

## School Business – January 8, 2021

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

Recent post: NCPRO Notice of CRF Deadline Extension

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### FFRCA Extension

Tom Tomberlin sent the following out to HR Directors on January 5<sup>th</sup>.

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

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

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

Follow up from School Business:

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

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## GEER Funds Technical Assistance Webinar

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

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

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

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

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

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

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

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

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

If you have any questions or concerns, contact [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov).

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

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

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

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

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

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

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## January PSBCF and NBPSCF Lottery Distribution Requests

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

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## Updates from the EC Division

### IDEA Grant

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

### Maintenance of Effort

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

### PRC 167

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

### PRC 118 and 119 Update

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

### Combined Expenditure Report

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

## EC Reminders

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

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

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

- Michelle Sutton at 919-707-1826, email [michelle.sutton@ncommerce.com](mailto:michelle.sutton@ncommerce.com); or
- Donna Stephens at 919-707-1261, email [donna.stephens@ncommerce.com](mailto:donna.stephens@ncommerce.com).

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

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

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## Reminders

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

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](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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### Current Year Allotment Overdraft Report FY 2021 - LEAs only

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

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

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### Procurement Contact and Waiver

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

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

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### LEAs which have Established a Nonprofit Corporation

Please see the following legislation:

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

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

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## Unemployment Year End Charges

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

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

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

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## 2020 Statewide Facility Needs Survey

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

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## SECU Foundation Scholarship

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

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

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## GEER Funds Technical Assistance Webinar

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

Use this password: ScqF9HKB

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## Reminders

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

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

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](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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### ESSA Per Pupil Expenditure Data – LEAs only

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

If you have any questions or concerns, please contact Icilma Burroughs at [Icilma.burroughs@dpi.nc.gov](mailto:Icilma.burroughs@dpi.nc.gov) or Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### Federal Programs Division News

#### Teacher Loan Forgiveness Update

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

The links below provide information about Teacher Loan Forgiveness:

NCDPI website listing:

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

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

[https://studentloans.gov/myDirectLoan/tcli.action?\\_ga=2.157072571.1210437856.1526489328-878568248.1525295669](https://studentloans.gov/myDirectLoan/tcli.action?_ga=2.157072571.1210437856.1526489328-878568248.1525295669)

#### PRC169 and PRC 170 GEER Funds Technical Assistance Webinar Recording Available

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

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

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

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

- Sue Hatley – [Sue.Hatley@dpi.nc.gov](mailto:Sue.Hatley@dpi.nc.gov)
- Melanie Rhoads – email address TBD
- Robin Roberson – [Robin.Roberson@dpi.nc.gov](mailto:Robin.Roberson@dpi.nc.gov)

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

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## EC Division Update

### Special Programs and Data Section

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

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

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

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

### EC Reminders

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

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

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

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

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

To ensure consistent reporting from both DPI and the LEA, the Division of School Business **posted an excel file "HB75\_Section5\_LocalReport FY2021.xlsx" under [What's New](#)**. Please use this report to comply with [HB75 Part V](#), Local Report in Section 5.1.(a)(b).

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

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

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### IRS Travel Rate Update

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

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## February PSBCF and NBPSCF Lottery Distribution Requests

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

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### Reminder

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

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](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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### ESSA Per Pupil Expenditure Data – LEAs only

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

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

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

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### Reminders

- February PSBCF and NBPSCF Lottery Distribution Requests due February 23, 2021. Details are in the January 29, 2021 newsletter. \*
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### ABC Transfer Processing

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

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### Reminder - CRF Transfer Requests

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

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

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### Notice from the Federal Programs Divisions

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

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

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

For questions regarding the 21<sup>st</sup> CCLC Summer Mini-Grant Competition, please contact Susan Brigman at [susan.brigman@dpi.nc.gov](mailto:susan.brigman@dpi.nc.gov).

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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)

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

## School Business – February 12, 2021

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Recent post: ESSER II Draft Planning Allotments

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

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

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

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

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

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### Contact Information

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

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

### IDEA Maintenance of Effort (MOE)

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

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

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## Federal Programs Division Update

See their attached newsletter.

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## Reminders

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

\* [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 – February 19, 2021

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

Recent posts:

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

### ABC Transfer Module in Allotment System

The ABC Transfer Module is open in the Allotment System.

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

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

Any questions, please contact Susan Holly, [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov) or Melissa Dearman, [Melissa.dearman@dpi.nc.gov](mailto:Melissa.dearman@dpi.nc.gov).

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### 2020-2021 Instructional School Start and End Dates

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

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

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### Procurement Waiver Update

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

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

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

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

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## Absence Codes Reporting

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

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

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

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

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

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

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

### III. Absence Reporting

#### A. ABSENCE CODES

The required codes for reporting absences are as follows:

##### Codes when Employing a Substitute

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

##### Other Absences Codes

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

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

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## School Planning Section News

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

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

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## Federal Programs News

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

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## Reminders

- February PSBCF and NBPSCF Lottery Distribution Requests due February 23, 2021. Details are in the January 29, 2021 newsletter. \*
- IDEA Maintenance of Effort (MOE) due March 10, 2021. Details are in the February 12, 2021 newsletter. \*
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## School Business – February 26, 2021

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### Exceptional Children Division News

#### IDEA Maintenance of Effort (MOE)

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

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### School Planning Section News

#### March PSBCF and NBPSCF Lottery Distribution Requests

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

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

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

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### Reminders

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

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## School Business – March 5, 2021

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### ESSER II New Policy and CRF policy amendments

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

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

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

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### Federal Stimulus Bill – in progress

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

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

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

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

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

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

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

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

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## Reminders

- IDEA MOE is due March 10, 2021  
Details are in the February 26, 2021 newsletter. \*
- PSBCF and NBPSCF Lottery Distribution Requests due March 25, 2021  
Details are in the February 26, 2021 newsletter. \*
- School Start and End Dates for 2021-22 are due by April 1, 2021  
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## School Business – March 12, 2021

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### COVID Funds Information on the FBS website

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

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

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### Needs-Based Public School Capital Fund

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

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

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

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### Reminders

- [PSBCF and NBPSCF Lottery Distribution Requests](#) due March 25, 2021  
Details are in the February 26, 2021 newsletter. \*
- [School Start and End Dates for 2021-22](#) are due by April 1, 2021  
Details are in the February 19, 2021 newsletter. \*
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## School Business – March 19, 2021

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### Exceptional Children Division Update

#### 2021-2022 IDEA Grant Training

Two training sessions will be offered: Basic Overview and a Deeper Dive (See descriptions below). Your PSU is only required to attend one session based on the training level needed.

#### *(1) IDEA Grant Submission Brief Overview - April 13<sup>th</sup> (2 sessions)*

This IDEA grant training is an overview of the submission process of the IDEA grant within NC CCIP. It will highlight changes and focus on components for general submission of the grant. There will be two sessions offered, you only have to attend one. Please click on the link of the session you would like to attend and register no later than Friday, April 9<sup>th</sup>.

Session 1: 9:00 a.m. – 11:00 a.m.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_1BTMUsgLCS75IQS](https://ncdpi.az1.qualtrics.com/jfe/form/SV_1BTMUsgLCS75IQS)

Session 2: 12:30 p.m. – 2:30 p.m.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_3J13wVY27BZ0TOu](https://ncdpi.az1.qualtrics.com/jfe/form/SV_3J13wVY27BZ0TOu)

#### *(2) IDEA Grant Submission In-Depth Session*

This IDEA grant training will be a deeper dive into the process of submitting the IDEA grant within NC CCIP. This training is a step-by-step information session on completing each section of the IDEA grant. There are two sessions for this training, but you only have to attend one. Please click on the link below for the session you would like to attend and register.

April 15<sup>th</sup> 9:00 a.m. – 12:00 p.m. – Please register for this session no later than

Wednesday, April 13<sup>th</sup>. [https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_eEsiNrN0SzUKltw](https://ncdpi.az1.qualtrics.com/jfe/form/SV_eEsiNrN0SzUKltw)

April 20<sup>th</sup> 9:00 a.m. – 12:00 p.m. – Please register for this session no later than, Friday,

April 16<sup>th</sup>. [https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_5bci9Yb7O7ABqe2](https://ncdpi.az1.qualtrics.com/jfe/form/SV_5bci9Yb7O7ABqe2)

\*\*Grant window opens on May 1, 2021 and will close on May 31, 2021.

Special Grants training will be held at a later date. Additional information will be provided.

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### Reminders

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Details are in the February 26, 2021 newsletter. \*
- School Start and End Dates for 2021-22 are due by April 1, 2021  
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- NBPSCF Grant Recipients must submit their Annual Report by April 1, 2021  
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## School Business – March 26, 2021

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### Class Size and Program Enhancement Teachers (PET) July 1, 2021

SL2018-2 defined program enhancement as any of the following

1. Arts discipline, including dance, music, theater and visual arts
2. Physical education and health programs
3. World languages
4. Other supplemental classes as defined by the State Board of Education. There are none at this time.

The funding for program enhancement teachers was phased in, funding 1 teacher for every 191 K-5 ADM at 25% in 2018-19, and an additional 25% each year after. These positions have been allotted in PRC001 for fiscal years 2019, 2020 and 2021, but starting in fiscal year 2022 the PET will be allotted in a separate PRC.

The following PRCs are assigned:

PRC001	K-12 Classroom teachers, 6-12 <sup>th</sup> grade PET, self-contained EC teachers, math, science and computer teachers
PRC004	K-5 PET

Refer to the [LEA Budget Planning](#) document

In addition, effective July 1, 2021 no positions shall be transferred out of PRC001 or PRC004. Positions in PRC001 may be converted to dollars to employ international faculty.

### Class size Maximums effective July 1, 2021

	LEA average max.	Individual Class size max.
Kindergarten	18	21
Grade 1	16	19
Grade 2	17	20
Grade 3	17	20

Please refer to [Chapter 4](#) in the Student accounting manual for further details.

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### Current Year Allotment Overdraft Report FY 2021 - LEAs only

DPI will run the current year Allotment Overdraft (JHA356EG) Report as of March 31, 2021 in April 2021. The March 2021 Allotment Overdraft report will include any overages in state PRC 131 Textbooks and Digital Resources and in any of the state Coronavirus Relief Fund (CRF)

PRCs. Review your February 2021 Allotment Balance Reconciliation (JHA351EG) report for state PRC overages so that you can adjust your March 2021 state expenditures accordingly. If you have questions, please email Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### New Datafiles Update Reminder for Month End

This is a reminder that March (FY2021) Financial and MFR data files need to be built and available to DPI no later than 11:59 p.m. on Monday, April 5, 2021.

DPI will begin processing data files first thing on Tuesday, April 6, 2021. Please make every effort to create the data files on the due date. We ask that you please make certain there is someone on site April 6, 2021 to answer any data-related questions DPI may have. Also, this is a reminder to send us any change of contact information.

Please contact Icilma Burroughs at [icilma.burroughs@dpi.nc.gov](mailto:icilma.burroughs@dpi.nc.gov) with any questions or concerns pertaining to the Datafiles submission.

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### School Insurance Section Update

#### Letter of Reasonable Assurance

Below is a sample letter of reasonable assurance. All 10-month employees should receive a letter of reasonable assurance. NCGS 96-15.01 does not allow substitutes to collect unemployment benefits, so there is no need to send the reasonable assurance letter to substitutes - unless they are a full-time substitute.

Letters of Reasonable Assurance remind employees their school year employment has ended; and, if work is available in the following school year, they will again be employed.

- LEAs should prepare Letters of Reasonable Assurance and require each 10-month employee to sign accordingly.
- Letters should include the ending date of the current school year, and the beginning date for the 2020-2021 school year.
- Letters should advise employees they are not eligible to collect unemployment benefits during the summer months.

Without Reasonable Assurance, LEAs may not be successful in appealing **"Between Semesters or Terms," if an employee receives unemployment benefits throughout the summer months.**

Contact Eileen Townsend at [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov) or 919-810-8099, with additional questions or concerns.

#### SAMPLE LETTER

Notes to LEAs: This is a sample of a reasonable assurance letter that could be presented to classified employees prior to the end of the school year. Completion of a reasonable assurance letter could avoid unemployment claims for 10-month employees during the summer months. You and your attorney should review this letter prior to distribution.

Retain a copy of this letter in all applicable files. Notification can be electronic, mail or by personal contact. If possible, it is suggested you have the employee acknowledge receipt of the letter.

REASONABLE ASSURANCE or BETWEEN SEMESTERS OR TERMS

Dear \_\_\_\_\_:

Thank you for your services as a \_\_\_\_\_ (position) with the \_\_\_\_\_ (school district name) during the 20\_\_-20\_\_ school year. Although the budget for fiscal year \_\_\_\_\_ (year) has not been finalized and positions have not been allocated, this letter serves notice that at this time it is the intent of the school district to retain your employment as a \_\_\_\_\_ (position).

The school year begins on \_\_\_\_\_ (date) and prior to that date you will be informed of your final assignment. Should your address or employment availability change before the start of the year, kindly notify us immediately. If you have questions, please feel free to contact \_\_\_\_\_ (name of contact) at \_\_\_\_\_ (phone number) or \_\_\_\_\_ (address).

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### Exceptional Children Division Update

#### PRC 29 Funding Flexibility

Please see the [memo](#) regarding approved flexibility for the current PRC 29 funds.

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### Reminders

- School Start and End Dates for 2021-22 are due by April 1, 2021  
Details are in the February 19, 2021 newsletter. \*
- NBPSCF Grant Recipients must submit their Annual Report by April 1, 2021  
Details are in the March 12, 2021 newsletter. \*
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**Public Schools of North Carolina**

State Board of Education  
Department of Public Instruction

## School Business – April 1, 2021

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

Recent posts:

- Highlights of NC Public Schools – 2021
- Schedule of COVID Funds April 1, 2021

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### Clarifying Information Related to PRC001/004 and PRC037

In the March 26 newsletter, there was information related to changes to PRCs 001 and 004 effective July 1, 2021. The statement was written:

“Effective July 1, 2021 no positions shall be transferred out of PRC001 or PRC004. Positions in PRC001 may be converted to dollars to employ international **faculty**.”

LEAs have asked if this prohibits 001 and 004 positions being converted for Restarts. LEAs with approved Restart Schools will be permitted to move positions from PRC001 and PRC004 in to PRC037, however there may be restrictions on the amount of positions that can be used for this purpose.

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### FY 21 Title I Carryover Waivers

As noted previously, the CARES Act provided additional flexibility for States and public school units related to the Title I, Part A (PRC 050) carryover limitations outlined in the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). However, because DPI has had recent audit issues related to Title I carryover requirements, and the Title I carryover waiver process more specifically, DPI is now required to process carryover waiver forms for FY 2021 (related to carryover of FY 2020 PRC 050 funds). Starting next week (April 5-9), Federal Programs Monitoring and Support will begin the process of sending waiver request forms to PSUs that need to submit them; these forms are prepopulated to the greatest extent possible.

PSUs should note that **DPI's** Title I carryover calculations resulted in a derived carryover number rather than utilizing the PRC 050 carryover amount in BAAS. As a result, some PSUs might receive waiver request forms that would not expect one based on the carryover amounts in BAAS, while others who anticipate needing a waiver based on BAAS carryover amounts will not. Only PSUs who are required to submit the waiver forms are being asked to complete one; if your unit does not receive a waiver form from Federal Programs, you do not need to complete one.

PSUs should note that DPI anticipates approving all submitted waiver forms. In addition, the completion of a waiver form for FY 2021 will in no way impact a **PSU's** ability to request and receive a waiver in future fiscal years. PSUs submitting a waiver request in FY 2021 will also not be flagged as having elevated risk levels for the purposes of monitoring.

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## Expiration of FY 2019 and FY 2020 Federal Funds

As a reminder, to date, the Federal government has not provided further extensions of the period of availability for FY 2019 or FY 2020 Federal awards. Without further extension, funding for these awards will expire on September 30, 2021. PSUs should pay careful attention to their expiring grant balances over the next six months to avoid reversion of funds. School Business will be providing further information to PSUs regarding expiring balances as we enter the summer months, but PSUs should remember that it is their responsibility to ensure timely obligation of Federal funds. While unlikely, if we receive any information about extensions of award periods or additional flexibility provided by the U.S. Department of Education, we will let PSUs know as soon as possible.

If you have questions about your grant balances or requirements related to the period of availability for Federal funds, please contact School Allotments.

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## Monitoring and Compliance Section Update

### SAM Registrations Expiration Dates Extended

The U.S. General Services Administration (GSA) is working to administer relief for entities already registered in SAM.gov. GSA is responsible for administering the System for Award Management (SAM) registrations on SAM.gov.

To help reduce registrant burden, there will be a 180-day extension for SAM.gov registrations that have expiration dates ranging between April 1, 2021, and September 30, 2021. No action is required on the part of registrants. The dates will not be automatically entered into the SAM.gov system; rather GSA has noted that the new expiration dates will be incrementally entered into the web system over the course of several months. For now, NC DPI will note the extensions in our system and resume monitoring SAM.gov re-registrations in August 2021.

Each entity registration will have 180 days added to its expiration date. For example, an entity that is set to expire on April 1, 2021 will be automatically granted an extension to September 28, 2021. Entity administrators impacted by this change will receive an email from [samadmin@sam.gov](mailto:samadmin@sam.gov) with the subject line **"180-Day SAM.gov Extension Granted for [Entity Name/DUNS/CAGE]."**

This relief does not impact entities registering for the first time, or organizations experiencing a significant change in ownership that must register as a new organization, during this time period.

Please contact the Monitoring and Compliance Manager at [Shirley.mcfadden@dpi.nc.gov](mailto:Shirley.mcfadden@dpi.nc.gov) if there are any questions.

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## Digital Teaching and Learning Division Update

### 2021-2022 Home Base Opt-in Process is Scheduled to Begin in May

The NC DTL Home Base team is preparing to open the 2021-22 Home Base Opt-in Process during the month of May. District finance officers and charter school directors will receive further information as to when the system will be taken offline and returned to service for the



opt-in process to begin. Please ensure all finance officer and charter principal information in [EDDIE](#) is up to date. This information is used to identify who is eligible to opt in for the districts and charter schools.

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## Reminder from EC Division

### 2021-2022 IDEA Grant Training

Two training sessions will be offered: Basic Overview and a Deeper Dive (*See descriptions below*). Your PSU is only required to attend one session based on the training level needed.

#### IDEA Grant Submission Brief Overview - April 13<sup>th</sup> (2 sessions)

This IDEA grant training is an overview of the submission process of the IDEA grant within NC CCIP. It will highlight changes and focus on components for general submission of the grant. There will be two sessions offered, you only have to attend one.

Please click on the link of the session you would like to attend and register no later than Friday, April 9<sup>th</sup>.

Session 1: 9:00 a.m. – 11:00 a.m.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_1BTMUsgLCS75IQS](https://ncdpi.az1.qualtrics.com/jfe/form/SV_1BTMUsgLCS75IQS)

Session 2: 12:30 p.m. – 2:30 p.m.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_3J13wVY27BZ0TOu](https://ncdpi.az1.qualtrics.com/jfe/form/SV_3J13wVY27BZ0TOu)

#### IDEA Grant Submission In-Depth Session

This IDEA grant training will be a deeper dive into the process of submitting the IDEA grant within NC CCIP. This training is a step-by-step information session on completing each section of the IDEA grant. There are two sessions for this training, but you only have to attend one. Please click on the link below for the session you would like to attend and register.

April 15<sup>th</sup> 9:00 a.m. – 12:00 p.m. – Please register for this session no later than Wednesday, April 13<sup>th</sup>

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_eEsjNrN0SzUKItw](https://ncdpi.az1.qualtrics.com/jfe/form/SV_eEsjNrN0SzUKItw)

April 20<sup>th</sup> 9:00 a.m. – 12:00 p.m. – Please register for this session no later than Friday, April 16<sup>th</sup>

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_5bci9Yb7O7ABqe2](https://ncdpi.az1.qualtrics.com/jfe/form/SV_5bci9Yb7O7ABqe2)

\*\*Grant window opens on May 1, 2021 and will close on May, 31, 2021

Special Grants training will be held at a later date. Additional information will be provided.

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## Reminders

- School Start and End Dates for 2021-22 are due TODAY April 1, 2021  
Details are in the February 19, 2021 newsletter. \*
- NBPSCF Grant Recipients must submit their Annual Report TODAY April 1, 2021  
Details are in the March 12, 2021 newsletter. \*

- Financial and MFR data files due April 5, 2021  
Details are in the March 26, 2021 newsletter. \*
- ABC Transfer System is due May 31, 2021  
Details are in the November 13, 2020 newsletter. \*

\* [Procedures and Guidance | NC DPI](#)

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**Public Schools of North Carolina**

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## School Business – April 9, 2021

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

Recent posts:

- ESSER III Draft Planning Allotments
- Schedule of COVID Funds April 6, 2021
- Presentation on COVID Funds as of April 2021
- COVID Allotment Policy Manual April 9, 2021

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SBE Action – New Allotment Policies (see updated [COVID Manual](#))

The State Board of Education approved the allotment policies for the following:

- PRC172 ESSER II Supplemental Funds – Charter schools – Applications due May 7<sup>th</sup>
- PRC173 ESSER Contracted mental health support – Not open at this time
- PRC181 ESSER III – Application will open in CCIP the week of April 12, 2021

Federal Programs will hold an ESSER III PRC 181 Application Technical Assistance webinar on the following times:

Webinar #1 - Monday, April 12<sup>th</sup> 9:00am-10:00am

Join from the meeting link:

<https://ncgov.webex.com/ncgov/j.php?MTID=mee24cff09eca4c728cfe2f0dc24ba5c9>

Meeting password: Pw8RPbcEj54 Join by phone +1-415-655-0003 US Toll

Repeat Webinar #2 - Monday, April 12<sup>th</sup> 3:00pm-4:00pm

Join from the meeting link:

<https://ncgov.webex.com/ncgov/j.php?MTID=m5a0e0bc12a914ac952568ca23e5368fe>

Meeting password: JnpQbUMM322 Join by phone +1-415-655-0003 US Toll

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### ESSER I Reallocations

Under the CARES Act, any ESSER funding not committed within 1 year of a State receiving funds from the Federal government must be returned to the U.S. Department of Education for reallocation to other States. For North Carolina, this means that DPI must allot any ESSER I pass-through funding by May 11, 2020 or else return it to the Federal government.

This week the State Board of Education approved updates to the Allotment Policies for the ESSER I PRCs (163-168) that requires any unallotted funding as of April 15, 2020 for any of the ESSER I PRCs to be transferred into PRC 163 for allotment to PSUs with approved applications. After April 15, 2020, School Allotments will begin calculating the amounts to be transferred from PRCs 164-168 and subsequently will reallocate those funds prior to May 11, 2020. Please note that this only applies to unallotted funding; previously allotted funds will not be reallocated, nor does this change the period of availability for ESSER I funds (which expire on September 30, 2022).

Any charter school eligible for PRC 164 but has not got an approved application in PRC164 as of April 9<sup>th</sup> will forfeit its allotment and these funds shall be reallocated to all PSUs into PRC163.

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## ESSER II Technical Assistance Webinar

Thank you for all who were able to join Federal Programs for one of the two ESSER II **Technical Assistance webinars. The webinar was recorded for those who couldn't** attend or as a review for those who attended. Attached below are all the documents discussed in the webinar as well as a link to the recording.

- ESSER I, II, III Fact Sheet - [FINAL ARP ESSER FACT SHEET \(1\)\[4\].pdf](#)
- Word file of FPMS Planning Guide - [Final ESSER Planning Guide-FPMS.docx](#)
- PDF of FPMS Planning Guide - [Final ESSER Planning Guide-FPMS.pdf](#)
- PDF of ESSER II PRC 171 Application - [ESSER II PRC 171 Application April 1 2021.pdf](#)
- PDF of ESSER II Application Technical Assistance Webinar - [ESSER II and ESSER III Technical Assistance Webinar.pdf](#)
- PDF of Program Administrator Assignments for ESSER II/III - [ESSER II Application Assignments\[5\].pdf](#)

Webex meeting recording: ESSER II Technical Assistance Webinar

- Password: fMAKYXh2
- Recording link:  
<https://ncgov.webex.com/ncgov/ldr.php?RCID=dc0f174e81fa4887b8d5bf5c57529197>

If you have any questions, please contact your assigned program administrator.

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## Title I Carryover Limitation Clarification

Pertaining to the Title I Carryover requirement, School Business wants to clarify the application of the carryover requirement. Under the Elementary and Secondary Education Act section 1127 (20 U.S.C. 63339), a PSU may only carryover 15% of its current year allotment, not including any funds reallocated by DPI. Stated in the alternative, a PSU must ensure that it expends at least 85% of its final PRC 050 allotment prior to 9/30 of the year in which funds are received. While prior year

carryover funds are not included when determining the amount of funds that can be carried over, because of first-in, first-out requirements, a PSU must ensure that it expends all of its carryover before spending can count towards the 85% required for the current year allotment. As an example:

PSU 1 PRC 050 FY 20 Carryover	\$25,000
PSU 1 PRC 050 FY 21 Allotment	\$100,000
Total Allowed FY 21 PRC 050 Carryover (15%)	\$15,000
Minimum FY 21 PRC 050 Spending to Avoid Reduction in Funds	\$110,000

In this instance, PSU 1 is only permitted to carryover 15% of its \$100,000 FY 21 PRC 050 final allotment. Because it has \$25,000 in carryover from FY 20, PSU 1 must spend \$110,000 in PRC 050 funds (\$25,000 FY 20 carryover + \$85,000 FY 21 funding) by 9/30 to avoid having its FY 21 allotment reduced during the carryover year – provided a waiver is not approved by DPI.

If you have any questions about the Title I Carryover requirements, please contact John Keefer – [John.Keefer@dpi.nc.gov](mailto:John.Keefer@dpi.nc.gov) or (984) 236-2453.

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## Updating FY 21 Administrative Carryover amounts for Federal Programs in BAAS

It has come to our attention that there was an IT issue related to uploading administrative carryover amounts into BAAS at the start of FY 2021. While the total amount of carryover for each Federal program was correctly calculated and entered into BAAS, there was a problem in the process for distinguishing between the administrative portion and the non-administrative portion of the carryover funding within the individual Federal program budgets. Over the next few weeks, DPI will be re-running the upload process for the administrative carryover for Federal awards for FY 2021, which could result in an update to the administrative carryover amounts for many, if not all, Federal programs within BAAS. This will not **impact any PSU's grant balances for FY 2021**, nor will it result in the reduction of any funds for any PSU. There could be a need for PSUs to adjust existing budgets to align with the new distribution of carryover funds, but there will not be a change to any existing funding levels. We apologize for any inconvenience that this might cause.

If you have any questions, please contact the School Allotments Section.

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## School Planning Section Update

### April PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by April 26, 2021. 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).

### Needs-Based Public School Capital Fund

2020 NBPSCF Grant Recipients are reminded to submit their signed [Form of Agreement](#) to Nathan Maune, AIA, via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

[Annual Reports](#) for ALL NBPSCF Grant Recipients were due on April 1, 2021. Recipients filing late reports should submit ASAP to Nathan Maune, AIA, via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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## EC Division Reminders

### Special Grant Submissions

May 17, 2021 is the final date for all Special Grant submissions. The application must be approved by the Chief Administrator by the close of business on May 17th to be processed.

### 2021-2022 IDEA Grant Training

Two training sessions will be offered: Basic Overview and a Deeper Dive (See descriptions below). Your PSU is only required to attend one session based on the training level needed.

#### IDEA Grant Submission Brief Overview - April 13th (2 sessions)

This IDEA grant training is an overview of the submission process of the IDEA grant within NC CCIP. It will highlight changes and focus on components for general submission of the grant. There will be two sessions offered, you only have to attend one. Please click on the link of the session you would like to attend and register TODAY, Friday, April 9th.

Session 1: 9:00 a.m. – 11:00 a.m.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_1BTMUsgLCS75IOS](https://ncdpi.az1.qualtrics.com/jfe/form/SV_1BTMUsgLCS75IOS)

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[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_3J13wVY27BZ0TOu](https://ncdpi.az1.qualtrics.com/jfe/form/SV_3J13wVY27BZ0TOu)

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Please click on the link below for the session you would like to attend and register.

April 15th 9:00 a.m. – 12:00 p.m. Please register for this session no later than Wednesday, April 13th .

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_eEsjNrN0SzUKItw](https://ncdpi.az1.qualtrics.com/jfe/form/SV_eEsjNrN0SzUKItw)

April 20th 9:00 a.m. – 12:00 p.m.

*\*Note- Due to the overlapping time for this session and the EC Directors Webinar (10:00 am-11:00 am), this training session will be paused for participants during that time and will resume immediately following the conclusion of the EC Directors Webinar.*

Please register for this session no later than Friday, April 16th .

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_5bci9Yb7O7ABqe2](https://ncdpi.az1.qualtrics.com/jfe/form/SV_5bci9Yb7O7ABqe2)

\*\*Grant window opens on May 1, 2021 and will close on May 31, 2021.

Special Grants training will be held at a later date. Additional information will be provided.

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#### Reminder

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

\* [Procedures and Guidance | NC DPI](#)

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## School Business – April 16, 2021

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### EC Division Reminders

#### Special Funding Grants

May 17, 2021 is the final date for all Special Grant submissions. The application must be approved by the Chief Administrator by the close of business on May 17th to be processed.

**\*\*Note:** Please be mindful when requesting additional funding. You should review the balance of current funds to assess the need for additional requests or reversion. If reverting, complete a Reversion Form (located in the Resources Section at [North Carolina CCIP Home \(nc.gov\)](#) as soon as possible.

#### 2021-2022 IDEA Grant Submission In-Depth Session

April 20th 9:00 a.m. – 12:00 p.m. *\*Note- Due to the overlapping time for this session and the EC Directors Webinar (10:00 am-11:00 am), this training session will be paused for participants during that time and will resume immediately following the conclusion of the EC Directors Webinar.*  
Please register for this session no later than Friday, April 16th.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_5bci9Yb7O7ABqe2](https://ncdpi.az1.qualtrics.com/jfe/form/SV_5bci9Yb7O7ABqe2)

#### IDEA Grant Technical Assistance Sessions

Regional Coordinators and Fiscal Monitors will be available to provide assistance on the following dates:

- May 13th 9:00 a.m. - 10:30 a.m.
- May 20th 9:00 a.m. - 10:30 a.m.
- May 27th 9:00 a.m. - 10:30 a.m.

**\*\*Grant window opens on May 1, 2021 and will close on May 31, 2021.**

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### Reminders

- April PSBCF and NBPSCF Lottery Distribution Requests are due by April 26, 2021  
Details are in the April 9, 2021 newsletter. \*
- ABC Transfer System is due May 31, 2021  
Details are in the November 13, 2020 newsletter. \*





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## School Business – April 23, 2021

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

Recent posts:

- COVID Funding Information - new page
  - FAQ for Bonuses and School Business Items related to H82 - New post
- 

### H82 Coding

Due to the requirements in the legislation in HB82 related to personnel, employees employed for the Summer Extension Learning Recovery Program (SELREP) will need to be coded separately. After analyzing all impacts on systems and reporting, the Division of School Business has determined the cleanest approach is to set up a new purpose code to code employees who are working under this program. The purpose code will be 5360 and we will attach object codes to define the positions.

School Financial Reporting, School Business, will send the codes out to finance officers early next week. These codes will be added to the ESSER PRCs 171, 172 and 181 and other PRCs based on the need.

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### ABC Transfers

The April cutoff for ABC transfers is Monday, April 26th at 5:00 P.M. Please have all the transfers you wish to be processed for the month of April submitted by this time.

Also, remember the cutoff for the final ABC transfers is Monday, May 31st at 5:00 P.M. All ABC transfer adjustments must be made by that date and time.

Please contact Melissa Dearman at [Melissa.Dearman@dpi.nc.gov](mailto:Melissa.Dearman@dpi.nc.gov) if you have any questions.

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### PRC 131 – Textbooks and Digital Resources Overdraft

PRC 131-Textbook and Digital Resources has been included in the Allotment Overdraft reporting starting March 2021. A one-month grace period is being provided, waiving any penalties due to overages in PRC131 for March 2021.

**The Allotment Section's deadline to accept April's ABC transfer** requests is Monday, April 26, 2021 in order to be processed in April 2021.

ABC Transfer requests and the processing of the ABC Transfer by the Allotment section must be done before the end of any month to avoid month end 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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## ESSER II Budget Submission

Federal budgets and amendments will be processed in CCIP instead of BAAS beginning with FY 22 budgets. As part of the Systems Modernization project, the Federal Programs Division has consolidated grant applications and budget processing into one system, CCIP. The go-live date for this change is 5/1/21. The FY 22 chart of accounts will not be loaded into BAAS since budgets will no longer be processed in this application. The FY 22 chart of accounts will be available in CCIP on 5/1 and the budget can be entered at that time. Budgets for FY 21 will continue to be processed in BAAS through fiscal year end, 6/30/21.

Please note that the process for entering and sending budgets/amendments will not change. You will continue to use your vendor budget application.

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

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## Federal Planning

The Allotment Section has loaded FY22 Federal Planning for PRC 017, PRC 047, PRC 108, PRC 050, PRC 051, PRC 060, PRC 070, PRC 049, PRC 103, PRC 104, and PRC 111 into the BAAS System for planning purposes only.

Note: As part of the System Modernization project, budgets and amendments will be processed in CCIP beginning on 5/1. The planning allotments will load into CCIP for go live on 5/1. Submission of FY 22 budgets and amendments will begin on 5/1. The process for creating and sending budgets using your vendor budget software will not change. FY 21 budgets and amendments will continue to be processed in BAAS through fiscal year end.

For questions about your planning allotments posted in BAAS, please contact Susan Holly, [Susan.Holly@dpi.nc.gov](mailto:Susan.Holly@dpi.nc.gov).

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## State Term Contracts

State term contracts, both the mandatory and convenience, for supplies, materials, and **equipment meet the requirements of the UG for 'Micro-Purchases and Small Purchases'.** **The state term contracts are competitively bid using the State's informal methods which** include a bidding process. The competitive bidding process used by the Secretary of Administration is defined in NC General Statute § 143-52. A statewide term contract is normally awarded for a one or two-year period and may have renewal options or contract extensions. After which they will rebid. The terms and conditions of the state term contracts address federal compliance when federal funds are used to pay for the procurement. [Form North-Carolina-General-Terms-and-Conditions 12.2020.pdf](#) (nc.gov).

Uniform Guidance 2 CFR 200.318 promotes the use of these types of agreements and notes that competition requirements can be met with documented procurement actions.

Considerations for use of State term contracts:

- (1) Procurement documents that support procurement requirements have been met, 2 CFR 325 and 2 CFR 334, in the same manner as the organization would keep evidence of other procurement records such as quotes, bids, rfps, etc. The NC Department of Administration website publishes information about each State term contract that is awarded on their website that can be downloaded and saved.
- (2) State term contracts may not meet more restrictive local jurisdiction procurement requirements. Each organization will be responsible for ensuring local requirements have been met through the procurement approach used by NC Department of Administration before using a State term contract.

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

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#### Reminders

- April PSBCF and NBPSCF Lottery Distribution Requests are due by April 26, 2021  
Details are in the April 9, 2021 newsletter. \*
- Special Funding Grant submissions are due May 17, 2021  
Details are in the April 16, 2021 newsletter. \*
- ABC Transfer System is due May 31, 2021  
Details are in the November 13, 2020 newsletter. \*

\* [Procedures and Guidance | NC DPI](#)

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## School Business – April 30, 2021

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### Employee Pay at Year-Round Schools

At this time, LEAs with Year-Round schools may continue to pay year round 10 month employees in 12 equal payments as is currently done.

DPI will modify the Salary Administration System (SAS)/LicSal to certify either method of payment. The SAS/LicSal certification will be based on the Year-Round School payment type. If a LEA uses this method, they must treat all year round employees the same way. A school cannot use both methods within a school.

If you have questions, please forward them to [Gwendolyn.Tucker@dpi.nc.gov](mailto:Gwendolyn.Tucker@dpi.nc.gov).

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### New Virtual School Requests – LEAs only

New virtual school requests that are completed and approvable by 4pm today will be processed today. Have one of your LEA's EDDIE subscribed users log into EDDIE to complete and submit the request. A list of subscribed users is available at [EDDIE | NC DPI](#).

Subscribed users can request a new school number in EDDIE. Log on and stay on the Welcome - Main Menu page. Look to the left side of the screen under Administrator Functions for New School Add Request. That will take users to a form to fill out and submit online.

LEAs may check to see if DPI received their request by looking at the Pending Schools Report on the Welcome - Main Menu page or by checking the School List from their LEA Information page in EDDIE. When a request is approved, the status will change from Pending to Future School.

Please contact [Nicola.Lefler@dpi.nc.gov](mailto:Nicola.Lefler@dpi.nc.gov) if you have any questions.

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### School Planning Updates

#### May PSBCF and NBPSCF Lottery Distribution Requests

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

## Needs-Based Public School Capital Fund

2020 NBPSCF Grant Recipients are reminded to submit their signed [Form of Agreement](#) to Nathan Maune, AIA, via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

[Annual Reports](#) for ALL NBPSCF Grant Recipients were due on April 1, 2021.

Recipients filing late reports should submit ASAP to Nathan Maune, AIA, via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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## Exceptional Children Division Updates

### IDEA Grant

The Allotment Section has loaded FY22 Federal Planning allotments for PRC: 049, 060, and 070 into the BAAS System. They are based on last year's allotment amounts. You will utilize that information to complete and submit both grants and budgets (as communicated in the grant training sessions). Final allotment amounts will be communicated when received. If received after the grant closes on May 31, 2021 an amendment may be done to update grants (if content in Use of Funds change) and budgets at that time. This should not cause a delay in meeting the grant closing deadline of May 31, 2021. Grants will be processed and reviewed as they are received to expedite the process. Please work to adhere to the grant closure deadline to avoid delay in the processing of the applications which further delays all funding allocations.

*\*\* To avoid delay in access to 611 and 619 grant applications, all prior year monitoring corrective action, Maintenance of Effort (MOE) and submission of the NC Preschool Data Collections Survey requirements must be satisfied.*

Note: As part of the System Modernization project, budgets and amendments will be processed in CCIP beginning on May 1, 2021. However, this will have little to no impact on the grant process for EC Directors/Coordinators.

For Technical Support for the grant system: Please use the following link:  
[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_8ANW2Pc6WpOCm0Z](https://ncdpi.az1.qualtrics.com/jfe/form/SV_8ANW2Pc6WpOCm0Z)

### IDEA Grant Training

Now available on the Exceptional Children Website: [Individuals with Disabilities Education Act \(IDEA, Part B\) — Exceptional Children \(ncpublicschools.gov\)](#)

The Brief Overview and the In-Depth Sessions are available for your convenience. The PowerPoint is available as well. The recordings for the Disproportionality and the 619 Presentations are embedded in the PowerPoint.

Password for the Brief Overview Recording: RrypQ9kZ

Password for the In-Depth Session Recording: Hw5kUbQh

### Special Grants Deadline

The deadline for submitting Special Grants is COB, May 17, 2021

## COVID Funding EC Reminders and Clarification

- EC Division only manages funds that are related to EC students allocated through PRCs 132 and 167.
  - PRC 167 - If your grant and budget was approved and you have not received funds, connect with your finance officer and have them check the Allotment System. It should provide the information.
  - To update or amend a grant/request and/or budget due to recovery services, missed services, compensatory services and etc. – If your original grant and budget was approved, you would proceed as you would with any other amendment.
  - Data to use to justify the amendment, you should utilize the data collected through your regular (during Non-COVID times) procedures the district uses to progress monitor and document services (ex. To determine IEP goal progress, track missed services due to teacher shortage, inform instruction, etc.) regardless of whether it is missed services, future services etc.
  - For American Rescue Plan (see p. 62 in [COVID Allotment Policy Manual](#)) and other COVID related funds not managed through the EC Division. You should address these questions to your finance officers and superintendents for the ARP funds. As well as, any other COVID funds that were allocated directly to the PSUs to be part of the planning and ensure EC students are represented in the plans for the use of funds.
  - Please see link for COVID funding information: [COVID Funds | NC DPI](#).
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## Reminders

- Special Funding Grant submissions are due May 17, 2021  
Details are in the April 16, 2021 newsletter. \*
- ABC Transfer System is due May 31, 2021  
Details are in the November 13, 2020 newsletter. \*

\* [Procedures and Guidance | NC DPI](#)

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

## School Business – May 7, 2021

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

Recent posts:

- COVID Funds - Expenditure and Allotments Data
- Temporary Sample Contract for Summer Employment H82

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### ESSA Per Pupil Expenditure Data – LEAs only

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

If you have any questions or concerns, please contact Icilma Burroughs at [Icilma.burroughs@dpi.nc.gov](mailto:Icilma.burroughs@dpi.nc.gov) or Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### ABC Transfer/Revision Date Reminders

May 31, 2021 is the last date to submit ABC Transfers for FY 2020-21.

Please remember that PRC 131 Textbooks and Digital Resources is not eligible to carryover. Unspent funds in PRC 131 must be transferred back to Textbooks – PRC 130 prior to May 31, 2021 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

Please review your allotment revision reports for FY 20-21 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 Revision item for State or Federal (approvals included) allocation this year is June 9, 2021.

Please contact School Allotments if you have any questions.

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### Transportation (056) ABC Transfers

There will be no penalty assessed on the FY 21-22 Transportation (PRC 056) allocations due to FY 20-21 ABC Transfers from Transportation. This is a one-year change only.

The transfer is already allowed in the Allotment System's ABC Transfer Module.

Remember all ABC Transfers must be submitted by May 31, 2021 to be processed this fiscal year.

Please contact School Allotments or Transportation Services if you have any questions.



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## Certifications and Compliance Error Reporting for Purpose 5360 - LEAs only

Due to the requirements in the legislation in HB82 related to personnel, employees employed for the Summer Extension Learning Recovery Program (SELREP) will need to be coded separately. After analyzing all impacts on systems and reporting, the Division of School Business has determined that the cleanest approach is to set up a new purpose code to code employees working under this program. Therefore, DPI decided to use purpose code 5360.

Purpose code 5360 - School Extension Learning Recovery and Enrichment Program Instructional Services (SELREP)

Personnel costs to provide additional learning experiences to mitigate the impact of COVID-19 on At-Risk students as stated in SL 2021-7/HB82. These expenditures include learning recovery and enrichment programs conducted outside of the instructional school calendar, including performance bonuses. Personnel will be temporary employees on a contract basis and pay under this program is not subject to TSERS.

Because the teachers and other school personnel for this program will be employed as temporary employees on a contract basis, their pay will not be based on certified or classified salary schedules. Therefore, financial and compliance rules for employees coded to purpose 5360 are as follows:

1. The Salary Administration System/LicSal will not certify wages coded to 5360.
  - Districts may pay and report salary or hourly rates against certified object codes for this purpose code.
  - The number of Days Paid and Days Employed will not impact licensure or generate salary audit exceptions for this purpose code.
2. There will be no Compliance Edits Errors for expenditures coded to purpose code 5360.

Please contact Gwendolyn Tucker at [gwendolyn.tucker@dpi.nc.gov](mailto:gwendolyn.tucker@dpi.nc.gov) if you have questions.

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## Instructional Start and End Dates for School Year 2021-2022 – 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 2021-2022 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 May 7, 2021. Superintendents

who have not received an email with the workbook by Noon, Monday May 10, 2021, should immediately contact Angela Harrison.

The entire excel workbook should be submitted by close of business on Friday May 21, 2021. 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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### Self-Certification Option for Higher Micro-Purchase Threshold

The U.S. Office of Management and Budget ("OMB") published revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200) (the "Uniform Guidance").

The updates to the Uniform Guidance did not change the micro-purchase threshold; the current micro-purchase threshold remains \$10,000. A subrecipient does not need to solicit competitive price or rate quotations when awarding a micro-purchase if it considers the price to be "reasonable based on research, experience, purchase history or other information and documents it files accordingly".

However, 2 CFR 200.320 provides PSUs with the ability to raise, via annual self-certification, the micro-purchase threshold to a "higher threshold consistent with State, local, tribal laws and regulations" and which cannot exceed \$50,000. State and local procurement laws must be addressed in any higher threshold that is established. (2 CFR 300.17 and 2 CFR 300.18) LEAs, Regional, LAB, and Charter Schools are subject to different procurement requirements and the thresholds allowed are different.

Refer to the [Fiscal Guidance page](#) on the NC DPI website under the UG Procurement Methods section for more details and guidance.

If there are any questions about the updates to the Uniform Guidance micro-purchase requirements, please send an email to [Shirley.McFadden@dpi.nc.gov](mailto:Shirley.McFadden@dpi.nc.gov).

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### Workers' Compensation Third Party Administrator Change

Many of you have worked with Robert Harris, who for the last 7 years has been Director of Claims at Sedgwick's TPA Raleigh office. Robert will retire on May 30th, after years of service and commitment to the DPI Workers' Compensation contract. I know many of you have counted on Robert to assist in management of your claims, loss reports, and connectivity to ClaimCapture or viaOne.

This important role is in the process of being filled, but in the interim, kindly run your concerns or requests through me until the position is filled. Eileen Townsend, [eileen.townsend@dpi.nc.gov](mailto:eileen.townsend@dpi.nc.gov).

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## Reminders

- Special Funding Grant submissions are due May 17, 2021  
Details are in the April 16, 2021 newsletter. \*
- PSBCF and NBPSCF Lottery Distribution Requests are due May 25, 2021  
Details are in the April 30, 2021 newsletter. \*
- IDEA Grant closing deadline May 31, 2021  
Details are in the April 30, 2021 newsletter. \*
- ABC Transfer System is due May 31, 2021  
Details are in the November 13, 2020 newsletter. \*

\* [Procedures and Guidance | NC DPI](#)

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

## School Business – May 14, 2021

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

Recent post: Updated Expenditure and Allotments Data - Covid Funds

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### Exceptional Children Division Updates

#### Maintenance of Effort

The Office of Special Education Programs (OSEP) has not published specific guidance on CARES or ESSER funds. However, those funds are federal funds and cannot be counted as state or local funds for Maintenance of Effort. PSUs must maintain their level of spending using local or state and local funds and are advised to take advantage of the current options for exceptions (as described in 34 CFR §300.204) and/or the MOE adjustment (as described in 34 CFR §300.205), if possible, to help meet MOE.

#### IDEA Grant

- The Allotment Section has loaded FY22 Federal Planning allotments for PRC: 049, 060, and 070 into the BAAS System.
- **The planning allotments are based on last year's allotment amounts.**
  - Utilize that information to complete and submit both grants and budgets (as communicated in the grant training sessions).
  - Final allotment amounts will be communicated when received. If received after the grant closes on May 31, 2021 an amendment may be made to update grants (if content in Use of Funds change) and budgets at that time.
  - This should not cause a delay in meeting the grant closing deadline of May 31, 2021.
  - Grants will be processed and reviewed as they are received to expedite the process.
  - Please work to adhere to the grant closure deadline to avoid delay in the processing of the applications which further delays all funding allocations.

To avoid delay with your 611 and 619 grant applications, all prior year monitoring corrective action, Maintenance of Effort (MOE) and submission of the NC Preschool Data Collections Survey requirements must be satisfied.

## IDEA Grant Training

The Brief Overview and the In-Depth Sessions are available for your convenience. The PowerPoint is available as well. The recordings for the Disproportionality and the 619 Presentations are embedded in the PowerPoint.

[Individuals with Disabilities Education Act \(IDEA, Part B\) — Exceptional Children \(ncpublicschools.gov\)](https://ncpublicschools.gov)

Use this password for the Brief Overview Recording: RrypQ9kZ

Use this password for the In-Depth Session Recording: Hw5kUbQh

For technical support for any EC Grant system, please use the Qualtrics link and complete the survey. Someone will contact you within 24 hours.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_8ANW2Pc6WpOCm0Z](https://ncdpi.az1.qualtrics.com/jfe/form/SV_8ANW2Pc6WpOCm0Z)

For 611 IDEA Grant questions, please contact your Regional Coordinator.

For the 611 IDEA Grant Fiscal questions or Special Grants, please contact:

Elizabeth Millen ([Elizabeth.Millen@dpi.nc.gov](mailto:Elizabeth.Millen@dpi.nc.gov))

Adam Parent ([Adam.Parent@dpi.nc.gov](mailto:Adam.Parent@dpi.nc.gov))

For the 619 IDEA Grant questions, please contact:

Keashia Walker ([Keashia.Walker@dpi.nc.gov](mailto:Keashia.Walker@dpi.nc.gov))

Dawn Meskil ([Dawn.Meskil@dpi.nc.gov](mailto:Dawn.Meskil@dpi.nc.gov))

## EC Dates & Reminders

- May 17, 2021 is the final date for all Special Grant submissions.
- Indicator 14 Survey Opens May 17th and closes September 17th. (Selected Directors/Coordinators only)
- Indicator 7 Opens August 2nd and closes August 20th, 2021.
- Exit Count opens September 15th and closes September 30th.
- Indicator 11 & 12 opens October 1st and closes October 29th.

For questions concerning Indicators & Exit Count, please contact: Jennifer Sims ([Jennifer.Sims@dpi.nc.gov](mailto:Jennifer.Sims@dpi.nc.gov)) **Khalilah O'Farrow**-Boulware ([Khalilah.OFarrow@dpi.nc.gov](mailto:Khalilah.OFarrow@dpi.nc.gov)).

## COVID Funding Information

- EC Division only manages funds that are related to EC students allocated through PRCs 132 and 167.
- PRC 167 - If your grant and budget were approved and you have not received funds, connect with your finance officer and have them check the Allotment System. It should provide the information.
- To update or amend a grant/request and/or budget due to recovery services, missed services, compensatory services, etc. – If your original grant and budget was approved, you would proceed as you would with any other amendment.

- Data to use to justify the amendment, you should utilize the data collected through your regular (during Non-COVID times) procedures the district uses to progress monitor and document services (ex. to determine IEP goal progress, track missed services due to teacher shortage, inform instruction, etc.) regardless of whether it is missed services, future services etc.
  - For American Rescue Plan (see p. 62 in COVID Allotment Policy Manual) and other COVID related funds not managed through the EC Division. You should address these questions to your finance officers and superintendents for the ARP funds. As well as, any other COVID funds that were allocated directly to the PSUs to be part of the planning and ensure EC students are represented in the plans for the use of funds.
  - Please see link for COVID funding information: [Financial and Business Services | NC DPI](#)
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## Reminders

- Special Funding Grant submissions are due May 17, 2021  
Details are in the April 16, 2021 newsletter. \*
- Instructional Start and End Dates are due May 21, 2021  
Details are in the May 7, 2021 newsletter. \*
- PSBCF and NBPSCF Lottery Distribution Requests are due May 25, 2021  
Details are in the April 30, 2021 newsletter. \*
- IDEA Grant closing deadline May 31, 2021  
Details are in the April 30, 2021 newsletter. \*
- All ABC Transfers must be submitted by May 31, 2021  
Details are in the May 7, 2021 newsletter. \*
- Revision items for State or Federal Allocations due June 9, 2021  
Details are in the May 7, 2021 newsletter. \*

\* [Procedures and Guidance | NC DPI](#)

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

## School Business – May 21, 2021

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

Recent posts: Closing letters 2020-2021 for [LEAs](#) and [IPS](#)

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### Refund State or Federal Program Report Code (PRC) Overages - LEAs only

Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administrator and the Allotment section before the end of the fiscal year 20-21. You should not be recording expenses if you do not have an allotment for those expenses.

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

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### Reminders

- [Instructional Start and End Dates](#) are due TODAY, May 21, 2021  
Details are in the May 7, 2021 newsletter. \*
- [PSBCF and NBPSCF Lottery Distribution Requests](#) are due May 25, 2021  
Details are in the April 30, 2021 newsletter. \*
- [IDEA Grant](#) closing deadline May 31, 2021  
Details are in the April 30, 2021 newsletter. \*
- [All ABC Transfers](#) must be submitted by May 31, 2021  
Details are in the May 7, 2021 newsletter. \*
- [Revision items for State or Federal Allocations](#) due June 9, 2021  
Details are in the May 7, 2021 newsletter. \*

\* [Procedures and Guidance | NC DPI](#)

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

## School Business – May 28, 2021

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

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### ESSER Funding Reminder

As we move towards the end of the fiscal year, School Business would like to remind PSUs regarding the timeline and process for ESSER funds. If a PSU receives an application approval from Federal Programs Monitoring and Support for ESSER II (PRC 171), ESSER II Charter Supplements (PRC 172), or ESSER III (PRC 181) by June 4th, School Business will be able to process the allotments for those programs in the current fiscal year. However, any PSUs without approvals for those programs by the June 4th deadline will not receive their allotments until Federal funding can begin being allotted in FY 2022, which very likely will not be until early August depending on the status of the State budget.

For PSUs that receive their PRC 171, 172, and/or 181 allotments in FY 2021, School Business would like to remind PSUs that they will not lose access to those funds during the fiscal year transition; PSUs will still have authority to draw those funds throughout the months of June and July in accordance with the dates established in DPI's Cash Calendar. While School Allotment does have to enter carryover amounts for Federal programs into BAAS at the start of the fiscal year, that step is not required to be completed for a PSU to have access to the funds themselves. We recognize that PSUs will have greater than normal cash needs during the summer months this year and want to reassure all PSUs that the ESSER funds will still be available to draw following the fiscal year transition. Draws during this period could require adjustments to budgets and/or carryover balances after the FY 2022 carryover amounts are entered into BAAS, but that will not prevent a PSU from requesting funds to pay for expenditures during the month of July.

Because of the uncertainty around when School Business will be able to begin allotting Federal funds again during FY 2022, School Business strongly encourages PSUs to ensure that their ESSER II and III applications are approved by the June 4th deadline. School Business will not be able to make any exceptions to the allotment timeline for PSUs whose applications are approved after June 4th; no ESSER allotments will be able to be completed until the State budget and State initial allotments are complete.

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### ESSER III Allotment Reminder

This week, the Governor signed S172, which appropriated the Federal ESSER III funds from North Carolina's grant award. As such, School Business was able to begin allotting ESSER III funds for PSUs with approvals through PRC 181 in Revision #060, which posted this week. As a reminder, because North Carolina has only received two-thirds of its ESSER III award from the U.S. Department of Education, these initial PRC 181 allotments will reflect two-thirds of the planning allotment amount for each unit. The remaining one-third will be allotted to PSUs with



approved applications once DPI receives the additional funding from the U.S. Department of Education.

For any PSUs that receive their PRC 181 application approval after the final one-third of the ESSER III award is received by the State, you will receive only a single allotment of the full funding amount.

S172 also authorized a supplemental allotment to PSUs that do not receive a minimum of \$400 per ADM in PRC181. Pending SBE approval, this allocation is similar to PRC164 and PRC172. The Division of School Business is calculating the planning amounts by PSUs for these allocations, however no allocations can be made until the State Board of Education approves the allotment policy and the PSU has an approved application. Due to the administration that must occur prior to allocation and fiscal year cut offs, these funds will not be available until next fiscal year.

Please note: ESSER III funds are available until September 2024.

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## FY 2022 Indirect Cost Rates Update

DPI has finalized the FY 2022 indirect cost rates for Federal programs for LEAs, charter schools, and regional/lab schools. These rates have been uploaded into BAAS and have been published in reports on DPI's [Fiscal Compliance and Reporting page](#) on the DPI website. School Business will not be publishing or directly communicating the indirect cost rate calculations to public school units. However, if a public school unit requires a copy of its indirect cost rate calculations, please submit a request to School Allotments and we will provide a copy of the calculations for your unit.

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## Federal Grants Administered through NCDPI

A list of federal grants administered by NC DPI for FY22 can be found at [Federal Fiscal Oversight and Compliance | NC DPI](#). The list includes the CFDA#, application due dates, a link to the application, and a contact person for each grant.

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## Final Verification of Initial ADM for SY 2021-22 in CSADM

Due Between June 1 – 14, 2021 from Charter, Regional and UNC Lab Schools only

Phase II: Average Daily Membership (ADM) Projection - Final Verification - Initial ADM for School Year 2021 – 2022. Phase II requires the *Enter the Initial ADM* field to be completed. This will be the 2021-22 ADM that is used for the first installment of the annual allotment.

As this impacts your school's funding, CSADM will only accept electronic submissions received from an Executive Director, Board Chair, or Head of School, as identified in the [CSADM Submission Directory](#). The directory is maintained by School Business, questions and modifications should be emailed to [Systems\\_Accounting@dpi.nc.gov](mailto:Systems_Accounting@dpi.nc.gov).

EVERY charter, regional and UNC Laboratory School is required to submit Phase II in CSADM:

- current charters, regional and UNC Lab schools with 2020-21 school attendance
- new charter schools approved by the State Board of Education to open July 1, 2021 and

- new University of North Carolina (UNC) Lab schools, approved by the UNC Board of Governors and scheduled to open July 1, 2021.

School may also need to submit a breakdown of where the students are coming from. Please review the CSADM [Preliminary Phase II Review and Preparation Guidelines](#), Section I - Prepare documents for student breakdown.

The CSADM Projection System is accessible at:

- CSADM System: <https://schools.nc.gov/csadm>
- CSADM Information: [Independent Public Schools Operations | NC DPI](#)

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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## 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. DPI's Procurement staff 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.

Waiver Forms are to be submitted with 1 vendor per form but can have multiple PRC's submitted on the form, but if there are multiple vendors then each vendor would need to be entered on separate forms.

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 Krystie Terry at [Krystie.Terry@dpi.nc.gov](mailto:Krystie.Terry@dpi.nc.gov).

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## Home Base Opt-in

The deadline for opting into Home Base is fast approaching. Please remember to opt into Home Base for the 2021-22 school year by June 15, 2021 to prevent loss of access to Schoolnet and NCEES PD. For complete information on opting into Home Base, visit our [Home Base Opt-in page](#) that includes the [Home Base Pricing Memo](#), a link to the Home Base Decision Tool, and FAQs.

If you have questions pertaining to the Home Base Opt-in process, please contact Yolanda Wilson at [yolanda.wilson@dpi.nc.gov](mailto:yolanda.wilson@dpi.nc.gov).

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## Reminders

- [IDEA Grant](#) closing deadline is May 31, 2021  
Details are in the April 30, 2021 newsletter. \*
- [All ABC Transfers](#) must be submitted by May 31, 2021  
Details are in the May 7, 2021 newsletter. \*
- [Revision items for State or Federal Allocations](#) due June 9, 2021  
Details are in the May 7, 2021 newsletter. \*
- [Closing letters 2020-2021](#) for [LEAs](#) and [IPS](#)

\* [Procedures and Guidance | NC DPI](#)

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**Public Schools of North Carolina**

State Board of Education  
Department of Public Instruction

## School Business – June 4, 2021

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

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### Days Missed for Inclement Weather Survey - LEAs only

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2020-2021. LEAs ONLY (No charter schools), please complete the online survey and submit by June 18, 2021. The survey can be found at <https://www.surveymonkey.com/r/MTGML9R> or on [Financial and Business Services | NC DPI](#) under "What's New."

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

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### ESSER Capital Expenses and Prior Approvals

#### Prior Written Approval Required for Capital Expenditures

The ESSER I, ESSER II, and ESSER III Funds are subject to the Uniform Grants Guidance (Uniform Guidance) regulations. Uniform Guidance requirements state that capital expenditures for general purpose equipment (with a unit cost of \$5,000 or more), buildings and land, including material improvements to buildings and land, are allowable as direct costs only with prior written approval of the federal awarding agency or pass-through entity, as found in the Code of Federal Regulations (CFR) in 2 CFR 200.439. Please ensure that your organization has identified planned capital expenditures in the allowable use table of the ESSER I, ESSER II, and/or ESSER III application. The approved plan gives DPI's approval as to the allowability of what is presented in the plan. If plans change, and a capital expenditure need is identified after the application is approved, the application must be amended, and planned use of the funds must be approved prior to any funds being spent on a capital expenditure. Documentation of this approval should be maintained as support showing prior approval and allowability of the purchase as a direct cost of the program.

If there are questions, contact Federal Programs.

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### ESSER Funds, Summer School, and School Nutrition Expenses

ESSER I, II, and III funds can be used for atypical school nutrition related expenses that are a result of COVID. With the additional school nutrition expenses associated with summer school due to COVID, there may also be eligible excess typical expenses if the federal reimbursement for meals served doesn't cover the total cost. Things to remember when using these funds for school nutrition expenses:

1. If your organization is considering using ESSER funds for school nutrition related purposes, please ensure your application has indicated this type of usage.

2. A federal reimbursement for meals will be provided for summer school related meal services and must be used first to pay for the typical expenditures associated with these meals. School nutrition federal reimbursement typical expenses include salaries, benefits, supplies, materials and food expenses associated with the preparation of meals.
3. ESSER funds should not be used towards typical expenses that are covered through the federal reimbursement for meals served unless the reimbursement is insufficient to cover the costs incurred by the program. In the event there are excess expenses and to avoid the risk of duplicate payments, the organization should determine the amount of typical expenses that may be covered through these funds on a monthly basis. To determine if there are excess costs the organization must:
  - Identify Federal Meal Reimbursement Revenue Remaining from the prior month reconciliation
    - Add: Actual Federal Meal Reimbursement Revenue (received in current month for the prior month)
    - Subtract: Current Actual Meal Expenditures
    - Equals: Excess Costs or Additional Meal Reimbursement Revenue (excess cost may be reclassified to ESSER)
4. Atypical school nutrition related expenses that are not allowable or typically reimbursed under the meal reimbursement revenue, can be directly charged to ESSER, if approved in the plan and funds are available.

The School Nutrition Division can provide additional guidance related to the monthly reconciliation if needed. Federal Programs should be contacted for ESSER related questions.

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## Charter School Average Daily Membership (CSADM) Submission Directory

Charter, Regional and UNC Lab Schools only

The CSADM Projection System is an online system designed to assist each Charter, Regional or Lab school with improving the accuracy of key components in the budgeting process. As this impacts school funding and submission timelines are tight, communication is paramount. To provide a more efficient and effective communication, the CSADM Submissions Directory has been established.

The CSADM only accepts electronic submissions from Executive Directors, Head of School or Board Chairs, identified in the [CSADM Submission Directory](#), which is maintained by School Business. The primary name listed in the CSADM Submission Directory will:

- Receive CSADM communications from the DPI CSADM Administrator
- Submit CSADM Phase II by close of business on June 14, 2021
- Communicate & collaborate with other CSADM subscribers within their school
- Communicate with the DPI CSADM Administrator, Angela Harrison at [angela.harrison@dpi.nc.gov](mailto:angela.harrison@dpi.nc.gov) or 984-236-2449 concerning questions about the CSADM.

The CSADM Submission Directory does not have an impact on who can subscribe (request access) to view the CSADM data. CSADM Submission Directory questions and request for modifications should be emailed to Systems Accounting, [Systems\\_Accounting@dpi.nc.gov](mailto:Systems_Accounting@dpi.nc.gov).

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## State Travel Guidelines

The State made changes to its travel guidance and the following link provides the details for your reference. <https://www.osbm.nc.gov/budget/budget-manual#5-travel-policies>

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## Updated SAM.gov Website: Exclusions

The new [SAM.gov](https://sam.gov) website is live. The functionality is similar to the previous website. There is a [Quick Start](#) guide available on the site to help you with searching for exclusions (i.e. suspensions and debarments). Exclusions can be accessed without a login. When searching for an exclusion on the [Search page](#) please note:

1. Using the 'Search' bar at the top of the page or using Domain 'Entity Information: Exclusions' will provide an exclusion record if the organization is excluded and will state 'No matches found' if the organization is not excluded.
  2. Using Domain 'Entity Information: Entity Registrations' will provide information on the status of a registered organization, but it will not show an exclusion record if one exists. Although if the organization is excluded the results will still show 'No matches found'.
  3. When searching for a possible exclusion, be sure to search by Entity Name in addition to any DUNS, SAM Unique Entity ID, and Cage number information you have. The FAQ indicates that not all exclusion records include a DUNS, SAM Unique Entity ID, and Cage number.
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## NC School Safety Grant Awardees

In order to be in compliance with the NC Safety Grants Program requirements, you are required to complete the mid-term and final grant reports. These reports are used to generate reporting requirements to the NC General Assembly. Also, please note that all state funding is contingent upon state appropriations by the NC General Assembly.

We have received most of the mid-term reports. Thank you! For those who have not yet submitted their mid-term reports, please do so ASAP. Complete and submit your report to [schoolsafetygrants@dpi.nc.gov](mailto:schoolsafetygrants@dpi.nc.gov).

The templates for the mid-term and final reports are provided below.

- [Mid-term Report Template](#) (Report due ASAP)
- [Final Report Template](#) (Report due Friday, July 9, 2021)

To assist in assembling the necessary content for the Final Safety Grant Report, please see the [final report question set](#).

Awardees who submit both the mid-term and final reports will be eligible for year-two funding of the Safety Grant. Thank you for all that you do to help keep our schools safer and secure!

If you have any questions, contact NC Center for Safer Schools at [schoolsafetygrants@dpi.nc.gov](mailto:schoolsafetygrants@dpi.nc.gov).

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## Monitoring and Compliance

Effective June 1, Monitoring & Compliance has rejoined the Division of School Business in Financial & Business Services. This Section is led by Shirley McFadden, who many of you have been using as a resource since her arrival at DPI a year ago. Along with the four permanent staff, the State Board of Education has approved additional resources to support the ESSER funds.

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## Allotments

Mary Abney has joined the School Allotments staff as the Allotments Budget Tech. She comes to us from Cumberland County Schools and is currently immersing herself in the Allotment Policy Manual in preparation for initial allotments.

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## Reminders

- ESSER Funding for current year due TODAY, June 4, 2021  
Details are in the May 28, 2021 newsletter. \*
- Revision items for State or Federal Allocations due June 9, 2021  
Details are in the May 7, 2021 newsletter. \*
- CSADM Phase II is due June 14, 2021  
Details are in the May 28, 2021 newsletter. \*
- Home Base Opt-in deadline is June 15, 2021  
Details are in the May 28, 2021 newsletter. \*
- Closing letters 2020-2021 for [LEAs](#) and [IPS](#)

\* [Procedures and Guidance | NC DPI](#)

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

## School Business – June 11, 2021

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

Recent Posts:

[Allotment Policy Manual – Federal Funds](#)

[COVID Funds - Expenditure and Allotments Data](#)

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### Final MFR Notice for 2021 - LEAs only

Final BUD processing takes place on Saturday, July 3. Because Monday, July 5 is a federal bank holiday, we are not able to run the processes that creates ACH files for the bank and the communication forms for the batches processed on Saturday. We will run this process on Tuesday morning, July 6, and send final communication forms.

These final communication forms MUST be received BEFORE building the final MFR file which will be due on Tuesday, July 6 by 11:59 PM. Communication forms are received 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.

We are asking that you confirm receipt of this notice. Please reply to Denise Jackson at [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov) with the subject line "MFR notice received LEA # xxx" by Tuesday, June 29, 2021.

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### EXTERNAL FY 2021 Year End Dates

1. Wednesday, 6/30/2021 Payroll file due by 11:59 PM.
2. Thursday, 7/1/2021 DPI receives payroll file. LEA and vendor contacts on call.
3. Thursday, 7/1/2021 DPI releases LEA and vendor contacts at start of salary load.
4. Thursday, 7/1/2021 After salary load is complete, DPI releases BUD batches on hold for processing.
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Approved communication forms will be sent Thursday 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 Friday, July 2 beginning at 7:00 AM for LEA questions.

6. Saturday, 7/3/2021 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 7/3/2021. No new batch activity will be accepted during this second correction period. Any new BUD batches sent will be denied.
7. Saturday, 7/3/2021 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 2021. Communication forms for these final batches will be sent on Tuesday morning, 7/6/2021.
8. Tuesday, 7/6/2021 final MFR file due by 11:59 PM. See final MFR notice in this newsletter.

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

NOTE: The JHA150YE report will be available via EMFTS daily after 6/29. Because we process several days with date of 6/29, this report is sent daily to show batches processed each day to help with bank reconciliations.

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## CRF Funds

All CRF funds will carryover and expire December 31, 2021 with the exception of PRC138 Gaggle, which expires June 30, 2021. As you are reviewing your allotment balances, please consider reviewing your CRF balances and making adjustments. Many PSUs have very small balances sitting in these CRF PRCs which will require carry over procedures. If your PSU does not have CRF budget needs in the upcoming fiscal year, please consider using these funds prior to fiscal year end.

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## House Bill 82 Summer Extension Program

LEAs may use State and Federal funds to administer the SELSEP (House Bill 82). However, if the LEA uses State funds for the Summer Extension Program, they must pay all June expenditures in June.

Only Federally funded employees coded to purpose code 5360 may be paid after June 30 for work performed before June 30.

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## Refund State or Federal Program Report Code (PRC) Overages - LEAs only

Review your monthly financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages. If you are expecting additional allotments, please contact the program administrator and the Allotment section before the end of the fiscal year 20-21. The LEA should not be recording expenses if they do not have an allotment for those expenses.

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

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## June PSBCF and NBPSCF Lottery Distribution Requests

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

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## Needs-Based Public School Capital Fund

2020 NBPSCF Grant Recipients are reminded to submit their signed [Form of Agreement](#) to Nathan Maune, AIA, via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

[Annual Reports](#) for ALL NBPSCF Grant Recipients were due on April 1, 2021. Recipients filing late reports should submit ASAP to Nathan Maune, AIA, via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov).

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## Exceptional Children Division Update

### COMING SOON: Additional IDEA 611 Grant Funding

NCDPI is working to provide additional funding through PRC 60 from carryover funds at the agency. Details on budget development will be provided soon. Stay tuned!

### Special Grants Update

2020-2021 End of Year Reports for Risk Pool, Special State Reserve, Developmental Day and Community Residential Grants, will not be requested at this time. The Special Programs and Data Section will pull the data required for the End of Year Updates from the data currently available to DPI. If additional information is needed, it will be requested at a later date.

Out of District reimbursement documentation and paid invoices should be uploaded into the grant application.

For questions, please contact Amanda Byrd at [Amanda.Byrd@dpi.nc.gov](mailto:Amanda.Byrd@dpi.nc.gov).

### COVID Funds Updates

PRC 132 and 167 End of Year Reports will be requested at a later date.

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## Home Base Opt-in

The deadline for opting into Home Base is fast approaching. Please opt into Home Base for the 2021-22 school year by June 15, 2021 to prevent loss of access to Schoolnet and NCEES PD.

If you have questions pertaining to the Home Base Opt-in process, contact Yolanda Wilson at [yolanda.wilson@dpi.nc.gov](mailto:yolanda.wilson@dpi.nc.gov). For complete information on opting into Home Base, visit our [Home Base Opt-in page](#) that includes the [Home Base Pricing Memo](#), a link to the Home Base Decision Tool, and FAQs.

Note: Only finance officers and charter school directors/principals should opt in for the PSU. Complete details are listed in the [attachment](#).

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## Reminders

- [CSADM Phase II](#) is due June 14, 2021  
Details are in the May 28, 2021 newsletter. \*
- [Days Missed Survey](#) is due June 18, 2021  
Details are in the June 4, 2021 newsletter. \*
- [Closing letters 2020-2021](#) for [LEAs](#) and [IPS](#)
- [School Safety Grant](#) mid-term report is overdue and final report is due July 9, 2021  
Details are in the June 4, 2021 newsletter. \*

\* [Procedures and Guidance | NC DPI](#)

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

## School Business – June 18, 2021

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

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### Deadline to Request Federal and State Cash for FY 2020-2021

The last day you may request Federal cash for FY 20-21 is Wednesday, June 23, 2021 with a Funds Requirement Date (FRD) of Tuesday, June 29, 2021.

The last day you may request State cash for FY 20-21 is Thursday, June 24, 2021 with a Funds Requirement Date (FRD) of Tuesday, June 29, 2021.

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### Exceptional Children Division Update

#### Deadline for Federal Budget Amendments

DPI must receive your budget amendments reflecting federal program activity for the fiscal year ending June 30, 2021 by midnight June 30, 2021.

An amendment is required if you have cumulative transfers, which exceed or are expected to exceed 10% of the current total approved budget. Therefore, you should take into consideration all project activity before submitting your final budget amendment for FY 2020-21. Make the appropriate changes at the local level for any over expended projects, as they are subject to an audit exception.

It is important to resolve any discrepancy before the close of the current fiscal year. Contact the appropriate DPI Federal Program Administrator with any questions concerning budget amendments. The list of Federal Grants Administered by the North Carolina Department of Public Instruction can be found at: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/federal-fiscal-oversight-and-compliance>

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### Center for Safer Schools Update

#### School Safety Grant Reports Due

Attention School Safety Grant Awardees, In order to be in compliance with the NC Safety Grants Program requirements, awardees are required to complete the mid-term and final grant reports. These reports are used to generate reporting requirements to the NC General Assembly. Also, please note that all state funding is contingent upon state appropriations by the NC General Assembly (NCGA).

Nearly all of the mid-term reports have been submitted. Thank you! For those who have not yet submitted their mid-term reports, please do so ASAP. Complete and submit your mid-term report to [schoolsafetygrants@dpi.nc.gov](mailto:schoolsafetygrants@dpi.nc.gov).

Templates for the mid-term and final reports are provided below.

- [Mid-term Report Template](#) (Report due ASAP)

- [Final Report Template](#) (Final reports due July 9, 2021; this report is formatted as a survey, please use this template to complete and submit your report)

#### Year-2 School Safety Grant Funding - Updates Required in CCIP

School Safety Grant awardees do not have to reapply for funds for next school year (2021-22); however, beginning July 8th, you must access CCIP and indicate if there are any changes to your requested funding amounts for the 2021-22 school year. You may decrease the amounts, but you may not increase them. As we move forward in this process, please continue to check our [website](#) for updates.

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#### Reminders

- [Days Missed Survey](#) was due June 18, 2021  
Details are in the June 4, 2021 newsletter. \*
- [PSBCF and NBPSCF Lottery Distribution Requests](#) are due June 25, 2021  
Details are in the June 11, 2021 newsletter. \*
- [Closing letters 2020-2021](#) for [LEAs](#) and [IPS](#)

\* [Procedures and Guidance | NC DPI](#)

#### Final MFR Notice for 2021 - LEAs only

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We are asking that you confirm receipt of this notice. Please reply to Denise Jackson at [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov) with the subject line "MFR notice received LEA # xxx" by Tuesday, June 29, 2021.

#### EXTERNAL FY 2021 Year End Dates

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8. Tuesday, 7/6/2021 final MFR file due by 11:59 PM. See final MFR notice in this newsletter.

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

NOTE: The JHA150YE report will be available via EMFTS daily after 6/29. Because we process several days with date of 6/29, this report is sent daily to show batches processed each day to help with bank reconciliations.



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

## School Business – June 25, 2021

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

Recent posts: Senate Budget

- Summary
- ESSER III
- Comparison of Money Report

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### PRC 173 – ESSER II – Supplemental Contracted Instructional Support Funding Planning Allotments

School Business has posted the planning allotments for PRC 173 – ESSER II – Supplemental Contracted Instructional Support Funding in BAAS; the planning allotments should be visible to PSUs by Monday June 28, 2021.

As PRC 173 is part of the ESSER II State set-aside, PSUs will be required to submit a grant application for approval prior to receiving funds. Per guidance from Federal Programs Monitoring and Support, the application for PRC 173 is planned to be available starting on July 1, 2021.

If you have questions about the application for PRC 173, please contact [Federal Programs Monitoring and Support](#).

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### Reminders

- PSBCF and NBPSCF Lottery Distribution Requests are due June 25, 2021  
Details are in the June 11, 2021 newsletter. \*
- EC Federal Budget Amendments due June 30, 2021  
Details are in the June 18, 2021 newsletter. \*
- Closing letters 2020-2021 for [LEAs](#) and [IPS](#)

\* [Procedures and Guidance | NC DPI](#)

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

## School Business – July 2, 2021

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

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### Exceptional Children Division Update

Fiscal Reminders and Updates - Shared with EC Directors on 6.30.21

PRC 060 - In allotment revision 067 that occurred on 6/28/21, FY 2020 carry-over funds were allotted via formula (i.e., any PSU that is still in operation and originally received FY 2020 funds received an allotment in this revision). These funds do not have to be part of an approved budget amendment by the end of the day today (6/30/21). If necessary, these funds can remain unbudgeted and will carryover to be budgeted with FY 2022. Please reach out to your fiscal monitor or regional coordinator with any questions.

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### Reminders

Closing letters 2020-2021 for [LEAs](#) and [IPS](#)

### Final MFR Notice for 2021 - LEAs only

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North Carolina Department of  
**PUBLIC INSTRUCTION**

## School Business – July 9, 2021

Thank you for everyone's hard work and diligent attention to closing out 2020-2021 year end!

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

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### NC ESSER III Award Increase

At the end of June, the U.S. Department of Education notified NC DPI regarding an increase in the State's overall ESSER III award. This increase impacts the allotment amounts for PRC 181; based on the additional amount of funds received, PRC 181 allotments should increase for most PSUs by approximately 0.07%. Given the small magnitude of the change, School Business will not be re-calculating the PRC 181 planning allotment amounts, but will instead make the adjustment to overall allotments when allotting the final 1/3 of ESSER III funds that has yet to be received from USED.

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### Federal Requirements for Construction Projects

As a reminder, Uniform Guidance requirements require prior written approval for capital expenditures, which would include construction projects. Please ensure that your organization has identified any construction projects in the allowable use table of the ESSER I, ESSER II, and/or ESSER III application. The approved plan gives DPI's approval as to the allowability of what is presented in the plan.

If your organization has received approval for construction using ESSER funding, there are several other Uniform Guidance and Education Department General Administrative Requirements (EDGAR) laws that must be met to ensure compliance and the allowability of the associated expenditures.

If your organization has received approval for using federal funds on construction activities, information that outlines the Uniform Guidance and EDGAR laws and responsibilities applicable to your organization and those laws that you must ensure your organization's contractors must meet to ensure compliance and allowability of the associated expenditures can be found in the *Federal Requirements for Federally Funded Construction Activities* document on the following DPI webpage: [Fiscal Guidance | NC DPI](#)

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## July PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by July 26, 2021. 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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## Federal Programs Division Update

### ESSER II and III PRC Chart

A PRC Chart has been created to provide clarity and aid in tracking the various PRCs associated with ESSER. This chart will outline all known ESSER PRCs, including purpose, initial and continuation application instructions, and budget information for FY22 and beyond. If you have any questions, contact your regional program administrator. [ESSER PRC Table.pdf](#)

### CCIP ESSER Federal Fund Applications

Applications have opened and allotments loaded in FY22 for ESSER II and III (PRCs 171, 172, and 181). Any PSU who did not apply for these funds during FY21 are able to apply for the funds during FY22 at this time. The fiscal year in CCIP must be changed to 2022 for the application to become visible. If a PSU started their application in FY21, they will be able to copy their application forward into FY22. Once the application and budget are submitted, they will be approved and placed on the allotment log to release funds once funds are released for FY22. If you need assistance in completing the application, contact your regional program administrator.

All PSUs accepting ESSER II and III funds will be required to submit a continuation application and carryover budget for these funds after July 1, 2021. There is a copy feature within the application. This will copy forward the FY21 application into the FY22 application. The application will need to be updated, if needed. All continuation applications and carryover budgets must be submitted by July 30, 2021. If you need assistance in completing the continuation application, contact your regional program administrator.

Federal Programs has developed a [webpage dedicated to ESSER I, II, and III](#). This webpage contains a wealth of programmatic information and will be the landing page for current and future programmatic information regarding ESSER I, II, and III.

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## Center for Safer Schools Update

### Attention School Safety Grant Awardees

We know that last year, due to the pandemic and associated school closings, schools and districts faced many challenges that led them to alter their plans. This may be the case regarding the School Safety Grant and the hiring of School Resource Officers. So, we want to capture that information in CCIP to help determine expected funding levels for Year 2.

Updates to CCIP can be entered beginning July 9, 2021 at 8:00 am.

## Instructions

Please Access CCIP to Provide Updates for Year-2 Funding

You do NOT have to reapply for Year 2 (2021-22 school year) funding; however, we do require that you access CCIP and do as follows:

1. Answer the question on the "Grant Information" page
2. Make changes, as necessary, to the amounts on the "Budget" and "Budget Supplement" pages\* (Changes are not required.)
3. Check to ensure the contact person listed in CCIP for your school or district is correct and update as necessary.

Notes:

- \*The amount requested for Year 2 (2021-22 school year) can be less than but cannot exceed the total from Year 1 (2020-21 school year).
  - All state funding is contingent upon state appropriations by the NC General Assembly.
- If you have questions, contact Dave Prickett at [Dave.Prickett@dpi.nc.gov](mailto:Dave.Prickett@dpi.nc.gov) or 984-236-2810.

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Reminders

None

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North Carolina Department of  
**PUBLIC INSTRUCTION**

## School Business – July 16, 2021

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

Recent post: [COVID Funds](#) - Expenditure and Allotments Data as of June 29, 2021

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### Operating after July 1 under a Continuation Budget

GS.143C-5-4 provides the legislation on operating without a ratified budget. The following will apply until we have a signed budget:

Public school units are authorized to continue to expend at a level not to exceed the level of recurring expenditures from State funds for the prior year.

### Local Education Agencies

This translates to the 2021-22 Base Budget and does not permit expenditures on the following:

- 2020-21 non recurring items.
- Educator step increase. All educators required to be paid based on the State salary schedules, shall be paid at the same level as 2020-21. The Bump was processed on Thursday, July 2, 2021. DPI posted the preliminary NO BUMP List in LicSal on Thursday, July 15, 2021. To reflect the continuation budget, DPI will load temporary salary schedules into LicSal. Once the modified salary schedules are loaded in LicSal, educator vouchers will certify at FY21 salary amounts. LEAs should pay close attention to the certified salaries of educators on the NO BUMP List. Should there be any questions, don't hesitate to get in touch with [Salary@dpi.nc.gov](mailto:Salary@dpi.nc.gov).

Carryforward for allotment categories that have a carryforward provision will be requested from State Budget and Management. If approved, spending authority will be made available to the public school units.

The Division of School Business is assessing the projected budget timeline and will determine how to proceed with allocations in the next week.

### Independent Public Schools

To ensure schools have funding available, an authority to draw funds will be provided to independent public schools by July 21st. The authority will be calculated at:

20% x Initial average daily membership \* estimated 21-22 State average base for continuation funding.

2021-22 State average base for continuation funding is as follows:

Charter, Regional & ISD \$5,853.17

Lab Schools \$5,853.17

Virtual charter schools \$ 5,664.94

Funds shall only be made available to schools that have a certificate of occupancy approved by the Office of Charter Schools.

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#### FY 2021 - 13th Month MFR File – Reminder - LEAs only (Not Charter Schools or Lab Schools)

This is a reminder that we will pull the FY 2021 13th month MFR File on Thursday evening, July 22, 2021. Please make sure your LEA is signed into FY 21.

LEAs that are operating on a 4 day work week during the summer months, please make sure your FY 2021 13th month MFR file is uploaded timely and that your contact information is updated on DPI's [website](#) if we need to contact you.

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 21):

- (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 using journal entries. The corrections will affect your general ledger and not DPI's general ledger. DPI books are closed for FY 2021.
- (3) Review the [AFR/MFR Recommendations](#) located on the Financial and Business Services web page: [School District Finance Operations | NC DPI](#)
- (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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#### Federal Overspent Programs - LEAs only

Please wait until DPI sends your LEA a letter providing instructions on how to refund any federal overspent programs from FY 20-21. Your LEA cannot refund federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to refund Single Audit Questioned Costs regarding federal funds. Your LEA will need to send in a check from local funds to refund federal questioned costs.

Your LEA can refund State overspent for FY 20-21 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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## Legislated Survey for Federal Use of Funds due on Friday, July 23, 2021 – ALL PSUs

On July 13, 2021, the Division of School Business sent an email to survey links to LEA Finance Officers, Directors of Charter Schools and Directors of Lab and Regional Schools and Independent School District on Federal Use of Funds. This required reporting, per [Session Law 2021-3 Section 1.8](#), requires all public school units to submit reports quarterly to the Department of Public Instruction on the use of specific COVID funds. In accordance with this legislation and to facilitate the compilation of over 300 submission, the Division of School Business has created a reporting form to collect the required components for PRC's 171, 172, 178 and 181. The submission is due to DPI on Friday, July 23, 2021.

Please ensure that your PSU submits the required information by the deadline.

More than 20 positions to submit?

The form that was developed in the short time available, has a maximum entry of 10 positions. If you have more than 20 positions, you may submit the component "Position Detail" via email using the Excel file attached below. Only PSUs with more than 20 positions may use the Excel attachment. You must submit the component "Expenditures and Use of Fund" online even if you are submitting the position detail via email. Follow the file's instructions carefully (refer to tab "instructions" in the excel file) – you must change the file name to indicate your PSU number and you must include the file name with your PSU number in the subject line of your email. Do not change or modify the design of the Excel file by inserting or deleting columns or changing the format, otherwise your submission may be delayed or not accepted. The completed Excel file must be submitted via email, send to [lcilma.Burroughs@dpi.nc.gov](mailto:lcilma.Burroughs@dpi.nc.gov).

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## Exceptional Children Division Update

### 2022 IDEA Grant Budgets

PSUs must have a budget for PRC 060 and PRC 049 (if applicable) in the CCIP platform by July 31, 2021. The IDEA grant cannot be processed without the budget. PSUs enter the budget into the same system they have always utilized and it will upload into CCIP.

If there are issues regarding the budget uploading to CCIP contact Denise Jackson at DPI ([Denise.Jackson@dpi.nc.gov](mailto:Denise.Jackson@dpi.nc.gov)).

### PRC 167 Cares Act – ESSERF – Exceptional Children Grant

When submitting a budget amendment for PRC 167, EC Directors and Finance Officers should collaborate to ensure the budget amendment matches the grant Use of Funds. If the budget amendment does not match the grant, then a grant revision must be submitted.

Updates regarding use of funds will be requested early Fall.

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## Center for Safer Schools Update

### Back-to-School Safety Summit - DAY 2

The NC Center for Safer Schools will be hosting Day 2 of the Back-to-School Safety Summit. The Center will conduct trainings on various school safety topics, including Critical Incident, Reunification, Anonymous Reporting, Threat Assessment, SRMP/SERA, and other school related topics.

Attendance is encouraged to include School Safety Directors, School Counselors, School Social Workers, School Administrators, and others directly involved in school safety.

Tuesday, August 3, 2021 from 9:30am to 4:30pm - Seating is limited.

University of North Carolina – Greensboro  
Elliot University Center  
507 Stirling St.  
Greensboro, NC 27412

REGISTRATION - <https://www.eventbrite.com/e/163091764859>

Questions? Call Michael Wheeler, Program Assistant at 984-236-2240 or email [Michael.Wheeler@dpi.nc.gov](mailto:Michael.Wheeler@dpi.nc.gov).

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## Reminders

July PSBCF and NBPSCF Lottery Distribution Requests are due July 26, 2021

Details are in the July 9, 2021 newsletter \*

CCIP ESSER Federal Fund – applications and carryover budgets are due July 30, 2021

Details are in the July 9, 2021 newsletter \*

School Safety Grant Awardees - updates to CCIP can be entered now

Details are in the July 9, 2021 newsletter \*

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
**PUBLIC INSTRUCTION**

## School Business – July 23, 2021

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

Recent post: [COVID Funds](#) – ESSER III – US DOE Maintenance of Equity FAQs and Guidance

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### Financial and Business Services Organization and Vacancy Announcement

Within the DPI organizational structure, Financial and Business Services (FBS) is the area managed by the Chief Financial Officer, Alexis Schauss, who reports to the State Superintendent. FBS is comprised of two divisions - Agency Financial Services and the Division of School Business.

Agency Financial Services is responsible for the financial operations of the Department, the cash management of the public school units (PSUs), and the overall budget. We recently welcomed Joyce Munro as the new Director of Agency Financial Services. Joyce comes to FBS from NC State University where she served as the Assistant Dean for Business Operations for NC State College of Agriculture and Life Sciences and she previously worked for the City of Raleigh as the Budget Director.

The Division of School Business is responsible for the financial operations of the PSUs, including budget and allocations; the financial, personnel and aggregate student data; monitoring and compliance; and information analysis. The Director of School Business is currently vacant, and we are actively searching for a candidate. The full announcement was recently posted on the NCASBO site, any inquiries may be made to Alexis Schauss at [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov).

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### Budget Process and Preliminary Initial Allotments

The State budget process is delayed and it appears that a final budget is more than a month away. In order to ensure that Public School Units have access to State and Federal funds, the Division of School Business has created a process to provide "Preliminary Initial Allotments" for LEAs and authority to draw for independent public schools.

#### State Funds

##### 1. Local Education Agencies

Preliminary Initial Allotments are being loaded to the allotments system before July 21. The preliminary initial allotments are calculated in accordance with the Continuation Budget that the State is currently operating under, and in general reflects the planning allotment information you have been provided. You will note the following:

- Low wealth is lower than the planning to reflect the Base budget recurring funds
- The exceptional children allotment is pre budget adjustments
- No small county funds are provided to LEAs who are newly eligible for the funds.

These allotments are temporary and will be recalculated when there is a final 2022 budget.

## 2. Independent Public Schools

To ensure schools have funding available, an authority to draw funds was provided to independent public schools on July 21st. The authority was calculated at:

20% x Initial average daily membership \* estimated 21-22 State average base for continuation funding.

2021-22 State average base for continuation funding is as follows:

Charter, Regional & Lab Schools \$5,853.17

ISD \$5,558.07

Virtual charter schools \$ 5,664.94

Funds shall only be made available to schools that have a certificate of occupancy approved by the Office of Charter Schools.

### Federal Funds

Once both the Preliminary Initial Allotments and authority to draw are completed, the School Allotments Section will resume Federal allotments, including ESSER II and ESSER III allotments that have been approved by the Federal Programs Division.

For the non-COVID related Federal grants, School Allotments will begin calculating FY 22 Initial Allotments and will make first installments for PSUs that have approved applications. The anticipated timeline for programs like Title I, IDEA, and CTE is by mid to late August. The allotments process will be reassessed in the event that a State budget is passed.

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### ESSER II and III PRC Chart

A [PRC Chart](#) has been created by the [Federal Program Monitoring and Support Division](#) to provide clarity and aid in tracking the various PRCs associated with ESSER. This chart will outline all known ESSER PRCs, including purpose, initial and continuation application instructions, and budget information for FY22 and beyond. If you have any questions, contact your regional program administrator.

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### Maintenance of Equity (MOEquity) – LEAs only

ARPA includes a new maintenance of equity provision that are a condition of State Education Agencies and LEAs to receive ESSER funds. Related to LEAs, the provision ensures that LEAs with greater than 1,000 students do not disproportionately reduce either:

1. the State and local per pupil funding in high-poverty schools
2. the number of FTE staff per pupil in high poverty schools

An [FAQ](#) has been posted to provide more information on this requirement. There is also a [guidance document](#) from the US Department of Education. Please note that LEAs may elect to make the determination on a LEA-wide basis or by grade span and should refer to the guidance document for further understanding.

School Business is working with the Federal Programs Division to provide additional support.

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## Reminders

Legislated Survey for Federal Use of Funds due TODAY, Friday, July 23, 2021

Details are in the July 16, 2021 newsletter \*

July PSBCF and NBPSCF Lottery Distribution Requests are due July 26, 2021

Details are in the July 9, 2021 newsletter \*

CCIP ESSER Federal Fund – applications and carryover budgets are due July 30, 2021

Details are in the July 9, 2021 newsletter \*

2022 IDEA Grant Budgets are due July 31, 2021

Details are in the July 16, 2021 newsletter \*

School Safety Grant Awardees - updates to CCIP can be entered now

Details are in the July 9, 2021 newsletter \*

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
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## School Business – July 30, 2021

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

Recent post: Continuation Budget Salary Schedules 2021-2022 - [Compensation for Public School Employees | NC DPI](#)

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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 FY21 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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### Calendar Waivers

The history of missed instructional days for the last 10 years has been posted under Calendar Resources for LEAs at [School Calendar Legislation | NC DPI](#). The report, History – LEAs eligible for a Calendar Waiver, shows the LEAs which are eligible to request a waiver for the opening date for the 2022 – 2023 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 [Student Accounting | NC DPI](#). Waiver requests are due to the Division of School Business by Friday, August 13, 2021. Please email the completed waiver request to Student Accounting as indicated on the form.

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

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### Federal Programs Updates

#### Carryover Budgets in FY22 – CCIP

Carryover budgets for PRCs approved in FY21 with continuing funds in FY22 (ESSER I-III, CSI, RLIS etc.) were due by July 30, 2021. A CCIP/BAAS system process allowing input of these budgets to flow in has had to be changed and unfortunately caused the budgets to be rejected. The system process on the CCIP/BAAS communication side is being corrected today, so resubmit any rejected carryover budgets beginning Monday, August 2, 2021 with all carryover budgets submitted no later than Friday, August 6, 2021. We apologize for this inconvenience. [ESSER PRC Table PDF](#)

#### SY 2021-22 Grant Award Notification Letters

This year the Grant Award Notification (GAN) letters will be located within CCIP. To ensure the PSU information is correctly represented on the GAN, an organizational section is being

added to the Consolidated Application within CCIP. This section will open soon and will be located at the beginning of the Consolidated Application. Some PSU have already submitted their FY22 Consolidated Application. Any submitted application will be returned to the PSU automatically by the CCIP system when the new section deploys. The PSU will need to complete the organizational section of the application and resubmit. If you have any questions, please contact your regional program administrator.

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## Exceptional Children Updates

### CARES Act – ESSER I – Exceptional Children Grants (PRC 167)

For PRC 167, any carryover funds from FY 2021 should have been loaded into CCIP. If a PSU's PRC 167 carryover budget matches the FY 2021 grant's Use of Funds, then a grant revision will not be required. If the PRC 167 carryover budget does not match the FY 2021 grant's Use of Funds, a revision of the 2021 CARES Act – ESSER I - Exceptional Children Grant plan will be required. PSUs are not otherwise required to complete a new application for the carryover funds.

### FY 2022 IDEA Grant Budgets and Carryover

- NCDPI IT has loaded FY 2021 carryover funds to the IDEA budget in NC CCIP.
- PSUs with a FY 2022 IDEA grant and budget already approved by and NCDPI IDEA Program Consultant will need to submit a budget amendment for the carryover funds.
- For PSUs with grants still in the approval process that did not previously include carryover, NCDPI IDEA fiscal monitors will review and approve the grant with the initially submitted budget. After the approval, the PSU will be required to submit a budget amendment to account for the carryover funds.
- PSUs with grants still in the approval process that did include a carryover budget but for which the carryover amount does not match the carryover amount NCDPI loaded into CCIP will have their budget returned for changes; the previously developed budget will need to be corrected and resubmitted prior to initial approval of the grant.
- All carryover funds must be budgeted prior to any funds being allotted.

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## Dr. Benjamin Matthews

It brings us great sadness to share that on Wednesday, Dr. Benjamin Matthews passed away peacefully after a courageous battle with ALS. Ben joined DPI in 1987 as the Assistant Director for Student Information Management and after dedicating 32 years to public education, retired as the Director of School Operations.

Ben was respected and admired by all who knew him. He will be forever remembered for his servant leadership and true caring of others.

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## Reminders

2022 IDEA Grant Budgets are due July 31, 2021

Details are in the July 16, 2021 newsletter \*

School Safety Grant Awardees - updates to CCIP can be entered now

Details are in the July 9, 2021 newsletter \*

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
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## School Business – August 6, 2021

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

Recent post: [COVID Funds](#) - Allotment and Expenditure Data Visualization

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### State Budget

The House budget has started to become public, and at this point only preliminary special provisions and money report are available. Salary or benefits information are expected to be public next week. Information will be forthcoming when the complete documents are available.

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### State Carryover

The Office of State Budget and Management approved the carryforward for the PRCs below. The School Allotment Section expects to have the FY 20-21 State Carryover into FY 21-22 processed today, 8/6/2021 for the following PRCs:

- 015 – School Technology
- 016 – Summer Camp
- 064 – CTE Expansion Grant
- 065 – Mobile Coding Grant
- 069 – At- Risk Student and Alternative Services
- 079 – EWIC

The carryover for the CRF PRCs with a carryover provision is expected to be reallocated next week. Please contact the School Allotments Section if you have questions.

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### FY 2021 - 13th Month MFR File – Reminder - LEAs only (Not Charter or Lab Schools)

This is a reminder that the second pull of the FY 2021 13th month MFR File is on Thursday evening, August 12, 2021. Please make sure your LEA is signed into FY 21.

LEAs that are operating on a 4-day work week during the summer months, please make sure your FY 2021 13<sup>th</sup> month MFR file is uploaded timely and that your contact information is updated on [DPI's website](#) if we need to contact you.

If your LEA has made corrections since the last 13<sup>th</sup> month MFR pull, your LEA will need to rebuild your MFR file in order for DPI to pick up your corrections.

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 21):

- (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 using journal entries. The corrections will affect your general ledger and not DPI's general ledger. DPI books are closed for FY 2021.
- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page: [School District Finance Operations | NC DPI](#)
- (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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#### GEER – Specialized Instructional Support Personnel for COVID-19 Response (PRC 169)

The State Board amended the allowable uses of GEER PRC 169 at the August 5, 2021 board meeting. Funds may now be used for wellness programming and mental health training as written in policy below:

*PRC 169 funds shall be used to employ or contract with fully and/or provisionally licensed specialized instructional support personnel to provide physical and mental health supports to students. Funds may be used to cover costs associated with delivering wellness programming and mental health training in accordance with the public school unit's mental health plan to school level staff and personnel with direct contact with students and families.*

PSUs wanting to adjust their budgets and applications to use the funds in this new allowable use, must complete a budget adjustment for PRC 169 in their FY22 carryover budget. A corresponding change must also be made in the narrative for use of the funds in the CCIP FY2021 application. PSUs will need to move the FY2021 CCIP application to Chief Administrator Approved once the change is made.

If you have any questions about GEER I PRC 169, please contact Talbot Troy at [Talbot.Troy@dpi.nc.gov](mailto:Talbot.Troy@dpi.nc.gov) or 984-236-2797.

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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 20-21. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs regarding federal funds. Your LEA will need to send in a check from local funds to pay back federal questioned costs.

Your LEA can pay back state overspent for FY 20-21 as a *prior* year refund within the BUD system.

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

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## Federal Requirements for Construction Projects

### Prior Approvals

As a reminder, Uniform Guidance requirements 2 CFR 200.439 require prior written approval for capital expenditures, which include construction projects. Please ensure that your organization has identified any construction projects in the allowable use table of the ESSER I, ESSER II, and/or ESSER III application. The approved plan gives DPI's approval as to the allowability of what is presented in the plan. It is important to note that the detail included in the application must cover the scope of the project to ensure prior approval has been granted.

If plans change, and a capital expenditure need is identified after the application is approved, the application must be amended, and planned use of the funds must be approved prior to any funds being spent on a capital expenditure. Documentation of this approval should be maintained as support showing prior approval and allowability of the purchase as a direct cost of the program.

### Construction Related EDGAR and Uniform Guidance Laws

If your organization has received approval for construction using ESSER funding, there are several other Uniform Guidance and Education Department General Administrative Requirements (EDGAR) laws that must be met to ensure compliance and the allowability of the associated expenditures. The Uniform Guidance and EDGAR laws and responsibilities applicable can be found in the Federal Requirements for Federally Funded Construction Activities document on the following DPI webpage: [Fiscal Guidance | NC DPI](#)

### DPI Capital Project Submittal and Review Requirements

Capital improvement projects, regardless of funding source, must also comply with normal NC DPI Capital Project submittal and review requirements and State laws which include:

- A registered Architect and/or registered Engineer shall prepare the drawings and specifications in accordance with [S. 133-1 through 133-4.1](#) and other applicable state requirements. Certain school projects may require NC DOI Code Review per [G.S. 58-31-40](#).
- School Planning review is required per [S. 115C-521\(c\)](#). Submit design documents at appropriate phases of the design (SD/DD/CD). Construction expenditures may not proceed prior to completion of the review process.
- Various forms and procedures including: DPI Capital Project Submittal Form, DPI Capital Project Submittal Procedures, DPI Facility Design Guidelines, DPI School Science Facility Requirements, and DPI School Facility Closing Procedures.

- For projects involving the demolition of an existing school building, follow the procedures noted above and submit the analysis required by [S. 115C-521\(c\)](#).

The links to the forms and procedures referenced in this section can be found on the following webpage: [Elementary and Secondary Schools Emergency Relief \(ESSER\) | NC DPI](#)

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## Exceptional Children Division Fiscal Updates

### PRC 32

A portion of PRC 032 was allotted under the state's continuation budget. If you received an allotment for your State EC funding and it was less than expected, be advised this was only a partial allotment until a state budget is approved.

Special Grants - Risk Pool, Special State Reserve, Developmental Day, Community Residential, Group/Foster Home and Out of District

- Training will be held on Tuesday, August 31, 2021 and Thursday, September 2, 2021.
- Special Grants will open on September 7, 2021

### MOE

- Expenditure Training will be scheduled in September. The training will include a different MOE spreadsheet for PSUs to submit. The MOE Calculation Form utilized in the past, with the breakdown of the budget codes, will not be used. The finance officer can continue to calculate MOE expenditures in the same manner as previous years.
- MOE Expenditure Table will open for PSUs with approved IDEA grant on October 1, 2021 and will be due on October 31, 2021.

### Budgets

As the EC division staff continue to learn and navigate the CCIP system with migration of the budgets. We ask for your patience as issues arise. Initially there were some issues with the IDEA 611 and 619. We believe this has been addressed.

- Budget Carryover for Federal PRC 082, 118 & 119 and 167 are yet to be uploaded into NCCCIP from DPI, we have noticed some discrepancies with some of the budgets that PSUs have submitted with the budgets that will be pulled in from DPI. This may cause a delay in final approval of the budgets.
- When the carryover is uploaded from NCDPI, the submitted budgets will be reviewed.
- If the carryover matches the submitted budget, the budget will be approved.
- If the carryover in the budget does not match the carryover amount from NCDPI, the budget will be denied and will need a revision before approval.

### PRC 82

Please review the [memo](#) as appropriate per your engagement in the NCSIP project.

- Received a No-Cost Extension for the period of 10/1/21-9/30/22.

- There will be no reversions.
- Funds must be encumbered by September 30, 2022 and expended by December 30, 2022.

#### PRC 167

In addition to the budget alignment, the submitted budget must also match the Use of Funds from the 2021 grant or a grant revision must be submitted in the 2021 ESSER Funds – EC grant application.

#### PRC 132 and 167

- End of Year updates will be requested for COVID relief funding.
- Tentative due date is close of business on Friday, October 1, 2020.
- More detailed information will be shared in future communications.

#### IDEA Grant Award Notification (GAN)

- After allotment information is provided, an IDEA Grant Award Notification (GAN) letter will be generated by the NCCCIP system.
- This GAN serves as the notification of the funding received and the period availability.
- The GAN will be sent to all PSU personnel listed as EC Director, Finance Officer, and Superintendent.

Note - We are currently working on an End of Year Report for IDEA and Special Grants. Will be providing more information at a later date.

### School Planning Updates

#### August PSBCF and NBPSCF Lottery Distribution Requests

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

#### 2021-22 Needs-Based Public School Capital Fund

Program Guidance and Applications for the 2021-22 NBPSCF Capital Construction Grants will be published following completion of the FY21-22 State Budget. Submittal information and schedules will be posted to the School Planning website when available. 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).

### Reminders

Carryover Budgets in FY22 – CCIP are due TODAY, August 6, 2021

Details are in the July 30, 2021 newsletter \*

Calendar Waivers are due August 13, 2021

Details are in the July 30, 2021 newsletter \*



North Carolina Department of  
**PUBLIC INSTRUCTION**

## School Business – August 13, 2021

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

Recent post: [2021-22 State Budget](#)

- Summary of Senate and House Budgets
  - Comparison of Money Report and ESSER III Leadership
- 

### Updates from the Allotment Section

1. Please remember that the State Carryover for PRC 016-Summer Camp expires October 31, 2021 and carryover for PRC 069- At-Risk expires August 31, 2021.
2. We are still reconciling the CRF Carryover and will allocate the carryover as soon as possible. The CRF carryover expires, December 31, 2021.
3. The IFE Conversion will occur when the final budget passes or we have Budget Committee agreement on the Salary and Benefits changes in the Senate and House versions of the Appropriations budget.
4. The ABC Transfer System will open after the 1st Month Charter School Reductions are processed. We will place a notice in the newsletter when the ABC Transfer System opens.
5. This is the first year that the Federal Budgets are processed in CCIP rather than BAAS. If the Finance Officer or Staff has questions about CCIP Budgets, please contact your Software Vendor or the Help Desk for technical issues.
6. For the status of Federal Budget approvals or general Federal Budget questions, please contact the Grant Administrators.

Please contact the School Allotments Section if you have any questions.

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### Clarification on Federal Funds and Software Subscription Payments

NC DPI recommends that sub-recipients who establish multi-year contracts, negotiate terms for an annual payment arrangement, rather than prepayment for the entire software subscription period. The contract must also include the required termination clause found in [Appendix II to Part 200](#). This is a better way to protect federal dollars from potential waste if an organization is unable to deliver services in a future period. However, we recognize that prepayments for software subscriptions are becoming more usual and customary and that there may be significant cost savings in this type of arrangement. If software subscriptions are prepaid using federal funds, the Budget Period for the award and Period of Performance laws apply.

The software subscriptions can be pre-paid through the Budget Period for a grant award based on EDGAR and Uniform Guidance. The Budget Period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during

which recipients are authorized to expend the funds awarded, including any funds carried forward. A grant may have more than one budget period. The payment for a subscription cannot cover a period that goes beyond the Period of Performance of the funds. Multiple fund sources will have to be used if the subscription dates go beyond the Period of Performance of the grant funds.

For ESSER funding specifically, Period of Performance and Budget Period are the same and the Summary of COVID Funding page provides the dates that a prepayment can be made through: [download \(nc.gov\)](https://www.nc.gov)

For example, a subscription can be paid through 9/30/22 with ESSER I funds, if it is an allowable expense. However, if for example the subscription payment covers a period of service that goes beyond 9/30/22, the portion of the expense related to the period beyond the Budget Period would need to be paid out of a separate source of funds. A reasonable approach should be used to determine the amount that is not eligible to be charged to the award because it is outside the budget and performance period for the award, i.e. a monthly calculation.

Note that Period of Performance is known as period of expense in the funding document.

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## Exceptional Children Division Update

### PRC 118 Autism Funding for 2021-2022

The Exceptional Children (EC) Division allocates PRC 118 Autism funding to assist Public School Units (PSUs) and educators with building capacity in improving services to students with Autism Spectrum Disorder (ASD) through accessing and providing professional learning (PL) and ongoing support.

There will be two levels of support and funding available. PSUs can choose to participate in either General Support or Team Support based on their priorities regarding autism programming and in alignment with their LEA Self-Assessment.

The General Support level will allow PSUs to access ASD specific PL for the purpose of increasing educators' knowledge and use of Evidence-Based Practices (EBPs) to provide services to students with ASD.

The Team Support level is available for PSUs to:

- Access PL for the purpose of increasing educators' implementation of effective services to students with ASD.
- Develop or maintain an Autism Support Team with the skills needed to provide support within the PSU.
- Provide PL and ongoing support within the PSU through consultation and/or coaching.

Funding amounts allocated will be dispersed in a lump sum based on PSU Average Daily Membership (ADM). A memo outlining acceptable use of funding will be disseminated when allocations are disbursed.



- Review these linked documents that provide details regarding [General Support](#) and [Team Support](#).
- Prepare for your Request for Funding by reviewing and planning responses for these [Questions for PRC 118 Autism Request for Funding](#).
- Complete your [Request for Funding Form](#) by September 3, 2021.

The NCDPI Autism Team will be holding informational webinars for PSUs to attend if they have questions regarding submission of their Request for Funding. These webinars will be in the format of a question-and-answer session and are scheduled for:

- August 30, 2021, from 12:00 p.m. - 1:00 p.m.
- August 31, 2021, from 3:30 p.m. - 4:30 p.m.

You can access either session at [amanda.passmore@ncgov.webex.com](mailto:amanda.passmore@ncgov.webex.com).

Questions regarding modeling programming sites for Autism Spectrum Disorder and/or PRC 118 Autism Funding may be directed to [asdteam@dpi.nc.gov](mailto:asdteam@dpi.nc.gov).

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## Reminders

Calendar Waivers are due TODAY, August 13, 2021  
Details are in the July 30, 2021 newsletter \*

PSBCF and NBPSCF Lottery Distribution Requests are due by August 25, 2021  
Details are in the August 6, 2021 newsletter \*

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
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## School Business – August 20, 2021

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

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### Attendance Code 1R Present Off-Site

Use of the 1R present off-site attendance code will continue to follow the guidelines as shown below from Chapter 2 of the [SASA manual](#):

#### Initial Enrollment of Student

A student may not be enrolled in membership unless they are present on their initial date of enrollment.

- If a student is on-site on their initial date of enrollment and is present at least one-half of the instructional day, the student is "present on-site."
- If a student is scheduled for remote instruction on their initial date of enrollment, a positive two-way communication is required between the student/parent/family and a school official designated by the school. For instance, a documented phone call or electronic communication or meeting. If an email is used to communicate, the date of the response from the student is considered the date of the initial enrollment. The student is "present off-site." An evidence of work is not sufficient for the initial date of enrollment.

#### Attendance

Attendance must be taken each day of the school year in PowerSchool for on-site and remote instruction days.

A student is considered present for the purposes of daily attendance during a remote instruction day and with the exception of the initial enrollment day as described above:

- If a student completes their assignments for each remote instruction day, either online or offline; and/or
- If a student has a daily check-in, a two-way communication, with the appropriate teacher(s):
  - In grade K-5, homeroom teacher
  - All other grade levels, each course teacher as scheduled.

Public school units shall communicate the attendance procedures to students and parents/families before the first day of remote instruction begins. It is a local decision as to the method of this communication.

In order to be considered in attendance, a student must be present on-site for the school day or at a place other than on-site with the approval of the appropriate school official for the purpose of attending an authorized school activity.

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## Voluntary Shared Leave Reporting 2020-2021 - LEAs only

(Excludes Independent Public Schools: 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 17, 2021. The survey must be submitted online using the link posted on the [Financial and Business Services](#) home page under What's New or accessed directly at [https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_3NSghNBp7FTjJXw](https://ncdpi.az1.qualtrics.com/jfe/form/SV_3NSghNBp7FTjJXw). A preview of the questions, to assist with completing the online survey, is also available on the [Financial and Business Services](#) home page.

Note: Enter whole numbers only. Do not enter decimal points, symbols, or text. 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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## FY 22 Children with Disabilities HC Transfer

We are finalizing the process for the FY 22 Children with Disabilities - 60-day transfers. Details for the process will be posted in a future newsletter.

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## Zero-out Processing

At the beginning of every school year, there is no zero-out processing for the month of July. The zero out process will be completed starting with the August [Datafile](#).

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## Reminders

PSBCF and NBPSCF Lottery Distribution Requests are due by August 25, 2021

Details are in the August 6, 2021 newsletter \*

Autism Request for Funding Form is due September 3, 2021

Details are in the August 13, 2021 newsletter \*

## Reminders from the Allotment Section

1. Please remember that the State Carryover for PRC 069 - At-Risk expires August 31, 2021.
2. We are still reconciling the CRF Carryover and will allocate the carryover as soon as possible. The CRF carryover expires December 31, 2021.
3. The IFE Conversion will occur when the final budget passes or we have Budget Committee agreement on the Salary and Benefits changes in the Senate and House versions of the Appropriations budget.
4. The ABC Transfer System will open after the 1st Month Charter School Reductions are processed. We will place a notice in the newsletter when the ABC Transfer System opens.

5. This is the first year that the Federal Budgets are processed in CCIP rather than BAAS. If the Finance Officer or Staff has questions about CCIP Budgets, please contact your Software Vendor or the Help Desk for technical issues.
6. For the status of Federal Budget approvals or general Federal Budget questions, please contact the Grant Administrators.

Please contact the School Allotments Section if you have any questions.

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
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## School Business – August 27, 2021

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

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### Status of FY 2019 and FY 2020 Federal Funds

Over the past several weeks, School Business has issued notification to PSUs regarding balances of FY 2019 and FY 2020 Federal funds that are scheduled to expire on September 30, 2021. These letters provide the balances remaining on FY 2019 and FY 2020 Federal allotments as of June 30, 2021.

On July 2, 2021, the U.S. Department of Education's Office of Elementary and Secondary Education invited States to apply for a waiver extending the period of availability for FY 2020 funds from the following programs authorized under the Elementary and Secondary Education Act of 1965 (ESEA):

- Title I, Part A - (PRC 050)
- Title I, Part A - School Improvement Programs (PRCs 105 and 115)
- Title II, Part A - Supporting Effective Instruction (PRC 103)
- Title III, Part A - English Language Acquisition Programs (PRCs 104 and 111)
- Title IV, Part A - Student Support and Academic Achievement Program (PRC 108)
- Title IV, Part B - 21<sup>st</sup> Century Community Learning Centers (PRC 110)
- Title V, Part B - Rural and Low Income Schools Program (PRC 109)

DPI intends to apply for the offered waiver to extend the period of availability of FY 2020 funds for these programs, but no waiver has been received by DPI at this point in time. As such, School Business included all FY 2019 and FY 2020 balances in the "45 Day Warning Letters" that have been sent out to PSUs in recent weeks; the letters were not sent in error. If DPI does receive a waiver extending the period of availability for the FY 2020 funds from the above programs, School Business will provide notice to Finance Officers that the funds have been extended. However, because no waiver has been received to date, DPI encourages PSUs to continue to closely monitor their balances and to continue to spend down remaining FY 2019 and FY 2020 grant funds in a timely manner.

Please note that, if received by DPI, this waiver would only extend the period of availability for FY 2020 funds for the above listed programs. All remaining FY 2019 Federal funds that are still available and any FY 2020 funds from other Federal programs (including the IDEA programs) will be expiring on September 30, 2021.

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## School Planning Section Update

### September PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by September 24, 2021. 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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## Exceptional Children Division Updates

### Special Grants Training

(Risk Pool, Special State Reserve, Developmental Day, Community Residential, Group/Foster Home and Out of District) will be held on the following dates:

August 31, 2021 9:00 – 11:30

August 31, 2021 1:00 – 3:30

September 2, 2021 9:00 – 11:30

Participants only need to attend one of the sessions.

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_bCTI29GHDXx8QDA](https://ncdpi.az1.qualtrics.com/jfe/form/SV_bCTI29GHDXx8QDA)

Please register for the training by August 27th. When registration closes, you will receive a meeting link to utilize to attend the registered session. If you have any questions, please contact Jamie Davis at: [Jamie.Davis@dpi.nc.gov](mailto:Jamie.Davis@dpi.nc.gov).

Grant applications will open on September 7, 2021.

### PRC 167 ESSERF - Exceptional Children Funds

Please ensure that budget and grant use of funds align to ensure timely approvals.

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## Reminders

Autism Request for Funding Form is due September 3, 2021

Details are in the August 13, 2021 newsletter \*

Voluntary Shared Leave Reporting is due September 17, 2021

Details are in the August 20, 2021 newsletter \*

### Reminders from the Allotment Section

1. Please remember that the State Carryover for PRC 069 - At-Risk expires August 31, 2021.
2. We are still reconciling the CRF Carryover and will allocate the carryover as soon as possible. The CRF carryover expires December 31, 2021.

3. The IFE Conversion will occur when the final budget passes or we have Budget Committee agreement on the Salary and Benefits changes in the Senate and House versions of the Appropriations budget.
4. The ABC Transfer System will open after the 1st Month Charter School Reductions are processed. We will place a notice in the newsletter when the ABC Transfer System opens.
5. This is the first year that the Federal Budgets are processed in CCIP rather than BAAS. If the Finance Officer or Staff has questions about CCIP Budgets, please contact your Software Vendor or the Help Desk for technical issues.
6. For the status of Federal Budget approvals or general Federal Budget questions, please contact the Grant Administrators.

Please contact the School Allotments Section if you have any questions.

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
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## School Business – September 3, 2021

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

Recent posts:

- [Allotments](#) - Federal Allotment Policy Manual & New Allotment Policies: SRSA PRCs
  - [COVID Funds](#) - COVID Allotment Policy Manual
- 

### New ESSER II Programs Approved

The State Board of Education approved the allotment policies for 3 new ESSER II programs:

School nutrition staff recruitment & retention

Summer bridge program

Summer CTE accelerator program

Planning allotments and information on applying for these programs will be provided next week.

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### NC DHHS K-12 COVID Testing Program – Local PRC 350

DPI has assigned local PRC 350 for the NC DHHS K-12 COVID Testing Program.

Since it is a local PRC, DPI will not assign a chart of accounts. Please flag the revenue and expenditures as federal. You will still need to use valid account codes.

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### Exceptional Children Division Update

#### Grant Information

- Special Grants

Grant applications will open on September 7, 2021.

- Maintenance of Effort (MOE) Training

MOE training will take place on September 21st and September 23rd. This is a mandatory training for all Districts and Charter Schools. Please encourage your financial officers to attend this training. There will be four opportunities for you to attend this training, but you only have to attend one (see times below). The registration link will be available soon.

Tuesday, September 21st: 9:00 – 11:30 a.m. and 1:00 p.m. – 3:30 p.m.

Thursday, September 23rd: 9:00 a.m. – 11:30 a.m. and 1:00 p.m. – 3:30 p.m.



- PRC 167 ESSERF

Please ensure that budget and grant use of funds align to ensure timely approvals.

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## Center for Safer Schools Update

### NEW School Safety Grant Application

The 2020 School Safety Grant provided districts and schools the opportunity to apply for a total of \$18 million in grant funds\* for each year of this 2-year grant. Current awardees who have submitted their mid-term and final reports will automatically receive their requested funds\* for year 2, i.e., the 2021-22 school year.

The Center for Safer Schools is opening a new application for year 2 of the grant for an approximate \$1.3 million, which is the unawarded amount from 2020-21. The new application, which opened on September 1, 2021 in CCIP, is available to all schools and districts but priority will be given to those schools and districts that don't already have an award for the 2020 School Safety Grant.

\* All state funding is contingent upon state appropriations by the NC General Assembly.

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## Reminders

Autism Request for Funding Form is due TODAY, September 3, 2021

Details are in the August 13, 2021 newsletter \*

Voluntary Shared Leave Reporting is due September 17, 2021

Details are in the August 20, 2021 newsletter \*

PSBCF and NBPSCF Lottery Distribution Requests are due September 24, 2021

Details are in the August 27, 2021 newsletter \*

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
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## School Business – September 10, 2021

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

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### FY 2021 - 13th Month MFR File – LEAs only (Not Charter Schools or Lab Schools)

This is a reminder that the final FY 2021 13th month MFR File will be pull on Tuesday evening, September 14, 2021. Please make sure your LEA is signed into FY 21.

If your LEA has made corrections since the last 13th month MFR pull, your LEA will need to rebuild your MFR file for DPI to pick up your corrections.

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 21):

- (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 using journal entries. The corrections will affect your general ledger and not DPI's general ledger. DPI books are closed for FY 2021.
- (3) Correct all invalid account codes.
- (4) Review the *AFR/MFR Recommendations* located on the Financial and Business Services web page: [School District Finance Operations | NC DPI](#)
- (5) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (6) 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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### Required Postings on LEA Websites - LEAs only

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

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

The Division of School Business posted the report at [School Expenditure Data | NC DPI](#) and LEAs may choose to link to these files to comply with the legislation.

#### 2. 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 2020-21 ABC transfers that met the threshold. The template was sent via email to the finance officers listed in EDDIE on Thursday morning, September 9, 2021. That email also included a PDF file "[ABC Transfers Guidelines FY2021](#)" that will help with completing the Excel template.

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 Nathan Squire at the email below by 10/15/2021.

Email [Nathan.Squire@dpi.nc.gov](mailto:Nathan.Squire@dpi.nc.gov) ASAP if you have not received the template.

## School Planning Section Update

Results of the recent *Five-Year Statewide Facility Needs Survey* were published on September 1, 2021. The full 2020-21 FNS Report is available at [School Planning | NC DPI](#).

## Reminders

Voluntary Shared Leave Reporting is due September 17, 2021

Details are in the August 20, 2021 newsletter \*

PSBCF and NBPSCF Lottery Distribution Requests are due September 24, 2021

Details are in the August 27, 2021 newsletter \*

\* [Procedures and Guidance | NC DPI](#)



North Carolina Department of  
**PUBLIC INSTRUCTION**

## School Business – September 17, 2021

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

Recent post: [COVID Funds](#) - Expenditure and Allotments Data

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### Independent Public Schools Funding

To ensure schools have funding available, an additional authority to draw funds has been provided to independent public schools today. The authority is calculated at:

15% x Initial average daily membership \* estimated 21-22 State average base for continuation funding.

2021-22 State average base for continuation funding is as follows:

Charter, Regional & Lab Schools \$5,853.17

Virtual charter schools \$5,664.94

Please note that these are estimates of funding and the base funding will be adjusted when the State budget is finalized. In addition, these funds are provided based on the projected ADM the charter school submitted in CSADM. If the actual membership in your school is less than your projection, the budget will need to be adjusted to reflect the actual.

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### Installment Collapse - LEAs only

Effective on 9/30/2021, DPI will post 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 will not post to the DBS/MSA system until the end of September. This process will not affect your bank reconciliation. A copy of the Installment Report JHA850EG will run in October, detailing the installment amounts posted for your LEA. The JHA850EG will be placed in your eMFTS Reports folder.

Each LEA should have reversed the State accrual entries on their general ledgers during 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 and accrual differences do not affect your current year's allotment balances. In addition, school Reporting will send each LEA a spreadsheet that reflects accrual reversals and installment payments for account codes by PRC. While LEAs may wait until School Reporting provides the JHA850EG report to create the collapse entries, the spreadsheet is another source to prepare the collapse entries.

Also, effective September 30, 2021, DPI will post the State installment payments and accrual reversing entries to Prior Year State. The Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) will be placed in your eMFTS Reports folder in October.

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, 2021, DPI will post 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 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 Tina Boyce at [tina.boyce@dpi.nc.gov](mailto:tina.boyce@dpi.nc.gov).

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## Updates from the Allotments Section

PRC 066 – Principal Fellows Program is inactive as of June 30, 2021.

PRC066 was inactivated to reflect changes in legislation. Any expenditures in PRC 066 – Principal Fellow Program will need to be moved to PRC 067 – Assistant Principal Intern - MSA or local funding. If you have questions concerning expenditures already coded to PRC 066, please contact Roxane Bernard, [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

### PRC 067 - MSA Assistant Principal Interns

On July 1, 2021, North Carolina General Statute §116-74.44 consolidated the North Carolina Principal Fellows Program (PFP) and the Transforming Principal Preparation (TP3) program into a single program. As a result of this merger, the North Carolina State Education Assistance Authority (NCSEAA) no longer provides a portion of the MSA stipend to Principal Fellows. Under the consolidated program, full-time students in a State Board of Education approved Masters of School Administration program are eligible for a 10-month stipend once they enter the internship phase of their programs. The purpose of this memo is to clarify that all full-time MSA students, enrolled in a NC State Board of Education approved educator preparation program (EPP), are eligible for a 10-month stipend during the internship phase of their program if they complete that internship in a North Carolina Public School Unit (PSU includes LEAs, Charter Schools, Lab Schools, ISD and Regional Schools). For questions concerning this consolidated program, please contact Dr. Tomberlin, [thomas.tomberlin@dpi.nc.gov](mailto:thomas.tomberlin@dpi.nc.gov).

The stipend for an intern is 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 intern is paid according to the assistant principal salary schedule, the PSU will code the salary amount to 1-5420-067-117.

If the 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, that is, 1-5420-067-129.

If you have any questions concerning this coding, please contact [salary@dpi.nc.gov](mailto:salary@dpi.nc.gov).

The Principal Fellows was amended to include the TP3 or TPPP (former TPPGP) by SL2019-60 effective July 1, 2021, FY2022 and the stipend provisions under SL2020-49 still in effect.

DPI Allotment Section will allocate funds in PRC 067 to the Public School Units to cover the full stipend of the intern and the calculated FICA. Health care premiums, local supplements, and retirement contributions (if allowable) are the responsibility of the local employing agency.

If you have questions concerning your allocations, please contact Susan Holly, [susan.holly@dpi.nc.gov](mailto:susan.holly@dpi.nc.gov).

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## Design Build Service Procurement and Federal Grant Funds

Uniform Guidance and the U.S. Department of Education will require competition and the consideration of price in procurement related to construction expenditures using ESSER funds. This requirement applies to the selection of a design-build services firm.

However, North Carolina General Statute § 143-64.31 requires the selection of a design-build services firm based on competence and qualifications without consideration of price. Local Education Agencies and other State Agencies must follow this State statute in their procurement practices.

NC Department of Public Instruction is responsible for ensuring subrecipients expend federal grant funds in compliance with the Uniform Guidance and the expectations established by the U.S. Department of Education. Construction procurement practices using ESSER funding will need to comply with the established Uniform Guidance to be deemed an allowable cost. The procurement method will be considered noncompliant if DPI conducts a review and the LEA, or other State Agency, does not consider price in the procurement process.

There are other options available for the procurement and delivery of construction projects that would be in compliance with State laws and the Uniform Guidance. Consider a discussion with your attorney to identify the best way to proceed with your procurement approach for construction projects.

Please contact [Shirley McFadden](#), Monitoring and Compliance Manager, if there are any questions.

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## Reminders

Voluntary Shared Leave Reporting is due TODAY, September 17, 2021

Details are in the August 20, 2021 newsletter \*

PSBCF and NBPSCF Lottery Distribution Requests are due September 24, 2021

Details are in the August 27, 2021 newsletter \*

Required Postings on LEA Websites by October 15, 2021

Details are in the September 10, 2021 newsletter \*

\* [Procedures and Guidance | NC DPI](#)

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North Carolina Department of  
**PUBLIC INSTRUCTION**