School Business – January 7, 2022

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 –

Schedule of COVID Funds January 6, 2022

COVID Allotment Policy Manual January 7, 2022

State Board of Education Action

At its January meeting the SBE approved the following State allotment policies

PRC062	Small County & Low Wealth Signing Bonus
PRC081	Transportation Reserve Fund for Homeless and Foster Children
PRC039	School Safety Grants (see item below)
PRC088	Feminine Hygiene Products Grant
PRC071	Supplemental Funds for Teacher Compensation
PRC022	Advanced Teaching Roles (modifications approved)
PRC036	Charter Schools (modifications made for transportation reimbursement grant)

The approved policies can be found on our website under New Allotment Policies.

In addition, the SBE also approved ESSER III and State Fiscal Recovery Funds, please refer to the COVID policy.

PRC 202 – COVID-19 Student Enrollment Increase

This week the State Board of Education approved the allotment policy for PRC 202 – COVID-19 Student Enrollment Increase, which was authorized from the ESSER III 10% State Set-Aside in the State Budget passed in November. This program is to provide funding in the amount of $600 per month for each student enrolled in a local school administrative unit or charter school above the number of students accounted for by the Department in the funded average daily membership for the unit or school for the 2020-21 school year. While the application for this program is still in development and likely will not be available until mid-February, School Business will publish the planning allotments for this PRC by the end of next week (1/14) on the COVID funds page on our website (within the Expenditure and Allotments Data). We will also post on that page a copy of the application template that is currently in development to allow units with planning allotments to begin planning their grant applications. The chart of accounts for this PRC will reflect the chart of accounts for PRC 036 (Charter Schools), with any additional codes evaluated for addition upon request.

If you have any questions about PRC 202, please contact Catherine Clark (Catherine.Clark@dpi.nc.gov).

Best 1 of 2 ADM for FY2022

The Best 1 of 2 will be posted on the website, Student Accounting Data, Best 1 of 2 Average Daily Membership (ADM) by Wednesday of next week. We anticipate this data being available in LicSal for Principal salary calculations by Thursday or Friday of next week.

State Bonus PRC Update

The AP/IB and CTE bonuses will need to be paid in **PRC 048** along with the Principal Bonus, NOT PRC 046. This will align the STATE Bonuses with the current allotment policies and where these were paid in prior years, We have updated the Bonus Chart to reflect that change.

The list of the CTE Teachers who qualify were sent to the PSUs via the secure shell. For the AP/IB/AICE teachers your PSU Program coordinators will have access to the teachers who are eligible.

IRS Travel Rate Update

The IRS standard mileage rate set by the Internal Revenue Service is 58.5 cents per mile effective January 1, 2022.

Please review the Memorandum from State Budget Director Charles Perusse regarding Change in IRS Mileage Rates Effective January 1, 2022.

From the School Planning Section

January PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by January 25, 2022. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

Needs-Based Public School Capital Fund - GRANT APPLICATION

NBPSCF application materials are now available. The application deadline is **Tuesday, March 15, 2022**. Full program details are available on the DPI website at: www.dpi.nc.gov/districts-schools/district-operations/school-planning.

For more information, please contact Nathan Maune (School Planning Section Chief) at: nathan.maune@dpi.nc.gov.

From the Exceptional Children Division

Maintenance of Effort (MOE)

The MOE Expenditure Table was due by October 31, 2021, for PSUs with approved IDEA grants. The MOE Expenditure Table is a federal requirement, and the grant will remain open for late submission. If you were unable to attend the MOE training or if you need a refresher, the recording, along with the PowerPoint, are available on the Exceptional

Children website here and on the NC CCIP Home Page. If you have questions, please contact your fiscal monitor.

Special Grants

Special grants, with the status of Chief Administrator Approved, are reviewed monthly after the 15th. Notification of review is made through NC CCIP. For your review, the Special Grants Training recording, along with the PowerPoint are available on the EC Website here under the Special Grants section.

IDEA/ American Rescue Plan Act of 2021 (ARP)

The American Rescue Plan funds have been allotted under the following Program Report Codes. The budgets will be submitted the same way as the IDEA budgets. A new application is not required.

- **PRC 185 IDEA/American Rescue Plan Act of 2021 (ARP) Basic – 611**
  The funds will align with the IDEA Section 611 Use of Funds. If the funds are budgeted for items not currently in the Section 611 Use of Funds, the Use of Funds must be revised.
- **PRC 186 IDEA/American Rescue Plan Act of 2021 (ARP) Preschool – 619**
  The funds will align with the IDEA Section 619 Use of Funds. If the funds are budgeted for items not currently in the Section 619 Use of Funds, the Use of Funds must be revised.
- **PRC 187 IDEA/American Rescue Plan Act of 2021 (ARP) CEIS**
  For PSUs with mandatory CEIS, the funds will align with the CEIS Use of Funds. If the funds are budgeted for items not currently in the CEIS Use of Funds, the Use of Funds must be revised.
- Allotments can be seen on the allotment page of the IDEA Grant in CCIP.
- Budgets are submitted through each PSU's budgeting system and will be pulled into CCIP.
- Directors/Coordinators can view the budgets once submitted by clicking on the budget link on the IDEA Grant Sections page.
- The funds can be utilized on any IDEA allowable expense. The Chart of Accounts now contains the allowable budget codes for PRC 185, 186 & 187. It can be found here: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/chart-accounts
- If the budget aligns with the current Section 611/619 and or CEIS Use of Funds, the IDEA Grant does not need to be revised.
- If the budget includes line items not currently in the Section 611/619 or CEIS Use of Funds, the IDEA Grant must be revised to include the new line items. Designate in the Use of Funds that the revision items are for PRC 185/186/187.
    - Example: Current Use of Funds does not include funds for professional development. Add to the Use of Funds: Revision for PRC 185: Professional Development Workshop Expenses.

- After the IDEA Grant and all related budgets are approved, SPD notifies NCDPI School Business. SPD does not allot the funds or know when the funds will be allotted.

From the Center for Safer Schools

- The Center for Safer Schools announced in December that state funding was appropriated by the General Assembly to the School Safety Grant program. In order to expedite the funding process and allow enough time for LEA/PSUs to submit quality grant requests, the grant will be administered in two phases.
- Phase one: This phase was designed to allow enough time to draft an application for the grants to submit through CCIP. Being able to access this before CCIP opened should have awarded ample time to create a detailed, thorough grant request and enough time to complete the required supporting documentation.
- Phase two: Begins 7 January 2022 and will remain open until 19 January 2022. CCIP will be open and you will be able to cut and paste the information you gathered in Phase One to your application. This grant is for School Equipment, Services for Students in Crisis, and Training to Increase School Safety. This is NOT the SRO grant, you should have already received that funding.
- If you have any questions or concerns please email schoolsafetygrants@dpi.nc.gov for a response.

Reminders

State Fiscal Recovery Fund Bonus Template due **January 14, 2022**
Details are in the December 29, 2021 newsletter *

ABC Transfer Requests are due **January 14, 2022**
Details are in the December 29, 2021 newsletter *

Restart Transfer Requests are due **January 31, 2022**
Details are in the December 29, 2021 newsletter *

* Procedures and Guidance | NC DPI

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School Business – January 14, 2022

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:

Bonus Grid January 11, 2022

COVID Funds - **Expenditure and Allotments Data** spreadsheet as of December 31, 2021

From the Center for Safer Schools

The Safer Schools Grants went live in CCIP on January 7, 2022 and will close on **January 19, 2022** at 11:59 PM. To submit a grant for review and consideration the application must be submitted with the required documentation uploaded no later than the close date and must be Chief Administrative Approved. This grant is for School Equipment, Services for Students in Crisis, and Training to Increase School Safety. This is NOT the SRO grant.

If you have any questions or concerns, please email schoolsafetygrants@dpi.nc.gov as it is monitored for more timely responses.

From the Insurance Section

Thank you for all of your efforts in completing the 2021 year-end unemployment worksheets. If you have not yet sent your worksheets and information, please communicate with eileen.townsend@dpi.nc.gov and advise when your paperwork will be sent. Additionally, if you have not sent your final unemployment payments for school nutrition, local and federal please mail your check(s) to:

NC Department Public Instruction

Cash Collections

6336 Mail Service Center

Raleigh, NC 27699-6336

From the School Planning Section

Needs-Based Public School Capital Fund - INFORMATION SESSION

DPI School Planning will hold an online **NBPSCF Information Session** at 10:00am on **Thursday, January 20, 2022**. Follow this link to join the meeting.

For more information on the NBPSCF grant program, please contact Nathan Maune (School Planning Section Chief) at: nathan.maune@dpi.nc.gov.

From the Exceptional Children Division

Review the grant information sent in last week's newsletter regarding Maintenance of Effort, Special Grants, and IDEA/ American Rescue Plan Act of 2021 (ARP).

Note: **American Rescue Plan budgets should be submitted as soon as possible.**

Reminders

State Fiscal Recovery Fund Bonus Template – CHARTER SCHOOLS ONLY due **TODAY**, **January 14, 2022**
Details are in the December 29, 2021 newsletter *

January PSBCF and NBPSCF Lottery Distribution Requests are due **January 25, 2022**
Details are in the January 7, 2022 newsletter *

Restart Transfer Requests - LEAs are due **January 31, 2022**
Details are in the December 29, 2021 newsletter *

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

* Procedures and Guidance | NC DPI

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School Business – January 21, 2022

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 in FAQs:

- **FAQ Pertaining to Compensation Items in SL 2021-180 for Charter, Regional, and Lab Schools** January 19, 2022
- **Advanced Course Teacher Legislated Bonuses FAQ** January 20, 2022
- **Industry Certifications and Credentials Teacher Bonuses FAQ** January 19, 2022

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

If you are an LEA that receives Small County (PRC 019) and/or Low-Wealth funding (PRC 031) you may be entitled to additional funds appropriated in Session Law 2021-180 (Section 7A.5). The Allotment Policy was adopted by the State Board of Education in January and was posted to our website earlier this month.

To prepare the allotment we require all eligible LEAs to complete the following survey: https://ncdpi.az1.qualtrics.com/jfe/form/SV_bdZ0b3rYOWqZCPI

We have also attached a copy of the draft survey so you know the 4 questions being asked and can prepare your response ahead of time.

The survey will ask your intent to participate in this program and the other pertinent information we need to prepare your allocations. This program does require matching local funds. It also has additional stipulations in section 7A.5(c) that you should pay close attention to. **Please complete this survey even if you do not intend to participate in this program.**

If you have any questions related to filling out this survey please contact Michael Ray.

This survey will close on February 18, 2022 after which we will prepare the allotments based on the applications and within the budgeted funds provided. Our goal is to have these allocations out to the participating LEAs by the end of February.

Current Year (Company 1000) Allotment Overdraft Report – Update - LEAs only

We will be issuing the first allotment overdraft report after the January 2022 datafile. Due to the late passage of the budget, all penalties will be waived until March 31st. Between now and that time, please do the following:

- Review the allotment overdraft report along with the State Allotment Balance Reconciliation Report (JHA351EG).
- Complete all ABC transfers
- Complete all Restart transfers (due January 31st)

We understand that with the complexities and the timing of the budget, LEAs need until March to get their budget revisions aligned, and transfers completed.

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

Update on Supplemental Funds for Teacher Compensation (PRC 071)

School Allotments are currently finalizing the calculations for PRC 071 for FY 2022, including the final allotment amounts and per-teacher supplement amounts for eligible PSUs. Next week School Business will publish on the FBS website both the allotment information and a guidance document for administering the funds.

If after the information is available, you have any questions about your unit's allotment, per-teacher maximum, or the guidance document, please contact John Keefer (John.Keefer@dpi.nc.gov, (984) 236-2453).

From the School Planning Section

Needs-Based Public School Capital Fund - INFORMATION SESSION

DPI School Planning will hold another online **NBPSCF Information Session** at 10:00am on **Thursday, January 27, 2022**. Follow this link to join the meeting.

For more information on the NBPSCF grant program, please contact Nathan Maune (School Planning Section Chief) at: nathan.maune@dpi.nc.gov.

Reminders

January PSBCF and NBPSCF Lottery Distribution Requests are due **January 25, 2022**
Details are in the January 7, 2022 newsletter *

Restart Transfer Requests - LEAs are due **January 31, 2022**
Details are in the December 29, 2021 newsletter *

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

* Newsletters are posted online: Procedures and Guidance | NC DPI

North Carolina Department of
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School Business – January 28, 2022

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.

School Mental Health Support Personnel – Local Report (HB75 Part V) - LEAs only

The Division of School Business posted an excel file based on December 2021 pay period data under What's New: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services.

LEAs can use this report to comply with HB75 Part V.

> Note: The report excludes CDC in category School Counselor (Purpose Code 5830 and Object Code 131). These employees should not be reported in the Mental Health Support Personnel – Local Report.

As a reminder – per the legislation, each LEA superintendent shall report the following information to their local board of education no later than **February 15** of each year:

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

Reminders on ESSER Funded Construction Projects

Covid Relief Monies can be used for construction, renovation, repairing and improving school facilities to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.

As Public School Units begin to use these funds for projects, please remember to review and apply procurement and project related Uniform Guidance (UG), EDGAR and State procurement laws (for LEAs) and Capital Project Submittal and Review requirements. As a reminder, guidance related to the federal requirements and project submittal and review requirements can be found on the DPI COVID Fund page: Federal Requirements for Federally Funded Construction Activity Guide .

Some of the construction requirements from the EDGAR regulations noted in the guidance state the grantee must:

- Have title or other interest in the site, including right of access, that is sufficient to ensure that the grantee will have use and possession of the facility for 50 years or the useful life of the facility, whichever is longer;
- Consider the probable effects of proposed construction on any district, site, building, or structure that is included or eligible for inclusion in the National Register of Historic Places;

- Ensure the construction is functional, economical, and not elaborate in design or extravagant in the use of materials as compared to other facilities in the State or other applicable geographic area;
- Ensure plans and designs for the facilities comply with applicable Federal, State and local health and safety standards, as well as Federal requirements regarding access by persons with disabilities;
- Ensure the grantee has sufficient operational funds to operate and maintain the facility once the construction is complete; and
- HVAC work must be in accordance with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

Please review the guidance for additional requirements. We will be discussing this topic at the NCASBO conference and will plan a future webinar as well.

If any questions, please contact Shirley McFadden.

Finance Officer CPE (Continuing Professional Education) Credits

School Business sent the LEA School Finance Officers their current CPE credit status as it relates to the SBE requirements for 24 hours of CPE. Please review and take the appropriate action needed to bring your CPE in alignment with those requirements.

Attached is the full SBE Policy governing the certification requirements for an LEA School Finance Officer.

Please contact Doris McCain if you have any questions.

Action Item Due Next Week – Charter Schools only

CSADM Phase I - January 28 – **February 4**.

Contact systems_accounting@dpi.nc.gov for more information.

PRC 071 Supplemental Funds for Teacher Compensation – Timeline Update

Due to the need to make a few minor adjustments to the initial calculations for PRC 071, the guidance document and allotment amounts will not be available on the School Business website today. Instead, the guidance document and allotment amounts will be available on Tuesday, February 1st. The information will be posted under “What’s New” on the Finance and Business Services homepage.

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

From the Center for Safer Schools

We have more possible funding and are extending the deadline to **4 February** for those who were unable to submit the grant up to Chief Administrator Approved level in CCIP. Please make sure that your application is submitted through CCIP to Chief Administrator

Approved level before the close date. First consideration will be given to those applications that were submitted and met the original deadline.

Please email schoolsafetygrants@dpi.nc.gov with any questions or concerns.

February PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **February 22, 2022**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

State Capital & Infrastructure Fund (SCIF) Directs Grants – Local PRC 440 designated

As part of the Appropriations Bill, some LEAs will receive direct grants from OSBM for Athletic Facility repair and renovation. Other LEAs will be eligible to receive a distribution pending SBE approval. The Division of School Business has designated Local PRC440 to account for these grants.

Questions may be directed to the School Planning Section.

From the Exception Children Division

See attached – From ECD and SY22 PRC 119 Preschool Memo.

Reminders

Restart Transfer Requests - LEAs are due **January 31, 2022**
Details are in the December 29, 2021 newsletter *

Small County/Low Wealth Signing Bonus for Teachers – PRC 062 survey is due **February 18, 2022**
Details are in the January 21, 2022 newsletter *

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

* Newsletters are posted online: Procedures and Guidance | NC DPI

North Carolina Department of
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School Business – February 4, 2022

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:

PRC 071 Supplemental Funds for Teacher Compensation

COVID Funds

- **Schedule of COVID Funds** February 3, 2022
- **COVID Allotment Policy Manual** February 3, 2022

Instructional Support Personnel Report (Survey) – for LEAs only. Charter Schools, Non Units, Lab and Regional Schools and ISD do NOT need to submit.

Attached and posted under What's New is a **mandatory survey** required in the budget bill this year **SL2021-180 Section 7.10** related to capturing Instructional Support type positions from the LEAs. There is not a lot of turnaround time for getting this completed so that we can provide the results to the General Assembly so this must be returned by **February 18th**. We wanted to give you time to implement the salary related items first.

Please review this workbook carefully. The workbook contains the statute, instructions for completing the workbook, and the tabs that need to be completed to capture this data. The statute is requiring the data to be disaggregated by Fund and PRC. Your point of contact for any questions as you complete the survey is Corey Terry in the Reporting Section.

Please route this survey to the appropriate personnel at your LEA to expedite this process. Thank you for your time and attention to providing this data for the General Assembly.

Reminders

Small County/Low Wealth Signing Bonus Teachers – PRC 062 survey due **February 18, 2022**
Details are in the January 21, 2022 newsletter *

PSBCF and NBPSCF Lottery Distribution Requests are due **February 22, 2022**
Details are in the January 28, 2022 newsletter *

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

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North Carolina Department of
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School Business – February 11, 2022

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

Recent Post: **State Initial Allotment Formulas FY2021-22**

Virtual Schools – Reminder of SB654

Based on the current legislation any virtual schools that were applied for or issued a number after May 1, 2021 are not eligible to continue beyond June 30, 2022. This would include any new requests for a virtual school. See this excerpt below:

> Link S654v7.pdf (ncleg.gov)
>
> **Part IIIB. Planned Virtual Instruction Section 3B.(c)** says:
>
> No public school unit shall use virtual instruction to satisfy the minimum required number of instructional days or hours after June 30, 2022, without express authorization from the General Assembly, except for local school administrative units that were assigned a school code to operate a school with virtual instruction as the primary means of instruction as of May 1, 2021.

Part of this same legislation (Part III C) instructs the department to provide a report to the General Assembly on virtual academies which could result in future legislation. The work on this study is currently in progress.

School Business Services will send separate correspondence to those LEAs who have schools that are currently in operation or are scheduled to open next year and that do not meet this legislative mandate.

Please recognize that this is a legislative mandate and not at the discretion of NCDPI to provide an exemption. Therefore, DPI does not have the authority to provide a waiver or exemption from the law.

Please plan accordingly for FY 2022-2023 school year.

LICENSURE Salary Adjustments for Pay Periods 01 thru 06 – LEAs only

Salary adjustments resulting from the processing of Licensure applications, that impact prior periods, should be coded to the salary budget code for pay periods 01 thru 06. These adjustments, in effect, are correcting salaries based on the FY 2021-2022 Continuation Salary Schedule.

> For example, a teacher with a bachelor's degree and 07 years of experience has a certified salary of $4,100. However, the teacher has an application in Licensure

that, once processed, will change years of experience to 08. Therefore, once Licensure processes the application, the teacher's salary will certify at $4,200.

Follow your normal retro-process for these licensure adjustments.

For the legislative retroactive adjustments due to the salary scale increase please follow the original FAQ as summarized below:

For Certified personnel, including School Administrators: All retroactive salary bonus payments should be coded to object code 129 and the purpose code used for their regular salary.

For All other staff: All retroactive salary bonus payments should be coded to their regular salary object code and NOT a bonus code.

If there are questions, please send them to gwendolyn.tucker@dpi.nc.gov.

UERS Payroll Compliance Errors- LEAs only

Due to the retro salary bonus payments, DPI will ignore UERS Payroll Compliance Errors for Pay Period 07. Therefore, LEAs making the retro salary bonus payments in other pay periods must notify Icilma Burroughs at Icilma.burroughs@dpi.nc.gov to have their Payroll Compliance Errors ignored for that pay period.

Note: LEAs are required to clear the Salary Audit Exceptions in LicSal.

Feminine Hygiene Grants (PRC 088)

School Allotments will be allotting funds for the Feminine Hygiene Grant Program via PRC 088 in Revision 37. If your unit received funds under this program, you will be able to access the funds by the beginning of next week at the latest. For information pertaining to this allotment, please review the Allotment Policy in the State Allotment Policy Manual on our website. For any questions regarding the use of the funds or the grant process, please contact Lillian Pinto, Reproductive Health Consultant, Division of Academic Standards (Lillian.Pinto@dpi.nc.gov).

Financial & Business Services is Hiring!

We have some wonderful job opportunities for those looking to be part of a dynamic finance and systems support team. See below for current postings but we have new positions being created as well as some time-limited positions to help with ESSER program. Please reach out if interested, we'd love to hear from you.

Job Opportunities | Departments: Dept of Public Instruction | Job categories: Accounting and Finance | Sorted by Job Title ascending | Careers (governmentjobs.com)

From the School Insurance Section

2021 Unemployment Taxes

If you haven't sent your 2021 year end unemployment taxes, please mail your check(s) to:

NC Department Public Instruction Cash Collections
6336 Mail Service Center
Raleigh, NC 27699-6336

An outstanding balance of $158,884 remains, and DPI is requesting unemployment payment(s) from your federal, local and child nutrition funds as soon as possible.

Contact Eileen Townsend at eileen.townsend@dpi.nc.gov if you have any questions or are unsure of your amount due.

From the School Planning Section

Athletic Facility Repair & Renovation Grants – Local PRC 440

The SBE has approved a new Allotment Policy governing the administration and distribution of $12,624,000 in K-12 Athletic Facility Repair & Renovation grants from the State Capital Infrastructure Fund (SCIF). The 99 LEAs not receiving direct grants from OSBM under this program, will receive a grant from DPI. The DPI base grant amount is established at $100,000 per LEA, with the remaining grant funds allotted per-ADM. A list of grant recipients and grant amounts is located on the School Planning website under SCIF Athletic Facility Grants, on the Capital Funding page. By law, each LEA accepting a grant must meet several specific compliance and reporting requirements, including completion of an agreement with DPI. Agreement forms and additional details are available from DPI School Planning.

LEA grant administrators should contact Teri Williams in DPI School Planning to initiate the process: teri.williams@dpi.nc.gov.

From the Exceptional Children Division

Grant Information

- Special Grants

Special grants, with the status of Chief Administrator Approved, are reviewed monthly after the 15th. (If the 15th falls on a weekend or holiday, the review will start of the next business day after the 15th). Notification of review is made through NC CCIP. For your review, the Special Grants Training recording, along with the PowerPoint are available on the EC Website here under the Special Grants section.

- IDEA/ American Rescue Plan Act of 2021 (ARP)

American Rescue Plan budgets should be submitted as soon as possible.

The American Rescue Plan funds have been allotted under the following Program Report Codes. The budgets will be submitted the same way as the IDEA budgets. A new application is not required.

PRC 185 and PRC 186 Budgets and Allotments

At the current time, those with approved budgets for PRC 185 and PRC 186 have been allotted 75% of their total funds. The additional 25% will be included in a futures allotment. PSUs do not need to make a change in the approved budget. When the additional 25% is allotted, the budget will be reviewed for alignment with the final allotment.

Reminders

DEADLINES NEXT WEEK:

Small County/Low Wealth Signing Bonus for Teachers – PRC 062 survey is due **February 18, 2022**
Details are in the January 21, 2022 newsletter *

Instructional Support Personnel Report (Survey) is due **February 18, 2022**
Details are in the February 4, 2022 newsletter *

PSBCF and NBPSCF Lottery Distribution Requests are due **February 22, 2022**
Details are in the January 28, 2022 newsletter *

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

* Newsletters are posted online: Procedures and Guidance | NC DPI

North Carolina Department of
PUBLIC INSTRUCTION

School Business – February 18, 2022

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.

PRC 016 Summer Reading Camps Timeline Reminder

School Business has received several questions this week related to the timeline for the allotment of the PRC 016 Summer Reading Camps funds for FY 2022. As a reminder, those funds are not typically allotted until late March/early April at the earliest, and School Allotments will be following that timeline for PRC 016 for this year as well. School Allotments will provide more information around the timeline for allotting those funds once we are able to do so.

Federally Funded Construction Presentation and Synopsis

DPI presented at the annual NCASBO conference on the topic of Federal Requirements for Construction Projects. The presentation covered requirements such as NCGS, Uniform Guidance and Education Department General Administrative Requirements (EDGAR) laws that must be met to ensure compliance and the allowability of the associated expenditures. We also provided a synopsis of the presentation and regulations.

The presentation, synopsis, and a document that identifies the applicable Uniform Guidance and EDGAR laws and responsibilities related to federally funded construction can be found on Fiscal Guidance | NC DPI.

From the Exceptional Children Division

PRC 049 Budgets and Allotments Update

The PRC049 allotment has been uploaded by NCDPI Financial and Business Services into NCCCIP. The NCDPI official allotment may have resulted in an increase or decrease from the initial planning allotment amount and therefore requires a budget revision. Planning Allotments are tentative allocation of federal funds to PSUs to provide information for budgeting purposes. Any questions regarding this fluctuation should be directed to Financial and Business Services. The LEA EC Director and Finance Officer should collaborate and complete a PRC049 budget amendment to appropriately bring the NC DPI Finance and LEA Budget into alignment. Please ensure the PRC049 Budget and IDEA Section 619 “Use of Funds'' remain aligned as well.

If you have any questions, please contact Keashia Walker at Keashia.Walker@dpi.nc.gov.

From the State Health Plan

Premiums for Employees

LEAs - ensure you are deducting the appropriate State Health Plan premiums for employees who are responsible for paying 100% or 50%.

Instead of raising premiums for the employers and employees, the Plan only updated the employer premiums. The employee premiums remained the same. We communicated this change via an HBR Alert on December 2nd www.shpnc.org/media/2652/download?attachment.

Read this HBR Alert and to contact the Plan if you have questions. Email questions to the experts at HBRInquiry@nctreasurer.com. They can answer any questions you have about how this works from a premium billing standpoint.

Reminders

DEADLINES TODAY:

Small County/Low Wealth Signing Bonus for Teachers – PRC 062 survey is due **February 18, 2022**
Details are in the January 21, 2022 newsletter *

Instructional Support Personnel Report (Survey) is due **February 18, 2022**
Details are in the February 4, 2022 newsletter *

DEADLINE NEXT WEEK:

PSBCF and NBPSCF Lottery Distribution Requests are due **February 22, 2022**
Details are in the January 28, 2022 newsletter *

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of
PUBLIC INSTRUCTION

School Business – February 25, 2022

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

ESSER II and III Allotment Adjustments for 2021-22 New and Growing Charter Schools

As mentioned in previous School Business Newsletters and Webinars, School Business has been in the process of completing the Federally required adjustments for the ESSER II (PRC 171) and ESSER III (PRC 181) allotments to account for new and significantly expanding charter schools during the 2021-22 school year. As with the standard Federal programs which have a similar requirement, the recalculation of the PRC 171 and PRC 181 allotments to account for the new and growing charters may have resulted in a decrease in a public school unit's previous PRC 171 and 181 allotments. School Business had reserved a portion of funding from both grants at the time of the initial allotments in an attempt to minimize the scope of the reductions experienced by public school units through the new and growing charter adjustment. However, the reserves were not sufficient to cover the full scope of the additional allotments required for new and growing charters, so some units still experienced reductions from the adjustments. We apologize for any confusion, but at this time the adjustments are complete. We do not anticipate that there will be any further reductions to any unit's PRC 171 or 181 allotments.

If you have questions about your PRC 171 or 181 allotments, please contact Catherine Clark, COVID Budget Analyst, at Catherine.Clark@dpi.nc.gov.

2022-2023 Instructional School Start and End Dates - LEAs only

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 **before April 1**.

A report of the 2022-2023 school start and end dates will be shared with PSUs for verification and to identify the statutory exception authorizing an earlier start date for schools with a start date earlier than August 29, 2022.

If you have questions, please contact LaShon Creech at lashon.creech@dpi.nc.gov.

Federal PRC 192 – ARP-ESSER III-Cyberbullying & Suicide Prevention Grants

Per the Allotment Policy manual for federal PRC 192 the account codes are for contract services (311) only.

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

From the Exceptional Children Division

North Carolina State Improvement Grant (PRC 082)

PSU's who applied for the NCSIP grant have been notified of the amount of funds that they will receive. The PSU will be required to complete an implementation plan prior to budgeting their funds. PSU's who have not expended **all their carryover for the 20-21 no-cost extension school year will not receive their new allotment of funds until this has been done.**

IDEA/ American Rescue Plan Act of 2021 (ARP)

All budgets for PRC 185, PRC 186, and PRC 187 ARP funds must be submitted by COB **March 4, 2022**.

Special Grants

The last day to submit all applications for special grant is by COB **May 16, 2022.**

If you have questions, contact Nicole Sinclair, EC Section Chief for Special Programs and Data, at nicole.sinclair@dpi.nc.gov.

From the School Planning Section

Public School Building Repair & Renovation Fund (PSBRRF)

School Planning anticipates that funding from the new Public School Building Repair & Renovation Fund (PSBRRF) will become available in late March. We will announce availability and procedures soon on our web page: www.dpi.nc.gov/districts-schools/district-operations/school-planning

The program provides each county with $300,000 in PSBRRF funds in FY21-22, and $500,000 in FY22-23. These funds will be administered in the same way as the annual PSBCF lottery capital program.

Questions about this new program can be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Salary Analyst Vacancy

Darlene Anderson's last day is March 1st and we wish her well in her next endeavor. The position will be filled starting March 7th, but in the short interim while both salary analyst positions are vacant please continue to email salary@dpi.nc.gov. If you need to speak with an individual directly, please call Corey Terry at 984.236.2476. We appreciate your patience while we get our new recruit trained to support you.

Retirement

After 32 years at NC DPI in Financial and Business Services, Lydia Prude is retiring from the Section Chief of School Allotments. Lydia has dedicated her career to supporting public schools and specifically, the finance personnel in the public school units. We have all relied upon her dependability and expertise, and the following note written by a LEA finance personnel reflects the sentiments of so many of you.

"Lydia has been a constant at NCDPI that we can count on for honest answers, quick turnaround and she is always responsive. I really appreciate her steady calm demeanor. I appreciate her answering questions for us again and again with patience and kindness. I know her job has always been difficult and stressful, some years more than others. I believe she believes in her work and in public education and I admire that. She will be missed".

Interim School Allotments Section Chief

Sue Holly has been named Interim School Allotments Section Chief. An open recruitment will be held to fill the position.

Reminders

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of
PUBLIC INSTRUCTION

School Business – March 4, 2022

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 in COVID Funds:

- **Schedule of COVID Funds** March 3, 2022
- **COVID Allotment Policy Manual** March 3, 2022

Clarification of 190 series Object Codes and Purpose Combinations

Please make sure that you are using the appropriate PURPOSE code with the correct 190 series object codes related to Extra Duty Pay. It is important for reporting, to know the who and what areas are incurring these costs, especially with the efforts being put forth due to the pandemic and all that entails. Your expenditure data is looked at by many organizations and governmental entities.

Example is that the 5350-purpose code is for the outside of the school day instructional programs. We know that we have staff who receive extra duty for working on creating curriculum for their instructional areas or professional development work in different areas. That extra duty pay would be coded to match the curriculum area such as 5120 for CTE or 5260 for AIG, etc. They are working on that work beyond the instructional day but not as part of a defined after-school program for example. There may have been some confusion related to that previously.

Guidance for Summer Learning - PRC 085

The Finance Division and the Office of Early Learning have worked collaboratively to provide the following FAQ to assist in your planning and use of PRC 085. See attachment.

If you have any additional questions, please let us know. Tonia Parrish, Section Chief, Read to Achieve

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FBS Website Update

There is now a link to our newsletters on the FBS homepage, just above What's New. The Bonus/Salary FAQs for 2021-22 have been moved to Compensation-Guidance.

Reminders

Budgets for PRC 185, PRC 186, and PRC 187 ARP funds due **TODAY, March 4, 2022**
Details are in the February 25, 2022 newsletter *

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

Instructional School Start and End Dates for 22-23 due in PowerSchool by **April 1, 2022**
Details are in the February 25, 2022 newsletter *

Applications for EC special grant are due **May 16, 2022**
Details are in the February 25, 2022 newsletter *

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of
PUBLIC INSTRUCTION

School Business – March 11, 2022

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:

- **School Business Systems Information for New Finance Officers and Staff**
- **NCDPI School Business Systems Modernization (SBSM) Survey** Responses are due **March 21, 2022.**
- **Teacher Compensation Guidance for Read to Achieve Summer Reading Camps**

Change to Monthly Federal Allotments from March through June 2022

Federal grant allotments will be processed once per month from March through June 2022. During this time, you may experience an extended delay between the time a funding application is approved by a program division and the time the allotment is available. School Allotments will ensure that the monthly allotment is processed prior to the final cash request date on the DPI Cash Calendar each month.

PRC 110 – 21st Century Community Learning Centers, second and third installment allotments will continue to be processed 7-10 business days after the receipt of an application approval from Federal Programs.

New ESSER III PRCs, from SL2021-180, Section 7.27, will be allotted by PRC and only after all applications have been processed by the program division responsible for that PRC.

After July 1, 2022, School Allotments will return to its normal processing timelines for Federal grant allotments (7-10 business days after approval).

Thank you for your patience and understanding. If you have any questions about the timeline for any allotments, please contact Sue Holly, Interim Section Chief for School Allotments (Susan.Holly@dpi.nc.gov).

2022-2023 Instructional School Start and End Dates - LEAs only

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 before April 1**.

A report of the 2022-2023 school start and end dates will be shared with PSUs for verification and to identify the statutory exception authorizing an earlier start date for schools with a start date earlier than August 29, 2022.

Reminder: It has come to our attention that districts may have or be planning to adopt calendars not compliant with the calendar law. Pursuant to G.S. 115C-84.2(a)(d) the opening date for students shall be no earlier than the Monday closest to August 26 and the closing date for students shall be not later than the Friday closest to June 11. Unless the district has received an approved calendar waiver for the 2022-2023 school year, the start date should be no earlier than August 29, 2022 and the end date should be no later than June 9, 2023.

Contact: studentaccounting@dpi.nc.gov.

From the Exceptional Children Division

IDEA/ American Rescue Plan Act of 2021 (ARP)

American Rescue Plan budgets should be submitted as soon as possible. The American Rescue Plan funds have been allotted under the following Program Report Codes. The budgets will be submitted the same way as the IDEA budgets. A new application is not required.

- Revisions to CARES Act-ESSERF-Exceptional Children Grant (PRC 167)
  When a revision is made to the CARES Act-ESSERF-Exceptional Children Grant PRC 167 budget, the grant narrative Use of Funds must align with the budget. If a Use of Funds revision is needed, it must be made in the 2021 CARES Act-ESSERF-Exceptional Children Grant application. The PSU can start a revision after the grant has been approved and make any changes necessary for the alignment of the Use of Funds and the budget. The grant revision and the budget revision will be reviewed by the fiscal consultant after submission of the revision. The revision cannot be indicated in the history log of the grant application.
- PRC 185 and PRC 186 Budgets and Allotments Update
  The full allotments for PRC 185 and PRC 186 have been released by NCDPI School Business. PSUs should check for discrepancies between the initial planning allotment and the actual allotment. Submitted budgets should be adjusted at this time based on the actual allotment.

Contact: Nicole Sinclair, Section Chief for Special Programs and Data, Exceptional Children

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From the School Planning Section

School Planning Design Reviews

DPI's School Planning Section is experiencing an historically high volume of capital project design review submissions. Since the start of 2022, the normal 2-to-4-week turnaround time for Architectural and Engineering reviews has grown to approximately 4-to-6-weeks. With 134 projects currently under review, PSUs and their Design Teams are reminded to make timely project review submittals and include adequate review periods when developing project schedules. Review submittal forms and additional information is available at the School Planning website: www.dpi.nc.gov/districts-schools/district-operations/school-planning

Contact: Nathan Maune, Section Chief, School Planning Section, District Operations Division

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Reminders

Needs-Based Public School Capital Fund - Grant Application is due **March 15, 2022**
Details are in the January 7, 2022 newsletter *

Applications for EC special grant are due **May 16, 2022**
Details are in the February 25, 2022 newsletter *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – March 18, 2022

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.

Survey to finalize PRC 203 shortfall and PRC 141 – All PSUs

Please complete this short survey so we can finalize the potential shortfall of PRC 203 funding for the ESSER III Bonus. We also need some supporting information to confirm the PRC 141 (State Fiscal Recovery Bonus) expenditures. Technology also has a quick question they need information for to respond to a General Assembly request.

- Survey Link: https://ncdpi.az1.qualtrics.com/jfe/form/SV_0ThgeSnKIPmanS6
- Copy to preview

We need responses by Wed, **March 23rd**. Thank you so much and we appreciate your quick turnaround with this. Contact Catherine.Clark@dpi.nc.gov in School Business with any specific questions.

Allotment Section

The FY22 Non-Supplant documents are available at www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-funding-public-school-units/allotment-support-documentation#low-wealth. These documents are provided to assist you in planning for fiscal year 2022-23. It is important to note that data used to determine eligibility for Low-Wealth Supplemental funding is volatile and the county rankings change from year to year. The level of funding can vary. Many of these factors are not controllable at the LEA level and relate to events occurring across the state. Eligibility for Low-Wealth Supplemental funding is determined by a number of factors that are collected from other state agencies and the federal government.

Contact: Sue Holly, Interim Section Chief, at Susan.Holly@dpi.nc.gov.

Salary Audit Section update

We are pleased to welcome Derek Pryor as our new salary analyst. We are still down another position but hoping to get Derek trained and up-to-speed soon. We thank everyone for their patience and understanding. We also ask that you try to prioritize and work through your audits as best you can. If there are mass changes that appear to be the issue, the more you can categorize those the better. He won't be in a position to go thru each exception with anyone for a while and we will be concentrating on those that have the most impact as the priority.

From the Exceptional Children Division

PRC 049 Budgets and Allotments Update

The PRC 049 allotment has been uploaded by NCDPI Financial and Business Services into NCCCIP. The NCDPI official allotment may have resulted in an increase or decrease from the initial planning allotment amount and therefore requires a budget revision. Planning Allotments are tentative allocation of federal funds to PSUs to provide information for budgeting purposes. Any questions regarding this fluctuation should be directed to Financial and Business Services. The LEA EC Director and Finance Officer should collaborate and complete a PRC 049 budget amendment to appropriately bring the NC DPI Finance and LEA Budget into alignment. Please ensure the PRC049 Budget and IDEA Section 619 “Use of Funds" remain aligned as well.

Contact: Nicole Sinclair, Section Chief for Special Programs and Data, Exceptional Children

Reminder

Start and end dates of the instructional calendar for 2022-23 for each school must be in PowerSchool before **April 1, 2022**
Details are in the March 11, 2022 newsletter *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – March 25, 2022

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.

Planning FY22-23

Attached is a summary document related to the Salary and Benefits currently known based on the 2nd year of the biennial budget in SL2021-180 (Section 7A). This is subject to change based on NC General Assembly actions.

In addition, the School Allotment section has completed the Projected ADM for the LEAs and is working to finalize the updated ADM projection planning tool to be posted on the DPI Finance and Business Services, State Allotments webpage. We've also attached the worksheet with the Projected ADM for the LEAs to aid in your planning. We hope to have the updated ADM projection planning tool, average salary data, and other planning materials completed in the next few weeks, and we will provide notifications via email as soon as the various components are available and posted on our website.

We apologize for these delays, as we get further along in the budget build for FY22-23 we will continue to share additional information.

Reminder – School Psychologist Transfers

As a reminder, transfers for positions allotted for School Psychologists (PRC 006) to convert into dollars via PRC 008 are not processed through the ABC Transfer Module within the Allotment System. Instead, requests to convert PRC 006 School Psychologist to dollars via PRC 008 must be submitted in writing to Quatia Snipes. When submitting the transfer request, please also copy Susan Holly, Interim School Allotments Section Chief.

Please ensure that your position transfer request does not exceed two decimals. Per legislation, the positions will be converted at the FY 2022 First Step of the "A" Teachers Salary Schedule plus benefits.

If you have any questions about the process for completing transfers of positions allotted for School Psychologists, please contact Quatia Snipes or Susan Holly.

Updated Guidance Document for PRC 071 Supplemental Compensation for Teachers

Please be aware that the Guidance Document for PRC 071 Supplemental Compensation for Teachers available on DPI's Finance and Business Services website has been updated to address the question of eligibility for Pre-K teachers. As noted in the document, Pre-K teachers are not eligible to receive salary supplements from PRC 071 funds.

If you have any questions, please contact John.Keefer@dpi.nc.gov; (984) 236-2453.

Federal Administration Edit %

In consultation with the federal program consultants, a review of the account codes for PRCs that have administrative cost edits was conducted. Account codes were found that should have been flagged Yes for inclusion in the admin edit calculation. DPI made the updates to the account codes in the chart of accounts, which is causing some LEAs to go over the percentage allowed for administrative costs. The account codes that are flagged for the administrative edits within the budgets will need to be adjusted so that the budgets are within the allowed administrative costs for these PRCs.

The Admin Edits have been updated for the following federal PRCs:

017 5% Admin Edit %

047 12% Admin Edit %

050 12% Admin Edit %

051 20% Admin Edit %

104 2% Admin Edit %

108 2% Admin Edit %

163 2% Admin Edit %

164 2% Admin Edit %

168 2% Admin Edit %

171 2% Admin Edit %

172 2% Admin Edit %

181 2% Admin Edit %

182 2% Admin Edit %

The federal PRCs with Admin Edits have the following purpose codes:

6120 – (Federal PRC 017 only)

6300

6620

6940 (not for PRC 051)

8100/392 (Object code Only) Flagged N for Federal PRCs 104, 108, 163, 164, 168, 171, 172, 181 and 182.

With the update to the account codes that should have been flagged for the administrative edit, the next step is calculating and reviewing the administrative carryover prior to loading it into the system. This is a priority and will be in the system as soon as the calculations and review are complete. An update will be sent via this newsletter once the administrative carryover is loaded into CCIP.

Contact: Roxane Bernard, School Reporting, School Business

From the School Planning Section

Athletic Facility Repair & Renovation Grants

LEAs are reminded to return their signed Agreements, Appendices A and B, and LEA Conflict of Interest Policy to DPI School Planning. Following receipt of the signed Agreement, funds for these grants will be deposited directly into the normal LEA State Core Banking account. These are not Lottery Revenue funds, and they will not be deposited into the County Disbursing account normally used for Lottery Capital funding. As such, each LEA should write themselves a check to deposit those funds into their Local Capital bank account as revenue for PRC 440. Agreements and related materials should be emailed to Teri Williams at teri.williams@dpi.nc.gov

> **Note from School Business**: Funds for the Athletic Facility projects through the SCIF will be deposited directly into your normal LEA State Core Banking account. The School Planning area will approve this funding. However, because the Athletic Facility funds are not deposited into the county account normally used for Capital funding, an LEA will need to write themselves a check to deposit those funds into their Local Capital bank account as revenue for PRC 440.
>
> Since it is a local PRC, DPI will not assign a chart of accounts. Please flag the revenue and expenditures for Local PRC 440 as State. Please use valid account codes. If you have any questions please contact Roxane Bernard at Roxane.Bernard@dpi.nc.gov.

PSBRRF Information

Guidance and procedures for the newly established **Public School Building Repair and Renovation Fund** (PSBRRF) are now available on the Capital Funding page of the School Planning website. Quarterly lottery revenue availability and administration of this fund are similar to the PSBCF. Please use the PSBRRF Distribution Request Form for project allocations from this fund, and email requests to Dennis Hilton at dennis.hilton@dpi.nc.gov

NBPSCF Annual Reports

Recipients of Needs-Based Public School Capital Fund (NBPSCF) Grants are reminded that **Annual Reports** required by G.S. 115C-546.14 are **due April 1, 2022**. Please use the NBPSCF Annual Report Form located on the School Planning website, and email completed reports to Nathan Maune at nathan.maune@dpi.nc.gov

NBPSCF Final Reports

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

PSBCF Final Reports

LEAs are reminded to submit **Final Reports** for all Public School Building Capital Fund (PSBCF) projects **within 60 days of completion of the project**. The reporting status of each project can be checked using the PSBCF Monthly Projects Report on the School Planning website. For completed projects that have not been reported, please use the PSBCF Final Report Form located on the School Planning website, and email completed reports to Dennis Hilton at dennis.hilton@dpi.nc.gov

Contact: Nathan Maune, Section Chief, School Planning Section, District Operations Division

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2022-2023 Home Base Opt-in Process is Scheduled to Begin in May

The NC DTL Home Base Team is preparing to open the 2022-23 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 director/principal information in EDDIE is up to date. This information is used to identify who is eligible to opt in for the districts and charter schools.

This year, PSUs will have an additional product called Transcend made available to them for opting into. Transcend can only be selected as an option if the PSU opts into Home Base. The regular fee for opting into Home Base will remain $1 per allotted ADM. If a PSU elects to opt into Transcend, there will be an additional $4 per allotted ADM for grades 3 - 8 added to the fee. Finance officers and charter directors/principals may want to speak with their PSU's Schoolnet leads prior to making the Home Base Opt-in selections to verify if Transcend is an additional product they would like to include.

An introduction and overview of Transcend may be viewed at the following link: https://www.youtube.com/watch?v=m-mwWc2_rys.

If you have questions concerning the Home Base Opt-in process, please contact Yolanda Wilson, Education Program Specialist, Digital Teaching and Learning.

Reminder

Start and end dates of the instructional calendar for 2022-23 for each school must be in PowerSchool before **April 1, 2022** Details are in the March 11, 2022 newsletter *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – April 1, 2022

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.

Federal Administrative Edits %

The Administrative edits % carryover has been reviewed and loaded into the CCIP and BAAS systems. At this time, you can adjust your federal budgets for the affected PRCs as needed.

From the School Planning Section

K-12 Athletic Facility Grants (SCIF Grants)

LEAs completing their Appendix A (Scope of Work) should review to the FAQ document on the School Planning website. These grants are for Repairs and Renovations of K-12 Athletic Facilities. As such, certain 'loose equipment' is not an eligible use of these grant funds.

April PSBCF, NBPSCF, and PSBRRF Lottery Distribution Requests

Monthly distribution requests for PSBCF, NBPSCF, and PSBRRF lottery revenue for Capital Projects are due by **April 25, 2022**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Contact: Nathan Maune, Section Chief, School Planning Section, District Operations Division

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Reminders

Start and end dates of the instructional calendar for 2022-23 for each school must be in PowerSchool by **TODAY**, **April 1, 2022**
Details are in the March 11, 2022 newsletter *

NBPSCF Annual Reports are due **TODAY, April 1, 2022**
Details are in the March 25, 2022 newsletter *

SBSM Survey responses are due by **April 21, 2022**
Details are on the FBS homepage.

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – April 8, 2022

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:

- **State Planning Allotment – ADM**
- **COVID Allotment Policy Manual**

Legislated Survey for Federal Use of Funds – ALL PSUs

Due on Friday, **April 15, 2022**

On April 6, 2022, 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 mandatory reporting, per Session Law 2021-3 Section 1.8. requires all public school units to submit quarterly reports to the Department of Public Instruction on the use of specific COVID funds. The surveys sent are in accordance with this legislation and to facilitate the compilation of more than 300 submissions. We are collecting data for PRCs 171 through 178. The survey structure and questions remain the same as in previous collection. Do not include any other PRCs except those listed.

Do you have more than 20 positions to submit?

PSUs with 20+ positions should submit the "Established Positions" survey via email using the Excel sent in the communication on April 6. Only PSUs with more than 20 positions may use the Excel form. You must submit the survey "Expenditures and Use of Funds" online even if you are submitting the position detail via email. Follow the file's instructions carefully (refer to the excel file tab "instructions") – you must change the file name to indicate your PSU number and when sending the survey, your email subject line must include the file name with your PSU number. 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 to Corey.Terry@dpi.nc.gov.

The submission is due to DPI on Friday, **April 15, 2022**. Please ensure that your PSU submits the required information by the deadline.

Spring Legislative Class Size - LEAs only

Pursuant to §GS115C-301 this data is collected two times a year and captures data from the end of October and end of February of each school year. Each local board of education, through the superintendent, shall file a report, based on information provided by the principal, for each school within the local school administrative unit. The PowerSchool report approval, class size affidavit, and individual class size waiver request are due **April 30, 2022**.

The class size affidavit and class size waiver forms can be downloaded here. Email the completed affidavit to classsize@dpi.nc.gov and email the completed class size waiver to

studentaccounting@dpi.nc.gov.

This collection does not apply to Charter, Regional, Lab, and Restart Schools.

Please contact LaShon Creech for further questions at lashon.creech@dpi.nc.gov.

FY 2023 Indirect Cost Rates Update

DPI IT has completed the FY 2023 Federal Indirect Cost Rate calculations for LEAs, charter, lab, and regional schools. These rates have been loaded into BAAS and should now be available for FY 2023 Federal planning budgets once planning allotments have been calculated and uploaded later this month. PSUs can access their FY 2023 Indirect Cost Rates via the FY 2022-23 reports on DPI's Fiscal Compliance and Reporting webpage.

If you have any questions regarding the FY 2023 Indirect Cost Rates, please contact School Allotments.

PRC 062 Allotments and FAQ

School Allotments processed the allotments for PRC 062 – Small County and Low Wealth Signing Bonus this week. Please find online a brief FAQ document to assist with implementation of this new program.

If you have questions regarding your district's PRC 062 allotment or any of the guidance provided through the FAQ, please contact John Keefer (John.Keefer@dpi.nc.gov; (984) 236-2453).

Reminders

SBSM Survey responses are due by **April 21, 2022**
Details are on the FBS homepage.

PSBCF, NBPSCF, and PSBRRF monthly distribution requests are due **April 25, 2022**
Details are in the April 1, 2022 newsletter. *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – April 22, 2022

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:

- **Planning for 2022-2023**
- COVID Funds - **Expenditure and Allotments Data** spreadsheet as of March 31, 2022
- **Small County and Low Wealth Signing Bonus FAQs** April 8, 2022

Athletic SCIF Funds – LEAs only

To move these funds from your state bank account the entries should be:

Credit 1-1050-000-000 State Bank account – reducing your state cash

Debit 2/4/8-1050-000-000 Local Bank Account- increasing your local cash

Once the funds are in your local bank account, you can proceed in recording the revenue and expenditures for local PRCs 440 and 441.

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

March 2022 Allotment Overdraft Report – JHA356EG – LEAs only

DPI made available your March 2022 Allotment Overdraft (JHA356EG) report in WINSCP, last Wednesday, April 20, 2022.

Please refund any overages by April 27, 2022, with BUD/adjustment entries since it takes two business days to process the entries by April 30, 2022.

DPI will start processing penalties on current year's state overages as of April 30, 2022.

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

Twice a Day BUD/Adjustment Processing - LEAs only

To allow LEAs the opportunity to submit corrections to denied batches, DPI has processed BUD/Adjustment batches twice a day all this fiscal year. Please use the schedule below to determine when to submit new and corrections to denied batches.

Batches received before 6 a.m. are processed in the morning run at 11:30 a.m. The communication forms for DENIED batches only are sent after 11:30.

Batches received before noon are processed in the afternoon run at 3:30 p.m. The communication forms for APPROVED batches for the day (morning and afternoon) and DENIED batches for the afternoon are sent after 3:30.

Contact: Derek Pryor, Salary Analyst, salary@dpi.nc.gov

Summer Reading Camps (PRC 016) Allotments

This week School Allotments provided the second and final installment of PRC 016 funds to eligible Public School Units. There was an allotment of funds earlier in the week, and then a small adjustment processed yesterday evening (4/21) to correct a keying error. At this point in time, all FY 22 PRC 016 funds have been allotted.

If you have a question about your PRC 016 allotment, please contact Melissa Dearman (Melissa.Dearman@dpi.nc.gov).

Final ESSER III – Teacher Bonuses (PRC 203) Allotments

Following the completion of the PRC 203 shortfall survey and the closing of the grant application periods for the grant programs funded from the ESSER III set-aside, School Business has been able to determine the total shortfall for the ESSER III Teacher Bonuses (PRC 203) and to apportion the excess funds available for redistribution. School Business calculated a proportionate share of the available funding for each PSU that expressed a need for funds via the survey. While we were not able to fund the full shortfall for PSUs based on the total funding available, we have been able to provide funds for almost 3/4ths of the total expressed need.

The additional allotment of funds for PRC 203 are being processed today and should be available for drawdown starting next week. It is anticipated that these will be the final allotments for PRC 203; any remaining shortfall will need to be covered by other funding. As a reminder, these funds will be subject to audit to ensure that all bonuses were provided in accordance with requirements.

If you have questions about the ESSER III Teacher Bonuses, please contact John Keefer (John.Keefer@dpi.nc.gov; 984-236-2453).

EC Reserve Funding Allotments

Section 7.24 of the Appropriations Act of 2021 included a new funding reserve for public school units that experienced an increase in the number of children with disabilities between the April 2021 headcount and the end of the first two months of the 2021-2022 school year. School Business has recently completed the calculations for distribution of these funds, with allotments being processed today (April 22, 2022). These funds will be allotted through PRC 032 and expire June 30, 2022; these funds have the same use rules and period of availability as normal PRC 032 funds. Please note that this reserve is not recurring but was only for FY 2021-22.

If you have a question regarding the calculations or the amounts your PSU received from the EC Reserve, please contact Melissa Dearman (Melissa.Dearman@dpi.nc.gov).

From Federal Programs

Administrative Cap for the ESSER Program

ESSER does not have an administrative cost limit written in law; however, beginning with ESSER I, NCDPI set the direct limit at 2%, in alignment with ESSA Title III and IV.

Going forward, accordance with the ESSER legislation, NC DPI will not impose an administrative

cost limit at the LEA level. LEAs may use ESSER program funds only for such administrative costs as are reasonable and necessary to carry out the grant.

Contact: Dr. LaTricia Townsend, Director, Federal Program Monitoring and Support Division

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From Transportation

Transportation School Bus Fuel Contingency Requests – LEAs only

Required Submission Due Thursday, **April 28, 2022**

On Friday April 8th, DPI Transportation Services sent out a form for county school systems to request additional funds due to the extreme cost of diesel fuel for school bus operations. Contingency funding will be offered, to the extent funds are available, to districts that have paid greater than $2.30 per gallon for diesel fuel, based on actual invoices submitted. Please complete the spreadsheet and then submit the spreadsheet, required documentation, and a PDF of the signed request summary page to Jaime.Doran@dpi.nc.gov. **To be certain that each LEA has considered the situation fully, all counties are required to submit the spreadsheet and signed request summary page regardless of whether they wish to request additional funds.**

From Exceptional Children

PRC 029 Updates

Please review your 2021-2022 PRC 029 budget and ensure all funds will be encumbered by **June 30, 2022**. The original date for reversions was **April 1, 2022** with an extended date of no later than **April 15, 2022**. If your PSU will have an excess of funds, please revert the funds as soon as possible. Please see the attached reversion form.

Note from School Business: The funds must be Expended by June 30, 2022. They are not encumbered and don't carryover.

Reminders

PSBCF, NBPSCF, and PSBRRF monthly distribution requests are due **April 25, 2022**
Details are in the April 1, 2022 newsletter. *

Class Size: PowerSchool report approval, class size affidavit, and individual class size waiver request are due **April 30, 2022**
Details are in the April 8, 2022 newsletter. *

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of
PUBLIC INSTRUCTION

School Business – April 29, 2022

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: **Highlights 2022**

Allotments Update

PRC 062 "Small County and Low Wealth Signing Bonus" FICA was allotted on 4/22/22 in Revision 53.

Allotment Year End Reminders

May 27, 2022 is the last date for the Allotment Section to receive regular State and Federal revision requests. Please check your accounts to be sure you have received all expected allotments. For Federal PRCs, please contact the Federal Program Consultants to confirm approvals.

May 31, 2022 is the last day to submit ABC Transfers. Please remember that PRC 131 does not carry over. Please transfer any unexpended funds in PRC 131 back into PRC 130.

If you have any questions, please contact Sue Holly, Interim Section Chief, susan.holly@dpi.nc.gov.

Instructional Start and End Dates for School Year 2022-2023 – 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 for school year 2022-2023 is required to achieve the reporting requirements for the State Board of Education and the Joint Legislative Education Oversight Committee.

LEA Superintendents will receive the survey which contains instructions for completing and submitting by close of business Friday May 13, 2022. Superintendents who have not received an email with the survey by Monday May 2, 2022, should immediately contact LaShon Creech.

Questions concerning the survey or submission should be sent to LaShon Creech, lashon.creech@dpi.nc.gov.

From the Transportation Section

Transportation School Bus Equipment Contingency Requests – LEAs only

Due **May 13, 2022**

On Tuesday April 26th, DPI Transportation Services sent out a form for county school systems to request additional funds due to uncustomary and unanticipated costs of **school bus repairs**. Contingency allotments are generally limited to major equipment failure expenditures

for Small County Systems with 65 buses or less and all LEAs, regardless of size, for acts of nature, major vandalism or collision. This year we will consider requests from all LEAs with significant and unusual quantities of equipment failures; Smaller counties will be given higher priority. It is expected that funds will only be provided to offset a percentage of the costs incurred by the LEA. Since these should be one-time (non-recurring) expenses, any funds allotted as contingency funds will NOT be part of the funding base in the following year. A repair with a cost of less than $2,000 will not be considered. Requests must be received via e-mail by May 13, 2022. Please complete the spreadsheet and submit the spreadsheet and required documentation to Jaime.Doran@dpi.nc.gov.

From School Planning Section

May PSBCF, NBPSCF, and PSBRRF Lottery Distribution Requests

Monthly distribution requests for PSBCF, NBPSCF, and PSBRRF lottery revenue for Capital Projects are due by **May 24, 2022**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Reminders

Class Size: PowerSchool report approval, class size affidavit, and individual class size waiver request are due **April 30, 2022**
Details are in the April 8, 2022 newsletter. *

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of
PUBLIC INSTRUCTION

School Business – May 6, 2022

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.

Update on State Planning

School Allotments is continuing to work on State planning allotments for FY 2023. At this point, the following planning information has been completed and is available on our website for viewing:

- PRC 002 – Central Office (Funding Basis Only)
- PRC 013 – CTE: Months of Employment
- PRC 014 – CTE: Program Support (Funding Basis Only)
- PRC 019 – Small County Supplemental Funding
- PRC 024 – DSSF
- PRC 031 – Low Wealth Supplemental Funding

As other planning allotments for remaining PRCs are finalized in the next week, we will be updating the planning allotment workbook to include the additional allotments. Please remember that these planning allotments are provided **for planning purposes only** and are subject to change due to action by the General Assembly; these are not a guarantee of actual funding for FY 2023.

If you have questions about planning allotments, please contact School Allotments.

Using Unrestricted Indirect Cost Rate for ESSER Grants

In the webinar this week we noted that, because the ESSER grants do not include a supplement, not supplant requirement, the unrestricted indirect cost rate may be utilized when charging indirect costs to the ESSER grant programs. However, we have subsequently learned that there are limitations in BAAS and CCIP that prevent DPI from switching to the unrestricted rate within the system for the ESSER grants. School Business and NC DPI IT are working on developing both a short-term and long-term solution to allow the unrestricted indirect cost rate to be used for the ESSER grants. We will provide instructions through an email blast to all Finance Officers as soon as we have them available.

If you have questions, please contact Jennifer Bennett or John Keefer.

Point of Contact Change for Position Transfer Requests

For the next several months, if there is a need to request a position transfer between eligible PRCs, please send the request in writing to Susan Holly rather than Quatia Snipes. As a reminder, the final date to request a transfer for FY 2022 is **May 31, 2022**.

FY 2022 ABC Transfer Deadline

The last day to submit a request for an ABC Transfer is **May 31, 2022**. There will be no consideration of any ABC Transfer requests submitted after this date. Please contact Susan Holly with any questions.

REMINDER – ESSER I and GEER Period of Performance Ends September 30, 2022

As a reminder, the period of performance for ALL ESSER I and GEER funds (PRCs 163-170) ends on September 30, 2022. As we approach that deadline, please ensure that your PSU is taking all reasonable steps to obligate any remaining funds for allowable costs. Please contact either the Division of School Business or Federal Programs Monitoring and Support if you have any questions about your grant balances, allowable uses of funds, applicable deadlines, etc.

EVAAS Data in HR Secure Shell for Read to Achieve Summer Reading Camp Signing Bonuses

The Division of Educator Recruitment and Support has placed lists of teachers who were eligible for an EVAAS bonus in the HR Secure Shell by LEA in order to assist LEAs in identifying teachers who would be eligible for the Read to Achieve Summer Reading Camp Signing Bonuses. Please note, these lists are for teachers who were **eligible** to receive a bonus in a given year, not whether those teachers received the bonus. Please do not share these lists across LEAs. DPI's recommendation is that the employing LEA confirm eligibility of a state or local bonus (via phone or email) to the current or former employer, but not the underlying performance of the teacher.

If you have questions about the data or accessing the data, please contact Tom Tomberlin, Director, Educator Recruitment and Support.

Home Base Opt-in Tool - Update

The Home Base Opt-in Tool has been taken offline for preparation for the 2022-2023 Home Base Opt-in Process. The opt-in tool will not be returned to service until the start of the opt-in process which is currently scheduled for May 16, 2022.

Please visit the NCDPI Home Base Opt-in Website for detailed information concerning the Home Base Opt-in Process. Questions may be directed to home_base@dpi.nc.gov or yolanda_wilson@dpi.nc.gov.

Reminders

Instructional Start and End Date survey is due by **May 13, 2022**
Details are in the April 29, 2022 newsletter. *

Transportation School Bus Equipment Contingency Requests are due **May 13, 2022**
Details are in the April 29, 2022 newsletter. *

PSBCF, NBPSCF, and PSBRRF Lottery Distribution Requests are due **May 24, 2022**
Details are in the April 29, 2022 newsletter. *

Regular State and Federal revision requests are due by **May 27, 2022**
Details are in the April 29, 2022 newsletter. *

ABC Transfers are due by **May 31, 2022**
Details are in the April 29, 2022 newsletter. *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – May 13, 2022

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.

Update on State Planning Allotments

School Allotments has completed and posted additional FY 2023 Planning Allotments on the State Allotments page on DPI's Website. At this time, planning allotment information for the following PRCs are available (newly available PRCs bolded):

- **Classroom Teachers (PRC 001) [Includes Program Enhancement Teachers (PRC 004)]**
- **School Building Administration (PRC 005)**
- **School Psychologist (PRC 006)**
- **Instructional Support Personnel – Certified (PRC 007)**
- Career Technical Education – Month of Employment (PRC 013)
- Central Office Administration (PRC 002)
- **Non-Instructional Support Personnel (PRC 003)**
- **Driver Training (PRC 012)**
- Career Technical Education – Program Support (PRC 014)
- **Teacher Assistants (PRC 027)**
- **Classroom Materials and Supplies (PRC 061)**
- Small County Supplemental Funding (PRC 019)
- DSSF Funds (PRC 024)
- Low Wealth Counties Supplemental Funding (PRC 031)
- **Children with Disabilities (PRC 032)**
- **Academically/Intellectually Gifted (PRC 034)**
- **Limited English Proficiency (PRC 054)**

Planning allotment information is still being finalized for At-Risk (PRC 069), Transportation (PRC 056), and Supplemental Funds for Teacher Compensation (PRC 071). Additional information for those PRCs will provided once available. Please note that the information provided is for planning purposes only and is subject to change depending on action by the General Assembly. These do not represent a guarantee of funding for FY 2023.

If you have any questions about any of the planning allotment information provided, please contact School Allotments.

Update on Federal Planning Allotments

At this time, School Allotments has completed Federal planning allotment calculations for the IDEA Grants (PRCs 049, 060, and 070) and CTE – Federal Program Support (PRC 017). Planning allotments for the Consolidated Grants (PRCs 050, 103, 104, 108, 109, etc.) are still being developed and should be available by the end of May. If you have any questions, please contact School Allotments.

REMINDER – ESSER I and GEER Funds Expire September 30, 2022

As a reminder, all ESSER I and GEER Funds (PRCs 163-170) are scheduled to expire on September 30, 2022. As we enter the final months of availability for these funds, please review your existing spending plans to ensure that all funding is timely encumbered and liquidated to avoid reversion of these essential pandemic funds.

GEER Balances – Response Required by May 27, 2022

GEER funds in PRCs 169 and 170 will expire on September 30, 2022. The Governor's Office has requested assurances that the funds will be spent by the expiration date; if you are not able to spend the funds then the Governor's office would like to redirect the funding to other urgent pandemic needs across the state. For PSUs with unspent balance in PRCs 169 and/or 170, School Business will be emailing a response form for PSUs to complete and return by Friday, May 27, 2022 to provide the requested assurances regarding spending plans. Please contact Catherine Clark with any questions. **Response to this request is required.**

House Bill 82 Summer Extension Program - School Extension Learning Recovery and Enrichment Program Instructional Services (SELREP)

SELREP was for personnel costs that provided additional learning experiences to mitigate the impact of COVID-19 on At-Risk students as stated in House Bill 82 during the Summer 2021.The purpose code 5360 SELREP should have been used for Summer 2021 only. Do not use this purpose code after Summer 2021. The purpose code will be removed in FY 2023 COA. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Closing Procedures for Fiscal Year 2021-2022

All public school units the closing procedures for 2021-2022 have been posted under What's New on our website at Financial and Business Services | NC DPI.

If there are any questions, contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Reminders

Instructional Start and End Date survey is due **TODAY**, **May 13, 2022**
Details are in the April 29, 2022 newsletter. *

Transportation School Bus Equipment Contingency Requests are due **TODAY**, **May 13, 2022**
Details are in the April 29, 2022 newsletter. *

PSBCF, NBPSCF, and PSBRRF Lottery Distribution Requests are due **May 24, 2022**
Details are in the April 29, 2022 newsletter. *

Regular State and Federal revision requests are due by **May 27, 2022**
Details are in the April 29, 2022 newsletter. *

ABC Transfers are due by **May 31, 2022**
Details are in the April 29, 2022 newsletter. *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – May 27, 2022

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.

Updated TA Planning Allotment Salary Amount

Following discussions at the NCASBO Finance Forum last Friday (May 20th), School Allotments reviewed the planning allotment calculations for Teacher Assistants (PRC 027). As a result of this review, School Allotments identified an error on the Dollar tab of the workbook for the average salary plus benefits for the Teacher Assistants. The average salary plus benefits amount that was used to calculate the planning allotments for Teacher Assistants (the amounts listed on the Teacher Assistant tab) was $42,760 rather than $39,216 as was previously listed on the Dollar tab. School Allotments has updated the Dollar tab in the attached Planning Allotment file to correct that amount. We apologize for any confusion or concern, but we can confirm that the Teacher Assistant (PRC 027) planning allotment amounts for each LEA on the Teacher Assistant tab was calculated using an average salary amount of $42,760 and reflects our most up to date planning allotment calculations for that category.

Updated Planning Allotments Available

In addition to correcting the Teacher Assistant average salary plus benefits on the Dollar tab, the attached Planning Allotment workbook also include planning information for At-Risk Students (PRC 069) and Transportation (056). The only additional planning allotments that School Business plans to publish are for the Supplemental Funds for Teacher Compensation (PRC 071); these allotments will be posted upon completion in a separate file on the FBS website under "What's New." School Business will provide notification when the planning allotments for PRC 071 are completed.

If you have any questions about the planning allotments for PRC 069, please contact Susan Holly at Susan.Holly@dpi.nc.gov or John Keefer at John.Keefer@dpi.nc.gov. If you have questions about the planning allotments for PRC 056, please contact Kevin Harrison at Kevin.Harrison@dpi.nc.gov.

As with all planning allotments, please remember that the information provided is for planning purposes and does not reflect a guarantee of actual funding. The allotment amounts are subject to change depending on action by the N.C. General Assembly.

Deadline to Request Federal and State Cash for FY 2021-2022

Quick reminder related to the cash request dates for June. Please be reminded that your should not be requesting excess funding that will not be supported by expenditures posting in June. Please do not rely upon the zero-out process to balance your cash requirements.

The last day you may request **Federal cash** for FY 21-22 is **Monday, June 20, 2022,** with a **Funds Requirement Date (FRD) of Friday, June 24, 2022.**

The last day you may request **State cash** for FY 21-22 is **Friday, June 24, 2022,** with a **Funds Requirement Date (FRD) of Wednesday, June 29, 2022.**

Returning Federal Funds to DPI – LEAs only

If you need to return excess federal funds after the FRD of June 24, 2022, DPI will need the LEA number, the PRC number, and the amount of funds the LEA wants to return. This information will need to be emailed to Roxane Bernard at roxane.bernard@dpi.nc.gov and Tina Boyce at tina.boyce@dpi.nc.gov, by 4 PM on Tuesday, June 28, 2022. We will not be able to process anything after that time.

Requesting Funds from DPI

If you need to request additional federal funds after the FRD of June 24, 2022, DPI will need the LEA number, the PRC number, and the amount of funds required that can be supported by expenditures that will post in June. This information will need to be emailed to Roxane Bernard at roxane.bernard@dpi.nc.gov and Tina Boyce at tina.boyce@dpi.nc.gov, by 4 PM on Monday, June 27, 2022. We will not be able to process anything after that time.

ESSER III Liquidation Period Extension Letter from U.S. Department of Education

On May 13, 2022, the U.S. Department of Education published a letter to the AASA, The School Superintendents Association that clarified the period of performance deadline for the ESSER III funding and noted the potential for approval of late liquidation and liquidation extension requests for up to 18 months after September 30, 2024. School Business wanted to share the letter from the U.S. Department of Education. However, at this time, we do not have any information as to the process for requesting these extensions or any other guidance to share on this matter. As we get closer to the expiration date for the ESSER III funds in September 2024, we will be sure to provide further information to interested PSUs.

Shift from 90 to 120 Day Liquidation Period for Federal Funds

As the letter from the U.S. Department of Education notes, the Uniform Guidance was updated to extend the liquidation period for Federal grants from 90 days to 120 days (2 C.F.R. 200.344). This updated liquidation period timeline applies to all Federal grants issued by the U.S. Department of Education after November 30, 2020 (not those issued by NCDPI as of that date). As such, the following grants will still have a 90-day liquidation period:

- ESSER I Grants (PRCs 163, 164, 165, 166, 167, 168)
- GEER Grants (PRCs 169, 170)
- FY 21 Federal Grants (Title I, IDEA, etc.)

The following grants will have a 120-day liquidation period:

- ESSER II Grants (PRCs 171, 172, 173, 174, 175, 176, 177, 178)
- ESSER III Grants (PRCs 181, 182, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 201, 202, 204, 205)
- ARP ESSER III Homeless Grants (PRCs 183, 184)
- APR IDEA Grants (PRCs 185, 186, 187)
- FY 22 and later Federal Grants (Title I, IDEA, etc.)

If you have questions about the new liquidation period requirements, please contact John Keefer at John.Keefer@dpi.nc.gov.

June PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by June 24, 2022. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

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NCEES: How Budget Codes Affect Staff Evaluations and PDPS

PSUs (Public School Units) have requested information on how finance/HR budget codes affect the staff evaluations and professional development plans (PDPs) in the NC Educator Effectiveness System (NCEES). The following information document is being provided to meet this request.

- bit.ly/NCEES_STAFFUID

Reminders

Regular State and Federal revision requests are due **today, May 27, 2022**
Details are in the April 29, 2022 newsletter. *

GEER Balances are due **today, May 27, 2022**
Details are in the May 13, 2022 newsletter. *

ABC Transfers are due by **May 31, 2022**
Details are in the April 29, 2022 newsletter. *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – June 3, 2022

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:

- FY 2022-23 Planning Allotments updated May 31, 2022
- ESSER III Liquidation Period Extension Letter from U.S. Department of Education

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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 2021-2022. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 17, 2022**. The survey can be found at the following link: https://ncdpi.az1.qualtrics.com/jfe/form/SV_9GYGRR5TRFb5v26 or on the Financial Business Services website under "What's New."

If you have questions about the survey, please contact LaShon Creech at lashon.creech@dpi.nc.gov.

Update on Federal Planning Allotments

This week, the School Allotments Section completed the planning allotments for the following Federal PRCs – PRCs 050, 047, 103, 104, 107, 108, and 109. These planning allotments have been loaded into BAAS and should be visible within CCIP. The planning allotments for PRC 051 should be completed and posted next week, while the planning allotments for PRCs 105 and 111 will be completed during FY 2023.

If you have questions about any of your Federal planning allotment amounts, please contact Melissa Dearman (Melissa.Dearman@dpi.nc.gov).

Indirect Costs for ARP IDEA Funds

Over the past two weeks, School Business has received several questions relating to which indirect cost rate (restricted vs. unrestricted) may be used with the ARP IDEA funds allotted through PRCs 185, 186 and 187. Because the ARP IDEA funds are subject to all of the requirements of normal IDEA funds – including supplement not supplant requirements – PSUs who have received ARP IDEA funds must utilize the restricted indirect cost rate (object code 392) for those grants. For further information regarding requirements for the ARP IDEA funds, please see the ARP IDEA Fact Sheet published by the U.S. Department of Education.

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

FY 2022 Year End Dates for BUDs/Adjustments

See Attached document – EXTERNAL FY 2022 Year End Dates

FY 2022 Final MFR Notice

See Attached document

State PRC 016 – Summer Reading Camps - COA CODING UPDATE

For the current year, the object code 126 Extended Contracts will be added to state PRC 016.

Effective July 1, 2022, State PRC 016 – Summer Reading Camps will be changed to facilitate reporting on the summer school activities more effectively. Purpose code 5350 Extended Day/Year Instructional Services will be replaced by the regular instructional purpose codes. Object 126 will be used to designate the extended year.

We have attached the updated definitions and support for these changes.

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

New School Allotments Section Chief

We are very pleased to announce the addition to the School Business team of our new School Allotments Section Chief, Kristie Weber. Kristie joins School Business with over 15 years of experience with Wake County Public Schools, where she worked in both budget and finance roles while supporting the Budget, Special Education Services, and Maintenance and Operations divisions. We are extremely excited to have Kristie join our team and know that she will make significant contributions in helping us to continue to grow and serve public school units across the State. Welcome Kristie!

FBS Summer 2022 Conference

Financial Business Services will conduct its annual conference **July 21, 2022** at the Sheraton Imperial Hotel and Convention Center, Research Triangle Park. The full-day conference will offer participants a variety of sessions regarding the latest legislative/budgetary updates, personnel updates, charter school updates, and other essential information about new and continuing issues concerning local education agencies and charter schools. Conference registration, an agenda and other information will be posted soon.

Reminders

Deadlines to Request Federal and State Cash for FY 2021-2022
Details are in the May 27, 2022 newsletter. *

The last day to request **Federal cash** for FY 21-22 is **Monday, June 20, 2022,** with a **Funds Requirement Date (FRD) of Friday, June 24, 2022.**

The last day to request **State cash** for FY 21-22 is **Friday, June 24, 2022,** with a **Funds Requirement Date (FRD) of Wednesday, June 29, 2022.**

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **June 24, 2022**.
Details are in the May 27, 2022 newsletter. *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – June 10, 2022

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.

Additional ESSER III – Teacher Bonuses (PRC 203) Allotments

A small amount of additional funding for PRC 203 has become available and allotted in proportion to the previous redistribution based on the shortfall survey. This will be the final allotment for PRC 203. PRC 203 funds expire June 30, 2022, and balances will be reverted in early FY23.

As a reminder, these funds will be subject to audit to ensure that all bonuses were provided in accordance with requirements.

If you have questions about the ESSER III Teacher Bonuses, please contact John Keefer (John.Keefer@dpi.nc.gov; 984-236-2453).

Cash Management and June 20th Update

The Juneteenth announcement related to June 20th bank holiday will not materially impact the cash management processing or cash request calendar per our conversations with the Office of State Controller (OSC). Federal funds for FRD 6/21 and 6/22 could be affected in that the LEAs and Charters may get their funds on the Funds Requirement Date instead of the day before. We will post our message on the Cash Management system banner with any other alerts. Our Agency Cash Management Office will do their best to work around the Treasurer's office closure on June 20th. DPI and OSC are not closed on June 20th.

Please also be mindful of your funds requests to ensure they you are only requesting the funds necessary to cover actual planned payments and expenditures for June. You should not rely upon the monthly zero-out process to balance your cash. Please pay special attention to federal cash requests so that you are NOT receiving funds for which you will not report expenditures for the month of June. This will be an audit exception. Details are in the May 27, 2022, newsletter.

If you have any questions, please contact Roxane Bernard (roxane.bernard@dpi.nc.gov).

From School Nutrition:

Child Nutrition $ 45,000 Required match - LEAs only

This is a reminder of annual required match from PRC 002 (Central Office Administration) allocation or any other State funded PRC which allows coding to purpose code 7200 for child nutrition expenses. May 31, 2022 YTD Expenditures in JHA351EG R01 show several districts that have yet to meet this $45,000 match. For more detail, refer to Allotment Policy Manual – State Funds, PRC 002, Special Provision 5.

From School Planning:

Needs-Based Public School Capital Fund (NBPSCF) Grant Forms

Updated NBPSCF Grant Forms are available on the Capital Funding page of the School Planning website. NBPSCF Grant Recipients are required to download and complete the required NBPSCF Agreement Form, and are encouraged to review the Distribution Request Form, Annual Reporting Form, and Final Reporting Form that are used in the administration of these grants. Completed and signed Agreement Forms should be submitted to Nathan Maune, AIA, via email at: nathan.maune@dpi.nc.gov.

NBPSCF Grant Recipient Information Webinar

School Planning is offering a webinar at 10:00am on Wednesday, June 15, 2022, to discuss the NBPSCF grant administration process and related topics. Click this link to join the discussion next week: NBPSCF Grant Recipient Information Webinar

Public School Building Capital Fund (PSBCF) – ADM Fund Update

ADM Fund records as of 5/25/2022 show a statewide Unallocated Balance of $7,380,367.02. Individual county Unallocated Balances vary from a low of less than $5.00 to a high of over $3.1 million. The ADM Fund no longer receives corporate tax revenue distributions from the State, but it continues to accrue monthly interest on unallocated and unspent balances and remains available for eligible expenditures. All counties are urged to review their balances and make use of their ADM Funds for allowable expenditures. Expenditures require matching funds, $1 local to $3 State, except those used for School Technology. Additional information regarding the ADM Fund can be found in the Procedures Manual – Public School Building Capital Fund available on the DPI School Planning web page. For additional information contact Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Reminders

Days Missed for Inclement Weather Survey due **June 17, 2022**
Details are in the June 3, 2022 newsletter. *

Deadlines to Request Federal and State Cash for FY 2021-2022

Details are in the May 27, 2022 newsletter. *

- The last day to request **Federal cash** for FY 21-22 is **Monday, June 20, 2022,** with a **Funds Requirement Date (FRD) of Friday, June 24, 2022.**
- The last day to request **State cash** for FY 21-22 is **Friday, June 24, 2022,** with a **Funds Requirement Date (FRD) of Wednesday, June 29, 2022.**

June PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **June 24, 2022**.
Details are in the May 27, 2022 newsletter. *

FY 2022 Year End Dates for BUDs/Adjustments
See document – EXTERNAL FY 2022 Year End Dates

FY 2022 Final MFR Notice
See Attached document

FBS Summer 2022 Conference will be **July 21, 2022**
Details at the FBS homepage under What's New.

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of
PUBLIC INSTRUCTION

School Business – June 17, 2022

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.

LEA Cash Management and MSA Training

DPI School Business will have an online seminar regarding Cash Management and MSA training for LEAs on Wednesday, June 22nd at 10 AM.

Invitation to Web seminar: LEA Cash Management/MSAS Training

Event address for attendees:
https://ncgov.webex.com/ncgov/onstage/g.php?MTID=e11cc0c6cd5b900861bc2459acf34df24

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

Textbook Allotment Action Reports

The reports have been printed and will be mailed to PSUs on Friday, June 17. Ideally the reports will be received by the end of next week. If the reports are needed prior to June 24, please e-mail Oliver Upshaw at Oliver.Upshaw@dpi.nc.gov. Oliver will scan the report and email it to you upon receipt of your email request.

Federal Programs FY22-23 Grants

Consolidated budgets/applications are due on or before August 31, 2022.

ESSER Continuation applications and Budget ONLY are due by August 15, 2022.

If you have any questions or concerns, please contact your regional representative.

From Exceptional Children

REMINDER: PRC 167 - Important timelines for the use of PRC 167 funds:

- Funds must be encumbered by September 30, 2022 which may include goods/materials/services and any contracts finalized and executed.
- All funds must be expended by December 31, 2022 for goods/materials/services and any invoices must be submitted and paid.

Questions: Contact your fiscal monitor.

From Systems Modernization

The 90 day pause on ERP Go-Lives is lifted effective June 17, 2022. A new PSU ERP Pre-Go-Live Check List Version 1.0 is now available with sign-off by NCDPI School Business/Office of Systems Modernization required prior to any ERP system go-live.

Contact: Barry Pace at barry.pace@dpi.nc.gov.

From School Planning

CORRECTION -- June PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Due to Fiscal-Year-End processing requirements, monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are **due by June 23, 2022**. This is one day earlier than previously announced. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Public School Building R&R Fund (PSBRRF) Information Webinar

School Planning is offering a webinar at 10:00am on Tuesday, June 21, 2022, to discuss the PSBRRF administration process and related topics. Click this link to join the discussion next week: PSBRRF Information Webinar

K-12 Facility Grants (SCIF Grants) Information Webinar

School Planning is offering a webinar at 10:00am on Thursday, June 23, 2022, to discuss the SCIF Grant administration process, quarterly reporting requirements, project submittal requirements, and related topics. Click this link to join the discussion next week: SCIF Grant Information Webinar

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Reminders

Days Missed for Inclement Weather Survey due **TODAY**, **June 17, 2022**
Details are in the June 3, 2022 newsletter. *

Deadlines to Request Federal and State Cash for FY 2021-2022
Details are in the May 27, 2022 newsletter. *

- The last day to request **Federal cash** for FY 21-22 is **Monday, June 20, 2022,** with a **Funds Requirement Date (FRD) of Friday, June 24, 2022.**
- The last day to request **State cash** for FY 21-22 is **Friday, June 24, 2022,** with a **Funds Requirement Date (FRD) of Wednesday, June 29, 2022.**

FY 2022 Year End Dates for BUDs/Adjustments
See document – EXTERNAL FY 2022 Year End Dates

FY 2022 Final MFR Notice
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FBS Summer 2022 Conference will be **July 21, 2022**
Details at the FBS homepage under What's New.

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – June 24, 2022

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.

Cash Management and Excess Cash

Please review your cash allotments to-date for the month of June and ensure that you have expenditures to match that cash requested. If you have excess cash for either state or federal grant funds please submit a request to Roxane Bernard and Tina Boyce to process a negative certification so we can pull back those excess funds. Excessive cash balances after we close June may cause the PSU to have an audit exception. Thanks for being part of our team and helping us close our books cleanly.

Refund State or Federal Program Report Code (PRC) Overages

Review your monthly financial reports, State - Allotment Balance Reports and Federal - Budget Balance Reports for overages. Refund any state and federal overages. The PSU should not be recording expenditures if they do not have an allotment for those expenditures.

Also, **correct any invalid account codes**. Corrections should be made using journal entries. Cannot correct invalid account codes in the BUD system. Please know that invalid account codes are dropped when we pull the final June files and may cause you to revert funds. These cannot be corrected after we pull those final files.

If you have questions about handling sales tax refunds, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Emergency Connectivity Fund Program – PRC 430

More than 5 LEAs received the Emergency Connectivity Fund Program from the federal government. Since the funds are not allotted by DPI, DPI has assigned a PRC number 430. These funds are NOT allotted by DPI and DPI will not assign a chart of accounts, although valid account code combinations should still be used. These are considered Local funds from a Federal grant source.

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

Recipients of K-12 Athletic Facility Grants are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. Reports for the current quarter ending on June 30th are due July

10, 2022. Please use the form located on the Capital Funding page of the School Planning website: SCIF Quarterly Report. Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

Reminders

FY 2022 Year End Dates for BUDs/Adjustments
See document – EXTERNAL FY 2022 Year End Dates

FY 2022 Final MFR Notice
See Attached document

FBS Summer 2022 Conference will be **July 21, 2022**
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North Carolina Department of
PUBLIC INSTRUCTION

School Business – July 1, 2022

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.

BUDGET BILL UPDATE

As you may be aware House Bill 103 (HB103) was introduced this past week related to the General Assembly's proposed modifications to the 2nd year of the biennial budget for FY 2022-2023. That bill is a conference committee bill and has yet to be ratified and signed into law.

We have posted and linked below some summary documents that are meant only as PLANNING TOOLS related to HB103 which may help as you begin the new fiscal year. Further information and guidance documents will be updated and published after this becomes law. Until such time, you can contact myself (Jennifer.bennett@dpi.nc.gov) or John.Keefer@dpi.nc.gov with any questions.

- Summary of Legislative Impacts
- Salary & Benefits Summary
- Preliminary FAQ for non-certified salary implementation DRAFT

JOB OPENINGS at NCDPI – Financial and Business Services

Job Opportunities | Departments: Dept of Public Instruction | Sorted by Job Title ascending | Careers (governmentjobs.com)

We wanted to let you know of some new job openings here at NCDPI and in our Financial and Business Services area. We have recently been able to post our new positions provided by the General Assembly and we have some other vacant positions which may interest everyone.

Student Accounting Consultant (Teacher Allotment):
www.governmentjobs.com/careers/northcarolina/jobs/3605423/teacher-allotment-consultant

This position will help as we expand the compliance, training and other work related to the student information system (PowerSchool) across the state.

Charter School Financial Analyst:
www.governmentjobs.com/careers/northcarolina/jobs/3605764/financial-analyst-ii

This position reports to the Senior Director of School Business and will be the point person in our division for all things charter school related. This position will be involved in a variety of work related to charter schools from understanding how they are funded,

the analysis of their data, to working with the compliance group. They will represent our division at the Charter School Advisory Committee.

Lead Financial Analyst:

This position will be reposted next week and is the key contact for all our analytical work that FBS provides to various groups from the US Dept of Education, the General Assembly, State Budget Office, etc. They are the lead over our team of analysts and must be able to use diverse types of data in a variety of formats providing reports, analysis, etc.

Budget Analyst I (Allotments):

This position will be posted by mid-July and is our entry level analyst in the School Allotment section. They work with formulas and data to ensure all the PSUs receive their funding.

We also will be posting a couple of **Business Systems Analyst Positions** that will be working with the Allotments and Reporting sections and will be involved in the Modernization efforts here at the Department in our FBS and School Business systems.

In our **Agency Financial Services** area, we have the following positions that will be posted or are posted on the state job site:

Accounting Manager, **Budget Manager II, Budget Analyst II, and GL Accountant**

These positions work with NDPI as well as the Office of State budget and the Office of the State Controller. We welcome personnel with School experience as you understand the complexities of the public school budgets and the needs of the PSUs. This experience will add terrific value to our team.

Please pass along to anyone who may be interested. They can find the positions on the State Job Board.

Reminders

FY 2022 Year End Dates for BUDs/Adjustments
See document – EXTERNAL FY 2022 Year End Dates

FY 2022 Final MFR Notice
See MFR document

K-12 Facility Grants (SCIF Grants) quarterly reports are due **July 10, 2022**
Details are in the June 24, 2022 newsletter *

FBS Summer 2022 Conference will be **July 21, 2022**
Details at the FBS homepage under What's New.

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – July 8, 2022

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.

Legislated Survey for Federal Use of Funds – ALL PSUs

Due on Friday, **July 15, 2022**

On July 6, 2022, the Division of School Business sent an email with 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 mandatory reporting, per Session Law 2021-3 Section 1.8. requires all public school units to submit quarterly reports to the Department of Public Instruction on the use of specific COVID funds. The surveys sent are in accordance with this legislation and to facilitate the compilation of more than 300 submissions. We are collecting data for PRCs 171 through 178. The survey structure and questions remain the same as in previous collection. Do not include any other PRCs except those listed.

Do you have more than 20 positions to submit?

PSUs with 20+ positions should submit the "Established Positions" survey via email using the Excel sent in the communication on July 6. Only PSUs with more than 20 positions may use the Excel form. You must submit the survey "Expenditures and Use of Funds" online even if you are submitting the position detail via email. Follow the file's instructions carefully (refer to the excel file tab "instructions") – you must change the file name to indicate your PSU number and when sending the survey, your email subject line must include the file name with your PSU number. 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 to Corey.Terry@dpi.nc.gov.

The submission is due to DPI on Friday, **July 15, 2022**. Please ensure that your PSU submits the required information by the deadline.

Calendar Waivers – LEAs only

The history of missed instructional days for the last 10 years has been posted on the Financial and Business Services website, Calendar Resources for LEAs. 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 2023 – 2024 school year from the State Board of Education. The waiver request form titled *LEA – Weather Related Waiver Request* is due to School Business Administration by Friday, **August 12, 2022**. 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.

FBS Summer 2022 Conference – July 21st

We have posted on our website the draft information on the mini-sessions and the "grid" so you can see what we have to offer this year. It's been since 2019 when we had our last conference face-to-face and we are looking forward to seeing everyone in person this summer.

See you in a couple of weeks. The link for registering is also on our website under What's New.

Budget 2022-2023

We have posted to our website some of the preliminary information related to House Bill 103 which is the conference budget bill modifying the 2nd year of the biennial budget. After this bill becomes law, we will update that information and begin work on the various guidance documents, FAQs, etc. that may be needed to assist the PSUs with implementing the budget.

As a reminder, SBS strives to post the Initial Allotments within 10-15 days after the budget becomes law. Please allow us that time to do our work so we can expedite that process for everyone.

Reminders

K-12 Facility Grants (SCIF Grants) quarterly reports are due **July 10, 2022**
Details are in the June 24, 2022 newsletter *

FBS Summer 2022 Conference will be **July 21, 2022**
Details at the FBS homepage under What's New.

Open positions with DPI - Join us in Financial and Business Services! Job Opportunities | Departments: Dept of Public Instruction |

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – July 15, 2022

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. New Posts:

- State Grants Administered by DPI
- FAQ for Principal Salary
- FAQ for non-certified salary
- COVID Funds - **Expenditure and Allotments Data** spreadsheet as of June 30, 2022

FBS Summer 2022 Conference – Thursday, July 21st

The online link to register for the conference will close at 5:00 this afternoon. Onsite registration will be available the morning of the conference. To register onsite, please bring a check for $95.00 made payable to NCDPI.

Details are on the FBS homepage under What's New. We hope to see you there!

State PRC 016 – Summer Reading Camps

Chart of Accounts CODING UPDATE

Starting in FY 22, the object code 126 Extended Contracts was added to state PRC 016.

Effective July 1, 2022, State PRC 016 – Summer Reading Camps will be changed to facilitate reporting on the summer school activities more effectively. Purpose code 5350 Extended Day/Year Instructional Services was replaced by the regular instructional purpose codes. Object 126 will be used to designate the extended year.

Attached are the updated definitions and support for these changes. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

FY 2022 - 13th Month MFR File – Reminder - LEAs Only (Not Charter Schools or Lab Schools)

This is a reminder that we will pull the FY 2022 13th month MFR File on Tuesday evening, **July 26, 2022**. Please make sure your LEA is signed into **FY 22**.

LEAs that are operating on a 4-day work week during the summer months, please make sure your FY 2022 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 particularly 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 22**):

(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 School District Finance Operations web page.

(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.

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 21-22. 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 21-22 as a prior year refund within the BUD system.

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

From School Planning

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

Recipients of K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. Reports for the quarter ending on June 30th were due July 10, 2022. **Reports that have not been submitted are now PAST DUE**. Please submit ASAP using the form located on the Capital Funding page of the School Planning website: SCIF Quarterly Report. Completed reports should be emailed

to Nathan Maune at nathan.maune@dpi.nc.gov.

July PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **July 26, 2022**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Needs-Based Public School Capital Fund – GRANT APPLICATION SCHEDULE

The application period for FY22-23 NBPSCF Capital Grants will open on **August 1, 2022**. Program guidance and application materials for this year's program will be available on the Capital Funding page of the School Planning website when the application period opens. The deadline for submitting applications and supporting materials is **September 1, 2022**. Questions about the NBPSCF Grant program should be directed to Nathan Maune, AIA, via email: nathan.maune@dpi.nc.gov.

Reminders

Legislated Survey for Federal Use of Funds – ALL PSUs due **TODAY, July 15, 2022**
Details are in the July 8, 2022 newsletter *

LEA – Weather Related Waiver Request is due **August 12, 2022**
Details are in the July 8, 2022 newsletter *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – July 22, 2022

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. New Posts:

- Salary Schedules 2022-2023
- Conference Agenda - with links to **Presentations** updated July 22, 2022

Initial Allotment Update

School Business will be posting Initial LEA Allotments Monday. Thank you for your patience.

The first allotment installment for Charter Schools (IPS) are scheduled for the end of the 1st week of August.

Salary Schedules and LICSAL

The Principal Schedule was posted to the LICSAL system this morning, Friday, July 22nd. All other certified salary schedules have also been posted to LICSAL, and the schedules have been updated on the FBS website. We have provided these schedules to the system vendors so that they are able to update your systems. Please contact Corey Terry if you or your vendor needs the salary tables in a different format.

If you have any questions or concerns, please contact the School Business Salary Team.

2023 Premium Rates

The State Health Plan Board of Trustees approved health plan premium rates for 2023 at the July 13, 2022, board meeting.

The monthly employer contributions below will be effective January 1, 2023, which means they should be reflected in December payroll deductions.

Active Employer Contribution Rate: $584.96

Retiree Employer Contribution Rate: $472.08

Non-Permanent Full-time Employer Rate (HDHP): $159.88

Please note: Premium rate sheets will be posted to the State Health Plan website by September 1. As a reminder, the current monthly employer contribution rate for active employees is $647.86.

The announcement was made in the HBR Update. Contact the State Health Plan with any questions.

IRS Travel Rate Update

The IRS standard mileage rate set by the Internal Revenue Service is 62.5 cents per mile effective July 1, 2022. Please review the Memorandum from State Budget Director Charles Perusse regarding Change in IRS Mileage Rates Effective July 1, 2022.

Conference

Thank you for all who attended the 2022 FBS Summer Conference yesterday. We appreciate all the support and a special thank you to the presenters for giving up their valuable time to provide information to support the finance offices. We are grateful for the partnership each year. Have a very successful start to the new school year.

We have uploaded all the presentations we have available to our website and provided a link on the document "Conference Mini-Session Descriptions". If you have any comments or feedback on the conference, please email them to Nicola.lefler@dpi.nc.gov.

From Exceptional Children

IDEA Grant and Budget Update

The Object Code 122 EC-Salary-Interim Teacher-Non-Certified has been removed from the Chart of Accounts for all federal EC Funds. EC Teachers paid from federal funds are required to hold licensure in Exceptional Children.

Funding Study

Included in SL2021-189 (2021 State Budget Bill) was an allocation for a study of exceptional children funding. (see SL 2021-189 for your reference). As many of you know, the DPI EC Office has been working with EC and Finance Directors on this for many years, and have presented information on models other than the flat cap percentage currently used.

Research Triangle Institute (RTI International) received the bid for this study and are currently working to gather information from other states. They would also like feedback from local directors.

The purpose of this email is to inform you of this upcoming survey and give you time to have discussion(s) with your EC Director. On July 27th, a link to the survey will be included in the Weekly Update. The link will also be shared in the Finance Directors' Newsletter on July 29th.

Thank you in advance for your participation in this survey. DPI EC will keep you informed of this work and share the report once it is delivered to the General Assembly in early September.

SL 2021-189 RECOMMENDATION FOR STUDENTS WITH DISABILITIES FUNDING SECTION 7.44.(a) appropriated funds to the Department of Public Instruction for the

2021-2022 fiscal year, in the sum of twenty-seven thousand five hundred dollars ($27,500) nonrecurring, to contract with an independent research organization to make recommendations on how to categorize the allocation of funding for students with disabilities and how to set funding levels for each category recommended. The independent research organization was required to expand on the findings and recommendations made in the report created by Augenblick, Palaich and Associates in 2010, "Recommendations to Strengthen North Carolina's School Funding System." In addition, the independent research organization shall consider any findings and recommendations published since 2010 by the Department of Public Instruction and by the Friday Institute for Educational Innovation at North Carolina State University regarding funding needs for students with disabilities. In developing recommendations, the independent research organization shall examine the following: (1) For each school system, the percentage of students with disabilities and the funding provided per student with disabilities. (2) The potential benefit of allocating funding for students with disabilities based on severity of disability type as compared to allocating funding based on service level required. (3) How other states provide funding for students with disabilities with particular emphasis on states that differentiate funding by student need. (4) How to determine appropriate funding levels for each funding category recommended. (5) Recommendations for how schools can utilize available Medicaid reimbursements.

From School Planning

Needs-Based Public School Capital Fund - INFORMATION SESSION

DPI School Planning will hold an online **NBPSCF Information Session** at 2:00pm on **Wednesday, July 27, 2022**.

The session will include information regarding fund availability, changes to legislation, the application period, submission of new applications, changes/revisions to current applications, the timeline for application submission, along with an anticipated date of grant announcements.

You may log in to the webinar using the following meeting link:

Join Zoom Meeting https://ncvps.zoom.us/j/91686135661

Meeting ID: 916 8613 5661

One tap mobile

+13126266799,,91686135661# US (Chicago)

+19292056099,,91686135661# US (New York)

For more information on the NBPSCF grant program, please contact Nathan Maune (School Planning Section Chief) at nathan.maune@dpi.nc.gov.

Reminders

13th Month MFR File for FY 2022 will be pulled **July 26, 2022**
Details are in the July 15, 2022 newsletter *

Requests for PSBCF, PSBRRF, and NBPSCF revenue are due by **July 26, 2022**
Details are in the July 15, 2022 newsletter *

Application for FY22-23 NBPSCF Capital Grants will open on **August 1, 2022**
Details are in the July 15, 2022 newsletter *

LEA – Weather Related Waiver Request is due **August 12, 2022**
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North Carolina Department of
PUBLIC INSTRUCTION

School Business – July 29, 2022

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. New Post:

- Conference Agenda - with links to **Presentations** updated July 26, 2022

FY 2022-23 Initial Allotments

All LEA and Charter School Initial Allotments have been posted.

We will continue our processing with the Virtual Charters and NCVPS early next week. Then we will move into the approved Carryforward (See item below) and other specific allotment categories. We will keep you posted as we progress. We will have supplemental information posted to the website after we complete our initial allocation processing.

If you have any questions, please contact Kristie Weber at Kristie.weber@dpi.nc.gov. Thank you for your patience and support.

2022-23 Class size Requirements and Waivers

There are no changes to the class size requirements from 2021-22 and remain as follows:

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

There are no class size maximums for K-12 program enhancement classes or Grades 4-12.

Legislation defines the criteria that must be met to be eligible to request a waiver, and the State Board of Education does not have the authority to expand the criteria. Please refer to Chapter 4 of the School Attendance and Student Accounting Manual for full details on class size exemptions, waiver eligibility and other compliance related items.

Approved Carryforward of 2021-22 funds in to 2022-23

OSBM approved carryforward in accordance with the current year Appropriations Bill, SL2022-74 Section 4.5, which permitted carryforward only for At Risk Funds, Excellent Public Schools Act and programs that were funded with non-recurring funds in 2021-22.

The PRCs below have been approved and will be allotted in a revision after initial allotments (mid-August):

PRC 016 Summer Camp (Excellent Public Schools Act)

PRC 069 At Risk Funds

PRC 039 School Safety Grants

PRC 081 Transportation Reserve Fund for Homeless & Foster Children

PRC 066 Teacher Assistant to Teacher Reimbursement *(reallocated based on participation only)*

PRC 085 Literacy Intervention Funds (EPSA)

PRC 088 Feminine Hygiene Product Grant

The following PRCs are NOT approved for carryforward as they do not meet the legislated requirement set in SL 2022-74 Section 4.5:

PRC 064 CTE Grade Expansion Program

PRC 079 CTE Education & Workforce innovation Program (EWIP)

This is not likely to be the normal scope of the carry-forward moving forward as we have isolated legislation for this fiscal year only.

If you have any questions, please contact Kristie Weber (kristie.weber@dpi.nc.gov) or Jennifer Bennett (jennifer.bennett@dpi.nc.gov).

From Federal Programs

Federal Programs presented at the FBS Summer Conference on federal funding sources, procedures and monitoring for Consolidated and ESSER funds. The PDF of the presentation is provided as a resource.

Finance Officers wishing to begin receiving the Federal Programs weekly listserv, please email Grace.Velez-Diaz@dpi.nc.gov and request to be added.

From Exceptional Children

IMPORTANT: Funding Study Survey

On Friday, July 22nd, you received a notice in the School Business newsletter from the Office of Exceptional Children with information regarding the funding studying being conducted by Research Triangle Institute (RTI International). Please review that communication from our office for the full impact of this study. RTI would like feedback from local EC directors and finance officers and have provided the following link to the survey. This survey will be open until COB on **August 9th**. Thank you in advance for making time to complete this most important survey.

North Carolina Department of PUBLIC INSTRUCTION

School Business – August 5, 2022

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. New Posts:

- COVID Funds - **Schedule of COVID Funds** August 4, 2022
- **Chart of Accounts (COA) for 2022-23**

From District & Regional Support

Restart PRC037 Fund Meeting - August 17th

Financial Officers who serve in districts with SBE approved Restart Schools are encouraged to attend a meeting on Wednesday, **August 17th** to hear guidance and best practices for Budget Flexibility and the PRC037 Fund. The session is hosted in collaboration with Financial and Business Services as well as the Restart Team within District and Regional Support. Jennifer Bennett, DPI Senior Director of School Business Services, will share guidance on using the Budget Flexibility and PRC037 Fund. Mark Winters, Finance Officer for Wake County Public School System, will share best practices developed in communicating Budget Flexibility with Restart Principals.

The session is intended for Restart district CFOs and HR directors, as well as the designated Restart District Contact(s).

The session will be Wednesday, August 17th from 10:00-12:00.

Registration: District Focused Restart PLN with DPI's Financial Business Services || August 2022

Contact: Julie Garber, Reform Model Support Lead

From School Planning

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

Recipients of K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. Reports for the quarter ending on June 30th were due July 10, 2022. **Reports that have not been submitted are now PAST DUE**. Please submit ASAP using the form located on the Capital Funding page of the School Planning website: SCIF Quarterly Report. Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

July Lottery Processing – PSBCF, PSBRRF, and NBPSCF

Due to a delay in annual lottery year-end close-out for FY21-22, **processing of July 2022 capital funding requests has been delayed** until today, August 5th.

Requested funds should be available in county disbursing accounts during the week of August 8th.

August PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **August 25, 2022**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

GRANT APPLICATIONS – Needs-Based Public School Capital Fund

The application period for **FY22-23 NBPSCF Capital Grants** is now open. Program guidance and application materials for this year's program are available on the Capital Funding page of the School Planning website. The application deadline is **September 1, 2022**. Questions should be directed to Nathan Maune, AIA, via email: nathan.maune@dpi.nc.gov.

Reminders

Funding Study Survey from EC is due **August 9, 2022**
Details are in the July 29, 2022 newsletter *

LEA – Weather Related Waiver Request is due **August 12, 2022**
Details are in the July 8, 2022 newsletter *

Open position with DPI - Join the Accounting and Controls Section in Financial and Business Services! Job Opportunities | Departments: Dept of Public Instruction |

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of PUBLIC INSTRUCTION

School Business – August 12, 2022

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. New Posts:

- COVID Funds - **Expenditure and Allotments Data** for **2022-2023**, spreadsheet as of July 31, 2022
- **Allotment Policy Manual 2022-2023** - State, Federal, and COVID Funds

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Reminder GEER and CAREs ACT Funds

Just a reminder that the GEER funds and CARES Act funds end September 30th. Please ensure these funds will be spent in the time permitted. If you think you may revert or have funds that will not be spent by September 30th in any of those programs, please contact John Keefer (john.keefer@dpi.nc.gov) so that we can pull the funding and get those resources reallocated to other areas that have need. Thank you.

State Initial Allotment Formulas FY 2022-23

The formulas used to calculate the initial allotments for FY 2022-23 have been published to the web at State Allotments | NC DPI.

FY 2022 - 13th Month MFR File – LEAs Only (Not Charter Schools or Lab Schools)

This is a reminder that we will pull the FY 2022 13th month MFR File on Wednesday evening, **August 17, 2022**. Please make sure your LEA is signed into FY 22.

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

The last and final FY 22 13th MFR pull will be Tuesday, September 13, 2022.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 22):

(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 2022.

(3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page: www.dpi.nc.gov/media/12228/download?attachment.

(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.

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 FY22 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 with any questions.

From the Center for Safer Schools

The Safer Schools grants opened on August 5th, 2022, and will close on **August 30th, 2022**, at 11:59PM EDT. The grants included in this application are the SRO, Safety Equipment, Services for Students in Crisis, and Safety Training.

You can access the grant application through CCIP under FY 2023, Funding application: Safer Schools.

Before you apply for this grant, make sure to read Session Law 2021-180 and Parts II and III of Session Law 2019-222.
www.ncleg.gov/Sessions/2021/Bills/Senate/PDF/S105v8.pdf

The funding application must be submitted at least through 'Chief Administrator Approved' by the closing time. No exceptions.

Please submit your questions to: schoolsafetygrants@dpi.nc.gov for a response.

From System Modernization

School Business Data Stored Off-Site Sign-Off

Per updated Session Law 2021-180 Section 7.79.(b) all public school units "...shall store their school business data at an off-site premises by June 30, 2023". It is anticipated that fewer than 17 public school units are potentially impacted by the above language in Section 7.79(b) and fewer than 35 public school units by 7.79(b) as a whole. NCDPI School Business Modernization (SBSM) asks all PSU CFOs to please complete this Sign-Off form prior to the end of August.

Contact: Barry Pace, Director

From Exceptional Children

IDEA Grant Budgets

NCDPI School Business has uploaded the carryover for PRCs 185, 186 & 187. The budgets need to be submitted. The fiscal consultants will verify budget alignment with the Use of Funds and notify the PSUs if any revisions are needed. If the grant is still in the initial approval process, the grant cannot be approved until the ARP carryover budgets are received and approved.

If you have any questions, please contact your Fiscal Monitor.

Reminders

LEA – Weather Related Waiver Request is due **TODAY**, **August 12, 2022**
Details are in the July 8, 2022 newsletter *

Restart PRC037 Fund Meeting will be held **August 17, 2022**
Details are in the August 5, 2022 newsletter *

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **August 25, 2022**
Details are in the August 5, 2022 newsletter *

NBPSCF Capital Grants application is due **September 1, 2022**
Details are in the August 5, 2022 newsletter *

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North Carolina Department of PUBLIC INSTRUCTION

School Business – August 19, 2022

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. New Posts:

- **Voluntary Shared Leave Reporting 2022** - LEAs only
- **CSADM Overview** Presentation on IPS page

REMINDER – ESSER I and GEER Grants Expire September 30, 2022

As a reminder, the period of performance for the ESSER I and GEER Grants (PRCs 163-170) ends on **September 30, 2022**. School Business will be sending out 45 day warning letters for the grants in the next two weeks. Please ensure that you are expending these grants funds timely in an effort to avoid reversion of these important, pandemic-related emergency funds.

UPDATE – Federal Liquidation Period Change for ESSER I/GEER Grants

School Business confirmed this week with the U.S. Department of Education that the liquidation period for the ESSER I and GEER grants (PRCs 163-170) is 120 days rather than the previous 90 days. As such, PSUs will have until January 31, 2023 to liquidate all encumbrances for the ESSER I and GEER grants; final reversions for the funds will not be processed until February 2023.

First Installments for Certain Federal Programs

Because DPI only receives a portion of certain Federal grants on July 1 (with the remained provided to DPI after October 1), School Allotments will be issuing first installments for the following Federal grant programs:

- Title I, Part A (PRC 050)
- Title II, Part A (PRC 103)
- IDEA 611 Grants to States (PRC 060)
- CTE Federal Program Support (PRC 017)

For these programs, do not be alarmed if your initial allotment is less than the planning allotment you had received in the Spring; a second installment will be provided later in the Fall, with the final installment provided after DPI completes adjustments for new and growing charter schools. Other programs will receive full allotments after School Allotments is notified of application approvals.

School Business will begin making first installment allotments for these programs to PSUs with approved applications starting in the next few weeks.

Allotments Update

The Allotments Section has posted the School Technology Carryover in PRC 015 for the LEAs. There are other minor allotments that pertain to a select group of PSUs. You can find the information in the Allotment system under Revision 7.

We will post PRC 071 – Supplemental Funds for Teacher Compensation next week and will notify the Finance Officer when that has posted. We will also post the FAQ related to PRC 071 funding for your reference and the worksheet that will reflect the maximum allowed per teacher under What's New on our website at that time. Reminder that the IPSs receive their allocation in their primary state funding program report code (PRC 036 or PRC 038). You will be able to find that information in the Allotments system under Revision 8, after it is posted.

Next week (by Aug 24th) we will also be processing the new School Technology funding and any Federal Initial Allotments that have approvals. Currently that will be for PRCs 017, 049, 060, 070, and 103. You will be able to find that information in the Allotments system under Revision 9, after it is posted.

If you have any questions, please contract Kristie Weber at kristie.weber@dpi.nc.gov.

Updated School Attendance Guidelines

Please see the attached excerpt from the SASA Manual (Student Accounting and Student Attendance). This is a draft until it is approved by the SBE in October, however, please use this guidance as you begin school this year.

Of special note is the appropriate use of the 1-R code related to remote instruction vs. your normal attendance codes for schools. Please also see section related to the use of the 1-D code.

This is posted under the What's New section.

Voluntary Shared Leave Reporting 2022 - LEAs only (Excludes IPSs: Charter, Lab, and Regional Schools)

This survey is collected annually in response to General Statute 126-8.3(c) and is due **September 9, 2022**. 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_6Q1leRHhvi6G2W2. A preview of the questions, to assist with completing the online survey, is also available on the Financial and Business Services home page.

Reminders

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **August 25, 2022**
Details are in the August 5, 2022 newsletter *

Safer Schools Grants will close **August 30, 2022**
Details are in the August 12, 2022 newsletter *

NBPSCF Capital Grants application is due **September 1, 2022**
Details are in the August 5, 2022 newsletter *

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North Carolina Department of
PUBLIC INSTRUCTION

School Business – August 26, 2022

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. New Posts:

- **Voluntary Shared Leave Reporting 2022** - LEAs only
- **CSADM Overview** Presentation on IPS page

Indirect Cost System Update

The updates to the BAAS system to allow for the use of the applicable Restricted vs. Unrestricted Indirect Costs rates has been uploaded and is now available. Please coordinate with your financial software vendors to confirm they have uploaded the necessary files for your individual systems. The rates are controlled through the PRC (Program Report Code) table within BAAS. This system is operational for the current FY2023 and moving forward. The current year indirect costs can all be coded to the normal "392" indirect cost rate object code.

To recapture Prior Years indirect costs on the ESSER grant funds you will need to manually calculate that adjustment. You must apply the rate appropriate for that fiscal year to that calculation and those expenditures. You will do a manual check to the "394" object code to record that recapture of applicable indirect costs. We will update that definition in the COA to reflect that the 394 code is to be used for recapturing Prior Year indirect costs.

Attached is an excel workbook that has the applicable Indirect Cost rates for your PSU since FY2020.

If you have any questions or need assistance, please contact Roxane Bernard (roxane.bernard@dpi.nc.gov) or Tina Boyce (tina.boyce@dpi.nc.gov).

2022-2023 PMR Update – Coming Soon

PMR Certification Statement

This is a new addition to the PMR approval process in PowerSchool. Before approval PMRs are to be reviewed and signed by the school principal. The new certification will serve as acknowledgement and certification by the school principal or the principal's designee. The statement is attached and is expected to be in PowerSchool by the close of the Month 1 PMR.

Please note that per General Statute, any school employee of the public schools who knowingly and willfully makes or procures another to make any false report or records, requisitions, or payrolls, respecting daily attendance of pupils in the public schools, payroll data sheets, or other reports required to be made to any board or officer in the

performance of his duties, shall be guilty of a Class 1 misdemeanor and the certificate of such person to teach in the public schools of North Carolina shall be revoked by the Superintendent of Public Instruction.

Please contact Student Accounting at studentaccounting@dpi.nc.gov for questions.

Highly Qualified Teaching Graduate Supplement – LEAs only

During the 2021-180 General Assembly session, the High Qualified Teaching Graduate Supplement was "codified". As a result, the policy attached, is law and will remain as such unless other notifications are provided. Please read through the policy and if you have further questions on this or how to apply, please contact Corey Terry at Corey.Terry@dpi.nc.gov.

PRC 071 Supplement Funds for Teacher Compensation

These funds will be allocated by Wednesday, August 31, 2023. Attached is the summary by LEA of the total allocation and maximum per teacher. Eligible charter schools will receive their portion of the supplemental funds for teacher compensation through PRC 036. Please refer to the attached FAQ should you have any questions, however, there are no changes in how to operationalize these funds from last year so follow those same guidelines. If you have any questions as to how to use these funds please contact Corey Terry (corey.terry@dpi.nc.us). If you have questions related to the allotment please contact Kristie Weber (kristie.weber@dpi.nc.us).

School Business Data Stored Off-Site Sign-Off – ALL PSUs

NCDPI School Business Modernization (SBSM) asks all PSU CFOs to please complete this **Sign-Off form** prior to the **end of August**.

Per updated Session Law 2021-180 Section 7.79.(b) all public school units "...shall store their school business data at an off-site premises by June 30, 2023". It is anticipated that fewer than 17 public school units are potentially impacted by the above language in Section 7.79(b) and fewer than 35 public school units by 7.79(b) as a whole.

Contact: Barry Pace, Director

IDEA Funds and Overtime Pay

Overtime pay for classified employees is an allowable expense in federal grants, under certain conditions. For a classified employee to receive overtime pay out of federal funds the employee is required to be serving students with disabilities 100% of the time. If the employee is serving non-disabled students in any capacity, then the overtime cannot be paid out of federal funds. Further questions regarding this should be directed to Nicole.Sinclair@dpi.nc.gov .

Smart School Bus Safety Pilot Replacement PSUs

Interest Survey **Due September 7, 2022**

Nine (9) of the twenty-four (24) PSUs identified by the General Assembly to participate in the Smart School Bus Safety Pilot Program (SL 2021-180 Section 7.70) have elected not to participate. This is a program which allocates SFRF funds from the US Treasury to enhance the technology on school buses in two primary areas, communications and information, and student wi-fi. For each PSU that has withdrawn, the legislation allows DPI to authorize one replacement PSU with a "similar population of students". As there are nine potential replacements Transportation Services has elected to do an initial interest survey. After the survey is complete, we will compare ADM figures of those interested with all PSUs which have declined funding. We will then present official paperwork regarding participation to those PSUs with a similar population of students to the nine which have elected not to participate. Direct Questions to: Kevin.Harrison@dpi.nc.gov

Survey Link: https://ncdpi.az1.qualtrics.com/jfe/form/SV_1M5yTR0kw3tOisS

Reminders

Safer Schools Grants will close **August 30, 2022**
Details are in the August 12, 2022 newsletter *

NBPSCF Capital Grants application is due **September 1, 2022**
Details are in the August 5, 2022 newsletter *

Voluntary Shared Leave Reporting 2022 is due **September 9, 2022**
Details are in the August 19, 2022 newsletter *

ESSER I and GEER Grants expire **September 30, 2022**
Details are in the August 19, 2022 newsletter *

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of PUBLIC INSTRUCTION

School Business – September 2, 2022

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.

Hope everyone has a safe and happy Labor Day weekend!

Reminders

Smart School Bus Safety Pilot Replacement PSUs is due **September 7, 2022**
Details are in the August 26, 2022 newsletter *

Voluntary Shared Leave Reporting 2022 is due **September 9, 2022**
Details are in the August 19, 2022 newsletter *

ESSER I and GEER Grants expire **September 30, 2022**
Details are in the August 19, 2022 newsletter *

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North Carolina Department of PUBLIC INSTRUCTION

School Business – September 9, 2022

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.

Bonuses and TSERS – PSUs which are part of TSERS

This is a reprint of information previously provided in a section from the October 1, 2021 School Business Newsletter.

In order for a payment to be reportable to TSERS, it must be considered by the employer to be compensation for retirement purposes. This generally means that the employer must consider it to be pay for the performance of work in the employee's full-time position. It is up to the employer to determine if the bonus is considered to be compensation.

An employer might consider the following:

- Recruitment bonuses are not compensation and therefore not subject to TSERS because no work is performed.
- Retention bonuses may be subject to TSERS depending on the nature of the bonus.
- Employers may reasonably reach a different conclusion based on their own facts and circumstances. Regardless of the decision of the employer, consistency in application is strongly recommended.
- PSUs should consult with their legal counsel to make the determination related to whether the bonus is compensation as defined by General Statute and is therefore subject to TSERS.

Please also see the attached "**Withholding Requirements Guidance on Supplemental Pay Revision**".

Feminine Hygiene Grants (PRC 088) – Applications Open

DPI's Office of Academic Standards is excited to announce that the application for the Feminine Hygiene Products Grant Program (PRC 088) for the 2022-2023 school year is now available. Per the SL 2022-74 provision on the Feminine Hygiene Products Grant Program for Public School Units, applications are being accepted for grants of up to $5,000 per PSU to purchase feminine hygiene products. To receive this funding, a PSU will need to complete the following application in its entirety. Grants will be awarded on a first-come, first-served basis. PSUs that ***did not*** receive a grant in the previous fiscal year will be given preference.

Click here to access the Feminine Hygiene Products Grant Program Application

Please note: If awarded, a PSU agrees to complete a brief follow-up survey in early 2023 regarding the grant's impact on student health and well-being.

If you have questions about the application or grant award process, please reach out to Lillian Pinto, Reproductive Health Consultant, via email: lillian.pinto@dpi.nc.gov.

September PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **September 26, 2022**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Reminders

Voluntary Shared Leave Reporting 2022 is due **September 9, 2022**
Details are in the August 19, 2022 newsletter *

ESSER I and GEER Grants expire **September 30, 2022**
Details are in the August 19, 2022 newsletter *

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North Carolina Department of PUBLIC INSTRUCTION

School Business – September 16, 2022

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:

- **2022-23 NC Public School Personnel State Salary Manual**
- **FAQ PRC 071 - Guidance for Supplemental Funds for Teacher Compensation 2022-23**

Information for Recapture of Indirect Costs for CARES Grants

The Indirect Cost Recapture Process for Federal Grants document is posted at COVID Funds | NC DPI.

IFE Form - LEAs only

The 2022-2023 International Faculty Position Conversion to Dollar Allotment Request form has been updated and is posted on the FBS Allotments website at www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-funding-public-school-units#forms. Please read carefully.

- In lieu of an approval signature, both the LEA FINANCE OFFICER AND HUMAN RESOURCE DIRECTOR must be on the request email.
- The form includes a classroom teacher position conversion rate of $74,894. The form will be sent directly to Allotments for processing; an accompanying request cover letter is not required.

If you have any questions, please contact Quatia Snipes, quatia.snipes@dpi.nc.gov.

Required Postings on LEA Websites - LEAs only

The ABC Transfers and Expenditure Reports are required to be posted on LEA's websites per G.S.105.25. (c) by **October 15th** and kept there for at least 3 years. See attached for the details.

All LEA finance officers should have received an Excel template with the 2021-22 ABC transfers that met the threshold. The template was sent via email to the finance officer listed in EDDIE on Monday, September 12, 2022. That email also included PDF file "ABC Transfers Guidelines FY2022" that will help with completing the excel template.

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 10/15/2022. Email Nathan.Squire@dpi.nc.gov ASAP if you have not received the template.

Textbooks - PRC 130 Allotment Account Activity Summary

The Textbook Services Warehouse has now successfully transitioned from its old facility to the new facility at:

309 Chapanoke Road
Raleigh, NC 27603

If you have questions about textbook balances or other textbook-related questions, please contact Wanda Benson at wanda.benson@dpi.nc.gov and she will be happy to provide the information needed.

From School Connectivity

E-rate Matching Funds (PRC073/036) will be allotted soon for PSUs funded in Waves 1-19. Please remember these funds do not roll over and should be spent by June 30. Please be in contact with your CTO or E-rate Lead regarding these expenditures.

Contact: Roxie Miller, North Carolina State E-rate Coordinator, Education Technology and Data Services, School Connectivity & Cybersecurity, NCDPI

School Business Data Stored Off-Site Sign-Off – OVERDUE – All PSUs

NCDPI School Business Modernization (SBSM) asks **ALL district and charter school** CFOs to please complete this Sign-Off form (originally due August 31, 2022) as soon as possible if not already submitted.

Per updated Session Law 2021-180 Section 7.79.(b) all public schools units "...shall store their school business data at an off-site premises by June 30, 2023". It is anticipated that fewer than 17 public school units are potentially impacted by the above language in Section 7.79(b) and fewer than 35 public school units by 7.79(b) as a whole. Contact: Barry Pace, Director of Modernization, NCDPI

Reminders

Lottery Distribution Requests are due **September 26, 2022**
Details are in the September 9, 2022 newsletter *

ESSER I and GEER Grants expire **September 30, 2022**
Details are in the August 19, 2022 newsletter *

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North Carolina Department of PUBLIC INSTRUCTION

School Business Update - September 21, 2022

Updated Materials for ESSER Grant Indirect Cost Recapture

School Business has updated the instructions for recapturing unrestricted indirect cost amounts from prior years to address several questions that have been received since the materials were released last week. Please find attached to this email an updated copy of the instructions, with information on several frequently asked questions included in the document. In particular, these updates address the additional requirements for PSUs that wish to recapture previous year indirect cost charges, but which had expended all funding from one or more of the ESSER grants prior to June 30, 2022.

Please note that it is not required for a PSU to recapture additional indirect cost charges for the ESSER grants; **this is a voluntary process for PSUs.** A PSU may elect to charge only the previously included amounts for indirect costs or may even elect not to charge indirect costs to a grant at all. However, the above information should hopefully assist PSUs who wish to recapture the difference between the amount charged using the restricted rate that was previously utilized through code 392 in prior years and the amount that could have been charged if the unrestricted rate had been available for use during the same period.

If you have any questions related to this process, please contact Tina.Boyce@dpi.nc.gov for LEAs and Roxane.Bernard@dpi.nc.gov for IPS.

- Indirect Cost Rates 2020-2023.v2.xlsx
- indirect-cost-moving-expenditures-from-prior-years.pdf

North Carolina Department of PUBLIC INSTRUCTION

School Business – September 23, 2022

The FBS website continues to be updated with information related to School Business, as well as our ongoing operations. Please check the FBS homepage regularly for updates. Recent posts:

- Sales Tax Refunds Processing - CCIP
- Indirect Cost Rates 2020-2023
- Indirect Cost Recapture Process for Federal Grants – updated September 21, 2022

Federal Grants with a September 30, 2022 End Date - FOR CHARTER SCHOOLS ONLY

Charter schools and lab schools must **expense** all funds by the grant deadline of September 30. Failure to report expenditures in the September datafile will result in the funds reverting to the federal government. This applies to all federal grants that are set to expire including ESSER I and GEER Grants (PRCS 163 – 170).

Please contract Kristie Weber, Allotments Section Chief at Kristie.weber@dpi.nc.gov if you have any questions. Thank you!

Allotment Updates

This week the allotment team prepared and uploaded revision 014. This revision will be posted Monday morning in the allotments system. This revision contains updates to the following PRCs:

- 015 Interest Payments,
- 073 School Connectivity,
- 069 Carryover Reversions,
- Initial Allotments in the following PRCs: 050, 051, 104, 109, and 110, and any Federal Approvals through September 16, 2022.

Keep an eye out in next week's newsletter for additional allotment reminders.

Please contract Kristie Weber, Allotments Section Chief at Kristie.weber@dpi.nc.gov if you have any questions. Thank you!

PRC 071 – Supplemental Funds for Teacher Compensation

Both the FAQ and Per Teacher Max Supplement documents are on the FBS website for reference and guidance. They can be found on the Financial and Business Services

website on the Compensation for Public School Employees page under Guidance as well as on the FBS homepage under "What's New"

Please contract Kristie Weber, Allotments Section Chief at Kristie.weber@dpi.nc.gov if you have any questions. Thank you!

School Counselor and Career Development Coordinator Purpose Code Change

We recently updated the Chart of Accounts and the purpose codes for School Counselors and Career Development Coordinators (CDCs). These changes were necessary due to the legislated change to the School Counselor Salary Schedule. Previously purpose code 5830 was assigned to both the School Counselor and Career Development Coordinator certification areas.

To avoid salary exceptions, please use the following coding for the respective positions:

- 5830-XXX-131 for School Counselors
- 5120-XXX-131 for CDCs.

If you have any questions, please contact salary at salary@dpi.nc.gov.

SS-200 Full Time Personnel Report – All PSUs

The SS200 Full Time Personnel Report is due by **October 28, 2022** and will be available online within this week, by accessing the Financial and Business Services website under "What's New".

The SS-200 Reporting System is a web-based application designed to automatically collect and compile the Full-Time Personnel Report submissions for all Public-School Units (PSU) and Independent Public Schools (Charters, Regional, UNC Lab) with enrollment. **The system collects race/ethnicity, gender and fund source of full-time personnel employed as of October 1 of the current school year.** A Full Time Employee is defined as a person employed to fill a vacancy whose regular work week is the number of hours established as full-time for the class of work assigned, but not less than 30 hours per week.

If applicable, you may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report or the SS200 report provided by LINQ to assist in completing this report. The system will allow the PSUs and Independent Public Schools to submit SS-200 data to DPI, via electronic means without the use of additional software. The system eliminates the need for DPI to manually process and compile data for each individual PSU or Independent Public School, which will improve data integrity.

You may make changes to and submit your SS-200 multiple times, if necessary, prior to the final deadline. After the deadline has passed, you will only be able to view your submission.

For additional support regarding the submission of the SS-200 Report, please contact Amanda Cruz at 984-236-2448 or amanda.cruz@dpi.nc.gov.

SS300 Local Salary Supplements Report – LEAs only

The SS300 Local Salary Supplements Report is due by **October 28, 2022** and will be available online within this week, by accessing the Financial and Business Services website under "What's New".

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

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

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

For SS300 questions, please contact studentaccounting@dpi.nc.gov.

Reminders

Lottery Distribution Requests are due **September 26, 2022**
Details are in the September 9, 2022 newsletter *

ESSER I and GEER Grants expire **September 30, 2022**
Details are in the August 19, 2022 newsletter *

Required Postings on LEA Websites are due by **October 15, 2022**
Details are in the September 16, 2022 newsletter *

* View prior newsletters online: Newsletters and Guidance | NC DPI

North Carolina Department of PUBLIC INSTRUCTION

School Business – September 30, 2022

The FBS website continues to be updated with information related to School Business, as well as our ongoing operations. Please check the FBS homepage regularly for updates.

Allotment Updates

This week the allotment team has prepared and uploaded revision 015. This revision will be posted Friday, September 30, 2022, in the allotments system. This revision contains updates to the following PRCs:

- PRC 037 – CHIS for LEA #800,
- PRC 038 – 94Z Regional Allotment & VPS Reduction,
- PRC 036 – Digital Learning Initiative,
- PRC 055 – Cooperative Innovative High Schools,
- PRC 078 – K-8 Literacy, PRC 088 – Feminine Hygiene Grant, and
- PRC 115 ESEA Title I – Targeted Support and Improvement (TSI).

Keep an eye out in next week's newsletter for additional allotment reminders. Please contract Kristie Weber, Allotments Section Chief if you have any questions. Thank you!

Required Postings on LEA Websites - LEAs only

The Expenditure Reports with PRC and Object Code Summaries are posted at School Expenditure Data | NC DPI. These reports are required to be posted on LEAs' websites per G.S.105.25. (c) by October 15th and kept there for at least 3 years. LEAs may choose to link to the files provided by School Business to comply with the legislation.

Legislated Survey for Federal Use of Funds – ALL PSUs

On Friday, October 7th, the Division of School Business will send an email with survey links to LEA Finance Officers, Directors of Charter Schools, Directors of Lab Schools, and the Director of the Regional School on Federal Use of Funds. This mandatory reporting, per Session Law 2021-3 Section 1.8. requires all public school units to submit quarterly reports to the Department of Public Instruction on the use of specific COVID funds. The surveys sent are in accordance with this legislation and to facilitate the compilation of more than 300 submissions. We are collecting data for PRCs 171 through 178. The survey structure and questions remain the same as in previous collection. Do not include any other PRCs except those listed.

Do you have more than 20 positions to submit?

PSUs with 20+ positions should submit the "Established Positions" survey via email using the Excel sent in the communication on October 7th. Only PSUs with more than 20 positions may use the Excel form. You must submit the survey "Expenditures and

Use of Funds" online even if you are submitting the position detail via email. Follow the file's instructions carefully (refer to the excel file tab "instructions") – you must change the file name to indicate your PSU number and when sending the survey, your email subject line must include the file name with your PSU number. 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 to Corey.Terry@dpi.nc.gov.

The submission is due to DPI on Monday, **October 17th, 2022**. Please ensure that your PSU submits the required information by the deadline.

Data Stored Off-Site Sign-Off – OVERDUE – All PSUs

NCDPI School Business Modernization (SBSM) asks **ALL district/LEA CFOs and Charter School Directors/CFOs** to please complete this Sign-Off form (originally due August 31, 2022) as soon as possible if not already submitted.

Per updated Session Law 2021-180 Section 7.79.(b) all public schools units "...shall store their school business data at an off-site premises by June 30, 2023".

Contact: Barry Pace, Director of Modernization, NCDPI

Reminders

Federal Grants with a September 30, 2022 End Date – Charter & Lab Schools only – due **TODAY, September 30, 2022**
Details are in the September 23, 2022 newsletter *

ESSER I and GEER Grants expire **TODAY, September 30, 2022**
Details are in the August 19, 2022 newsletter *

Required Postings (ABC Transfers) on LEA Websites are due by **October 15, 2022**
Details are in the September 16, 2022 newsletter *

SS200 Full Time Personnel Report is due by **October 28, 2022**
Details are in the September 23, 2022 newsletter *

SS300 Local Salary Supplements Report is due by **October 28, 2022**
Details are in the September 23, 2022 newsletter *

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