

School Business – January 6, 2023

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

[State Allotments:](#)

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

[Allotment Support Documentation:](#)

- Calculating Low Wealth Supplemental Funding

[Student Accounting Data:](#)

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

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

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

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

If you did not receive this information or have additional questions, please contact Nathan.Squire@dpi.nc.us.

Budget Alignment: Allotments System to CCIP

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

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

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

School Business Reporting Section Update

Local Funds PRCs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If you have questions about the CSADM, please contact studentaccounting@dpi.nc.gov.

From the Center for Safer Schools

School Safety Grant Round 2

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

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

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

From the School Planning Section

January PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

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

dennis.hilton@dpi.nc.gov

Reminders

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

School Business – January 13, 2023

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

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

Third Grade Reading Bonuses – LEA Level Bonuses and Updated FAQs

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

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

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

From the School Planning Section

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

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

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

Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

Reminders

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

See January 6, 2023 newsletter for details *

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

See January 6, 2023 newsletter for details *

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

See January 6, 2023 newsletter for details *

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

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School Business – January 19, 2023

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

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

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

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

Legislated Performance Bonuses – FAQs

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

PRC 206 – ESSER III Principal Retention Supplements – Allotments

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

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

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

ESSER Funds - Object Code Change

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

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

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

State Health Plan Provider Change

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

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

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