

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**

See January 6, 2023 newsletter for details *

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



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.

Reminders

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

See January 6, 2023 newsletter for details *

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

See January 6, 2023 newsletter for details *

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

See January 6, 2023 newsletter for details *

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

See January 6, 2023 newsletter for details *

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

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



School Business – February 3, 2023

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

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

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

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

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

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

For questions related to the coding structure please contact Roxane Bernard in School Business at roxane.bernard@dpi.nc.gov.

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

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

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

From School Planning

February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

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

Reminders

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



School Business – February 10, 2023

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

LEA PRC 056 – Transportation Allotment and Fuel Reserve Contingency

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

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

Questions may be directed to Jaime.Doran@dpi.nc.gov or Kevin.Harrison@dpi.nc.gov.

SS300 Clarification

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

Reminders

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

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

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



School Business – February 17, 2023

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

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

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

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

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

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

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

For questions related to the coding structure please contact Roxane Bernard in School Business at roxane.bernard@dpi.nc.gov.

Current Year Allotment Overdraft Report (JHA356EG) – LEAs only

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

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

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

Reminders

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

Details are in the February 3, 2023 newsletter.

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

Details are in the February 10, 2023 newsletter.

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



School Business – February 24, 2023

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

Monitoring Letters – LEAs

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

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

If LEAs have any questions concerning the Monitoring Letter, contact Tina Moore at tina.boyce@dpi.nc.gov.

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

Licensure Application Processing Cutoff for Fiscal Year 2023

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

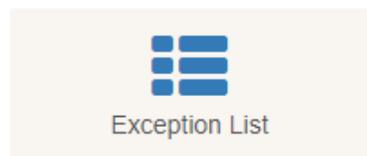
Please be aware of these other factors:

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

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

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

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



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

- Not Licd
- ExpLic
- BadLic

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

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

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

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

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

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

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

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

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

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

For questions related to the coding structure please contact Roxane Bernard in School Business at roxane.bernard@dpi.nc.gov.

Capital Funding Local PRCs

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

We have had the following three Capital Funding PRCs:

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

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

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

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

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

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

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

Questions about lottery capital funds should be directed to Dennis Hilton, at dennis.hilton@dpi.nc.gov.

March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

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

Charter Schools PRC 056 – School Bus Transportation Fuel Reserve Contingency

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

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

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

Reminders

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

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



School Business – March 3, 2023

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

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

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

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

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

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

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

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

State Board Approves Allotment Policy Updates at March Board Meeting

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

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

Reminders

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

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

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



School Business – March 10, 2023

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

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

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

From School Planning

NBPSCF Annual Reports

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

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

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

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

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

School Allotments Update

State Planning Allotments

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

Other Allotment Updates

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

FAQ/Guidance Document: ESSER Procurement and CONSTRUCTION

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

Reminders

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

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



School Business – March 17, 2023

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

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

Governor's Budget Update

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

ESSER I and GEER Close Out Update

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

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

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

PRC 206 – ESSER III Principal Retention Supplements Update

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

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

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

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

Improper Payment Review – IDEA & ESF

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

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

Reminders

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

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

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

School Business – March 24, 2023

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

Survey for Federal Use of Funds

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

If you do not receive this information or have additional questions, please contact Corey.Terry@dpi.nc.gov.

Reminders

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

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

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

School Business – March 31, 2023

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

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

House Budget (HB259)

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

From the Office of Exceptional Children

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

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

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

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

From the School Planning Section, District Operations

April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

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

Reminders

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

Details are in the March 10, 2023, newsletter.

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



School Business – April 14, 2023

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

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

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

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

Reminders

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

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

School Business – April 21, 2023

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

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

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

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

https://www.youtube.com/watch?v=m-mwWc2_rys.

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

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

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

Reminders

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

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

School Business – April 28, 2023

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

Allotments Update – Year End

ABC Transfers

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

State and Federal Revision Requests

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

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

Low Wealth Calculator

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

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

If you have any questions, please contact Kristie Weber, Section Chief, kristie.weber@dpi.nc.gov.

Reminders

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

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

School Business – May 5, 2023

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

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

Updated FAQ for Read to Achieve Summer Reading Camps

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

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

LEAs: Cash Processing/Modernization Update

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

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

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

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

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

Financial Business Services Temporary Offices

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

May PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

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

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

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

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

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

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

For questions on DHHS NC Pre-K Contracts, please contact candice.bailey@dhhs.nc.gov.

Reminders

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

Details are in the April 28, 2023, newsletter.

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

Details are in the April 28, 2023, newsletter.

Home Base Opt-in Process is ongoing in May

Details are in the April 21, 2023, newsletter.

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

School Business – May 12, 2023

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

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

As part of the U.S. Department of Education's mandatory ESSER Annual Report, DPI has to report data regarding the funds reserved and expended by each PSU from its ESSER III (PRC 181) allotments for the purposes of addressing learning loss, as required under the American Rescue Plan Act. To facilitate this reporting, School Business has developed a simple survey to allow PSUs to report the amount of PRC 181 funds reserved for learning loss activities and expended during the period **July 1, 2021 through June 30, 2022**. This survey has been posted on our [website](#) under "What's New," along with a report that provides the PRC 181 allotment amount for each unit. As a reminder, under the American Rescue Plan, *at least* 20% of a PSU's PRC 181 funds must be reserved and utilized for learning loss activities.

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

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

Construction and Facility Related Issues

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

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

Recent additions include:

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

PRC 056 – Transportation Fuel Reserve Contingency

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

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

Questions may be directed to Jaime.Doran@dpi.nc.gov or Kevin.Harrison@dpi.nc.gov.

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

Reminders

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

Details are in the April 28, 2023, newsletter.

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

Details are in the April 28, 2023, newsletter.

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

Details are in the May 5, 2023, newsletter.

Home Base Opt-in Process is ongoing in May

Details are in the April 21, 2023, newsletter.

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

School Business – May 19, 2023

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

Budget Comparison 2023-24

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

PRC019 Small County Supplemental Funds

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

PRC004 Program Enhancement Teachers

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

Senate does not include this provision.

PRC006 School Psychologist Allotment to School Health Allotment

Both House and Senate- Additional \$10m

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

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

Prohibits requiring school nurses to have a 4 year degree.

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

PRC027 Teacher Assistants

House only

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

PRC012 Driver Training

House only - \$2.5m for additional funding

PRC022 Advanced Teaching Roles

House and Senate with Differences

House funds an additional \$1m

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

PRC039 School Safety Grants

House and Senate with Differences

Currently funded from non recurring funding in 2022-23

House provides \$20m NR

Senate provides \$35m NR

PRC071 Salary Supplement

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

Eliminate Student Copay for Reduced Price Meal

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

Funding in Arrears

Both House and Senate

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

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

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

Charter School Average Daily Membership (CSADM)

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

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

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

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

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

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

The CSADM Projection System is accessible at the following links:

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

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

If you have questions about the CSADM process or system, please contact felicia.atkinson@dpi.nc.gov.

Reminders

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

Details are in the April 28, 2023, newsletter.

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

Details are in the May 5, 2023, newsletter.

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

Details are in the May 12, 2023, newsletter.

Home Base Opt-in Process is ongoing in May

Details are in the April 21, 2023, newsletter.

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

School Business – May 26, 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.

Missed Days 2022-2023 Survey

All LEAs are required by Legislation to complete the Days Missed Survey for school year 2022-2023. The submission is required by the close of business **June 16, 2023**.

The survey can be accessed at this link:

https://ncdpi.az1.qualtrics.com/jfe/form/SV_78v5MfH9e2vvs0u and on our [website](#) under "What's New". Please send questions to studentaccounting@dpi.nc.gov.

Allotments Update

All state funding related to Fuel Reserve, ABC Transfers and any other funds that need to be allocated for the close of the year will be posted to the system no later than May 30th.

Federal Planning allotments should all be posted by the end of next week.

Close-Out

The close-out letter and due dates will be issued next week. Please make plans now related to staff who can be on-site to ensure we have received your datafiles the weekend of July 1st and 2nd. More information next week.

Updated Information

Please check our [website](#) often this time of year under our What's New section for various updates, alerts and other information that may be pertinent as we close the year.

BUD Processing

BUD Processing will proceed as NORMAL during the close-out and through the July correction period. This process has not changed for the FY 22-23 close-out.

FBS-SBS DPI Summer Conference

Our annual summer conference will be **Thursday, July 20, 2023** at the Sheraton Imperial Hotel RTP. Please hold that date.

The discounted [Room Block](#) is open and will be available until June 18th, so for those who haven't reserved a room through the NCASBO Conference block, please jump on those rates and secure that room.

We will provide registration information next week once we get the rate and process finalized. Thank you for your continued participation in our conference, more information to come soon.

Reminders

Survey ESSER III (PRC 181) Learning Loss Expenditure is due **TODAY, May 26, 2023**
Details are in the May 12, 2023, newsletter.

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

CSADM Phase II will be open June 5, 2023 thru **June 19, 2023**
Details are in the May 19, 2023, newsletter.

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



School Business – June 2, 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.

Closing Procedures for Fiscal Year 2022-2023

For all public school units, the closing procedures for 2022-2023 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.

Other Year End Closing Procedures

- FY 2023 BUD Processing Dates – attached below
 - FY 2023 Final MFR Notice – attached below
-

EDDIE Updates and Year End

The data in [EDDIE](#) must always be current for the current school year. Enter data that will become effective for 2023-2024 beginning July 1, 2023. Exceptions are:

- if a currently open school is closing, the Closing Date can be entered at anytime.
 - if grade levels will be changing during the upcoming school year, the Approved Grade Levels field can be changed anytime. PowerSchool should pick up the Approved Grade levels by the next business day which will allow the new grade to have classes scheduled in PowerSchool for the upcoming school year.
-

UEI Number and SAM Expiration Date

Remember to check the SAM expiration date of your UEI Number as shown in [EDDIE](#). If it has expired, get it updated, then ask your PSU's EDDIE subscribed user to enter your updated SAM information in EDDIE.

The Unique Entity Identifier (UEI) is used by the designated school administrator to register or renew the System of Award Management (SAM) registration performed through SAM.gov. The SAM registration is needed to apply for and receive federal funding.

The designated school administrator is to renew the System of Award Management (SAM) registration by this date. Failure to renew the SAM registration timely, through SAM.gov, could result in an interruption of federal funding provided through DPI. Please note that renewal of the SAM registration typically takes 10 business days or more.

June PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

EARLY DEADLINE – Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **June 21, 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

Missed Days 2022-2023 Survey is due by **June 16, 2023**
Details are in the May 26, 2023, newsletter.

CSADM Phase II will be open June 5, 2023 thru **June 19, 2023**
Details are in the May 19, 2023, newsletter.

FBS Summer Conference will be **July 20, 2023** at the Sheraton Imperial Hotel RTP.

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



School Business – June 9, 2023

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

- **2023-24 Indirect Cost Rates for LEAs, Charter, Regional and Lab Schools**
- [COVID Funds](#) - [Expenditure and Allotments Data](#) spreadsheet as of May 31, 2023

CARES/ESSER I Close-out - ALL PSUs

Please make sure your district has closed all ENCUMBRANCES – POs related to any of the CARES Act funding which ended January 31, 2023. Also, review your records as we are seeing where PSUs may have accidentally posted expenditures after January 31, 2023, due to keying errors, etc. in those grant funds that closed. Please get those moved prior to the June 30th close and datafile pull. If these remain on June 30th your district will be required to refund those to the Department as they will be an ineligible expenditure at that time, since they were posted after the liquidation period (ended January 31, 2023).

ESSER II Voluntary Reversion Request Process - ALL PSUs

Earlier in the week a notification was provided to the PSUs related to a request for any voluntary reversions of ESSER II funding by the Office of Learning and Recovery. That request is time sensitive and was centered primarily on those funds that would need to be redistributed in July to be used for the specific purpose of summer instructional activities.

However, the form and process may be used for **any of the ESSER II Programs** that a PSU feels they cannot use effectively for the purpose directed and/or by September 30, 2023, when the grants end.

We've [attached the instructions](#) provided to the Superintendents and a separate [fillable pdf](#) for this purpose to this newsletter. We will also post this under the What's New and COVID section of our website.

The funding related to the summer programs is time sensitive if we hope to get the funds redistributed for effective use in July. **The deadline for this initial request is JUNE 20, 2023.** We welcome any other reversions as may be warranted and will continue to accept those thru August 18th. With your help we can ensure these funds are used effectively for the benefit of the students of North Carolina. Thank you for your consideration. If you have questions please contact Kristie.Weber@dpi.nc.gov. The forms can be returned to Ms. Weber as well.

Current **UPDATED** Contacts for Cash Issues

See the [contact list](#). The process manual will be updated this summer to reflect any processing changes.

UERS Specifications and Required Implementation Date

A message was sent to the PSUs and Vendors last week from our DPI IT Team who manage the ERP systems for the PSUs to ensure everyone is positioned to meet the legislative UERS requirements for data being provided to NCDPI on behalf of the State.

There appears to be some confusion. **The deadline for implementation is July 1, 2024.**

We have other State directed mandates making this a hard deadline. In the meantime, we will be working with PSUs and your vendors to help ensure all can meet these requirements. If you have any concerns, please let Steven Katz know. Below is that communication for those who did not receive this information.

Subject: Rollout of New UERS File formats for Monthly Financial Report (MFR), General Expenses (GER), Chart of Accounts (CoA), and Payroll Details. **Change the effective implementation date from July 1, 2023 to July 1, 2024**

All,

After feedback from our meeting concerning the UERS interface file changes, DPI has taken in consideration the rollout of the new UERS Chart of Account structure and changes in the layout of the UERS data file format for the Monthly Financial Report, General Expense, and Payroll Details). Our conclusion is to delay the requirement to change the UERS interface files to July 1, 2024. This means that DPI will continue to use the current UERS interface file formats. Another reason for moving the required implementation date was the realization that DPI was not prepared to process the appropriate testing cycle with all vendors and LEAs, besides that it did not provide enough time to the vendors to make these changes.

Vendors should begin preparing to test the new interfaces not later than March 1, 2024, but may begin testing as early as November 1, 2023. Vendors should be prepared to meet the same requirements as used in the documentation for those UERS interfaces (Monthly Finance Report, General Expenses, Payroll Detail, and Chart of Accounts) as described in the document as may be updated with the file name 'SBSM ERP and HCM Pre-Implementation Checklist V1.3'. This document will be in the SharePoint (SBSM Projects), which you will have access and instructions on how to navigate and use as a tool which will help us communicate and work more effectively. You will be receiving a link via email which will describe the access of pertinent documentation soon.

If you have any questions, please let me or Sam know. Thank you,

Steven Katz

Project Manager, DPI Email: steven.katz@dpi.nc.gov

Cell: 248-219-7626

Paid Parental Leave for State Employees (and Public School Employees)

NC Session Law 2023-14, Part V – Paid Parental Leave for State Employees (and Public School Employees) ([see attached](#)). Effective July 1, 2023 (for births or placements occurring on or after that date), public school employees will be eligible for either eight weeks (birthing parent) or four weeks (non-birthing parent) of paid leave following the birth, adoption, or placement of a child for foster care. DPI intends to present a policy to the State Board of Education (SBE) that is consistent with Office of State Human Resources (OSHR) guidance. That will be handled through the Educator Preparation, Licensure and Performance area here at NCDPI.

We are establishing **Absence Code 25** for capturing this leave effective July 1, 2023. There was **\$10 million** of funding provided to cover teacher (instructional time) absences. We will be recommending to the SBE that those funds be allocated as part of the PRC 003 (Non-Instructional Support) allotment. IPSs will receive their share of those funds as part of their overall state allocations.

We will keep you updated as we update policy and procedures for this new State Employee Benefit. You may contact Tom Tomberlin (tom.tomberlin@dpi.nc.gov) with any policy related questions related to this new benefit.

Updated Absence Codes for 2023-24

The required codes for reporting absences for FY 23-24 will include three additional codes for Parental Leave, Episodes of Violence, and Suspension with Pay. Please refer to the draft of the [absence code table](#).

From the Office of Federal Programs

[Consolidated Special Announcement - CCIP Application and MoEquity - June 5, 2023](#)

For all PSUs that received ESSER III funds - complete the MoEquity survey or, if applicable, the waiver form.

If you have any questions, please contact Alex Charles (alex.charles@dpi.nc.gov).

From the NC Pandemic Recovery Office (NCPRO)

Our office has been monitoring the potential impact of COVID-19 relief clawbacks under the Fiscal Responsibility Act of 2023, the debt limit agreement recently signed by

President Joe Biden. The clawback includes approximately \$28 billion of unobligated COVID-19 relief funds allocated through the CARES Act, the American Rescue Plan Act, and other federal pandemic relief bills.

This clawback will not impact any federal pandemic relief funds administered through NCPRO including State Fiscal Recovery Funds (SFRF), the Capital Projects Fund (CPF), Emergency Rental Assistance (ERA), or U.S. Department of Education funds such as HEERF, ESSER, GEER, and EANS. North Carolina's Local Fiscal Recovery Funds (LFRF) will also remain fully intact.

If you have further questions or concerns, do not hesitate to contact us at NCPRO@osbm.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. Reports for the quarter ending on June 30th are due by **July 10, 2023**. Please submit 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.

From the Center for Safer Schools

School Safety Grant Program Update

The [Center for Safer Schools](#) will hold a meeting Monday, June 12 to provide updates on the 2022-23 School Safety Grant Program. The meeting will be held from 9-10 a.m. via Webex. Please register at the following link: [Register](#).

This meeting is intended only for school districts and charter schools that received funding in fall 2022 (Round 1) and spring 2023 (Round 2).

If you have questions, send an email to cfss@dpi.nc.gov.

Reminders

Year End Closing Procedures and Deadlines

Details are in the June 2, 2023, newsletter.

Missed Days 2022-2023 Survey is due by **June 16, 2023**

Details are in the May 26, 2023, newsletter.

CSADM Phase II will be open June 5, 2023 thru **June 19, 2023**

Details are in the May 19, 2023, newsletter.

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **June 21, 2023**
Details are in the June 2, 2023, newsletter.

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FBS Summer Conference will be **July 20, 2023** at the Sheraton Imperial Hotel RTP.

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School Business – June 16, 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.

Please **check the REMINDER Section** at the end of the newsletter, there are several items due this month.

Sales Tax Refunds Processing for Closed Federal PRCs

For Federal programs closed in the prior or current fiscal year, sales tax refunds must be done MANUALLY with a paper FPD202 form and a check. The LEA will NOT get to use the funds. Please see the document titled [Sales Tax Refunds Processing – CCIP](#) on the DPI website for detailed guidance.

- [Presentations, Guidance, and Training | NC DPI](#)
- Path: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/presentations-guidance-and-training/ look under Memos for the document.

If you have questions, please contact Roxane Bernard at Roxane.Bernard@dpi.nc.gov or Tina Moore at Tina.Moore@dpi.nc.gov.

SCHOOL BUSINESS - FBS SUMMER CONFERENCE 2023

Please join us on Thursday July 20, 2023, for an exciting and very informative conference geared towards all things School Business to start your new school year. It is held at our usual venue, the Sheraton RTP here in the Raleigh-Durham area. The [Hotel Link for the room discount](#) ends on **June 18th**, please don't wait to reserve your room.

Conference Registration:

- **Registration this year is \$150 per person.**
- Here is the link to register. bit.ly/23FBSRegistration
- You can pay via invoice and check or via a credit card. The registration link will provide you with the appropriate invoicing and information.

We welcome all of the Business staff from the LEAs and the Independent Public Schools. We will have a specific track of programming for the IPS group as well as some very informative general session presentations with a larger focus of interest. In addition, we will have some demonstration space set up for the ERP Financial System vendors to show you their systems and allow you time and space to really see how those new software solutions are designed.

We are finalizing our exciting session topics and agenda and we will be looking to move towards a paperless conference this year. More news on that in the next few days.

Revised Updated Absence Codes for 2023-24

The required codes for reporting absences for FY 23-24 will include three additional codes for Parental Leave, Episodes of Violence, and Suspension with Pay. Please refer to the draft of the [absence code table](#).

Reminders

Year End Closing Procedures and Deadlines, see attached items below [BUD Processing Dates](#), [Final MFR Notice](#), [LEA Closing Letter](#), [IPS Closing Letter](#)
Details are in the June 2, 2023, newsletter.

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School Business – June 23, 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. **Year-end documents and deadlines are in the Reminders section at the end of the newsletter.** Please review the **REMINDERS** section in detail as there are important reporting deadlines and other information due this month.

CARES/ESSER I Close-out - ALL PSUs

Please make sure your district has closed all ENCUMBRANCES – POs related to any of the CARES Act funding which ended January 31, 2023. Also, review your records as we are seeing where PSUs may have accidentally posted expenditures after January 31, 2023, due to keying errors, etc. in those grant funds that closed. **Please get those moved prior to the June 30th close and datafile pull.** If these remain on June 30th your district will be required to refund those to the Department as they will be an ineligible expenditure at that time, since they were posted after the liquidation period (ended January 31, 2023). These will also trigger an audit finding for your single audit.

CLOSE-OUT – You must have someone available on Saturday, July 1, 2023, to ensure we have successfully received your required Data File Submissions.

See the following items below to ensure we have current contact information.

Datafile Contact Listing - LEAs

The latest contact listing for **LEAs** is located at [School District Finance Operations | NC DPI](#).

Please review and if there are any changes that need to be made, contact Roxane Bernard at roxane.bernard@dpi.nc.gov. We need the primary and secondary contact names and numbers, especially if we have June 2023 datafile questions on Saturday, July 1, 2023. Datafile contacts must be onsite July 1 and able to run reports as needed.

Datafile Contact Listing - IPSs

The latest contact listing for **Charter & Lab Schools** is located at [Independent Public Schools Operations | NC DPI](#).

Please review and if there are any changes that need to be made, contact Felicia Atkinson at felicia.atkinson@dpi.nc.gov. We need the primary and secondary contact names and numbers, especially if we have June 2023 datafile questions on Saturday, July 1, 2023. Datafile contacts must be onsite July 1 and able to run reports as needed.

FBS Summer Conference - DRAFT Session Topics

We look forward to seeing everyone at our July 20th FBS Summer Conference. [Attached](#) are the current session topics for your review and so you can share with others in your school districts who may want to participate this year. We will host The Bruman Group from Washington DC to join us for a general session that morning to update everyone on all things happening related to USED from Washington. We are extremely excited about this opportunity for everyone to hear from this nationally recognized firm specializing in federal grant compliance. ([The Bruman Group, PLLC – Welcome to The Bruman Group, PLLC](#)) In addition, we think we have very interesting sessions for a variety of interests and areas across the school district that will inform your work this next school year. We will have more updates soon.

Please continue to register. Here is the link to register. bit.ly/23FBSRegistration

Information will continue to be updated in the Conference Section under our What's New section of the website.

Travel Subsistence Rate Revision Effective July 1, 2023

See the OSBM memo posted at [Presentations, Guidance, and Training | NC DPI](#) or on the FBS homepage under What's New.

From the Office of Exceptional Children

School Psychologist Grant (PRC 204) – ESSER III

This is a reminder that the purpose of the school psychologist grant (PRC 204) is to recruit and retain new school psychologists. These funds can be utilized for sign-on bonuses for new school psychologists and for mentor stipends for experienced school psychologists mentoring a new school psychologist. These funds cannot be used for retention bonuses for currently employed school psychologists. Below are the acceptable use and special criteria for this grant. If you have any questions, please contact Nicole Sinclair at nicole.sinclair@dpi.nc.gov.

- Acceptable Use:
 - Grant funds can be used for the following recruitment activities:
 - Individual sign-on bonuses
 - Mentor support stipend
 - Professional membership fees
 - Professional learning (e.g., registration and per diem).

- Special Criteria:
 - NCDPI will prioritize the award of funds to public school units that do not employ a full-time school psychologist.
 - No individual bonus shall be greater than \$5,000.
 - No individual professional learning cost shall be greater than \$5,000.
 - No school psychologist shall receive more than \$5,000 annually for mentorship.
 - As a condition of accepting a signing bonus, a school psychologist shall agree through an assurance agreement, to remain employed in the Public-School Unit for at least one school year.
 - Grant funds shall be used to supplement and not supplant State or non-State funds already provided for the activities described above.
 - Funds shall not be used for contracted services.

Please reference the Allotment Policy related to these funds for additional information.

Reminders

Missed Days 2022-2023 Survey is due **OVERDUE, submit ASAP**
Details are in the May 26, 2023, newsletter.

Year End Closing Procedures and Deadlines, see attached items below
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Details are in the June 2, 2023, newsletter.

CARES/ESSER I Close-out is due before **June 30, 2023**
Details are in the June 9, 2023, newsletter.

MoEquity Survey or Waiver is due no later than **June 30, 2023**
Details are in the June 9, 2023, newsletter.

EDDIE Updates for 2023-2024 can be entered beginning **July 1, 2023**
Details are in the June 2, 2023, newsletter.

Quarterly Reports - K-12 Facility Grants (SCIF Grants) are due **July 10, 2023**
Details are in the June 9, 2023, newsletter.

FBS Summer Conference will be **July 20, 2023** at the Sheraton Imperial Hotel RTP
Details are on the [FBS homepage](#) and the June 16, 2023, newsletter.

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FY 2023-2024 Budget Update: *Latest timeline is after July 24th* **Operating after July 1 under a State Continuation Budget**

When North Carolina does not have a budget before July 1, the direction on operating is provided by GS.143C-5-4. Based on this legislation and consistent with prior years, the following will apply until we have a signed budget:

- Public school units are authorized to continue to expend at a level not to exceed the level of recurring expenditures from State funds for the prior year.
- Public school units are authorized to request state cash to support these allowable activities.

We will assess the budget status as the month of July progresses, but the following may be helpful information for your planning.

Local Education Agencies

The continuation budget translates to the 2023-24 Base Budget and does not permit expenditures on the following:

- 2022-23 non-recurring items.
- Carryforward for allotment categories that have a carryforward provision will be requested from the Office of State Budget and Management (OSBM). **If approved**, spending authority will be made available to the public school units.
- The Office of School Business (SBS) will continue to assess the projected budget timeline and will determine how to proceed with initial allocations.

SALARY

- All Personnel, who are **required** to be paid based on the State salary schedules, **shall be paid at the same level as 2022-23.**
 - This means No Salary Increase and No Experience Step Increase.
 - This means No changes to the Benefit rates (retirement and hospitalization) without legislation.
- The "Bump" for experience steps will be processed on July 10, 2023.
- DPI will post the preliminary "NO BUMP" List in LicSal on July 15, 2023. This is for staff who do not qualify for an experience step "bump."
- The current FY 22-23 salary schedules will be modified to reflect NO experience step increase in pay. They will be updated in LicSal by July 15, 2023, if we do not have a budget at that time. Those schedules will remain active until we load in the updated schedules after we have a ratified budget.

- LEAs should review and pay close attention to the certified salaries of educators on the NO BUMP List.

Should there be any questions related to the LicSal processes please do not hesitate to contact Salary@dpi.nc.gov.

Independent Public Schools

If it appears that the budget delay will be extended, School Business will provide, an authority to draw funds to independent public schools to ensure schools have funding available.

- This funding will be available no later than Tuesday, July 18th.

This should allow for the IPS's to draw cash to cover any payroll and other expenditures for the month of July and August, at minimum. We will continue to monitor the budget situation and update as may be necessary.

The IPS authority to draw/spend will be calculated, as in prior years, at:

20% x Initial average daily membership * the FY22-23 State average base for initial funding.

- *The Charter and Lab Schools may use \$6,439 for planning purposes.*
 - *The Virtual Schools may use \$6,207 for planning purposes.*
-

Federal Grant Funds

Federal grant funds are not impacted by the State budget process.

The carryover funds for all federal grants (other than PRC 017 – CTE Program Support) automatically roll forward after July 13, 2023. You will be able to see those carryover funds reflected in both the CCIP system and the BAAS system.

You have access to draw down the cash associated with the federal carryover funding.

Initial Federal allocations for the new year are executed in the allotment system after State initial allotments are executed for all PSUs.

We will continue to keep you updated throughout the state budget process.

This information is subject to change based on the State budget process.

School Business – June 30, 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. **Year-end documents and deadlines are in the Reminders section at the end of the newsletter.** Please review the **REMINDERS** section in detail as there are important reporting deadlines and other information due this month.

Recent post: [Budget Update](#) June 28, 2023

Happy Fiscal Year-End Everyone

Reminder to have someone available tomorrow (Sat, July 1st) to help ensure we have received your PSU's successful file transmissions for the fiscal year close-out.

We are looking forward to a smooth close. If you experience any issues, have concerns, etc. please contact Corey Terry (corey.terry@dpi.nc.gov) for LEAs and Felicia Atkinson (felicia.atkinson@dpi.nc.gov) for the IPSs.

We will be updating you based on the contact lists previously referenced in the past couple of newsletters when we have successfully received your datafiles.

FBS Summer Conference

Reminder to register for our FBS Summer Conference. We have the draft session topics and the registration link under our [What's New](#) section and look for the Conference materials. We look forward to seeing everyone there.

The Legislated Survey for Federal Use of Funds will be available Friday, July 7, 2023

All Finance Officers and Charter School Directors should receive an email from School Business on Friday, July 7th, related to the survey reporting requirements on the use of federal grant funds and an [FAQ sheet](#).

The survey will be sent to the email addresses established in [EDDIE](#). If your contact information is incorrect, you will not receive the survey.

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 do not receive this information or have additional questions, please contact Corey.Terry@dpi.nc.gov.

JHA356EG-SPSF Allotment Overdraft Report Update

DPI received notification of discrepancies in the 06/22/23 JHA356EG-SPSF Allotment Overdraft Reports sent via WinSCP. These discrepancies have been resolved and penalties will be adjusted accordingly. The updated JHA356EG-SPSF Allotment Overdraft Reports dated 06/29/23 are now available in WinSCP for those PSUs who are affected. Thank you for your patience as we navigate system modifications.

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

Reminders

Missed Days 2022-2023 Survey is due **OVERDUE, submit ASAP**

Details are in the May 26, 2023, newsletter.

Year End Closing Procedures and Deadlines, see attached items below

[BUD Processing Dates](#), [Final MFR Notice](#), [LEA Closing Letter](#), [IPS Closing Letter](#)

Details are in the June 2, 2023, newsletter.

CARES/ESSER I Close-out is due **before June 30, 2023**

Details are in the June 9, 2023, newsletter.

MoEquity Survey or Waiver is due no later than **June 30, 2023**

Details are in the June 9, 2023, newsletter.

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School Business – July 7, 2023

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Recent post: [Budget Update](#) June 28, 2023

Fiscal Year Close – UPDATE

Thank you all for the hard work during this year's fiscal year close-out. We apologize for the technical disruptions over the weekend, SBS was not aware of those scheduled statewide upgrades taking place.

All things considered things went smoothly. We had a lot of LEAs make tremendous efforts in clearly salary audits and special kudos to Gaston County Schools, given their adversity this year we must applaud their Finance Team for not giving up.

The IPS/Charter School zero-out was processed this afternoon. The cash/banking activity will be processed on Monday.

The LEA zero-out is scheduled to be processed Monday afternoon and subsequently that cash/banking activity will be processed Tues & Wed.

Reports will be compiled and available after both zero-out processes have been completed. We will keep you posted.

Thank you again for your hard work. Enjoy your weekend.

Key Reminders – please be mindful of these deadlines:

FBS Summer Conference will be **July 20, 2023** at the Sheraton Imperial Hotel RTP
Details are on the [FBS homepage](#).

MoEquity Survey or Waiver is due no later than **June 30, 2023**
Details are in the June 9, 2023, newsletter.

EDDIE Updates for 2023-2024 can be entered beginning **July 1, 2023**
Details are in the June 2, 2023, newsletter.

Quarterly Reports - K-12 Facility Grants (SCIF Grants) are due **July 10, 2023**
Details are in the June 9, 2023, newsletter.

The Legislated Survey for Federal Use of Funds is Open – ALL PSUs

Due on Friday, July 21, 2023.

The Survey for Federal Use of Funds has opened and will close **Friday, July 21, 2023**, at 11:59 pm. 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 PRC's 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.

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 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.

You may also use the links below to access the survey:

Expenditures and Use of Funds: <https://forms.office.com/r/m5zDNKaKSn>

Established Positions: <https://forms.office.com/r/4LqGtVs6VK>

The submission is due to DPI on **Friday, July 21, 2023**. Please ensure that your PSU submits the required information by the deadline.

School Safety Grant Final Report

If your district or charter school was awarded a North Carolina School Safety Grant during fiscal year 2022-23, please complete your final report. This report is intended to be reflective of the progress that your organization has made toward satisfying your program goals and objectives of the grant.

Please ensure that you answer all questions thoroughly as your answers will be used to satisfy information requests from Department of Public Instruction leadership, the State Board of Education and/or the General Assembly.

This report is for the period ending June 30, 2023. No N.C. School Safety Grant Program monies should be spent after the June 30, 2023, deadline.

Please complete the report by Friday, **July 14, 2023**, at 5 p.m.:

<https://forms.gle/kFyF8gA9gKhRPzVS7>

To be eligible for the second year of funding for the N.C. School Safety Grant Program, contingent upon the passage of appropriations from the General Assembly, you must complete the midterm and final grant reports. Districts and charter schools that do not submit their midterm and final reports will not be eligible for School Safety Grant funding for the 2023-24 school year.

Reminders

Year End Closing Procedures and **Deadlines**, see attached items below
[BUD Processing Dates](#), [Final MFR Notice](#), [LEA Closing Letter](#), [IPS Closing Letter](#)
Details are in the June 2, 2023, newsletter.

MoEquity Survey or Waiver is due no later than **June 30, 2023**
Details are in the June 9, 2023, newsletter.

EDDIE Updates for 2023-2024 can be entered beginning **July 1, 2023**
Details are in the June 2, 2023, newsletter.

Quarterly Reports - K-12 Facility Grants (SCIF Grants) are due **July 10, 2023**
Details are in the June 9, 2023, newsletter.

FBS Summer Conference will be **July 20, 2023** at the Sheraton Imperial Hotel RTP
Details are on the [FBS homepage](#).

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



School Business – July 14, 2023

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

Financial and Business Services Conference – All PSUs

We look forward to seeing registered participants next Thursday at the RTP Sheraton for the annual Financial and Business Services Conference. This year to start the day, we have a general session for all attendees on Federal funds presented by the [Bruman group](#) from Washington D.C. This group has significant experience in grant compliance and national trends. In addition, we have many experts providing updates on items impacting the PSU finance offices including Licensure, School Operations and other School Business items. If you have not registered and would like to, please go to our [home page](#) and register.

New this year – Next week, all registered participants will receive an email with an opportunity to see all sessions in the conference app, sign in to receive SBE finance officer CPE credit and provide feedback on the conference. No paper packets will be provided at the conference, and you will only pick up a name tag on the day of the conference.

Educator Step Increase – LEAs only

The NC General Assembly is ironing out the final details of the State budget and until then, all educators required to be paid based on the State salary schedules shall be paid at the same level as 2022-23.

The Bump was processed on Monday, July 10, 2023. DPI posted the preliminary NO BUMP List in LicSal on Wednesday, July 12, 2021.

DPI has loaded the temporary salary schedules into LicSal to reflect the continuation budget. Once the modified salary schedules are loaded in LicSal, educator vouchers will certify at FY23 salary amounts.

LEAs should pay close attention to the certified salaries of educators on the NO BUMP List. To view the no Bump list please go to [LicSal](#).

Should there be any questions, don't hesitate to contact the [Salary Team](#).

Update on the Child Count Transfer System – All PSUs

We have great news School Business is going to be able to sunset the Child Count Transfer System. Over the past three years DPI and DIT have been working together to develop a report from PowerSchool that would show the same data output that is being manually recorded in the transfer system.

For the past two years, 2021-22 and 2022-23 the data on the report has matched the self-reported data exactly. Now that we know the data is sound, we will be sunsetting the Child Count Transfer system and relaying directly on the report from PowerSchool to process the transfer of State funding for FY2023-24.

What does that mean for the PSUs? The data you report in PowerSchool for enrollment data must be accurate. As a reminder transfer of Federal funds no longer takes place and only State funding will be affected. Otherwise, the parameters of those students that transferred within the first 60 days from the start of the school year and the timeline have not changed.

If you have any questions please contact Kristie Weber, Allotment Section Chief, at kristie.weber@dpi.nc.gov.

Legislated Survey for Federal Use of Funds – All PSUs

The Legislated Survey for Federal Use of Funds was made available Friday, July 7, 2023, and will close on July 21, 2023, at 11:59 pm. All Finance Officers and Charter School Directors should have received an email from School Business 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.

The survey will close on July 21, 2023, at that time we will not accept any submissions for FY 2022-2023.

If you do not receive this information or have additional questions, please contact Corey.Terry@dpi.nc.gov.

From the School Planning Section

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 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

UPDATE – Needs-Based Public School Capital Fund – APPLICATION PERIOD

The application period for the **FY23-24 NBPSCF (Needs-Based) Capital Grants** will be announced following final passage of the FY23-25 Biennial State Budget. Updated program guidance, schedule, and application materials for this year's grant cycle will be published on the [Capital Funding](#) page of the School Planning website following State Budget Certification. Questions should be directed to Nathan Maune, AIA, via email: nathan.maune@dpi.nc.gov.

From the Center for Safer Schools

The Final Report for the 2022-2023 Safer Schools Grant is due no later than **14 July 2023**. The link to this report was disseminated through CCIP contacts and can also be found in the latest Center for Safer Schools Newsletter. If your District or School did not receive grant funding, you do not have to submit a Final Report. The Final Report should reflect your accomplishments regarding the Safer Schools Grant funding only, do not include other funding sources for this report.

There is a sample grant application at the link below. This is NOT the active application and there may be changes based on legislative requirements. You may want to use this sample to prepare for any potential upcoming Safer Schools Grant applications. This is NOT the active application, please read the sample in its entirety.

<https://docs.google.com/document/sampleapp>

If you have any questions, please email schoolsafetygrants@dpi.nc.gov for a timely response.

Reminders

EDDIE Updates for 2023-2024 can be entered beginning **July 1, 2023**

Details are in the June 2, 2023, newsletter.

FBS Summer Conference will be **July 20, 2023** at the Sheraton Imperial Hotel RTP

Details are on the [FBS homepage](#).

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



URGENT Retirement Rate Update

Based on communication from the State Retirement Office, you need use 22.94% as the retirement rate for payroll until we have a new state budget. This rate removes the non-recurring portion of last year's rate that was 24.5%. The 22.94% is the correct rate until the budget is passed per staff at the State Retirement office.

Excerpt: If the 2023-2025 Budget has not become law by the time an employer is required to submit contributions, the employer contribution rates for that submission will be equal to the recurring funds portions of the rates that were in effect on June 30, 2023. These rates would total 22.94% of compensation for general employees, and 27.94% for State LEOs. The components of the rates would be 16.09% for retirement, 0.10% for the Disability Income Plan of North Carolina, 0.13% for active employee death benefits, 6.62% for retiree health benefits, and 5.00% (LEO compensation only) for 401(k) contributions.

Please read the monitor in its entirety.

[Retirement Monitor - June 2023 | My NC Retirement](#)

The General Assembly may have a different rate in the final budget which would require retro-active adjustments.

It has also come to our attention that the ORBIT system may have been updated to reflect that new 22.94% rate. Please work with your vendor should you have trouble submitting your orbit files this month.

We apologize for not seeing this earlier and communicating. Thank you to the charter school who brought this to our attention yesterday.

School Business – July 28, 2023

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

Recent post: [2023-2024 List of NC LEAs \(school systems\) including Independent Public Schools and other Educational Entities](#)

FBS Summer Conference

Thank you for joining us at the 2023 FBS Summer Conference. We enjoyed seeing everybody and receiving feedback on the sessions. Your input is a valuable resource that we will utilize to enhance future conference experiences.

Presentations are available on the [FBS website](#) and Sched App. We will continue to add presentations as we receive them from the presenters.

Continuing Professional Education (CPE) certificates will be emailed by August 11, 2023, to attendees who provided conference session feedback.

Updates on the Child Count Transfer System

We have great news School Business is going to be able to sunset the Child Count Transfer System. Over the past three years DPI and DIT have been working together to develop a report from Power School that would show the same data output that is being manually recorded in the transfer system.

For the past two years, 2021-22 and 2022-23 the data on the report has matched the self-reported data exactly. Now that we know the data is sound, we will be sunsetting the Child Count Transfer system and relaying directly on the report from PowerSchool to process the transfer of State funding for FY2023-24.

What does that mean for the PSUs? The data you report in Power School for enrollment data must be accurate. As a reminder transfer of Federal funds no longer takes place and only State funding will be affected. Otherwise, the parameters of those students that transferred within the first 60 days from the start of the school year and the timeline have not changed.

If you have any questions please contact Kristie Weber, Allotment Section Chief, at kristie.weber@dpi.nc.gov.

From the Office of Exceptional Children

IDEA Grant Update – All PSUs

The carryover funds for PRC 049, 060, 070, 185, 186, and 187 have been uploaded to the 2024 IDEA grant application in CCIP. The budgets for the carryover funds need to be received into the application before the grant can be approved. If the 2024 IDEA grant has been approved and carryover funds were uploaded, CCIP has triggered a change of status to Revision Started. The PSUs will need to submit a new budget to include the carryover funds. Please work with your EC Director/Coordinator and if there are any questions or concerns they can contact their fiscal consultant.

From the School Planning Section

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, 2023**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Reminder

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



School Business – August 4, 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.

Allotment Policy Changes – SBE August 3, 2023 – All PSUs

Please review the [attached document](#) related to the recent revisions to the Allotment Policy Manual approved by the State Board of Education on Thursday, August 3, 2023 (BSOP #2). These include the update related to the Substitute Teachers for the new Parental Leave benefit (PRC 011), the separation of the Credential funding from CTE Program Support (PRC 014) into a new PRC 083 to support those activities exclusively and a modification to an ESSER III Program (PRC 189) to expand the allowable activities related to program enrichment. We will update the corresponding Chart of Accounts in the coming weeks after we process our datafile this month.

Parental Leave Benefit Information as of August 3, 2023 – All PSUs

The State Board adopted policies and rules related to the new Parental Leave benefits available to Public School Personnel (BSOP #3 and #4). Please review the [attached presentations](#) and share these with appropriate staff in your district/school. The Employee Benefit manual was also revised for these new policies, and we have included that [presentation](#) to highlight those items. We are aware of the outstanding question related to “if employees on parental leave earn service credit.” That is currently still under consideration at the state level for clarity. We will update you when we understand those guidelines. Thomas Tomberlin, Senior Director of Educator Preparation, Licensure & Performance can answer any questions related to these new policies, as his area is responsible for the Employee Benefit Manual and related policies. (thomas.tomberlin@dpi.nc.gov)

As a reminder, all LEAs should be using absence code 25 for parental leave. This leave does not require a deduction. The substitute for the teacher on leave should be paid from PRC 11. The Chart of Accounts will be updated next week. Please ensure that you are aligning the substitutes to the teachers appropriately in your systems as we will be monitoring these expenditures. Corey Terry in School Business can answer any questions related to this process. (corey.terry@dpi.nc.gov)

Charter Schools will be provided the appropriate forms for both requesting their “Opt-In” and subsequent reimbursements in the next couple of weeks. School Business is working with the Office of Charter Schools, and we will get those out to everyone shortly. We wanted to first make sure the SBE actions had been finalized.

FY 22 Title I Carryover Waivers and Reversions - All PSUs

During the first 15 months that an LEA's Title I, Part A grant award funds are made available, the LEA must, by **September 30**, obligate at least 85 percent of the total allocated to it. The LEA may carry over a maximum of 15 percent into the next fiscal year. After the first 15 months, the PSU must request a waiver to keep any funds over the 15%.

DPI is processing carryover waiver forms for the FY 2022 grant. The Office of Federal Programs has begun the process of sending waiver request forms to PSUs that need to submit them; these forms are prepopulated to the greatest extent possible. Please make corrections on the form provided to reflect current personnel and return signed and dated on or before Friday, **August 18, 2023**. If the waiver form is not returned, DPI will have to reduce and revert the allotment of FY22 Title I funds by the amount and percentage identified on the waiver form.

Because the chart of accounts does not currently allow grant expenditures reported by grant year award, PSUs should note that DPI's Title I carryover calculations result in a derived carryover number rather than utilizing the PRC 050 carryover amount in BAAS. The carryover amount identified in BAAS reflects multiple grant year awards. The amount calculated by DPI represents the amount of grant funds remaining after 15 months of expenditures are accounted for from the FY22 grant award. As a result, some PSUs might receive waiver request forms that would not expect one based on the carryover amounts in BAAS, while others who anticipate needing a waiver based on BAAS carryover amounts will not. Only PSUs who are required to submit the waiver forms are being asked to complete one. If your unit does not receive a waiver form from Federal Programs, you do not need to complete one.

In addition, the completion of a waiver form for FY 2022 will in no way impact a PSU's ability to request and receive a waiver in future fiscal years.

Please make corrections on the provided form and send to Richard Trantham – Richard.trantham@dpi.nc.gov.

Accuracy of TD-1 Transportation Reporting and PRC 056 Financial Data

The PRC 056 allotment for school transportation is based on accurate assignment of costs to fund 1 and fund 2 PRC 056. It is expected that both fund 1 and fund 2 for PRC 056 contain only costs associated with to and from school transportation for children in grades K-12 to affect their educational program during the regularly organized school day. Any expenses for other programs, such as after school programs, remediation, field trips, and work on activity buses or other local vehicles, should not be included in PRC 056 expenditures but may be included in PRC 706.

The TD-1 annual report, which was due **August 1, 2023** and is still outstanding in many LEAs (over one-fourth presently), is utilized to confirm the accuracy of data used for school transportation funding including the financial information. The North Carolina General Assembly has indicated a desire for budgets to be set much sooner than what

has been done in the past, however this must flow from accurate recording of financial information and timely reporting. Failure to record expenditures properly or to report on a timely basis may result in allocation of too much funding to an LEA. If this is discovered after initial allotments, then this situation must be remedied and could result in reductions of allotments.

If you have any questions, please contact Kevin Harrison at kevin.harrison@dpi.nc.gov.

Reminders

FBS Summer Conference CPE certificates will be emailed by **August 11, 2023**

Details are in the July 28, 2023 newsletter *

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

Details are in the July 28, 2023 newsletter *

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



School Business – August 11, 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.

SBS Webinars - All PSUs

DPI will be resuming the School Business Webinars starting the week of August 21st. Additional information will be provided next week.

BUD Processing - LEAs Only

DPI will resume processing BUDs/Adjustments next week. As part of the modernization effort, DPI will no longer process certain Adjustment transaction types through BUD. Penalty, Overspent and Transportation – Tort and Major Replacement Payments will not be processed through BUD. Please send a check and paper 202 to Financial Services Division for these types of transactions.

School Business will no longer post BUD Adjustments to the DPI External ledger. However, approved certified salary adjustments will continue to be processed in LicSal.

LEAs will need to send a check for Prior Year Refund payments even though approved certified salary adjustment will continue to be processed in LicSal.

In the coming weeks, School Business will provide webinars and documentation for the movement of cash for current year refunds. Please contact Gwen Tucker at gwendolyn.tucker@dpi.nc.gov if you have questions.

Reminders

FBS Summer Conference CPE certificates will be emailed by **August 11, 2023**
Details are in the July 28, 2023 newsletter *

FY 22 Title I Carryover Waivers and Reversions are due **August 18, 2023**

Details are in the August 4, 2023 newsletter *

PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **August 25, 2023**
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This special edition of the newsletter is to provide information on:

1. the schedule for releasing LEA allotments and
 2. the additional cash float to charter, lab and regional schools (IPS).
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1. LEAs - Release of a Preliminary Initial Allotment

With the delay in a FY2023-24 State budget, the School Business Allotment Team will release PRELIMINARY Initial Allotments. These Preliminary Allotments are based on the planning numbers that were shared with Finance Officers in March. Proceeding with these allotments will allow School Business to move forward with the federal and state allotments while we wait for the final State budget.

Within a month of receiving the signed FY 2023-24 state budget, the formal Initial allotments will be calculated, reflecting any legislative actions and posted to the allotment system.

a. Preliminary Initial Allotments

Wednesday August 16, 2023 - the preliminary initial allotments will be posted. Below is the list of programs that will be posted in this preliminary allotment process.

PRCs included in the Preliminary Initial Allotments	001, 002, 003, 004, 005, 006, 007, 012, 013, 014, 019, 024, 027, 029, 031*, 032, 034, 037 (LEA 800 only), 054, 056**, 061, 069, and 130.
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Note: The following PRCs have their funds for this preliminary allotment pro-rated:

*PRC 031: Low Wealth will be at 80% of the planning number to ensure compliance with the continuation budget.

**PRC 056: Transportation will be at 80% of the 2022-23 final initial.

b. Carryforward

Week of August 21st, approved State Carryover Funds will be posted. OSBM has approved carryover for PRCs: 016, 039, 064, 069, 079.

In addition, School Tech PRC 015 and Textbooks PRC 130 balances will also be available.

c. Allocations to be posted

Listed below are the next series of allocations we will administer:

- 022 – Advanced Teaching Roles
- 055 – CIHS
- 069 – Treatment Centers
- 140 – School Bus Pilot
- 153 – LEA System Modernization
- Any Pending Federal Allotments

d. Allocations that will be on hold until further notice

Below is the Table of PRCs and actions that will hold until further notice due to one of the following reasons:

- Allotment is allotted in the same PRC as the PRC of the preliminary initial.
- Allotment is created by a conversion from a PRC that is in the preliminary initial.
- The final budget is required to calculate the allotment.
- The allotment requires the Average Salary calculation, - will hold until legislative salary and benefit increases (LI) are known.
- Grants
- Data needed for the allotment calculation is not available at this time

PRCs on Hold at this time	All Conversions (008, 010, 020, 131) ABC Transfers NCVPS reductions Bonuses (046, 048, 062) 001 – Special Small Schools 001 – Geographically Isolated 001 – Burroughs Welcome 003/005 -Reform Schools 007 – Military Counselors 015 – School Technology – New Allocation 016 – Summer Literacy – New Allocation 030 – Digital Learning Grant 037 – Restart Schools 039 – School Safety Grants – New Allocation 042 – CFST Nurses 043 – CFST Social Workers 063 – EC Special State Reserve
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	064 – CTE Grade Expansion – New Allocation 065 – Mobile Coding Grant 067 – MSA 066 – Teacher Assistant Remb. 071 – Supplemental Funds for Teacher Compensation 073 – School Connectivity 078 – Digital Learning Solution 079 – EWIC Grant – New Allocation 081 – Transportation reserve funds for Homeless/Foster Children 085 – Literacy Intervention 088 – Feminine Hygiene Grant 120 – LEA Purchase of School Buses
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If you have any questions, please contact Kristie Weber at kristie.weber@dpi.nc.gov.

2. Independent Public Schools - Additional Float

It has been announced by the General Assembly leadership that the budget will be delayed past the end of August, and due to this delay, School Business will provide an additional authority to draw to ensure schools have funding available. An initial 20% was provided in early August and an additional 30% will be released no later than Friday September 1st to allow IPSs to draw up to 50% of the planning funding.

We will continue to monitor the budget situation and update as may be necessary.

This IPS authority to draw/spend will be calculated as in prior years, at:

30% x Initial average daily membership * the FY22-23 State average base for funding.

- *The Charter and Lab Schools may use \$6,439 for planning purposes.*
- *The Virtual Schools may use \$6,207 for planning purposes.*

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

School Business – August 18, 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.

FBS Webinar FY23-24:

We will resume our monthly FBS webinars, formally, beginning in September. These webinars are meant to help answer common questions for the Business Offices in the Public-School Districts. The intention is for these to help alleviate the need for emails and help get questions and concerns routed to the appropriate areas to assist the school district business operations. At times they will include updates, however, the main purpose are to provide technical operational assistance.

Schedule Plan:

- Q&A- Tech Support: 2nd Tuesday of the month (week after the SBE meeting).
 - We will schedule one for LEAs and one for IPSs.
- Lunch & Learns: 3rd Tuesday of the month
 - This will be an in-depth presentation on a specific topic each month.
 - We may offer to all or have specific for IPS or LEA depending on the topic.

We are working to set up a general method to submit questions ahead of the meeting so we can ensure we have appropriate answers and/or staff from DPI available for the webinar. We will get more information out once that is set-up and to also get the appropriate folks within the school districts registered for these webinars.

Should we have general updates related to the budget, other items, etc. we will schedule those as needed.

We hope this helps get us on track to provide the technical assistance and support needed for the School District Business Operations. Question may be directed to Evelyn Gallegos (evelyn.gallegos@dpi.nc.gov).

Our first Topical webinar will be next **Tuesday, August 22nd at 10am** for the **LEAs only** related specifically to the **updated BUD Processing procedures** for the FY 23-

24 school year as we continue to update the systems. Information has been sent to get the LEAs registered for that webinar.

BUD Processing (LEAs Only)

DPI resumed processing BUDs/Adjustments on Thursday, August 17, 2023.

Due to system limitations with the State conversion to a new accounting system, DPI will no longer have the capability to process certain adjustment transaction types through BUD.

- Penalty and Overspent and Transportation – Tort and Major Replacement Payments will not be processed through BUD. Please send a check and paper 202 to Financial Services Division for these types of transactions.
- BUD Adjustments will no longer post to the DPI External ledger. However, approved certified salary adjustments will continue to be processed in LicSal.
- State Prior Year Refund payments will require the LEAs to send a check even though approved certified salary adjustment will continue to be processed in LicSal.

DPI will hold our first webinar to discuss the new BUD/Adjustment process on **Tuesday, August 22, 2023 at 10:00 am**. We have attached our [DRAFT instruction documents](#) for your review prior to the webinar.

Please contact Gwen Tucker at gwendolyn.tucker@dpi.nc.gov if you have questions.

Continuation Budget - Educator Salary LEAs Only

Until the 2023-24 budget has been finalized, all educators are to be paid at the same certified salary as they were paid in 2022-23.

1. For educators who earned a year of experience in 2022-23

In July DPI performed “the Bump” which adds an educator year of experience on their license, if earned during fiscal year 2023. [The Continuation Salary Schedules](#) have been adjusted to reflect the additional year of experience, so that the educator will not be paid at a higher rate than in 2022-23.

2. For educators who did not earn a year of experience in 2022-23

LEAs should pay close attention to the certified salaries of educators on the NO BUMP List. These educators shall continue to be paid on the 2022-23 salary schedules, which will ensure that their salary remains the same as FY2023

School Business has loaded the salaries into LicSal, and the salary schedules are now available on our website. If you have any questions, do not hesitate to contact a [salary analyst](#).

Reminders

FY 22 Title I Carryover Waivers and Reversions are due **August 18, 2023**

Details are in the August 4, 2023 newsletter *

SBS Webinars - All PSUs are starting the week of **August 21st**.

Details are in the August 11, 2023 newsletter *

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

Details are in the July 28, 2023 newsletter *

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School Business – August 25, 2023

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Update on Preliminary Initial Allotments and Carryover – LEAs Only

Due to the overwhelming responses surrounding the Preliminary Initial Allotment that was released in Revision #000 08/16/2023, School Business has decided to reverse this allotment. The Preliminary Initial is only intended as a required system mechanism so that we can continue processing while we wait on a final state budget. It is not intended to indicate any PSUs initial allocation values for FY 23-24. The Preliminary Initial has been replaced with and 60% allocation and is based on the planning numbers that were shared with Finance Officers and that was published in the March 10, 2023, newsletter. This 60% allocation was posted August 23, 2023, in Revision #003.

All approved carryover was posted to the Allotments system on August 22, 2023, in Revisions # 001 with the exception of PRC 039. Schools Business will need to consult with the School Safety program area before we can allocate those funds.

Please contact Kristie Weber, Allotment Section Chief, at kristie.weber@dpi.nc.gov if you have any questions about carryover.

FY 2023 - 13th Month MFR File – Reminder - LEAs Only (Not Charter Schools or Lab Schools)

We will pull the FY 2023 13th month MFR File next **Wednesday evening, August 30, 2023**.

Please make sure your LEA is signed into FY 23.

Please make sure your FY 2023 13th month MFR file is uploaded timely and that your contact information is updated on DPI's website if we need to contact you.

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

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into **FY 23**):

- (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 2023.
- (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.

Reminders

SBS Webinars - All PSUs are starting the week of **August 21st**.

Details are in the August 11, 2023 newsletter *

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

Details are in the July 28, 2023 newsletter *

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

School Business – September 1, 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.

CCIP/Allotment System Software Glitch

Please do not pay attention to allotment/budget balances at this time in CCIP. We believe we have a software glitch that needs to be corrected. Federal planning allotments have not been reduced or adjusted from what was originally provided. We will update everyone once that situation has been resolved. Thank you for your patience.

NCDPI Uniform Chart of Accounts – UPDATE – All PSUs

The following are two modifications to the OBJECT Codes in the FY 23-24 Chart of Accounts.

This is to ensure that NCDPI can meet its reporting obligations related to certain expenditure types. We understand that this may require the PSUs to recode and move expenditures and/or contracts and apologize, as this was an unknown requirement until a couple weeks ago.

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OBJECT CODE Revisions (effective 7/1/2023)

313 Advertising Cost Contracted Instructional Substitutes

Include the expenditures for contracting costs associated with providing Instructional (Classroom) Substitutes for the schools.

314 Printing and Binding Fees-Marketing Costs

Include expenditures related to marketing costs for the district/schools. This would include, but is not limited to, printing, binding, advertising, posters, and other publications. Pre-printed materials used for operations and within the schools are NOT included here but in supplies and materials (400 series).

=====

We will be adding the following codes to the COA wherever we have the 162 object code:

X-5110-XXX-313

X-5210-XXX-313

Since the 313 code is for a contract, we will only split further if the contract and invoice is split, and the district will be coding expenditures with fidelity at that more granular level. For now, these codes should serve our data requirement needs at this time.

Should a district need any new combinations added, that would result in a material expenditure change or need, please let Roxane Bernard (roxane.bernard@dpi.nc.gov) know so we can get the appropriate codes added as may be required. Thank you for your understanding as we look to meet our reporting obligations without expanding the digits of the current coding structure beyond the fund code, at this time.

PSUs Required to Liquidate and Closeout Federal Grants in 90 Days

2 CFR §200.344 increased the federal grant closeout timeline from 90 days to 120 days. Based on our interpretation, NC DPI increased the liquidation period for PSU's to the 120 days. However, the revision increased the number of days for grantees, NC DPI, to submit all final reports and liquidate all financial obligations from 90 days to 120 days.

The requirement for subrecipients to submit their final reports to grantees within 90 calendar days after the subrecipients' periods of performance is still 90 days and is being re-established by NC DPI. NC DPI will have the remaining 30 days of the 120-day period to conduct state-level closeout and meet compliance requirements.

This change is necessary to ensure NC DPI can meet the requirements of 2 CFR §200.344 to close out grants, which includes all cash drawdowns and expenditure reporting requirements of the Federal awarding agencies, within 120 days of the period of performance.

This means for all grants, whose period of performance is ending September 30, 2023 (included ESSER II programs) that the LEAs have until **December 31, 2023** to liquidate all qualified encumbrances incurred as of September 30, 2023.

This is not applicable to charter schools unless the charter school uses an encumbrance reporting system.

Allotments Update - LEAs Only

Federal reallocations, PRC 015 carryover, and PRC 039 purchase order obligations will be posted to the allotments system by **September 1, 2023**. The remaining PRC 039 carryover will be posted to the allotment system no later than **September 8, 2023**. The Office of State Budget Management only approved 87% of the funds to carryover. Any outstanding purchase orders as of **June 30, 2023**, will be honored in full and then the remaining funds will be distributed out in a separate allotment revision.

Allotments Update - Charter Schools Only

An additional 30% Independent Public Schools float was posted to the cash management system on **August 31, 2023**. This additional 30% will bring the total

authority to draw cash for the Independent Public School Units to 50% of their planned funding.

If you have any questions about the allotment allocations, please contact the Allotments Section Chief, Kristie Weber, at kristie.weber@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 FY23 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.

Prior Year BUD Processing Webinar - LEAs Only

DPI will hold a Prior Year BUD Processing webinar on **Wednesday, September 6, 2023**, at 10:00 am. We will discuss each Prior Year BUD type in detail. Finance Officers, please be on the lookout for the webinar invite and forward the invite to additional staff in your district as needed.

Please contact Gwen Tucker at gwendolyn.tucker@dpi.nc.gov if you have questions.

FBS Webinar FY23-24 – All PSUs

Another Topical webinar will be on **Tuesday, September 12th** at 9am for all PSUs related to:

- 1) Updated Guidance on Local Funds Process
- 2) ESSER II Close Out Process

The Webex Invite will be sent to Finance Officers and Finance Directors to get the PSUs registered for that webinar next week. Questions may be directed to Evelyn Gallegos (evelyn.gallegos@dpi.nc.gov).

From the School Planning Section

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 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.

Reminder

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



School Business – September 8, 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.

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. All LEA finance officers should have received an Excel template with the 2022-23 ABC transfers that met the threshold.

The template was sent via email to the finance officer listed in EDDIE on Wednesday, September 6, 2023. That email also included PDF file "ABC Transfers Guidelines FY2023" 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 Michael Ray at the email below by **10/15/2023**.

Email Michael.Ray@dpi.nc.gov ASAP if you have not received the template.

Current Year (CY) Refunds Webinar – LEAs Only

DPI will hold a Current Year Refund webinar on **Tuesday, September 19, 2023, at 10:00 am**. In preparation for the webinar, documentation for the CY Refunds will be available for review next week. They will be posted on the website under the webinar section in the [Guidance, Presentations, Guidance, and Training](#) location.

Finance Officers, please be on the lookout for the webinar invite and forward the invite to additional staff in your district as needed.

Please contact Gwen Tucker at gwendolyn.tucker@dpi.nc.gov if you have any questions.

From the Office of Center for Safer Schools – School Safety Grant

The School Safety Grant is currently not open and is not accepting applications. The application will not open until the State Budget is passed and the Center for Safer Schools is informed of any grant funding opportunities awarded by Legislators. To be best prepared, we suggest that you draft the information needed in a word document which will allow you to cut and paste when and if the grant is opened, the grant application will be similar to those in the past. You can find a sample application here: [Sample Application](#).

There is a Vulnerability Assessment that will be due with any grant application, you can begin your assessment before the grant opens. You can find an example here: [Vulnerability Assessment](#).

Please make sure that your contact listed in CCIP is correct for expedient information dissemination.

If you have any questions, please email schoolsafetygrants@dpi.nc.gov for a timely response.

From the Division of Technology Services and Digital Learning - Textbook Orders

Due to the transition from NCAS to NCFS, the textbook warehouse will not be accepting orders from September 18th through October 10th.

If you have any questions, please contact Amy Hobgood at amy.hobgood@dpi.nc.gov.

Reminders

(LEAs Only) PRC 039 carryover will post to the allotment system by **September 8, 2023**

Details are in the September 1, 2023 newsletter *

(All PSUs) Updated Guidance on Local Funds Process - ESSER II Close Out Process – NCFS Conversion Blackout Dates Webinar on **September 12, 2023**

Details are in the September 1, 2023 newsletter *

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

Details are in the September 1, 2023 newsletter *

PSUs Required to Liquidate and Closeout Federal Grants by **December 31, 2023**

Details are in the September 1, 2023 newsletter *

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

Newsletter BLAST: September 8, 2023

UPDATES DUE TO STATE ACCOUNTING SYSTEM (NCFS) GO LIVE

This special edition of the newsletter is to provide information on:

1. the State Accounting System (NCFS) timeline and
 2. to provide the cash certification calendar containing blackout dates.
-

1. State Accounting System – NCFS – GO LIVE!

Everything is on track for the State to implement their new accounting system as they convert from the current NCAS system to the new NCFS (Oracle-based) system. **The State accounting systems will be off-line and in a “black-out” period for that conversion from October 4th thru October 10th.**

There are several impacts for DPI and the School Districts that need your immediate attention:

A: September Data File --- Close-out Drill

- DPI needs to complete all September expenditure datafile transactions by October 3rd. We will be in a mini-year-end drill at the end of this month.
- Datafiles need to be ready for us to pick-up no later than 5pm on Saturday, September 30th.
- On the morning of Sunday, October 1st, we need the designated PSU contact person available should we have trouble receiving your files. THIS IS MANDATORY and we do apologize for interrupting your weekend.
 - Please update you contact information with Roxane Bernard (roxane.bernard@dpi.nc.gov), if needed.
- DPI Staff will immediately begin to process your files Sunday so we can have all data posted cleanly by Tuesday, October 3rd.

B: September Cash Zero-Out --- WILL NOT PROCESS

- With the State accounting systems going off-line from October 4th thru the 10th, we will NOT process a cash zero-out for the month of September.

C: October CASH must be requested in September

- To close the cash needs for September the LAST DAY to request cash for the month of September will be Friday, September 22nd.

- PSUs will need to plan ahead for your CASH needs for October 1st thru October 19th.
- DPI will be able to resume cash processing for the districts on October 16th with deposit dates for State funds on the 19th and Federal on the 20th.
- To ensure the districts have cash for their beginning of October needs, we have set-up a specific date to capture those cash needs so we can get those funds to you by the end of September.
 - You will need to request the October Cash needs on September 25th (for all Local, State, and Federal).
 - We will use that information to inform the State Treasurer that those are the numbers associated with October cash needs vs. normal September needs.
- Please adhere to these dates and requests. This will enable DPI to effectively close the month of September and get our accounts reconciled before the Go-Live and transition to the new system.
- DPI is aware of the requirement for PSUs to limit advance payments to the minimum amounts needed and in accordance with the actual, immediate cash requirements (frequently referred to as the "3 day" rule), however, the State implementation of the new accounting system requires DPI to implement a 'Black-Out' period where cash cannot be requested. Based on this requirement and out of necessity, DPI is requiring cash needed for operating the first two weeks of October be requested by September 25, 2023.

D: CASH processing when NCFS goes LIVE in October

- As you are aware due to the changes in our BUD system processing, we have been directed to limit the volume of cash transactions to help ensure smooth state operations.
- We will need to move to a Once-a-Week cash request and Processing
- Cash Requests dates for the week will be on MONDAYS
- As a general rule the deposit timeline flows as follows:
 - Local funds deposited on Tuesday
 - State funds deposited on Wednesday
 - Federal funds deposited on Thursday
- We will resume the monthly zero-out with October's datafile processing.

2. Cash Certification Calendars

Attached is the revised [September](#) and [October cash calendars](#). Please remember that you can request cash in the system at any time for those Mondays. You do not have to wait until that day. We will publish the cash calendars as soon as the new system is up and running.

Thank you for your patience and understanding as the State continues to roll out new systems and processing changes. We are doing our best to keep you informed as we get the information.

Questions regarding this newsletter can be sent to: Tina Moore at tina.boyce@dpi.nc.gov (LEAs) and Roxane Bernard at roxane.bernard@dpi.nc.gov (IPs).



School Business – September 15, 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.

URGENT - Voluntary Shared Leave Reporting 2022-2023 - LEAs only

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

This survey is collected annually in response to General Statute 126-8.3(c) and is due **September 20, 2023**. 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_cC3CVPiOxFuItGm. A preview of the questions, to assist with completing the online survey, is also available on the Financial and Business Services home page.

Note: Enter whole numbers only. Do not enter decimal points, symbols, or text.

If you have questions about the survey, please contact Amanda Cruz in the Division of School Business at 984-236-2448 or studentaccounting@dpi.nc.gov.

Retro Pay Related to ESSER II Salaries – All PSUs

If there is no State budget in place by the last day to request cash for September, which is **September 22, 2023**, any retro-pay related to salaries paid out of ESSER II will have to come from another source of funds as payroll cannot be encumbered. ESSER III may be considered as an alternative source of funds.

Once DPI has the final State budget further instructions will be provided related to the object code, if the object code has to be something other than base salary.

Expiring Federal Grants & The Liquidation Period – Charter Schools Only

Several Federal grant funds, including the ESSER II PRCs 171-180, are expiring on **September 30, 2023**. PSU's must liquidate all financial obligations incurred under the award no later than 90 calendar days of the end date of the period of performance as specified in the terms and conditions. A PSU may continue to receive services and charge expenses that were properly obligated by September 30 during the liquidation period. The liquidation period is the 90-day period after the end of the period of performance for a grant, **December 29, 2023**.

Charter Schools have not historically used the liquidation period for Federal funds. However, there may be a need for a Charter School to use the liquidation period going

forward. The purpose of the memo is to ensure Charter Schools are aware that they may establish procedures to allow the encumbrance of obligations, related to Federal grant funds, and use the liquidation period. The memo will also provide a general understanding of the liquidation period and related processes. Please review the [attached memo](#) to minimize unallowable costs and repayments.

Contact Kristie.Weber@dpi.nc.gov or Shirley.McFadden@dpi.nc.gov if you have any questions.

Federal Grants - Fiscal Obligations, Liquidations and Reversions FAQ – All PSUs

Guidance for Federal Reversions has been updated to ensure compliance with Federal requirements and ensure efficient processing is in place. A Federal Grants - Fiscal Obligations, Liquidations and Reversions FAQ can be found [here](#) and on NC DPI's website.

Highlighted changes include:

- The allowance of encumbrances in object code 312, except for participant travel costs, which would not be an allowable encumbrance under the Federal regulations. The PSU is responsible for complying with the allowable obligations.
- Indirect costs, that correspond to expenses encumbered, will also need to be encumbered.

Other significant items to consider:

- Only eligible obligations may be encumbered, payroll expenses and travel are not eligible and that other object codes may be excluded from allowable encumbrances based on the definition of an obligation outlined in U.S. Department of Education requirements in 34 C.F.R. 76.707.
- During the liquidation period, if any expenditures are reported to NC DPI outside of the specific account codes that were used to set up encumbrances reported at the end of the period of performance they will be flagged as unallowable costs and those funds will be pulled in the final reversion process. The account code related to the encumbrance cannot be changed during the liquidation period.

FINANCIAL STATEMENT AUDITS – All PSUs

Local Education Agencies and Charter Schools are required to submit their financial statement audits by **October 31st**.

Charter schools that are up for renewal should get their financial statement audit in by the due date as this information is part of the required information that needs to be reviewed for the renewal process.

Please see the [attachment](#) as a reminder of the due dates and submission instructions.

Reminders

Textbook Warehouse not accepting textbook orders from **September 18th through October 10th**

Details are in the September 8, 2023 newsletter *

Current Year (CY) Refunds Webinar – LEAs Only on **September 19, 2023**

Details are in the September 8, 2023 newsletter *

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Details are in the September 8, 2023 newsletter *

PSUs Required to Liquidate and Closeout Federal Grants by **December 31, 2023**

Details are in the September 1, 2023 newsletter *

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



Newsletter BLAST: September 21, 2023

LAST DAY TO REQUEST CASH FOR SEPTEMBER

This special edition is a reminder that the LAST DAY to request cash for the month of September will be **Friday, September 22nd**.

This will enable DPI to effectively close the month of September and get our accounts reconciled before the Go-Live and transition to the new system.

Please see the September 15, 2023 special edition of the newsletter which provides more detailed information on the:

1. the State Accounting System (NCFS) GO LIVE timeline and
2. the cash certification calendar containing blackout dates.

Thank you for your patience and understanding as the State continues to roll out new systems and processing changes. We are doing our best to keep you informed as we get the information.

Questions regarding this newsletter can be sent to: Tina Moore at tina.boyce@dpi.nc.gov (LEAs) and Roxane Bernard at roxane.bernard@dpi.nc.gov (IPSS).

Newsletter BLAST: September 22, 2023

LAST DAY TO REQUEST CASH

Today, **September 22nd**, is the LAST DAY to request cash for the month of September.

This will enable DPI to effectively close the month of September and get our accounts reconciled before the Go-Live and transition to the new system.

Please see the September 15, 2023 special edition of the newsletter which provides more detailed information on the:

1. the State Accounting System (NCFS) GO LIVE timeline and
2. the cash certification calendar containing blackout dates.

Thank you for your patience and understanding as the State continues to roll out new systems and processing changes. We are doing our best to keep you informed as we get the information.

Questions regarding this newsletter can be sent to: Tina Moore at tina.boyce@dpi.nc.gov (LEAs) and Roxane Bernard at roxane.bernard@dpi.nc.gov (IPs).

School Business – September 22, 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.

2023-24 Budget – All PSUs

The Appropriations Bill has moved through the House and the Senate, and will head to the Governor's desk. Governor Cooper has stated that he will allow the bill to become law without his signature. This process will take 10 calendar days. With this information, we are proceeding with preparing the public school allotments.

School Business has posted budget information on their [website](#).

Full [Appropriations Bill](#) - We are in the process of preparing a full summary of all special provisions that will impact K-12, but in the meantime, the [summary posted](#) provides information on items that will impact your major allotments. The budget includes many new and continuing grant programs for which we will provide more information after we have the initial allotments recalculated with the budget changes.

Full [Committee Report](#) - To facilitate the understanding of the Committee Report, we have posted a workbook with the [K-12 money](#) items. This workbook also provides tabs with the salary schedules for teachers and principals.

Last Day to Request Cash – All PSUs

Today, **September 22nd**, is the LAST DAY to request cash for the month of September. Monday, **September 25th**, is the last day to request cash for October before the NCFS black-out period.

This will enable DPI to effectively close the month of September and get our accounts reconciled before the NCFS Go-Live date and transition to the new statewide accounting system.

Please see the September 15, 2023 special edition of the newsletter which provides more detailed information on this.

Questions regarding this newsletter can be sent to: Tina Moore at tina.boyce@dpi.nc.gov (LEAs) and Roxane Bernard at roxane.bernard@dpi.nc.gov (IPSS).

URGENT: Missing ACH Authorization Forms – LEAs Only

Email notification for LEAs missing ACH Authorization Forms were sent to applicable Finance Officers yesterday, September 21st. Please refer to the May 5, 2023 Finance Officer Newsletter, *LEAs: Cash Processing/Modernization Update*, for the original

request and additional information regarding the requirement and update. The ACH is required to move money between the local bank and state cash account in Cash Management.

To avoid owing funds back to the State please deliver or overnight the form by **September 25, 2023**.

Please contact Roxane Bernard, roxane.bernard@dpi.nc.gov, or Tina Moore, tina.boyce@dpi.nc.gov, if you have questions.

Use of Federal Fund - Subscriptions – All PSUs

“When can a subscription for services be obligated and what period of the contract can be paid for with Federal funds?”

A subscription for products or services is made based on a contract or other agreement. The obligation is generally met at the time of the contract. While a subscription may extend beyond the period of performance, federal grant funds may only cover the cost of the subscription services received through the 90-day liquidation period following the period of performance related to the grant.

This questions and answer can be found along with other information regarding obligations, liquidations and reversions in the ‘Overview and [Frequently Asked Questions](#) Related to Federal Grants - Fiscal Obligations, Liquidations and Reversions’ on the DPI website.

Federal Overspent Programs - LEAs Only

DPI will send letters to LEAs who overspent federal programs, providing instructions on how to pay back any federal overspent programs from FY 22-23. Please note, LEAs cannot pay back federal overspent programs through the BUD system.

Also, LEAs cannot prepare BUD entries to pay back Single Audit Questioned Costs regarding federal funds. LEAs will need to send in a check from local funds to pay back federal questioned costs. Please include a description of the PRC and the amount of the repayment along with the check, so that the funds can be applied appropriately.

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

Paid Parental Leave Substitute Reimbursement – Charter Schools, Lab Schools and Regional Schools Only

An IPS that is approved to opt in to paid parental leave for substitutes, by their board of directors, will be required to submit evidence of substitute costs to School Business.

Refer to the [FAQs](#) relating to the paid parental leave substitute reimbursement for charter schools, lab schools and regional schools.

Required Postings on LEA Websites - LEAs Only

By **October 15th**, the following reports are required to be posted on LEAs' websites and on the mainframe for 3 years per [G.S.105.25. \(c\)](#).

1. Expenditure Report with PRC and Object Code Summary

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

2. ABC Transfers – Budget Flexibility Report

All LEA finance officers should have received an Excel template with the 2022-23 ABC transfers that met the threshold. The template was sent via email to the finance officers listed in EDDIE on Wednesday, September 6, 2023. That email also included a PDF file "ABC Transfers Guidelines FY2023" that will help with completing the Excel template.

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

In addition to posting the information on the LEA website, all LEAs are required by law to complete and submit the template to Michael Ray at the email below by **10/15/2023**.

Email Michael.Ray@dpi.nc.gov ASAP if you have not received the template.

Required Annual Reporting Due October 31, 2023

The SS200 and SS300 reports are due by **October 31, 2023** and will be available by the end of September on the [Financial and Business Services website](#) under "What's New" or by accessing <https://schools.nc.gov/ss200> and <https://schools.nc.gov/ss300> directly.

An annual subscription (request to access) is required to access the reports. The individual submitting the report will also need an active North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your own NCID administrator to set up an account for you. A directory of the local NCID administrators is available [here](#). DPI cannot assign an NCID or reset NCID passwords.

If you have questions related to the SS200 or SS300, please contact student accounting at studentaccounting@dpi.nc.gov.

SS200 Full-Time Personnel Report – All PSUs

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed through October 1 of the

current school year. 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. All *Public-School Units (PSUs) and Independent Public Schools (Charters, Regional, UNC Lab Schools)* must complete this report.

SS300 Local Salary Supplements Report – LEAs only

The SS300 Local Salary Supplements Report is completed by LEAs only. We have added an FAQ tab to answer questions about what is to be included in the SS300 report. If you have questions that are not addressed, please submit an email to studentaccounting@dpi.nc.gov.

Please share this information with other staff that may be involved with data collection and reporting of either of these reports.

Reminders

Retro Pay Related to ESSER II Salaries – All PSUs No State budget will be in place on **September 22, 2023**; an alternative source of funds must be considered
Details are in the September 8, 2023 newsletter *

Textbook Warehouse not accepting textbook orders from **September 18th through October 10th**
Details are in the September 8, 2023 newsletter *

September PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests are due **September 25, 2023**
Details are in the September 1, 2023 newsletter *

2022-23 ABC Transfers Template due on **October 15, 2023**
Details are in the September 8, 2023 newsletter *

FINANCIAL STATEMENT AUDITS – All PSUs must submit the audit by **October 31st**
Details are in the September 15, 2023 newsletter *

PSUs Required to Liquidate and Closeout Federal Grants are expiring on **September 30, 2023** with a liquidation period of **December 29, 2023**
Details are in the September 15, 2023 newsletter *

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

Newsletter BLAST: September 25, 2023

LAST DAY TO REQUEST CASH

Everything is on track for the State to implement their new accounting system as they convert from the current NCAS system to the new NCFS (Oracle-based) system. **The State accounting systems will be off-line and in a "black-out" period for that conversion from October 4th thru October 10th.**

Today, **September 25th**, is the LAST DAY to request cash for the month of October before the NCFS black-out period.

Please note:

- PSUs will need to plan ahead for your CASH needs for October 1st thru October 19th.
- DPI will be able to resume cash processing for the districts on October 16th with deposit dates for State funds on the 19th and Federal on the 20th.
- You will need to request the October Cash needs on September 25th (for all Local, State, and Federal).
 - We will use the information from the cash requested today to inform the State Treasurer of the amount of cash requested that is associated with October cash needs vs. normal September needs.
- Please adhere to these dates and requests. This will enable DPI to effectively close the month of September and get our accounts reconciled before the Go-Live and transition to the new system.
- DPI is aware of the requirement for PSUs to limit advance payments to the minimum amounts needed and in accordance with the actual, immediate cash requirements (frequently referred to as the "3 day" rule), however, the State implementation of the new accounting system requires DPI to implement a 'Black-Out' period where cash cannot be requested. Based on this requirement and out of necessity, DPI is requiring cash needed for operating the first two weeks of October be requested by September 25, 2023.

Please see the September 15, 2023 special edition of the newsletter which provides more detailed information on the:

1. the State Accounting System (NCFS) GO LIVE timeline and
2. the cash certification calendar containing blackout dates.

Thank you for your patience and understanding as the State continues to roll out new systems and processing changes. We are doing our best to keep you informed as we get the information.

Questions regarding this newsletter can be sent to: Tina Moore at tina.boyce@dpi.nc.gov (LEAs) and Roxane Bernard at roxane.bernard@dpi.nc.gov (IPSs).



School Business – September 29, 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.

Budget Bill - while we continue to analyze the budget, please note the following items:

Virtual Charter Schools, impact on local payments

[Section 7.26\(d\)](#)

- Modifies the per pupil Local funding to be consistent with other funding to other charter schools at the per pupil share of the local current expense fund of the LEA (previously capped at \$790)
- Extends the pilot of the 2 virtual charter schools by one year through 2025-26.
- Allows growth of 20% in 2023-24 (previously capped at 2,592 without a State Board waiver).
- Modifies the per pupil State funded allocation to include the per pupil share of Low Wealth and Small County Supplemental funding, (previously excluded from the State funding).

In summary, the virtual charter schools are to be treated like other charter schools related to funding, reporting etc. It is recommended that the LEAs review their local funding and make adjustments to their budgets related to the changes noted above.

Daily deposit Amount Adjustment – Corrected from All PSUs to LEAs only

[Section 7.68](#) Modifies G.S.115C-445 regarding daily deposits, increasing the threshold to \$1,500.

If the board of education gives its approval, deposits shall be required only when the moneys on hand amount to as much as ~~two hundred fifty dollars (\$250.00)~~, one thousand five hundred dollars (\$1,500), but in any event a deposit shall be made on the last business day of the month.

Require Conflict of Interest Training for Certain Public School Employees

[Section 7.41](#) All employees of a local school administrative unit involved in the making or administering of contracts, as described in G.S. 14-234, shall receive a minimum of

two hours of conflicts of interest training regarding the making and administering of contracts. This training shall be within 6 months of the provision becoming law.

Expiring Federal Grants & The Standard Liquidation Period – All PSUs

Several Federal grant funds, including the ESSER II PRCs 171-180, are expiring on **September 30, 2023**. Eligible obligations must be encumbered in the PSUs financial accounting system by September 30, 2023 to be included in the monthly financial report. Federal Reversions will be processed for expiring grants in October.

A PSU may continue to receive services and charge expenses that were properly obligated by September 30 during the liquidation period. PSU's must liquidate all financial obligations incurred under the award no later than 90 calendar days of the end date of the period of performance as specified in the terms and conditions. The liquidation period is the 90-day period after the end of the period of performance for a grant, **December 29, 2023**.

A Federal Grants - Fiscal Obligations, Liquidations and Reversions FAQ can be found [here](#) and on NC DPI's website. Guidance for Federal obligations, liquidations and reversions has been updated to ensure compliance with Federal requirements and ensure efficient processing is in place.

ESSER II and ESSER III Liquidation Extension

USDE has offered a 14-month extension in addition to the standard 90-day liquidation period for ESSER II. A recent [letter](#) published by USDE on September 18, 2023 has confirmed that this 14-month extension will also be available for ESSER III. DPI will establish an application process for requesting the liquidation extension. Each PSU must apply to the USDE through DPI for a liquidation extension. DPI will collect all applications and request the extension for fourteen additional months on behalf of the PSUs that apply.

For ESSER II, any PSU who legally obligates and encumbers ESSER II funds by **September 30, 2023**, and has a portion of those funds for distinct types of contracted services that will not be fully liquidated (services not received and costs not paid) by **December 29, 2023** (the standard liquidation period) may request the extension. The PSU must be able to provide an acceptable justification for needing the extension. Note that needing additional time to expend the funds is not an allowable justification. Allowable justifications include, but are not limited to, supply chain delays, delays in receiving services, or procurement delays.

DPI will provide instructions on how to apply for the ESSER II liquidation extension in October.

Federal Audit Clearinghouse Changes – All PSUs

For PSUs that expend \$750,000 in Federal awards or more during the non-Federal entity's fiscal year, the annual financial statement audit must be completed, and the data collection form and reporting package described in § 200.512, must be submitted to the Federal Government within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. Your organization's auditor typically performs this service for you, when it is applicable.

For information purposes, there is a new website this year for submitting the reporting package to the Federal Government. Per the Federal Audit Clearinghouse site:

- The FAC will transition from the U.S. Census Bureau (Census) to the U.S. General Services Administration (GSA) on October 1, 2023. At that time, all submissions will need to be made through the [new FAC](#) hosted by GSA, including all single audits for entities with 2023 FYE dates. Any draft not fully submitted to the Census FAC before September 30, 2023 may need to be completely re-started at the new GSA FAC. Click [here](#) to access/bookmark the future GSA FAC site, and get updates about the transition.
- For any 2023 submissions with fiscal periods ending between January 1, 2023 and September 30, 2023, requirement 2 CFR 200.512(1) stating that single audits are due to the Federal Audit Clearinghouse 30 days after receipt of the auditor's report(s), is waived. These audits will be considered on time if they are submitted within nine months after their fiscal period end date.

This change does not impact or change the reporting deadlines or requirements to the Local Government Commission (LEAs) or DPI through EpiCenter (charter schools).

Webinar Q & A for Updated Guidance on Local Funds Process - ESSER II Close Out Process - NCFs Conversion Blackout Dates – All PSUs

The responses to the [questions](#) in the webinar have been posted under [Presentations, Guidance, and Training](#) to the website.

From School Planning - LEAs only

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 September 30th are due by **October 10, 2023**. Please submit 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.

October PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

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

From the Office of School Nutrition

School Nutrition Annual Financial Report (FC1-A) due **October 31, 2023** – LEAs only

FY2022-23 Annual Financial Report (FC1-A) must be submitted via School Nutrition Technology System, preferably before but not later than the due date. This is a firm deadline. Office of School Nutrition uses FC1-A data to prepare a legislated report required by G.S. 115C-450, and no extension can be granted to the districts to submit late.

If you expect any delays (due to year-end closeout or other circumstances), you must submit a preliminary report and note in the comments section of FC1-A that the report is preliminary. You can resubmit the financial report once your numbers are final, but we need to receive at least your best estimate by **10/31/2023**. If you have any questions, contact Frank.Cernik@dpi.nc.gov.

Reminders

PSUs Required to Liquidate and Closeout Federal Grants are expiring on **September 30, 2023** with a liquidation period of **December 29, 2023**
Details are in the September 15, 2023 newsletter *

Textbook Warehouse not accepting textbook orders from **September 18th through October 10th**
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Expenditure Report with PRC and Object Code Summary post on LEA's website by **October 15, 2023**
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FINANCIAL STATEMENT AUDITS – All PSUs must submit the audit by **October 31st**
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*View prior newsletters online: [Newsletters and Guidance | NC DPI](#).



Newsletter BLAST: October 3, 2023

The State Budget is now Law. HB 259 is now [Session Law 2023-134](#).

We have posted our updated [Budget Summary](#) documents and [Funding Comparison](#) workbook to the website, under [What's New](#). We have also posted the updated [Salary Schedules](#) for your reference.

The salary schedules are being loaded in LICSAL and should be available to everyone by **Thursday, Oct 5th**.

We will plan on a webinar later next week (likely Friday due to the AIM Conference) to discuss any questions that come up while you review these documents, etc. We will also begin work on the FAQs to support this work and will have those posted and updated as we collect information. If you can funnel the questions thru our generic email sites that will help us coordinate those answers for everyone:

Allotments: Allotments@dpi.nc.gov

Salary: Salary@dpi.nc.gov

Student Accounting: StudentAccounting@dpi.nc.gov

A Couple Items of Note:

All Salary items are retro-active to July 1, 2023.

We are awaiting official information from the State Treasurer's office related on how to implement the retirement rate, etc. As soon as we have additional clarification, we will provide that to you. For now please reference the September 2023 edition of the Retirement Monitor ([Retirement Monitor - September 2023 | My NC Retirement](#)) – below is an excerpt that may be useful.

If the 2023-2025 Budget becomes law after an employer is required to submit contributions, and has a retroactive effective date of July 1, 2023, the Retirement Systems Division (RSD) will create retroactive rate adjustment invoices for any contributions that have already been submitted with respect to employee service rendered on or after July 1, 2023, where it is feasible to do so. Such invoices may be positive (requiring additional contributions) or negative (providing credits against future required contributions), depending on the contribution rates set in the 2023-2025 Budget relative to the rates already paid.

For example, suppose an employer has already reported on employee service for July 2023 and paid retirement contributions of 16.09% of compensation (the recurring-funds retirement

component of the 22.94% total contribution in effect as of June 30, 2023), and the 2023-2025 Budget retroactively requires a contribution at the rate of 17.00% for retirement. Where it is feasible to do so, RSD will create a retroactive rate adjustment invoice for the remaining 0.91% of the compensation that the employer had reported for that pay period. Any additional contributions required from a retroactive rate change will be due by the regular contribution deadline for the payroll period during which the invoice is issued.

Depending on the ultimate timing and details of the 2023-2025 Budget, it may be necessary for RSD to implement retroactive changes through processes other than, or in addition to, issuing retroactive rate adjustment invoices. For example, in 2021, a different process was used after the budget law was enacted in November 2021. RSD will provide additional guidance to employers as needed.

Principal Bonuses are stated to be paid in October, however, with the cross-over to the new NCFS system, the budget certification process, etc. we are still determining when we would have the authority to release those funds to the Public Schools. We should have more clarity next week and will provide you further guidance at that time. In the meantime, we will be working with the appropriate areas in NCDPI to obtain the information we need to execute those bonuses per the legislation.

School Health Support Allotment – PRC 006/007: The Chart of Accounts has been updated for PRC 006 and that should be available for everyone in our systems. You will need time to move your staff and expenditures from PRC 007 to PRC 006. The goal is the end of November to get those funds/personnel moved, so we can delete the codes in PRC 007 that no longer apply and update our salary audit system accordingly.

Allotments: The team is working hard to prepare the official Initial Allotments to implement the state budget passed into law today. Our goal is to have those allocations out no later than **October 20th**. We will then expedite processing the Federal Allocations immediately after the state funds have been processed. The next step after Federal funds have been processed will be the 1st month adjustment for the Charter Schools. We will keep you posted as we progress through our work.

Thank you for your continued support and hard work during this time. Please let us know if you have any questions or concerns.

As a reminder, we are in the cross-over period for the NCFS state system conversion. Cash will not be processed until the week of October 20th.

Let me know if I can be of any assistance -- jennifer.bennett@dpi.nc.gov



Newsletter BLAST: October 5, 2023 – Salary Schedule Update

We apologize for the inconsistencies in the previous salary schedule that posted this week. Please refer to the legislation in Part VII-A of [Session Law 2023-134](#) HB259 regarding compensation of public school employees. The salary schedules are pending formal State Board Approval in November. All Salary items are retro-active to July 1, 2023.

We have posted our revised [Salary Schedules](#) to the website, under [What's New](#). Revisions to the previous salary schedule can be viewed [here](#).

- 1) There were no changes to the certified salary schedules.
- 2) Noncertified salary schedules have been adjusted to reflect the \$15.00 per hour minimum and modified to exclude the 4% increase in the salary range as governed by OSHR.

The salary schedules have been loaded in LICISAL and should be available. Please contact Salary@dpi.nc.gov for assistance if needed.

Thank you for your continued support and hard work during this time. Please let us know if you have any questions or concerns.

Let me know if I can be of any assistance -- jennifer.bennett@dpi.nc.gov

School Business – October 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.

BUDGET FY 23-24

Please refer to the FBS website for updated budget information. We have all our materials under the What's New section. Currently staff are working to get the allocations compiled and executed. We continue to gather your questions for compiling comprehensive FAQs and other guidance documentation. Please use these generic emails as we are monitoring those for these questions.

Allotments: Allotments@dpi.nc.gov

Salary: Salary@dpi.nc.gov

Student Accounting: StudentAccounting@dpi.nc.gov

Policy manuals will be updated and taken to the SBE in November. Information about the new grants will be made available as those areas determine the policies and processes.

If you have urgent questions that cannot wait for the FAQ documents later next week please contact Jennifer Bennett, Senior Director, School Business Services at jennifer.bennett@dpi.nc.gov.

Required Annual Reporting Due October 31, 2023

The SS200 and SS300 reports are due by October 31, 2023 and are available on the Financial and Business Services website under "What's New" or by accessing <https://schools.nc.gov/ss200> and <https://schools.nc.gov/ss300> directly. An annual subscription (request to access) is required to access the reports. The individual submitting the report will also need an active North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your own NCID administrator to set up an account for you. A directory of the local NCID administrators is available here at: [NCID Local Education Agency Administrators | NCDIT](#) DPI cannot assign an NCID or reset NCID passwords. If you have questions related to the SS200 or SS300, please contact student accounting at studentaccounting@dpi.nc.gov.

Reminders

PSUs Required to Liquidate and Closeout Federal Grants are expiring on **September 30, 2023** with a liquidation period of **December 29, 2023**
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School Nutrition Annual Financial Report (FC1-A) are due **October 31, 2023**
Details are in the September 29, 2023 newsletter *

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

Newsletter BLAST: October 10, 2023

Charter School Membership Survey and Local Per Pupil Template – LEAs only

The 2023-2024 [survey](#) and [template](#) are posted on the FBS homepage under [What's New](#) and are due by **October 20, 2023**. This survey is traditionally published annually in October. There are no changes to the survey from the previous year.

G.S. 115C-218-105(d) requires each LEA to provide to the State Board of Education detailed information related to the calculation and transfer of the per pupil share of the LEA's local current expense fund. LEAs are required to provide this information to the State Board of Education by November 1st of each year. In addition, School Business collects data annually on the number of students in each LEA attending charter schools.

All LEAs (not Charter, Regional, or Lab Schools) are required to submit data using both the survey and associated template (Excel workbook.) Tip: Complete the template first, then open the survey. There is a place in the survey to upload the template. If you have questions, contact evelyn.gallegos@dpi.nc.gov.



School Business – October 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.

BUDGET UPDATE – All PSUs

Thank you for all who joined us for our budget webinar for finance directors and finance officers this morning. We have posted the [presentation](#) to the website and provided additional clarification related to the principal salary section for everyone. This presentation should provide a good overview and status of where we are in the budget process, key items of interest, etc.

We will create our official FAQ documents to support these questions and will provide that early next week. Continue to check our [website](#) for more updates.

Thank you for all you do for our schools and students.

Principal Legislated Bonuses FY2023-24

Principal Bonuses will be posted to the LicSAL (Licensure-Salary) System by the end of the day (Friday, Oct 13th). Charter, Lab and Regional schools will receive separate notifications on Monday. Allotments will go out by the end of October. State cash is requested in total and not by PRC, as such, the timing of the allotment within October should not prohibit anyone from obtaining cash to cover these payments.

It is important to remember that all principals must be employed as a principal on October 1st to qualify for this bonus. The LEAs are responsible for verifying the eligibility of the principal. Please reference the attached [FAQ](#) which is also posted under [What's New](#).

Please contact Crystal Zimmerman at crystal.zimmerman@dpi.nc.gov if you have any questions.

From the Office of School Planning for LEAs only:

Needs-Based Public School Capital Fund – GRANT APPLICATION SCHEDULES

New Grant Applications [per G.S. 115C, Article 38B]

The application period for new FY23-24 NBPSCF Capital Grants will open on **November 13, 2023**. Program guidance and application materials 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 **January 5, 2024**.

Supplemental Grant Applications [per SL 2023-134, Section 4.3.(c)]

The special FY23-24 application period for FY22-23 NBPSCF Grant recipients, with projects that are not yet under construction, will open on **January 8, 2024**. Program guidance and application materials 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 under this provision is **June 30, 2024**.

Questions about the NBPSCF Grant program should be directed to Nathan Maune, AIA, via email: nathan.maune@dpi.nc.gov.

The Legislated Survey for Federal Use of Funds is Open – ALL PSUs

Due on Friday, October 27, 2023.

The Survey for Federal Use of Funds has opened and will close on **Friday, October 27, 2023**, at 11:59 p.m.

This mandatory reporting, per [Session Law 2021-3 Section 1.8](#), requires all public school units (PSUs) 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 **PRC's 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.

Do you have more than 20 positions to submit?

PSUs with 20+ positions should submit the "[Established Positions](#)" survey via **email** using the Excel spreadsheet attached to the communication on Friday, October 13, 2023. **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 details 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.

You may also use the links below to access the survey.

Expenditures and Use of Funds: <https://forms.office.com/r/m5zDNKaKSn>

Established Positions: <https://forms.office.com/r/4LqGtVs6VK>

The submission is due to DPI on **Friday, October 27, 2023**. Please ensure that your PSU submits the required information by the deadline.

Reminders

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Newsletter Blast- Update: October 19, 2023

SALARY UPDATE:

We have posted the updated Salary FAQ to the website under our [What's New](#) within the budget section. Please reference that document for the most current information we have available. Here is the link: [Salary FAQ](#).

Please remember that the intent of the any retroactive salary payment is to make employees whole as if we had the budget information on July 1st annually.

To that end, here is the latest information from the State Retirement System:

Retirement rates go into effect immediately when the budget bill becomes law and are also retroactive per legislation. The Retirement Division is under the Office of the State Treasurer. They issue a retirement monitor newsletter that typically provides their instructions for implementing any retirement rate adjustments.

- Typically, **correcting any July checks need to be completed in October**, any August checks in November and any September checks in December to correct those checks. The State Treasurer has a 90-day window in which pay adjustments can be made without penalty.
- If you have questions/concerns you may contact the retirement office at 919-814-4590 or oer@nctreasurer.com.
- For FY 2023-2024 these newsletters are relevant: You can also refer to the newsletter below that references what to do with a late budget in future years as well.
[Retirement Monitor - Special Edition: Contribution Rates TSERS, CJRS & LRS 2023 | My NC Retirement](#)

[Retirement Monitor - September 2023 | My NC Retirement](#)

Allotment Update:

We have completed processing the Initial State Allotments for the LEAs.

The [allotment summary \(2 pager\)](#) has been posted to the website. It will include the Average Teacher salary to be used for the IFE conversion.

Please understand that there are many moving pieces to our system processing as we must undo the preliminary continuation allocations to repost the official allocations.

Any discrepancies or reported negatives noticed in the Allotment System will be due to temporary un-posting of applicable revisions so that the Allotment Section can do their work. At this time, the system should show current and with no unexpected negatives, as we have re-posted those aforementioned items.

Please be advised that the same process will take place this evening, after 5:00 pm, to get everything into the allotment system due to the timing of the state budget. The Allotment System should be showing current and accurate information tomorrow. (**Friday, October 20th**).

The next amendments you will see in the allotment system are as follows:

- Allotment for PRC 071 (State Supplements) – tomorrow by noon
- Allotment for PRC 048 (Principal Bonuses) – tomorrow by noon
- Reversion for ESSER II PRCs – next week.
- NCVPS Adjustment – next week.

Transportation Allotment (PRC 056) Update due to Legislative Change:

The language enacted in SL 2023-134 Section 7.47: *"at least 95% of available funds must be allotted with the initial allotment, they must be distributed based on efficiency using the most recent data available at the time, and the reserved funds may only be distributed in the event of an emergency need of a local school administrative unit (and only through April 1.)"*

2022-23 data has been used to determine the allocation of PRC 056 funds using an efficiency-based funding formula per G.S. 115C-240(e).

There have been significant changes in ridership across school districts and the buses in use to transport children since COVID, and the new funding reflects those significant changes. Also, due to the legislation it has been determined that DPI may not continue to offer contingency funding for Cooperative Innovative

Highschool transportation, regional school transportation, laboratory school transportation, or highway use tax on new vehicles.

In the past, excess CIHS, regional, and laboratory school transportation expenditures have been removed from the funding base and funds have been allotted separately each year based on demonstrated extra costs, however since we will be unable to offer that contingency funding in 2023-24, we have added all those 2022-23 expenditures into the total funding base.

Stop arm cameras and the new stop arm technology enhancement are separate sources of funding and will continue.

Equipment contingency for significant or unusual costs of equipment failure will continue as normal, but the cutoff will be expenditures through February 29, 2024, as all funds must be distributed by April 1. The price of fuel will continue to be assessed and if a significant deficit is found, the reserve funds may be used to adjust for that as well. For questions, please contact Kevin.Harrison@dpi.nc.gov.

School Business – October 20, 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.

SALARY UPDATE – All PSUs

We have posted the updated Salary FAQ to the website under our [What's New](#) within the budget section. Please reference that document for the most current information we have available. Here is the link: [Salary FAQ](#).

Please remember that the intent of the any retroactive salary payment is to make employees whole as if we had the budget information on July 1st annually.

To that end, here is the latest information from the State Retirement System:

Retirement rates go into effect immediately when the budget bill becomes law and are also retroactive per legislation. The Retirement Division is under the Office of the State Treasurer. They issue a retirement monitor newsletter that typically provides their instructions for implementing any retirement rate adjustments.

- Typically, **correcting any July checks need to be completed in October**, any August checks in November and any September checks in December to correct those checks. The State Treasurer has a 90-day window in which pay adjustments can be made without penalty.
- If you have questions/concerns you may contact the retirement office at 919-814-4590 or oyer@nctreasurer.com.
- For FY 2023-2024 these newsletters are relevant: You can also refer to the newsletter below that references what to do with a late budget in future years as well.

[Retirement Monitor - Special Edition: Contribution Rates TSERS, CJRS & LRS 2023 | My NC Retirement](#)

[Retirement Monitor - September 2023 | My NC Retirement](#)

Allotment Update – LEAs only

We have completed processing the Initial State Allotments for the LEAs. The [allotment summary](#) (2 pager) has been posted to the website. It will include the Average Teacher salary to be used for the IFE conversion.

Please understand that there are many moving pieces to our system processing as we must undo the preliminary continuation allocations to repost the official allocations. Any discrepancies or reported negatives noticed in the Allotment System will be due to

temporary un-posting of applicable revisions so that the Allotment Section can do their work. At this time, the system should show current and with no unexpected negatives, as we have re-posted those aforementioned items.

The Allotment System should be showing current and accurate information on **Friday, October 20th**.

The next amendments you will see in the allotment system are as follows:

- Allotment for PRC 071 (State Supplements)
- Allotment for PRC 048 (Principal Bonuses)
- Reversion for ESSER II PRCs – next week.
- NCVPS Adjustment – next week.

Principal Legislated Bonus FY2023-24 – Charter Schools Only

The [Principal Bonus FAQ](#) posted to the [School Business Website](#) under “What’s New” has been updated to correct some confusion regarding the Principal Bonus for Charter Schools. The guidelines that are in legislation apply to ALL PSUs, this means that the Charter School must have had a principal employed for the “majority of the year” (6 months), and that they are still a principal on October 1, 2023. The only difference is the board of the charter school has leeway on who they designate as the acting school administrator in the event that they don’t have a designated Principal.

IFE Form - LEAs only

The 2023-2024 International Faculty Position Conversion to Dollar Allotment Request form has been updated and is posted on the [FBS Allotments website](#) in the Forms tab. Please read carefully. The window for processing the IFE forms will open after the LEA best 1 of 2 ADM adjustment has been completed, typically the beginning of December.

- 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 \$77,051. 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.

From the Office of District Operations – LEAs only

PRC 056 Transportation Allotment

The language enacted in SL 2023-134 Section 7.47: “at least 95% of available funds must be allotted with the initial allotment, they must be distributed based on efficiency using the most recent data available at the time, and the reserved funds may only be distributed in the event of an emergency need of a local school administrative unit (and only through April 1).”

2022-23 data has been used to determine the allocation of PRC 056 funds using an efficiency-based funding formula per G.S. 115C-240(e).

There have been significant changes in ridership across school districts and the buses in use to transport children since COVID, and the new funding reflects those significant changes. Also, due to the legislation it has been determined that DPI may not continue to offer contingency funding for Cooperative Innovative Highschool transportation, regional school transportation, laboratory school transportation, or highway use tax on new vehicles.

In the past, excess CIHS, regional, and laboratory school transportation expenditures have been removed from the funding base and funds have been allotted separately each year based on demonstrated extra costs, however since we will be unable to offer that contingency funding in 2023-24, we have added all those 2022-23 expenditures into the total funding base.

Stop arm cameras and the new stop arm technology enhancement are separate sources of funding and will continue.

Equipment contingency for significant or unusual costs of equipment failure will continue as normal, but the cutoff will be expenditures through February 29, 2024, as all funds must be distributed by April 1. The price of fuel will continue to be assessed and if a significant deficit is found, the reserve funds may be used to adjust for that as well. For questions, please contact Kevin.Harrison@dpi.nc.gov.

From the Office of School Planning

CLARIFICATION – Needs-Based Public School Capital Fund – LEAs only

All Counties & LEAs applying for a NBPSCF Capital Grant must submit a new application for FY23-24, regardless of prior application status. **Prior applications that did not result in a grant award do not remain active for future grant cycles.** Application schedules are available on the [Capital Funding](#) page of the School Planning website.

Questions about the NBPSCF Grant program should be directed to Nathan Maune, AIA, via email: nathan.maune@dpi.nc.gov.

From the Office of the Center for Safer Schools

School Safety Grant – All PSUs

The 2023 School Safety Grant application opens Friday, October 20, 2023, at noon and closes Monday, **November 13, 2023**, at 11:59 p.m. This funding is available only for public school units (school districts and charter schools) in North Carolina.

The grant categories included in this application are Safety Equipment, Services for Students in Crisis and Safety Training. Please note that funding for the hiring and training of school resource officers is not included in this application.

School districts and charter schools can access the School Safety Grant application through CCIP under "FY 2024, Funding application: Safer Schools."

Before applying for this grant, make sure to read N.C. Session Law 2021-180 (<https://www.ncleg.gov/Sessions/2021/Bills/Senate/PDF/S105v8.pdf>) and Parts II and III of N.C. Session Law 2019-222 ([H75v7.pdf](https://www.ncleg.gov/Sessions/2019/Bills/House/PDF/H75v7.pdf) ([ncleg.gov](https://www.ncleg.gov))).

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

If you have questions, please submit them to schoolsafetygrants@dpi.nc.gov.

Reminders

Charter School Membership Survey and Local Per Pupil Template – LEAs only due on **October 20, 2023**

Details are on the October 10, 2023 newsletter BLAST *

October PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests due on **October 25, 2023**

Details are in the September 29, 2023 newsletter *

The Legislated Survey for Federal Use of Funds is due for all PSUs on **October 27, 2023**

Details are in the October 13, 2023 newsletter *

The SS200 (All PSUs) and SS300 (LEAs only) reports are due by **October 31, 2023**

Details are in the September 22, 2023 and October 13, 2023 newsletters *

FINANCIAL STATEMENT AUDITS – All PSUs must submit the audit by **October 31, 2023**

Details are in the September 15, 2023 newsletter *

School Nutrition Annual Financial Report (FC1-A) are due **October 31, 2023**

Details are in the September 29, 2023 newsletter *

PSUs Required to Liquidate and Closeout Federal Grants are expiring on **September 30, 2023** with a liquidation period of **December 29, 2023**
Details are in the September 15, 2023 newsletter *

Needs-Based Public School Capital Fund Grant Application for LEAs will open on **November 13, 2023** and close on **January 5, 2024**
Details are in the October 13, 2023 newsletter *

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



School Business – October 27, 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.

UPDATE on RETRO-PAY ADJUSTMENTS (ALL PSUS who participate in TSERS – State Retirement System)

For those PSUs who will need the month of November to complete their processing of any retroactive salary adjustments the State Retirement Office is providing this guidance to ensure you do not have a penalty and so your file is cleanly accepted thru the ORBIT system.

The Retirement Systems Division (RSD) recommends to PSUs to report July 2023 retroactive salary increases in November 2023 which can then be accepted by RSD. The PSU can either:

- **PREFERRED METHOD: Report as regular pay, but change the pay period begin date from July 2023 to August 2023 (or later) which will place the payment within 90 days or**
- Change the July 2023 retroactive payment to a bonus with pay period begin dates in August 2023 or later.
 - *For the IPS districts this requires using Object Code 183.*
 - *For the LEAs you would use object code 129 for certified staff and the normal salary codes for the classified staff.*

Please note that some PSUs may try to report June pay period begin dates in their October payroll, but those dates will create the same issue as they are outside the 90-day window and would need to be changed to July pay period begin dates and reported as either regular pay or a bonus.

Please also be advised that all retroactive salary adjustments related to the implementation of the State Budget for salary and benefit increases must be completed by **November 30, 2023**.

If you have any questions please contact, Jennifer.Bennett@dpi.nc.gov.

Initial Allotment Updates

Allotments has posted the following initial allotment supporting documents:

- Statewide Avg Salaries
- Dollars per ADM for Charter and Lab Schools
- Dollars per ADM for Restart Schools

- State Initial Allotment Formulas for FY2023-24

The allotments team is currently working on month one adjustments and charter school initial allotments. These items will be posted in the allotment system by November 7th, due to some items needing State Board approval before they are posted. As a reminder, state allotments will be provided on a monthly basis for charter schools that are non-compliant at the Disciplinary level.

All supporting documentation can be found on the [State Allotments website](#) for the 2023-24 fiscal year.

If you have any questions about initial allotments, please email allotments@dpi.nc.gov. Thank you for your continued support.

ESSER II – Application for Liquidation Extension

The US Department of Education is providing a process to apply for an extension on the liquidation period for ESSER II funds. The US Department of Education acknowledges that some grantees may require flexibility liquidating appropriately encumbered (obligated) ESSER II funds.

Public School Units (PSU) may request an extension for ESSER II funds, as long as the funds were properly obligated (encumbered) by September 30, 2023.

The Final approval of a written request for extension, will be granted by the U.S. Department of Education, and is based upon the specific facts and circumstances, in accordance with 2 CFR § 200.344(b). If approved under this process, the liquidation period may be extended up to 14 months beyond the 90 days already provided to liquidate ESSER II funds.

Without an approved extension, obligated ESSER II funds must be liquidated by **December 29, 2023**.

Application Instructions

Step One:

- Complete the online survey by **November 3, 2023**:
<https://forms.gle/Qs8DsFR4w2q3xCGA8>
- Await further instructions via email from NCDPI, which will contain a link to individualized Google folder to complete the application process

Step Two:

- Complete the Liquidation Extension Request Excel file template and upload all supporting documentation(s) by **November 17, 2023**.

Important Dates:

- ESSER II Encumbrance or Obligation Date: September 30, 2023
- ESSER II Liquidation Date: December 29, 2023

Links to additional information:

US Department of Education "General and Technical Frequently Asked Questions (FAQs): <https://oese.ed.gov/files/2023/05/Updated-Technical-FAQs-for-Liquidation-Extensions-5.5.23.pdf>

Required Annual Reporting Due October 31, 2023

This is the final reminder for the SS200 (All PSUs) and SS300 (LEAs only) reports, which are both due by **October 31, 2023**.

Please refer to September 22, 2023 and October 13, 2023 newsletters for guidance.

From the Office of District Operations – LEAs only

November PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

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

From the Office of District Operations – LEAs only

UPCOMING SURVEY – Carbon Monoxide alarms and Radon Gas testing in schools (LEAs)

The new State Budget (SL 2023-134, Section 7.78) includes a requirement for a Statewide Survey and Report to study the status and cost of carbon monoxide alarms and radon gas testing in schools. DPI will issue this Survey within the next few weeks. Please be aware that there is a very short timeframe for completion of this Survey and Report, and your assistance is most appreciated. We will forward additional details as soon as they become available.

Reminders

The Legislated Survey for Federal Use of Funds is due for all PSUs on **October 27, 2023**

Details are in the October 13, 2023 newsletter *

The SS200 (All PSUs) and SS300 (LEAs only) reports are due by **October 31, 2023**
Details are in the September 22, 2023 and October 13, 2023 newsletters *

FINANCIAL STATEMENT AUDITS – All PSUs must submit the audit by **October 31, 2023**

Details are in the September 15, 2023 newsletter *

School Nutrition Annual Financial Report (FC1-A) are due **October 31, 2023**

Details are in the September 29, 2023 newsletter *

2023 School Safety Grant application for all PSUs opens **Friday, October 20, 2023**, at noon and closes Monday, **November 13, 2023**, at 11:59 p.m.

Details are in the October 20, 2023 newsletter *

PSUs Required to Liquidate and Closeout Federal Grants are expiring on **September 30, 2023** with a liquidation period of **December 29, 2023**

Details are in the September 15, 2023 newsletter *

Needs-Based Public School Capital Fund Grant Application for LEAs will open on **November 13, 2023** and close on **January 5, 2024**

Details are in the October 13, 2023 newsletter *

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



School Business – November 3, 2023

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

Allotment Policy Manual Updates – All PSUs

The State Board of Education approved several [updates to the State Allotment Policy Manual](#) at their November meeting. They have been posted to the website, including a [brief summary of changes](#).

Allotment Updates – LEAs and Charters

There are several allotments that will be posted to the system next week. Below is a timeline on when to expect to see the changes in the system. As a reminder, all charter schools that are not on disciplinary status will receive 100% of their state allotment on November 7.

Charter School State Initial Allotments – Posted to the allotment system by the end of business Tuesday, November 7, 2023.

Month 1 Charter School Adjustments – Posted to the allotment system by the end of business Tuesday, November 7, 2023.

Federal Initial (for all PRCs that have budgets) – Will follow immediately after the charter school allocations.

Please email all questions to allotments@dpi.nc.gov to ensure they get addressed as quickly as possible. Thank you!

CASH processing for November and December – all PSUs

Due to the changes in the NCFS system, we must limit the volume of cash transactions to help ensure a better process flow. We are currently processing cash request once-a-week. This will not violate any State or Federal laws. (Frequently referred to as the “3 day” rule).

Initially, DPI was planning to process cash requests on Monday, and distributions on Wednesday (Local), Thursday (State), and Friday (Federal). However, due to system issues, we are not able to implement that plan at this current time. We had to revamp the process that is more feasible for the system. The following changes have been made to request cash: Monday (Federal), Tuesday (State), and Wednesday (Local), all which would receive funds on Friday.

During the Holiday Schedule, there will be changes to the current processing structure. To receive federal funds in the last week of November, we would have to make the cutoff date November 24, 2023. However, DPI cannot move the cash request date due to the Thanksgiving Holiday. We need four days after the cutoff date to process the local, state, and federal requests. If not processed before November 24th, funds will not be received until December 1st. The dates used in November will impact how we process cash for December.

Please follow the schedule below for November and December. **PLEASE ORDER CASH BY 5:00 PM TO GUARANTEE DELIVERY OF FUNDS ON THE FUND REQUEST DATE.**

- Last Cash Requests for November must be received by:
 - November 16, 2023, to receive Federal Funds on November 22, 2023
 - November 17, 2023, to receive State Funds on November 22, 2023
- Last Cash Requests for December must be received by:
 - December 18, 2023, to receive Federal Funds on December 22, 2023
 - December 19, 2023, to receive State Funds on December 22, 2023

Reminder: We will be processing the September and October Zero-Out next week.

Due to the retirement of Edwin Stone, please send all Cash Management inquiries to Jessica Vaughan (Jessica.Vaughan@dpi.nc.gov) and Laura Greenwood (Laura.Greenwood@dpi.nc.gov).

Financial Statement Audits Due – All PSUs

The financial statement audit was due by October 31st. Although an audit will be considered late after October 31st, DPI will not require a letter of explanation from the PSU's auditor if the audit is remitted before November 30th. After November 30th an explanation from the auditor should be sent to the PSU's board chair with an explanation of the reason for the delay and the estimated completion time. A copy of the letter should be submitted to Irwin.Benjamin@dpi.nc.gov. Please note that untimely audit submissions may be subject to noncompliance procedures.

Local Charter School Transfer of Funds Templates and FAQ

Session Law 2023-134 (HB 259) modified the per pupil Local funding for virtual charter schools to be consistent with other funding to other charter schools at the per pupil share of the local current expense fund of the LEA (previously capped at \$790).

The Local Charter School Transfer Guidance document and templates have been updated to reflect this change. Virtual charter schools are required to remit a monthly transfer request to the applicable LEAs. Guidance and templates are provided on DPI's website under the Webinars section. An FAQ for Local Charter School Transfers can be found on DPI's website under the Webinars section.

Please note the original transfer request and payment templates have both been updated since they were originally published. Charter Schools and LEAs using the templates, should use the most recent templates.

Paid Parental Leave Substitute Reimbursement – Independent Public Schools Only

Finance Directors of Charter Schools (CS) who opt in through EPIC to participate in the Paid Parental Leave Policy and the Lab schools will be required to complete and sign the attestation statement on the [Parental Leave Substitute Reimbursement Form](#).

The interactive form will be made available under Paid Parental Leave in the What's New Section on the [FBS Website](#) after the Office of Charter Schools (OCS) obtains the final compilation of IPSs that elect to opt in. This section also contains a [presentation](#), employee benefits [manual updates](#) and [reimbursement procedure](#) documents relating to paid parental leave. Additional guidance will be provided prior to the first reimbursement submission.

Please adhere to the submission dates to ensure timely allotment reimbursements in January and June. As a reminder, these are allotted with state funds that expire on June 30th. No funding is available to honor requests that are submitted past the final deadline as these reimbursements must be made in the same fiscal year.

For policy questions, contact OCS at ocs@dpi.gov.

For allotment questions, contact Allotments@dpi.nc.gov.

From the District Operations Division – All PSUs

School Safety Grant Reminder

The School Safety Grant application is open in CCIP until 13 November at 11:59 p.m. This grant is for Safety Equipment, Services for Students in Crisis and Training to Increase School Safety. Please submit your application to the "Chief Administrator Approved" status by 13 November.

From the District Operations Division – LEAs only

2023 Year End Unemployment Insurance Benefit Charges

Eileen Townsend, Chief of Insurance, has contacted the NC Department of Employment Security (DES) to inquire about the 2023 Year End Unemployment Insurance Benefit Charges. Unemployment charges are invoiced to NC employers on DES form NCUI 104B

- generally mailed directly to employers or posted to the employer's unemployment account.

DES Tax Department has indicating the NCUI 104B invoices will be sent no later than **December 11, 2023**. The process will not change from prior years. Your 2023 invoice will include employer starting balance, taxable wages, benefits charged amount, and amount due. You will be instructed to complete the worksheets and mail your payments for local, federal and food to DPI. Ms. Townsend will be emailing to finance officers the 2023 unemployment instructions and worksheets prior to the 12/11/2023 date.

Please be on the lookout for this important information. Contact Eileen Townsend (eileen.townsend@dpi.nc.gov) if you have any questions.

Reminders

The SS200 (All PSUs) and SS300 (LEAs only) reports are **PAST DUE, submit ASAP**
Details are in the September 22, 2023 and October 6, 13, 27 2023 newsletters *

Application for ESSER II Liquidation Extension - Complete the online survey by **November 3, 2023** and the application process by **November 17, 2023**. Without an approved extension, obligated ESSER II funds must be liquidated by **December 29, 2023**.

Details are in the October 27, 2023 newsletter *

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Details are in the October 27, 2023 newsletter *

Retroactive salary adjustments related to the implementation of the State Budget for salary and benefit increases must be completed by **November 30, 2023**.

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Details are in the September 15, 2023 newsletter *

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Details are in the October 13, 2023 newsletter *

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



Newsletter Blast- November 7, 2023

UPDATE on ESSER II REVERSIONS – ALL PSUs

Last week School Business Services processed reversions for the ESSER II PRCs reverting any remaining balances less any allowable encumbrances. PSUs should review their remaining ESSER II allotment at this time and notify NC DPI by **November 14, 2023** of any concerns related to the ESSER II allotment reversions. All requests should be remitted by **November 14, 2023** along with evidence of the issue in order for NC DPI to review and have time to restore any encumbrances that are found to have been eligible for the liquidation period that were incorrectly reverted.

Please send your requests along with supporting documents to Kristie.Weber@dpi.nc.gov.

School Business – November 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.

Real Property Status Report – All PSUs

Uniform Guidance requires the award recipients to report on the real property acquired or real-property improvements made throughout the grant funding period for as long as federal interest is retained. ([2 CFR 200.330](#)) In keeping with the requirements, please complete the relevant sections for each real property projects which were *acquired, modified, and/or improved* using ESSER I, ESSER II, and/or ESSER III funding.

All PSUs are required to submit the survey.

The [survey](#) and template are posted on the [FBS homepage](#) under What's New and are due by **December 1, 2023**. Per Uniform Guidance, reporting on the status of the real property is required **annually**. The completion of this questionnaire will be requested every year, starting in 2023, and in September of each year afterwards. ([2 CFR 200.330](#))

Note: For guidance on real property or equipment, please refer to NCDPI's "[Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions.](#)"

For compliance questions, contact albert.woelfle@dpi.nc.gov or jane.seo@dpi.nc.gov.

Reminders

The SS200 (All PSUs) and SS300 (LEAs only) reports are **PAST DUE, submit ASAP**
Details are in the September 22, 2023 and October 6, 13, 27 2023 newsletters *

Financial Statement Audits (all PSUs) are **PAST DUE, submit ASAP**
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School Business – November 17, 2023

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Retention and Promotion Report (all PSUs) – PAST DUE

We are still missing several Retention and Promotion reports. This data is used on NC DPI's statistical profile and also in ECATS (Every Child Accountability and Tracking System). Data collection on PowerSchool ended on October 27, 2023. If you have not submitted, you will need to open a ticket in PowerSchool to unlock the report. You can submit a ticket via the [PS PORTAL](#). We need these reports by **November 27, 2023** or we may have to place your PSU on a non-compliance list.

SS200 Full Time Personnel Report (all PSUs) – PAST DUE

The SS200 Full Time Personnel report was due on October 31, 2023. Failure to provide the report before close of business on **Monday, November 20, 2023**, may result in your school being placed in noncompliant status.

Please go to <https://schools.nc.gov/ss200> to request access to the SS200. You will need an active North Carolina Identity Management identification (NCID) login to access the system. If you (or your staff) need an NCID, or if it has expired, you must contact your own NCID administrator to set up an account for you. A directory of the local NCID administrators is available here at <https://it.nc.gov/support/ncid/administrators/local-education-agency>. DPI cannot assign an NCID or reset NCID passwords. If you have any questions regarding the SS-200 report, please contact, David Cauthorn at David.cauthorn@dpi.nc.gov.

PRC 071 – Supplemental Funds for Teacher Compensation (all PSUs)

Both the FAQ and Per Teacher Max Supplement documents are on the FBS website for reference and guidance. They can be found on the Compensation for Public School Employees page under [Guidance](#) in the FAQs for 2023-24 subsection as well as on the [FBS homepage](#) under "What's New" in the Allotments subsection.

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

From the School Planning Section

Needs-Based Public School Capital Fund (NBPSCF) Grant Applications (LEAs)

The application period for FY23-24 NBPSCF Capital Grants (per G.S. 115C, Article 38B) is NOW OPEN. Program guidance and application materials are available on the Capital Funding page of the School Planning website. The deadline for submitting applications and supporting materials is January 5, 2024. All Counties & LEAs applying for a NBPSCF Capital Grant must submit a new application for FY23-24, regardless of prior application status. Prior applications that did not result in a grant award do not remain active for future grant cycles.

Supplemental (Additional) NBPSCF Grant Applications [per SL 2023-134, Section 4.3.(c)]

The special FY23-24 application period for FY22-23 NBPSCF Grant recipients, with projects that are not yet under construction, will open on January 8, 2024.

Questions about the NBPSCF Grant program should be directed to Nathan Maune, AIA, via email: nathan.maune@dpi.nc.gov.

From the School Planning Section

Superintendent's Survey for School Facilities (LEAs only)

This week, Superintendents received a survey from DPI Communications related to Carbon Monoxide Detection and Radon Gas Testing in School Facilities.

Please complete the survey by **Friday, December 1**. If you did not receive the survey, please reach out to communications@dpi.nc.gov.

From the Office of Digital Teaching and Learning

ALOT Report Update (60-Day Transfer Request Report)

During the upcoming maintenance window this weekend, 11/17/2023, the ALOT Report **Submission End Date** will be extended to **December 1**.

This will unlock the report for any PSUs who need to rerun and review the report. This will not affect reports that have already been reviewed and approved, but it will allow PSUs to "un-approve" and rerun the report until December 1.

Please be sure to review the [ALOT Report FAQ](#) for questions you may have.

Reminder: Summer transfers are not on this report. This report only picks up transfers that happen after the first day of school and within the first 60 calendar days (R2/R3 Entry codes). If a student transferred to your PSU during the summer and is an E1 this school year, they will not be on the report.

If PSUs continue to experience technical issues with this report, please submit a case to [PowerSchool support](#).

From the Office of Digital Teaching and Learning

Fall LCS Report Update November 17, 2023

An additional issue with the data in PowerSchool was identified for the Fall LCS report. This has been corrected and the data reloaded.

Please re-run the Fall LCS report (LEAs only, **charters are exempt**) and revalidate your data.

Fall LCS reminders:

- NCDPI Student Accounting team is the NCDPI contact for LCS report policy questions studentaccounting@dpi.nc.gov.
 - The Class Size Waiver and Affidavit can be found on the following site <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#Forms-1395>
- **Charters are not required to run and submit the LCS report.**
- Data snapshot date of Oct 31 - This applies to enrollments/courses/teachers/sections.
- When a class contains a combination of grades of more than one grade, the maximum class size is determined by the grade span classification of the students constituting the majority in the class.
- The same expression and same lead teacher is considered as a combo class.
- Teachers of combination classes will be counted one time.
- **There are no legislated maximums for class size in grades 4-12 - this data on the report is informational only.**
- LCS is based on [General Statute § 115C-301](#) Allocation of teachers; class size.
- The LCS AVERAGE reports should exclude sections that are coded with the following special programs:
 - NC-Dual Language Immersion
 - NC-Instructional Pull-Out
- LEA wide class size maximum average:
 - Grade K - 18
 - Grade 1 - 16

Grade 2 - 17
Grade 3 - 17

- Individual class size maximum: School Level:

Grade K - 21
Grade 1 - 19
Grade 2 - 20
Grade 3 - 20

Please be aware: teachers at multiple schools will only show with an FTE and Funding Type if they are coded in payroll at these schools. Those coded in payroll at the PSU office or "000" school will not report at the school sites with FTE and Funding Type on the report in PowerSchool. This is OK as it can be accounted for in the payroll file.

LEAs experiencing technical issues with the report and data in PowerSchool please submit a case to [PowerSchool Support](#).

Reminders

The SS200 (All PSUs) and SS300 (LEAs only) reports are PAST DUE, submit ASAP

Details are in the September 22, 2023 and October 6, 13, 27 2023 newsletters *

Financial Statement Audits (all PSUs) are PAST DUE, submit ASAP

Details are in the September 15, 2023 and November 3, 2023 newsletters *

Last Cash Requests for November must be received by **November 16, 2023** for Federal and **November 17, 2023** for State to receive funds on November 22, 2023. Last Cash Requests for December must be received by **December 18, 2023** for Federal and **December 19, 2023** for State to receive funds on December 22, 2023. Details are in the November 3, 2023 newsletter *

Application for ESSER II Liquidation Extension - Complete the online survey by **November 3, 2023** and the application process by **November 17, 2023**. Without an approved extension, obligated ESSER II funds must be liquidated by **December 29, 2023**.

Details are in the October 27, 2023 newsletter *

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects (LEAs only) are due by **November 22, 2023**.

Details are in the October 27, 2023 newsletter *

Retroactive salary adjustments related to the implementation of the State Budget for salary and benefit increases must be completed by **November 30, 2023**.

Details are in the October 27, 2023 newsletter *

Real Property Status Report (all PSUs) – Complete the online survey and the template by **December 1, 2023**.

Details are in the November 13, 2023 newsletter *

PSUs Required to Liquidate and Closeout Federal Grants are expiring on **September 30, 2023** with a liquidation period of **December 29, 2023**

Details are in the September 15, 2023 newsletter *

Needs-Based Public School Capital Fund Grant Application for LEAs will open on **November 13, 2023** and close on **January 5, 2024**

Details are in the October 13, 2023 newsletter *

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



School Business – December 1, 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. Please review the upcoming deadlines for due dates.

Financial Statement Audits Due (all PSUS)

The financial statement audit was due by October 31st. Although an audit was considered late after October 31st, DPI did not require any actions from the PSU's auditor if the audit was remitted before November 30th.

For any PSU not completing and remitting your audit report by November 30th, an explanation for the reason of the delay and the estimated completion time should be sent to the PSU's board chair. A copy of the letter should be submitted to Irwin.Benjamin@dpi.nc.gov. Please note that untimely audit submissions may be subject to noncompliance procedures.

LEAs may submit a copy of the LGC-205 Amendment form in lieu of a letter from the auditor to Irwin.Benjamin@dpi.nc.gov.

From the School Planning Section

December PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests (LEAs only)

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **December 19, 2023**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email at dennis.hilton@dpi.nc.gov.

Upcoming Deadlines

The SS200 reports (All PSUs) are **PAST DUE, submit ASAP**

Details are in the September 22, 2023 and October 6, 13, 27 2023 newsletters *

Financial Statement Audits (all PSUs) are **PAST DUE, submit ASAP**

Details are in the September 15, 2023 and November 3, 2023 newsletters *

Real Property Status Report (all PSUs) – Complete the online survey and the template by **December 1, 2023**.

Details are in the November 13, 2023 newsletter *

Superintendent's Survey for School Facilities (LEAs only) is due by **December 1, 2023**.
Details are in the November 17, 2023 newsletter *

ALOT Reports (all PSUs) are due **December 1, 2023**.
Details are in the November 17, 2023 newsletter *

Last Cash Requests (all PSUs) for December must be received by **December 18, 2023**
for Federal and **December 19, 2023** for State to receive funds on December 22,
2023.
Details are in the November 3, 2023 newsletter *

Federal Grant Liquidation and Closeout (all PSUs) - grants expired on **September 30, 2023** must be liquidated by **December 29, 2023**, excluding ESSER II funds with an approved extension.
Details are in the September 15, 2023 and October 27, 2023 newsletters *

Needs-Based Public School Capital Fund Grant Application for LEAs will close on **January 5, 2024**.
Details are in the October 13, 2023 and November 17, 2023 newsletters *

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



School Business – December 8, 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. Please review the upcoming deadlines for due dates.

ABC Transfers – LEAs Only

The ABC transfer module will open in the allotment system on Monday December 11, 2023. Any requests that are submitted by December 18, will process before the holiday break. As a reminder, the Best 1 of 2 increase and decreases have not been processed yet and could cause your transfer request to be denied if a negative budget is created.

Any IFE transfer request must be sent via email to Quatia Snipes at quatia.snipes@dpi.nc.gov.

If you have any questions please email Kristie Weber, Allotments Section Chief at krisite.weber@dpi.nc.gov.

Allotments Update – LEAs only

The State (OSBM) has finally certified the budget. We are finalizing any allotments (PRCs) that required the certified budget to be executed prior to our allotment of funding now and will be able to communicate to you next week any additional funding expected. If it was NEW dollars, then we typically wait for the certified budget before we may execute those allocations.

There are several state grants that still are in process to have allotment policies finalized, we hope to get all of those to the SBE in January.

The Best 1 of 2 Allocation is being finalized and we expect that adjustment by mid-week.

Paid Parental Leave Substitute Reimbursement Form – IPS Only

The interactive Paid Parental Leave Substitute Reimbursement Form is now available in the [What's New Section](#) under Paid Parental Leave. Only approved schools that opted in are included. This website also contains a presentation, employee benefits manual updates, and reimbursement procedure documents relating to paid parental leave. Additional guidance will be provided prior to the first reimbursement submission.

Please adhere to the submission dates to ensure timely allotment reimbursements in January and June. As a reminder, these are allotted with state funds that expire on

June 30th. No funding is available to honor requests that are submitted past the final deadline as these reimbursements must be made in the same fiscal year.

For policy questions, contact OCS at ocs@dpi.gov.

For allotment questions, contact Allotments@dpi.nc.gov.

From the Office of Academic Standards

After School Robotics and Plasma Games Competitive Grant Opportunities (all PSUs)

In the Appropriations Bill, the General Assembly provided additional funding for the existing programs Plasma Games and After School Robotics (PRC201). As a result, a new round of request for proposals and applications for the 2023-2024 has been opened. The RFPs for these competitive grants are now available in CCIP. Applications for After School Robotics grants are due **December 31, 2023** and will continue to be funded from ESSER funds. Applications for Plasma Games are due **January 15, 2024** and will be funded with non ESSER funds.

Please contact Charles Aiken (charles.aiken@dpi.nc.gov) or Howard Ginsburg (howard.ginsburg@dpi.nc.gov) with any questions.

Upcoming Deadlines

Financial Statement Audits (all PSUs) are **PAST DUE, submit ASAP** with an explanation for the delay.

Details are in the September 15, 2023, November 3, 2023, and December 1, 2023 newsletters *

Last Cash Requests (all PSUs) for December must be received by **December 18, 2023** for Federal and **December 19, 2023** for State to receive funds on December 22, 2023.

Details are in the November 3, 2023 newsletter *

PSBCF, PSBRRF, and NBPSCF lottery revenue monthly distribution requests (LEAs only) are due by **December 19, 2023**.

Details are in the December 1, 2023 newsletter *

Federal Grant Liquidation and Closeout (all PSUs) - grants expired on **September 30, 2023** must be liquidated by **December 29, 2023**, excluding ESSER II funds with an approved extension.

Details are in the September 15, 2023 and October 27, 2023 newsletters *

Needs-Based Public School Capital Fund Grant Application for LEAs will close on **January 5, 2024.**

Details are in the October 13, 2023 and November 17, 2023 newsletters *

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Newsletter Blast - December 14, 2023

UPDATE on Best 1 of 2 – LEAs Only

The best one of two increases and decreases have been posted today in the allotment system in revision 020. If you log into the system, you will be able to see if your LEA has been impacted. If you have any questions, please contact Quatia Snipes at quatia.snipes@dpi.nc.gov.

School Business – December 15, 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. Please review the upcoming deadlines for due dates.



Happy Holidays from the School Business team!

Allotments Update – All PSUs

The following programs and transfers will be posted in the Allotment System on Monday December 18, 2023, in Revision #022:

- PRC 001 – IFE and PET Transfers
- PRC 001 – Special Small Schools
- PRC 029 – Behavioral Support
- PRC 032 – Group and Foster Homes

- PRC 063 – CRC, DDC, and SSR
- PRC 042 & PRC 043 – Transfers
- PRC 036 – Charter School Monthly Installment
- PRC 085 – Reading Camp Signing Bonus & Science of Reading
- PRC 020 – IFE Conversions
- PRC 001 to PRC 004 – Transfers
- PRC 006 to 008 – Transfers
- PRC 083 – CTE Credentials
- PRC 114 – Risk Pool

The following programs and transfers will be posted in the Allotment System no later than Friday December 22, 2203, in Revisions #23 and #24:

- PRC 015 – School Technology Fund and Fines/Forfeitures for August to Oct
- PRC 078 – Digital Learning

ABC Transfers – Any request submitted in the system by the end of the day **December 18** will be processed by December 22.

Upcoming Allotment Notes for January:

For future IFE request use the form at that is linked on the [Allotments Website under forms](#).

The Restart module in the allotment system will open on January 3, 2024 with a due date of **January 17, 2024**. Please follow the instructions in the module to complete your restart transfer request.

School Food Service (SFS) Reimbursement Update – All PSUs

It is our understanding that the NCFS conversion (State system) issues related to the SFS reimbursements has been smoothed out. Should you continue to have delays in your claims, please reach out to The Office of School Nutrition at NC DPI for assistance: Janet Johnson, Assistant Director (Janet.WilliamsJohnson@dpi.nc.gov), and Frank Cernik, Financial Analyst (Frank.Cernik@dpi.nc.gov).

From the Office of District Operations

2023 Unemployment Year End Taxes (LEAs only)

See the 2023 [Employee Worksheet](#) and [Master Worksheet](#). The Department of Employment Security (DES) is expected to post employer's year-end invoices on the DES website and physically mail invoices on Monday, December 11, 2023. You should be able to view your invoice on the DES website.

Please take a moment and read the [2023 UI Instructions](#). Send your worksheets, invoice and payment(s) directly to DPI by January 8, 2024. Please do not overnight payments. Worksheets and invoice (NCUI104B) should be emailed to eileen.townsend@dpi.nc.gov.

2023 Unemployment Year End Invoices (LEAs only)

The NCUI 104B invoice is not available on the DES website at this time. DES has an entirely new computer system and currently the 104B is not made available. Please continue to look for the invoice in the mail. Working with DES to provide further details and information on this, but as of now, you will not find the invoice. Worksheets and payments are due to DPI on January 8, 2024; as of now, DES is making no extensions to their payment due date.

Upcoming Deadlines

Real Property Status Surveys (all PSUs) are **PAST DUE, submit ASAP**.

Details are in the November 13, 2023 newsletter *

Financial Statement Audits (all PSUs) are **PAST DUE, submit ASAP** with an explanation for the delay.

Details are in the September 15, 2023, November 3, 2023, and December 1, 2023 newsletters *

ABC Transfers (LEAs only) - requests that are submitted by **December 18, 2023** will process before the holiday break.

Details are in the December 8, 2023 newsletter *

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Details are in the December 8, 2023 newsletter *

Needs-Based Public School Capital Fund Grant Application for LEAs will close on **January 5, 2024**.

Details are in the October 13, 2023 and November 17, 2023 newsletters *

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School Business – December 21, 2023

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

LEAs and Remote Charter Academies Funding Update

[S.L. 2023-134 Section 7.26\(d\)](#) amends General Statute to extend the two virtual charter pilots through the 2025-26 school year. It also allows virtual charters to receive low-wealth and small county supplemental funding. The session law lifted the \$790 per student cap on local funding as well. As a result, LEAs are now required to fund the full local appropriation.

January Teacher Bonus Update – all PSUs

The Third Grade Read to Achieve Teacher Bonus (PRC 046) and the Principal and Other Teacher Performance Bonuses (PRC 048) will be allotted in January. The staff qualifying for the bonus will be posted to the normal sites; the HR Secure Shell and CTE should be communicating that bonus information.

PSUs are responsible for ensuring that those employees on the listings provided by DPI qualify for these bonuses based on their internal records. You cannot solely rely on the DPI file to ensure compliance. Please contact Michael Ray (michael.ray@dpi.nc.gov) should you have any questions. Please be aware that Michael will have to check with the appropriate program areas to provide you those answers, as SBS compiles the information based on the accountability data and information from other sources. However, SBS is happy to be a single source of contact for you.

New Federal PRC 146 ReThink Grant – all PSUs

Do not prepare a budget in the CCIP system for the new federal PRC 146 ReThink Grant. The CCIP system will not process the federal PRC 146 ReThink Grant budgets. Please prepare journal entries to post your federal PRC 146 allotments.

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

MFR Error Message Issued Report - Invalid Accounts (LEAs Only)

DPI is aware that the MFR Error Message Issued Reports are reflecting valid account codes as "invalid." We are working on correcting the problem. You do not need to take any action at this time.

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

From the Center for Safer Schools

School Safety Grant Update – all PSUs

This year we had an unprecedented number of grant applications, which is incredibly encouraging. The cumulative grant request amount is almost four times the amount of funds that the General Assembly allocated to the School Safety Grants this session.

This makes our review process more critical. We wanted to take a deep, detailed look into the applications since we recognize that we simply don't have enough money to fully fund the requests. Each application has been reviewed and assessed multiple times, and that review is ongoing for the reasons already stated.

We recognize that this year's legislative session lasted much longer than anticipated and, in fact, the budget was only recently certified by the North Carolina Office of State Budget and Management. Rather than try to expedite the award process, we would like to take the rest of this year to finalize the assessment process to ensure we have been as diligent in our review as possible.

Letters of award will be sent out in early January, which will provide us time to align the awards more closely with the Department of Public Instruction finance process. We understand that this might be later than usual, but this year has provided unique circumstances that led us to this decision.

We remain steadfast in our dedication to serve each of you so you can best serve our children statewide. We look forward to awarding this funding as soon as possible.

Upcoming Deadlines

Real Property Status Surveys (all PSUs) are **PAST DUE, submit ASAP**.

Details are in the November 13, 2023 newsletter *

Financial Statement Audits (all PSUs) are **PAST DUE, submit ASAP** with an explanation for the delay.

Details are in the September 15, 2023, November 3, 2023, and December 1, 2023 newsletters *

Federal Grant Liquidation and Closeout (all PSUs) - grants expired on **September 30, 2023** must be liquidated by **December 29, 2023**, excluding ESSER II funds with an

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After School Robotics and Plasma Games Competitive Grant Opportunities (all PSUs) -

Applications for After School Robotics grants are due **December 31, 2023** and applications for Plasma Games are due **January 15, 2024**.

Details are in the December 8, 2023 newsletter *

Needs-Based Public School Capital Fund Grant Application for LEAs will close on

January 5, 2024.

Details are in the October 13, 2023 and November 17, 2023 newsletters *

Unemployment Year End Tax (LEAs only) worksheets, invoice, and payment(s) are due by **January 8, 2024**.

Details are in the December 15, 2023 newsletter *

Restart module (LEAs only) will open on January 3, 2024 in the allotment system and is due **January 17, 2024**.

Details are in the December 15, 2023 newsletter *

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

