charter School Average Daily Membership (CSADM) Projections for FY 2023-2024 – Phase I Due January 31, 2023

*All Charter, Regional, and UNC Lab Schools with current year enrollment are required to report.*

ALL Executive Directors are required to submit **between January 9 – January 31, 2023** the CSADM, Phase I - ADM Projection Initial Submission for School Year 2023-2024.

Phase I requires the following field to be completed: **Requested 2023-24 ADM**. This is a *projection* of the number of students who will be in membership for the fiscal school year 2023-24.

This submission is required even if your school has requested State Board of Education approval for an enrollment increase or grade expansion.

The CSADM Projection System is accessible at any of the following links:

- CSADM website: <https://schools.nc.gov/csadm>
- FBS, Independent Public Schools Operations home page: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations>

As this impacts your school's funding, **we will only accept information submitted by the Head of School.**

If you have questions about the CSADM, please contact [studentaccounting@dpi.nc.gov](mailto:studentaccounting@dpi.nc.gov).

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## From the Center for Safer Schools

### School Safety Grant Round 2

Round 2 of the School Safety Grant is open. There is some available funding that can be used for School Safety Equipment, Services for Students in Crisis and Training to Increase School Safety. The grant is now open in CCIP under FY 23, Safer Schools Round 2 Funding. This is not funding for additional School Resource Officers.

The grant application will close at 11:59 p.m. **Jan. 20**. Please make sure the grant is to the "Chief Administrator Approved" level no later than the closing.

Please email [schoolsafetygrants@dpi.nc.gov](mailto:schoolsafetygrants@dpi.nc.gov) with any questions.

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## From the School Planning Section

### January PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **January 25, 2023**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email:

[dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

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## Reminders

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – January 13, 2023

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

Note: The State Division of Information Technology (NC DIT) is changing the look of our website. If you find something no longer works, email [nicola.lefler@dpi.nc.gov](mailto:nicola.lefler@dpi.nc.gov).

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### Third Grade Reading Bonuses – LEA Level Bonuses and Updated FAQs

School Business has received numerous questions from LEAs regarding how to calculate the amount from the total PRC 046 allotment that has been allotted for LEA level bonuses. In order to assist LEAs, we have updated our FAQs to include an example of how such a calculation may be made. Please see Question 2 on page 5 of the updated FAQs ([attached](#)).

As a reminder, the FAQs also include an example of the process for calculating the individual teacher amount for the LEA level 3<sup>rd</sup> grade reading bonuses (see Question 3 on page 5).

If you have any questions, please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)) or Michael Ray ([Michael.Ray@dpi.nc.gov](mailto:Michael.Ray@dpi.nc.gov)).

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### From the School Planning Section

#### QUARTERLY REPORTS -- K-12 Facility Grants (SCIF Grants)

Recipients of K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. **Several LEAs have multiple reports that are PAST DUE. Reporting is required regardless of project status or grant spend-down.**

Per General Statute, reports for the quarter ending June 30<sup>th</sup> were due July 10, 2022, reports for the quarter ending September 30<sup>th</sup> were due October 10, 2022, and reports for the quarter ending December 30<sup>th</sup> were due January 10, 2023. Please **check your records to confirm status** and **submit outstanding reports** using the form located on the Capital Funding page of the School Planning website: [SCIF Quarterly Report](#).

Completed reports should be emailed to Nathan Maune at [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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### Reminders

Survey for Federal Use of Funds is due Friday, **January 20, 2023**

See January 6, 2023 newsletter for details \*

School Safety Grant Round 2 closes **January 20, 2023**

See January 6, 2023 newsletter for details \*

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **January 25, 2023**

See January 6, 2023 newsletter for details \*

CSADM Phase I is due **January 31, 2023**

See January 6, 2023 newsletter for details \*

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – January 19, 2023

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent posts:

- [Teacher Legislated Performance Bonuses in Reading and Math](#) - updated January 17, 2023
- [COVID Funds - Expenditure and Allotments Data](#) spreadsheet as of December 31, 2022 and the [Allotment and Expenditure Data Visualization](#) is through December 31, 2022.

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### Verifying Teacher Eligibility for Legislated Performance Bonuses (PRCs 046 and 048)

DPI's Office of School Business Services has received numerous inquiries from public school units recently regarding the process for verifying eligibility of individual teachers for the legislated performance bonuses, the funding for which was recently allotted through PRCs 046 (3<sup>rd</sup> Grade Reading Bonus) and PRC 048 (4<sup>th</sup> and 5<sup>th</sup> Grade Reading Bonuses, 4<sup>th</sup> through 8<sup>th</sup> Grade Math Bonuses, CTE Credential Bonuses, and AP/IB/AICE Performance Bonuses). The list of eligible teachers for each of these bonuses is maintained within the HR Secure Shell, which is managed by DPI's Division of Educator and Student Advancement. The HR Secure Shell is a different system than the Accountability Secure Shell. If you are having difficulty accessing the HR Secure Shell or have questions about the bonus eligibility data included therein, please contact either Tom Tomberlin ([Thomas.Tomberlin@dpi.nc.gov](mailto:Thomas.Tomberlin@dpi.nc.gov)) or Paul Marshall ([Paul.Marshall@dpi.nc.gov](mailto:Paul.Marshall@dpi.nc.gov)).

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### Legislated Performance Bonuses – FAQs

When completing calculations for the legislated teacher performance bonuses, please ensure that you carefully review the updated FAQs for each of the bonuses (available on our [website](#)). These FAQs contain useful information for PSUs to ensure that they are in compliance with all requirements when administering these bonuses. If you have additional questions beyond what is included in the FAQs, please contact either John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)) or Michael Ray ([Michael.Ray@dpi.nc.gov](mailto:Michael.Ray@dpi.nc.gov)); these FAQs will continue to be updated to address new questions that are received from the field, so please continue to review them as needed.

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### PRC 206 – ESSER III Principal Retention Supplements – Allotments

School Allotments will be providing initial allotments for PRC 206 no later than the end of next week (January 27<sup>th</sup>). Please note that, at this time, **these initial allotments**

**will reflect the planning allotment amount for the program.** We recognize and understand that, in some instances, the planning allotments either included principals who were no longer employed by an LEA, or excluded principals that had moved to the LEA during FY 2023. School Allotments will be completing a true up of the allotments for PRC 206 in February to generate a final allotment for each participating LEA based on January payroll data. As such, many LEAs will see an adjustment to their PRC 206 allotment in mid- to late-February. If your LEA did not have a planning allotment but School Business verified that your district had an eligible principal, you will not receive your allotment until February as the final amount will be calculated during the true-up process. We understand the additional administrative burden that will be caused by the true-up process, but School Business felt it was imperative to allot some funding in January to ensure that any LEAs planning to start payment of the stipends in January would be able to do so.

If you have any question about the timing of PRC 206 allotments, please contact Kristie Weber ([Kristie.Weber@dpi.nc.gov](mailto:Kristie.Weber@dpi.nc.gov)). If you have any questions about requirements or implementation of the PRC 206 program, please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)).

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### **ESSER Funds - Object Code Change**

Object code *195 Planning Period Stipend* was removed from all ESSER PRCs. DPI suggests you use object code **192 Additional Responsibility Stipend**.

Prepare journal entries to move the object code 195 from the ESSER PRCs. Do not use the BUD system for correcting invalid account codes.

If you have questions, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### **State Health Plan Provider Change**

Please see the [announcement from the NC State Treasurer's office](#) related to the State Health Plan provider change to be implemented in 2025.

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### **Reminders**

Survey for Federal Use of Funds is due Friday, **January 20, 2023**

See January 6, 2023 newsletter for details \*

School Safety Grant Round 2 closes **January 20, 2023**

See January 6, 2023 newsletter for details \*

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **January 25, 2023**

See January 6, 2023 newsletter for details \*

CSADM Phase I is due **January 31, 2023**

See January 6, 2023 newsletter for details \*

Quarterly Reports - K-12 Facility (SCIF) Grants **were due January 10, 2023**  
See January 13, 2023 newsletter for details \*

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – February 3, 2023

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent posts:

- [Allotment Policy Manual Updates](#) – February 2023. The complete manual is on the [Allotments page](#).
- Updated [CTE Fiscal Policy Guide](#).
- [COVID Funds](#) - [Expenditure and Allotments Data](#) spreadsheet as of December 31, 2022. The [Allotment and Expenditure Data Visualization](#) is as of December 31, 2022.

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### Local Use PRC for Federal Grants: 352-School Health Advisory Council Grant – All PSUs

DPI has assigned local use PRC 352 for the Federal Grant being awarded by the NC Department of Health and Human Services. The name of that Grant is: School Health Advisory Council Grant (SHAC).

Please note that this is Federal grant funding not appropriated thru NCDPI which carries the fund 3 code. For this and similarly funded grants you use a LOCAL fund code (2, 8, etc.) with a PRC (Program Report Code) in the 300-399 series. Examples are Medicaid Reimbursements, Head Start, etc. Please see the [Chart of Accounts](#) section of the FBS website for more information on the various Program Report Codes in the supplemental information section.

Any additional questions about the specific grant funding, please contact NC Department of Health and Human Services directly, Marshall Tyson [marshall.tyson@dhhs.nc.gov](mailto:marshall.tyson@dhhs.nc.gov).

For questions related to the coding structure please contact Roxane Bernard in School Business at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### Small County/Low Wealth Signing Bonus for Teachers – PRC 062

If you are an LEA that receives Small County (PRC 019) and/or Low-Wealth funding (PRC 031) you may be entitled to additional funds appropriated in [Session Law 2022-74 \(Section 7A.3\)](#). To prepare the allotment we require all eligible LEAs to complete the following survey: [https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_6kZLmnmBUd9hHro](https://ncdpi.az1.qualtrics.com/jfe/form/SV_6kZLmnmBUd9hHro). The survey will ask your intent to participate in this program and the other pertinent information we need to prepare your allocations. This program does require matching local funds. It also has additional stipulations in section 7A.5(c) that you should pay close attention to.

Please complete this survey even if you do not intend to participate in this program. If you have any questions related to filling out this survey, please contact Kristie Weber at [kristie.weber@dpi.nc.gov](mailto:kristie.weber@dpi.nc.gov). This survey will close on **February 13, 2023**, after which we will prepare the allotments based on the applications and within the budgeted funds provided. Our goal is to have these allocations out to the participating LEAs by the end of February.

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## **From School Planning**

### February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **February 22, 2023**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov).

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## **Reminders**

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – February 10, 2023

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

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### LEA PRC 056 – Transportation Allotment and Fuel Reserve Contingency

The second major allotment of transportation funds has been posted to the allotments system. Details on the overall transportation funding allotment and calculations were sent to Transportation Directors and Finance Officers Thursday. First Semester Cooperative Innovative High School (Early College) Contingency requests are under review for allotment in February.

In anticipation of the **pending** Fuel Reserve Contingency Funds allotment policy item going to the State Board of Education in March; fuel reserve contingency request data collection was sent to transportation staff Thursday. **Requests for the period July 1, 2022 through January 31, 2023 are due by February 28<sup>th</sup>** and are designed to provide additional funding for diesel fuel costs exceeding \$2.75 per gallon. Further contingency requests for fuel reserve funds and other transportation contingencies will be accepted in April and May; additional information will be forthcoming. **This potential fuel reserve allocation is within available funds and pending approval by the State Board of Education.**

Questions may be directed to [Jaime.Doran@dpi.nc.gov](mailto:Jaime.Doran@dpi.nc.gov) or [Kevin.Harrison@dpi.nc.gov](mailto:Kevin.Harrison@dpi.nc.gov).

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### SS300 Clarification

Please note the change in how “local supplement” was meant to be defined for submitting information related to certified staff supplements in the request for LEAs to validate the SS300 data previously submitted. This data is meant to capture all certified staff supplements paid, **regardless of funding source**, that are above the base salary on the state certified scales. It is not meant to reflect only those supplements paid from local funds. Some examples would be the supplements paid from PRC 031, PRC 071, or PRC 103. Thank you for understanding the need for this important data used for the budget process and ensuring your data submitted is accurate. If you have any questions, please contact Jennifer Bennett ([Jennifer.Bennett@dpi.nc.gov](mailto:Jennifer.Bennett@dpi.nc.gov)).

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### Reminders

Small County/Low Wealth Signing Bonus for Teachers Survey is due **February 13, 2023**  
Details are in the February 3, 2023 newsletter.

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **February 22, 2023**  
Details are in the February 3, 2023 newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – February 17, 2023

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent post:

[COVID Funds](#) - [Expenditure and Allotments Data](#) spreadsheet as of January 31, 2023 and the [Allotment and Expenditure Data Visualization](#) is through January 31, 2023.

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### Local Use PRC for Federal Grants: 353-Local Foods for Schools – All PSUs

DPI assigned local use PRC 353 for the Federal Grant being awarded by the NC Department of Agriculture and Consumer Services. The name of the grant is: Local Foods for Schools.

Please note that this is Federal grant funding not appropriated thru NCDPI which carries the fund 3 code. For this and similarly funded grants you use a LOCAL fund code (2, 8, etc.) with a PRC (Program Report Code) in the 300-399 series. Examples are Medicaid Reimbursements, Head Start, etc. Please see the [Chart of Accounts](#) on the FBS website for more information on the various PRCs in the Supporting Documents section.

Since PRC 353 is a local PRC, DPI will not assign a Chart of Accounts. Review the grant to decide which account codes to use for the local PRC. Within your general ledger for this local PRC, flag the revenue and expenditures as federal funds.

Any additional questions about the specific grant funding, please contact NC Department of Agriculture and Consumer Services directly, Kirk Smitherman, [kirk.smitherman@ncagr.gov](mailto:kirk.smitherman@ncagr.gov).

For questions related to the coding structure please contact Roxane Bernard in School Business at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### Current Year Allotment Overdraft Report (JHA356EG) – LEAs only

DPI made the Current Year Allotment Overdraft Report (JHA356EG- Company 1000) available in the WINSCP system, last Tuesday, February 14, 2023. No penalties will be assessed on this report until the end of March 2023. DPI is giving the LEAs time to request their ABC Transfers from the Allotment section.

Remember that the ABC Transfers will need to be posted by the Allotment Section to be counted within the Allotment Overdraft report.

If you have questions, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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## Reminders

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **February 22, 2023**

Details are in the February 3, 2023 newsletter.

LEA PRC 056 – Transportation and Fuel Reserve is due **February 28, 2023**

Details are in the February 10, 2023 newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – February 24, 2023

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

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### Monitoring Letters – LEAs

DPI will resume our Monthly Financial Data Report which will contain the Monthly Cash Zero-Out and the Invalid Expenditure Codes.

Please review your Monitoring letters in WinSCP and ensure that you correct your invalid account codes.

If LEAs have any questions concerning the Monitoring Letter, contact Tina Moore at [tina.boyce@dpi.nc.gov](mailto:tina.boyce@dpi.nc.gov).

Note: The Monitoring Letter process has not changed for charter schools, if there are questions contact [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### Licensure Application Processing Cutoff for Fiscal Year 2023

As stated in the Salary Manual, the Licensure Section is committed to processing the Licensure applications received on or before **April 15, 2023** that are in the **“Pending DPI Review”** status.

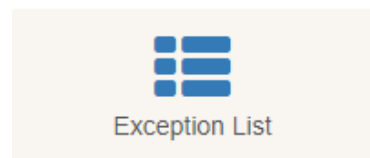
Please be aware of these other factors:

- Licensure applications received on or before April 15th that are not in the “Pending DPI Review” status cannot be guaranteed to be processed in the current fiscal year.
- Licensure applications submitted after April 15th cannot be guaranteed to be processed in the current fiscal year.

Any resulting salary audit exceptions from Licensure applications not meeting the “pending DPI review” status by April 15<sup>th</sup> cannot be guaranteed to be processed and will need to be cleared using local funds.

Please use LicSal to view the main license exceptions report types.

[LEA License & Salary Info Center \(state.nc.us\)](#)



The Salary Audit Exceptions that explicitly reference Licensure issues that may be cleared by Licensure Applications are:

- Not Licd
- ExpLic
- BadLic

These are the main reports to review. Ensure “Open” is selected in the status drop-down:

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2023 ▼	000	Open ▼	Not Licd ▼	<input type="checkbox"/>	Search

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2023 ▼	000	Open ▼	ExpLic ▼	<input type="checkbox"/>	Search

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2023 ▼	000	Open ▼	BadLic ▼	<input type="checkbox"/>	Search

If you have questions, please contact Salary at [Salary@dpi.nc.gov](mailto:Salary@dpi.nc.gov).

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### Local Use PRC for State Grants: 431-School Bus Replacement Program – All PSUs

DPI has assigned local use PRC 431 for the State Grant being awarded by the NC Department of Environmental Quality. The name of the grant is: School Bus Replacement Program.

This is State grant funding not appropriated thru NCDPI so you will use a LOCAL fund code (2, 8, etc.) with a PRC (Program Report Code) in the 400-499 series. Examples are Smart Start, NC Pre-K, etc. Please see the Chart of Accounts section of the FBS website for more information on the various PRCs in the supplemental information section.

Since PRC 431 is a Local State Grant PRC, DPI will not assign a Chart of Accounts. Review the grant to decide which account codes to use for this PRC. Ensure you have this PRC flagged appropriately to reflect the revenue and expenditures as state funds.

Any additional questions about the specific grant funding, please contact NC Department of Environmental Quality directly, Sheila Blanchard, [sheila.blanchard@ncdenr.gov](mailto:sheila.blanchard@ncdenr.gov).

For questions related to the coding structure please contact Roxane Bernard in School Business at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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## Capital Funding Local PRCs

DPI established the Program Report Codes (PRCs) that may be used by the PSUs for tracking and reporting capital programs:

We have had the following three Capital Funding PRCs:

- Local PRC 074 - Public School Building Capital Fund (PSBCF)
- Local PRC 075 - Critical School Facility Needs Fund
- Local PRC 076- Public School Capital Fund-Lottery

The NC Education Lottery was established in 2006. Before that date, the ADM Fund was receiving Corporate Tax Revenue. After 2006, the primary capital funding source from the lottery became PRC 076 - Public School Building Capital Fund (PSBCF).

We have revised those three PRCs to better describe those funding sources as the following:

- Local PRC 074- Public School Capital Fund (ADM fund)/Corporate Tax Revenue Balances
- Local PRC 075 – Needs Based Public School Capital Fund (NBPSCF)
- Local PRC 076 - Public School Building Capital Fund (PSBCF)/Lottery

The remaining local PRCs for tracking and reporting separately funded capital programs:

- Local PRC 440 – State Capital Infrastructure Fund (SCIF)
- Local PRC 441 – Public School Building Repair and Renovation Fund (PSBRRF)

Ensure the above local PRCs, are flagged to report the revenue and expenditures as state funds.

Questions about lottery capital funds should be directed to Dennis Hilton, at [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov).

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## March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **March 27, 2023**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov).

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## Charter Schools PRC 056 – School Bus Transportation Fuel Reserve Contingency

In anticipation of the **pending** Fuel Reserve Contingency Funds allotment policy item going to the State Board of Education in March; fuel reserve contingency request data collection will be sent to Charter Schools via newsletter. **Requests for the period July 1, 2022 through January 31, 2023 are due by March 9<sup>th</sup>** and are designed to provide additional funding for diesel fuel costs exceeding \$2.75 per gallon (with taxes

removed). Charter Schools who operate yellow school buses as defined in [G.S. 20-4.01\(27\)n.](#) are eligible to request funding. Further contingency requests for fuel reserve funds will be accepted in May; additional information will be forthcoming. **This potential fuel reserve allocation is within available funds and pending approval by the State Board of Education.**

For questions related to the School Bus Transportation Fuel Reserve Contingency please contact Kevin Harrison in School Transportation at [kevin.harrison@dpi.nc.gov](mailto:kevin.harrison@dpi.nc.gov).

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## Reminders

LEA Transportation Fuel Reserve Requests are due **February 28, 2023**  
Details are in the February 10, 2023 newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – March 3, 2023

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent posts:

- [2023 Highlights of the NC Public School Budget](#)
- [SBE Approved Allotment Policy Updates](#) – March 2, 2023
- [State & Federal Allotment Policy Manuals](#) – March 2, 2023

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### Updated Federal (USED) Guidance – ESSER/COVID funding – December 2022

An updated FAQ from the U.S. Department of Education (USED) published in December of 2022 (section B-9, page 35) says in general, that constructing athletic facilities, “[W]ould not be an allowable use of funds unless there is a connection between the expenditure and preventing, preparing for, or responding to COVID-19, considering the specific facts and circumstances of a project.”

DPI approached the approval process with the belief PSUs are in the best position to decide what actions were needed to most effectively prevent, prepare for, and respond to COVID-19 under the facts and circumstances faced by individual PSUs. As long as the activity presented in the application was allowable based on the information provided and aligned with federal guidance at the time of the application, including a connection between the expenditure and preventing, preparing for, or responding to COVID-19, DPI will stand by their previously made determinations.

However, if the facts or circumstances of the project or use of funds has resulted in a change in the intended use, function, or purpose, DPI monitors, and auditors from other agencies, may reach a different conclusion.

As needs that existed in FY20 may be very different from current needs and planned uses may have changed, DPI suggests PSUs establish periodic reviews of their ESSER plans and related activities and make any necessary adjustments in the CCIP system. In addition, PSUs should maintain all supporting documentation related to the project to ensure they can establish a justification and connection between the project expenditures and preventing, preparing for, and responding to COVID-19. This documentation should include evidence gathered to show how funds were being used and the impact of the funds, including any evidence which goes towards verifying obtainment of the goal or the fidelity of implementation of the approved plan.

It should be noted that the above guidance applies to all ESSER related projects, and not just those involving the constructing of athletic facilities. A link to the Federal FAQ is included here for your convenience. [ESSER-and-GEER-Use-of-Funds-FAQs-December-7-2022-Update.pdf \(ed.gov\)](#). Please consult with your legal counsel should you have questions related to your applicable projects in light of this updated USED guidance.

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## State Board Approves Allotment Policy Updates at March Board Meeting

The North Carolina State Board of Education at their March meeting this week approved several updates to the Allotment Policy Manual, including the creation of Allotment Policies for three new Federal grants – the Mental Health Service Professional Demonstration Grant (PRC 143), School-Based Mental Health Services Grant (PRC 145), and the Stronger Connections Grant (PRC 145) programs, an update to policy for the Federal Sexual Risk Avoidance Education (PRC 101) program new Federal grant requirements for the program, an update to the Career and Technical Education – State: Program Support Funds (PRC 014) policy to clarify the ABC transfer limitations and the allowable uses of credential funds within the PRC, and to amend the policy for Transportation of Pupils (PRC 056) to include the allotment requirements and process for the Transportation Fuel Reserve funds that were appropriated in S.L. 2022-74.

If you have any questions about these updates to the [Allotment Policy Manual](#), please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)).

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### Reminders

School Bus Transportation Fuel Reserve Contingency Requests are due **March 9, 2023**  
Details are in the February 24, 2023 newsletter.

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **March 27, 2023**  
Details are in the February 24, 2023 newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – March 10, 2023

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent posts:

- [2023 Highlights of the NC Public School Budget](#)
- [SBE Approved Allotment Policy Updates](#) – March 2, 2023
- [State & Federal Allotment Policy Manuals](#) – March 2, 2023

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### Update - Charter Schools - Transportation Fuel Reserve Funding Requests Due March 14, 2023

Per ALOT-003 PRC 056 special provisions, [as newly revised](#), contingency funding will be offered to those Charter Schools who are currently paying greater than \$2.75/gallon for diesel fuel (w/ taxes excluded) and who operate diesel vehicles in to and from school transportation for the regularly organized school day. The first request will be for invoices dated July 1, 2022, through January 31, 2023. A second round of requests will be taken in May. Please see details in the Charter School Leadership blast sent Friday March 3<sup>rd</sup>. Once your request is complete, please send the Excel version of the request AND a PDF of the signed "Request Summary" page, as well as the backup documentation to [Jaime.Doran@dpi.nc.gov](mailto:Jaime.Doran@dpi.nc.gov). You will receive confirmation of receipt via e-mail.

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### From School Planning

#### NBPSCF Annual Reports

Recipients of Needs-Based Public School Capital Fund (NBPSCF) Grants are reminded that **Annual Reports** required by G.S. 115C-546.14 are **due April 1, 2023**. Please use the [NBPSCF Annual Report Form](#) located on the School Planning website, and email completed reports to Nathan Maune at [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)

#### NBPSCF Final Reports

Recipients of Needs-Based Public School Capital Fund (NBPSCF) Grants are reminded that **Final Reports** required by G.S. 115C-546.14 are **due within 90 days** following completion of the grant-funded project. Please use the [NBPSCF Final Report Form](#) located on the School Planning website, and email completed reports to Nathan Maune at [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)

#### PSBCF Final Reports

LEAs are reminded to submit **Final Reports** for all Public School Building Capital Fund (PSBCF) projects **within 60 days of completion of the project**. The reporting status of each project can be checked using the [PSBCF Monthly Projects Report](#) on the School

Planning website. For completed projects that have not been reported, please use the [PSBCF Final Report Form](#) located on the School Planning website, and email completed reports to Dennis Hilton at [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

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### **IDEA American Rescue Plan (ARP) for PRC 185, PRC 186, and PRC 187**

ARP funds allocated through PRC 185, PRC 186, and PRC 187 have a period of availability from 7/01/2021-9/30/2023. All ARP funds must be encumbered by 9/30/2023 and liquidated by 12/31/2023.

There is currently \$50,405,046.90 in PRC 185, \$3,328,605.34 in PRC 186, and \$952,294.88 in PRC 187. These funds if not liquidated will be reverted to the federal government. The Office of Exceptional Children is currently reviewing each PSU's current carryover to determine next steps which may include a reversion of funds and re-allocating to districts who have utilized their funds. Please work with your finance officer to create a plan for spending these funds. If you need assistance, please reach out to your fiscal consultant and/or your regional consultant.

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### **School Allotments Update**

#### State Planning Allotments

Attached are the [State Planning Allotments for LEAs](#). We have included the [Projected ADM](#) which includes Charter School ADM Projections. We are working on supporting documents for those special allocations such as low-wealth and at-risk. Thank you for your patience and support as we create those supporting documents for everyone.

#### Other Allotment Updates

PRC 073 will be posted for Connectivity funds on Monday, March 13<sup>th</sup>. You should have your Summer School Funding (PRC 016) by Monday, March 20<sup>th</sup>, as soon as we have those planning numbers, we will email out to all the School Finance Officers. Any outstanding ABC/IFE and other transfers will also be posted by Monday, March 20<sup>th</sup>.

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### **FAQ/Guidance Document: ESSER Procurement and CONSTRUCTION**

We have attached a rather comprehensive and growing daily [FAQ/Guidance document](#) related to ESSER Procurement and Construction for your reference. As we receive additional guidance or questions, we will continue to add to this working document. Please be sure to consult with your Board Attorney in making decisions. DPI provides guidance based on our understanding and does not provide legal-council. Questions regarding programmatic and allowability should be directed toward the Office of Federal Programs.

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## Reminders

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **March 27, 2023**  
Details are in the February 24, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## **School Business – March 17, 2023**

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the [FBS homepage](#) regularly for updates. Recent posts:

- [2023 Highlights of the NC Public School Budget](#)
- [SBE Approved Allotment Policy Updates](#) – March 2, 2023
- [State & Federal Allotment Policy Manuals](#) – March 2, 2023

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### **Governor's Budget Update**

The [attached document](#) provides a brief update related to the Governor's Recommended Budget for the 2023-2025 biennium.

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### **ESSER I and GEER Close Out Update**

As you all are aware, the liquidation period for the ESSER I and GEER grants (PRCs 163-170) ended on January 28, 2023. Based on DPI's cash calendar, the last day for PSUs to request funds from these PRCs was January 25, 2023 and the last day for DPI to draw funds from the US Department of Education G5 system was January 30, 2023. Any cash certifications received after this date are not eligible for payment. If you have submitted a cash certification since that date, please ensure that you cancel that out and return any funds received after the end of January; School Business staff will be reaching out to any PSUs with records of cash requests during this period to make sure that these situations are resolved.

This week School Business processed a reversion for the ESSER I and GEER PRCs to remove any remaining balances and to set the authority to draw for any PSU that did not have a federally-approved late liquidation request to \$0. In the coming weeks, School Business will complete the final reversion process for these to verify that any spending during the liquidation period was for allowable encumbrances. Once final reversions are processed, PSUs should ensure that any negative balances are immediately resolved through the return of funds to DPI. The US Department of Education only provides a limited time window for the State to return funds to our accounts for the ESSER and GEER grants within the G5 system.

If you have any questions, please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)).

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### **PRC 206 – ESSER III Principal Retention Supplements Update**

School Business has completed the process of validating the original planning and initial allotment calculations for PRC 206 using the January principal payroll data. Updated allotments have been provided to School Allotments for processing, with the

anticipation of the final PRC 206 allotments being processed the week of March 20<sup>th</sup>. As a result of the true up process many LEAs will experience a change in their allotment amount, with some LEAs having a reduction due to transfers or retirements of principals that were part of the original calculations.

In addition to the updated allotments, School Business will compile an updated report for entry into the LicSal system showing the updated list of eligible principals for each district and the total annual supplement amounts for each principal. School Business will provide notification once the updated file is available.

Once the information is available, if you have any questions about the PRC 206 allotment amounts or the list of eligible principals, please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)).

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### **Improper Payment Review – IDEA & ESF**

This year's U.S. Department of Education (USED) Improper Payment Review studies have started. North Carolina has been selected to participate in the IDEA and Education Stabilization Funds (ESF) studies. USED will be requesting NC DPI collect documentation that was used to validate payments for a sample of transactions from various PSUs. Each sample item selected represents a cash draw down and the entire amount must be substantiated. Note there is a tight timeline for this type of review.

We expect to receive a list of the sample items for the IDEA review by March 31, 2023. PSUs selected will be notified that they need to provide supporting documentation by April 20, 2023. PSU's selected must submit a reconciliation of all payments and cash zero outs, if applicable, that make up the amount noted in the cash draw identified. We will publish the expected dates for the ESF study as soon as the dates are shared.

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### **Reminders**

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **March 27, 2023**  
Details are in the February 24, 2023, newsletter.

NBPSCF Annual Reports are due **April 1, 2023**  
Details are in the March 10, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – March 24, 2023

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

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### Survey for Federal Use of Funds

The Legislated Survey for Federal Use of Funds will be available Friday, March 31, 2023. All Finance Officers and Charter School Directors should receive an email from School Business on Friday, March 31, 2023, related to the survey reporting requirements on the use of federal grant funds and an [FAQ sheet](#). The surveys sent are in accordance with legislation and to facilitate the compilation of more than 300 submissions. We are collecting data for PRCs 171 through 178. The survey structure and questions remain the same as in previous collection. Do not include any other PRCs except those listed.

If you do not receive this information or have additional questions, please contact [Corey.Terry@dpi.nc.gov](mailto:Corey.Terry@dpi.nc.gov).

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### Reminders

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **March 27, 2023**  
Details are in the February 24, 2023, newsletter.

NBPSCF Annual Reports are due **April 1, 2023**  
Details are in the March 10, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – March 31, 2023

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

Recently posted on [COVID page](#), see Other tab: **Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions**

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### House Budget (HB259)

We will provide separate correspondence and an update related to the House Budget (HB259) next week after all amendments and final approval by the House has been completed. We have attached our [DRAFT summary](#) to help get everyone started. The current documents can be found on the NC General Assembly website: [North Carolina General Assembly \(ncleg.gov\)](http://ncleg.gov)

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### From the Office of Exceptional Children

#### IDEA American Rescue Plan (ARP) for PRC 185, PRC 186, and PRC 187

ARP funds allocated through PRC 185, PRC 186, and PRC 187 have a period of availability from 7/01/2021-9/30/2023. All ARP funds must be encumbered by 9/30/2023 and liquidated by 12/31/2023. There is currently \$50,405,046.90 in PRC 185, \$3,328,605.34 in PRC 186, and \$952,294.88 in PRC 187. These funds, if not liquidated, will be reverted to the federal government.

The Office of Exceptional Children is currently reviewing each PSU's current carryover to determine next steps which may include a reversion of funds and re-allocating to districts who have utilized their funds.

Please work with your EC Director/Coordinator to create a plan for spending these funds. If you need assistance, please have your EC Director/Coordinator reach out to your fiscal consultant and/or your regional consultant.

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### From the School Planning Section, District Operations

#### April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **April 25, 2023**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov).

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## Reminders

NBPSCF Annual Reports are due **April 1, 2023**

Details are in the March 10, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – April 14, 2023

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

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### PRC 206 – ESSER III Principal Retention Supplements – Updated File in LicSal

This week, School Business processed the final allotments for PRC 206, with the calculations based on January payroll data. To assist LEAs with understanding the changes to their allotments, we have prepared an updated LicSal file similar to the one provided with the planning allotments that will outline the specific eligible principals and the annual retention supplement amounts for each. That file will be available **next week** – the updated version is not currently in LicSal, but will be available by the end of the week next week.

After reviewing the file, if you have any questions please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)).

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### Reminders

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **April 25, 2023**. Details are in the March 31, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – April 21, 2023

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

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### 2023-2024 Home Base Opt-in Process is Scheduled to Begin in May

The NC DTL Home Base Team is preparing to open the 2023-24 Home Base Opt-in Process during the month of May. We are pleased to continue to offer Home Base for \$1 per allotted ADM as in past years.

Again, this year PSUs will have an additional product called Transcend made available to them for opting into. Transcend can only be selected as an option if the PSU opts into Home Base. If a PSU opts into Transcend, an additional \$4 per allotted ADM for grades 3 - 8 is added to the fee. An introduction and overview of Transcend may be viewed at the following link:

[https://www.youtube.com/watch?v=m-mwWc2\\_rys](https://www.youtube.com/watch?v=m-mwWc2_rys).

Finance officers and charter directors/principals may want to speak with their PSU's SchoolNet leads prior to making the Home Base Opt-in selections to verify if Transcend is an additional product they would like to include.

District finance officers and charter school directors will receive further information as to when the system will be taken offline and returned to service for the opt-in process to begin. Please ensure all finance officer and charter director/principal information in EDDIE is up to date. This information is used to identify who is eligible to opt-in for the districts and charter schools.

If you have questions concerning the Home Base Opt-in process, please contact Jennifer Causey, [jennifer.causey@dpi.nc.gov](mailto:jennifer.causey@dpi.nc.gov). We look forward to serving you once again.

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### Reminders

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **April 25, 2023**. Details are in the March 31, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – April 28, 2023

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

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### Allotments Update – Year End

#### ABC Transfers

**May 19, 2023**, is the last day to submit ABC Transfers. Please remember that PRC 131 does not carry over. Transfer any unexpended funds in PRC 131 back into PRC 130.

#### State and Federal Revision Requests

**May 15, 2023**, is the last date for the Allotment Section to receive regular State and Federal revision requests. Please check your accounts to be sure you have received all expected allotments. For Federal PRCs, please contact the Federal Program Consultants to confirm approvals.

At this time allotments plans to have all revisions processed and posted by June 2, 2023, for fiscal year 2022-23. If additional items are needed past the deadline, they will have to be approved by School Business leadership.

#### Low Wealth Calculator

The allotment comparisons for LEAs and the calculator have been posted online: [Calculating Low Wealth Supplemental Funding](#). The allotment comparisons PDF shows the difference between 2022-23 initial allotments and 2023-24 updated planning allotments.

To use the calculator input your LEA number in the top left-hand corner and tab over to populate the data for your LEA. The calculator shows which part of the legislative formula is driving the increase or decrease in funding. There are two new tabs this year. One lists the data sets used to calculate the 2023-24 planning allotment amounts. The other lists the ADM and planning amounts for city school districts because they do not populate in the calculator.

If you have any questions, please contact Kristie Weber, Section Chief, [kristie.weber@dpi.nc.gov](mailto:kristie.weber@dpi.nc.gov).

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### Reminders

Home Base Opt-in Process is Scheduled to Begin in May  
Details are in the April 21, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## **School Business – May 5, 2023**

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

Recent post: [Professional Certification for NC School Finance Officers](#)

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### **Updated FAQ for Read to Achieve Summer Reading Camps**

School Business has completed the FY 2023 update for the FAQ document related to teacher compensation requirements for Read to Achieve Summer Reading Camps. The updated document has been posted on the [Finance and Business Services website](#) under "What's New."

If you have any questions regarding the document, please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov)).

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### **LEAs: Cash Processing/Modernization Update**

Due to the State's implementation of a new Oracle financial system (NCFS = North Carolina Financial System) we must modify several of our cash processes for the PSUs.

- There is a need to decrease the volume of cash transactions during the month.
- Need to automate the cash processing for the "bank-only" transactions to move funds from the LEA local bank account into the State Treasurer account.
- BUD system cash processing for the LEAs cannot be supported with the new NCFS system, so DPI must create an alternative method/process for the cash side of the transactions as well as the Salary Audit corrections.
- ACH Set-up is part of this necessary work related to cash transactions.
- Wire Transfer set-up is part of this necessary work related to cash transactions.

Please see the [attached document](#) for further clarification. We do apologize this update was not provided prior to the request for the ACH set-up was emailed earlier this week. If you have additional questions, please contact Gwen Tucker ([gwendolyn.tucker@dpi.nc.gov](mailto:gwendolyn.tucker@dpi.nc.gov)) or Jennifer Bennett ([jennifer.bennett@dpi.nc.gov](mailto:jennifer.bennett@dpi.nc.gov)).

Next week we will provide an update related to the Chart of Accounts and UERS Data File specification documents for all the PSUs.

Thank you for your patience as we navigate these mandatory system modifications.

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### **Financial Business Services Temporary Offices**

The Divisions of the Agency Financial Services (AFS) and School Business Services (SBS) have recently moved to the 7<sup>th</sup> floor North of the NCDPI Building. We are expected to be here for the next several months. Thank you for your patience as we get set-up and reconnected.

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## May PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **May 24, 2023**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov).

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## For NC Pre-K Contracting Agencies from the DHHS Division of Child Development and Early Education

The state of North Carolina is replacing the accounting system. **Effective July 1, 2023** all contracts will be paid through our NC e-Procurement portal. ALL contracting agencies MUST be registered as a vendor in e-Procurement in order to receive payments. Please go to <https://eprocurement.nc.gov/>, click on Vendor Login and scroll down to "Register" to enroll in this system.

DHHS is requesting that enrollment in eProcurement be completed on or before **May 31, 2023** to ensure that Financial Status Reports will continue to be paid on time. For questions/guidance on how to register as a vendor in eProcurement, please contact the e-Procurement Help Desk at 888-211-7440.

Please carefully read through the information below concerning updates for the DHHS SFY 23-24 NC Pre-K Contract:

1. Funding allocations are currently being finalized and requests for line item budgets will be emailed by COB **Monday May 8, 2023**.
2. Only 1 (one) Line Item Budget and 1 (one) FTE worksheet will be required as all NC Pre-K administrative costs are allowable under all of the funding sources.
3. Only 1 (one) Financial Status Report will be required for payments for SFY 23-24 as well.

For questions on DHHS NC Pre-K Contracts, please contact [candice.bailey@dhhs.nc.gov](mailto:candice.bailey@dhhs.nc.gov).

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## Reminders

State and Federal Revision Requests must be submitted by **May 15, 2023**

Details are in the April 28, 2023, newsletter.

ABC Transfers must be submitted by **May 19, 2023**

Details are in the April 28, 2023, newsletter.

Home Base Opt-in Process is ongoing in May

Details are in the April 21, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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## School Business – May 12, 2023

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

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### ESSER III (PRC 181) FY 2022 Learning Loss Expenditure Survey

As part of the U.S. Department of Education's mandatory ESSER Annual Report, DPI has to report data regarding the funds reserved and expended by each PSU from its ESSER III (PRC 181) allotments for the purposes of addressing learning loss, as required under the American Rescue Plan Act. To facilitate this reporting, School Business has developed a simple survey to allow PSUs to report the amount of PRC 181 funds reserved for learning loss activities and expended during the period **July 1, 2021 through June 30, 2022**.

This survey has been posted on our [website](#) under "What's New," along with a report that provides the PRC 181 allotment amount for each unit. As a reminder, under the American Rescue Plan, *at least* 20% of a PSU's PRC 181 funds must be reserved and utilized for learning loss activities.

This survey is due no later than the close of business on **May 26, 2023**. Any PSU that fails to provide a response will have an entry of \$0 reported to USED for its learning loss reservation and expenditures, which may subsequently trigger inquiries from USED regarding compliance with the American Rescue Plan requirements. Accordingly, it is imperative that each PSU provide a timely response to this brief survey.

If you have questions regarding the survey, please contact John Keefer ([John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov); (984) 236-2453).

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### Construction and Facility Related Issues

An [FAQ on ESSER](#) which includes Construction and Facility related issues has been added to the School Business Web Site.

Updates are added as more information becomes available. Please review to stay abreast of Construction and Facility related questions.

Recent additions include:

- Additional Information on filing of Notice of Federal Interests.
  - Additional Clarification on completion of projects in the liquidation period.
  - Guidance on Income received for ESSER funded projects after the period of performance.
  - Guidance on construction, when the construction is broken into separate sub-projects.
  - Guidance on rebates received relating to construction projects.
  - Guidance on Davis Bacon and Wage Rates
-

## PRC 056 – Transportation Fuel Reserve Contingency

Per ALOT-003 PRC 056 special provisions, contingency funding will be offered to those PSUs who are currently paying greater than \$2.75/gallon for diesel fuel (w/ taxes excluded) and who operate diesel vehicles in to and from school transportation for the regularly organized school day. This is the second request and will be for invoices dated February 1, 2022, through April 30, 2023. Please see details in the Charter School Leadership email (May 2<sup>nd</sup>) or in DPI Transportation Message #1056 (May 2<sup>nd</sup>). Once your request is complete, please send the Excel version of the request AND a PDF of the signed "Request Summary" page, as well as the backup documentation to [Jaime.Doran@dpi.nc.gov](mailto:Jaime.Doran@dpi.nc.gov). You will receive confirmation of receipt via e-mail.

Requests for the period February 1, 2023 through April 30, 2023 are due by **May 16, 2023**. This fuel reserve allocation is subject to available funds and is the final allocation of these funds.

Questions may be directed to [Jaime.Doran@dpi.nc.gov](mailto:Jaime.Doran@dpi.nc.gov) or [Kevin.Harrison@dpi.nc.gov](mailto:Kevin.Harrison@dpi.nc.gov).

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Note: The "*For NC Pre-K Contracting Agencies from the DHHS Division of Child Development and Early Education*" newsletter item last week was only pertinent for those school districts that contract directly with DCDEE to provide NCPK.

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## Reminders

State and Federal Revision Requests must be submitted by **May 15, 2023**

Details are in the April 28, 2023, newsletter.

ABC Transfers must be submitted by **May 19, 2023**

Details are in the April 28, 2023, newsletter.

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due by **May 24, 2023**

Details are in the May 5, 2023, newsletter.

Home Base Opt-in Process is ongoing in May

Details are in the April 21, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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North Carolina Department of  
**PUBLIC INSTRUCTION**

## **School Business – May 19, 2023**

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

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### **Budget Comparison 2023-24**

Budget Status - Both the House and the Senate have approved their budgets and the comparison of these budgets is posted on the FBS website under [What's New](#). The salary and benefits proposals are included in the comparison in detail, and the following are other items of interest.

#### PRC019 Small County Supplemental Funds

House and Senate include additional funding – House \$20m and Senate \$4.7m

#### PRC004 Program Enhancement Teachers

House modifies the allotment from K-5 to K-12, with no funding impact.

Senate does not include this provision.

#### PRC006 School Psychologist Allotment to School Health Allotment

Both House and Senate- Additional \$10m

Modify the school psychologist allotment to move the funding from PRC007 for social workers, school nurses and school counselors into a revised PRC006.

Reduces the instructional support position allotment for the current 3,241 FTE of school health positions coded to the PRC007 and moves the funding to PRC006. Adds an additional \$10m.

Prohibits requiring school nurses to have a 4 year degree.

Modifies the definition and duties of a school counselor, career development coordinator and school health personnel.

#### PRC027 Teacher Assistants

House only

Additional \$60m. Increases teacher assistant funding to provide support to new required 4<sup>th</sup> grade and 5<sup>th</sup> grade class size maximums.

#### PRC012 Driver Training

House only - \$2.5m for additional funding

#### PRC022 Advanced Teaching Roles

House and Senate with Differences

House funds an additional \$1m

Senate funds an additional \$10.9m for stipends. Defined roles in the ATR LEAs for Adult Leadership Teacher stipends of \$10K and Classroom Excellence Teacher stipends of \$3K.

#### PRC039 School Safety Grants

House and Senate with Differences

Currently funded from non recurring funding in 2022-23

House provides \$20m NR

Senate provides \$35m NR

#### PRC071 Salary Supplement

House includes a funding hold harmless. House and Senate include language to clarify the supplanting requirements.

#### Eliminate Student Copay for Reduced Price Meal

Senate only \$3m R + \$3m NR

#### Funding in Arrears

Both House and Senate

DPI shall develop a funding model based on prior year ADM for implementation in 2024-25. A contingency reserve shall be used to fund growth and no reductions would be made for actual current year ADM declining from the prior year. Model shall address funding for new charter schools, technical adjustments and the laws that would need to be adjusted in a report to FRD.

More information on the budget will follow as the process develops.

Other Education News – Both the House and the Senate pass bills to expand private schools vouchers.

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### **Charter School Average Daily Membership (CSADM)**

Projections for FY 2023-2024 – Phase II – Final Verification: Initial ADM submission window is June 5, 2023 through June 19, 2023.

All Charter, Regional, and UNC Lab Schools with current year enrollment and new charter schools approved by the State Board of Education to open July 1, 2023 are required to report.

All charter school Executive Directors are required to submit between June 5, 2023 – June 19, 2023 the CSADM Phase II – Final Verification: Initial ADM for School Year 2023-2024.

Charters and UNC Laboratory Schools approved to open with enrollment for the upcoming school year starting July 1, 2023 will only display during Phase II. The Phase II – Final Verification Initial ADM submission will be used for the first installment of your annual allotment.

The first installment of your annual allotment will occur in July. It is based on Month 1 Average Daily Membership (ADM), not attendance. The charter school will be given access to 34% of the annual allotment based on the projection provided by the charter. At the end of November, the annual allotment is recalculated based on Month 1 ADM. Schools are provided 68% of State per student amount "Actual Month 1 ADM" to use as an authority to draw. If the charter school provided an over-projection AND has drawn down the funds, the overdraft will be netted against the 2nd installment. Hence, it is important for accounts to be correct and to know from what counties students are coming.

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 the following links:

- CSADM website: <https://schools.nc.gov/csadm>
- FBS, Independent Public Schools Operations home page:  
<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations>

As this impacts your school's funding, we can only accept information submitted by the Head of School.

If you have questions about the CSADM process or system, please contact [felicia.atkinson@dpi.nc.gov](mailto:felicia.atkinson@dpi.nc.gov).

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## Reminders

ABC Transfers must be submitted by **May 19, 2023**

Details are in the April 28, 2023, newsletter.

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due by **May 24, 2023**

Details are in the May 5, 2023, newsletter.

Survey ESSER III (PRC 181) FY 2022 Learning Loss Expenditure is due by **May 26, 2023**

Details are in the May 12, 2023, newsletter.

Home Base Opt-in Process is ongoing in May

Details are in the April 21, 2023, newsletter.

View prior newsletters online: [Newsletters and Guidance | NC DPI](#)

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