

## School Business – January 10, 2020

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### IRS Travel Rate Update

The IRS standard mileage rate set by the Internal Revenue Service is 57.50 cents per mile effective January 1, 2020. The state reimbursement rate for state employees is 57.5 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.

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**Charter School Average Daily Membership (CSADM) Projections for FY 2020-2021 – Phase I Due January 24, 2020** - All Charter, Regional, and UNC Lab Schools with current year enrollment are required to report.

Between **January 13 – 24, 2020**, 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 2020-2021. As this impacts your school's funding, we will only accept information submitted by the Executive Directors.

Phase I requires one field to be completed: Requested 2020-21 ADM. This is a projection of the number of students who will be in membership for the school year 2020-21. 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>
- FBS, Independent Public Schools Operations home page: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations](http://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, 919.807.3734 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov) .

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**Psychologists and School Counselors Survey Due January 31, 2020** - LEAs only

This is a reminder of the communication sent on 11/19/2019 to all Finance Officers and Personnel Administrators listed in EDDIE.

HB75 requires DPI to conduct a study on school psychologists and school counselors. In order to be able to meet all the requirements of this study, the Division of School Business is collecting data from all LEAs in the template you received on 11/19/19.

If you have questions associated with what is being asked, please email Frank Cernik at [frank.cernik@dpi.nc.gov](mailto:frank.cernik@dpi.nc.gov) .

Email your completed template and any attachments to Angela Harrison at [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov) .

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Previous School Business newsletters are posted online: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance)

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

## School Business – January 17, 2020

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### New FBS Website Outline

Use the outline posted at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) as a tool to help locate items on the new website.

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### Teacher Bonuses FAQ on 4-5 Grade Reading and 4-8 Grade Math

An updated guide on teachers legislated performance bonuses for Reading (4-5 Grade) and Math (4-8 Grade) was posted on the website and is available under "What's New" at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

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### PRC 048 Bonus Allotments Release – Today, Friday Jan. 17, 2020

On January 15, 2020, DPI reverted unused balances for the Principal Bonus in PRC 048 (unspent as of December 31, 2019), and the teacher bonuses in PRC 048 have been allotted today.

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### ESSA Per Pupil Expenditure Data – LEAs only

A new ESSA Per Pupil Expenditure report will be available by close of business today. We will place the new reports in the LEA eMFTS REPORT folder.

The school level PPE report (R45N-20191031143900-13-2754-LENNN--PGA45NEW) includes the following:

- 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, 2018-19 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. We are continuing to work on the integration of the transportation expenditures which will modify the reports for county LEAs with city districts and that code the transportation expenditures to a school location. We hope to have the programming completed next week. The display of the data and the level of detail presented in the report card is being evaluated by DPI leadership.

As you review your data, should you have any questions or concerns, please contact Icilma Burroughs at [Icilma.burroughs@dpi.nc.gov](mailto:Icilma.burroughs@dpi.nc.gov).

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## CTE Grant Opportunity

The following is a condensed version of a message sent earlier this week to subscribers of principals or superintendents memos:

The N.C. Education and Workforce Innovation Commission invites interested districts and schools to apply for grant support through the Education and Workforce Innovation Fund. The grant program is aimed at developing innovative programs that will lead to more students graduating career and college ready.

This competitive grant is to be used by schools and districts to leverage a partnership with a public or private university or community college and regional businesses and business leaders to foster innovation in education that combines academic rigor and skills development. Grants of up to \$60,000 will be awarded for each of the years 2019-20 and 2020-21 or a total maximum of \$120,000 for the two-year grant cycle. Successful applicants must prove the ability to provide a 50% match of grant funding for both school years. Matching funds shall not include other state funds, but may include in-kind contributions.

Applications are **due Feb. 28**. Applicants may be individual schools, local school administrative units, or regional partnerships of two or more local school administrative units. The application can be found here: <https://forms.gle/bG63dA62C9dwa5tS6> .

For questions or additional information, please contact Jacqueline Wyatt, Career Readiness Specialist, Career and Technical and Education, NCDPI, at [jacqueline.wyatt@dpi.nc.gov](mailto:jacqueline.wyatt@dpi.nc.gov) .

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## Reminders

**Charter School Average Daily Membership (CSADM) Projections for FY 2020-2021 – Phase I Due January 24, 2020** - All Charter, Regional, and UNC Lab Schools with current year enrollment are required to report. See the January 10<sup>th</sup> newsletter for details.

**Psychologists and School Counselors Survey Due January 31, 2020** - LEAs only. See the January 10<sup>th</sup> newsletter for details.

Previous newsletters are posted online: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance)

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**Public Schools of North Carolina**  
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## School Business – January 24, 2020

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### ESSA Per Pupil Expenditure Data – LEAs only

We have completed the work on the integration of the transportation expenditures which will modify the reports for those LEAs that code the transportation expenditures to a school location. The Final ESSA Per Pupil Expenditure report will be available by close of business today. We will place the new reports in the LEA eMFTS REPORT folder.

The school level PPE report (R45N-20191031143900-13-2754-LENNN--PGA45NEW) includes the following:

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Note: Transportation expenditures are included in the school level report if your LEA codes transportation expenditures to the school level. If your LEA does not code expenditures to the school level, all transportation expenditures are still coded to schoolwide location code "000".
- Schoolwide – Location "000" represents all expenditures coded to schoolwide "000". 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. As you review your data, should you have any questions or concerns, please contact Icilma Burroughs at [Icilma.burroughs@dpi.nc.gov](mailto:Icilma.burroughs@dpi.nc.gov).

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### Teacher bonuses

Teacher performance bonuses not related to third grade reading are approved for payment and must be paid by January 31<sup>st</sup>. The hold on processing any payment related to third grade reading teacher bonuses is still in effect and the list of names on the secure shell should not be considered final. DPI will notify all public school units when the final review is complete. DPI is aware that this delay may prevent LEAs from being able to process payments by January 31<sup>st</sup>.

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## **Combined Expenditure Report - Exceptional Children Division**

Due to the delay in the state budget and allotments, the mid-year Combined Expenditure Report (CER) will not be required.

The 2019-2020 pre-populated CER will be emailed to EC Directors and Coordinators by February 21, 2020.

The only required CER submission for 2019-2020 will be due by July 15, 2020. As in previous years, the document should be submitted via email to [CER@dpi.nc.gov](mailto:CER@dpi.nc.gov) in the original Excel format.

More information concerning the submission of the CER will be provided when they are distributed in February.

Please direct any questions to Matt Hoskins at [matt.hoskins@dpi.nc.gov](mailto:matt.hoskins@dpi.nc.gov).

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## **Reminders**

**Charter School Average Daily Membership (CSADM) Projections for FY 2020-2021 – Phase I Due TODAY, January 24, 2020** - All Charter, Regional, and UNC Lab Schools with current year enrollment are required to report. See the January 10<sup>th</sup> newsletter for details.

**Psychologists and School Counselors Survey Due January 31, 2020** - LEAs only. See the January 10<sup>th</sup> newsletter for details.

Previous newsletters are posted online: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance>

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## School Business – January 31, 2020

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### **Performance Bonus Coding – LEAs only**

During our analysis of January 2019 bonuses paid to teachers, we noted that some LEAs did not code the bonus to the school code and instead coded them to "000". This created inaccuracies with the reports provided to requestors and with the per pupil expenditures at the school level. Please be sure that all bonuses paid in 2020 are coded to the school code, and, for bonuses that have already been paid, make the correcting entries so they are reflected in February.

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### **3rd Grade Teacher Reading Bonus - PRC 046 - LEAs and Independent Public Schools**

All LEAs, charter schools and lab schools should have received communication on January 28th from Tom Tomberlin regarding the 3rd grade teacher bonus.

School Business posted Allotment Summary and FAQ documents for PRC 046 online under What's New: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

Note that the amount of the state bonus is different than last year – refer to the FAQ for more detail on amounts, qualification and coding.

If you have any questions regarding finances, contact [Frank.Cernik@dpi.nc.gov](mailto:Frank.Cernik@dpi.nc.gov) in School Business.

For questions about EVAAS scores contact [Thomas.Tomberlin@dpi.nc.gov](mailto:Thomas.Tomberlin@dpi.nc.gov) in Educator Recruitment and Support.

The Allotment section will release the funds by Wednesday, 2/5/2020.

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### **Psychologists and School Counselors Survey Due TODAY - LEAs only**

This is a reminder of the survey's submission deadline, which is today, January 31, 2020.

HB75 requires DPI to conduct a study on school psychologists and school counselors. In order to be able to meet all the requirements of this study, the Division of School Business is collecting data from all LEAs in the template sent on 11/19/19.

Note that this survey is only collecting data for Psychologists and Counselors as stated in Section 6.1.(a) of HB75.

Email your completed template and any attachments to [Angela.Harrison@dpi.nc.gov](mailto:Angela.Harrison@dpi.nc.gov).

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### **School Mental Health Support Personnel Reports and Funds – Legislated - LEAs only**

HB75 Part V - [www.ncleg.gov/Sessions/2019/Bills/House/PDF/H75v7.pdf](http://www.ncleg.gov/Sessions/2019/Bills/House/PDF/H75v7.pdf) - requires reporting on school counselors, psychologist, nurses and social workers.

The report requires the following:

- (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 assist the LEAs, the Division of School Business is developing reports using LEA UERS payroll data from December 2018 and 2019. This data is used for all legislated reporting and budget development and therefore these reports will be consistent with other published data. School Business will post on the FBS website on or before February 7th.

**The legislation requires each LEA superintendent to report number (1) and (2) above to their local board of education no later than February 15th, 2020.**

The Department of Public Instruction is required to report to the Joint Legislative Education Oversight Committee and the Fiscal Research Division the difference from the previous school year in the total number of each category of school mental health support personnel that are funded exclusively from the instructional support allotment in each LEA.

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### **Finance Notes from the Exceptional Children (EC) Division**

- Allotments for Special State Reserve, Risk Pool, Developmental Day, Autism, and Related Services will be posted within 14 days. EC Directors and Coordinators are receiving individual emails concerning the allotment totals the LEA will receive for each of these funding sources.
  - A new grant submission system will be operational in the spring. Training for directors and coordinators is currently being planned. More information will be available at a later date.
  - The EC division is finalizing Maintenance of Effort approvals. Please confirm with your EC Director/Coordinator that this has been completed. Please contact Keashia Walker ([Keisha.walker@dpi.nc.gov](mailto:Keisha.walker@dpi.nc.gov)) with any questions.
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### **Autism Spectrum Disorder (ASD) PRC 118 Funding Memo – EC Division**

Please see their [memo](#) regarding PRC 118 funds to support retention and Professional Learning of related service personnel and capacity building in the area of services for students with ASD.

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**Public Schools of North Carolina**  
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## School Business Update – February 3, 2020

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### **Revised FAQ document for 3rd Grade Teacher Reading Bonus – PRC 046** - LEAs and Independent Public Schools

School Business revised the FAQ Document for PRC 046 this morning (2/3/2020). The FAQ document posted last week included a typo in the social security amount for the local bonus example on page 3. Please download and use the revised document.

Contact [Frank.Cernik@dpi.nc.gov](mailto:Frank.Cernik@dpi.nc.gov) in School Business if you have any questions.

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## School Business – February 7, 2020

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### Charter School Final Installment

If your charter school receives State base funding in 3 installments, the final installment is planned to be processed on or before Friday February 14th. Charter Schools which are on monthly allotments will receive monthly installments ending May 2020.

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

The Division of School Business posted an excel file under What's New:

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services> in support of the required local report as stated in [HB75 Part V](#).

As a reminder – per the 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.
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**Public Schools of North Carolina**  
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## School Business – February 14, 2020

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### Allotment Overdraft Report for January 2020

The current year Allotment Overdraft report for January 2020 was made available on Wednesday, February 12, 2020. No penalties were assessed on January 2020 overdrafts. DPI will start accessing penalties for overspent State PRCs as of February 28, 2020.

If you have questions regarding the Allotment Overdraft report, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### Principal Legislated Salary Report and Recalculation of Break in Service Salary - LEAs Only

Last month, the Division of School Business added a field "Break in Service" to the Principal Legislated Salary Report table in LicSal. If the field's value shows "Y", it indicates that the principal had a "break in service", and the most recent available EVAAS growth scores for the past 3 years are being used (up to school year 2013-14, when EVAAS growth model was implemented).

Today, we will start implementing a new process and re-calculating this field. LEAs are advised to verify next week any impacts on the salary amounts of the principals that are flagged with break in service and to make necessary adjustments in your payroll as well to prevent salary audit exceptions.

If you have any questions about this new feature or need to verify a particular principal's calculated amount, contact [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov).

As a reminder – it is the LEA's responsibility to contact DPI if we have missed the break in service of one of the principals and you need to have it verified and set up in LicSal.

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**Public Schools of North Carolina**  
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## School Business – February 24, 2020

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### Benefit Rates 2020-21

[HB226](#) Section 3.15 provides the benefit rates for 2020-21:

Retirement 21.44%

Health \$6,647

This may not be final as legislative action can change the rates.

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### 2020-21 Class Size Requirements – LEAs only

The following are the class size requirements for Kindergarten to 3<sup>rd</sup> grade:

Effective July 1, 2020	<u>K-3</u>
LEA Maximum Average	18
Individual Class Maximum	21

Effective July 1, 2021 and Beyond

	<u>LEA Average</u>	<u>Individual Max</u>
K	18	21
1	16	19
2	17	20
3	17	20

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### Reminder

DPI will start assessing penalties for overspent State PRCs as of **February 28, 2020**.

Previous newsletters are posted online: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance>

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**Public Schools of North Carolina**  
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## School Business – February 28, 2020

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### Retro Pay for PRC 016 – Summer Reading Camp – LEAs only

When some districts processed retro pay in December, their expired state PRC 016 underpaid salary audit exceptions were paid from local funds. To clear the state PRC 016 salary audit exceptions, districts need to process 2 IPC's. One IPC to decrease the days paid and days employed on state PRC 016 voucher. The other IPC to increase the days paid and days employed on the local voucher for the employee's retro pay.

Our salary analysts will assist in correcting these voucher lines. A salary analyst will only be able to assist in clearing the underpaid salary audit exceptions if the LEAs used local funds for the retro payments. Please have your staff send a request for assistance in clearing these state PRC 016 audit exceptions to [Salary@dpi.nc.gov](mailto:Salary@dpi.nc.gov).

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### Replacement School Bus Financing

All paperwork is now in place to process replacement school bus financing agreements. The signed Master Facilitator Agreement and all other relevant documents have been loaded to the [www.ncbussafety.org/finance](http://www.ncbussafety.org/finance) page. The Master Replacement Bus Financing Agreements should be processed by each LEA receiving new buses as soon as is practical.

Contact [Kevin.Harrison@dpi.nc.gov](mailto:Kevin.Harrison@dpi.nc.gov) if you have questions.

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### Reminder

DPI will start assessing penalties for overspent State PRCs as of **February 28, 2020**.

Previous newsletters are posted online: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance>

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**Public Schools of North Carolina**  
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## School Business – March 9, 2020

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### Allotted Average Daily Membership for LEAs and Charter Schools

The 2020-21 Comparison of Actual and Projected ADM to Allotted ADM has been posted under Allotment Support Documentation at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-funding-public-school-units/allotment-support-documentation](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-funding-public-school-units/allotment-support-documentation) and also under What's New at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

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### Charter School State and Federal Zero Out Process

School Business will begin monthly state and federal zero out processing for charter schools starting with the February 2020 datafiles.

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

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### Legislated SRO Survey Due – ALL Public School Units

LEA finance officers and charter school directors received (on March 2, 2020) a survey template to complete in compliance with legislated reporting on School Resource Officers (SRO). The completed template is due to School Business by this Friday, March 13th by 5:00 pm. Session law 2019-222 (HB 75) Section 3.1.

For information contact [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

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### Grant Application Extension

The Education and Workforce Innovation Commission has voted to extend the application deadline for the Education and Workforce Innovation Fund (EWIF) to March 27, 2020. Applicants may be individual schools, local school administrative units, or regional partnerships of two or more local school administrative units.

The application can be found here: <https://forms.gle/bG63dA62C9dwa5tS6>

Legislation on the grant can be found here:

[www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_115C/Article\\_6C.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_115C/Article_6C.html)

For questions or additional information, please contact Jacqueline Wyatt, Career Readiness Specialist, Career and Technical and Education, NCDPI, at [jacqueline.wyatt@dpi.nc.gov](mailto:jacqueline.wyatt@dpi.nc.gov).

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## School Business – March 13, 2020

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### **Due TODAY - Legislated SRO Survey – ALL Public School Units.**

See March 9<sup>th</sup> newsletter for details.

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### **ABC Transfers**

The ABC transfer system will have a March cutoff date of **March 18th, 2020** at 5:00pm. Please have all transfers to be processed in March submitted by the cutoff date.

If you have any questions, please contact Melissa Dearman at [Melissa.dearman@dpi.nc.gov](mailto:Melissa.dearman@dpi.nc.gov).

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### **Coronavirus Information**

The following links provide information on the coronavirus:

[www.ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina](http://www.ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina)

<https://oshr.nc.gov/policies-forms/workplace-wellness/communicable-disease-emergency>

<https://oshr.nc.gov/node/2810>

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### **Coronavirus Impact Reporting – All public school units**

In anticipation of requests from legislators, health organizations and others, on the impact of the coronavirus, please collect data on the following:

- School closures and number of days closed due to coronavirus
  - Lost wages in the event of school closure, by fund, differentiating hourly by salaried
  - Additional costs associated with School Nutrition services during school closure
  - Overtime paid due to coronavirus, if applicable
  - Staff absences due to coronavirus sickness (see next item)
  - Staff absences due to coronavirus exposure/closures.
  - Transportation costs associated with emergency management (recommend using the 4th digit of the purpose code)
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### **New Absence Code to Track Staff Absence Due to Coronavirus – All public school units**

24 - absence due to quarantine mandated by a public health official, e.g. due to a school closure or an individual's quarantine related to coronavirus.

More information on absences: <https://oshr.nc.gov/node/2810>

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## **Teacher Compensation and Advanced Teaching Roles Update – LEAs only**

The following message was emailed from Tom Tomberlin, Director, Educator Recruitment and Support to HR Directors and Superintendents via GovDelivery on March 10<sup>th</sup>:

Greetings HR Directors:

At its March 2020 meeting, the State Board of Education approved new deadlines for the proposals for the Teacher Compensation and Advanced Teaching Roles grant. LEAs must submit their proposals for the grant by close of business (5:00 pm) on Wednesday **April 15, 2020**. NCDPI will bring recommendations for funding to the State Board at its June 2020 meeting. LEAs will be notified of their award status by June 15, 2020.

If you have any questions or comments, please contact Dr. Robert Sox ([Robert.sox@dpi.nc.gov](mailto:Robert.sox@dpi.nc.gov)).

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## **Provision of Meals During Potential Coronavirus School Closures**

The following message was emailed to Superintendents via GovDelivery on March 12<sup>th</sup>:

Meals for Children During Unanticipated School Closure as a Result of Novel Coronavirus (COVID-19)

The Department of Public Instruction received a waiver from the US Department of Agriculture today to enable Local Education Agency's (LEAs) and community organizations, with permanent agreements with the NCDPI to participate in the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO), to offer reimbursable meals to eligible children in households impacted by unanticipated school closures. Strategies to distribute meals, that promote social distancing in a non-congregate setting, will be determined at the local level.

For areas where at least 50% of children are economically disadvantaged, also known as "area eligible," the following scenarios may be possible:

- Parents or household members may pick up meals;
- Volunteers and community agencies may assist in distribution of meals;
- LEAs may choose to use transportation routes and yellow school buses to distribute meals;
- Law enforcement and emergency management officials may distribute meals; and
- Other options to pick up or distribute meals as determined by local authorities.

For areas that are not "area eligible," LEAs and community organizations may take a similar approach, but they will be only be reimbursed for meals provided to children in households that qualify for free or reduced-price meal benefits.

For questions, contact the NC Department of Public Instruction at (919) 807-3505 or 3506.

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## Teleworking and School Business

School Business staff will be intermittently teleworking starting Monday, March 16<sup>th</sup>. School districts and other public schools should not be impacted, with the exception of our telephone service. If you choose to contact staff via telephone, please leave a message. We will be checking voice mail regularly.

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Previous newsletters are posted online: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance)

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## School Business – March 20, 2020

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### DPI Coordinated Communication

<https://sites.google.com/dpi.nc.gov/covid-19/home>

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### Cyberattacks

Schools are at a high risk of cyberattacks during a State of Emergency. Please remind your staff to be extra vigilant about phishing, and that they should think before opening attachments in emails.

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### Home Base Opt In

The opt in for 2020-21 will be starting sometime between April 1 – April 15 and is due by June 15. Details: <https://www.dpi.nc.gov/educators/home-base>

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### News from the Exceptional Children (EC) Division

Between now and 3/27/2020 districts should continue practice based on your contracts for how you deal with breaks or schools closures. Special funding will continue to occur during this time.

New Grant System Project Timeline:

- March 3, 2020 (March Institute) - Overview of the new grant system was provided to EC Directors. They were instructed to pull any documents needed from the current grant system and to complete Maintenance of Effort and etc. as soon as possible.
- May 11-15, 2020 - New Grant Training (IDEA) scheduled during the eight EC Director Regional Meetings.
- May 15, 2020 – Deadline for Access to Current Grant System. No Amendments, Corrections or Maintenance of Effort can be Submitted after this date. No Access to Previous Grants will be available. Please Print and/or Save any Needed Documents.
- May 2020-July 2020 - Additional IDEA Grant Training, Including Special Grants for EC Directors.

Finance Directors are welcome to attend any of the grant training.

If you have questions, contact Amanda W. Byrd, Section Chief- Special Programs & Data, NCDPI- EC Division, at [Amanda.Byrd@dpi.nc.gov](mailto:Amanda.Byrd@dpi.nc.gov).

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**PRC 016 Summer Reading Camp Reversion – LEAs only**

School Allotments will revert 2018-19 Carryover of PRC 016 on Monday, March 23, 2020. The 2019-20 allocations are under discussion.

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

## School Business – March 27, 2020

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### COVID-19 Supplemental Funds

As announced on March 24th, Governor Cooper designated \$50m for public schools to provide funding to cover additional costs incurred due to COVID-19 school building closure. At today's meeting the State Board of Education approved the allotment policy related to these funds, including the distribution formula. A FAQ and related documents are posted on the [FBS website](#).

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### SBE approved State of Emergency Leave Policy

At today's meeting the State Board of Education approved a State of Emergency Sick Leave policy for public school employees. This leave is separate from and in addition to the FFCRA leave. We are in the process of designating absence codes to account for this leave.

A webinar to answer questions has been set up for HR directors and finance officers for Tuesday March 31, 2020 at 10:30am. We ask that you send questions to the central portal sent out by PANC and NCASBO. This allows the time to be utilized more efficiently and provides a basis for FAQ and guidance documents.

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### Family First Coronavirus Response Act ([FFCRA](#)) LEAVE CODES

School Business has set up 3 absence codes to account for leave authorized under the federal FFCRA passed into law on March 18, 2020.

#### A. Emergency Sick Leave – up to 80 hours

##### CODE 34 *at employee's regular rate of pay*

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19;
3. The employee is showing symptoms of COVID-19 and is seeking but has not yet received a medical diagnosis;

##### CODE 21 *at two-thirds employee's regular rate of pay*

4. The employee is caring for someone subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;

5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of a COVID-19 related reason.

#### B. Expansion of FMLA Reasons

CODE 31 – at two-thirds *employee's regular rate of pay*

An employee who is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19. (10 day waiting period applies)

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#### **Twice a day BUD/Adjustments processing for FY 2020 - LEAs only**

DPI is preparing to begin processing BUD/Adjustment batches twice a day starting Monday, April 6th. This will allow LEAs an opportunity to submit corrections to denied batches on the same day that they are denied. LEAs will also receive their communication form of all approved batches at the end of each day. DPI will provide detailed guidelines in next week's newsletter.

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#### **ABC Transfer Revision**

The ABC transfer system will have a cutoff date for the next revision of **March 30th, 2020** at 5:00pm. Please get all transfers to be processed before the end of March submitted by the cutoff date.

If you have any questions, please contact Melissa Dearman at [Melissa.dearman@dpi.nc.gov](mailto:Melissa.dearman@dpi.nc.gov).



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

## School Business – April 3, 2020

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### COVID-19 Information

The FBS website has been updated for COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates.

[www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- Federal Student Loan Announcement
  - FFCRA Paid Sick Leave Information – US DOL
  - Unemployment procedures
- 

### COVID-19 Expenditure Reporting

Additional clarification for coding COVID-19 expenditures as related to the use of the “8” in the fourth digit of the purpose code. PRC 154, COVID-19 Supplemental Funding, by definition are COVID-19 expenditures and no “8” is necessary. Use the “8” in the fourth digit of the purpose code when reporting COVID-19 expenditures for all other PRCs.

The “8” was selected based on review of the 2019-20 MFR. We noted that no LEA has used 6558 for their local use. We did not check all purpose codes so there may be cases that LEAs have designated “8” for non-emergency expenditures. To report an exception, please email [tina.boyce@dpi.nc.gov](mailto:tina.boyce@dpi.nc.gov). You will be required to report manually if 8 is not used to designate expenditures related to the emergency.

Please also keep supporting documentation in the event that further information is requested.

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### Twice Retained Student Funding

Many LEAs received funding in PRC016 in March for twice retained students. Although these are included in PRC016, DPI does NOT have the authority to carry these funds over and unexpended funds will revert at June 30, 2020.

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### 2020-21 Program Enhancement Teachers

The 2020-21 Base Budget includes the 25% increase in program enhancement teachers. Therefore, the formula of 1 position per 191 K-5 ADM will be 75% funded.

As a reminder effective July 1, 2020, the class size requirements for Kindergarten to 3rd grade are:

LEA Maximum Average 18

Individual Class Maximum 21

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## **BUD Special Processing 2020** – LEAs only

DPI will process BUD batches twice a day beginning Monday, April 6, 2020. This schedule will continue through year-end processing for FY 2020. Further details of final processing for year end will be provided at a later date.

1. Salary analysts will process batches received at DPI by 5:00 AM, beginning at 8:00 AM each morning. Communication forms for denied batches from this morning processing will be sent at 11:30 AM. LEAs must receive the denied batch communication forms by:
  - a. For Serenic LEAs, in BUD run fast path SURF to receive files. You must be signed in as BUDPUSER in order to run SURF.
  - b. For LINQ LEAs, the communication forms are placed on the web for pick up. Manually run the process to receive files in the LINQ package.
2. Batches to be included in the second processing cycle must be sent to DPI prior to 12:00 PM. Communication forms for denied batches from the afternoon run and approved batches for the entire day will be sent after 3:45 PM.

If you have any questions regarding this schedule, please contact Denise Jackson at [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov).

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## **Free and Reduced Lunch/Economically Disadvantaged Students** - LEAs and Charters

A link to School Nutrition EDS Data has been added to the FBS website:

[www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/student-enrollment-school-personnel-and-reports](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/student-enrollment-school-personnel-and-reports)

Scroll down the web page, the link is under Related Content.

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## **Home Base Opt-in Process**

The Home Base Opt-in process will be postponed until mid-May. This is being done due to the uncertainties that public school units are experiencing. The process itself and the pricing will not change. Only the date of when the opt-in process will open is changing. The deadline to opt-in at this time will remain as June 15. Please visit our Home Base Opt-in page on the website for further details: [www.dpi.nc.gov/educators/home-base/opt-in-to-home-base](http://www.dpi.nc.gov/educators/home-base/opt-in-to-home-base).

If you have any questions, please contact Yolanda Wilson at [Yolanda.wilson@dpi.nc.gov](mailto:Yolanda.wilson@dpi.nc.gov).

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

## School Business – April 9, 2020

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### COVID-19 Information from DPI

DPI has a new agency-wide COVID-19 hub at <https://padlet.com/jessicaswencki/covidfaq>. This hub provides a central location for questions and links to documents related to school operations during the COVID-19 closures.

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates:

[www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- CARES Act Federal Legislation
- CARES Act Draft Summary
- FAQ SBE State of Emergency Sick Leave
- Q&A from USDOE on use of federal grants.

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### State Board of Education April 9 Emergency Meeting

The State Board of Education held an emergency meeting to address COVID-19 related items, including waiver requests to be addressed by the General Assembly, consideration on the 2020-21 transportation funding formula and federal programs monitoring and support waivers. The agenda and related materials can be found on the SBE [website](#).

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### School Nutrition Match

State Board of Education policy requires that each LEA shall expend at least \$45,000 from their Central Office Administration (PRC 002) allocation or any other State funded PRC which allows coding to purpose code 7200 for school nutrition expenses. Please note that an LEA's contribution to the State's required match may be fulfilled through PRC154.

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### Federal Grants Administered through the NC Department of Public Instruction

DPI administers state and federal grants that support a variety of public education programs. Depending on their funding source and purpose, these grants may be formula or discretionary. Details have been updated at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/federal-fiscal-oversight-and-compliance](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/federal-fiscal-oversight-and-compliance).

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## **Reminder from the Exceptional Children Division**

- May 12-15, 2020 - New Grant Training (IDEA)
- May 15, 2020 - Deadline for Access to Current Grant System. No Amendments, Corrections or Maintenance of Effort can be Submitted after this date. No Access to Previous Grants will be available. Please Print and/or Save any Needed Documents.

Finance Directors are welcome to attend any of the grant training. Please connect with your local EC Director/Coordinator for details.

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**Public Schools of North Carolina**

State Board of Education  
Department of Public Instruction

## School Business – April 17, 2020

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The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- K-12 Emergency Relief Fund - Draft Planning Allotments
  - CARES Act Draft Summary Updated April 15, 2020
- 

### ABC Transfers

The ABC transfer system will have a cutoff date for the next revision of April 21, 2020 at 5:00 pm. Please have all transfers to be processed before the end of April submitted by the cutoff date.

If you have any questions, please contact Melissa Dearman at [Melissa.dearman@dpi.nc.gov](mailto:Melissa.dearman@dpi.nc.gov).

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

## School Business – April 24, 2020

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The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) .

Recent post: CARES Act Summary Updated April 24, 2020

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### **NC DPI Receives COVID-19 Waiver Extending Period of Availability for Certain Federal Programs (All Public School Units)**

On April 16, 2020, NC DPI applied to the U.S. Department of Education (USED) for a waiver of certain federal requirements as authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act). On April 21, 2020, USED approved DPI's waiver request. While the waiver covers several requirements under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), the Division of School Business wants to highlight that the approved waiver allows for an extension of the period of availability for an extra 12 months for certain FY 2018-19 Federal awards (**extending the expiration date of the funds from September 30, 2020 to September 30, 2021**). **No action is required by an LEA or charter school to take advantage of this waiver; the extension of the period of availability for the funds is automatic.**

The following programs were included in the waiver:

- Title I, Part A (PRC 050)
- Title I – School Improvement (PRCs 105 and 115)
- Title I – Migrant Education (PRC 051)
- Title I – Neglected and Delinquent (State Agency Programs) (PRC 047)
- Title II Supporting Effective Instruction (PRC 103)
- Title III – Language Acquisition (PRC 104)
- Title III – Language Acquisition (Significant Increase) (PRC 111)
- Student Support and Academic Enrichment Grants (PRC 108)
- 21<sup>st</sup> Century Community Learning Centers (PRC 110)
- Rural and Low-Income Schools Program (RLIS) (PRC 109)
- McKinney-Vento Homeless Assistance Act Program (PRC 026)

At this time, DPI has not received guidance from USED regarding any waivers for period of availability requirements for IDEA Special Education programs (PRCs 049, 060, 070, 114, 118, 119) or the Perkins Career and Technical Education program (PRC 017). If

any additional information is received regarding those programs, School Business will be sure to share that through this newsletter.

If you have any questions about this matter, please contact John Keefer, Budget Manager, at [John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov).

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

## School Business – May 1, 2020

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The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) .

Recent post: State Emergency Leave Policy Updated April 29, 2020

A hub of COVID-19 information from other areas of DPI can be found at <https://padlet.com/jessicaswencki/covidfaq> .

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### Extension of State Emergency Leave

At its April 30<sup>th</sup> meeting, the State Board of Education approved an extension to the [State Emergency Leave](#) until May 31, which is allowing districts to continue to pay and provide benefits to eligible staff.

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### Reclassifying School Nutrition Expenditures – LEAs only

There are 2 options to reclassify School Nutrition (SN) expenditures from Fund 5 to State PRC 154:

**Option 1:** To reclassify expenditures from Fund 5 to State PRC 154:

1. J/E to credit SN expense and debit expense code in Fund 2 (offset by cash codes).
2. If a separate bank account is used for SN, transfer funds from the regular account to SN.
3. Then key a BUD to record expense in BUD and credit fund 2.

**Option 2:** Invoice from School Nutrition for total to be moved to PRC 154:

1. SN should prepare an invoice for the total amount to be reclassified. Include expenditure detail for documentation purposes, but any expenditures related to the COVID-19 student feeding would be eligible.
2. Cut a check out of state 154 coded to 1.7200.154.311
3. Upon receipt of the check, SN will code the check to a contra expense to offset expenses.

To facilitate Option 2, DPI will add account code:

5.7200.035.**394 – COVID-19 Contra-Expense** - Contra account to offset the reclassified COVID-19 expenditures.

Object 394 (NEW) - School Nutrition Reimbursement (Contra-expenditure) -  
Include the amount of COVID-19 costs received from the state.

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

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

## School Business – May 8, 2020

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The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates:

[www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) .

Recent posts:

- Funds Summary as of May 5, 2020
  - S.L. 2020-3 (SB704)
  - S.L. 2020-4 (HB1043)
  - PRC163 Allotment Policy
- 

### **Closing Procedures for Fiscal Year 2019-20** - All public school units

The closing procedures for 2019-20 have been posted to our website:

- LEAs - [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations)
- Charter Schools, Lab Schools, and the Innovative School District - [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations)

If there are any questions, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### **School Allotment Reminders**

ABC Transfer/Revision Date Reminders – LEAs only

May 29, 2020 is the last date to submit ABC Transfers for FY 2019-20.

Please remember that PRC 131 Textbooks and Digital Resources is not currently eligible to carryover. Unspent funds in PRC 131 must be transferred back to Textbooks – PRC 130 prior to May 29, 2020 by ABC Transfer. Otherwise, the funds will revert.

Please email [Melissa.dearman@dpi.nc.gov](mailto:Melissa.dearman@dpi.nc.gov) and [Lydia.prude@dpi.nc.gov](mailto:Lydia.prude@dpi.nc.gov) if you have any questions.

Other Revision Items Deadline - All public school units

Please review your allotment revision reports for FY 2019-20 to ensure that all allocations expected have been received. Please contact the Program Administrator or School Allotments if there are any issues. The last day to submit a request for an allotment revision item (this includes federal budget approvals) is June 8, 2020.

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## **2019-20 School Calendar Requirements** - All public school units

Per Session Law 2020-3 (SB704) Section 2.10, the instructional time requirements for 2019-20 have been modified. A public school unit that provides remote instruction is deemed to have satisfied the minimum days and hours. Each public school unit shall provide remote instruction for the remainder of its scheduled 2019-2020 school year.

Remote instruction is defined as learning that takes place outside of the traditional school setting using various media and formats, including, but not limited to, video conference, telephone conference, print material, online material, or learning management systems.

Public school units shall notify the Division of School Business of any change to the date of the last instructional day. For LEAs see end dates reported here:

[www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-calendar-legislation](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-calendar-legislation).

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## **Calendar Type Changes for 2020-2021**

Session Law 2020-3 (SB704) Section 2.1 provides definitions for **year round school calendar** as follows:

A school with a single or multi-track instructional calendar that provides instructional days throughout the entire school calendar year, beginning July 1 and ending June 30, by utilizing at least one of the following plans:

- a. A plan dividing students into four groups and requiring each group to be in school for assigned and staggered quarters each school calendar year.
- b. A plan providing students be scheduled to attend 45 instructional days followed by 15 days of vacation, repeated throughout the school calendar year.
- c. A plan dividing the school calendar year into five nine-week sessions of classes and requiring each student to attend four assigned and staggered sessions out of the five nine-week sessions to complete the student's instructional year.

The criteria for a school to be eligible to use a **modified calendar** remains as follows:

A school that a local board designated as having a modified calendar for the 2003-2004 school year or any school that was part of a planned program in the 2003-2004 school year for a system of modified calendar schools, so long as the school operates under a modified calendar.

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## **Workers' Compensation Claims**

Please keep in mind that employees receiving workers' compensation lost time wages would not be eligible to collect full state emergency leave benefits. Kindly review your open workers' compensation claims and immediately advise your adjuster of any employee in which you have concerns or are also paying SEL benefits.

Contact Eileen Townsend at 919-810-8099 with questions.



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## **Unemployment Benefits – Substitutes**

LEAs who have appealed unemployment claims, where UI benefits have been awarded to substitutes, are reporting that Department of Employment Security is reversing their initial award of benefits under NCGS 96-15.01(d).

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## **EC Division Update**

May 15, 2020 is the deadline for access to current grant system. No amendments, corrections or maintenance of effort can be submitted after this date.

Access to the 2020-2021 grants will be delayed until 2018-2019 Maintenance of Effort (Due 9/30/2019) requirements are met.

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

## School Business – May 15, 2020

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### Updated K-12 Emergency Relief Fund (PRC 163) Planning Allotments

School Business has updated the PRC 163 planning allotments based on guidance recently provided by the U.S. Department of Education. The updated planning allotments are available on the DPI website.

[www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

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### DPI Phone Numbers Have Changed

The Department of Public Instruction and all agency staff have new phone numbers, and starting today, previous phone numbers for individual staff members are being deactivated. Only the department's previous main number and those for divisions and sections within the department will continue to connect to the new numbers for the next six months.

- School Business new main number is 984-236-2440
- DPI new main number is 984-236-2100

To find new numbers for all agency divisions, sections and individual staff members, please use the department directory that can be accessed from this link:

[www.dpi.nc.gov/about-dpi/education-directory/department-public-instruction](http://www.dpi.nc.gov/about-dpi/education-directory/department-public-instruction)

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### New Exceptional Children (EC) Grant System Access

NC requires a single login for any technology services provided by the state (either state developed or vendors). The single login that is used for this is the NCID. This is the same login used for PowerSchool, ECATS, etc.

- If you have not already done so, please complete the survey at the link: <https://bit.ly/3cZdxBP>. This is where you will request your NCID to get grant login rights. Access will be granted within 3-4 days of submission. **If requested information is not received or is incorrect, you will not be able to access the grant system.**
- If the EC Director is not the individual responsible for completion of the IDEA (611/619) or other Special Grants, determine a local procedure to provide access to the grant. All grants can be viewed by anyone who has access to the grant system. If access to the grant is needed, roles and permissions can be completed locally by administrators that manage Title 1 and other grants in the NCCCIP grant system.
- If unaware of who the local administrator is, or if your LEA does not have a local administrator and needs one assigned, please contact Jamie Davis at [Jamie.davis@dpi.nc.gov](mailto:Jamie.davis@dpi.nc.gov).

- May 15, 2020 – Deadline for access to current grant system. No amendments, corrections or maintenance of effort can be submitted after this date. If you need assistance with any issue regarding 19-20 (current grant system) between May 15 and June 30, 2020, please send communication to Jamie Davis at [Jamie.davis@dpi.nc.gov](mailto:Jamie.davis@dpi.nc.gov).
  - Access to the 2020-2021 grants will be delayed until 2018-2019 Maintenance of Effort (Due 9/30/2019) requirements are met. For questions, please contact Keashia Walker at [Keashia.walker@dpi.nc.gov](mailto:Keashia.walker@dpi.nc.gov).
  - IDEA initial Grant Training May 12th - 15th. Session was recorded. Additional sessions will be offered, as needed.
  - Behavior Support (PRC 29) Grant Training - March 20, 2020
  - Flexibility with PRC 118 and 119 Funding:  
[https://content.govdelivery.com/attachments/NCSBE/2020/05/01/file\\_attachments/1441588/118%20Flexibility\\_Memo.pdf](https://content.govdelivery.com/attachments/NCSBE/2020/05/01/file_attachments/1441588/118%20Flexibility_Memo.pdf)
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### Reminders:

- **May 29, 2020** is the last date to submit ABC Transfers for FY 2019-20. \*
- The last day to submit a request for an allotment revision item (this includes federal budget approvals) is **June 8, 2020**. \*

\* Details are in the May 8, 2020 newsletter: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter) .

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

## School Business – May 22, 2020

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The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) .

Recent posts:

- Schedule of COVID Funds as of May 20, 2020
  - S.L. 2020-3 (SB704) - Requirements and Guidance on School Calendar Updated May 20, 2020
  - S.L. 2020-4 (HB1043) - PRC125 School Nutrition \$75m - Policy and Allotment
  - PRC163 Allotment Policy Updated May 21, 2020
  - State Emergency Leave Policy Updated May 21, 2020
- 

### State of Emergency Leave Extension

The State Board of Education extended the State of Emergency Leave until June 15, 2020. The policy clarified that the employee is only permitted to use the leave on scheduled work hours/days by adding the following to the policy:

Under circumstances where a school district's work calendar for ten-month employees concludes before June 15, 2020, a ten-month employee is not entitled to State of Emergency Leave for days that s/he was not expected to work. Similarly, an hourly employee whose work schedule was to cease at the end of the school is not entitled to State of Emergency Leave for days s/he was not expected to work.

- Illustration: If a school district planned for hourly and ten-month employees' duties to be complete on June 8, 2020, then those workers are not entitled to State of Emergency Leave for June 9-15, 2020.

The full policy is located on the FBS website: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

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### HB1043 School Nutrition \$75m

The State Board of Education approved the policy and allotment for School Nutrition funds. The policy and allotment are posted on the FBS website:

[www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

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## **Prepare Now for CSADM Phase II - Final Verification of Initial ADM for SY 2020-21**

### **Due June 1 – 12, 2020 from Charter, Regional and UNC Lab Schools (Only)**

EVERY charter, regional and UNC lab school Executive Director (Head of School, Board Chair, etc.) is required to submit in the Charter School ADM Projection System (CSADM), Phase II - Final Verification Initial ADM for School Year 2020-21. As this impacts your school's funding, we will only accept information submitted by the Executive Director (Head of School, Board Chair, etc.)

Phase II Final Verification - Initial ADM submissions are required from:

- current charters, regional and UNC lab schools with 2019-20 school attendance,
- new charter schools approved by the State Board of Education to open July 1, 2020, and
- new University of North Carolina (UNC) lab schools, approved by the UNC Board of Governors and scheduled to open July 1, 2020.

Phase II requires the following field to be completed: Enter the Initial ADM. This represents the 2020-21 ADM that is used for the first installment of the annual allotment.

The school may also need to submit a breakdown of where the students are coming from. For assistance please review the CSADM Preliminary Phase II Review - Preparation.

The CSADM Projection System is accessible at:

- CSADM system <https://schools.nc.gov/csadm>
- Financial and Business Services, Independent Public School Operations: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations)

The CSADM is an online system designed to assist each charter, regional and UNC lab school with improving the accuracy of key components in the budgeting process. This information is critical to the budget process and ensures adequate funding and minimal disruption to charter schools and LEA funding.

To access the system, the Executive Director (Head of School, Board Chair, etc.) will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact your school NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp).

DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) at <https://it.nc.gov/ncid/>.

If you have questions concerning CSADM, please contact Angela Harrison in the Division of School Business at 984-236-2449 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

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## Reminders:

- **May 29, 2020** is the last date to submit ABC Transfers for FY 2019-20. \*
- The last day to submit a request for an allotment revision item (this includes federal budget approvals) is **June 8, 2020**. \*

\* Details are in the May 8, 2020 newsletter: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter) .

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

## School Business – June 5, 2020

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The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

Recent posts:

- Schedule of COVID Funds as of June 4, 2020
- PRC121 Summer Learning Program \$70m - Policy and Allotment
- PRC 124 Student Computers and Devices \$30m - Policy
- PRC126 Personnel Computers and Devices \$5m - Policy

DPI provides updated COVID-19 information by area [here](#)

This document also publishes the weekly Top 10 items of interest. See under the Communications column.

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### Education & Workforce Innovation Commission Allotments

The Education and Workforce Innovation Commission manages two grants related to CTE for NC. First, the sixth and seventh grade expansion program is allotted via PRC 064 and shall be used only for employing additional licensed personnel in career and technical education areas, career development coordination areas, and support service areas necessary for expanding the CTE program to sixth and seventh grade students.

Second, the education and workforce innovation program is allotted via PRC 079 and shall be used to award competitive grants to an individual school, a local school administrative unit, or a regional partnership of more than one local school administrative unit to advance comprehensive, high-quality education that equips teachers with the knowledge and skill required to succeed with all students.

Each LEA should have received a Grant Award Notification from Jacqueline Wyatt in the Division of Career and Technical Education upon receiving the grant money. If a copy of the GAN is needed, please contact [Jacqueline.Wyatt@dpi.nc.gov](mailto:Jacqueline.Wyatt@dpi.nc.gov) or the CTE Regional Coordinator.

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### School Planning News

- [June PSBCF and NBPSCF Lottery Distribution Requests](#)  
Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects will be processed on June 23rd. Any such requests that require processing this month must be received by 5:00pm on Monday, June 22, 2020.

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).

- Reminder: 2020 Statewide Facility Needs Survey  
Every five years, local boards of education are required by G.S.115C-521(a) to submit their Facility Needs Assessment (long-range plans) to the State Board of Education. During June, DPI's School Planning Section will issue guidance and the full schedule for this year's Survey. Preliminary questions about the 2020 FNS should be directed to Nathan Maune, AIA (School Planning Section Chief) via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).
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### Exceptional Children (EC) Division News

- Behavior Support Grant due June 30, 2020  
Behavior Support Grants, to include plans for students with significant behavior issues and funding through PRC029, are due June 30,2020. Current spending is flexible within the chart of accounts, as long as it is directly connected to the submitted PRC 029 plan.
  - IDEA Grant --Due: July 10, 2020  
LEAs must wait for the official Planning Allotment (PRC 049 & 060) to be entered into the grant before changing the status to Grant Completed. The planning allotment for PRC 049 was released this week; PRC 060 planning allotments should be available in the grant system next week (June 8-12). Grants submitted prior to the receipt of the planning allotment will be returned to the LEA for editing.
  - Please Note: If 17-18 and/or 18-19 MOEs submission and requirements have not met, access or grant approval will be delayed. Please contact Keashia Walker: [Keashia.walker@dpi.nc.gov](mailto:Keashia.walker@dpi.nc.gov) or 984-236-2602.
  - Medicaid Information-Cost Settlement Payments  
The cost settlement payments LEAs recently received reflect the expanded service array. The percentage of cost settlement funds allocated to EC programs should match the percentage of CPE required to operate EC programs. By default, this also means the percentage of cost settlement funds allocated to general education will match the percentage of CPE required to operate allowable general education health services.
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### Reminders:

- The last day to submit a request for an allotment revision item (this includes federal budget approvals) is **June 8, 2020**. Details are in the May 8, 2020 newsletter. \*



- CSADM Phase II - Final Verification of Initial ADM for SY 2020-21  
**Due June 1 – 12, 2020** from Charter, Regional and UNC Lab Schools (Only)  
Details are in the May 22, 2020 newsletter. \*
- Days Missed for Inclement Weather Survey - All LEAs are REQUIRED by  
Legislation to complete the Days Missed Survey for school year 2019-2020. LEAs  
ONLY (No charter schools), please complete the online survey and submit by  
**June 19, 2020**. Details are in the May 29, 2020 newsletter. \*
- Closing Procedures for Fiscal Year 2019-20: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter) .

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

## School Business – June 12, 2020

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The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

Recent posts:

- Schedule of COVID Funds as of June 12, 2020
  - PRC122 Contracting Mental Health Professional \$10m - Policy
  - PRC127 Bus WiFi \$1m - Policy
  - PRC128 Home and Community WiFi \$11m - Policy and Allotment (Draft)
  - PRC129 Learning Management System \$1.488m - Policy
  - PRC132 Grants for Exceptional Children Services \$15m - Policy
- 

### **Allotment Flexibility provided during emergency closing of schools**

Per the March 24, 2020 memo (<https://files.nc.gov/dpi/documents/fbs/governor-allotment-flexibility.pdf>) from Governor Cooper, local education agencies were provided allotment flexibility to address the unanticipated needs during the school closure related to school nutrition, school and community-based child care, cleaning and sanitizing schools and buses, protective equipment, and remote learning.

These flexibilities provided for the Transportation, At-Risk Student Services, Disadvantaged Student Supplemental Funding, and Low-Wealth Supplemental Funding allotments will expire June 30, 2020.

In addition, the use of textbook and digital resources (PRC130/131) to purchase devices and pay for training for instructional personnel for digital and remote learning will expire.

The following codes will be removed from fund 1 – PRC131, effective July 1:

5860-462

5110-312

5110-462

5210-462

5270-462

5860-312

5860-411

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## **FY 2020 Year End Dates – LEAs only**

1. Tuesday, 6/30/2020 Payroll file due by 11:59 PM.
2. Wednesday, 7/1/2020 DPI receives payroll file. LEA and vendor contacts on call.
3. Wednesday, 7/1/2020 DPI releases LEA and vendor contacts at start of salary load.
4. Wednesday, 7/1/2020 After salary load is complete, DPI releases BUD batches on hold for processing.
5. Wednesday, 7/1/2020 DPI processes BUD batches on hold. DPI sends new date file with date of 7/2/2020 and communications for denied batches to all LEA mid-day. LEA must receive date file and denied batch communication forms by:
  - a. For Serenic LEAs, run fast path SURF to receive files – must be signed in as BUDPUSER in order to run SURF.
  - b. For LINQ LEAs, the date file is placed on the web for pick up. Manually run the process to receive files.
6. Approved communication forms will be sent Wednesday afternoon, 7/1. LEAs will have from late afternoon on 7/1 until 11:59 PM on 7/2 to send corrections and new batches. Salary analysts will be available on Thursday, July 2 beginning at 7:00 AM for LEA questions.
7. Friday, 7/3/2020 DPI will process batches beginning at 7:00 AM and send denied communications forms and new date file to LEAs with denied batches. LEAs must receive date file and denied batch communication forms by following instructions in steps 5a and b above. The new date file will allow LEAs with denied batches only to submit corrections until 1:00 PM on 7/3/2020. No new batch activity will be accepted during this second correction period. Any new BUD batches sent will be denied.
8. Friday, 7/3/2020 DPI will receive and process correction batches beginning at 1:00 PM. DPI will verify that all batches are processed for the FY before running final SUTI. This will be the final BUD processing for FY 2020. Communication forms for all batches will be sent late Friday afternoon.
9. Friday, 7/3/2020 Data files due by 11:59 PM.

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

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## **Reminders:**

- **Due TODAY:** CSADM Phase II - Final Verification of Initial ADM for SY 2020-21 From Charter, Regional and UNC Lab Schools (Only) Details are in the May 22, 2020 newsletter. \*

- Days Missed for Inclement Weather Survey - All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2019-2020. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 19, 2020**. Details are in the May 29, 2020 newsletter. \*
- Closing Procedures for Fiscal Year 2019-20: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services>

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

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

## School Business – June 19, 2020

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### **CRF - School Nutrition (PRC 125) – Public School Units**

PRC 125 funds may not be deposited in an enterprise fund. Expenditures incurred since March 16 are considered an emergency meal service and substantially different from the School Nutrition (SN) Program. Public School Units (PSUs) may reimburse the enterprise fund for eligible expenditures, for which the PSU does not receive payment through federal nutrition programs. In order to ensure a clean audit trail, public school units must adhere to the following:

To reclassify expenditures from Fund 5/PRC 035 to Fund 1/PRC 125

1. J/E to credit SN expense and debit expense code in Fund 2 (offset by cash codes).
2. If a separate bank account is used for SN, transfer funds from the regular account to SN.
3. Then key a BUD to record expense in BUD and credit fund 2.

### Budget Codes for Additional Pay

Please note that additional pay to employees who worked to provide emergency meals to food insecure children in the community must be coded as follows:

1-7200-125-187 – Nutrition Services – Salary Differential

1-6550-125-187 – Transportation - Salary Differential

These payments may be one-time bonus, flat rate or a percentage of based pay.

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### **Clarification of the Guidance for Reclassifying PRC 154 School Nutrition Expenditures - LEAs only**

Following is providing additional details to information in the previous newsletter. Based on whether School Nutrition (SN) Expenditures were charged DIRECTLY to Fund 5/PRC 035 OR Fund 1/PRC154, do the following:

#### Method 1

If the SN expenses were charged DIRECTLY to Fund 5/PRC 035 (No SN expenditures booked to PRC 154):

- Write a check out of state 154 coded to 1.8400.154.715.

#### Method 2

If the SN expenses were charged DIRECTLY to Fund 1/PRC 154:

- Move the expenditures FROM Fund 1/PRC 154 to Fund 5/PRC 035
- Write a check out of state 154 coded to 1.8400.154.715 for the PRC 154 money allocated to Fund 5/PRC 035

For both Methods 1 and 2

- Record the transfer revenue/deposit in Fund 5 to account 5.4921.035.000.

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

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### **Deadline to Request Federal and State Cash for FY 2019-2020**

- The last day by which you may request **Federal cash** for FY 19-20 is **Tuesday, June 23, 2020** with a **Funds Requirement Date (FRD) of Monday, June 29, 2020**.
  - The last day by which you may request **State cash** for FY 19-20 is **Wednesday, June 24, 2020** with a **Funds Requirement Date (FRD) of Monday, June 29, 2020**.
- 

### **SB818 Compensation for Certain Public School Employees**

[SB818](#) has been ratified and was presented to the Governor on June 17<sup>th</sup> for his signature. The bill provides information on certified employee salary and bonuses as well as modifies the health benefit rate. In the event that this bill becomes law, School Business will provide detailed information.

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### **PPE Starter Packs & Infection Control and PPE Guidance**

*Please find the following important information about PPE along with a **request for Superintendents, Charter, Regional, Lab, & ISD School Leaders to complete a brief survey to ensure prompt delivery of your PPE Starter Pack**. The attached pdf outlines key messages/talking points for use when responding to questions about school infection control and PPE guidance.*

Thank you for your ongoing partnership as we all do our part to minimize exposure and risk of COVID-19. An important component of school reopening is ensuring that our school nurses and delegated staff who provide health care to students have Personal Protective Equipment (PPE) to protect themselves and mitigate the spread of COVID-19. Accordingly, the State will provide to all North Carolina public school units a PPE Starter Pack for school nurses and delegated staff for the first two months of the 2020 – 2021 school year.

The PPE Starter Pack will include a two-month supply of:

- Thermometers

- Surgical masks
- Face shields
- Gowns

\*Note: The State will provide a two-month supply of PPE for school nurses and delegated staff ONLY. Districts and schools will be responsible for purchasing their own additional supplies of PPE and other infection control materials (such as cloth face coverings for teachers and students) using guidance referenced further below by DPI and NCDHHS.

NC Emergency Management will deliver the two-month supply of PPE Starter Packs to public school districts and to charter/regional/lab schools. **To ensure delivery of your supply, superintendents and charter/regional/lab school leaders must [complete this short survey](#) no later than 5:00 p.m. on Wednesday, June 24, 2020.**

Building on [StrongSchoolsNC Public Health Toolkit \(K-12\)](#) (guidance from NCDHHS) and [Lighting Our Way Forward](#) (guidance from NCDPI), NCDHHS has worked closely with NCDPI to develop a companion document, [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#), with more information on what PPE schools will receive from the State, as well as recommended quantities and process for ordering other infection control supplies that districts and/or schools are responsible for purchasing on their own. **If your school/district plans to make use of state contracts and available pricing for additional infection control and PPE items, review this guidance as soon as possible and take action to place your own orders.**

Please let [jessica.swencki@dpi.nc.gov](mailto:jessica.swencki@dpi.nc.gov) know if the District & Regional Support team can answer any questions you may have on the guidance. Thank you for all that you do for our students and educators.

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## Home Base Opt-in Process Extended to June 30,2020

The NCDPI Home Base team is extending the Home Base Opt-in Process through June 30, 2020. If your PSU has not opted into Home Base, please inform your district's finance officer or charter principal/director that the deadline is June 30. Those PSUs that have not opted into Home Base by July 1, 2020, will lose their access to Schoolnet and their local NCEES Professional Development Office component.

Detailed information can be viewed by visiting our NCDPI Home Base Opt-in page (<https://www.dpi.nc.gov/educators/home-base/opt-in-to-home-base>) and the Home Base Pricing Memo ([https://content.govdelivery.com/attachments/NCSBE/2020/05/15/file\\_attachments/1452861/hb\\_pricing\\_memo-2020-21.pdf](https://content.govdelivery.com/attachments/NCSBE/2020/05/15/file_attachments/1452861/hb_pricing_memo-2020-21.pdf)) from Dr. Beverly Emory. Questions concerning this process may be addressed to Yolanda Wilson, [yolanda.wilson@dpi.nc.gov](mailto:yolanda.wilson@dpi.nc.gov).

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## Exceptional Children (EC) Division News

- End-of-Year Updates for Special Grants (Risk Pool, Special State Reserve and Developmental Day Center) do not need to be submitted at this time. Thank you in advance if you have already submitted any of them.
  - End-of-Year Combined Expenditure Reports (PRCs 029, 118 and 119) do not need to be submitted at this time.
  - The Preschool Survey does not need to be submitted. The checkbox in the IDEA grant is not a required box and leaving it blank will not prevent the LEA from changing the grant status to "Draft Completed".
  - Grant System Resources - <https://www.smores.com/sumwn>
  - \*\*PRC 118 Supplemental Funds have started being allocated this week. When received, you will be able to budget the funds. The funds will need to be budgeted according to the request submitted by your EC Director/Coordinator. Please connect with them to ensure the budget and requests align.
- 

## Federal Programs News

### 2020-21 Consolidated Federal Funding Application within CCIP

The 2020-21 Consolidated Federal Funding Application within CCIP opened on Monday, June 8, 2020. Planning allotments were released on June 1, 2020 for all federal PRCs except 109 and 105 within BAAS. At this time, we have not received the state award amount for PRC 109. As soon as that is received, the planning allotments will be released, and the application will open within CCIP. PRC 105 will be released on its normal schedule (October).

Due to the delay in opening CCIP, we are awarding a blanket extension to all LEAs, extending the submission due date to July 31, 2020. Our hope is that this will allow you the time needed to complete your application. If you will need an extension beyond the July 31, 2020 deadline, a request should be sent to Alex Charles at [alex.charles@dpi.nc.gov](mailto:alex.charles@dpi.nc.gov). Extensions will be awarded on one-month increments.

### TSI Funds Updates:

As a reminder, TSI funds are set to expire on September 30, 2020. There will not be any extensions granted for these funds. If funds are not spent or encumbered by September 30, 2020, and liquidated by December 31, 2020, then the remaining funds will be reverted.

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## Reminders

- **Due TODAY June 19, 2020: Days Missed for Inclement Weather Survey** - All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for



school year 2019-2020. LEAs ONLY (No charter schools) Details are in the May 29, 2020 newsletter. \*

- Allotment flexibilities provided for Transportation, At-Risk Student Services, Disadvantaged Student Supplemental Funding, and Low-Wealth Supplemental Funding will expire **June 30, 2020**, along with other emergency closing funding. Details are in the June 12, 2020 newsletter. \*
- FY 2020 Year End Dates – LEAs only. These dates and steps are for pay period 12 only. Details are in the June 12, 2020 newsletter. \*
- Closing Procedures for Fiscal Year 2019-20: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services>
- School Planning Items - Lottery Processing due **June 22, 2020**, and Facility Needs Survey. Details are in the June 5, 2020 newsletter. \*

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

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

## School Business – June 23, 2020

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### Retirement Rate Effective July 1, 2020

SL 2020-31 (HB1136)

(<https://www.ncleg.gov/Sessions/2019/Bills/House/PDF/H1136v4.pdf>) establishes the retirement rate effective July 1, 2020. It is recommended to use this rate for installments:

Retirement	14.36%
Disability	0.10%
Death	0.13%
Retiree Health	6.82%
<hr/>	
2020-21	21.41%

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### Moving Expenditures TO and FROM School Nutrition Fund 5

To avoid further confusion, we are asking LEAs to use your standard methodology for moving SN expenditures between funds. LEAs that move expenditures during the year via BUD should use BUD now to move expenditures from PRCs 154 and 125 where needed. If your LEA typically journalizes entries to move expenditures during the year, journalize the entries to move the funds TO and FROM School Nutrition.

Previous guidance attempted to offer instructions on HOW to move the expenditures. The DPI effort should only pertain to providing advice for when LEAS need to move expenditures from STATE PRCs and FUND 5.

#### PRC 154

- Expenditures must be directly charged to SN (FUND 5) if the LEA is recording the revenue in FUND 5.
- Funds are deposited/revenue recorded in SN. Revenue is recorded to 5.4921.035.000

#### PRC 125

- Expenditures must be charged to state PRC 125
- Funds are NOT deposited nor is revenue recorded in SN (FUND 5)

Please continue to send questions, should you have them, to both [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) and [gwendolyn.tucker@dpi.nc.gov](mailto:gwendolyn.tucker@dpi.nc.gov).

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## HB 1043 Cash Request Process

To request cash for funds for PRCs funded in HB1043 (PRCs 121 to 133) public school units shall follow the steps below:

### LEA Process

1. Request cash in total for the above PRCs under Indian Gaming. Please use FRD of 6/29/20 which is the last state request date for FY 2020. The last day to request these funds is Wednesday, June 24, 2020.
2. Complete the google document with details of cash requests by PRC. A separate notification will be sent to the finance officers with a link to the google document. The total of the PRCs entered must match the cash request entered in the cash management system.
3. Please direct questions to Ed Stone at [ed.stone@dpi.nc.gov](mailto:ed.stone@dpi.nc.gov) or [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov).

### Charter School Process

1. Request cash by PRC using the general expense column. Please use FRD of 6/29/20 which is the last state request date for FY 2020. The last day to request these funds is Wednesday, June 24, 2020.
  2. Please direct questions to Ed Stone at [ed.stone@dpi.nc.gov](mailto:ed.stone@dpi.nc.gov) or [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov).
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**Public Schools of North Carolina**  
State Board of Education  
Department of Public Instruction

## School Business – June 26, 2020

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### Compensation Effective July 1, 2020

Session Law 2020-45 (SB818) -

<https://www.ncleg.gov/Sessions/2019/Bills/Senate/PDF/S818v5.pdf>

This legislation provides the compensation for certified employees for public schools:

#### Section 1 – Teacher and Instructional Support Salary Schedule

- Teacher salary schedule established at the same level as 2019-20.
- Personnel paid from the teacher salary schedule may receive a step increase if earned.

#### Section 2 – Teacher and Instructional Support Bonus

- One time bonus of \$350 to teachers and instructional support employed as of October 1
- Must be paid by October 31, 2020
- Applies to all eligible personnel in LEAs, charter schools, regional school, innovative school and lab school.
- Not subject to TSERS (object 180)
- Non LEAs shall receive a per pupil share
- No performance bonuses

#### Section 4 - Principal Pay

- No change to the salary schedule
- Principal growth for pay purposes are based on school growth from 2016-17, 2017-18 and 2018-19
- ADM shall be based on
  - Month 1 2019-20 for July 1 to December 31 2020
  - Month 1 2020-21 for January 1 to June 30 2021
- Hold harmless pay continues

#### Section 5 - Principal Bonus

Principals who received a bonus in October 2019 and are employed as a principal in a public school as of October 1, 2020, are eligible for the same bonus payment they received in 2019.

#### Section 6 - Assistant Principal Pay

- Assistant principal salary schedule established at the same level as 2019-20.
- Eligible personnel receive a step increase

- Hold harmless pay continues

### 2020-21 Benefits Rate

The retirement rate of 21.41% passed in SL 2020-31 and provided in the June 19 newsletters has been overridden by SL 2020-41 that became law today.

The following is the current legislation as stated in SL2020-41 related to 2020-21 retirement rate:

Retirement Rate:

Retirement	14.78%
Disability	0.09%
Death	0.13%
<u>Retiree Health</u>	<u>6.88%</u>
Total	<b><u>21.68%</u></b>

The health benefit rate

Health benefit rate as stated in [SL 2020-45](#) Section 3.15(e) is **\$6,326.**

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### Instructional Start and End Dates for School Year 2020-2021 – LEAs Only

As part of the reporting requirements under the Uniform Education Reporting System pursuant to G.S. 115C-12(18), annually each local board of education shall report to the Superintendent of Public Instruction and the State Board of Education on the start and end dates of the instructional calendar for students for the next academic year.

The Instructional Start and End Date survey (Excel workbook) for school year 2020-2021 is required to achieve the reporting requirements for the State Board of Education and the Joint Legislative Education Oversight Committee.

LEA Superintendents should receive the workbook which contains instructions for completing and submitting by close of business Friday, June 26, 2020. Superintendents who have not received an email with the workbook by noon, Monday June 29, 2020, should immediately contact Angela Harrison.

The entire excel workbook should be submitted by close of business on Friday **July 10, 2020.**

Questions concerning the survey, submission or navigating the workbook, should be sent to Angela Harrison, [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov), 984-236-2449.

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## FY 2020 Year End Dates

### Note date change in #8.

1. Tuesday, 6/30/2020 Payroll file due by 11:59 PM.
2. Wednesday, 7/1/2020 DPI receives payroll file. LEA and vendor contacts on call.
3. Wednesday, 7/1/2020 DPI releases LEA and vendor contacts at start of salary load.
4. Wednesday, 7/1/2020 After salary load is complete, DPI releases BUD batches on hold for processing.
5. Wednesday, 7/1/2020 DPI processes BUD batches on hold. DPI sends new date file with date of 7/2/2020 and communications for denied batches to all LEA mid-day. LEA must receive date file and denied batch communication forms by:
  - For Serenic LEAs, run fast path SURF to receive files – must be signed in as BUDPUSER in order to run SURF.
  - For LINQ LEAs, the date file is placed on the web for pick up. Manually run the process to receive files.

Approved communication forms will be sent Wednesday afternoon, 7/1. LEAs will have from late afternoon on 7/1 until 11:59 PM on 7/2 to send corrections and new batches. Salary analysts will be available on Thursday, July 2 beginning at 7:00 AM for LEA questions.

6. Friday, 7/3/2020 DPI will process batches beginning at 7:00 AM and send denied communications forms and new date file to LEAs with denied batches. LEAs must receive date file and denied batch communication forms by following instructions in steps 5a and b above. The new date file will allow LEAs with denied batches only to submit corrections until 1:00 PM on 7/3/2020. No new batch activity will be accepted during this second correction period. Any new BUD batches sent will be denied.
7. Friday, 7/3/2020 DPI will receive and process correction batches beginning at 1:00 PM. DPI will verify that all batches are processed for the FY before running final SUTI. This will be the final BUD processing for FY 2020. Communication forms for all batches will be sent late Friday afternoon.
8. Monday, **7/6/2020** Data files due by 11:59 PM. **REVISED DATE**

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

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## FY 21 Indirect Cost Rates for Charter, Regional and Lab Schools

DPI is currently working to finalize the FY 2021 indirect cost rate calculations for charter, regional and lab schools. At this time, the rates have not yet been finalized and entered into BAAS, which is preventing the submission of budgets for FY 21 Federal program grant applications. We are hoping that the indirect cost rate calculations will be completed and finalized, and the rates entered into BAAS, in the next week. Once the rates are finalized, they will be posted on DPI's website at <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/federal-fiscal-oversight-and-compliance/fiscal-compliance-and-reporting#indirect-cost-rates>.

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## School Planning News

### July PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by 5:00pm on **July 22, 2020**. 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).

### 2020 Statewide Facility Needs Survey

Every five years, local boards of education are required by G.S.115C-521(a) to submit their Facility Needs Assessment (long-range plans) to the State Board of Education. The 2020 FNS will be released on July 1, 2020. Completed surveys are due back to DPI on **October 30, 2020**. Preliminary questions about the 2020 FNS should be directed to Nathan Maune, AIA (School Planning Section Chief) via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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## TSI PRC 115 Funding

The period of availability for remaining PRC 115 funds has been extended. The new final encumbrance date is *September 30, 2021* with a final liquidation date of *December 31, 2021*. As a reminder, these are funds that were allocated to schools with the Targeted School Improvement (TSI) designation. 80% of these funds were liquidated in December 2019 but districts were allowed to carryover 20% of the initial allotment. Please submit carryover budgets for PRC 115 no later than July 31, 2021. If you have any questions, please contact Dr. Melissa Nixon at [melissa.nixon@dpi.nc.gov](mailto:melissa.nixon@dpi.nc.gov).

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## Reminders

- Allotment flexibilities provided for Transportation, At-Risk Student Services, Disadvantaged Student Supplemental Funding, and Low-Wealth Supplemental Funding will expire June 30, 2020, along with other emergency closing funding. Details are in the June 12, 2020 newsletter. \*

- Closing Procedures for Fiscal Year 2019-20: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services>
  - \* <https://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**  
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## School Business – July 2, 2020

School Business staff thank you all for your support and your hard work during fiscal year close out. We wish you a wonderful and safe July 4<sup>th</sup> holiday.

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### Summary of 2020-21 Legislation as of July 2, 2020

The document posted on our home page provides a summary of the session law that affects the finance offices. This is only summary level and does not include all the details. [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

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### PRC078 Digital Learning Initiative Effective July 1, 2020

SL 2020-49 (S113) [www.ncleg.gov/Sessions/2019/Bills/Senate/PDF/S113v5.pdf](http://www.ncleg.gov/Sessions/2019/Bills/Senate/PDF/S113v5.pdf) amended the allowable use of the Digital Learning funds and effective July 1 the only allowable expenditure is for software licenses. Initial funds will be allocated based on Digital Learning data. Additional information will be provided pending SBE approval of the amended allotment policy.

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### Federal Programs and Monitoring Update

#### US Ed Updated Guidance Coronavirus Aid, Relief, and Economic Security (CARES) Act

The US Department of Education (US Ed) issued [a June 25, 2020, press release](#) announcing that it is implementing an Interim Final Rule (IFR) that expands upon the previous guidance regarding equitable services under the Elementary and Secondary School Emergency Relief Fund (ESSER). The IFR now gives school districts two options for calculating proportional share and implementing services with CARES Act-ESSER funds.

In nonregulatory [guidance addressing equitable services under the CARES Act, issued on April 30, 2020](#), US Ed had outlined that ESSER proportionate share calculations should be based on total enrollment of students at private schools in the district's enrollment area, rather than basing proportionate share calculations for ESSER funds on the number of qualifying low-income status as required for the Title I, Part A program in Section 1117 of the Every Student Succeeds Act (ESSA).

[The IFR](#) officially published on July 1, 2020 adopts and expands upon the previously issued nonregulatory guidance, requiring districts to utilize one of two methods when determining proportionate share: 1) calculating the amount based on total enrollments as outlined in the previously issued nonregulatory guidance; or 2) calculating the amount based on the number of qualifying low-income students. As an IFR, while US Ed can still make changes to the rule based on the results of the public comment process, this rule is now legally enforceable as of the date of publishing in the Federal

Register. Districts should exercise caution moving forward, understanding that changes to the IFR may result from the 30-day comment period, legal challenges to the IFR and the potential for additional legislation.

However, it is essential to highlight that, under the IFR, a district can only utilize the second method for calculating proportionate share (basing the amount on the number of qualifying low-income students) if the district **only** utilizes its ESSER funds to provide services for Title I schools; **a district using the second method for calculating proportionate share would not be able to use ESSER funds at schools that were not Title I schools during the 2019-2020 school year.** The IFR also imposes the Title I supplement-not-supplant provision for ESSER funds where a district utilizes the second option for calculating proportionate share, which would require a district to ensure that its methodology for distributing State and local funds would not result in schools that receive ESSER funds receiving less State and local funds on account of their ESSER recipient status.

It is our understanding that many districts have already completed their consultations with private schools using the total enrollments (i.e., the first option), in accordance with the April 30 guidance. If such a district decided to alter its approach and pursue the second option instead, there would be a number of important issues to consider:

- Private school operators may have begun to take action based on the anticipated services that have been offered. This might include activities that, while not part of equitable services, have been planned around or in conjunction with equitable services.
- Any current plans to spend ESSER funds at non-Title I schools within a district would have to be canceled, and any spending that has already been completed would have to be adjusted to utilize non-ESSER funds for any goods or services that have been provided to non-Title I schools.
- Low-income and residency information would be required from the private schools so that proportionate shares could be recalculated.
- While your district will not have to re-start the consultation process, you will need to use the ongoing consultations to promptly update the private schools about any changes in the method for determining equitable share.

Districts electing to follow the second option would calculate proportionate share in one of the two ways [outlined on the final page of the IFR](#). The proportionate share calculator for Title I can be found on [DPI's Equitable Services web page](#).

To help provide more guidance, Federal Program Monitoring staff will offer Question and Answer Sessions by region. Please feel free to participate in any session that fits your schedule.

7/8 2:00-3:00 Southeast/Sandhills: [Webinar Link](#)

7/8 3:30-4:30 Northeast/North Central: [Webinar Link](#)

7/9 10-11:00 Southwest/Piedmont Triad: [Webinar Link](#)

7/9 11:30-12:30 Northwest/Western: [Webinar Link](#)

The password for each Webinar link is CARES.

If you have any questions, please contact Talbot Troy at [talbot.troy@dpi.nc.gov](mailto:talbot.troy@dpi.nc.gov) or 984-236-2797.

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### Exceptional Children Division Updates

- PRC 118 Requests and Budget Amendments are reviewed as they are received. This process is somewhat time consuming. However, it is our intent to review as timely as possible. We thank you in advance for your patience.
  - Please see the link that has been shared with EC Directors/Coordinators regarding submission of the 619 grant.  
[www.loom.com/share/a6ef952f85fa466888b24c8cc0635c52](http://www.loom.com/share/a6ef952f85fa466888b24c8cc0635c52)
- 

### Reminders

- FY 2020 Year End Dates – Remaining dates are **July 3 and 6, 2020**. Details are in the June 26, 2020 newsletter. \*
- Instructional Start and End Dates for School Year 2020-2021 – LEAs Only **Due July 10, 2020**. Details are in the June 26, 2020 newsletter. \*
- July PSBCF and NBPSCF Lottery Distribution Requests - Due **July 22, 2020**. Details are in the June 26, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Due **October 30, 2020**. Details are in the June 26, 2020 newsletter. \*
- TSI PRC 115 Funding carryover budgets – Due **July 31, 2021**. Details are in the June 26, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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## School Business – July 10, 2020

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### Exceptional Children Division News

#### COVID-19 FUNDING - PRC 132

The following information has been shared with local Directors/Coordinators of Exceptional Children:

The 2020 COVID-19 Recovery Act provided funding to support extraordinary costs associated with providing future services (those unable to be delivered through remote learning or school building closures, including completion of assessments), Extended School Year or Compensatory Services, as appropriate for exceptional children who qualify for these services due to the impacts of COVID-19.

All Public School Units (PSUs) are eligible to apply for this funding. The maximum amount available to each LEA is determined proportionally based on the April 2020 child count. The attached document details the maximum funding each PSU is eligible for. PSUs may apply for any amount not to exceed the maximum funding they are eligible for. Any remaining funds will be distributed proportionally based on need.

The attached Chart of Accounts (COA) details allowable expenditures with these funds. Note, as these are state funds, submission of Maintenance of Effort (MOE) is not required. Budgets and expenditures will be monitored for appropriate use, and these funds are subject to review during desk audits and monitoring visits. Once received, these funds must be expended by December 31, 2020.

Please complete [this application](#) to apply for this funding. **Applications are due by close of business on July 13<sup>th</sup>.** Award notifications will begin on July 17<sup>th</sup> with funds allotted in the next allotment revision following this date.

Information about submission of this application is available here:

<https://www.smores.com/z92w8>

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### TSI PRC 115 Funding – CORRECTION

The period of availability for remaining PRC 115 funds has been extended. The new final encumbrance date is September 30, 2021 with a final liquidation date of December 31, 2021. As a reminder, these are funds that were allocated to schools with the Targeted School Improvement (TSI) designation. 80% of these funds were liquidated in December 2019 but districts were allowed to carryover 20% of the initial allotment.

Please submit carryover budgets for PRC 115 no later than **July 31, 2020**. If you have any questions, please contact Dr. Melissa Nixon at [melissa.nixon@dpi.nc.gov](mailto:melissa.nixon@dpi.nc.gov).

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### Unemployment Benefits – Reasonable Assurance or “Between Terms”

Thank you for your emails regarding reasonable assurance claims. You are correct to continue and request the denial of unemployment benefits when an employee is “between terms,” with reasonable assurance the employee will return to school in the Fall semester. I have had

numerous conversations with the Department of Employment Security (DES), due to your overwhelming concerns and the inconsistencies in their decisions to award employees unemployment benefits. I continue to advise that you request denial of unemployment benefits for "between terms" and appeal claims where benefits have been awarded. For most of you this is a tremendous amount of work and staff is not available to assist. Where you find the appeals become unmanageable, I suggest you contact DES and ask them for guidance.

DES does not deny that they are short staffed. It is the responsibility of every employee, who received reasonable assurance from their employer, NOT to apply for unemployment benefits. At some point, DES may find the wage inconsistencies and the employee will be responsible to return the paid unemployment benefits.

Thanks to all of you who are working so diligently. Please let me know if you have other concerns where I can help. Eileen Townsend, Chief of Insurance, [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov), 984-236-2903.

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### **UPDATE - 2020 Statewide Facility Needs Survey**

The 2020 FNS will be released on **Friday, July 31, 2020**. Completed surveys are due back to DPI on **Friday, October 30, 2020**. Preliminary questions about the 2020 FNS should be directed to Nathan Maune, AIA (School Planning Section Chief) via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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### **Home Base – NCEES News**

#### PowerSchool Upcoming Maintenance 7/11-12/2020 will affect NCEES Access

This maintenance only affects the NC Educator Effectiveness System (PowerSchool Perform Enterprise and Professional Learning) (NCEES). It does not affect the access status of the PowerSchool Student Information System (SIS).

"On Saturday, July 11th, starting at 8:00 am PDT (11:00AM EST) and ending Sunday, July 12th, at 4:00 pm PDT (7:00PM EST), PowerSchool will be performing infrastructure upgrades in preparation for the new school year. These improvements will provide PowerSchool with additional capacity to handle increased system usage due to COVID-19. During this time, users may experience system inaccessibility or degraded performance. In addition, there may be disruption in regularly scheduled processes including imports, exports, and email. PowerSchool Support advises that data should not be entered, imported, or updated during this time."

NCDPI is also recommending that NCEES users not access the system on Saturday, July 11th (11:00AM EST) through Sunday, July 12th (7:00PM EST). NCDPI will send out a communication when NCEES (TNL) Person Imports are processed successfully after this scheduled maintenance.

PSUs should plan on being able to access NCEES to set plan types, access rights, etc. on or after Tuesday, July 14, 2020. This is to ensure all Staff UID records are up to date and have processed into the TNL Person Import file for the updates for staff location, roles and active status in NCEES to be as close to current as possible. PSU Administrators, please work closely with your HR & Payroll to ensure staff are inactivated and activated in NCDPI Staff UID as

soon as possible. Staff that remain active with previous employer district may have issues with which location an assigned evaluation or Professional Development plan is connected to.

Click here: [NCEES Data v7](#) for an updated listing of Staff budget/payroll codes and roles that will provision staff into NCEES. A new budget code and role has been added to the list for Chart of Accounts' object code 128 - Re-employed Retired Teacher (Teacher Evaluation Rubric). Additional information on this role will be communicated soon.

Any changes to the above expected dates will be communicated by NCDPI promptly.

### Timing of UID Export Uploads to Staff UID System

As a reminder, there should be a timely and accurate exchange of data between the PSU payroll system and the Staff UID System. This includes any new staff members who need access to K-12 related systems (i.e. PowerSchool, Schoolnet, NCEES, etc.). Additionally, new staff that have been hired but who are not yet receiving a paycheck can be added to the payroll system, and subsequently included in the Staff UID export file to receive a UID. Non-payroll staff members who work with a PSU but are not entered into the payroll system can still be added to the Staff UID System, via the 'Add Staff' feature. Documentation for adding non-payroll staff to the Staff UID System can be found at <https://files.nc.gov/dpi/documents/UID/acquiring-uid-for-non-payroll-staff.pdf>.

Click here to access the [Staff UID](#) site.

NCDPI will send an update communication when the PowerSchool maintenance is complete and the NCEES site is fully accessible.

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### Reminders

- Instructional Start and End Dates for School Year 2020-2021 – LEAs Only  
**Due TODAY July 10, 2020.** Details are in the June 26, 2020 newsletter. \*
- July PSBCF and NBPSCF Lottery Distribution Requests - Due July 22, 2020  
Details are in the June 26, 2020 newsletter. \*

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

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**Public Schools of North Carolina**  
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## School Business – July 17, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

Recent posts:

- Schedule of COVID Funds as of July 17, 2020
- PRC123 Nondigital Resources \$3m – Policy approved by SBE 7/9/2020
- PRC133 ELISS Grants \$5m – Policy approved by SBE 7/9/2020
- Summary of 2020-21 Legislation - July 17, 2020 updated for SL 2020-56 (H1096)

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### **FY 2020 - 13th Month MFR File – Reminder - LEAs Only (Not Charter or Lab Schools)**

This is a reminder that we will pull the FY 2020 13th month MFR File on **Thursday evening, July 23, 2020**. Please make sure your LEA is signed into FY 20.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 20):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12).
- (2) Correct all your MFR errors, including local account codes.
- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:  
<https://files.nc.gov/dpi/documents/fbs/finance/reporting/amfr/recommendations.pdf>
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

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

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### **Status of Allocations**

School Business Allotments section has been working diligently to implement the many mini budgets and incorporate all the changes in the public school allocations. There is a significant increase in the number of appropriations, sources of funds and bills to analyze and as a result, we have modified our approach to the allocations. Please refer to the Summary of Legislation on the [FBS homepage](#). The following is a summary of the status:

- All public school units, including LEAs, the renewal school system, charter schools, lab schools, and ISD have received their initial allotments, adjusted for all legislated changes to date.
- Reduction of NCVPS has been processed.

- CRF Summer Learning Program funds have been allocated to PSUs with approved plans as of 7/15/20.

Upcoming allocations in order of priority:

CRF funds - reallocating unexpended balances. These PRCs were allocated prior to June 30, and the balance will be allotted.

- PRC 125 – School Nutrition
- PRC 124- Student computers
- PRC 126 – Staff computers
- PRC 128 – mobile internet access points

CRF funds – allocations:

- PRC122- mental health contracted
- PRC123 – non digital resources

Remaining COVID funds will be included in revisions as grants and policies are approved.

Please refer to the details on the FBS website for further information on the COVID appropriations.

State allocations not included in the initial allotments including approved carryover, if applicable, connectivity, assistant principal interns, sub reimbursement, CIHS.

Please note: SL 2020-80 Section 2.4 reduced the School Technology funds by \$18m. therefore, no new allocation will be available for 2020-21. School technology carry over funds will be allotted.

We hope that this summary will provide you with a sequence of events and assist in your budget planning. We appreciate the patience and support as we work through each appropriation and task.

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## **ESSER (CARES Act) Equitable Services – location code 860**

LEAs should code expenditures related to equitable services to location code 860.

Expenditures coded to this location are those that benefit of another organization or students that are not in ADM in your LEA.

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## **Federal Overspent Programs - LEAs Only**

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 19-20. Note the following:

- An LEA cannot pay back federal overspent programs through the BUD system.
- An LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs regarding federal funds. An LEA will need to send in a check from local funds to pay back federal questioned costs.



- An LEA can pay back State overspent for FY 19-20 as a *prior* year refund within the BUD system.

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

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### **Allocations – Allotment System – Charter and Lab Schools**

To see the 100% initial allocation for charter and lab schools, please go into the Allotment System and follow the instructions below:

- Select – LEA\_Allotment tab
- Select – Charter School Revision Detail or Lab School Detail – Dark Blue Line
- Select – Charter School or Lab School
- Select - Option 1- Initial Budget

Contact [Lydia.Prude@dpi.nc.gov](mailto:Lydia.Prude@dpi.nc.gov) if you have additional questions.

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### **Charter, Regional, and Lab School Indirect Cost Rates**

Indirect cost rates for fiscal year 2021 for charter, regional, and lab schools are posted on the DPI website: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/federal-fiscal-oversight-and-compliance/fiscal-compliance-and-reporting#indirect-cost-rates>.

If you have any questions about these indirect cost rates, please contact John Keefer, Public School Budget Manager, at [John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov) or (984) 236-2453.

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### **EC Division Update**

Due to the numerous requests for grant extensions, the due date for initial submissions for PRC 29, 132, 49, 60 and 70 has been extended until July 31st for all LEAs. Grants that have already been submitted will be reviewed, as previously scheduled. After 31st, no extensions will be granted without there being extreme circumstances. No initial submissions will be accepted after July 31st.

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### **From Federal Programs - Small, Rural School Achievement (SRSA) (PRC 091)**

For many years NC has offered flexibility in spending through the SRSA program. This program within NC did not provide additional funds to the LEAs, only flexibility with how the funds were used. NC will no longer be able to offer this flexibility with SRSA funds. As we continue to gain additional clarity about ESSA, this portion of the law surrounding SRSA doesn't provide NC the ability to provide the flexibility we have been offering because SRSA is not a pass-through grant like the other Title programs and we must ensure we are in compliance with the federal law.

For the LEAs who have utilized this flexibility in the past, any carryover remaining in PRC 091 will be available to you. This year however, you will have to complete the Title II and/or Title

IV grant application, not the SRSA grant application, if you decide to take advantage of these funds. For more information or if you have questions please contact Alex Charles at [alex.charles@dpi.nc.gov](mailto:alex.charles@dpi.nc.gov).

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## From Federal Programs - PRC 105 and PRC 115 Funding

The chart below can be used as a guide to assist with understanding the period of availability for remaining TSI/PRC 115 funds, CSI/PRC 105 funds, and IPG/PRC 115 funds. Please note the final encumbrance deadlines for each of these funding sources is *September 30, 2021* with a final liquidation date of *December 31, 2021*. Please submit carryover budgets for PRCs 105 and 115 (TSI and IPG Cohort I-A) no later than **July 31, 2020**. If you need additional time to submit your carryover budget, please email Dr. Melissa Nixon at the email below to request an extension. Please note, the 2019-20 Grant Award Notification letters (GANs) for PRC 105 did not include the correct end date and are being revised and will be emailed in the next week. If you have any questions, please contact Dr. Melissa Nixon at [melissa.nixon@dpi.nc.gov](mailto:melissa.nixon@dpi.nc.gov).

Year	PRC	Expiration Date
2018-2019	105 (CSI)	September 30, 2021
2018-2019	115 (TSI – Carryover Only)	September 30, 2021
2019-2020	105 (CSI)	September 30, 2021
2019-2020	115 (IPG)	September 30, 2021

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## Reminder

- July PSBCF and NBPSCF Lottery Distribution Requests - Due **July 22, 2020**  
Details are in the June 26, 2020 newsletter. \*
  - \* <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter>
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**Public Schools of North Carolina**  
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## School Business – July 24, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

Recent post: Schedule of COVID Funds as of July 22, 2020

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### **Educator Experience Credit – Bump**

The Licensure process to add experience credit was completed on Sunday, July 12, 2020. A preliminary no bump list was posted in LicSal on Monday, July 20, 2020. Please review the list and if you have any questions please forward them to [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov).

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### **Reminder: State Health Plan Premium Rates**

The General Assembly approved a hospitalization rate of \$6,326, however the State Health Plan will NOT adjust their rates until January 1, 2021. The new employer health rates are effective January 2021.

However, since December premiums are for January coverage, LEAs should change the employer rate in December for payment in January 2021. The benefit amount provided by the State Health Plan is \$521.96.

Hospital Match by Month to Align with Legislated Amount of \$6,326.00

<b><u>Month</u></b>	<b><u>Hospital Match Amount</u></b>
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July	(532.36* 2) See Note
Aug	532.36
Sept	532.36
Oct	532.36
Nov	532.36
Dec	521.96 – New Amount
Jan	521.96
Feb	521.96
Mar	521.96
Apr	521.96
May	521.96

June	See Note below
Total	\$6,326.00

**Note:** At the beginning of the fiscal year, there are two hospitalization deductions (for July and August). At the end of the fiscal year, there is no deduction in June. All amounts are per the State Health Plan.

Should you have further questions about the employer contribution for hospitalization, please contact Gwendolyn Tucker at [Gwendolyn.Tucker@dpi.nc.gov](mailto:Gwendolyn.Tucker@dpi.nc.gov) or (984) 236-2458.

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### Virtual Status of All Schools in EDDIE

Do not update your schools' virtual status in EDDIE. DPI will be able to track the temporary virtual statuses for 2020-21 with codes in PowerSchool. New attendance codes are being added to reflect "present onsite" and "present remote".

The virtual status in EDDIE is to be as the school was intended to be as it was originally approved.

If you have any EDDIE questions, contact [Nicola.Lefler@dpi.nc.gov](mailto:Nicola.Lefler@dpi.nc.gov). EDDIE information: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/eddie>.

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### Schedule of Fees – Updated Per SB 681

The schedule of student and staff fees, charges, and solicitations was previously required to be sent to DPI and was collected by the School Business Division. LEAs and schools are no longer required to submit this to DPI and instead must publish their fees on their websites by October 15<sup>th</sup> and keep it updated.

SECTION 2.1.(a) G.S. 115C-47(6) Local boards of education shall adopt rules and regulations governing solicitations of, sales to, and fund-raising activities conducted by, the students and faculty members in schools under their jurisdiction, and no fees, charges, or costs shall be collected from students and school personnel without approval of the board of education as recorded in the minutes of said board; provided, this subdivision shall not apply to such textbooks fees as are determined and established by the State Board of Education. The local board of education shall publish a schedule of fees, charges, and solicitations approved by the local board on the local school administrative unit's Web site by **October 15 of each school year** and, if the schedule is subsequently revised, within 30 days following the revision.

SECTION 2.1.(b) This section applies beginning with the 2020-2021 school year.

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### School Nutrition Transportation funds – All PSUs

All finance officers received a letter today from School Nutrition notifying you of the process to apply for transportation funds for summer nutrition.

If your PSU needs additional funds to continue to transport meals, regardless of whether the PSU made an initial projection for the funds, please complete the attached application and return it to Lynn Harvey at [Lynn.Harvey@dpi.nc.gov](mailto:Lynn.Harvey@dpi.nc.gov) by July 30. Please note funds may be

requested retroactively to cover transportation expenses effective July 1, 2020. Completed forms will be used to allocate additional transportation funds to PSUs that need them to support the continuation of emergency meals to children in response to the pandemic.

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## Consolidated Federal Application Review Protocol

Federal Programs has published a *Consolidated Federal Application Review Protocol*, a detailed document utilized by Regional Program Administrators (PAs) when reviewing the Consolidated Federal Funding Application submitted with the Comprehensive Continuous Improvement Plan (CCIP) system. We hope this resource will assist PSUs in understanding the processes and procedures our staff follow when reviewing your consolidated application for federal funding. If you have any questions regarding this document, please contact your Regional PA.

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## Exceptional Children (EC) Division News

- [PRC 132 initial and additional max request.pdf](#)
  - [PRC 132 Additional Funding Memo 7.22.20.pdf](#)
  - [PRC 132 Initial Funding Memo 7.22.20.pdf](#)
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## Reminders

- The due date for initial submissions for PRC 29, 132, 49, 60 and 70 has been extended by EC until **July 31st** for all LEAs.  
Details are in the July 17, 2020 newsletter. \*
- Federal Programs: Submit carryover budgets for PRCs 105 and 115 (TSI and IPG Cohort I-A) no later than **July 31, 2020**.  
Details are in the July 17, 2020 newsletter. \*

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

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

## School Business – July 31, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

Recent posts:

- Schedule of COVID Funds as of July 27, 2020
- COVID-19 Allocation Summary by Unit
- COVID Allotment Policy Manual 2020-21
- Summary of 2020-21 Legislation - July 29, 2020

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### PRC085 – Early Grade Reading RtA allocation

The PRC 085 allocation was adjusted for ADM which resulted in a minor change from the file posted on Wednesday. The updated file is available on the [FBS website](#)

The allocations will be loaded into the allotment system on Friday.

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### Requesting COVID-19 Funds

LEAS will continue to make cash requests for COVID PRCs in Cash Management under Indian Gaming. DPI Finance requires that LEAs enter each cash request by the specific PRCs into the google document by funds requirement date. The entry into the google document is an additional step after entering the cash request in Cash Management. The URL for the google document is <https://forms.gle/RS26emsaYF1u7zpUA> .

DPI will modify the google document to add PRCs as more COVID funds are allotted and include additional funds requirement dates as the calendars are available for each month.

The PRCs currently listed on the google document are:

121  
122  
123  
124  
125  
126  
127  
128  
129

This procedure will remain in place until the COVID funds expire in December 2020.

If you have further questions, please contact [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov) .

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## BUD processing FY 20-21

BUD processing for FY 20-21 resumes today, July 31. The twice a day processing that is usually activated only at year end, will now be the normal processing throughout the year. LEAs can expect processing and sending communication forms to follow the same schedule as year end processing. Please direct any questions about this process to Denise Jackson at [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov).

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## School Planning Announcements

- 2020-21 Needs-Based Public School Capital Fund  
Applications are now available for the 2020-21 NBPSCF Capital Construction Grants. The required application forms and guidance for this year's program are available on the DPI School Planning website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning/capital-funding>. The deadline for submitting applications and supporting materials is **September 15, 2020**. Questions about the NBPSCF Grant program should be directed to Nathan Maune, AIA (School Planning Section Chief) via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).
- 2020 Statewide Facility Needs Survey  
Every five years, local boards of education are required by G.S.115C-521(a) to submit their Facility Needs Assessment (long-range plans) to the State Board of Education. The **2020 FNS Database is now available for download** on the DPI School Planning website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning>. Completed surveys are due back to DPI on **October 30, 2020**. Questions about the 2020 FNS should be directed to Nathan Maune, AIA (School Planning Section Chief) via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).
- August PSBCF and NBPSCF Lottery Distribution Requests  
Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **August 21, 2020**. 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

- The due date for initial submissions for PRC 29, 132, 49, 60 and 70 has been extended by EC until **TODAY, July 31st** for all LEAs. Details are in the July 17, 2020 newsletter. \*
- Federal Programs: Submit carryover budgets for PRCs 105 and 115 (TSI and IPG Cohort I-A) no later than **TODAY, July 31, 2020**. Details are in the July 17, 2020 newsletter. \*

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

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## School Business – August 7, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

Recent posts:

- Schedule of COVID Funds as of August 6, 2020
- COVID Allotment Policy Manual 2020-21 Updated August 6, 2020

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### UG Procurement Requirements and CARES Act Funds

When conducting procurement with CARES Act funds, the applicability of the Uniform Guidance procurement requirements depends on the specific source within the CARES Act for the funds that are being used to conduct the procurement. As funds received as part of an LEA or charter school's K-12 Emergency Relief Funds (PRC 163) are grant funds, any procurements must be completed in accordance with all applicable Uniform Guidance procurement requirements, as well as any relevant State or local procurement requirements.

However, funding received as part of the Coronavirus Relief Fund (e.g., PRCs 121, 124, 125, etc.) do not qualify as grant funds and are instead considered "other Federal financial assistance." Under Uniform Guidance §200.101 ([2 C.F.R. 200.101](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-A/part-200/subpart-1/section-200.101)), the Uniform Guidance procurement requirements in §200.318-200.326 only apply to grant agreements and cooperative agreements. As such, for procurements conducted with funding from Coronavirus Relief Fund PRCs, an LEA or charter school is only required to follow State and local procurement procedures.

If you have a question as to whether a PRC is K-12 Emergency Relief Funds or Coronavirus Relief Funds, please consult the "Schedule of COVID Funds" located on the DPI [Financial and Business Services website](#). If you have any additional questions regarding the applicability of Uniform Guidance requirements to CARES Act funding, please contact John Keefer, Public School Budget Manager, at [John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov) or (984) 236-2453.

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### Information from the Exceptional Children Division

for Finance Directors, Exceptional Children Directors/Charter EC Coordinators

#### PRC 132 Grants (COVID-19)

There are two separate applications for PRC 132. All Public School Units (PSUs) can apply for both. Maximum funding amounts for each application are [available here](#).

The [first application](#) was due by the close of business, July 31, 2020.

The [second application](#) was due by the close of business August 5, 2020.

There have been two allotments notifications sent to date. One on [Wednesday, July 22](#) and one on [Wednesday, July 29](#). Both of these memos correspond to allotments made for the first application, which was due July 31.

Second round applications are being reviewed and allotments will be made in the order they are received. We will continue to review applications weekly and send allotment notices with regular Wednesday Update communication to EC Directors/EC Charter Coordinators. In future allotment memos, the memo will indicate if it corresponds with the first (due July 31) or second (due August 5) application.

Allotments should be included in budget revisions in the near future, if not already received.

Additional information concerning COVID-19 Relief funds can be [found here](#).

#### Special Grants Update

The IDEA VI-B and PK Grant and Behavior Support (PRC 29) Grant are currently available in the NC CCIP platform. The Special Data and Programs Section is working to complete the development of the Special Grant applications in the platform. When completed the following grants will be in the platform:

- Risk Pool
- Special State Reserve
- Developmental Day Centers
- Community Residential Centers
- Group/Foster Homes
- Out of District

With the introduction of the new Special Grants Application process, the EC Division will no longer send an initial three-month allotment to LEAs for Developmental Day Centers and Community Residential Centers prior to the completion of the application. The NC CCIP platform will facilitate a timelier processing of the applications and allotment of funds.

Training on the applications will be scheduled in Early Fall.

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#### **Confirmation of Funds for Annual Financial Statement Audits by CPA firms**

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY20 are now posted in a public application at: <http://apps.schools.nc.gov/auditorconfirmationreports> (Annual Reports).

Please direct your independent auditor to the site provided.

Please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) with any questions.

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## Reminders

- August PSBCF and NBPSCF Lottery Distribution Requests - Monthly distribution requests are due by **August 21, 2020**  
Details are in the July 31, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund - Applications and supporting materials are due by **September 15, 2020**  
Details are in the July 31, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – August 14, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

- The School Nutrition Section has provided **additional guidance** on the use of PRC125 CRF School Nutrition. This document is posted on our website at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) under “PRC125 School Nutrition 75m”
- The 2020-21 **Allotment Policy Manual** is posted at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-%E2%80%94-funding-public-school-units](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-%E2%80%94-funding-public-school-units)
- The 2020-21 **Salary Schedules** are posted at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees)
- The 2020-21 **Salary Manual** is posted at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees#state-salary-manual-and-forms](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees#state-salary-manual-and-forms)

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### Calendar Waivers

The **history of missed instructional days** for the last 10 years has been posted under Calendar Resources for LEAs at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-calendar-legislation#calendar-resources-for-leas](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-calendar-legislation#calendar-resources-for-leas). This report shows which LEAs are eligible to request an opening date waiver for the for the 2021 – 2022 school year from the State Board of Education.

The waiver request form titled **LEA – Weather Related Waiver Request** is located under the heading Calendar Waiver at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#forms](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#forms). Waiver requests are due to the Division of School Business by Friday, September 4, 2020. **Please be sure to email the waiver request as indicated on the form so that it is received on time as Student Accounting is currently working outside of the DPI Building.**

If you have additional questions, please contact Student Accounting at [StudentAccounting@dpi.nc.gov](mailto:StudentAccounting@dpi.nc.gov).

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### CARES Act Fund (PRC 125) Guidance – School Nutrition

As you may recall, Session Law 2020-80 extended the period of use of CARES Act Funds for School Nutrition purposes (PRC-125) from June 30, 2020 through December 30, 2020. This extension allows for the continued use of these funds to support School Nutrition operations and the service of nutritious meals to food-insecure students as part of the State’s emergency public health response to the pandemic. The [guidance](#) has been updated in consultation with our colleagues from the Office of State Budget and Management and the NC Pandemic Recovery Office. Please collaborate with your School Nutrition Directors to determine and subsequently document the allowable use of these funds to support continued school nutrition

operations. We hope the decision tree which is attached will be helpful in informing your decisions related to the use of these funds.

For questions, contact Janet Johnson ([Janet.WilliamsJohnson@dpi.nc.gov](mailto:Janet.WilliamsJohnson@dpi.nc.gov)) or Lynn Harvey ([Lynn.Harvey@dpi.nc.gov](mailto:Lynn.Harvey@dpi.nc.gov)).

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## **Federal Program Monitoring and Support Division**

### Innovative Childcare and Remote Extended Support (ICARES) Grant Competition

The North Carolina Department of Public Instruction (NCDPI) is preparing to launch a competition for the Innovative Childcare and Remote Extended Support (ICARES) Grant and anticipates funding these grants, pending approval by the State Board of Education (SBE), for Public School Units (PSU) to partner with community organizations to provide supervised instructional childcare for K-8 students without at-home supervision available on remote learning days. The purpose of the ICARES grant is to fund high-quality, independently validated extended learning and integrated student support service programs for at-risk students that raise standards for student academic outcomes and will be a competitive grant opportunity processed through the CCIP system. ICARES grant amounts will range from \$200,000 to \$500,000 depending on the number of at-risk students identified to be served.

### Eligible Organizations

Districts, Charter Schools, and Lab Schools are eligible to apply for the Innovative Childcare and Remote Extended Support (ICARES) Grant for at-risk students, remote learning and childcare supervision.

### Intent to Apply

Please click on the following "Intent to Apply" link below for the ICARES Competitive Grant submission. Submitting the "Intent to Apply" form in the link does not require an organization to apply. If interested, please complete the "Intent to Apply" by **5:00 p.m. on Friday, August 28, 2020.**

The "Intent to Apply" form in the link should be completed by the Federal Programs Director or Point of Contact in the PSU. All communication going forward will be directed to the single individual listed on the "Intent to Apply" form.

["Intent to Apply – ICARES FY 2021"](#)

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## **Exceptional Children (EC) Division**

### Special Grants Update

Training for Special Grant applications in the CCIP platform will take place on Thursday, September 3, 2020. There will be two sessions: 8:30 – 11:30 a.m. and repeated at 1:00 – 4:00 p.m. A registration link will be shared by the close of business on August 17, 2020. The training will cover the following:

- Risk Pool \*\*
- Special State Reserve \*\*
- Developmental Day Center
- Community Residential
- Group Foster Home

- Out of District

The Special Grant applications will open for submission on September 4, 2020.

The grants process functions similar to the IDEA grant. EC Directors/Coordinators will see the status changes in the history log for each grant.

EC Directors/ Coordinators will receive notification from the grant system when the grant has been reviewed and approved/denied. The total allotment will be visible in the application for each specific grant. This in-system notification replaces the memos sent in previous years.

Upon grant approval, the EC Division will notify the NCDPI Division of School Business of the approval amounts. The NCDPI Division of School Business is responsible for the allocation of the approved funds to the PSU. The PSU finance officer should communicate with his/her NCDPI Division of School Business contact with questions regarding the time frame for receiving the allotments.

*\*\* Grants funds will be awarded until grant set-aside funds have been depleted.*

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## 2020 Statewide Facility Needs Survey

The 2020 FNS Database is now available for download on the DPI School Planning website: [www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning](http://www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning).

**UPDATE** - Completed surveys are due on **January 8, 2021**.

Questions about the 2020 FNS should be directed to Nathan Maune, AIA at: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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## Reminders

- August PSBCF and NBPCF Lottery Distribution Requests - Monthly distribution requests are due by **August 21, 2020**  
Details are in the July 31, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund - Applications and supporting materials are due by **September 15, 2020**  
Details are in the July 31, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – August 21, 2020

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Recent posts:

- Schedule of COVID Funds as of August 21, 2020
  - COVID-19 Allocation Summary by Unit August 21, 2020
- 

### Average Teacher Increase

The average legislated increase in the State base salary (related to the legislated salary schedules) for teachers and instructional support from 2020 to 2021 is 1.19%.

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### Exceptional Children Division Update

New Charter School planning allotments and the HC Transfer System should be available mid-September. DPI Financial and Business Services Division will send out communication when the information is made available.

NC CCIP Special Grants Training will be offered virtually on Thursday, September 3, 2020. There will be two duplicate sessions. The morning session will be from 8:30 am to 11:30 am and the afternoon session will be from 1:00 pm to 4:00 pm. Please register for only one session.

Each session will present an overview of the six special grant applications:

Risk Pool, Special State Reserve, Developmental Day Centers, Group Foster Home, Community Residential Centers, and Out of District.

The focus of the training is the functionality of the special grants in the NC CCIP platform. Participants will have the opportunity to submit questions regarding the specific use of funds and special circumstances at the end of each training. These will be released in a FAQ document at a later date.

Registration: [https://ncdpi.azure1.qualtrics.com/jfe/form/SV\\_esmVMx9zN5ZWMW9](https://ncdpi.azure1.qualtrics.com/jfe/form/SV_esmVMx9zN5ZWMW9)

PSU's are responsible for providing appropriate services to all students with disabilities, regardless of receipt of Special Grant Funding.

### PRC 132

PRC 132 funds are classified as state funds and therefore, **do not** require budget approval.

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## Reminders

- August PSBCF and NBPSCF Lottery Distribution Requests - Monthly distribution requests are due **TODAY, August 21, 2020**  
Details are in the July 31, 2020 newsletter. \*
- ICARES Grant – Intent to Apply due **August 28, 2020**  
Details in the August 14, 2020 newsletter. \*
- Calendar Waivers – Due **September 4, 2020**  
Details are in the August 14, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund - Applications and supporting materials are due by **September 15, 2020**  
Details are in the July 31, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – August 28, 2020

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Recent post: [Comparison of Projected, Actual and Allotted ADM](#) August 24, 2020

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### July State Zero-Out (LEAs Only)

DPI requests that LEAs post all installment accrual reversals prior to submitting August datafiles. At this time, DPI cannot readily determine which LEAs reversed the installment accruals prior to submitting July datafiles. **DPI WILL NOT PROCESS ZERO OUT FOR JULY.** Cash balances remaining for July after August cash disbursements will be received as part of the zero out for August. Please adjust August cash needs accordingly. We apologize for any inconvenience this may cause. Failure to reverse installment accruals in August will adversely impact the zero out for August.

Please direct any inquires to Gwendolyn Tucker, [gwendolyn.tucker@dpi.nc.gov](mailto:gwendolyn.tucker@dpi.nc.gov).

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### Allotments Notice

At Risk Carryover (PRC 069) expires Monday, **August 31, 2020**.

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### Cash Management Notice for LEAs and Charter Schools

In this time of working remotely and increased use of the internet from home, DPI wants to ensure that your cash requests are processed with the same efficiency and accuracy as when we are in the office. There have been instances of the TLS3270 display freezing briefly right as a cash request is being updated. Please note the following guidance when making cash requests.

1. When entering cash requests, continue to verify receipt of the "update successful" message after the request is submitted.
  2. To confirm that the cash request is reflected in the system, please return to the main menu, use options IS (state inquiry) or IF (federal inquiry), enter the LEA/charter school number and funds requirement date. Verify that your request shows in the column labeled "requested."
  3. If the cash request does not show as described in #2 above, please contact Manisha Pardeshi at [manisha.pardeshi@dpi.nc.gov](mailto:manisha.pardeshi@dpi.nc.gov).
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## Unemployment Information - Submitting Claims for Multiple Employees

With the return back to school, LEAs may be experiencing additional unemployment claims due to temporary layoffs of groups of employees such as cafeteria workers or bus drivers.

Employers can file unemployment claims for multiple employees under one group number. To do this go to <https://des.nc.gov/>.

- Click on the COVID-19 Information (Blue Box), scroll down under More Information
- Click on Information & FAQs for Employer, scroll down under Attached Claims
- Click More Information about Filing Claims, this will take you to Employers: Filing An Attached Claim on Behalf of Your Employees.

I suggest you review the information presented in the example. These guidelines will be helpful if you are filing a group of unemployment claims for multiple employees. You can submit information for each employee in a multiple group and will receive one group number once you enter all of the required employment information.

Please contact Eileen Townsend at [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov) or 919-810-8099 if you have additional questions.

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## School Planning Announcements

### IMPORTANT UPDATE -- 2020 Statewide Facility Needs Survey

Download the revised 2020 FNS Database file - version 2.0 - from the DPI School Planning website: [www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning](http://www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning).

Completed surveys are due back to DPI on **January 8, 2021**. Questions about the 2020 Facility Needs Survey? Contact Nathan Maune, AIA: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

### REMINDER -- 2020-21 Needs-Based Public School Capital Fund

Applications remain open for the 2020-21 NBPSCF Capital Construction Grants. Forms and guidance are available on the DPI School Planning website:

[www.dpi.nc.gov/districts-schools/district-operations/school-planning/capital-funding](http://www.dpi.nc.gov/districts-schools/district-operations/school-planning/capital-funding).

Application Deadline is **September 15, 2020**. Questions about the NBPSCF Grant program? Contact Nathan Maune, AIA: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

### September PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **September 25, 2020**. 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

- ICARES Grant – Intent to Apply due **TODAY, August 28, 2020**  
Details in the August 14, 2020 newsletter. \*
- EC Grant Information and Training – Training day is **September 3, 2020**.  
Details are in the August 21, 2020 newsletter. \*
- Calendar Waivers – Due **September 4, 2020**  
Details are in the August 14, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – September 4, 2020

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### **HB1105 Coronavirus Relief Act 3.0 – Ratified but not law at this time**

[HB1105](#) has been ratified and presented to the Governor for his signature. At this time **it is not law**, but in the event that it becomes law some pertinent items are highlighted below:

#### Allocations

- \$10m for improving Internet connectivity for students through mobile Internet access points. Cost of devices, not subscription. This would be in addition to the \$11m in PRC128.
- \$20m for PPE. This would be in addition to the \$7m appropriated in HB1023.
- \$17m for grants for EC students' services. This would be in addition to the \$20m in PRC132.

#### Policy Change

- Eliminates the requirement for DPI to adjust initial allotments for the actual best 1 of 2 ADM. Allocation transfers for new and growing charter schools will be made, therefore the result for LEAs would be the initial allotments less the charter school transfers.
- Increases the cap for the 2 virtual charter schools by 3,800 students.
- Requires principal salaries to be determined based on the 2019-20 ADM for principal pay as of January 1, 2021.
- Temporary flexibility for transportation allocation - allows LEAs to use funds provided from the transportation allotment (PRC056) for school nutrition, childcare, sanitizing schools and buses, in-person instruction, and remote instruction during the COVID-19 pandemic.

For the full bill visit the NC General Assembly Page at [www.ncleg.gov/BillLookUp/2019/H1105](http://www.ncleg.gov/BillLookUp/2019/H1105). In the event that this legislation becomes law, more detailed information will follow.

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### **July Summary/Installment File Missing Expenditures**

LEAs submit three UERS files to DPI monthly; the payroll, the accounts payable, and the summary file. DPI uses the July and August SUMMARY files to create the July and August INSTALLMENT FILES. Several LEAs have contacted School Business to report that some July payroll vouchers were missing the installment payments indicators. These payroll vouchers

with the missing installment payment indicators did not roll up into the summary file account totals. Therefore, the installment files for these LEAs are missing installment payments (salary, social security, and retirement).

The Salary Load Process loaded these vouchers into FY 2021 in LicSal, resulting in overpayments in FY 2021 and underpayments in FY 2020. The Salary Analysts moved the vouchers to FY 2020 and cleared audit exceptions. However, if DPI uses the current July Summary file to create the July Installment file, these LEAs will appear to have received funds in FY 2020 but posted no expenditures in FY 2021. Those missing installments will negatively impact the zero out for the month of August.

For those LEAs affected, contact your software vendor to assist you in getting the installment payment indicators on the July payroll vouchers. You will then need to rebuild all three UERS files (payroll, accounts payable, and Summary) and resubmit the files to DPI. Please notify Icilma Burroughs once you resubmit your files.

If you have any questions, please send them to Icilma Burroughs at [Icilma.Burroughs@dpi.nc.gov](mailto:Icilma.Burroughs@dpi.nc.gov).

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### **Current Year Allotment Overdraft Report - LEAs only**

DPI will start running the current year (FY2021) Allotment Overdraft report (JHA356EG) in February 2021. If your LEA has overages in state program report codes (PRCs) as of January 31, 2021, your LEA will be assessed a one percent penalty on the state PRC overages listed on the JHA356EG 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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### **Transportation Allotment Flexibility for PRC056**

The State Board of Education amended policy ALOT-003 with regard to the PRC 056 Transportation Allotment by adding the following special provision:

“8) Notwithstanding the purpose and other special provisions of PRC 056, PRC 056 funds may also be used to support yellow school bus operations for purposes which support students’ nutrition or instruction in any state of disaster or local state of emergency declared under 166A of the General Statutes.”

During a declared state of emergency this flexibility allows LEAs to decide the most effective way to use school bus transportation resources to support students’ nutrition and instruction given the operational situation in their district. PRC 056 funds may now be used for school bus operations which support students’ needs even when those needs don’t involve physically moving students to and from their assigned school.

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## Federal Programs Monitoring and Support Division Update

### Innovative Childcare and Remote Extended Support (ICARES) Grant Application

The purpose of the ICARES grant is to fund high-quality, independently validated extended learning and integrated student support service programs for Pre-K-8 at-risk students that raise standards for student academic outcomes and will be a competitive grant opportunity processed through the CCIP system. ICARES grant amounts will range from \$200,000 to \$500,000 depending on the number of at-risk students identified to be served. *Only Districts, Charter Schools and Lab Schools are eligible.*

Only applications submitted through CCIP will be reviewed and evaluated. Applications must be submitted through CCIP by 5:00 pm EDT on **October 5, 2020**. Applications received after 5:00 pm EDT on October 5, 2020 will not be accepted.

An ICARES overview technical assistance webinar will be held on Wednesday, **September 9, 2020**. Click on the following link to register: [ICARES Overview Technical Assistance Webinar](#)

A CCIP training focusing upon ICARES grant application completion will be held on Wednesday, **September 16, 2020**. Click on the following link to register: [ICARES CCIP Technical Assistance Webinar](#)

[The ICARES Request For Proposal](#) (RFP) document is attached.

### Non-Competitive Procurement Waiver Requests

As the pass-through entity for programs authorized under ESSA, IDEA, CTE, et al, the North Carolina Department of Public Instruction may waive competitive procurement requirements in accordance with 2 CFR §200.320(f)(3). A request for noncompetitive procurement must include the vendor, funding source (federal program and PRC), scope of work/deliverables, total cost and a detailed justification. Procurement will communicate with appropriate federal program staff to determine final approval.

Please note: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- After solicitation of a number of sources, competition is determined inadequate.

To submit a noncompetitive procurement proposal please utilize the revised [Procurement Waiver Request Template](#) attached; **old versions of the form will not be accepted**. Submit the completed form via email to [tymica.dunn@dpi.nc.gov](mailto:tymica.dunn@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.letchworth@dpi.nc.gov](mailto:tina.letchworth@dpi.nc.gov) or Tymica Dunn at [tymica.dunn@dpi.nc.gov](mailto:tymica.dunn@dpi.nc.gov).

#### Reminder About CARES-ESSER Equitable Services Legal Disputes

As explained in last week's update, CARES-ESSER equitable services funds are currently subject to disputes between Congressional intent in the CARES Act, US Department of Education's interim rules and federal court decisions. We understand that some local school districts are being advised by their legal counsel regarding the possible impact of these disputes on their decisions effecting the use of funds for equitable services. NCDPI is in no position to direct school districts to either disregard or follow such counsel. We are, however, recommending that districts maintain sufficient funding within their CARES-ESSER budgets to cover the maximum equitable share costs that may be determined appropriate as the legal proceedings unfold. While we cannot predict the ultimate result of the disputes, as we learn more, we will provide updates.

#### Additional CARES-ESSER Funds for Some Charter Schools and Lab Schools

The State Board of Education recently determined that additional Elementary and Secondary School Emergency Refunds (ESSER) funds from the CARES Act are to be made available for Charter Schools and Lab Schools that were previously ineligible for funds, were underfunded in PRC 163 or initially waived federal funds altogether. The additional funds will be made available in PRC 164, and affected schools will be notified by DPI's School Business office when these allotments become available. An application form, very similar to the one provided for PRC 163, and directions for submitting it will soon be provided by the Federal Programs Monitoring and Support Division.

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### **Exceptional Children Division Update**

#### REMINDER – PRC082

The PRC 082 expenditure report is **due by or before 9/30** to your NC SIP regional literacy and/or math consultant via email.

#### PRC 132 COVID-19 Relief Act Funding Update

Due to a portion of unallotted funds after the grant application process, an approximately 16% increase to the *second* COVID-19 Relief Act grant allotment has been applied to approved applications. This second allotment of funding will be made in the near future. If there are expenditures from the additional funds that your PSU needs to make that are not aligned to your original PRC 132 applications, please alert your Regional Coordinator so this update can be made to the second grant application. Expenditures must align to the Public School Units (PSUs) application and be an allowable expense within the chart of accounts. Please be aware, there will be additional information in the near future concerning reporting requirements for these funds. As a reminder, these funds must be **expended by**



**12/31/2020.** If you believe you will be unable to spend your allotted PRC 132 funds in this timeframe, please alert your Regional Coordinator as soon as possible.

#### Developmental Day Center Funding

If the IEP Team has placed a student in a Developmental Day Center and the center is serving students remotely, the PSU may apply for DDC funding. The DDC eligibility requirements must be met in order to receive funding.

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### **2020 Employer Unemployment List of Charges**

LEA EMPLOYERS - Please see the information DPI received this week from the Department of Employment Security (DES). This information relates to the Employer Unemployment List of Charges and is important as we end the 2020 Year End Benefit Charges.

The List of Charges to Your Account reflects each claim/claimant who received Unemployment Insurance benefits during the second quarter of 2020. Please understand this is not a bill and you are not required to submit payment with regard to these charges. To ensure proper financial reimbursement with regards to the Coronavirus Pandemic, we must reflect charges associated with your company. The Reimbursement Statement, generated in November 2020; will reflect all state and federal credits due to your company.

Your reimbursing employer account IS PROTECTED from charges associated with the Coronavirus pandemic, these benefits are covered in full (50% State funding / 50% Federal funding). However, to ensure NC receives the correct reimbursement from the Federal buckets, we are required to list them in full as associated with the reimbursing employer. Our Tax Department will generate your Reimbursement Statement in November 2020 and will reflect all the funds provided.

Please verify the claimants on the List of Charges. We would like to know of any claimant who should not have been paid; those still working, received emergency leave payments or paid their salary during the closed period.

This method also encourages reporting of fraudulent claims.

Contact Eileen Townsend with any questions. [Eileen.townsend@dpi.nc.gov](mailto:Eileen.townsend@dpi.nc.gov).

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### **Reminders**

- Calendar Waivers – Due **TODAY, September 4, 2020**  
Details are in the August 14, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund - Application due **September 15, 2020**  
Details are in the August 28, 2020 newsletter. \*



- September PSBCF and NBPSCF Lottery Distribution Requests - Requests due **September 25, 2020**  
Details are in the August 28, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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

## School Business – September 11, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- COVID Allotment Policy Manual 2020-21 Updated September 8, 2020
- Schedule of COVID Funds as of September 10, 2020

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### Zero Out for August

We anticipate processing the Zero Out for the month of August next week. This processing will include July's and August activity. If the accrual reversals were not posted to your books in July or August there will be an adverse impact on the Zero Out.

For LEAs that need to have their July Installment Summary and Payroll files rebuilt, please resubmit to DPI by Monday, **September 14, 2020** by 11:59pm. If DPI does not receive the updated files, the zero out process may result in your district having FY 2020 cash being pulled back. Please notify Icilma Burroughs once you resubmit your files.

If you have any questions, please send them to Icilma Burroughs at [Icilma.Burroughs@dpi.nc.gov](mailto:Icilma.Burroughs@dpi.nc.gov).

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### FY 2020 - 13th Month MFR File – Reminder - LEAs only

This is a reminder that DPI will need to have your final FY 2020 13th month MFR by Wednesday evening, **September 16, 2020**. Please make sure your LEA is signed into FY 2020.

If you made changes to your general ledger since your last FY 2020 13th month MFR file, please rebuild your 13th month MFR data files.

If you did not make any changes to your last FY 2020 13th month MFR files, then you do not need to do anything. If you have any questions, please contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### Voluntary Shared Leave Reporting 2019-2020 - LEAs only

*(Excludes Independent Public School Operations: Charter Schools, Lab Schools, Regional Schools and the Innovative School District)*

This survey is collected annually in response to General Statute 126-8.3(c) and is due **September 23, 2020**.

The survey is posted on the Financial and Business Services home page at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) under What's New or accessed directly at [www.surveymonkey.com/r/QVWXWB2](http://www.surveymonkey.com/r/QVWXWB2).

Note: Do not enter decimal points or any symbols when entering numbers.

If you have questions about the survey, please contact Angela Harrison in the Division of School Business at 984-236-2449 or [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov).

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### **HB1105 – SL2020-97 Temporary flexibility for Transportation Allotment**

For the 2020-2021 school year, LEAs may use funds in the transportation allotment PRC056 for the following additional purposes related to the COVID-19 pandemic:

1. School nutrition.
2. School- and community-based child care.
3. Sanitizing schools and buses.
4. In order to facilitate in-person instruction, personal protective equipment that meets applicable federal standards and guidelines from the Centers for Disease Control and Prevention.
5. Remote instruction.

School Business will modify the chart of accounts for PRC056 to accommodate some of the anticipated expenditures that are not allowable in other PRCs in the State Public School Fund. ABC transfers are permissible from PRC056 with no penalty to the allotment formulas for 2021-22.

Please contact Roxane Bernard [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov) for additional requests.

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### **Tydings Amendment and CARES Act Funding**

The Tydings Amendment is a Federal provision that extends the period of availability for certain formula grants administered by the U.S. Department of Education for an additional 12 months beyond the fiscal year in which they are awarded. As a result of the Tydings Amendment and the difference in the Federal and State fiscal year, the standard U.S. Department of Education formula grants like Title I, Part A, IDEA, Title II, Part A, Title III, Part A, etc. have a period of availability totaling 27 months (July 1 to September 30 two years later).

While the K-12 Emergency Relief Fund (ESSERF – PRCs 163, 164, 165, 166, 167, and 168) and the Governor's Emergency Education Relief Fund (GEER – PRCs 169 and 170) authorized under the CARES Act are unique programs given the context of the coronavirus pandemic, both programs are nonetheless formula grants administered by the U.S. Department of Education. The U.S. Department of Education has, through non-regulatory guidance, made clear that the expectation is that the Tydings Amendment would apply to the CARES Act funds despite the CARES Act itself listing September 30, 2021 as the expiration date for the funds.

As a result of this application of the Tydings Amendment to the ESSERF and GEER programs, the period of availability end date would be extended by a further 12 months to September 30, 2022.

Based on the guidance from the U.S. Department of Education, we fully anticipate that the ESSERF and GEER funds will be available for obligation until September 30, 2022. However, because this was stated in nonregulatory guidance and the CARES Act funds are not standard programs, we are still unsure whether something more formal will be issued with the U.S. Department of Education to support this position. Accordingly, the State Board approved allotment policies for the PRCs list "September 30, 2021 + Tydings" to reflect the U.S. Department of Education guidance related to these funds.

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## **Federal Programs Monitoring and Support Division Update**

### Notice from USED - Federal Guidance Portal and Guidance Review

The US Department of Education has created a guidance portal located at- <https://www2.ed.gov/policy/gen/guid/types-of-guidance-documents.html>. This portal links to a searchable index of all of the Office of Elementary and Secondary Education's (OESE's) guidance documents written to support the implementation of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act. The guidance documents found in the portal are effective as of the date issued and provide guidance that is non-binding both in law and practice.

OESE completed a comprehensive review of its guidance documents and rescind guidance that was deemed outdated, unnecessary, or ineffective. To this end, the Department published a notice in the Federal Register on August 31, 2020, notifying the public of the guidance documents rescinded by the Department as a result of its review. At this time, OESE has a total of 46 guidance documents that have been rescinded as a part of this effort. These documents are being rescinded because they are outdated or have been superseded, and therefore are no longer relevant. Information specific to those guidance documents that have been rescinded, as of the date of the Department's notice, is available at [www.federalregister.gov/documents/2020/08/31/2020-19144/notice-of-the-rescission-of-outdated-guidance-documents](http://www.federalregister.gov/documents/2020/08/31/2020-19144/notice-of-the-rescission-of-outdated-guidance-documents).

### Innovative Childcare and Remote Extended Support (ICARES) Grant Application

The purpose of the ICARES grant is to fund high-quality, independently validated extended learning and integrated student support service programs for Pre-K-8 at-risk students that raise standards for student academic outcomes and will be a competitive grant opportunity processed through the CCIP system. ICARES grant amounts will range from \$200,000 to \$500,000 depending on the number of at-risk students identified to be served. Only Districts, Charter Schools and Lab Schools are eligible.

Only applications submitted through CCIP will be reviewed and evaluated. Applications must be submitted through CCIP by 5:00 pm EDT on **October 5, 2020**. Applications received after 5:00 pm EDT on October 5, 2020 will not be accepted.

A CCIP training focusing upon ICARES grant application completion will be held on Wednesday, **September 16, 2020**. Click on the following to register: [ICARES CCIP Technical Assistance Webinar](#).

ICARES website: [www.dpi.nc.gov/districts-schools/federal-program-monitoring/icares](http://www.dpi.nc.gov/districts-schools/federal-program-monitoring/icares).

If you have questions about ICARES, please contact Melissa Eddy at [Melissa.eddy@dpi.nc.gov](mailto:Melissa.eddy@dpi.nc.gov).

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## **Exceptional Children Division Update**

### Special State Reserve

The PSU can apply for Risk Pool or Special State Reserve funding for students eligible for funding while the student is being served remotely. The funds may be held by DPI until the PSU returns to in-person instruction.

Indicate in the narrative if the student is currently served remotely or in-person. If remote, an update will need to be provided upon re-entry to in-person instruction.

### Maintenance of Effort (MOE)

The MOE Expenditures for the 2019-2020 school year is due by **October 31, 2020**. The MOE Expenditure section of the IDEA grant will be open for submission by the end of September for all PSUs with an approved IDEA grant. All others will be open for submission after the IDEA grant has been approved.

The MOE Calculation Form. Justification Form has been uploaded to the NCCCIP Grant System in the NCDPI Resources Section under EC Resources tab.

### REMINDER: PRC 132 COVID-19 Relief Act Funding Update

Due to a portion of unallotted funds after the grant application process, an approximately 16% increase to the second COVID-19 Relief Act grant allotment has been applied to approved applications. This second allotment of funding will be made in the near future. If there are expenditures from the additional funds that your PSU needs to make that are not aligned to your original PRC 132 applications, please alert your Regional Coordinator so this update can be made to the second grant application. Expenditures must align to the Public School Units (PSUs) application and be an allowable expense within the chart of accounts. Please be aware, there will be additional information in the near future concerning reporting requirements for these funds. As a reminder, these funds must be expended by 12/31/2020. If you believe you will be unable to spend your allotted PRC 132 funds in this timeframe, please alert your Regional Coordinator as soon as possible.

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## **Reminders**

- 2020-21 Needs-Based Public School Capital Fund - Application due **September 15, 2020**  
Details are in the August 28, 2020 newsletter. \*

- September PSBCF and NBPSCF Lottery Distribution Requests - Requests due **September 25, 2020**  
Details are in the August 28, 2020 newsletter. \*
- PRC 082 - Expenditure report is **due September 30, 2020**  
Details are in the September 4, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – September 18, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- COVID-19 Allocation Summary by Unit - September 14, 2020
- CRF Guidance from US Treasury
- Teacher Legislated Bonuses FAQ

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### Child Count Transfer System

The Allotments Section is working diligently to prepare the Child Count Transfer System. Once the system is open, additional communication will be sent out, along with instructions and due dates. We appreciate your patience.

If you have any questions please contact Melissa Dearman at [Melissa.dearman@dpi.nc.gov](mailto:Melissa.dearman@dpi.nc.gov).

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### Update on Revised Planning Allotments for Federal Programs

As noted in our communication last week, School Allotments has recalculated the planning allotments for the following Federal PRCs – 017, 049, 050, 060, 070, and 103. Due to concerns that updating the planning allotments could result in technical issues within CCIP and BAAS, School Allotments has elected to post the updated planning allotments within the Allotment System to enable units to see the updated allotments but to refrain from uploading the revised allotments into BAAS. Accordingly, while each unit can access its updated allotments within the Allotment System, these changes will not yet be reflected within BAAS or CCIP. Once School Allotments has been able to verify with our technical staff that uploading the revised planning allotments will not have adverse effects within BAAS or CCIP, we will upload the new planning numbers into BAAS as well.

For charters that were previously ineligible for PRC 050, but which are newly eligible under the revised calculations, the updated PRC 050 planning allotments for those units have been uploaded into BAAS. This should subsequently trigger the opportunity to complete and submit a program application within CCIP.

A unit may view its revised planning allotments for these PRCs within the Allotment System by logging into the Allotment System, going to the "LEA\_Allotment" tab, clicking on "Estimated (Planning) Allotment," choosing "10. Revised Planning," and selecting the current year and your unit name and number.

If you have any questions about accessing the revised planning allotments or how to locate them within the Allotment System, please contact School Allotments.

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## **PRC 118 FY 20 Carryover**

The Division of School Business and the Exceptional Children Division have received questions related to the period of availability of funding allotted through PRC 118. Funding through PRC 118, which are generated from the IDEA grant maintains their availability for 27 months from receipt by the SEA, as with all federal dollars. As a special grant, PRC 118 funds are allotted each year from the most recent IDEA award received by the State. Any LEA that does not expend its full allotment for PRC 118 during the fiscal year in which they are granted has had its subsequent year award reduced by the carryover amount rather than having the carryover funding reverted.

For FY 20 PRC 118 allotments, the underlying IDEA funds period of availability ends on September 30, 2021. Because of the disruptions to original project plans caused by the COVID pandemic, the Exceptional Children Division has elected not to make any adjustments to any potential FY 2021 PRC 118 allotments due to excess carryover of previous year funds. Accordingly, units who have received PRC 118 funds will be able to maintain any carryover funds and will not have their FY 21 PRC 118 allotment reduced due to carryover funds.

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## **Exceptional Children Division Updates**

### Maintenance of Effort (MOE)

MOE Expenditures for the 2019-2020 school year

- MOE Expenditure Section will open on September 30, 2020 for all PSUs with an approved IDEA grant. All others will be open for submission after the IDEA grant has been approved.
- The MOE Calculation Form and Justification Form have been uploaded to the NCCCIP Grant System in the NCDPI Resources Section under EC Resources tab. See the MOE Expenditure Guide. [MOE Expenditure Guidance.pdf](#)
- Due date for MOE: October 31, 2020
- We have not been made aware of any exceptions to MOE due to COVID. As information becomes available, we will provide updates.
- The Fiscal Monitors will be offering MOE Technical Assistance Sessions on the following dates:
  - Monday, October 5<sup>th</sup> 1:30 – 2:30 pm
  - Wednesday, October 7<sup>th</sup> 9:30 – 10:30 am
  - Monday, October 12<sup>th</sup> 1:30 – 2:30 pm
  - Wednesday, October 14<sup>th</sup> 9:30 – 10:30 am
  - Wednesday, October 28<sup>th</sup> 9:30 – 10:30 am

### MOE Corrections for 2018-2019 data currently in the NC CCIP IDEA Grant:

PSUs can send the corrected MOE calculation form and the expenditure reports justifying the corrections to the Fiscal Monitor. The Fiscal Monitor will verify the corrections and submit the change to the grant system.



## Medicaid and Maintenance of Effort (MOE) and IDEA Proportionate Share

Please see this memo for information and guidance. [Medicaid MOE Proportionate Share Memo.pdf](#)

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### Reminders

- Voluntary Shared Leave Reporting 2019-2020 - LEAs only – due **September 23, 2020**  
Details are in the September 11, 2020 newsletter. \*
- September PSBCF and NBPSCF Lottery Distribution Requests - Requests due **September 25, 2020**  
Details are in the August 28, 2020 newsletter. \*
- PRC 082 - Expenditure report is **due September 30, 2020**  
Details are in the September 4, 2020 newsletter. \*
- Innovative Childcare and Remote Extended Support (ICARES) Grant - Applications due **October 5, 2020**  
Details are in the September 11, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

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

## School Business – September 25, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent post: COVID-19 Allocation Summary by Unit - September 25, 2020

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### Remaining COVID Funds

Although we are working diligently to get all the remaining CARES Act funds distributed to PSUs as soon as we can, DPI and the State Board of Education are prioritizing the distribution of the CRF funds due to the Dec 30 expiration date.

The SBE shall consider the policies for approval for the remaining CRF funds at its special called meeting on Monday 28<sup>th</sup>. Included in the agenda are the policies for the allocation of \$27m in PPE and \$10m in additional mobile hot spots.

The SBE is also expected to consider the policies for the ESSERF State reserve allocations.

Please refer to the schedule of COVID funding for a status of all funds. We will be able to provide a more definitive time line in the next 7 to 10 days.

<https://files.nc.gov/dpi/documents/fbs/covid-summary-09-10-20.pdf>

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### Installment Collapse Entries - LEAs only

In July, some LEAs posted their accrual reversals, the July installments and regular July expenditures. The July MFR file should have reflected the difference between the accrual reversal and the July installment posting plus the regular July expenditures.

For those LEAs with August installments, the districts posted their accrual reversals, the August installments and regular August expenditures. The August MFR file should have reflected the difference between the accrual reversals and July and August installment payments plus the regular August expenditures.

The difference between the accrual reversals and the installment payments is known as the Installment Collapse.

LEAs must remove the Installment Collapse (differences) on their books to accurately reflect current year expenditures. Installments were included on your LEA books to reflect accurate "cash" payments for July and August. JV entries should be prepared to remove the Installment Collapse differences from current year's balances.

**DPI recommends all LEAs prepare the collapse entries prior to submitting September data files.**

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

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## Exceptional Children Division Updates

### IDEA Grant Reminder

EC Directors will receive an email from the NC CCIP platform when the status of the IDEA grant has been changed to NCDPI IDEA Regional Coordinator Approved. Upon receipt of this notification, the IDEA grant is waiting on Chief Administrator (Superintendent/Head of School) approval. The fiscal monitors cannot complete the final review of the IDEA grant until the Chief Administrator has marked the grant as approved. Please work with your Superintendent to ensure timely approval of the IDEA grant.

### Planning Allotment Notice

DPI Financial and Business Services notified finance officers of a change in the planning allotments. For most PSUs it is a minor change. Finance officers will amend BAAS as needed to adjust for the minor change. Fiscal monitors will review the amendment and notify the EC Director/Coordinator if a change in the IDEA grant is needed based on the BAAS amendment. ECD does not anticipate many IDEA grant amendments will be needed for these minor planning allotment adjustments. **However, if you have any questions, please direct them to your Finance Officers or contact your Fiscal Monitor.**

PRC 132 Reporting Guidance - [132 Expenditure and Reporting.pdf](#)

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## Reminders

- September PSBCF and NBPSCF Lottery Distribution Requests - Requests due **TODAY, September 25, 2020**  
Details are in the August 28, 2020 newsletter. \*
- PRC 082 - Expenditure report is **due September 30, 2020**  
Details are in the September 4, 2020 newsletter. \*
- Innovative Childcare and Remote Extended Support (ICARES) Grant - Applications due **October 5, 2020**  
Details are in the September 11, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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

## School Business – October 2, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- COVID Allotment Policy Manual 2020-21 Updated September 28, 2020
- Schedule of COVID Funds as of September 28, 2020

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### Required Postings on LEA Websites - LEAs only

The following reports are required to be posted on LEA's websites per G.S.105.25. (c) by **October 15<sup>th</sup>** and keep it there for at least 3 years:

#### Expenditure Report with PRC and Object Code Summary

The Division of School Business has posted the reports on our website at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/school-expenditure-data#annual-expenditure-report-by-district-\(lea\)](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/school-expenditure-data#annual-expenditure-report-by-district-(lea)) and LEAs may choose to link to these files to comply with the [legislation](#).

#### ABC Transfers – Budget Flexibility Report

LEAs are also required to provide the details below for all transfers which increased or decreased the allotment amount by more than 5%:

- The amount of the transfer.
- The allotment category into which the funds were transferred.
- The purpose code for the funds following the transfer.
- A description of any teacher positions fully or partially funded as a result of the transfer, including all subject areas taught by the teacher in that position.
- The educational priorities that necessitated the transfer.

All LEA finance officers should have received an Excel template with the 2019-20 ABC transfers that met the threshold. The template was sent via email to the finance officer listed in EDDIE on Wednesday, September 30, 2020. That email also included PDF file "ABC Transfers Guidelines FY2020" that will help with completing the excel template. The "ABC Transfers Guidelines FY2020" is also found [here](#).

If a district does not have any transfers that increased or decreased the allotment amount by more than five percent, NC DPI believes the district is not required by the legislation to post it. However, for clarity and transparency purposes, these districts may opt to state on their website they have nothing to report for that particular year.

In addition to posting the information on the LEA website, all LEAs are required to complete the template and submit to Michael Ray at the email below by **10/31/2020**. Email [Michael.Ray@dpi.nc.gov](mailto:Michael.Ray@dpi.nc.gov) ASAP if you have not received the template.

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## **SS300 Local Salary Supplements Report - LEAs only**

The SS300 Local Salary Supplements Report is due by **October 30, 2020** and is available online by accessing the Financial and Business Services website under "What's New": [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services).

The SS300 Local Salary Supplements Report is completed by LEAs only. The information requested in this report will be the same as it has been in past years. Please begin to gather the information that is needed to complete this report.

Once again, the information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

For SS300 questions, please contact [studentaccounting@dpi.nc.gov](mailto:studentaccounting@dpi.nc.gov).

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## **October PSBCF and NBPSCF Lottery Distribution Requests**

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **October 26, 2020**.

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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## **EC Division Information**

### MOE Technical Assistance Sessions

The Fiscal Monitors will be offering MOE Technical Assistance Sessions to provide support and answer questions. The dates and links are provided below. No registration is required.

**October 5<sup>th</sup>** 1:30 p.m.-2:30 p.m. -

<https://ncgov.webex.com/ncgov/j.php?MTID=m69dfe14949f74b907a932f020c9af338>

Meeting number (access code): 171 537 2809 - Meeting password: kUiYRTMQ525

**October 7<sup>th</sup>** 9:30 – 10:30 am -

<https://ncgov.webex.com/ncgov/j.php?MTID=mf4f3a45b3814f5b5d9d718511eb3e522>

Meeting number (access code): 171 853 7077 - Meeting password: PKtKdaZp339

**October 12<sup>th</sup>** 1:30 – 2:30 pm -

<https://ncgov.webex.com/ncgov/j.php?MTID=ma2bfe0fdeac0cd09c5c93689da587d02>

Meeting number (access code): 171 861 9206 - Meeting password: 8aXk2t5aNdx

**October 14<sup>th</sup>** 9:30 – 10:30 am -

<https://ncgov.webex.com/ncgov/j.php?MTID=ma8cbb8db08ce0f12f45ab7cead5bbbe2>

Meeting number (access code): 171 500 7846 - Meeting password: eaM5q8jC3Dh

**October 28<sup>th</sup>** 9:30 – 10:30 am -

<https://ncgov.webex.com/ncgov/j.php?MTID=m248df24b84014f5a2d0f4336fdb9c71b>

Meeting number (access code): 171 012 6464 - Meeting password: bHcYm5rkm57

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## Reminders

- Innovative Childcare and Remote Extended Support (ICARES) Grant - Applications due **October 5, 2020**  
Details are in the September 11, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – October 9, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- Presentation of COVID Funds and Status as of September 30, 2020
- COVID Allotment Policy Manual 2020-21 Updated October 9, 2020
- Schedule of COVID Funds as of October 9, 2020
- Principals Legislated Bonus FAQ

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### Teacher Bonus – PreK Teachers Eligibility

When a determination has been made on this, a response shall go to the PSUs.

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### Dec 30 cut off and liquidation period

Many PSUs are concerned about the December 30 expiration of the CRF and the receipt of goods prior to that time. The US Treasury has published updated guidance that differs from their previous statements related to the period of availability which will alleviate some of the concerns. The full US Treasury guidance can be found at

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

#### **CRF Incurred Costs**

CRF funds may only be used to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency and were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020 (the "covered period").

#### **How does the US Treasury determine when funds were incurred?**

Previous guidance from the US Treasury stated that a cost was incurred when the PSU had expended the funds. The US Treasury has modified this guidance and has clarified that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period, but payment of funds need not be made during that time. It is generally expected that payment will take place within 90 days of a cost being incurred. The cost of a good or service is not eligible to be funded from CRF funds if there is no need for receipt until after December 30.

#### **What are we to do if there is an extended delay by the supplier in delivering the goods?**

US Treasury guidance recognizes that there are disruptions in the supply chain and stated that "if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete

delivery or service by December 30, 2020 will NOT affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control”.

If the PSU is faced with this situation it is important to document the required delivery date and cause of the delay. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

### Status of ESSER Fund 10% Reserve and GEER PRCs – All PSUs

School Business has recently received questions regarding the timeline for the allotment of funds from the various programs that are being funded by the ESSER Fund 10% State Reserve and the Governor’s Emergency Education Relief (GEER) Fund. Because these are Federal grants funds from which subawards are being made, each PRC will require an application requesting funding to be submitted by a public school unit. The table below outlines the information that we have been able to gather as to the current status for each of these PRCs, as well as an estimate of when allotments might be made for each. Please note that these are just estimates of when allotments might be made – the timeline for each PRC could change depending on the application development and review process.

Planning allotments are uploaded as they are calculated. Applications are announced through the Federal Programs and Exceptional Children’s division.

PRC	Title	Amount	Status	Estimated Allotment Date
164	ESSER Fund – PSU Supplemental Funding	\$2,226,662	Application open – cs only	Late October/Early November for PSUs with approved applications
165	ESSER Fund – Digital Curricula	\$10,800,000	Application is in development	January for PSUs with approved applications
166	ESSER Fund – Learning Management System	\$3,500,000	Application is in development	January for PSUs with approved applications
167	ESSER Fund – Exceptional Children Grants	\$10,000,000	Application is in development	January for PSUs with approved applications
168	ESSER Fund – ICARES	\$4,471,200	Applications closed 10/5	Awards made through grant competition by early December



The timeline for the application for The Governor's Emergency Education Relief (GEER) Funds (PRCs 169 and 170) will be provided in the near future.

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### **Phase of Operation – Survey deadline Oct 19 – All PSUs**

The State Board of Education recently approved the policy and distribution of the funding for PPE, and in order for the Division of School Business to have the information needed, we are requiring that **all** public school units (PSU) report the Phase under which the PSU is operating on specific dates.

Please submit this document - [www.surveymonkey.com/r/5FYXN2Q](http://www.surveymonkey.com/r/5FYXN2Q) - by **October 19th** with the local boards approved Phase as of October 15 or before. Failure to report may affect the allocation for your PSU and will delay the allocation for all PSUs.

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### **Child Count Transfer System – All PSUs**

The FY 21 Child Count Transfer System will open to enter transfers on Oct 14, 2020. We appreciate your patience while we prepared the system for the 2020-21 fiscal year and ask that you please submit your transfers promptly to avoid missing the deadline. Please be advised that the deadline for submitting transfers for students who enrolled from July through October is **Nov 10, 2020**.

For **New Charter Schools** opened in 2020-2021, please have your transfers for students enrolled from July through September submitted no later than **October 21st**. Students enrolled in October need to be submitted by **November 10th**. We need this information earlier to calculate Federal Planning allotments for the Budget and Application process for New Charter Schools. More detailed instructions will be emailed directly to the Directors of the New Charter Schools.

To access the Child Count Transfer System, please use this link:  
<https://schools.nc.gov/childcounttransfer>.

Access to the System for input has been granted to Data Managers that were reported to the Exceptional Children Division. If you have a new Data Manager or want to report a change in Data Manager, please contact [matt.hoskins@dpi.nc.gov](mailto:matt.hoskins@dpi.nc.gov) or 984-236-2552.

If you have any questions about the HC transfer system, please contact [melissa.dearman@dpi.nc.gov](mailto:melissa.dearman@dpi.nc.gov) or 984-236-2444.

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### **State PRC 016 Summer Reading Camps and State PRC 154 COVID-19 Supplemental Funds are closed as of June 30, 2020**

Some LEAs and charters are coding expenditures to state PRC 016 Summer Reading Camps and state PRC 154 COVID-19 Supplemental Funds which closed as of June 30, 2020. Discontinue coding and remove the expenditures from the closed state PRCs 016 and 154 as soon as possible.

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

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## **SS200 Full-Time Personnel Report – All PSUs**

For all Public-School Units (PSUs), Independent Public Schools (Charters, Regional, UNC Lab Schools and the Innovative School District-ISD).

The SS200 Full-Time Personnel Report will be due by close of business on Friday, **November 6, 2020**. The link to the SS200 online application will be available Monday, October 19, 2020 and appear on the FBS web site under What's New [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) or by accessing <https://schools.nc.gov/ss200>. An annual subscription (request to access) is required by accessing the SS200 and completing the requested information.

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed through October 1 of the current school year (2020 – 2021). A Full Time Employee is defined as a person employed to fill a vacancy whose regular work week is the number of hours established as full-time for the class of work assigned, but not less than 30 hours per week.

The individual submitting the report will need an active North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your own NCID administrator to set up an account for you. A directory of the local NCID administrators is available at [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp). DPI cannot assign an NCID or reset NCID passwords. Questions concerning NCID are available at <https://it.nc.gov/ncidfrequently-asked-questions>.

If you are not responsible for submitting this report, please share this information with other staff that may be involved with data collection and reporting for the SS200. If you have questions related to the SS200 Full-Time Personnel Report, please contact Angela Harrison at [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov) or (984) 236-2449.

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## **Assistant Principal Interns – Principal Fellows (PRC066) and Assistant Principal Interns – MSA Students (PRC067): Object 129 added**

SL 2020-49 modified the pay for Assistant Principal Interns. These changes are reflected in the Allotment policy manual and the salary manual. 2020-2021 Allotment Policy Manual page 31 <https://files.nc.gov/dpi/documents/fbs/allotments/general/apm-20-21-09-8-2020.pdf>.

In Summary:

Principal Fellows (PRC066). The stipend for a Principal Fellow will be equivalent to 40% of the higher of the beginning salary of a certified assistant principal, or what the individual would have earned on the teacher salary schedule.

MSA Students (PRC067). The stipend for an MSA Student will be the higher of the beginning salary of a certified assistant principal, or what the individual would have earned on the teacher salary schedule.

If the AP intern is paid according to the Assistant Principal Salary schedule, the PSU will code the salary amount to 1-5420-**067**-117 or 1-5420-**066**-117)

If the AP intern qualifies for a higher salary as a teacher, the difference between the Assistant principal salary and the teacher salary must be coded to object code 129, (1-5420-067-129 or 1-5420-066-129).

If you have any questions about this, please contact [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov).

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### **Schedule of Fees – LEAs only - Action by October 15**

The schedule of student and staff fees, charges, and solicitations was previously required to be sent to DPI and was collected by the School Business Division. LEAs and schools are no longer required to submit this to DPI **and instead must publish their fees on their websites by October 15th** and keep it updated.

The legislation per G.S 115C-47(6) states local boards of education shall adopt rules and regulations governing solicitations of, sales to, and fund-raising activities conducted by, the students and faculty members in schools under their jurisdiction, and no fees, charges, or costs shall be collected from students and school personnel without approval of the board of education as recorded in the minutes of said board; provided, this subdivision shall not apply to such textbooks fees as are determined and established by the State Board of Education. *The local board of education shall publish a schedule of fees, charges, and solicitations approved by the local board on the local school administrative unit's Web site by October 15 of each school year and, if the schedule is subsequently revised, within 30 days following the revision.*

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### **EC Division Information – All PSUs**

#### Update: Maintenance of Effort (MOE)

- The Maintenance of Effort Expenditures (MOE) submission deadline has been extended to COB on November 13, 2020.
- We have not received notification of any exceptions to MOE due to COVID.
- The MOE Expenditure Section has been opened in the NCCCIP for all PSUs with an approved IDEA grant as of October 6, 2020.
- Updates will be submitted every Tuesday and Friday to open MOE expenditures for newly approved IDEA grants. When the update is submitted, the NCCCIP system will change the grant status to "Revision Started". At that point, the PSU will be able to enter MOE Expenditure data.

\*\*Please direct any questions to your Fiscal Monitor.

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### **Reminders**

- Reports required to be posted on LEA's websites by October 15<sup>th</sup>  
Details are in the October 2, 2020 newsletter. \*
- Distribution Requests for PSBCF and NBPSCF lottery revenue for Capital Projects due October 26, 2020.  
Details are in the October 2, 2020 newsletter. \*

- SS300 Local Salary Supplements Report due by **October 30, 2020**  
Details are in the October 2, 2020 newsletter. \*
- 2019-20 ABC Transfers template due **October 31, 2020**  
Details are in the October 2, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – October 16, 2020

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Recent post: COVID-19 Allocation Summary by Unit - October 15, 2020

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### **PRC 169 - GEER-Specialized Instructional Support Personnel for COVID-19 Response and PRC 170 - Supplemental Instructional Services**

DPI is requesting that you do not code expenditures to PRC 169 and PRC 170 until the funds are allotted by DPI's Allotment section.

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

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### **PRC 114 – IDEA Risk Pool Reversion**

School Business recently completed a reversion of FY 20 PRC 114 funds for LEAs and charters who had unspent FY 20 PRC 114 funds as of June 30, 2020. This was completed at the request of the DPI Exceptional Children Division as PRC 114 funds are allotted on a per-student basis and therefore cannot be carried over into a subsequent fiscal year. LEAs and charters will still be able to apply for and receive FY 21 PRC 114 funds to serve "high need" students with disabilities once funding is available.

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### **Child Count Transfer System**

The FY 21 Child Count Transfer System is now open. Please be advised that the deadline for submitting transfers for students who enrolled from July through October is **Nov 10, 2020**.

For New Charter Schools opened in 20-21, please have your transfers for students enrolled from July through September submitted no later than **October 21st**. Students enrolled in October need to be submitted by **November 10th**.

More information is in the October 9, 2020 newsletter posted at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter).

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### **EC Division Information**

#### PRC 132 Allowable Expenditures

The EC division has received a number of questions about the purchase of hardware with PRC 132 funds. Hardware is not an allowable expense through PRC 132. However, please carefully review object code 411 and the general description for supplies and materials below. Equipment may be purchased under this code if it meets as least one of the

conditions below. Whether a purchase meets at least one of these criteria must be determined by the Public School Unit.

Information will be following next week concerning an additional allotment of PRC 118 that could be used for hardware purchases.

#### SUPPLIES AND MATERIALS (400)

A supply item is any article or material which meets any one or more of the following conditions: 1) it is consumed in use; 2) it loses its original shape or appearance with use; 3) it is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it (which is not true of equipment); 4) it is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item; and 5) it loses its identity through incorporation into a different or more complex unit or substance.

#### Object Code 411

Supplies and Materials Include all supplies, materials and workbooks used in the school system for instructional and non-instructional purposes. Examples of supplies: construction paper, crayons, pencils, pencil sharpeners, and other small unit cost equipment that meets the criteria for a supply item as outlined above. Examples of workbooks: map skills, handwriting, bookkeeping workbooks, etc. Include amounts expended for supplies and materials other than instructional supplies. (Expendable tools used in the garage and School Food Service should be recorded here.) Include amounts expended for periodicals and newspapers. A periodical is any publication appearing at regular intervals of less than a year and continuing for an indefinite period. Include amounts expended for audiovisual supplies and materials in the local school administrative unit. Include amounts expended for processing and cataloging books and materials in a school library. This would include kits and other supplies used for this purpose. Include amount for subscriptions to internet based educational resources and for the purchase of on-line educational media/materials used for the instruction of pupils.

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### **School Planning News**

#### 2020 Facility Needs Survey

An updated Instruction Guide for completing the 2020 FNS has been published and is available for download: [www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning](http://www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning).

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### **Workers' Compensation Administrators (WCAs)**

Complete the NC Workers' Compensation Form 19/First Notice of Loss report for any claim alleging COVID as follows. The Form 19 has a section called Cause and Nature of Injury. Please only report in the following manner:

"Employee is alleging COVID-19 exposure."

Workers' compensation claims reported as COVID will be investigated based on the specific facts. Our third party administrator will make the decision of acceptance or denial based on the facts and with legal counsel of the attorney general's office.

Please contact Eileen Townsend [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov) if you have any questions or concerns. Thank you for your attention to this matter.

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## Reminders

- 3 Reports were required to be posted on LEA's websites by October 15<sup>th</sup>  
Details are in the October 2 & 9, 2020 newsletter. \*
- Phase of Operation – Survey deadline October 19, 2020 – All PSUs  
Details are in the October 9, 2020 newsletter. \*
- Distribution Requests for PSBCF and NBPSCF lottery revenue for Capital Projects due October 26, 2020.  
Details are in the October 2, 2020 newsletter. \*
- SS300 Local Salary Supplements Report due by October 30, 2020  
Details are in the October 2, 2020 newsletter. \*
- 2019-20 ABC Transfers template due October 31, 2020  
Details are in the October 2, 2020 newsletter. \*
- SS200 Full-Time Personnel Report due by November 6, 2020 – All PSUs  
Details are in the October 9, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due January 8, 2021  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – October 23, 2020

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### **Governor's Emergency Education Relief Funds - GEER (PRC 169 and PRC 170)**

DPI has been awarded by the Governor (GEER) Governor's Emergency Education Relief Funds to be allocated to school districts. Currently, DPI is awaiting the transmission of the GEER funds to the state level. Planning allotments, to begin plans for the funds, are titled COVID-19 Allocation Summary by Unit and posted at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services). Once the funds are received, the Federal Program and Monitoring division will provide the next steps for completion of the GEER application within the CCIP system. Corresponding BAAS budgets for PRC 169 and 170 will need to be completed in coordination with the CCIP application. GEER PRC 169 funds are for Student Health Support and PRC 170 has been identified for Supplemental Instructional Services.

More information about GEER funds can be found at <https://governor.nc.gov/news/governor-cooper-directs-956-million-support-students-impacted-covid-19-pandemic>.

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### **ESSER Equitable Services Webinar Resources**

The Federal Program Monitoring and Support Division partnered with Tiffany Winters Kessler from Brustein and Manasevit to provide a webinar on ESSER Equitable Services. The webinar consisted of a presentation, followed by a question and answer session. An FAQ has been created based on questions raised during the webinar as well as common questions from across the nation and is available at [https://content.govdelivery.com/attachments/NCSBE/2020/10/23/file\\_attachments/1578022/CARES%20EqtbSrvcs%20BruMan%20FAQ%20Draft%20%2010%2019%2020.pdf](https://content.govdelivery.com/attachments/NCSBE/2020/10/23/file_attachments/1578022/CARES%20EqtbSrvcs%20BruMan%20FAQ%20Draft%20%2010%2019%2020.pdf).

Also, find the PDF of the recorded webinar that can be accessed at [Equitable Services Recorded Webinar Link](#), Password: Az2HRdaM.

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### **Non-Competitive Procurement Waiver Requests**

As the pass-through entity for programs authorized under ESSA, IDEA, CTE, et al, the North Carolina Department of Public Instruction may waive competitive procurement requirements in accordance with 2 CFR §200.320(f)(3). A request for noncompetitive procurement must include the vendor, funding source (federal program and PRC), scope of work/deliverables, total cost and a detailed justification. Procurement will communicate with appropriate federal program staff to determine final approval.



Please note: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

To submit a noncompetitive procurement proposal please utilize the revised [Procurement Waiver Request Template](#); **old versions of the form will not be accepted**. Submit the completed form via email to [ProcurementWaiversTeam@dpi.nc.gov](mailto:ProcurementWaiversTeam@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.letchworth@dpi.nc.gov](mailto:tina.letchworth@dpi.nc.gov) or the Procurement Team at [ProcurementWaiversTeam@dpi.nc.gov](mailto:ProcurementWaiversTeam@dpi.nc.gov).

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### **Installment Collapse** - LEAs only

Effective 9/30/2020, DPI posted the 11th & 12th installment payments for State funds (Company 1000) in the current year to the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. Because the installment payments are "cash" payments for July and August, but are not expenditures against your current year allotments, they are included only to reflect an accurate "cash" balance. While the installment amounts were posted on your general ledger when the checks were written, DPI did not post to the DBS/MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report JHA850EG, (run date of October 12, 2020) detailing the installment amounts posted for your LEA was placed in your eMFTS Reports folder on Monday, October 19, 2020.

Each LEA should have reversed the State accrual entries on their general ledgers during the months of July and August. Not reversing the accruals impacts the cash zero out. Any differences between the accrual amount and the actual installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, using manual journal vouchers (JV). Please note that you cannot use auto adjustments/BUDS to move these expenditures. The manual JVs are essential, so the installment verses accrual amount differences do not affect your current year allotment balance.

Also, effective September 30, 2020, DPI posted the State installment payments and accrual reversing entries to Prior Year State. The Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) was placed in your eMFTS Reports folder on Tuesday, October 20, 2020.

Federal Installments/Accruals: The 11th and 12th installment payments for Federal Funds posted in July and August and are included in your MFR file. Effective September 30, 2020, DPI posted the liability portion of the accrual reversing entries for all Federal programs.

Each LEA should have reversed the Federal accrual entries on their general ledgers during the months of July and August. Not reversing the accruals impacts the cash zero out. Any differences between the accrual amount and the actual installment payment, for Federal Funds, will be included with your current year expenditures.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### **PRC 132 Second Round Funding**

The second PRC 132 allotment of COVID-19 Relief Funding for Exceptional Children was allotted in revision 21.

Contact Matt Hoskins ([matt.hoskins@dpi.nc.gov](mailto:matt.hoskins@dpi.nc.gov)) with any questions.

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### **Core Banking**

DPI has been notified of a change in the cleared warrant file layout in the new version of Core Banking. This change is causing a problem with LEAs not being able to import it into their financial software packages, thus creating a manual effort to individually mark each warrant as cleared in order to complete the bank reconciliations. It has been confirmed that manually formatting the new file to match the old file layout will allow the file to be imported into your vendor software packages until a fix is in place. If you choose to use it, please have an IT staff member work with you on this workaround.

The State Treasurer's Office will be testing the change back to the old file layout early next week. They anticipate this being in Core Banking soon after testing is complete.

Please contact Denise Jackson at [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov) with any questions.

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### **Reminders**

- Distribution Requests for PSBCF and NBPSCF lottery revenue for Capital Projects due **October 26, 2020**.  
Details are in the October 2, 2020 newsletter. \*
- SS300 Local Salary Supplements Report due by **October 30, 2020**  
Details are in the October 2, 2020 newsletter. \*
- 2019-20 ABC Transfers template due **October 31, 2020**  
Details are in the October 2, 2020 newsletter. \*
- SS200 Full-Time Personnel Report due by **November 6, 2020** – All PSUs  
Details are in the October 9, 2020 newsletter. \*
- Child Count Transfer System due by **November 10, 2020**  
Details are in the October 16, 2020 newsletter. \*

- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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

## School Business – October 30, 2020

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**Prior Year Allotment Overdraft** report for June 30, 2020 as of September 2020 - LEAs only

On Friday, October 23, 2020, DPI made available the Prior Year Allotment Overdraft report for June 30, 2020 as of September 2020. Some LEAs were on the report for prior year state overages or salary audit exceptions or penalties. The major reason for the prior year state overages is due to some LEAs had increased amount of installment payments more than their accrual amounts. In most cases, the retirement rate posted for the installment payments was higher than the retirement rate of the accruals.

The prior year state overages did not have anything to do with the posting of the installment collapse codes and the FY 2020 13th month MFR files. We request that LEAs review their Allotment Balance Reconciliation Report for June 30, 2020 as of September 2020 (JHA351EG report), it will show the reason why some of the LEAs had prior year state overages.

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

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### Exceptional Children Division Update

Reminder: Maintenance of Effort (MOE)

- The Maintenance of Effort Expenditures (MOE) submission deadline has been extended to COB on **November 13, 2020**.
- We have not received notification of any exceptions to MOE due to COVID from the USDE or OSEP.
- The MOE Expenditure Section was opened in the NCCCIP for all PSUs with an approved IDEA grant as of October 6, 2020.
- Updates will be submitted every Tuesday and Friday to open MOE expenditures for newly approved IDEA grants. When the update is submitted, the NCCCIP system will change the grant status to "Revision Started". At that point, the PSU will be able to enter MOE Expenditure data.

\*\* Please direct any questions to your Fiscal Monitor.

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## School Planning

### 2020-21 Needs-Based Public School Capital Fund - SECOND ROUND

Due to the continued availability of program funding, DPI has opened a second application period for 2020-21 NBPSCF Capital Construction Grants. Projects comprised of new school buildings being planned by LEAs in Tier 1 and Tier 2 counties are eligible for consideration. Individual grants up to a maximum of \$10 million (Tier 2) or \$15 million (Tier 1) are available.

The required application forms and guidance for the NBPSCF grant program are available on the DPI School Planning website: [www.dpi.nc.gov/districts-schools/district-operations/school-planning](http://www.dpi.nc.gov/districts-schools/district-operations/school-planning)

The deadline for submitting applications and supporting materials is **December 4, 2020**. Questions about the NBPSCF Grant program should be directed to Nathan Maune, AIA (School Planning Section Chief) via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

### November PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **November 23, 2020**. 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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## Transportation Services

The Transportation Section is excited to welcome Jaime Doran as the Financial and Business Compliance Analyst. She is a graduate of Towson University in Maryland and her background is in state and local government accounting and auditing. She brings a wealth of capabilities in paperwork review, data analysis, organization, report writing, and procedure development.

Over the next few months Jaime will be taking over many of the responsibilities formerly held by Steve Beachum.

Contact her at [Jaime.Doran@dpi.nc.gov](mailto:Jaime.Doran@dpi.nc.gov).

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## Reminders

- SS300 Local Salary Supplements Report due **TODAY, October 30, 2020**  
Details are in the October 2, 2020 newsletter. \*
- 2019-20 ABC Transfers template due **October 31, 2020**  
Details are in the October 2, 2020 newsletter. \*
- SS200 Full-Time Personnel Report due by **November 6, 2020** – All PSUs  
Details are in the October 9, 2020 newsletter. \*

- Child Count Transfer System due by **November 10, 2020**  
Details are in the October 16, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – November 6, 2020

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

Phase 0 is due **November 27, 2020** from Charters, Regional, and Lab schools only, not ISD or LEAs.

**All** Charter, Regional, and UNC Lab Schools with **current year enrollment** are required to answer the questions regarding projections in enrollment and/or grade expansion for the 2021-22 school year. Projections must be electronically submitted using the online CSADM Projection System. Phase 0 will be available beginning November 9, 2020.

The CSADM link is on the FBS home page under "What's New" at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services) and the Independent Public Schools Operations web page under CSADM at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations](http://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](mailto:angela.harrison@dpi.nc.gov).

### Reminders

- SS200 Full-Time Personnel Report due by **TODAY, November 6, 2020** – All PSUs  
Details are in the October 9, 2020 newsletter. \*
- Child Count Transfer System due by **November 10, 2020**  
Details are in the October 16, 2020 newsletter. \*
- Maintenance of Effort Expenditures (MOE) deadline **November 13, 2020**  
Details are in the October 30, 2020 newsletter. \*
- Requests for PSBCF and NBPSCF lottery revenue are due by **November 23, 2020**  
Details are in the October 30, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund deadline **December 4, 2020**  
Details are in the October 30, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

## School Business – November 13, 2020

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### **ABC Transfer System due May 31, 2021**

The ABC transfer system is now open. You will be able to submit transfers until May 31, 2021. The transfers will be processed monthly.

If you have questions about the ABC Transfer System, please contact Melissa Dearman at [Melissa.dearman@dpi.nc.gov](mailto:Melissa.dearman@dpi.nc.gov) .

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### **Restart Module due December 11, 2020**

The restart module is now open. **Transfers within this module must be completed by 12/11/20.**

If you have questions about the Restart Module please contact Sue Holly at [Susan.holly@dpi.nc.gov](mailto:Susan.holly@dpi.nc.gov) .

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### **International Faculty (IFE) Position Conversion Request Forms**

IFE Position Conversion Request Forms are available at the Allotment Policy Manual web page under Forms, [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-%E2%80%94-funding-public-school-units#forms](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-%E2%80%94-funding-public-school-units#forms) .

If you have questions about the IFW Position Request Forms, please contact Quatia Snipes at [Quatia.Snipes@dpi.nc.gov](mailto:Quatia.Snipes@dpi.nc.gov) .

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### **Exceptional Children Division Update**

#### **IDEA Maintenance of Fiscal Effort (MOE) due Today November 13, 2020**

Reminder: Maintenance of Effort(MOE) Details are in the October 30, 2020 newsletter. \*

PSUs programming needs for Students with Disabilities should guide the services provided. When calculating the IDEA Maintenance of Fiscal Effort please ensure the following:

- All expenditures from state and local funding sources utilized to provide these services are to be included.
- The MOE Calculation Form may or may not include all account codes needed by your PSU. However, all appropriate account codes are to be included in MOE calculations.



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## Reminders

- Maintenance of Effort Expenditures (MOE) due by **TODAY November 13, 2020**  
Details are in the October 30, 2020 newsletter. \*
- Requests for PSBCF and NBPSCF lottery revenue are due by **November 23, 2020**  
Details are in the October 30, 2020 newsletter. \*
- Charter School Average Daily Membership (CSADM) due by **November 27, 2020**  
Details are in the November 6, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund deadline **December 4, 2020**  
Details are in the October 30, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

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**Public Schools of North Carolina**  
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## School Business – November 20, 2020

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### Office Hours with NCPRO

The North Carolina Pandemic Recovery Office (NCPRO), which is housed in the Office of State Budget and Management, was set up in May to manage and coordinate the State's fiscal response to COVID-19, overseeing use of federal relief aid and supporting the State's broader recovery efforts.

NCPRO will host virtual office hours for PSU leadership, finance, and program staff to answer questions and provide technical assistance to help districts maximize use of CRF funds (PRCs 121 to 138). We understand how busy your schedules are, so feel free to come and go as needed or join multiple sessions.

#### Office Hour Sessions

Session 1 | Nov. 24 at 8:00 – 9:00 AM

Session 2 | Nov. 24 at 12:00 – 1:00 PM

Session 3 | Dec. 1 at 4:00 – 5:00 PM

Session 4 | Dec. 2 at 4:00 – 5:00 PM

[Register using this link](#)

NCPRO thanks you for your partnership and leadership to support our students and educators through these challenging circumstances. Please email Andy MacCracken with questions: [andy.maccracken@osbm.nc.gov](mailto:andy.maccracken@osbm.nc.gov).

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### FFCRA Leave Codes - *New* Absence Reporting Code 41, Leave Make Up

The following *new* absence reporting leave code, 41-Leave Make Up, is established for use when an employee uses other leave to make up/recoup their docked salary associated with the Federal First Coronavirus Response Act (FFCRA) Leave Codes.

In summary, absence code 41, Leave Make Up will be used only if the employee used another leave to supplement the 1/3 regular rate of pay to still make a whole daily rate of pay. Absence Code 41 will eliminate the "OvrPD" or "UndPd" Salary Audit Exception only for this situation. An IPC (Instructional Personnel Changes) must be used for the correction.

The [State Salary Manual 2020-21](#) provides additional information concerning the Federal First Coronavirus Response Act (FFCRA) Leave Codes and required codes for reporting absences.

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

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## Reminders

- Requests for PSBCF and NBPSCF lottery revenue are due by **November 23, 2020**  
Details are in the October 30, 2020 newsletter. \*
- Charter School Average Daily Membership (CSADM) due by **November 27, 2020**  
Details are in the November 6, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund deadline **December 4, 2020**  
Details are in the October 30, 2020 newsletter. \*
- Restart Module due **December 11, 2020**  
Details are in the November 13, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*
- ABC Transfer System due **May 31, 2021**  
Details are in the November 13, 2020 newsletter. \*
- International Faculty (IFE) Position Conversion Request Forms  
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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – November 25, 2020

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### NCPRO Updated FAQ

Please see the updated FAQ at

[https://files.nc.gov/ncgov/documents/files/ncpro/FAQs-for-governments\\_11-23-2020.pdf](https://files.nc.gov/ncgov/documents/files/ncpro/FAQs-for-governments_11-23-2020.pdf)

One of the most often asked questions from PSUs are related to purchases. Pages 14 and 18 address issues related purchases near the 12/30 deadline and delayed delivery.

We had a good participation rate at the NCPRO office hours on Tuesday and for those of you who would still like to attend, there are two more sessions:

Session 3 | Dec. 1 at 4:00 – 5:00 PM

Session 4 | Dec. 2 at 4:00 – 5:00 PM

[Register using this link](#)

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### ABC Transfers for Unspent CRF Funds - Charter Schools, Lab Schools, ISD, and the Regional School

Required for all Charters, Lab and Regional Schools, and the Innovative School District.

Beginning December 7, 2020 until December 30, 2020, your Charter, Lab, ISD, or Regional School will be able to enter ABC transfers between CRF PRCs as a result of the NCPRO and anticipated SBE authorized flexibility for unspent CRF funds.

In order to enter your transfers, the Director or Head of School will need to designate one contact to be responsible for the entry in the Allotment System.

Please have the Director or Head of School complete the Survey at [www.surveymonkey.com/r/5N3XDPC](http://www.surveymonkey.com/r/5N3XDPC) to provide the needed information.

The ABC transfer designated person will need an NCID prior to accessing the Allotment System.

Please respond by **December 2, 2020** with the name of designee. No transfers will be allowed without this information.

Questions should be submitted by email to [Susan.Holly@dpi.nc.gov](mailto:Susan.Holly@dpi.nc.gov).

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## Unemployment Year End List of Charges

Many of you have been inquiring about the Year End List of Charges statement, which DES has not currently posted to your account. I have received information that DES is currently planning on sending the 104B's (List of Charges) on December 21. These charges will be later than usual, so please be on the lookout for your statement. Once you receive your List of Charges, you will have 30 days from the statement date (same as mailing date) to submit the reimbursement amount -- if any is due.

I will continue to update you as we get closer to the December 21st date. Please let me know if you have any questions at [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov).

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## State Funds Match Required for School Nutrition

The School Nutrition Division received a recent inquiry on whether PRC 125 funds for salary and benefits of central office personnel, specifically the SN Administrator/Supervisors, could be used as part of the required \$45K state revenue match. In reviewing the federal regulations regarding the required match, (7 CFR 210.17) along with additional guidance from the USDA, it has been determined the CARES Act funds may not be used towards the match. Although these funds are recorded in Fund 1 (State Funds), these are federal pass through funds that maintain their federal status regardless of the state accounting system.

If there are additional questions related to this, please contact Janet Johnson at [janet.williamsjohnson@dpi.nc.gov](mailto:janet.williamsjohnson@dpi.nc.gov).

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## Reminders

- Charter School Average Daily Membership (CSADM) due by **November 27, 2020**  
Details are in the November 6, 2020 newsletter. \*
- 2020-21 Needs-Based Public School Capital Fund deadline **December 4, 2020**  
Details are in the October 30, 2020 newsletter. \*
- Restart Module due **December 11, 2020**  
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- 2020 Statewide Facility Needs Survey due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*
- ABC Transfer System 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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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## School Business – December 4, 2020

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Recent posts:

- COVID-19 Allocation Summary by Unit - November 25, 2020
- COVID Allotment Policy Manual 2020-21 - December 3, 2020

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### Coronavirus Relief Funds (CRF) Items

#### CRF Flexibility - SBE action and guidance

The SBE approved the flexibility for the CRF allotment programs and the modifications are reflected in the [Allotment policy manual](#). PRCs eligible for flexibility include the following:

121, 122, 123, 124, 125, 126, 127, 128, 129, 132, 134, 135, 137 and 138.

Please see [guidance](#) on the FBS home page.

#### CRF Information NCPRO

NCPRO held 4 sessions of Office Hours related to CRF expenditures. You can find the recorded sessions and presentations at [www.nc.gov/agencies/ncpro/pandemic-recovery-info-agencies-universities](http://www.nc.gov/agencies/ncpro/pandemic-recovery-info-agencies-universities).

Please refer to this site for upcoming Q&As in the next week.

#### CRF Closeout Information – Charter, Lab, ISD, regional

A [closeout letter](#) has been posted for schools. Please read carefully so that you do not risk reverting funds unnecessarily.

[LEA closeout](#) letter is also posted on the FBS website.

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## CARES Act - ESSERF Items

### General Information about CARES Act Grants from Federal Program and Monitoring

PRC	Title	Application Location	Application due date	Contact
164	ESSER Fund – PSU Supplemental Funding	<a href="#">CCIP FY 2021 – consolidated related documents</a>	Passed, November 30, 2020	Federal Program Monitoring and Support: Regional program administrator
165	ESSER Fund – Digital Curricula	<a href="#">Digital Teaching and Learning Google page</a>	December 11, 2020	Digital Teaching and Learning Jill Darrough <a href="mailto:Jill.Darrough@dpi.nc.gov">Jill.Darrough@dpi.nc.gov</a>
166	ESSER Fund – Learning Management System	<a href="#">Digital Teaching and Learning Google page</a>	December 11, 2020	Digital Teaching and Learning Pam Batchelor <a href="mailto:Pamela.Batchelor@dpi.nc.gov">Pamela.Batchelor@dpi.nc.gov</a>
167	ESSER Fund – Exceptional Children Grants	CCIP FY 2021 Application	January 15, 2020	Exceptional Children Division Amanda Byrd <a href="mailto:Amanda.Byrd@dpi.nc.gov">Amanda.Byrd@dpi.nc.gov</a>
168	ESSER Fund – ICARES	CCIP FY 2021 Application	Competition Ended October 2020 SBE Awards December 2020	Federal Program Monitoring and Support: Melissa Eddy <a href="mailto:Melissa.Eddy@dpi.nc.gov">Melissa.Eddy@dpi.nc.gov</a>
169	GEER Fund – Specialized Instructional Support	CCIP FY 2021 Application – not yet open	to be announced	Federal Program Monitoring and Support: Talbot Troy <a href="mailto:talbot.troy@dpi.nc.gov">talbot.troy@dpi.nc.gov</a>
170	GEER Fund – Supplemental Instructional Support	CCIP FY 2021 Application – not yet open	to be announced	Federal Program Monitoring and Support: Talbot Troy <a href="mailto:talbot.troy@dpi.nc.gov">talbot.troy@dpi.nc.gov</a>

### Action Needed by December 11: PRC 165 Funds for Digital Content – all PSUs

*This item was originally sent to the attention of Technology Directors*

As part of the CARES Act Emergency Relief Funds (ESSERF), the State Board of Education directed \$10.8 million to be allocated to all PSUs to fund digital content.

Due to the nature of these funds, each PSU must apply to accept or decline the funding. To date, 48 of the 340 PSUs (LEAs & Charters) have completed the application to claim or deny their portion of funds.

The application is set to close on December 11 to allow us to allocate funds in late January 2021. These funds expire September 30, 2022.

If your public school unit has not yet accepted or declined, please do so by December 11, 2020.

The application link is located here: [PRC 165 \(Digital Content\)](#)



Please view the Digital Teaching and Learning [Funding and Resources page](#) for additional information and links to help you with the application process.

If you have questions about PRC 165, please reach out to your regional consultant, [Jill.Darrough@dpi.nc.gov](mailto:Jill.Darrough@dpi.nc.gov), or [Vanessa.Wrenn@dpi.nc.gov](mailto:Vanessa.Wrenn@dpi.nc.gov).

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### PRC 165 Digital Content & PRC 16 Canvas Grant Applications - Now Open! – all PSUs

*From Federal Program and Monitoring*

Digital Teaching and Learning held an information webinar regarding PRC 165 (Digital Content) and PRC 166 (Canvas), on Friday, Nov. 13, 2020.

Grant applications are now open for both PRCs and **due by 5 p.m. on Friday, December 11, 2020**. During the webinar, Equitable Services Ombudsman, Talbot Troy, answered many key questions regarding equitable services as required for districts only (not charter schools). You can view the webinar recording at: [www.youtube.com/watch?v=RRiI2V1E1z0](http://www.youtube.com/watch?v=RRiI2V1E1z0). The accompanying slide deck can be accessed at: <https://bit.ly/prc165and166slides>. Application links: [PRC 165 \(Digital Content\)](#) [PRC 166 \(Canvas\)](#) Please view our [Funding and Resources page](#) for additional information and links to help you with the application process.

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### **CARES Act - Governor's Emergency Education Relief Funds - GEER**

GEER PRC 169 and PRC 170) all PSUs

*From Federal Program and Monitoring*

The NCDPI agency has been awarded by the Governor (GEER) Governor's Emergency Education Relief Funds to be allocated to school districts. Currently, the NCDPI is awaiting the transmission of the GEER funds to the state level. Planning allotments can be found at the following School Business link to begin plans for the funds [Click Here](#). Once the funds are received at the SEA level, the FPMS division will provide the next steps for completion of the GEER application within the CCIP system. Corresponding BAAS budgets for PRC 169 and 170 will need to be completed in coordination with the CCIP application. GEER PRC 169 funds are for Student Health Support and PRC 170 has been identified for Supplemental Instructional Services. More information about GEER funds can be found at [Click Here](#).

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### **Other**

IDEA – Preschool – PRC 049 – all PSUs

A first installment for PRC 049 of an estimated 60% was allotted to both LEAs and Charter Schools with approvals in Allotment Revision 29. Once the calculations for New and Growing Charter Schools have been finalized, the remaining funds will be allotted.

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



### Reminder: Unemployment Year End List of Charges

Many of you have been inquiring about the Year End List of Charges statement, which DES has not currently posted to your account. I have received information that DES is currently planning on sending the 104B's (List of Charges) on December 21. These charges will be later than usual, so please be on the lookout for your statement. Once you receive your List of Charges, you will have 30 days from the statement date (same as mailing date) to submit the reimbursement amount -- if any is due.

I will continue to update you as we get closer to the December 21st date. Please let me know if you have any questions at [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov).

### Local PRC 429 DCDEE COVID-19 Child Care Payments

LEAs have received notice from the NC Department of Health and Human Services Division of Child Development and Early Education (DCDEE) related to bonus payments to NC PreK and Head Start personnel.

To ensure consistent reporting, DPI has assigned **local PRC 429** for the accounting of this program. Since the funding will come directly to the LEAs, it will be recorded as local funding, please flag the funds and expenditures as "state".

Any additional questions about the funding, please contact NC Health and Human Services directly at 919-814-6380.

### CSI Funds-PRC 105 Application LIVE in CCIP

#### *From Federal Program and Monitoring*

The application for federal funding for PRC 105 is now available within the CCIP system for PSUs to complete. The planning allotments are also available within the Budget and Amendment System (BAAS). The period of availability for these funds is 27 months from the beginning of the fiscal year they were allotted (July 1, 2020). Therefore, these funds have the following deadlines:

- Encumbrance deadline: September 30, 2022
- Liquidation deadline: December 30, 2022

CSI (PRC 105 funding) must be "applied" for through the Comprehensive Continuous Improvement Plan (CCIP) grants management system. To find the application, go to the "Sections Page" of CCIP in the "Funding Application" section. There will be a section labeled "School Improvement 1003 (CSI-Formula)". PSUs must complete the grant details and ensure there is a budget in BAAS for the PRC 105 funds prior to submitting the application to Chief Administrator Approved. The deadline for the CSI application is **February 12, 2021**.

Please find below links for the list of identified CSI schools and the 2020-21 PRC 105 Planning Allotments.

- [2020-21 PRC 105 Planning Allotments\[3\].pdf](#)
- [CSI List Updated for 2020-21\[2\].pdf](#)

Two webinars will be provided to review this year's application. Please mark your calendar and click below on a link to register to join one of the sessions planned:

- [Monday, December 7<sup>th</sup>: 3:00 PM -4:00 PM](#)
- [Wednesday, December 16<sup>th</sup>: 10:30 AM-11:30 AM](#)

If you have any questions regarding CSI funds (PRC 105), please contact Dr. Melissa Nixon at [melissa.nixon@dpi.nc.gov](mailto:melissa.nixon@dpi.nc.gov) or 984-236-2800.

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## Reminders

- [2020-21 Needs-Based Public School Capital Fund](#) due **TODAY, December 4, 2020**  
Details are in the October 30, 2020 newsletter. \*
- [Restart Module](#) due **December 11, 2020**  
Details are in the November 13, 2020 newsletter. \*
- [2020 Statewide Facility Needs Survey](#) due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*
- [ABC Transfer System](#) 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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
State Board of Education  
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## School Business – December 11, 2020

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent post:

CRF ABC Transfers Presentation for all IPS (Charter, Regional, and Lab Schools, and the ISD)

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### DCDEE COVID-19 Child Care Payments

LEAs have received notice from the NC Department of Health and Human Services Division of Child Development and Early Education (DCDEE) related to bonus payments to NC PreK and Head Start personnel.

Some LEAs have asked if the bonus payments to NC PreK and Head Start personnel are subject to retirement and, on behalf of the LEAs, School Business contacted the NC State Treasurer's Retirement Division. They have confirmed that these bonus payments are subject to retirement. Please note that employers do not have the authority to make this determination.

As a reminder, DPI has assigned local PRC 429 for the accounting of this program. Since the funding will come directly to the LEAs, it will be recorded as local funding, please flag the funds and expenditures as "state".

Any additional questions about the funding, please contact NC Health and Human Services directly at 919-814-6380.

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### NCPRO Follow up FAQ

NCPRO posted the K12 Office Hours Follow Up FAQ:

<https://files.nc.gov/ncgov/documents/files/ncpro/K12-Office-Hours-Follow-Up-FAQ-Dec-9-2020.pdf>

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### Unspent CRF Funds - Charter Schools, Lab Schools, ISD, and the Regional School

Later this month the charter schools, lab schools, ISD, and the regional school will be requested to manually report any eligible CRF encumbrances into an online survey. These encumbrances will be for payment for allowable CRF obligations that are permitted to be paid after 12/30/2020. DPI will use encumbrances to determine the reversion of CRF funds. An email will be sent out when the survey opens.

The US Treasury and NCPRO guidance provides the valid circumstance when payment of goods and services are allowable after 12/30/2020. For guidance please follow [this link](#). In addition, NCPRO's FAQ addresses this.

More information will be provided when the survey is posted.

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### **Principal Salary effective January 1, 2021**

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, his (or her) salary will not change.

If you have any questions or concerns, contact [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov).

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### **2020-21 Local Per Pupil Reporting and Charter School Membership by LEA – Action required LEAs only**

All 115 LEAs are required to complete the template and the survey which are posted under "What's New" at [NC DPI: Financial and Business Services](#). Please complete both and submit by January 15, 2021.

G.S. 115C-218-105(d) requires each LEA to provide to the State Board of Education detailed information related to the calculation and transfer of the per pupil share of the LEA's local current expense fund. LEAs are required to provide this information (the template) to the State Board of Education each year.

In addition, the Division of School Business collects data annually (the survey) on the number of students in each LEA attending charter schools. Previous years information can be found at [NC DPI: Student Enrollment, School Personnel, and Reports](#) "Charter School Membership by LEA – Survey Results."

All LEAs (not Charter, Regional, Lab Schools or the ISD) are required to submit data by **January 15, 2021** using **both** the survey and associated Excel workbook located on the [FBS home page](#) under "What's New".

If you have questions, contact [nicola.lefler@dpi.nc.gov](mailto:nicola.lefler@dpi.nc.gov).

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## School Planning Announcements

### December PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **December 21, 2020**. 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).

### Reminder - 2020 Statewide Facility Needs Survey - LEAs only

Download the revised 2020 FNS Database file - version 2.0 - from the DPI School Planning website: [www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning](http://www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning).

Completed surveys are due back to DPI on **January 8, 2021**. Questions about the 2020 Facility Needs Survey? Contact Nathan Maune, AIA: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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## Exceptional Children Division Updates

### COVID-19 RELATED INFORMATION

#### Additional Chart of Account (COA) Codes added for PRC 132

The following account codes have been added to PRC 132 COA

1-5210-132-541 Equipment Purchase

1-5210-132-462 Computer Equipment

Please remember, if you plan to make PRC 132 expenditures that are not currently described in your application, you must contact your Regional Coordinator to document this change for monitoring purposes.

#### Financial Flexibility with PRC 132 Funds

The Division of School Business sent out guidance in their weekly newsletter last week and posted on the FBS website <https://files.nc.gov/dpi/documents/fbs/process-crf-transfers-for-charters-lab-schools.pdf>.

Please refer them to this document for guidance on funding flexibility for Coronavirus Relief Funds (CRF). All LEA program personnel will need to work with the PSU finance officer to ensure a coordinated effort to utilize the funds in the best way to support their schools' needs. As of November 30, approximately 30% of all CRF funds remain unspent (\$96m), but with this flexibility the utilization will enable the PSUs to move the funds to where they need the support the most. There is not a requirement to immediately move your PRC 132 funds to another CRF PRC code. However, if you see you will not be able to expend the funds by 12/30, please work with your Finance Director to move these funds so they do not revert. If you will need to revert funds, please complete [this survey](#) by close of business on Monday 12/14. Questions can be addressed to Amanda Byrd, Matt Hoskins, or Sherry Thomas.

## PRC 132 Reporting

This [tip sheet](#) provides information concerning PRC 132 expenditures and reporting. Clarification: The number of students receiving each service should be counted in the monthly report. Thus, a student may be included in multiple service counts (e.g., Extended School Year, Compensatory Education, Future Services).

## COMING SOON: PRC 167 Grant Application

The application for CARES Act – ESSERF- Exceptional Children Grant (PRC 167) opened in the NC CCIP platform on Friday, December 11, 2020. The due date for the completed application submission is January 15, 2021. A Tip Sheet will be added to the EC Division Padlet and the NC CCIP platform to utilize for guidance when completing the application.

## Note: Proportionate Share for PRC 167

PSUs should communicate to the private schools/home schools participating in Proportionate Share services the plan to provide any services missed due to COVID-19. Services will be provided in accordance with the Proportionate Share agreement between the PSU and the private schools /home schools. You will be required to provide the date and describe the communication within the grant application.

Other EC Reminders:

## Special Programs and Data Section

The Special Programs and Data Section appreciates your patience and understanding as we face staffing challenges. We will respond to your correspondence as timely as possible.

Maintenance of Effort Expenditures were due on November 15th. PSUs not in “Revision Completed” status by that date can enter the data in the grant but cannot change the status. The PSUs will be able to change the status for MOE Expenditures beginning January 11, 2020. Final deadline for submissions and/or corrections will be communicated. Reviews will be processed in the order of submission received.

- 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](mailto: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](mailto:amanda.byrd@dpi.nc.gov).

## 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 Current Contact for IDEA Fiscal support:

- Adam Parent: Southeast, Sandhills, Northwest and Western
- Elizabeth Millen: Northeast, North Central, Piedmont-Triad and Southwest

Update: IDEA Grant will close on Friday, January 15, 2020.

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, please disregard. IDEA Grant closing date will be communicated at a later date.

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## Reminders

- Restart Module closed December 11, 2020  
Details are in the November 13, 2020 newsletter. \*
- PRC 165 Funds for Digital Content – all PSUs due closed December 11, 2020  
Details are in the December 4, 2020 newsletter. \*
- PRC 165 Digital Content & PRC 16 Canvas Grant Applications - all PSUs due Closed December 11, 2020  
Details are in the December 4, 2020 newsletter. \*
- ABC Transfer System 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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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## School Business – December 18, 2020

The staff of the Division of School Business wishes you a very merry holiday and appreciate your partnership in supporting the public school students of North Carolina. We will not be sending a newsletter the week of December 21<sup>st</sup>, and will determine the need for the following week.

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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

Recent posts:

- 2020-21 Local Per Pupil Reporting and Charter School Membership by LEA – LEAs only
- CRF Encumbrances Survey for IPS (Charter, Regional, and Lab Schools, and the ISD)
- CRF Encumbrances FAQ for IPS

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### **NCPRO Reporting – Modified Attachment C-2 – Due date January 8**

Lisa Outlaw from NCPRO sent an email to all CRF primary contacts on the evening of Thursday December 10, with information on required reporting of CRF funds. Please note, NCPRO has modified Attachment C-2 to be more in line of public school units. The modified Attachment C-2 is available on your reporting portal and the link in the 12/10 email is still valid. Please use this form to complete the requirement.

When you open the template follow the directions:

- Enter available data into the blue cells.
- No not alter grey cells or add rows, etc.
- Upload using previously provided naming conventions and processes
- Use your expenditure data source that you have used to report to NCPRO previously.

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### **Governor’s Emergency Education Relief Funds-GEER (PRC 169 and PRC 170) Now OPEN in CCIP**

Planning allotments for PRC 169 funds Student Health Support and PRC 170 Supplemental Instructional Services. have been loaded. Budgets will need to be completed in coordination with the CCIP application - due by March 30<sup>th</sup>. The policies may be found in the [COVID allotment policy manual](#).

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### **Coronavirus Impact on Single Audit Due Dates**

The North Carolina Department of State Treasurer is granting public school units a two-month extension from their one-month grace period to submit audits without having to issue an amended contract and letter of explanation as to why it is late. So, though an audit is “late” if not received by October 31, 2020, as long as it is in by January 31, 2021, public school units can use the original contract to perform the audit. This is cited on the [NC Department of State Treasurer website](#).



Once the single audit has been completed and presented to the Board, the audit is still required to be submitted within 30 days to the federal audit clearinghouse (FAC), provided the 30 days is before the nine-month deadline (now 15 or 12 months with extension). Contact Shirley McFadden at [Shirley.McFadden@dpi.nc.gov](mailto:Shirley.McFadden@dpi.nc.gov) with any questions.

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## **2020 Year End Unemployment Charges**

Important Information: Please remember that the Department of Employment Security is scheduled to mail/post the employer's 2020 Year End Unemployment List of Charges on Monday, December 21. Once you receive your list of charges, we have 30 days to complete. This means that your worksheets must be completed ahead of time and emailed to [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov). Local, federal or child nutrition charges that you owe must be sent to DPI. Please review the attached 2020 UI Instructions and let Eileen know if you have any questions. Thank you for your attention to this matter.

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## **School Business Point of Contacts during Holiday Break**

Many of our staff will be taking vacation between now and January 4. If you need support during this time, please contact the following individuals.

### Allotments

1<sup>st</sup> contact Melissa Dearman - [melissa.dearman@dpi.nc.gov](mailto:melissa.dearman@dpi.nc.gov)

2<sup>nd</sup> contact Sue Holly - [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov)

### School Reporting (Week of 12/21-12/23)

#### Salary Analysts

- Darlene Anderson 12/21-12/22 - [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov)
- Jesse Manglit 12/22-12/23 - [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov)

#### MFR Accounting

- Icilma Burroughs 12/21-12/23 - [icilma.burroughs@dpi.nc.gov](mailto:icilma.burroughs@dpi.nc.gov)

#### Student Accounting

- Amanda Cruz 12/21-12/23 - [amanda.cruz@dpi.nc.gov](mailto:amanda.cruz@dpi.nc.gov)

#### Business Support

- Michael Ray 12/21-12/23 - [michael.ray@dpi.nc.gov](mailto:michael.ray@dpi.nc.gov)
- Radu Rosu 12/21-12/23 - [radu.rosu@dpi.nc.gov](mailto:radu.rosu@dpi.nc.gov)
- Gwendolyn Tucker 12/21-12/23 - [gwendolyn.tucker@dpi.nc.gov](mailto:gwendolyn.tucker@dpi.nc.gov)

### School Reporting (Week of 12/29-12/31)

#### Salary Analysts

- Darlene Anderson 12/29-12/31 - [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov)
- Jesse Manglit 12/30 - [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov)

## MFR Accounting

- Icilma Burroughs 12/29 - [icilma.burroughs@dpi.nc.gov](mailto:icilma.burroughs@dpi.nc.gov)

## Business Support

- Nathan Squire 12/29-12/31 - [nathan.squire@dpi.nc.gov](mailto:nathan.squire@dpi.nc.gov)
- Radu Rosu 12/29-12/31 - [radu.rosu@dpi.nc.gov](mailto:radu.rosu@dpi.nc.gov)
- Gwendolyn Tucker 12/30-12/31 - [gwendolyn.tucker@dpi.nc.gov](mailto:gwendolyn.tucker@dpi.nc.gov)

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## Reminders

- December PSBCF and NBPSCF Lottery Distribution Requests are due by **December 21, 2020**,  
Details are in the December 11, 2020 newsletter. \*
- Unspent CRF Funds Encumbrance survey is due **December 30, 2020** from Charter Schools, Lab Schools, ISD, and the Regional School  
Details are in the December 11, 2020 newsletter. \*
- 2020 Statewide Facility Needs Survey is due **January 8, 2021**, from 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. \*
- PRC 167 Grant Application is due **January 15, 2021**  
Details are in the December 11, 2020 newsletter. \*
- IDEA Grant will close on **January 15, 2020**  
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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**

State Board of Education

Department of Public Instruction

## School Business – December 23, 2020

### Coronavirus Relief Bill

Although it was expected that President Trump would sign this Bill today, the President has expressed concerns about items in the Bill that are unrelated to education. At this time, it is uncertain as to what actions will take place and whether the Bill will become law and if it does, when this will happen.

The time sensitive item in this bill relates to the extension of the CRF funds from December 30, 2020 to December 31, 2021. North Carolina does not have the authority to extend the CRF deadline without this federal Bill becoming law. In the event that this does not become law before the end of December, we will have to proceed with the closeout of the funds as of December 30, 2020 and any unexpended funds at December 30 will revert.

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### CRF Transfers

With the volume of CRF transfer requests that the Division of School Business received, and in order to manage requests from PSUs to reverse these requests, we have had to modify our procedures as follows:

ABC transfer requests will be processed December 23<sup>rd</sup> and reflected in your allotment balances. If you need to modify these requests, please submit the correction through the ABC transfer module so that we keep a clean audit trail. School Allotments will be processing transfers received from December 23<sup>rd</sup> through December 30 in January and post back to December.

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**Public Schools of North Carolina**  
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## School Business – December 29, 2020

### Extension

Stimulus Bill is now law and therefore the expiration of the CRF funds has been extended until December 31, 2021. This extension applies to the PRCS from 121 to 138, excluding 130 and 131.

- School Business processed the CRF transfers received as of COB December 22. CRF transfer requests received from December 23 until December 30, will be processed and posted back to the December reports as stated previously. Public school units no longer have a deadline to submit these requests by December 30.
- Any changes to these transfers must be requested through the allotments system.
- PSUs may post expenditures to CRF PRSs after December 30, 2020.
- Corrections to CRF PRCs may be made after December 30, 2020.
- Will not be collecting encumbrance data from charter schools, lab schools, regional schools or ISD. We have removed the survey that was set up for this purpose.
- School Business has removed the close out letters that were posted on the website. Many of the items no longer apply as the funds, adjustments and expenditures will continue.
- Will not be reverting the CRF funds until December 31, 2021.

In addition to the extension to the CRF funds, the stimulus bill provided approximately \$1.6 billion in additional ESSER funds to NC Public school units. These funds will be supplemental to the PRC163 which was approximately \$400m. More information will be provided in subsequent newsletters.

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### Reminders

- 2020 Statewide Facility Needs Survey is due **January 8, 2021**, from 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. \*
- PRC 167 Grant Application is due **January 15, 2021**  
Details are in the December 11, 2020 newsletter. \*
- IDEA Grant will close on **January 15, 2020**  
Details are in the December 11, 2020 newsletter. \*
- ABC Transfer System is due **May 31, 2021**  
Details are in the November 13, 2020 newsletter. \*

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## School Business – December 31, 2020

### Supplemental K-12 Emergency Relief Funds

The \$900 billion stimulus bill includes additional funds for K-12 Emergency Relief (ESSER). Although we have not calculated the exact amounts for NC, we can provide the following information for your planning purposes.

Rounded Total NC \$1,627,000,000

Rounded Total minimum allocated to NC Public School Units \$1,464,000,000

This is approximately 4 times the appropriation provided in ESSER1 - PRC163.

- Period of availability for new ESSER2 is through September 30, 2022 plus Tydings - therefore it expires September 30, 2023 one year after the ESSER1.
- Funding will be a supplemental award to ESSER1.
- The allotments will be based on the Title I proportion from the most recently completed fiscal year. We will need guidance from USED as to which year this will be (FY19 is used for ESSER1, but FY20 is the most recent year.)
- There are two important areas of difference from ESSER1:
  - No equitable services requirements attached to these funds, at this point.
  - There are additional uses that are explicitly listed in the statute, including expenditures related to addressing learning loss among students, and facility repair and maintenance.
- The State Board of Education may set aside up to 10% (approx. \$163m) for State level initiatives and administration.

The timeline for these funds is not defined at this point, but the allotment policy will need State Board of Education approval prior to distribution of funds. We will publish the planning allotments when we have sufficient information.

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### DES Website Instructions for the 2020 Year End UI Charges

Below are the instructions on how to find the 2020 Unemployment Year End Charges on the DES Website. Kay Jones from Pamlico County was kind enough to put these instructions together and Eileen Townsend is sharing them with all of you.

INSTRUCTIONS for Form NCUI 104B (DES Year End Charges) & Benefits Charge Detail at the DES.NC.GOV website:

Login to your Employers Security Commission account:

<https://fed.des.nc.gov/ofis/citizen/pages/public/Login.aspx>

Benefits Charge Detail:

Employer Home Screen

Important Links

Claim Services

State Information Data Exchange System (SIDES) Information link

Benefits Information (tab at the top/drop down menu)

### Actual Benefits Charges

The screen will give you the summary for the quarter you will need to calculate your worksheets, you can click on 'view' for each quarter to get the detailed employee benefits information.

Form NCUI 104B:

Employer Home Screen

Important Links

Tax Inquiry Services

Last Experience Rating Ledger (Tax Account Balance) link

This link brings you directly to you NCUI 104B Reimbursement Statement.

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### Reminders

- 2020 Statewide Facility Needs Survey is due **January 8, 2021**, from 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. \*
- PRC 167 Grant Application is due **January 15, 2021**  
Details are in the December 11, 2020 newsletter. \*
- IDEA Grant will close on **January 15, 2020**  
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](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**

State Board of Education

Department of Public Instruction