

School Business Services

North Carolina Department of Public Instruction



January 5, 2024

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.

[FBS Homepage](#)

New Funding Opportunity for Asbestos and Lead-Based Paint Activities – Upcoming Webinar for All PSUs

The NC DHHS Health Hazards Control Unit (HHCU) is providing a presentation regarding the American Rescue Plan Act (ARPA) Reimbursement Program for NC Public Schools and Charter Schools on **Wednesday, January 10th at 10:00 am**. Under the ARPA Reimbursement Program public schools can be reimbursed up to two-thirds for eligible expenses related to asbestos or lead-based paint abatement or remediation activities. Funding for reimbursement will be available until December 31, 2026, or until it is depleted, whichever comes first.

Finance Officers and Directors, please be on the lookout for the webinar invite and forward it to Maintenance Directors and other personnel involved in asbestos or lead-based paint abatement or remediation activities. Please plan to join us for this meeting, and visit the program's website at <https://www.ncdhhs.gov/divisions/public-health/asbestos-and-lead-based-paint-reimbursement-program-arpa>.

Legislated Survey for Federal Use of Funds – All PSUs

The Survey for Federal Use of Funds has opened and will close on **Friday, January 19, 2024, 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 **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.

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 sent today, Friday, January 5th, 2024 at 8am. **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, January 19, 2024**. Please ensure that your PSU submits the required information by the deadline.

Paid Parental Leave Substitute Reimbursement – Independent Public Schools

The interactive Paid Parental Leave (PPL) Substitute Reimbursement Form is available in the "[What's New](#)" section on the FBS Website under the Paid Parental Leave segment. This section also contains a presentation, employee benefits manual updates and reimbursement procedure documents. A prerecorded webinar and the webinar materials are additional guidance resources created to assist IPSs with the substitute reimbursement submissions.

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.

<u>Beginning Submission Date</u>	<u>Ending Submission Date</u>	<u>Reimbursement Date</u>
Tuesday, January 2, 2024	Thursday, January 12,	Friday, January 26, 2024
Monday, May 20, 2024	2024 Friday, May 31, 2024	Monday, June 10, 2024

For policy questions, contact OCS at ocs@dpi.gov.

For allotment questions, contact Allotments@dpi.nc.gov.

Small County/Low Wealth Signing Bonus for Teachers (PRC 062) – LEAs Only

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 2023-134 \(Section 7A.5\)](#). To prepare the allotment we require all eligible LEAs to complete the following survey:

https://ncdpi.az1.qualtrics.com/jfe/form/SV_a44uQZmBgRNOGyi. 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 Quatia Snipes at quatia.snipes@dpi.nc.gov.

This survey will close on **January 19, 2024**, 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.

State Deposit Inquiries – All PSUs

Please do not contact NC Department of State Treasurer with inquiries about deposits and withdrawals from their state accounts. These questions should be sent to Laura Greenwood (laura.greenwood@dpi.nc.gov) or Jessica Vaughan (jessica.vaughan@dpi.nc.gov) at FBS. Contact Roxane Bernard (roxane.bernard@dpi.nc.gov) and Tina Moore (tina.boyce@dpi.nc.gov) in SBS for other cash transaction assistance.

TA to Teacher Allotment Update – LEAs Only

Today (Friday, January 5th, 2024) the Office of Licensure and Educator Preparation is distributing materials and instructions to Human Resource Directors across the state to begin the data collection for the Teacher Assistant Tuition Reimbursement Program. Please be in communication with your HR Director colleagues about this program implementation.

From the School Insurance Section

2023 Unemployment Insurance - LEAs Only

Please remember all worksheets and 2023 Unemployment NCUI104B invoices are due **Monday, January 8, 2024** to Eileen Townsend at eileen.townsend@dpi.nc.gov.

PLEASE DO NOT OVERNIGHT YOUR CHECKS TO DPI. Payments due from LEAs for local, federal, and child nutrition should be mailed to:

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

If you have not received your 2023 Unemployment invoice from DES, please contact tim.shepherd@commerce.nc.gov or anne.coomer@commerce.nc.gov.

Questions related to benefit charges should be addressed with michelle.sutton@commerce.nc.gov. Thank you for your attention to this important matter.

From the School Planning Section

January 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 **January 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

QUARTERLY REPORTS -- K-12 Facility Grants (SCIF Grants) – LEAs only

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 are due by **January 10, 2024** for the most recent fiscal quarter ending on December 31, 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.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	Real Property Status Surveys	11/13/2023
PAST DUE	Financial Statement Audits	09/15/2023, 11/3/2023, and 12/01/2023
01/15/2024	Plasma Games Competitive Grant Opportunity	12/08/2023

LEAs

DUE DATE	TOPIC	NEWSLETTER
01/05/2024	Needs-Based Public School Capital Fund Grant Application	10/13/2023 and 11/17/2023
01/08/2024	Unemployment Year End Tax Worksheets, Invoice, and Payment(s)	12/15/2023
01/17/2024	Restart Module	12/15/2023

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North Carolina Department of
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North Carolina Department of Public Instruction



January 12, 2024

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.

[FBS Homepage](#)

No new items from SBS this week.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	Real Property Status Survey	11/13/2023
PAST DUE	Financial Statement Audits	9/15/2023, 11/03/2023, and 12/01/2023
01/15/2024	Plasma Games Competitive Grant Opportunity	12/08/2023
01/19/2024	Legislated Survey for Federal Use of Funds	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
01/17/2024	Restart Module	12/15/2023
01/19/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 062) Survey	01/05/2024
01/25/2024	PSBCF, PSBRRF, and NBPSCF Lottery Revenue for Capital Projects Monthly Distribution Requests	01/05/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
01/12/2024	Paid Parental Leave Substitute Reimbursement Form	01/05/2024

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January Principal Pay - LEAs only

Principal pay has been uploaded into the LICISAL System and is now available to LEAs.

Restart Transfers - LEAs Only

The Restart module required system changes to reflect the appropriate LEA average salaries for PRC 004/Program Enhancement Teachers. All requesting Restart LEAs should review their submitted entries for correctness and resubmit if needed. If your transfers include PRC 004, you will need to assess any calculated differences, make the necessary transfer amount adjustments, and resubmit. If you have yet to enter your Restart transfer determinations please enter them as soon as possible, the deadline was extended until **Monday, January 22, 2024, 5:00pm**. Additionally, please ensure to click the "Apply Changes" and "Submit" buttons where applicable so that your transfer requests are submitted properly after final reviews.

Bonus Allotment Adjustments (PRC 048) - All PSUs

An adjustment allotment is being processed for PRC 048/Principal and Other Teacher Performance Bonuses. The previously allotted bonuses (Revision #27) lacked the FICA portion of the AP/IB/AICE bonus. PSUs should be able to see their additional funding to cover FICA early next week.

For questions regarding these announcements, please contact Allotments@dpi.nc.gov.

From the Office of State Budget & Management

IRS Mileage Rates Increase

Effective January 1, 2024, the Internal Revenue Service (IRS) has established [new mileage rates](#) used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. The business standard rate for the use of a car (also vans, pickups or panel trucks) increased from 65.5 cents per mile to 67 cents per mile. Accordingly, and pursuant to G.S. 138-6(a)(1), OSBM will adjust the allowable rate of reimbursement for travel by officers and employees on official state business.

In 2022, the Travel Policies and Regulations section (5.2.13) of the State Budget Manual was updated to reflect **that unless otherwise specified, OSBM will adopt new IRS mileage rates effective January 1 of each calendar year**. In accordance with an agency's policies, a state employee shall be reimbursed at a rate that does not exceed the business standard mileage rate set forth by the IRS. Agencies are advised to visit the IRS website to confirm the annual mileage reimbursement rates on or before January 1 of each year.

Agencies can find additional information regarding IRS standard mileage rates on the [IRS website](#), [OSBM's website](#), or OSBM's Budget Manual [section 5, Travel Policies](#). If you have specific questions regarding these changes, please contact your OSBM Budget Execution Analyst.

From the Office of Systems Modernization

NCDIT Public School Unit & Local Government Unit Subscription Cost Recovery Billing

This message is to inform you about recent changes to public school unit and local government bills for services provided by the N.C. Department of Information Technology. **Beginning with Dec. 15, 2023, invoices, all local government and school system customers now pay a subscription fee, in addition to the service rate to ensure NCDIT recovers its costs as required by law.** Subscription cost is the base charge to customers who use NCDIT as a service provider. This charge is to cover the customer's pro-rated share of NCDIT operating expenses.

The monthly subscription charge you are now seeing on your bill is for the 2023-2024 fiscal year and represents the annual total for this fiscal year divided by 7 months to account for the state budget being approved in October.

NCDIT calculated subscription charges for the 2023-2024 fiscal year for each customer based on their use of IT services (e.g. use of the CICS Mainframe "Region F" MSA Cash Management/Cash Request System) in FY 2022 and nine months of FY 2023.

After determining the average for each customer, NCDIT calculates each customer's percentage of the total. The percentage is then applied to the total subscription budget for the year to determine the amount an individual public school unit or local government is billed.

[See message that was sent out from DIT here.](#)

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
01/19/2024	Legislated Survey for Federal Use of Funds	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
01/19/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 062) Survey	01/05/2024
01/22/2024	Restart Module	12/15/2023

01/25/2024	PSBCF, PSBRRF, and NBPSCF Lottery Revenue for Capital Projects Monthly Distribution Requests	01/05/2024
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School Business Services

North Carolina Department of Public Instruction



January 26, 2024

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FY24 Federal Initial Allotment Summary (Various PRCs) - All PSUs

A summary workbook of the calculated Federal Initial Allotments has been posted online under the What's New section. The amounts listed are typically allotted within 10 business days of an approval received from the Federal Program or Consultant. As a reminder, funds that have already been allotted can be viewed on the public [Allotment data website](#).

Additionally, effective fiscal year 2023-24, the Economic Disadvantage Students (EDS) Free Lunch Data was used for Federal Initial Allotments and a shift in allotment trend may be seen as a result.

Restart Transfers - LEAs Only

All submitted Restart Transfers should be visible in the Allotment System by Tuesday, January 30, 2024.

For questions regarding these announcements, please contact Allotments@dpi.nc.gov.

Improper Payment Review: IDEA & ESF - All PSUs

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 to collect documentation 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.

We expect to receive a list of the sample items for the reviews in February. PSUs selected will be notified of the date that they need to provide supporting documentation. Note there will be a tight timeline for this type of review. PSUs 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 both studies as soon as the dates are shared.

For questions contact Shirley McFadden at shirley.mcfadden@dpi.nc.gov.

Reminders Concerning ESSER Funds Used for Construction - All PSUs

- Construction Projects require a Certificate of Review prior to beginning construction from [DPI School Planning](#) – **Applicable to LEA's Only**. Please consider the lead time for the review by School Planning, which is currently 8 weeks.
- ESSER III (PRC 181) projects need to be scheduled with an intention to be complete by the end of the period of performance. The liquidation period expires on December 29, 2024. There will be an opportunity to request an extended liquidation; however, there is no guarantee that extensions will be available or granted.
- Construction work at schools using Federal Funds must comply with Federal regulations including Davis-Bacon wage requirements. For more information please see [the ESSER and GEER FAQ](#) and the information on [construction in the DPI Website](#).
 - Davis-Bacon wages must be paid for any construction related work paid for with Federal Funds.
 - The Davis-Bacon requirement applies to construction, alteration, and or repair of public buildings including painting and decorating (29 CFR 5) over \$2,000.00.
 - Examples of types of work that required Davis-Bacon includes work over \$2,000 for services such as: mounting/installing security systems, installing keyless entry systems, removal of walls, installation of portable classrooms, repair of sidewalks, and similar work on school facilities.

For questions contact Albert Woelfle at albert.woelfle@dpi.nc.gov or Shirley McFadden at shirley.mcfadden@dpi.nc.gov.

From the School Planning Section

February 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 **February 23, 2024**. 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 Center for Safer Schools

Center for Safer Schools Awards \$35 Million in School Safety Grants

Two hundred thirty North Carolina school districts and charter schools will benefit from \$35 million in safety grants announced Jan. 24 by the Center for Safer Schools.

The funding will be used for safety equipment, training and services for students in crisis. Safety equipment covered by this grant includes items such as cameras, vape detectors, radios and weapons detection systems. Training can include professional development for school leaders to assist students who are experiencing anxiety, trauma and/or conduct problems. Services made available through this grant can include school-based mental health services.

CFSS Executive Director Karen W. Fairley said each application was thoroughly reviewed.

"It is part of the Center's mandate and mission to give public-school units the tools they need to help keep their schools safer – that includes grant funding," she said. "We thank the General Assembly for its generous appropriation that enables us to support North Carolina public schools."

Funding for the hiring and training of school resource officers was a continuation of the \$33 million in SRO funding awarded in October 2022 for the 2022-23 school year.

Awards are subject to all administrative and financial requirements, including timely submission of all financial and programmatic reports; resolution of all interim audit findings; and adherence to allowable expenses.

A list of public-school units that were awarded 2023-24 School Safety Grant funding can be found [here](#). Allotments for the grant will be available in early February.

Deadline Reminders

No items at this time.

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February 2, 2024

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FY24 Federal PRC Data in BAAS (Various PRCs) - All PSUs

At this time, the forward funded flags are set to be flipped once the Allotments Section has received the final approvals from the Federal Programs and EC areas. We expect to receive the final allocations within the next 2 weeks and will update you when these actions have been completed.

After that has occurred for a PRC, the system will look at the actual (Initial) allotment amounts. We apologize for the inconvenience caused by the unalignment of the systems., thank you for your patience as this is a safeguard for DPI's federal compliance requirements. You should work with your financial software vendor to ensure they have the appropriate functional work arounds so your business operations are not impacted.

ESSER II Close-Out - All PSUs

We have executed our preliminary reversions of the ESSER II grants and others that ended December 2023 at the end of January. DPI has a final reconciliation process that we will be doing in the next couple of weeks. We will provide instructions to you related to how and what supporting documentation you need to provide should your data differ from what we have executed in the next couple of weeks.

Keep in mind, the only allowable expenditures from October thru December for the ESSER II grants were for those funds and exact codes that had allowable encumbrances at the end of September. Any expenditures outside of those codes were not eligible for expenditure during that period.

Thank you for your patience as we work through the close-out processes. If you have questions or concerns related to the ESSER II Close, please contact Jane Seo (jane.seo@dpi.nc.gov) and Albert Woelfle (albert.woelfle@dpi.nc.gov). Do not contact Allotments as they are not involved in that final reconciliation work.

Updated Fiscal FAQ for ESSER - All PSUs

The FAQ/Guidance document for fiscal questions related to ESSER has been updated. It is located on the FBS Website in the [COVID Funds Section](#) at the bottom of the page in the Other tab. This is a working document and will be continually updated as we receive additional guidance or questions. DPI provides guidance based on our understanding and does not provide legal counsel.

Please be sure to consult with your Board Attorney in making decisions. Questions regarding programmatic and allowability should be directed toward the Office of Federal Programs.

Conflict of Interest Training for Finance Officers - LEAs Only

The State Board of Education modified Policy [FINO-000](#): Professional Certification for NC School Finance Officers to include two (2) hours of Conflict of Interest (COI) Training as part of their annual CPE requirement of twenty-four (24) hours.

Cash Management Contact Information - All PSUs

Due to vacancies in the AFS-Cash Management Section, Roxane and Tina will be able to assist with your cash management inquiries. Please contact them first. They will forward and work with that section to resolve your inquiry. Thank you for this support.

IPs: Roxane Bernard (roxane.bernard@dpi.nc.gov)

LEAs: Tina Moore (tina.boyce@dpi.nc.gov)

From the Office of Transportation

Stop Arm Enhancement Grant Funding Application - All PSUs

In SL 2023-134 the NC General Assembly directed non-recurring funds for DPI to establish a grant for Public School Units (PSUs) to acquire and install Enhanced School Bus Stop Arms. The program has been established by NC DPI and is governed by State Board of Education policy ALOT-003 which indicates that it will be distributed via allotment in PRC 087.

Three options exist as outlined in the application linked below: extended stop arm, LED illuminated, or both extended and LED illuminated. The application linked below may be submitted by any PSU which has yellow school buses, as defined in [G.S. 20-4.01 \(27\) n](#). The total amount of funds available for award by the Superintendent of Public Instruction to all recipients is \$370,758. The application related to this grant opportunity was provided to Transportation Directors, the Office of Charter Schools, and others receiving NC DPI School Bus list emails on Friday January 26th.

Please review the application carefully including requirements related to data collection. The application must be submitted to Brandon.Smith@dpi.nc.gov via email by **11:59 PM EST February 8, 2024**.

Application:

www.ncbussafety.org/documents/stop%20arm%20enhancement%20application%20final.docx

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024

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February 9, 2024

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LEA Per Pupil Expense (PPE) for FY22-23 - LEAs Only

The Per Pupil Expenses have been loaded in the [North Carolina Public Schools Statistical Profile Website](#).

The following PPE information can be located under the Financial Information Section:

- Table 23 - comparison of Per Pupil Expenditures Current Expense Expenditures Only,
- Table 24 - Per Pupil Expenditure Ranking (Child Nutrition Included) and
- Table 25 - Per Pupil Expenditure Ranking (Child Nutrition Excluded)

For questions, please contact Evelyn Gallegos at evelyn.gallegos@dpi.nc.gov.

Charter School Average Daily Membership (CSADM) - IPSs Only

Phase I - Submission for FY 2024-2025 ADM Projection due by February 18, 2024

The new legislation removes the cap on the maximum allowable ADM growth for schools that do not have a low performing status. This adds a significant challenge to DPI being able to project charter school growth and ensure sufficient funding from the General Assembly. School Business must rely on the charter schools, and it is CRITICAL that School Business Services receives the most accurate planned ADM for the 2024-25 school year. This information will be the basis for our budget request from the General Assembly and will ensure that we have sufficient funding to fund each school's growth.

We have updated the system to capture critical data related to these projections and to meet the new legislation. The system will step you through the process.

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, 2024 are required to report.

All charter school's Head of School are required to submit between **February 8, 2024 – February 18, 2024** the **CSADM Phase I – Submission for FY 2024-2025 ADM Projection**.

The CSADM Projection System is accessible at the following link:

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

We will only accept information submitted by the charter school's **Head of School**. We have scheduled a webinar for **Wednesday, February 14th, at 11:00am** to go through the system if you are new to this process. On Friday, the Webex invite will be sent to Directors to get the IPSs registered for that webinar.

If you have questions about the CSADM system and/or submission, please contact felicia.atkinson@dpi.nc.gov or corey.terry@dpi.nc.gov.

Scheduled State Allotments (Various PRCs) - All PSUs

The following PRCs are scheduled for allotment in the coming week:

- PRC 036: Charter School Transportation Grant
 - For questions pertaining to the Charter School Transportation Grant please contact ashley.baquero@dpi.nc.gov.
- PRC 040/ School Safety Grant – Grant Allotments
- PRC 057/ Transportation of Pupils – Stop Arm Cameras
- PRC 120/ LEA Financed Purchase of School Buses – Delivery #13 Allotments

Additional PRCs not listed may also be processed throughout the week.

Please refer to the Allotment Policy Manual on the [FBS Website](#).

For general State and Federal Allotment questions please contact Allotments@dpi.nc.gov.

FY24 Federal PRC Data in BAAS (Various PRC) - All PSUs

At this time, the forward funded flags (installment required flag) are set to be flipped once the Allotments Section has received the final approvals from the Federal Programs and EC areas.

After that has occurred for a PRC, the system will look at the actual (Initial) allotment amounts.

Federal approvals to-date will be processed next week and then their respective flags will be updated appropriately. To-date, PRCs 047, 051, 060, and 109 have been flipped to show actual amounts in BAAS.

As of February 8, 2024, the following PRCs are scheduled for full allotment and flag update by end of next week. This list is subject to change contingent upon PRC approval/status updates received from Federal Programs.

- PRCs: 049, 050, 103, & 108.

Please refer to the Allotment Policy Manual on the [FBS Website](#).

For general State and Federal Allotment questions please contact Allotments@dpi.nc.gov.

From the Office of Transportation

Deadline Extended - Stop Arm Enhancement Grant Funding Application - All PSUs

In SL 2023-134 the NC General Assembly directed non-recurring funds for DPI to establish a grant for Public School Units (PSUs) to acquire and install Enhanced School Bus Stop Arms. Please see the [School Business Newsletter](#) from February 2nd for more information.

The application deadline for this grant is being extended to allow districts additional time to gather data and the signatures of Finance staff which are participating in the NCASBO conference.

The new deadline is **Thursday, February 15th**. In addition, we are providing further application assistance for any PSU via office hours on Monday, February 12, 10:00 AM - Noon.

Application:

www.ncbussafety.org/documents/stop%20arm%20enhancement%20application%20final.docx

Office Hours Monday, February 12, 10:00 AM – Noon:

<https://ncgov.webex.com/ncgov/j.php?MTID=m73d259d9e3dea81418a8e1d77d52a4a0>

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024

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February 16, 2024

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CLOSED ESSER GRANTS – ALL PSUs

PLEASE do not post expenditures or request cash from any CLOSED ESSER/COVID related PRCs. DPI is doing the final reconciliation work and as we go thru that process, should funding/cash adjustments be needed we will execute those transactions and then provide you with that information for your bank reconciliations.

Continued activity by the PSUs to these closed PRCs creates compliance issues for everyone. If you have inadvertently posted expenditures to these grants, please get those corrected by the end of February so that we do not have to issue a fiscal non-compliance letter to you as we finalize our reconciliations.

Thank you for your prompt attention to this matter.

FY24 Federal Reversions (Various PRCs) - All PSUs

The remaining Final Federal Reversions were processed this week in Revision #38. For general federal reversion questions please contact Allotments@dpi.nc.gov.

Charter School Average Daily Membership (CSADM) - IPSs Only

Phase I - Submission for FY 2024-2025 ADM Projection due by February 18, 2024

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, 2024 are required to report. All charter school's Head of School are required to submit by **February 18, 2024** the CSADM Phase I – Submission for FY 2024-2025 ADM Projection.

Thank you to the 148 IPSs who have completed their entries into the CSADM Projection System. If your IPS has not submitted, please adhere to the deadline, and note that we will only accept information submitted by the charter school's Head of School.

The CSADM Projection System is accessible at the following link:

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

If you have questions about the CSADM system and/or submission, please contact felicia.atkinson@dpi.nc.gov or corey.terry@dpi.nc.gov.

From the Office of School Nutrition

School Nutrition Semi-Annual Financial Report (FC1-A) due March 1, 2024 – LEAs only

This is a reminder that FY2023-24 Semi-Annual Financial Report (FC1-A) must be submitted via School Nutrition Technology System by 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 technical issues or other circumstances), you still 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 it is final, but the Office of School Nutrition needs to receive at least your best estimate by **3/1/2024**. If you have any questions, contact Frank.Cernik@dpi.nc.gov.

Deadline Reminders

ALL PSUs

LEAs

DUE DATE	TOPIC	NEWSLETTER
02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
02/18/2024	Charter School Average Daily Membership (CSADM) -Phase I - Submission for FY 2024-2025 ADM Projection	02/18/2024

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North Carolina Department of
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School Business Services

North Carolina Department of Public Instruction



February 23, 2024

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.

[FBS Homepage](#)

Finance Officer Newsletter - All PSUs

Keep up to date with us through our [Newsletters](#). LEA Finance Officers who are listed in the [EDDIE](#) staff directory are on the listserv to receive the newsletter.

If you are interested in subscribing to the weekly newsletter, please follow the steps provided below:

1. Go to <https://public.govdelivery.com/accounts/NCSBE/subscriber/new>
2. Submit your email address
3. Choose "Financial Officers Newsletter" from the dropdown list.

You can select other subscription topics (i.e.: Charter Schools, Legislative Updates, etc.) from this website. If you transfer to another PSU, you will need to subscribe under your new email address.

From the School Planning Section

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

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 December 31, 2023, were due January 10, 2024. **Reports that have not been submitted are now PAST DUE.** Please submit ASAP using the form located on the Capital Funding page of the School Planning website: [SCIF Quarterly Report](#). Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
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02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024
03/01/2024	School Nutrition Semi-Annual Financial Report	02/16/2024

[View Prior Newsletters](#)



School Business Services

North Carolina Department of Public Instruction



March 1, 2024

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.

[FBS Homepage](#)

Teacher Assistant Tuition Reimbursement Program (PRC 066) - LEAs only

This allotment is still pending information from the Office of Licensure and Educator Preparation; the associated survey closed February 29th. Allocation will likely be mid-March, after the data is received by School Business.

Summer Reading Camp (PRC 016) – All PSUs

This allotment will be processed in April to eligible units.

Other allocations are upcoming as new grant funds are approved and authorized. Please use the allotment email (Allotments@dpi.nc.gov) for any specific questions or if you need supporting documentation. This allows us to track and ensure a response. We are getting ready to work on planning allotments so we want to make sure we can keep up with your emails. This system will be monitored during this time.

From the School Planning Section

March 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 **March 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email at dennis.hilton@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	K-12 Facility Grants Quarterly Reports	02/23/2024
03/01/2024	School Nutrition Semi-Annual Financial Report	02/16/2024

[View Prior Newsletters](#)



North Carolina Department of
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School Business Services

North Carolina Department of Public Instruction



March 8, 2024

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.

[FBS Homepage](#)

Updates to the Allotment Policy Manual

The following changes were approved by the NC State Board of Education during their monthly meeting on March 7, 2024. The adjustments have been made in the allotment policy manuals posted to our [allotments webpage](#).

Digital Learning Initiative (DLI): Digital Literacy Solution (PRC 078)

The deadline to expend funds for licenses was extended from January 31, 2024 to March 31, 2024 to allow school districts time to obtain approval from their local boards.

Health Career Promotion (PRC 253)

This policy was amended to note that it is funded with ARPA Temporary Savings Funds that do not revert. The Department will not disburse any funds until the State Budget Director has notified the Department that the funds will be remitted, and a special provision in line with law was added, which allows DPI to 5 percent of those funds for the direct costs for the statewide administration of the program.

Plasma Games Grant Program (PRC 258)

Revisions included a note that this program is funded with ARPA Temporary Savings Funds that do not revert. The Department will not disburse any funds until the State Budget Director has notified the Department that the funds will be remitted. The policy was updated to add a special provision in line with law which allows DPI to 5 percent of those funds for the direct costs for the statewide administration of the program. The funding formula was also modified to address allotments if the total of all approved applications for funding exceeds the total available funding.

ARP - ESSER III - Summer Career Acceleratory Programs (PRC 188)

The funding formula was modified to allot remaining funds to the NC District Summer Learning Network participating districts.

ARP - ESSER III - Supplemental Academic Enrichment Programs (PRC 189)

The program purpose was expanded to cover supplemental enrichment activities in K-12th grade; the previous policy only covered grades 4-8.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	K-12 Facility Grants Quarterly Reports	02/23/2024
03/25/2024	March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/01/2024

[View Prior Newsletters](#)

School Business Services

North Carolina Department of Public Instruction



March 15, 2024

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.

[FBS Homepage](#)

No new items from SBS this week.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	K-12 Facility Grants Quarterly Reports	02/23/2024
03/25/2024	March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/01/2024

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School Business Services

North Carolina Department of Public Instruction



March 22, 2024

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.

[FBS Homepage](#)

Allotment Revision Schedule Update for Anticipated PRCs

PRCs posting early next week:

- Tuition Reimbursement (PRC 066)
- Economically Disadvantaged Support Funds (PRC 251)
- Plasma Games Grant (PRC 258)
- Indian Gaming (Various PRCs)
- Federal Approvals to Date (Various PRCs)

PRCs posting by end of March:

- EC Headcount Transfers (PRC 032)
- Transportation of Pupils final allotment (PRC 056)
- Position transfer and conversion requests (Various PRCs)
- CRRSA/ESSER II Late Liquidations (Various PRCs)

Title I and Title II Update

The current PRC 050 and 103 N&G CS Initial Allotments have been posted and better align with the calculated FY24 Planning amounts. The following factors must be considered when comparing the variances from prior year allotments; census poverty data changed in the last few years due to Covid fund infusion which created a decrease in overall state poverty, decrease in ADM from prior years, and the FY24 adjustment in the free lunch count methodology.

From the School Planning Section

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, 2024**. 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.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
03/25/2024	March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/01/2024

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School Business Services

North Carolina Department of Public Instruction



March 28, 2024

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.

[FBS Homepage](#)

Getting Ready for Year End Close

It's that time of year that everyone is preparing for the end of the fiscal year and DPI is no exception. Please be aware of the following items related to that work:

Licensure Application Processing Cutoff for Fiscal Year 2024 – LEAs Only

As stated in the Salary Manual, the Licensure Section is committed to processing the Licensure applications received on or before April 15, 2024 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 \(state.nc.us\)](https://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 dropdown:

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2024 ▼	000	Open ▼	Not Licd ▼	<input type="checkbox"/>	Search

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2024 ▼	000	Open ▼	ExpLic ▼	<input type="checkbox"/>	Search

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2024 ▼	000	Open ▼	BadLic ▼	<input type="checkbox"/>	Search

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

BUD Processing – LEAs Only

Friendly reminder that only approved certified salary adjustments will continue to be processed in LicSal. The following will not be processed in LicSal: Object codes greater than 139.

Beginning next week, we are anticipating that BUDS will be processed once a day through the end of April. We anticipate moving to twice a day processing starting mid-May until the end of June.

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

Cash Management Contact Information - All PSUs

Due to vacancies in the AFS-Cash Management Section, Roxane and Tina will be able to assist with your cash management inquiries. Please contact them at CashMgt@dpi.nc.gov. They will forward and work with that section to resolve your inquiry. Thank you for this support.

Datafile Contacts – All PSUs

It is important for DPI to know who to contact for data file errors. Please check our current list to ensure we have the correct information, including a back-up data file contact for your PSU.

Charter, Lab and Regional Schools located under [Data Transfer](#) as of March 2024.
Local Education Agencies (LEAs) located under [Datafile Contacts](#) as of November 2023.
Please contact SchoolFinancialReporting@dpi.nc.gov.

From the School Planning Section

April 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 **April 24, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/01/2024	Needs-Based Public School Capital Fund (NBPSCF) Grant Annual Report	03/22/2024

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North Carolina Department of
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School Business Services

North Carolina Department of Public Instruction



April 5, 2024

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.

[FBS Homepage](#)

SBS Summer Conference Save the Date and Hotel Group Rate

Our annual summer conference will be Thursday, July 25, 2024, at the Sheraton Imperial Hotel Raleigh-Durham Airport at RTP. Please hold that date.

The discounted [Room Block](#) is open and will be available until **June 24th**, so please jump on those rates and secure your room. Thank you for your continued participation in our conference. We will send out more information in the coming weeks.

Updates to the Allotment Policy Manual

The following changes were approved by the NC State Board of Education during their monthly meeting on April 4, 2024. The adjustments have been made in the allotment policy manuals posted to our [allotments webpage](#).

21st Century Community Learning Centers (PRC 110)

Amended to increase the maximum allowed allotment from \$400,000 to \$500,000. Special provisions were added to outline attendance guidelines and how funding will be distributed in three installments. Funds recovered from reduced enrollment can be redistributed to other grant recipients. Summer program funds will be sent in one installment after April 1 each year.

School Improvement Funds (PRC 115)

In the current model, federal school improvement funding supports Comprehensive Support and Improvement Schools and Innovative Partnership Grant Schools. The amendment broadens the flexibility within the policy to allow funding support for Targeted Support and Improvement Schools.

Middle School Reading (PRC 257)

Updates the funding formula from \$250 per ADM to \$201.80 per ADM to align with the Best 1 of 2 average daily membership report.

New Guidance from USED on Notice of Federal Interest for ESSER Funded Construction or Real Property Projects - All PSUs

On March 21, 2024, the U.S. Department of Education (USED) issued new guidance on ESSER funded renovations, major remodeling, construction, or other real property projects. ([USED Recording and Reporting Federal Interest](#))

Per the new guidance, all grantees and subgrantees that have a renovation, major remodeling, construction, or real property project (Project) using \$1 million or more in Federal funds **must** record the notice of Federal Interest (NFI) by **January 28, 2025**.

Projects which cost less than \$1 million are generally exempt unless situations or circumstances exist which may require recording of the NFI as a "prudent safeguard to further protect the Federal interest from other liens that could prevent the building from being used for its educational purposes." Examples given in the new USED guidance:

- Project may require recording NFI if the Federal funds represent a vast majority of the total value
- Project may require recording NFI if the Public School Unit (PSU) or LEA is in high-risk status.

For additional guidance, please review the updated [Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions](#) section on construction and related questions.

Please note: This exemption **does not apply to other construction or annual real property reporting**. All grantees and subgrantees are still subject to annual reporting on the status of construction or real property projects.

Please contact either Albert Woelfle (Albert.Woelfle@dpi.nc.gov) or Jane Seo (Jane.Seo@dpi.nc.gov) with questions.

SylogistEd ERP Demo for K-12 - All PSUs

SylogistEd will be holding a Live Demo of their cloud-based integrated Finance and HR/Payroll Enterprise Resource Planning (ERP) solution for K-12 Public School Units starting at 9AM on Monday, April 15, 2024, in DPI in room 150.

This demonstration will start with a 2-hour session covering SylogistEd ERP finance modules including AP, Purchase Requisition and more, followed by a 1-hour break for lunch. The second session will cover SylogistEd ERP Payroll/HR modules including Payroll, Personnel (HR) and more.

Please [RSVP online](#).

NCDPI building is located at 301 N. Wilmington Street, Raleigh NC 27601. There is free on-street parking within 2 blocks of our building, with street level spaces on N. Blount Street and east of Blount Street. Please visit the [Downtown Raleigh Visitor Parking Map & Lot List on the NC DOA website](#) for more information.

From the Office of Federal Programs - All PSUs ESSER Prepayment

North Carolina has revisited its stance on allowing pre-payment of subscriptions and software licenses. Based on the latest presentations from Bruman and the current wording of ESSER FAQ guidance, prepayment of subscriptions and software licensing will be allowed with ESSER III funds. Prepayment can extend through the 2025-26 school year, not extending beyond June 30, 2026.

Prepayment is different from a liquidation extension.

- Prepayment - requires that the subscription or software license be obligated by September 30, 2024 and paid in full prior to the end of the liquidation period.
- Liquidation Extension – a request to extend the time beyond the liquidation period due to circumstances that prevent the project from being completed. This is intended for impacts due to unforeseen circumstances or delays and market impacts.

It is important to note that prepayment flexibility is only extended for ESSER III funds. If you have any questions regarding prepayment, please contact your regional federal program administrator. Additional guidance will be provided in the [Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions](#).

From the Center for Safer Schools - All PSUs

School Safety Grant Eligibility

To be eligible for funding from the School Safety Grant Program (contingent upon the passage of appropriations from the General Assembly), public-school units must have a complete and updated School Risk Management Plan, anonymous reporting system and panic alarm (hardwired or app).

For more information, send an email to schoolsafetygrants@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/24/2024	April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/28/2024

[View Prior Newsletters](#)

School Business Services

North Carolina Department of Public Instruction



April 12, 2024

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.

[FBS Homepage](#)

Allotments Update - Year End

The allotment revision schedule update for anticipated PRCs is below.

PRCs posting next week:

- Summer Reading Camps (PRC 016)
- Extended Learning and Integrated Student Supports (ELISS) (PRC 52)
- LEA Financed Purchase of School Buses Deliveries (PRC 120)
- Federal Approvals to Date (Various PRCs)

PRCs posting by end of April:

- Holocaust Sub Pay Reimbursements (PRC 003)
- ABCs and Position transfer and conversion requests (Various PRCs)
- Federal Reallocations of unallotted funds (Various PRCs)
- New & Growing Charter School Adjustments (IDEA PRCs)

ABC Transfers

May 17, 2024 is the last day to submit ABC Transfers.

State and Federal Revision Requests

May 31, 2024 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 7, 2024, for fiscal year 2023-24. If additional items are needed past the deadline, they will have to be approved by School Business Leadership.

Low Wealth Calculator

The Low Wealth Planning Allotment calculator will be posted online in the coming week.

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.

FY2024-25 State Planning Allotments & PRC 071 Supplemental Funds for Teacher Compensation

The FY25 State PRC Planning calculations are being finalized next week unless there are unforeseen circumstances.

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

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
01/28/2025	Notice of Federal Interest (NFI) for \$1M+ ESSER Funded Construction or Real Property Projects	04/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/24/2024	April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/28/2024

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School Business Services

North Carolina Department of Public Instruction



April 19, 2024

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.

[FBS Homepage](#)

Cash Calendar Deadlines – All PSUs

Please adhere to the cash calendar deadlines and request cash in sufficient time for state, local and federal check coverage. We are restricted by the State Treasurer and can no longer accommodate regular requests after the deadlines due to the complexity of the transactions and margin for errors. Emergency situations will need approval and may not be able to be accommodated. For assistance with cash management, contact CashMgt@dpi.nc.gov.

Closed ESSER Grants – All PSUs

DPI is in the final stages of reconciliation work for the closed ESSER II PRCs. If funding/cash adjustments are needed, we will execute those transactions and then provide you with an email that includes information for your bank reconciliations. As we near year end:

1. Begin to move over-reported expenditures out of the closed ESSER II PRCs grant PRCs.
2. Cash for these ESSER II PRCs is no longer available for request. Do not request cash for the closed PRCs unless you have been approved for an extended liquidation.
3. Cash provided in excess of expenditures should be refunded back to NC DPI.

Continued activity in these closed PRCs creates possible compliance issues. We anticipate completion of the reconciliation in the upcoming weeks. Thank you for your patience during this process. If you have questions or concerns related to the ESSER II Close, please contact Jane Seo (jane.seo@dpi.nc.gov).

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
05/31/2024	Last day for state and federal revision requests	04/12/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/24/2024	April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/28/2024
05/17/2024	Last day for ABC transfers	04/12/2024

[View Prior Newsletters](#)



School Business Services

North Carolina Department of Public Instruction



April 26, 2024

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.

[FBS Homepage](#)

FY 2024-2025 Budget Update

The Governor released his budget recommendations for the General Assembly's consideration this week. You can find those posted on the [Office of State Budget and Management's \(OSBM\) website](#).

The Short-Session of the General Assembly convened officially this week. They will consider changes to the biennial budget during this session. As we find out more information we will provide updates on our website.

We are working to get you the State Planning allotments for the primary categories issued later next week. Remember these will be based on the Best 1 of 2 Actual ADM from FY 2023-2024. In the meantime, we continue to execute the FY 2023-2024 Budget.

ESSER Survey – All PSUs

All states that received Elementary and Secondary Emergency Relief funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESSER I), Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act (ESSER II), or the American Rescue Plan (ARP) Act (ESSER III) are required to report information to the U.S. Department of Education. DPI will have the ESSER Survey for all PSUs available next week. It will be released with guidance documents.

For your convenience, the Office of Learning Recovery (OLR), Federal Programs and School Business Services (SBS) will cohost a collaborative ESSER Survey Webinar via Zoom. We are anticipating the webinar will be held on **May 9th from 2:00PM – 3:30PM**. The invitation will be sent with the survey.

We anticipate sending the survey next week with a 3 week deadline for submission. All PSUs are required to respond. Please review the survey prior to the webinar so that we can effectively assist with your reporting needs.

More information on this topic will be presented soon.

Allotments Section Update

Congratulations to Quatia Snipes who has been promoted to the Allotment Manager position. Quatia brings several years of experience with the PSU allotments and a wealth of knowledge and managerial experience to this position. We are excited to have Quatia join our leadership team in School Business.

Year End

The allotment revision schedule update for anticipated PRCs is below.

PRCs posting next week:

- Holocaust Sub Pay Reimbursements (PRC 003)
- Teacher Assistant Tuition Reimbursement Adjustments (PRC 066)
- Exceptional Children and IDEA Approvals to Date (Various PRCs)
- ABCs and Position transfer and conversion requests (Various PRCs)
- Federal Approvals to Date (Various PRCs)

PRC adjustments scheduled to post by mid-May:

- New & Growing Charter School Adjustments (IDEA PRCs)
- Federal Reallocations of unallotted funds (Various PRCs)

ABC Transfers

May 17, 2024 is the last day to submit ABC Transfers.

State and Federal Revision Requests

May 31, 2024 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 7, 2024, for fiscal year 2023-24. If additional items are needed past the deadline, they will have to be approved by School Business Leadership.

FY2024-25 State Planning Allotments & PRC 071 Supplemental Funds for Teacher Compensation

Due to unforeseen circumstances, the FY25 State PRC Planning calculations are still being finalized and will be available by the end of next week.

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

Current Year Allotment Overdraft Report – LEAs only

The current year March 2024 Allotment Overdraft report will be made available in WinSCP very soon. Please review the report and refund the state overages as soon as possible. DPI did not assess any penalties for the state overspent.

The information listed on the Allotment Overdraft reports is the same information listed on your monthly Allotment Balance Reconciliation Report (JHA351EG). If you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Refund State or Federal Program Report Code (PRC) Overages - all PSUs

Review your monthly financial reports for all overages. Refund any state and federal overages.

IPS:

- State and Federal – Budget Balance Reconciliation Report (JHA705EG)

LEAs:

- Allotment Balance Reconciliation Report – for State funding (JHA351EG)
- Budget Balance Reconciliation Report - for Federal funding (JHA305EG)

If you are expecting additional allotments, please contact the program administrator and DPI's Allotment section at Allotments@dpi.nc.gov before the end of the fiscal year 23-24. Your PSU should not be recording expenses if your PSU does not have an allotment for those expenses.

Review your monthly Monitoring Letters/MFR Error Report to correct all invalid account codes. Please correct your invalid account codes before your PSU submits the next monthly data files. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov and Tina Moore at tina.boyce@dpi.nc.gov.

From the Office of Federal Programs

ESSER Prepayment Reminder from April 5th Newsletter - All PSUs

North Carolina has revisited its stance on allowing pre-payment of subscriptions and software licenses. Based on the latest presentations from Bruman and the current wording of ESSER FAQ guidance, prepayment of subscriptions and software licensing will be allowed with ESSER III funds. Prepayment can extend through the 2025-26 school year, not extending beyond June 30, 2026.

Prepayment is different from a liquidation extension.

- Prepayment - requires that the subscription or software license be obligated by September 30, 2024 and paid in full prior to the end of the liquidation period.
- Liquidation Extension – a request to extend the time beyond the liquidation period due to circumstances that prevent the project from being completed. This is intended for impacts due to unforeseen circumstances or delays and market impacts.

It is important to note that prepayment flexibility is only extended for ESSER III funds. If you have any questions regarding prepayment, please contact your regional federal program administrator. Additional guidance will be provided in the [Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions](#).

From the Office of School Nutrition

USDA Supply Chain Assistance Funds Allotment (4th Round) - all PSUs

Office of School Nutrition has allocated the 4th round of SCA (Supply Chain Assistance) Funds this week. Eligible and approved School Food Authorities (SFA) can see their amounts in the School Nutrition Technology System (SNTS), under the School Year 2023-2024, in SNP > Claims > Claim - FUNDS for SNP.

Note that this is the same SNTS location that you can look up your prior SCA allocation (under appropriate school year). Unlike prior rounds, the 4th allocation of SCA funds were made available to SFA without having to go through the claiming process. NC DPI have deposited the funds to SFA bank account or sent a paper check (depending if your SFA is set up for ACH). The batch payment was processed at NC DPI on 4/25/2024.

The Q&A document on SCA Funds is available under [SN News & Events page](#). As a reminder – if you are receiving SCA funds, you are required to submit quarterly reports to the Office of School Nutrition on the use of these funds. This requirement is in effect until the funds have been used. If you need the Qualtrics survey link, contact your school nutrition consultant.

From the School Planning Section

May 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 **May 24, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
05/31/2024	Last day for state and federal revision requests	04/12/2024

A previous version of the newsletter stated that May 31st was the deadline for "reversion" requests - it has been corrected to say "revision."

LEAs

DUE DATE	TOPIC	NEWSLETTER
05/17/2024	Last day for ABC transfers	04/12/2024

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School Business Services

North Carolina Department of Public Instruction



May 3, 2024

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.

[FBS Homepage](#)

Annual ESSER Survey - All PSUs

It's the time of year again when DPI collects data on ESSER spending on behalf of the U.S. Department of Education. As you are aware, all states that received Elementary and Secondary Emergency Relief funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESSER I), Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act (ESSER II), or the American Rescue Plan (ARP) Act (ESSER III) are required to report information to the USED. This year's survey has been updated to reflect new information from USED.

For your convenience, the Office of Learning Recovery (OLR), Federal Programs and School Business Services (SBS) will cohost a collaborative Annual ESSER Survey Webinar via Zoom. We are anticipating the webinar will be held on **May 9th from 2:00PM – 3:30PM**.

The ESSER Survey, guidance document, and Zoom Webinar links will be sent later today to various school representatives including Finance Officers and Charter School Executive Directors; however, only one response should be submitted for each PSU.

PSUs will have a **May 24, 2024** deadline for submission. All PSUs are required to respond. Please review the survey prior to the webinar so that we can effectively assist with your reporting needs.

School Level Coding for Instructional Support Positions Receiving PRC 071 State Supplements - LEAs Only

You may continue to "code" those positions at the 000 level (School-wide) and do not need to break them out by school location.

You must make the positions receiving the PRC 071 State Salary Supplements are those who are required to be paid from the legislative certified teacher salary. Those positions are typically paid from State PRC 001 or State PRC 007 and are coded to the school level. Be sure you can provide documentation to support 071 supplements were only paid to these positions, as they will be audited to ensure the intent for

071 funding is applied correctly in the field. Should they not be working directly with students, those should be considered central office positions and should be coded to location 810.

For further information, please see the PRC 071 FAQ posted to our [State Allotments website](#).

Federal Guidance on FLSA Overtime Pay

FBS has posted guidance from the US Department of Labor to the "[What's New](#)" section. This includes an [Overtime Pay Exemptions FAQ](#), as well as a [Fact Sheet on Employees Exempt from the Fair Labor Standards Act \(FLSA\)](#).

PSUs with questions about how this impacts their employee classifications should contact their HR or Legal Departments.

2024-25 Planning Allotments

Planning allotments will be posted next week. We will send a newsletter when that data is available.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
05/31/2024	Last day for state and federal revision requests	04/12/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
05/17/2024	Last day for ABC transfers	04/12/2024
05/24/2024	May PSBCF, PSBRRF, and NBPSCF distribution requests	04/26/2024

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School Business Services

North Carolina Department of Public Instruction



May 10, 2024

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.

[FBS Homepage](#)

Allotments Update - Year End

The allotment revision schedule update for anticipated PRCs is below.

PRCs posting next week:

- ESSER II Reversion Adjustments (Ongoing, Various PRCs)
- Position transfer and conversion requests (Various PRCs)
- Federal Approvals to Date (Various PRCs)

PRC allotments and adjustments scheduled to post before month's end:

- Federal Reallocations of unallotted funds (Various PRCs)
- Additional PRC allotment requests and adjustments as received

ABC Transfers

May 17, 2024 is the last day to submit ABC Transfers in the Allotment system, the module will close at midnight.

State and Federal Revision Requests

May 17, 2024 is the last date for the Allotment Section to receive regular State conversion and transfer requests for position PRCs.

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 10, 2024, for fiscal year 2023-24. If additional items are needed past the deadline, they will have to be approved by School Business Leadership.

FY2024-25 State Planning Allotments & PRC 071 Supplemental Funds for Teacher Compensation

The preliminary allotment information was posted Thursday, May 9, 2024 under the “What’s New” section of the FBS website.

If you have any questions regarding school allotments, please contact Quatia Snipes, Allotments Section Chief, at quatia.snipes@dpi.nc.gov.

Annual ESSER Survey Webinar Resources - All PSUs

Thank you for all who participated in the ESSER Year 4 Survey Webinar yesterday. If you were unable to attend or if you would like to review the webinar content, we have provided resources from the webinar below, as well as on our [What's New](#) section. If you have questions about completing the survey, any of your data, etc. please reach out to our dedicated email address olr-esser-support@dpi.nc.gov. We will make all efforts to respond to emails within 2 business days. The deadline to complete the survey is **May 24, 2024**.

- [Webinar Recording](#)
- [Google Slide Deck](#)
- [Slide Deck \(PDF\)](#)

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
05/24/2024	Annual ESSER Survey - Year 4	05/03/2024
05/17/2024	Last day for state and federal revision requests	05/10/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
05/17/2024	Last day for ABC transfers	04/12/2024
05/24/2024	May PSBCF, PSBRRF, and NBPSCF distribution requests	04/26/2024

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School Business Services

North Carolina Department of Public Instruction



May 17, 2024

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[FBS Homepage](#)

SBS Summer Conference and Hotel Group Rate - all PSUs

Our annual summer conference will be Thursday, July 25, 2024, at the Sheraton Imperial Hotel Raleigh-Durham Airport at RTP. Please hold that date.

If you were not able to reserve a room with the NCASBO rate, the SBS [discounted room block](#) is open and will be available until **June 24, 2024**, so please jump on those rates and secure your room. Thank you for your continued participation in our conference. We will send out more information in the coming weeks.

Year 4 ESSER Survey Office Hours - all PSUs

For your convenience, Federal Programs, School Business Services, and the Office of Learning Recovery will cohost an Office Hours session to answer questions about the annual ESSER survey. It will be held on Tuesday, May 21st at 2:00 pm via Zoom. We will also update the FAQs with the additional questions we receive during the session.

Allotments Update

National Board for Professional Teaching Standards (NBPTS) Certification Fee Reimbursement Program (PRC 198) - all PSUs

Allotments related to additional funds for the NBPTS Certification Fee Reimbursement Program (PRC 198) will be posted to the original PRC 198. PRC 255 was used in some communications in error. The additional funds will be posted next week and can still be found in PRC 198.

Upcoming State Allotment Policy Manual and Funding in Arrears - all PSUs

The State Allotment Policy Manual will be updated to reflect the required changes to implement the Funding in Arrears allocation methodology under [SL2023-134 Section 7.20](#). The revisions will be posted to the What's New section and the Allotments page, pending their approval at the June SBE meeting.

Please note that beginning with FY 24-25 the Best 1 of 2 Actual ADM will be used for State Allotments under the new model. In prior years this data was not used for state funding under this methodology.

From the Center for Safer Schools

School Safety Grant Scoring - all PSUs

Receiving a high score for funding from the School Safety Grant Program (contingent upon the passage of appropriations from the General Assembly) for public-school units is based in part on meeting legislative requirements, including having a complete and updated School Risk Management Plan, anonymous reporting system and panic alarm (hardwired or app). For more information, send an email to schoolsafetygrants@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
05/17/2024	Last day for state and federal revision requests	05/10/2024
05/24/2024	Annual ESSER Survey - Year 4	05/03/2024
06/24/2024	SBS summer conference hotel rate expires	04/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
05/17/2024	Last day for ABC transfers	04/12/2024
05/24/2024	May PSBCF, PSBRRF, and NBPSCF distribution requests	04/26/2024

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School Business Services

North Carolina Department of Public Instruction



May 23, 2024

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[FBS Homepage](#)

2023 – 2024 Year End Closing Key Dates– all PSUs

Please see below the FY 2023 – 2024 year end closing key dates, which are also posted to the [What's New section](#) of our website. Supporting close out instructions will be posted next week.

FEDERAL AND STATE CASH DEADLINES FOR FY 23-24

Emergency cash requests are not allowed. Please plan accordingly for the Funds Requirement Date (FRD) of 6/28/2024, and adhere to the request dates listed below:

Monday, 6/24/2024

- The last day to request **Federal cash** is **6/24/2024** with an FDR of 6/28/2024.

Tuesday, 6/25/2024

- The last day to request **State cash** is **6/25/2024** with an FDR of 6/28/2024.

DATA FILE SUBMISSION DEADLINES

Sunday, 6/30/2024 Prior to **midnight**, please ensure you complete the following:

- Submit your UERS data files for all June activity and send to DPI via eMFTS (electronic managed file transfer).

Monday, 7/1/2024 DPI will begin pulling data files on or after 12:01 AM.

- Your designated contact person **MUST** be available as early as 7AM and released only once a confirmation notification that your data has been received and verified.

DATA FILE CORRECTION DEADLINE

Monday, 7/1/2024 – Wednesday, 7/3/2024 Correction period for June 2024

- **Monday, 7/1/2024**, An email blast will be sent to Finance Officers as soon as the correction period opens.
- **Wednesday, 7/3/2024**, If you discover issues with data and you need to resend your files, you must notify DPI by **7am**.
- **Friday, 7/5/2024** An updated MFR File must be sent on the morning of July 5th to ensure we have captured any and all corrections.

FINAL CASH ZERO OUT DEADLINE

- **Monday, 7/8/2024** Final Cash Zero Out with the reporting period from 7/1/2023 – 6/30/2024 will post.

PERIOD 13 MFR FILES DEADLINE

- DPI needs to receive your Period 13 MFR file no later than August 12th. Your vendors will create the file that transfers to us in the appropriate required UERS format (old COA).

Annual ESSER Survey Extension - All PSUs

Thank you for all who participated in the ESSER Year 4 Survey Office Hours session this week. If you were unable to attend or if you would like to review the content, we have provided a summary from the session below:

DUE DATE CHANGE: DPI is extending the deadline to complete the survey to **noon on May 28, 2024**.

DPI has updated the guidance document to include a link to a PDF copy of the survey (without guidance) and corrected instructions related to question 6.1 and 6.2.

The FAQ will continue to be updated, and includes questions discussed during this week's office hours session.

Please note we did have to make slight modifications to allow sections to be skipped for some PSUs that did not receive some but not all of the funding sources. Please clear cache/cookies on your web browser to ensure you can see any changes in the survey, and review your answers in Sections 1, 2, 3, and 4 prior to submitting your survey.

National Boards (NBPTS) Certification Fee Reimbursement Program Funding

To clarify the allocation for the NBPTS Reimbursements that were allocated this month:

For FY 23-24 and thru Sept 30th, 2024, the funding is in PRC 198 and is funded from ESSER sources. There was an additional \$1 million added of ESSER funds added to support the program this spring. Please use PRC 198 for all reimbursements for the funding appropriated. These funds expire on September 30, 2024.

For FY 24-25 and moving forward the State has provided \$1million recurring State funding for this effort and codified the program into law ([SL 2023-134, Section 7.40](#)). These funds will be allocated beginning in November in STATE PRC 255. That COA and Allotment Policy will be made available in FY 24-25 prior to the allocation of the funding.

The Office of Licensure and Education Preparation (OLEP) prepared the allotment for the ESSER Funding using the two methodologies allowed under the program and to transition their application and model to the

new upcoming State funding process. That is the reason behind the separation of the funding notifications since there are two distinct groups receiving the funding. Please follow the appropriate program requirements under those two models. The OLEP can assist your HR and Payroll Staff's if additional information is needed.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
05/28/2024	Annual ESSER Survey - Year 4	05/03/2024
06/24/2024	SBS summer conference hotel rate	04/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
05/24/2024	May PSBCF, PSBRRF, and NBPSCF distribution requests	04/26/2024

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North Carolina Department of
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School Business Services

North Carolina Department of Public Instruction



May 31, 2024

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.

[FBS Homepage](#)

Closing Procedures for Fiscal Year 2023-2024 - all PSUs

The closing procedures for 2023-2024 have been posted under the [What's New section](#) on our website. If there are any questions, contact Roxane Bernard at roxane.bernard@dpi.nc.gov or Tina Moore at tina.boyce@dpi.nc.gov.

Allotments Update

Allotments and adjustments scheduled to post by June 3rd

- Extended Learning and Integrated Student Supports (ELISS) (PRC 052)
- ESEA TITLE IV, PART A – Stronger Connections Grant Program (PRC 145)
- ESSER II Reversion Adjustments (PRCs 171 & 173)
- Federal Approvals to Date (Various PRCs)
- Allotment Supplemental Adjustment for NR Retirement Funds (Various PRCs)

Allotments and adjustments scheduled to post by June 7th

- Transportation Reserve Fund for Homeless and Foster Children (PRC 081)
- ESSER II Reversion Adjustments (Various PRCs)
- Federal Approvals to Date (Various PRCs)
- Additional PRC allotment requests and adjustments as received

EDDIE Updates and Year End - All PSUs

The data in EDDIE must always be current for the current school year. Enter data that will become effective for 2024-2025 beginning July 1, 2024. For more information, please see the EDDIE Year End Memo on the [SBS EDDIE webpage](#).

From the Office of Exceptional Children

2025 IDEA Grant Update - all PSUs

The CCIP vendor has informed DPI of a delay in the change to the new Chart of Accounts within the system. PSUs will not be able to submit budgets into CCIP until mid-July. EC Directors should discuss the budget planning with their finance officers and align the Section 611 and Section 619 Use of Funds with the planned budget. The grant application can be changed to Draft Completed without the budget in the system. The programmatic review will take place as the grants are submitted. The fiscal consultants will review everything except the Use of Funds and be prepared to complete the review as soon as the budgets are available in CCIP. The 2025 IDEA grant status must be Draft Completed by 5:00 pm on **May 31, 2024**.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
06/24/2024	SBS summer conference hotel rate	04/05/2024
06/24/2024	Last day to request Federal cash	05/23/2024
06/25/2024	Last day to request State cash	05/23/2024
06/30/2024	June UERS data files due via eMFTS	05/23/2024

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School Business Services

North Carolina Department of Public Instruction



June 7, 2024

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Allotments Update

Allotments and adjustments scheduled to post on or by June 10th

- Charter School Paid Parental Leave Reimbursements (PRC 036)
- Transportation Reserve Fund for Homeless and Foster Children (PRC 081)
- ESSER II Reversion Adjustments (Various PRCs)
- Federal Approvals to Date (Various PRCs)

Allotments and adjustments scheduled to post by June 14th

- ESEA Title I, Part A Reallocation of Unallotted Funds (PRC 050)
- IDEA - Section 611 Grants to States Reallocation of Unallotted Funds (PRC 060)
- ESEA Title II, Part A - Supporting Effective Instruction Reallocation of Unallotted Funds (PRC 103)
- Federal Approvals to Date (Various PRCs)

Prior Year State Over Drafts - LEAs Only

Those of you with prior year State funds that are over the allotments in either dollar or position allotments will be receiving a letter and invoice today related to the funds owed to the State. Please remit those funds so we can all clear these old overdrafts before we close this fiscal year.

This is not for the current fiscal year. We will not assess penalties for the current fiscal year until after we close on June 30th.

Thank you for your prompt attention to this so we can all have a clean close-out.

State and Federal Reconciliations using the JHA Reports - All PSUs

With the various allotment adjustments that have been taking place in June, please run your JHAXXX reconciliation reports using the as of JUNE 30th dates. This will capture all your expenditures posted through May as well as all of the allotments adjustments that are on-going.

The JHAXxx reports can be run then anytime in the month just put the dates in for June 06012024 - 06292024

We wanted to remind you so that you can capture the correct allotment information as well as the current expenditures we have recorded.

NCDPI Uniform Chart of Accounts Reminder - All PSUs

We noticed a few PSUs are using the object code 313 incorrectly and therefore the account codes become invalid account codes.

OBJECT CODE (effective 07/01/2023)

- 313 Contracted Instructional Substitutes (not Advertising Cost) - Include the expenditures for contracting costs associated with providing Instructional (Classroom) Substitutes for the schools.
- 314 Marketing Costs (not Printing and Binding Fees) - 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).

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

From the School Planning Section

June 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 **June 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
06/24/2024	SBS summer conference hotel rate	04/05/2024
06/24/2024	Last day to request Federal Cash	05/23/2024
06/25/2024	Last day to request State Cash	05/23/2024
06/30/2024	June UERS data files due via eMFTS	05/23/2024

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School Business Services

North Carolina Department of Public Instruction



June 14, 2024

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.

[FBS Homepage](#)

Allotments Update

Allotments and adjustments scheduled to post by June 14th

- Federal Approvals to Date (Various PRCs)

Federal Planning Allotments:

- Federal Planning allotments for Grant Year 2025 funding are underway and scheduled for online publication on or by June 21st.
- The CCIP system is not yet ready to accept those planning figures. We anticipate that system being ready by the middle of July.
- The applications for these Federal grants should be available in the CCIP system and those should be prepared and submitted.
- The budget process will catch-up when the system is available.
- Remember these are for the GY 2025 funding which is not allocated until after October (Federal fiscal year). There is time this summer to get the budget submitted that will support your applications.
- If you have other questions, please contact your federal programs contacts.
- If you have questions on the impacts to your financial software, please contact your vendor.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
06/24/2024	SBS summer conference hotel rate	04/05/2024
06/24/2024	Last day to request Federal Cash	05/23/2024

06/25/2024	Last day to request State Cash	05/23/2024
06/30/2024	June UERS data files due via eMFTS	05/23/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
06/25/2024	June PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	06/07/2024

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North Carolina Department of
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June 21, 2024

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.

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Missed Calendar Days 2023-2024 Survey - LEAs Only

All LEAs are required by legislation ([N.C.G.S. 115C-84.2](#)) to complete the Days Missed Survey for school year 2023-2024. The submission is required by the close of business **June 28, 2024**. The survey can be accessed at this link: https://ncdpi.az1.qualtrics.com/jfe/form/SV_cIPFbF7BjfcJqIM and on our website in the ["What's New" section](#). Please send questions to studentaccounting@dpi.nc.gov.

SCHOOL BUSINESS SUMMER CONFERENCE 2024 - All PSUs

Please join us on Thursday, July 25, 2024, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at our usual venue, the Sheraton RTP here in the Raleigh-Durham area. The [Hotel Link for the room discount](#) ends on **June 24th**, please don't wait to reserve your room.

Conference Registration this year is \$160 per person. Instructions to register are below:

1. Follow this link to register: <https://go.ncdpi.gov/24FBSRegistration>
2. Once you have submitted your registration, you will receive an email confirmation from noreply@dpi.nc.gov (subject line "2024 FBS Summer Conference Registration FBS24"). Be sure to check your spam folder if it does not appear in your inbox. The invoice attached to that email will provide you with your conference code and invoice number, which you will need when submitting your payment.
3. Go to go.ncdpi.gov/FBSPayments if paying online with a credit card. You can also pay via invoice and check - instructions on how to do so are on the invoice attached to your registration confirmation.

The current session topics are posted in our ["What's New"](#) section for your review and so you can share with others in your school districts who may want to participate this year. They include two sessions with the US Department of Labor, who will be presenting the new FLSA overtime rules.

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.

Federal Planning Allotments Update

- FBS, Federal Programs, and EC are reviewing the planning allotments for grant year 2025. We will update you when they are posted to our website.
- The CCIP system is not yet ready to accept those planning figures. We anticipate that system being ready by the middle of July.
- The applications for these Federal grants should be available in the CCIP system and those should be prepared and submitted.
- The budget process will catch-up when the system is available.
- Remember these are for the GY 2025 funding which is not allocated until after October (Federal fiscal year). There is time this summer to get the budget submitted that will support your applications.
- If you have other questions, please contact your federal programs contacts.
- If you have questions on the impacts to your financial software, please contact your vendor
- For questions regarding federal planning allotments please contact the Allotment Section at allotments@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
06/24/2024	SBS summer conference hotel rate	04/05/2024
06/24/2024	Last day to request Federal Cash	05/23/2024
06/25/2024	Last day to request State Cash	05/23/2024
06/30/2024	June UERS data files due via eMFTS	05/23/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
06/25/2024	June PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	06/07/2024

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School Business Services

North Carolina Department of Public Instruction



June 28, 2024

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.

FBS Homepage

Federal Planning Allotments

- The following FY2024-25 (Grant Year 2025) Federal Planning Allotments have been prepared by the Allotment Section and concurred by the program's administrating office.
 - Career and Technical Education (CTE) – PRC 017
 - Consolidated Federal Programs - PRCs 047, 050, 051, 103, 104, 107, 108, & 109
 - Things to consider regarding Planning Allotments:
 - Some of the State Awards are showing a decrease in funding from prior year with Title 1 displaying a decrease of approximately \$10M.
 - The calculated planning allotments include the effects of the reported decrease in the State's ADM in conjunction with the Census Data currently available.
- The approved Grant Year 2025 Planning Allotments will be published online, Friday June 27th under the What's New Section.
- The published Planning PRCs should also be available for view in BAAS by Monday, July 1, 2024.
- IDEA Planning Allotments for Grant Year 2025 are still being reviewed by the EC Office and are scheduled to be published and posted next week.
 - PRCs 049, 060, & 070
- The CCIP system is not yet ready to accept those planning figures. We anticipate that system being ready by the middle of July.
- The applications for these Federal grants should be available in the CCIP system and those should be prepared and submitted.
- Remember these are for the GY 2025 funding which is not allocated until after October (Federal fiscal year).

If you have questions on the impacts to your financial software, please contact your vendor. If you have other questions, please contact your federal programs contacts or the Allotment Section at allotments@dpi.nc.gov.

Cash Reminder - All PSUs

Please request any state funds needed for July 3rd by **5:00 pm today, Friday, July 28th**.

Salary Audit Processing- LEAs Only

Friendly reminder that only approved certified salary adjustments will continue to be processed in LicSal. The following will not be processed in LicSal: Object codes greater than 139.

Adjustments will continue to be processed twice a day through the correction period ending July 3, 2024. If you have questions, please contact Salary at Salary@dpi.nc.gov.

CLOSE-OUT REMINDERS – All PSUs

To ensure we have successfully received your required UERS Data File Submissions, your designated contact person **MUST** be available as early as **7AM on Monday, July 1, 2024**. They will be released upon confirmation notification that your data has been received and verified. See the following items below to ensure we have current contact information.

Datafile Contact Listing - The latest contact listing for LEAs is located at [School District Finance Operations | NC DPI](#) and 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, email schoolfinancialreporting@dpi.nc.gov. We need the primary and secondary contact names and numbers, especially if we have June 2024 datafile questions on Monday, July 1, 2024. Datafile contacts must be onsite July 1 and able to run reports as needed.

The correction period for Salary Audit is **Monday, 7/1/2024 – Wednesday, 7/3/2024** for June 2024.

- Monday, 7/1/2024, An email blast will be sent to Finance Officers as soon as the correction period opens.
- Wednesday, 7/3/2024, If you discover issues with data and you need to resend your files, you must notify DPI by 7am.
- Friday, 7/5/2024 An updated MFR File must be sent on the morning of July 5th to ensure we have captured any and all corrections.
- Please have someone available on Friday, 7/5/24, to ensure we have received your final MFR files.

SBS Staff will be monitoring emails this weekend please let us know if you run into any problems.

Update: FY 2024-2025 Budget - All PSUs

The House and Senate agreed to authorize the salary increases that were “intended” for the second year of the biennium. This action took place in [Senate Bill 332](#) and is awaiting the Governor's signature before it becomes law. These increases impact all public school employees.

The 2024-25 salary schedules are posted on our [What's New page](#) and the noncertified increase is 3%.

The benefit rates would be those as presented in the biennium budget for FY 2024-25 [\[SL2023-134, section 39.26 \(c, e\)\]](#):

- Retirement Rate: 24.04%
- Hospitalization rate: \$8,095

SB332 also has a special provision modification to the PRC 071 supplant language that impacts only 3 LEAs and those LEAs are aware.

No additional budget action is anticipated in the near term and in the event that SB 332 is signed into law, School Business staff will begin our process to execute the State Initial Allotments with the second year items. Information will be sent out next week with the timelines of budget implementation items that impact LEAs, Charter Schools, and Lab schools, including ABC transfers, NCVPS reductions, restart transfers, and IFE conversions.

Federal balances by Grant Year from June 30th will be allocated as soon as we complete the close-out process and complete calculations. Our target date is no later than July 11th. Reminder: the balances through May expenditure data are posted on our [What's New page](#).

Invalid Account Codes (Monitoring Reports) - All PSUs

There are still many Public School Units (PSUs) who are reporting invalid account codes in their monthly financial data. Review your latest May 2024 Monitoring Reports that list your invalid account codes.

All expenditures must be coded to valid account codes. The PSU must reclassify any invalid account codes prior to the fiscal year end close out. Failure to correct invalid account code postings may result in incorrect data file postings and the pulling back of state and federal funds during the year end zero out process. The results will be that your PSU will lose their ability to receive the cash for the expenditures coded to invalid account codes.

If you have any questions about the invalid code information on the Monitoring Reports, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or Tina Moore at tina.boyce@dpi.nc.gov.

School Business Services Summer Conference - All PSUs

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

Missed Calendar Days 2023-2024 Survey - LEAs Only

All LEAs are required by legislation ([N.C.G.S. 115C-84.2](#)) to complete the Days Missed Survey for school year 2023-2024. The submission is required by the close of business **June 28, 2024**. The survey can be accessed at this link: https://ncdpi.az1.qualtrics.com/jfe/form/SV_cIPFbF7BjfcJqIM and on our website in the [What's New section](#). Please send questions to studentaccounting@dpi.nc.gov.

From the School Planning Section

July 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 **July 24, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

QUARTERLY REPORTS: K-12 Facility Grants (SCIF Grants) - LEAs Only

Recipients of DPI 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 are due by **July 10, 2024** for the fiscal quarter ending on June 30, 2024. Please submit reports using the form located on the Capital Funding page of [the School Planning website](#). Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
06/30/2024	June UERS data files due via eMFTS	05/23/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
06/28/2024	2023-2024 Missed Calendar Days Survey	06/21/2024

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North Carolina Department of Public Instruction



July 19, 2024

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[FBS Homepage](#)

Salary Audit Exceptions - IPCs Only

The DPI BUD system is no longer active. The online BUD for the salary audit exceptions ended July 3rd. Prior year salary audit exceptions (FY2023-24) can be corrected by submitting a paper 202 to Salary@dpi.nc.gov. The 202 Form has been posted to the [What's New section](#). Further instructions are to follow on prior year refunds. Thank you for your patience and understanding.

PSU Cash Application Information for Ordering Federal Cash – All PSUs

Thank you for those PSUs who were able to join us for one of the webinars this week. For those of you who missed it, a prerecorded webinar will be posted to the website on the [Cash Management page](#). The guidance document for ordering federal cash is now available on this page and under the What's New section on the [Financial and Business Services website](#). For questions, please contact CashMgt@dpi.nc.gov.

School Business Services Summer Conference Registration

Reminder to register for our Summer Conference. We have the session topics as well as the registration and payment links under our [What's New section](#). All registered participants will receive an email with an opportunity to see all sessions in the conference app. No paper packets will be provided, and you will only pick up a name tag on the day of the conference. We look forward to seeing everyone there.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
07/24/2024	Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects	06/28/2024

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School Business Services

North Carolina Department of Public Instruction



July 29, 2024

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SBS Conference 2024

Thank you for attending the SBS Conference 2024 last Thursday. It is always a joy to be able to see and speak with everyone face-to-face. We had over 350 people in attendance including our presenters. We hope the sessions provided everyone with meaningful information. Please take some time this week to provide feedback in the Sched App so that we can continue to improve and offer you meaningful sessions in the future. Please also let us know about any other topics or information you are interested in as we create development opportunities throughout the year.

We are collecting the presentations for the sessions and will be posting them to [our website](#). In addition, we will be awarding 5.25 hours of continuing professional education (CPE) credit for all the LEA CFOs in attendance. They will qualify to meet the professional certification requirements for NC School Finance Officers per [NC SBE State Board Policy FIN-000](#). Please note that NC DPI is not a registered CPE sponsor. CPAs must ensure that the Continuing Professional Education (CPE) credits they are claiming for their annual CPA license requirement align with the requirements set by their state board of accountancy. More information about all other attendees' CPE credits will be sent out later this week.

Allotment Update

Initial Allotments have been posted. We will be allocating the carry forward funding this week. First up will be At-Risk (PRC 069 LEAs only) and Summer School (PRC 016). Please see the table below:

FY 24-25 Carryforward Programs (remaining balanced from FY 2023-24)

PRC #	PRC Name	Expires
016	Summer Reading Camps	October 31, 2024
023	CTE Modernization and Support Grants	December 31, 2024

040	School Safety Grants	June 30, 2025
069	At Risk	August 31, 2024
079	CTE Grade Expansion	Until expended
253	Health Career Promotion Grants	Until expended
254	STEM Grants	December 31, 2024
257	Middle School Reading Grants	December 31, 2024
258	Plasma Games	Until expended

After carryforward is executed, we will provide the update of state funds/grants that will be next in the queue.

From the Office of School Facilities

Needs-Based Public School Capital Fund Grant Applications - LEAs Only

The application period for new FY24-25 NBPSCF Capital Facility Grants will open on August 1, 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 is **September 13, 2024**.

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

From the Office of Systems Modernization

CCIP eGrants Management Application Ready For Federal Grant Year 20-25 - All PSUs

- CCIP was updated for new PSU expanded (19 to 34 digits) Chart of Accounts (CoA) in early July 2024 and to support Grant Year Accounting per the NCFS mandate from the Office of State Controller.
- CCIP was updated to accept budget only applications for Federal Grant Year 25 as of July 21, 2024.
- CCIP was updated to accept budget only applications for Federal Grant Years 20 - 24 as of July 23, 2024.
- Files submitted to DPI via PSU Financial Software Application vendors are processed to CCIP at 4:45PM ET daily.
- Please work with your Financial Software vendor to determine what day you can begin submitting your budget only applications for GY20 (i.e. ESSER) through GY24 as well as budgets for GY25.
- It is important to note that budgets will not include "carryover", but rather each grant year will have an individual budget.

- Also, it is worth noting that if a budget only application doesn't appear for a specific year, it is 1 of 2 things:
 - There are not allotment records coming over for that PRC and grant year in the allotment carryover file and so a budget only application has not been created for that PRC and grant year.
 - We are receiving allotment records for that PRC and grant year in the allotment carryover file but both planning and actual allotments are 0.

Deadline Reminders

There are no upcoming deadlines at this time.

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School Business Services

North Carolina Department of Public Instruction



August 2, 2024

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Chart of Accounts Reminders and Data File - All PSUs

Please see the [attached document](#) which summarizes the new COA that went into effect July 1, 2024. It has been posted to our [What's New page](#) as well. Your vendors should have your software set up accordingly. Please be aware especially of the Fund 3 - Federal Grant Year requirements. Below is an excerpt from the attached document:

The new COA also helps establish the Grant Year funding code segment required by the State to ensure appropriate grant year reporting for the federal funds with the new State ERP Accounting System (NCFS).

- **Grant Year reporting is required for all FUND 3 (Federal Grants).** The X for the grant year segment in Fund 3 must carry a valid # (0 through 9) to align the expenditures to the grant year allotment and cash being drawn from USED for those grants.
- Should a value of 3X be received in the monthly UERS Data File transmissions, that will be treated as an invalid account code and may result in the pullback of federal funds when the monthly processing for cash zero-out is completed.

Other non-defined new segments will return either the X or a Zero, until they are defined by either the LEA (Y) or DPI (X).

Charter School FY 2024-25 Allocations Webinar - IPS Only

Thank you for all who participated in the Charter School Webinar today. If you were unable to attend or if you would like to review the webinar content, the recording has been posted to the [IPS webpage](#).

Carryforward Allotments

The following PRCs were approved for carryforward of remaining balances from FY 23-24. These balances were allotted today, August 2, 2024. This only applies to those PSUs who had balances remaining.

PRC	PRC Name
015	School Technology
016	Summer Reading Camps
023	CTE Modernization and Support
040	School Safety Grant
069	At-Risk Student Services
079	CTE - Education and Workforce Innovation
131	Textbooks
253	Health Career Promotion
254	Increasing Engagement in STEM
257	Middle School Reading
258	Plasma Games

The Allotment team continues to work through the execution of the FY 24-25 Budget. The team expects to complete that execution within the next 2 weeks of all items that do not require Program or SBE Approval related to new grants. Thank you for your patience and we will keep you updated as we continue to execute the funding.

Federal Overspent Programs - LEAs Only

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 23-24.

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

From the Office of School Facilities

Needs-Based Public School Capital Fund Grant Applications FY24-25 - LEAs Only

The application period for new FY24-25 NBPSCF Capital Facility Grants opened on August 1, 2024. 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 **September 13, 2024**.

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

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/13/2024	NBPSCF Capital Facility Grant Applications	07/29/2024

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School Business Services

North Carolina Department of Public Instruction



August 9, 2024

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.

[FBS Homepage](#)

FY2024-25 State Initial Allotments - LEAs

The Legislative Increase (LI) adjustment to base salaries will be processed today in revision #013.

The benefit adjustments of 24.04% for retirement and \$8,095 for hospitalization were already included in the preliminary initial allotment received to-date.

For consistency, the PRC 054 Limited English Proficiency (LEP) LI adjustment that was previously processed in revision #010 was reversed and will be reallocated in revision #013 as well. This technical adjustment will have a net zero impact on your LEP allotment.

FY2024-25 State Initial Allotments - IPSs

Independent Public Schools (IPSs) will receive a budget adjustment for the per pupil share of the Legislated Salary Increase (LI) allotted in PRC 036 for Charters and PRC 038 for Lab Schools. This budget adjustment is \$111.47 per ADM and represents all adjustments to all initial allotments. Note that the LI associated with Exceptional Children's (EC) and Limited English Proficient (LEP) funds are allotted separately. The LI associated with the EC funds was included in the EC allotment in revision 006. The LI associated with LEP funds will be distributed in revision #013.

Additional Allotment Updates- All PSUs

A budget adjustment was completed in revision 010 to adjust the Low Wealth Supplemental Funds (PRC031) to reflect the full formula funding.

All PSUs located in a low wealth county received their respective portion of that funding in that revision.

Several allotments that are related to restricted allocations or grants will be distributed next week along with the "kitchen sink" allocations, which includes various allocations that are not included in initial allotments.

We will provide further updates after those distributions are completed. Thank you for your patience as we execute the FY24-25 budget.

August State Board Meeting Update

The NC State Board of Education (SBE) approved the changes to the Manuals below during its monthly meeting on August 1, 2024. The adjustments have been made in each manual and posted to [our What's New webpage](#).

Allotment Policy Manual

The updates below will reflect new legislation and SBE policy changes, as well the new leading zero PRC coding for the expanded Chart of Accounts and systems modernization efforts. Following is a summary of the changes:

Federal Allotment Policy:

- PRC 082 IDEA Special Education State Improvement Grant - Removes language to ensure funds do not revert but are available for the full 60-month period. It is a competitive grant.

State Allotment Policies:

- PRC 034 Academically Gifted - Updates to reflect the SBE definition of AIG.
- PRC 002 Central Office Administration – Authorizes DPI to reduce the Central Office administration allotment for the salary and benefits for an interim superintendent appointed by the State Board of Education per G.S. 115C-105.39.
- PRC 032/PRC 063/PRC 089 Children with Disabilities Programs - NEW PRC 089 for the various Special State Reserve funds. Updates PRC 063 to include only Developmental Day Centers, which is the largest part of those funds currently. Updates PRC 032 for these changes and codified legislation. Will facilitate NCDPI and the PSUs in managing the various funding streams required for the Children with Disabilities Programs.
- PRC 085 Literacy Interventions - Clarifies language for the next phase of the Science of Reading work.
- PRC 087 Stop Arm Enhancement Funds - Removes language related to the grant option as the grant funds were not continued in FY 24-25.
- PRC 071 Supplemental Funds for Teacher Compensation - 2024-25 language for the supplanting calculation and provides a remedy option for 2024-25. Provides the requirements to remedy any deficiency to be eligible to receive an allotment in FY 2024-25.
- PRC 083 CTE – Credential Program Support – Includes a formula change to allow for 25% of the funding to be executed prior to the final enrollment of students to allow PSUs to procure credential licenses and materials.

NC Public School Personnel Salary Schedules and Manual

Updates were made to implement the 2nd year of the biennium, including Salary Schedules for Public School Employees (Session Law 2023-134, SL 2024-39, and other legislation). This includes a change to the Superintendent's Schedule to align with legislation and allow the LEAs to determine the ADM ranges associated with the legislative salary levels.

School Attendance and Student Accounting (SASA) Manual

The SASA Manual was amended to implement pertinent legislation, funding in arrears, and the new Student Information System (SIS). Revisions include the admission of out-of-state and foreign exchange

students to charter schools, withdrawing students from school, coding attendance on individual student make-up days, the class size waiver request process, guidance about eligibility for use of a modified school calendar, retention of digitized student records, and assignment of Student User Identification numbers. Information about the addition of Pre-K ADM to the K–13 ADM for purposes of school principal salary calculation was added as well; changes to the Principal Salary Schedule are effective January 2025 and will be brought before the Board in the fall for final approval.

Reminder About Inclement Weather Closures

In response to your questions about instructional days and inclement weather, please note the following. Additional information is in the SASA, which has been posted to our What's New page.

School Closings and Instructional Time

Be sure to follow your PSU's Inclement Weather policies in addition to these reminders.

If school is closed in advance of inclement weather (school closed the day before), follow your PSU's plan for making up missed days.

If school is closed early due to inclement weather, the day and the scheduled amount of instructional hours count toward the required minimum number of days and instructional hours.

If school buses are in route to schools when school is canceled for the day, then the day and instructional hours scheduled for that day will count toward the required minimum.

The NCSIS team has provided refreshers on updating these changes in the SIS.

- How to Adjust an Instructional Day in NCSIS
 - [Inclement Weather/Emergency Closure](#)
 - How to Adjust an Instructional Day in PowerSchool
 - [PS QRD: Calendar Changes Document](#)
-

EDDIE Current Grade Levels Update Reminder - IPS Only

Please check your school's records in EDDIE. Pay close attention to the Current Grade Levels field and make sure that it is accurate for FY2024-25. I.e. If you have added a grade(s) in 2024-25 ensure that the Current Grade Level in EDDIE is updated. This will prevent unnecessary audit exceptions with Student Accounting and Accountability. Contact EDDIE@dpi.nc.gov if you have any questions.

Reminder Federal Grants Ending on or Before Sept 30, 2024

Please be reminded that there are [several federal grants](#) that are now allocated and must be accounted for by grant year whose period of performance ends on or before September 30, 2024. The list of grants has also been posted to our [What's New page](#). Please review your federal allotments to ensure you have expended those funds before those grants end. This includes ensuring you have recorded all expenditures and if needed eligible encumbrances to the appropriate grant year in your system.

Reminder grant year reporting means that expenditures and cash drawn are all accounted by grant year for the federal grant funds. These must align. Please work with your software vendors if you are still unclear how to appropriately account for these funds using the new grant year code segment in the Chart of Accounts (COA).

Reminder State Carry Forward Funds Ending on or Before December 31, 2024

Please be reminded that there are several state grants that were allowed to have carry forward funding from FY 23-24 balances into FY 24-25. The table below reflects those PRCs and their ending dates for these carryforward funds. Please ensure you have expended those funds as may be eligible or each of those programs within this time frame.

PRC #	PRC Name	Expires
016	Summer Reading Camps	October 31, 2024
023	CTE Modernization and Support Grants	December 31, 2024
040	School Safety Grants	June 30, 2025
069	At Risk Student Services	August 31, 2024
079	CTE – Education & Workforce Innovation	Until expended
253	Health Career Promotion Grants	Until expended
254	Increasing Engagement in STEM Grants	December 31, 2024
257	Middle School Reading Grants	December 31, 2024
258	Plasma Games	Until expended

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/13/2024	NBPSCF Capital Facility Grant Applications	07/29/2024

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School Business Services

North Carolina Department of Public Instruction



August 15, 2024

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UERS July Data File Update - All PSUs

Due to the complexities of receiving the July UERS datafiles, DPI will not process a cash zero out for state or federal funds for the month of July. Please consider that when ordering any additional August cash.

The August cash zero out process will be based on year-to-date cash and year-to-date expenditures by mid-September.

In addition, be aware that we are looking at alternatives related to refund transactions. Please be patient while we determine the best course of action given our current system limitations.

Allotments Update

FY2024-25 State Initial Allotments - All PSUs

Approximately 95 percent of the FY25 State Budget has now been allotted as of today.

School Business will provide online resources regarding the State Initial formulas, salaries, and dollars per ADM by the end of next week.

We have begun processing "kitchen sink" state allotments (special provision allocations and State grants) (the remaining 5 percent).

The following items of interest will be executed in the coming week:

- PRC 022 – Advanced Teaching Roles Allotment
- PRCs 042 & 043 – CFST Initial Allocation
- PRC 067 – MSA Interns Allotments
- PRC 069 – Treatment Centers Allocations
- PRC 083 – CTE Credentials Initial Allocation (30% of FY23-24 Allotments)

Additional Allotment Updates: LEAs Only

The ABC and Restart transfer modules in the Allotment System are expected to open mid-late next week for submissions.

Thank you for your continued patience as we execute the remaining FY24-25 budget.

If you have general questions, please email allotments@dpi.nc.gov.

SBS Summer Conference Presentations

Thank you for joining us at the 2024 FBS Summer Conference. We enjoyed seeing everyone 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 [What's New page](#).

From the Center for Safer Schools

School Resource Officer Grants - All PSUs

The 2024-2025 School Resource Officer Grants application is **LIVE** in CCIP and will close on Friday, 30 August 2024 at 11:59 p.m. To submit a grant for review and consideration, the application must be submitted with the required documentation uploaded and must have the Chief Administrator Approved status on or before **Friday, 30 August 2024 at 11:59 p.m.**

Although the full application is available, the only section you are applying for is School Resource Officers. Please input **N/A** into all other sections to move forward and submit the application.

After 5 p.m. on 30 August, there will be no technical assistance available.

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

From the Office of School Facilities

Consolidated K-12 Facility Information Database - LEAs Only

NCDPI is launching a Consolidated K-12 Facility Information Database on Monday, August 19. Participation is required by law. Each local school administrative unit should take the following steps:

Designate someone as the district's point person for the Consolidated K-12 Facility Information Database. If that person is not already receiving communication about this project, they should email SchoolPlanning-DataSupport@dpi.nc.gov and ask to be added to the listserv.

Each point person should attend a training: <https://www.schoolnetwork.us/nc-dpi/virtual-hands-on>.

Additional resources are available at <https://www.schoolnetwork.us/nc-dpi>.

Questions? Email SchoolPlanning-DataSupport@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/13/2024	NBPSCF Capital Facility Grant Applications	07/29/2024

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North Carolina Department of
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School Business Services

North Carolina Department of Public Instruction



August 22, 2024

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[FBS Homepage](#)

December Pay Date

Some LEAs have received a copy of an internal DPI communication that stated that the Office of State Controllers will no longer process the December pay before the holidays and will move the pay date to December 31st. Several finance officers have asked School Business Services if this applies to the LEAs.

This communication does not apply to LEAs as the local boards have flexibility in setting their pay dates. However the LEA pay dates must be in compliance with General Statutes. The following are the laws as they apply to LEA pay dates:

Teachers: Although teachers are required to receive a full monthly payment no later than August 31st, and this constitutes prepayment for teachers working on a traditional calendar, the LEA is not permitted to extend the pay intervals more than one month. Therefore, if the LEA pays a teacher before the end of December, the LEA may not extend the next payment to the end of January. Teachers are required to receive their pay in monthly installments. (reference [G.S.115C-302.1](#))

Superintendents, supervisors and principals shall only be paid for the days employed as of a set pay date and may not be prepaid for days not employed. (reference [G.S. 115C-272\(b\)](#), [115C-285](#))

Other employees: Each LEA shall establish a set date on which monthly salary payments to employees other than superintendents, supervisors, and classified principals employed on an annual basis, shall be made. This set pay date may differ from the end of the calendar month of service. Employees may be prepaid on the monthly pay date for days not yet worked (Reference [G.S. 115C-316](#))

From the Office of Systems Modernization

CCIP eGrants Management: "No Carryover" & "Budget Only Remaining Funds" - All PSUs

Starting this year, there will be "no carryover" due to the implementation of the Grant Year Accounting fresh start. You will no longer see funds listed under the "Carryover" column. Any remaining carryover funds have been reallocated to the Grant Year (GY)-budget system or Fiscal Year (FY)-CCIP system, in which the funds were originally allotted. These funds must now be budgeted and expended from the corresponding

grant/fiscal year.

Planning allotments for the current year have been assigned to the FY-25 PRC application shells and GY-X5 within the budget building platforms. For any years prior to GY-X5 / FY-25, the term "Budget Only Remaining Funds" will appear in the grant title. This reflects any funds left over from that year as a new allotment, which would have previously been categorized as carryover.

To clarify, carryover funds remain within the GY/FY in which they are allocated, creating up to three budgets per PRC. For example, "Carryover" from GY-X4 / FY-24 will no longer appear in GY-X5 / FY-25. Instead, these funds will be found under GY-X4 / FY-24 "Budget Only Remaining Funds," where they were initially allotted.

[Federal Budget Balances](#)

[CCIP "No Carryover" Webinar](#)

Password: mkJcMwP6q27

Monday, August 26 at 1 pm

[Wendy Hinson](#), CCIP Business Analyst

Additional Notes:

- SunPac/Serenic/Sylogist is testing their LBAAS to CCIP update this afternoon with Onslow County Schools. It will be pushed out to all their customers as soon as that testing is complete.
- The Grant Year (GY) and Fiscal Year (FY) will be displayed differently. GY is used for budgeting purposes. For instance, in GY-X5, the "X" represents a different funding source (e.g., federal funds are denoted by the number 3, making it GY-35). The "5" represents the year (e.g., 5 corresponds to 2025). Therefore, GY-35 is equivalent to FY25. The number "25" in FY25 also represents the year 2025.

Program Budgets for Federal Grants

For questions about EC budgets, please reach out to your IDEA fiscal monitor. Contact your program administrator for Federal Programs budget inquiries. For questions about CTE budgets, please contact your [CTE Regional Coordinator](#).

FY2024-25 State & Federal Allotments - All PSUs

Continued processing of the "kitchen sink" (special provision allocations and State grant allotments) PRCs is underway.

The following PRCs were allotted this week:

- PRC 007/ Instructional Support – Military Counselor Support
- PRC 095/ Special Dollar Allotments - Regional Computer Consultants
- PRC 256/ CTE Home Building Grants - Initial Allocations
- PRC 101/ Sexual Risk Avoidance Education Program - Initial Allocations

The following items of interest are scheduled for allotment by the end of next week:

- PRC 001/ Classroom Teachers – Burrough's Welcome, Geographically Isolated Schools, Teacher of the Year, and Past Teacher of the Year Allotments
- PRC 040/ School Safety Grant – Remaining 15% Allotment of FY2024 Awards
- PRC 055/ Cooperative Innovative High Schools – Initial Allocations
- PRC 096/ Special Position Allotments – Teachers on Loan

Online resources such as the State Initial formula sheet, average salary information, IPS dollars per ADM, and the IFE Conversion request form are still being finalized and expected to be published on the FBS website in the coming week.

Additional Allotment Updates: LEAs

Some of the features of the Allotment System are still undergoing technical changes as we continue our system modernization efforts.

The ABC and Restart transfer modules are still in resolution and should be ready to open next week. At this time, the exact day that these modules will open for submission is uncertain, but notification of open status will be provided via GovDelivery as soon as available.

Thank you for your continued patience. If you have general allotment questions, please email Allotments@dpi.nc.gov.

Confirmation of Funds for Annual Financial Statement Audits by CPA Firms - All PSUs

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY24 are now [posted in a public application](#).

Please direct your independent auditor to the site provided.

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov with any questions.

From the Center for Safer Schools

School Resource Officer Grants - All PSUs

As part of their School Resource Officer Grant applications, public school units will need to complete the vulnerability assessment. If you follow the rubric in the grant application and answer all the required questions, that will aid in receiving a more competitive grant score and increase your likelihood of being funded. If you have any questions or concerns, email schoolsafetygrants@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
08/30/2024	School Resource Officer Grants Application	08/15/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/13/2024	NBPSCF Capital Facility Grant Applications	07/29/2024

[View Prior Newsletters](#)



School Business Services

North Carolina Department of Public Instruction



August 29, 2024

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.

[FBS Homepage](#)

Reminder: Federal Grants Ending on or Before Sept 30, 2024

Please be reminded that there are several federal grants that are now allocated and must be accounted for by grant year whose period of performance ends on or before **September 30, 2024**. The [list of grants](#) has also been posted to our [What's New page](#). Please review your federal allotments to ensure you have expended those funds before those grants end. This includes ensuring you have recorded all expenditures and if needed eligible encumbrances to the appropriate grant year in your system.

Reminder grant year reporting means that expenditures and cash drawn are all accounted by grant year for the federal grant funds. These must align. Please work with your software vendors if you are still unclear how to appropriately account for these funds using the new grant year code segment in the Chart of Accounts (COA).

School Business Reminders

LEAs Only

State At-Risk Fund Carryforward (PRC 069) end **August 31, 2024**. Make sure you have recorded the appropriate eligible expenditures by that date.

Salary Audit Update

Information will be provided next week on how to process any Prior Year Salary Audit exceptions.

The current year salary audit system is still be tested and developed. We are working with your vendors on what is required in the Payroll Summary File and will test the system once we have the updated files with the August data files in a couple of weeks. You can still use the LICISAL system to calculate salaries based on the budget code and licensure information, however, new reports are not yet available. Thank you for your patience as we continue to work towards process improvements in this area.

For questions, contact gina.brown@dpi.nc.gov.

All PSUs

Athletic Funds Survey - DUE September 16, 2024

This survey is to collect data required for the State Board of Education Interscholastic Athletic Report in accordance with [NC General Statute § 115C-407.75](#). The report shall be submitted to the Joint Legislative Education Oversight Committee.

The data is being collected for the 2023-24 fiscal year only and should only be for funds that are accounted for in the PSU general ledger.

Thank you for your prompt responses related to this data. For questions, please contact shannon.miller@dpi.nc.gov.

Cash Application Update:

The Cash application (PCA) will be updated effective October 1st to allow for State funds and Local funds requests. Until such time continue to use the prior CMS application for requesting those funds as normal. All Federal grant funds must be requested through the PCA (new cash application).

As a general rule of thumb please get all of your requests for the week entered on Monday's. This will enable us to have your data and get it through our systems for deposit on Friday. We do not have the control or ability to effect emergency cash requests should you miss the request dates. Thank you in advance for making sure you get your requests for cash entered on time each week.

For questions, contact evelyn.gallegos@dpi.nc.gov.

Refund Processing Update:

We will be providing information on how to process refunds temporarily until we can get that automated in the new PCA (Cash Application). More information on refund processing will be issued next week.

We anticipate this to be a 3-tiered process as we try hard to develop something to eliminate as much of the manual check process as possible.

This next phase will clarify the workflow but still require paper checks. This is an important step to ensure we have the appropriate business rules and workflows to be able to automate this in the future.

For questions, contact evelyn.gallegos@dpi.nc.gov. Thank you for your patience.

Allotments Update

FY2024-25 State - All PSUs

Allotment of the "kitchen sink" (special provision allocations and State grant allotments) PRCs should be completed by Tuesday, 9/3/24.

The following items of interest are scheduled for allotment in the next 2 business days:

- PRC 001 – Burrough's Wellcome, Geographically Isolated Schools, Past Teacher of the Year, & Special Small Schools
- PRCs 003 & 005 – High School Reform and Special Provisions
- PRC 096 - Teacher of the Year and Teachers & Educators on Loan

Online resources such as the State Initial formula sheet, average salary information, and the IPS dollars per ADM are under final review and now expected to be published on the FBS website by the end of next week.

Additional Allotment Updates - LEAs Only

The ABC and Restart transfer modules are now open.

The Restart transfers and first batch of ABC transfers will remain open until end of day Friday, 9/13/24.

IFE Form - LEAs

The 2024-2025 International Faculty Position Conversion to Dollar Allotment Request form has been updated and is posted on the [FBS Allotments website](#).

- 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 \$78,421.
- Please submit the forms for approval to the general allotments email address; an accompanying request cover letter is **not** required.

Thank you for your continued patience and collaboration.

From the Office of Systems Modernization

CCIP eGrants Management Webinar - All PSUs

Thank you for attending the webinar on Monday, August 26, 2024. The [instructions for searching for your allotments by grant year in CCIP](#) now that we no longer use carryover and the [Budget and Amendments Requirements for LEAs](#) document from July 30, 2024 are attached, as discussed in the webinar.

The link and password for the webinar recording are listed below for those who were unable to attend:

[Webinar recording](#)

Password: QyjMJgk8

Please remember a separate budget must be submitted for each PRC/Grant year where there are funds to be expended. If you have an allotment in PRC 111, for example, in 2023 and 2024, they cannot be combined into one budget. Individual budgets must be created for each year and submitted separately. The budget for 2023 would be Fund code 33 and the budget for 2024 would be Fund code 34. CCIP will look at the Fund code to know which Grant Year the budget is for.

If you have specific questions about your grants, the rules of the grants, whether they are in the process of reviewing your budget or application submission, etc., please contact your DPI grant consultants. If you are unsure of where/how to look for your remaining balances within CCIP, please contact Wendy Hinson at wendy.hinson@dpi.nc.gov.

From the Center for Safer Schools

DEADLINE EXTENDED: School Resource Officer Grants - All PSUs

The Center for Safer Schools 2024-2025 School Resource Officer Grants application in CCIP will close **Tuesday, 3 September 2024 at 11:59 p.m.** To submit a grant for review and consideration, the application must be submitted with the required documentation uploaded and must have the Chief Administrator Approved status on or before Tuesday, 3 September 2024 at 11:59 p.m.

Although the full application is available, the only section you are applying for is School Resource Officers. Please input N/A into all other sections to move forward and submit the application.

After 5 p.m. on 3 September, there will be no technical assistance available.

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

From the Office of School Facilities

September 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 **September 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
09/03/2024	School Resource Officer Grants Application	08/15/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/13/2024	NBPSCF Capital Facility Grant Applications	07/29/2024

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School Business Services

North Carolina Department of Public Instruction



September 6, 2024

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FBS Homepage

Reminder: Federal Grants Ending on or Before Sept 30, 2024

Please be reminded that there are several federal grants that are now allocated and must be accounted for by grant year whose period of performance ends on or before September 30, 2024. The [list of grants](#) has also been posted to our [What's New page](#). Please review your federal allotments to ensure you have expended those funds before those grants end. This includes ensuring you have recorded all expenditures and if needed eligible encumbrances to the appropriate grant year in your system.

Reminder: Grant year reporting means that expenditures and cash draws are all accounted by grant year for the federal grant funds. These must align. Please work with your software vendors if you are still unclear how to appropriately account for these funds using the new grant year code segment in the Chart of Accounts (COA).

Allotments Update

IFE Form - LEAs Only

The 2024-2025 International Faculty Position Conversion to Dollar Allotment Request form has been updated and is posted on the [FBS Allotments website](#).

- 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 \$78,421.
- Please submit the forms for approval to the general allotments email address; an accompanying request cover letter is not required.

OCS Virtual Office Hours: ESSER Audit Findings Webinar - IPS Only

On September 17, 2024, the Monitoring and Compliance section will be joining with the Office of Charter Schools to present findings from the construction and Davis-Bacon compliance reviews. The webinar will focus on specific construction related and Davis-Bacon compliance requirements and offer recommendations to remedy any noncompliance issues. All Charter Schools are welcomed to join.

Please [RSVP](#) to receive the meeting link.

A similar webinar will also be offered to the LEAs in September as well. We will send out more details next week.

LicSal Webpage - LEAs Only

The LEA License & Salary (LicSal) Info Center has moved to a new location. If you use the previous weblink, your browser will be redirected in 30 seconds. Otherwise, you can visit [the new home of the LEA License and Salary Info Center](#). Be sure to update your bookmarks.

Salary Audit Update - LEAs Only

Information will be provided next week on how to process any Prior Year Salary Audit exceptions.

The current year salary audit system is still being tested and developed. We are working with your vendors on the Payroll Summary File requirements and will test the system once we have the updated files with the August data files which we anticipate will be in a couple of weeks. You can still use the LICSA system to calculate salaries based on the budget code and licensure information, however, new reports are not yet available. Thank you for your patience as we continue to work on process improvements.

For questions, contact gina.brown@dpi.nc.gov.

Athletic Funds Survey - All PSUs

The deadline for the athletic funds survey has been extended to **Monday, September 30, 2024**. The link and a PDF of the survey have been posted to our [What's New webpage](#). The survey applies to all high schools that participate in interscholastic athletics. Data is being collected for FY2023-24 funds accounted for through the PSU's general ledger only. This would not include 3rd party funds that do not flow through the PSU's ledger.

A previous session law required data be submitted from the 2020-21 fiscal year onward. However, we anticipate that data for these years may not be needed, as legislation with revised language was introduced before the General Assembly adjourned. Should we need to collect the previous years of data, we will send out a follow-up survey. We will send out an additional survey for 2024-25 in the spring.

NCDPI will compile the data into a report to submit to the State Board and the JLEOC. Following your response to these surveys, there is no further action required from your PSU.

Come Work for the School Business Team in Raleigh!

We have an opening for the Accounting Manager for our Fiscal Monitoring section in our Raleigh, NC office. The position oversees over \$13.8 billion in State funds, \$1.1 billion in federal funds, \$6.3 billion in COVID funds, and \$1.5 billion in capital funds, as well as other federal programs. This position is critical for the success of our division. It has responsibility for the managing, planning, directing, coordinating, monitoring, and/or supervising the fiscal monitoring and compliance area within School Business but also on behalf of the agency. This position ensures that operational, procedural, and regulatory requirements are met related to all the funding allocated out to the PSUs from the agency.

More information can be found in the [online job posting](#). If interested, please apply online. The position is located in the Raleigh NC office.

From the School Business Modernization Office

DPI AS/400 HRMS/LICENSURE LPARs MIGRATING FRIDAY 4PM MONDAY SEPT 9, 2024 - LEAs Only

DPI will be migrating the final three production LPARs (DPI-LIC-FINANCE, DPI-HRMS, & DPI-OSR-DHHS-EES) from SAS Institute to DIT Tier 1 Mainframe as a Service vendor Ensono this weekend starting Friday, September 6, 2024 at 4PM. This work will extend into Monday, September 9, 2024. Impact...

- The three-dozen active HRMS production districts will most likely not receive their HRMS Licensure update push from the DPI-Lic-Finance LPAR at 6:30AM on Monday September 9, 2024. This push should resume at 6:30AM on Tuesday, September 10, 2024.
- New Employee (Active HRMS district New Hire section) HRMS ID Generation will not occur over the weekend/Monday early AM and new teachers will not be added to NCEES (aka TNL Professional Learning) until DPI-HRMS is back up Monday. New CEU credit imports to HRMS will also likely not occur until Tuesday morning.
- DPI personnel will update the host tables in all District LPARs to point to the new DPI LPAR IP Addresses so there are no additional firewall rule changes necessary.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
09/30/2024	Athletic Funds Survey	08/29/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/13/2024	NBPSCF Capital Facility Grant Applications	07/29/2024
09/25/2024	September PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	08/29/2024

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School Business Services

North Carolina Department of Public Instruction



September 12, 2024

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[FBS Homepage](#)

Reminder: Federal Grants Ending on or Before Sept 30, 2024

Please be reminded that there are several federal grants that are now allocated and must be accounted for by grant year whose period of performance ends on or before September 30, 2024. The [list of grants](#) has also been posted to our [What's New page](#). Please review your federal allotments to ensure you have expended those funds before those grants end. This includes ensuring you have recorded all expenditures and if needed eligible encumbrances to the appropriate grant year in your system.

Reminder: Grant year reporting means that expenditures and cash draws are all accounted by grant year for the federal grant funds. These must align. Please work with your software vendors if you are still unclear how to appropriately account for these funds using the new grant year code segment in the Chart of Accounts (COA).

Allotments Updates

Upcoming Allotments

The following items of interest are scheduled for allotment in the next 2 weeks:

- Allocations as determined by the Office of Digital Teaching and Learning:
 - PRC 030 Digital Learning Initiative Grant
 - PRC 078 DLI Digital Literacy Solution
- PRC 140 School Bus Safety Pilot Program FY23-24 Carryover Allotment
- PRC 017 CTE Program Improvement – Grant Year 2025 Initial Allotment
- Various Federal PRCs – Grant Year 2024 Reallocations of Unallotted Funds

New on the Web - All PSUs

The State Initial formula sheet and the IPS dollars per ADM have been published on the [What's New page](#).

Allotment Conversions - LEAs Only

The Restart transfers and first batch of ABC transfers will close **midnight Friday, 9/13/24**. Transfer and conversion requests received to-date will be allotted by September 18, 2024.

If you have general allotment questions, please email allotments@dpi.nc.gov.

LicSal Webpage - LEAs Only

A previous version of the newsletter used the incorrect link to [the new LEA License and Salary Info Center](#). Please bookmark and use the link in this week's letter moving forward.

Salary Audit Update - LEAs Only

We have processed July payroll, and it is now available in the [new LICsAL website](#). We are still working with your vendors on what is required in the Payroll Summary File. Once we have received amended Summary payroll files, we will process August payroll. Thank you for your patience as we continue to work on process improvements.

ESSER Audit Findings Webinar - LEAs Only

On September 25, 2024 at 10 am, the Monitoring and Compliance section will be joining NCASBO to present findings from the construction and Davis-Bacon compliance reviews. [The webinar](#) will focus on specific compliance requirements related to construction and Davis-Bacon and will offer recommendations to remedy any noncompliance issues. Please forward the link to your staff, as appropriate.

OCS Virtual Office Hours: ESSER Audit Findings Webinar - IPS Only

Reminder: On September 17, 2024, the Monitoring and Compliance section will be joining with the Office of Charter Schools to present findings from the construction and Davis-Bacon compliance reviews. The webinar will focus on compliance requirements related to construction and Davis-Bacon and will offer recommendations to remedy any noncompliance issues. All Charter Schools are encouraged to attend.

Please [RSVP](#) to receive the meeting link.

Required Postings on LEA Websites - LEAs Only

The ABC Transfer Budget Flexibility Report is required to be posted on LEA's websites per G.S.105.25. (c) by **October 15th** and posted for a minimum 3 years. LEAs are also required to provide the details below for all transfers which increased or decreased the allotment amount by more than 5%:

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

All LEA finance officers should have received an Excel template with the 2023-24 ABC transfers that met the threshold. The template was sent via email to the finance officer identified in EDDIE on Wednesday, September 12, 2024. That email also included PDF file "ABC Transfers Guidelines FY2024" that will help with completing the excel template. The PDF has been posted to the [What's New webpage](#).

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

In addition to posting the information on the LEA website, all LEAs are required to complete the template and submit to Michael Ray at the email below by **10/15/2024**, so that School Business can comply with legislated requirements. Email Michael.Ray@dpi.nc.gov ASAP if you have not received the template.

Athletic Funds Survey - All PSUs

The deadline for the athletic funds survey has been extended to **Monday, September 30, 2024**. The link and a PDF of the survey have been posted to our [What's New webpage](#). The survey applies to all high schools that participate in interscholastic athletics. Data is being collected for FY2023-24 funds accounted for through the PSU's general ledger only. This would not include 3rd party funds that do not flow through the PSU's general ledger.

From the Office of Exceptional Children - All PSUs

CHANGE IN PROCESS: Child Count Transfer - NCDPI School Allotment

During the August EC Administrators Webinar, information was shared regarding the change in this process (slide 10). As a reminder, previously the Child Count Transfer system was used to account for students with disabilities that moved between PSUs during the first 60 school days to ensure that funding followed students.

For this school year, NCDPI will utilize ECATS as the authoritative source for this purpose. No action is required from PSUs at this time other than the normal activities associated with enrolling students, requesting records, and implementing current IEPs.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
09/30/2024	Athletic Funds Survey	08/29/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/13/2024	NBPSCF Capital Facility Grant Applications	07/29/2024
09/13/2024	Restart and ABC Transfers	08/29/2024
09/25/2024	September PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	08/29/2024

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School Business Services

North Carolina Department of Public Instruction



September 19, 2024

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[FBS Homepage](#)

Reminder: Federal Grants Ending on or Before Sept 30, 2024

Please be reminded that there are several federal grants that are now allocated and must be accounted for by grant year whose period of performance ends on or before September 30, 2024. The [list of grants](#) has also been posted to our [What's New page](#). ESSER related funds must be encumbered (committed) by September 30, 2024 (contract/purchase order issued/recorded in the system); cash must be expended no later than December 30, 2024. After September 30, no ESSER related funds will be available for encumbering, and after December 30, 2024, funds that had been encumbered will not be available for payment.

Please review your federal allotments to ensure you have expended those funds before those grants end. This includes ensuring you have recorded all expenditures and if needed eligible encumbrances to the appropriate grant year in your system. Reminder grant year reporting means that expenditures and cash drawn are all accounted by grant year for the federal grant funds. These must align. Please work with your software vendors if you are still unclear how to appropriately account for these funds using the new grant year code segment in the Chart of Accounts (COA).

Federal Grants - Fiscal Obligations, Liquidations and Reversions FAQ

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 on the [What's New page](#).

As a reminder:

- Encumbrances in object code 312 are allowable, 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.
- 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.

Upcoming Legislative Reports

We are approaching the time of year when multiple legislated reports are due to the NC General Assembly. If we do not have access to the necessary data, we must collect it via survey. In the future we hope to consolidate them during the long session, but in the meantime we appreciate your patience and prompt response to our data requests.

Voluntary Shared Leave Reporting 2023-2024 - LEAs only

(Excludes Independent Public Schools: Charter Schools, Lab Schools, and Regional Schools)
This survey is collected annually in response to General Statute 126-8.3(c) and is due **September 30, 2024**. The survey must be submitted online using the link posted on [the What's New page](#). A preview of the questions, to assist with completing the online survey, is also available.

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

If you have questions about the survey, please contact Shannon Miller in the Division of School Business at shannon.miller@dpi.nc.gov.

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

The 2024-2025 survey and template are posted on the FBS homepage under [What's New](#) and are due by **October 14, 2024**. 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 shannon.miller@dpi.nc.gov.

Small County/Low Wealth Signing Bonus for Teachers (PRC 0062) Survey - LEAs Only

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 [G.S. §115C-302.8](#). To prepare the allotment we require all eligible LEAs to complete [a Qualtrics survey](#). 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.

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 Sue Holly at susan.holly@dpi.nc.gov. This survey will close on **October 15, 2024**, after which we will prepare the allotments based on the applications and within the budgeted funds provided.

Required Annual Reporting Due October 31, 2024

The SS200 (All PSUs) and SS300 (LEAs only) reports are due by **October 31, 2024** 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 need an active North Carolina Identity Management Identification (NCID) to access the reports. If you (or your staff) need an NCID, or it has expired, you must contact your NCID administrator to set up an account for you. A directory of [the LEA NCID administrators](#) is available on NCDIT's website, as well as a directory of [IPS/Charter NCID administrators](#). **DPI cannot assign an NCID or reset NCID passwords.** Please share this information with other staff that may be involved with data collection and reporting of either of these reports. If you have questions related to the SS200 or SS300, please contact david.cauthorn@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.

Restart Transfers - LEAs Only

The deadline has passed to enter FY25 Restart School Transfers into the Allotment System. We will extend the module until midnight, **September 20, 2024** for completions of your school's Restart Transfers.

Please go into the Allotment System, Restart_School_Transfer tab, Enter Transfer tab, 2. Enter transfers. Please note that if the transfers are not completed by 9/20/24 at midnight, Allotments will transfer the funds from PRC 003 Non Instructional Support and PRC 024 Disadvantaged Student Supplemental Funding to fund the needed dollars in Restart Schools.

If you have any questions or need assistance, please email Allotments@dpi.nc.gov.

Reminder About Inclement Weather Closures

In response to your questions about instructional days and inclement weather, please note the following. Additional information is in the SASA, which has been posted to our [What's New page](#).

School Closings and Instructional Time

Be sure to follow your PSU's Inclement Weather policies in addition to these reminders.

If school is closed in advance of inclement weather (school closed the day before), follow your PSU's plan for making up missed days.

If school is closed early due to inclement weather, the day and the scheduled amount of instructional hours count toward the required minimum number of days and instructional hours.

If school buses are in route to schools when school is canceled for the day, then the day and instructional hours scheduled for that day will count toward the required minimum.

The NCSIS team has provided refreshers on updating these changes in the SIS.

- How to Adjust an Instructional Day in NCSIS
 - Inclement Weather/Emergency Closure
- How to Adjust an Instructional Day in PowerSchool
 - PS QRD: Calendar Changes Document

Staff and Teacher Leave

PSUs may not forgive time not worked by staff due to inclement weather. If school is closed to both employees and students, a teacher shall work on the scheduled make up days. If students are not required to attend school during inclement weather but employees are required to report for a workday, a teacher may take an annual vacation day or make up the day by the end of the fiscal year. For more information, please see [the Benefits and Employment Policy Manual](#) and [G.S. 115C-302.1\(c\)](#).

Reminder: ESSER Audit Findings Webinar - LEAs Only

On September 25, 2024 at 10 am, the Monitoring and Compliance section will be joining NCASBO to present findings from the construction and Davis-Bacon compliance reviews. [The webinar](#) will focus on specific compliance requirements related to construction and Davis-Bacon and will offer recommendations to remedy any noncompliance issues. Please forward the link to your staff, as appropriate.

Thank you to the IPSs that attended the presentation at the Charter School Office Hours webinar on Tuesday, September 17th. If you were unable to attend, please contact the Office of Charter Schools for the recording.

From the Office of Federal Programs

Pre-payment and ESSER Funds

In making a determination on the use of ESSER Funds to pre-pay services, please find [the Frequently Asked Questions document](#) issued by USDE on allowable uses of federal ESSER and GEER funding provided under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, and federal ESSER funding provided under the American Rescue Plan (ARP) Act.

See question E-3.d. "How long may ESSER or GEER-funded activities continue after the liquidation period?"

Generally, it is not good stewardship of Federal funds or prudent business practice to prepay for services that will extend many years into the future. However, under limited circumstances where a grantee or subgrantee timely obligates ESSER or GEER funds, ESSER- or GEER-funded activities may continue for a reasonable time beyond the liquidation period (including an approved late liquidation period).

Factors impacting how long ESSER- or GEER-funded activities may extend past the liquidation period include:

- Whether the funds were properly obligated and liquidated in a timely manner;
- Whether the activities would be allowed to extend beyond the liquidation period under applicable State and local procurement rules (i.e., a State or LEA must follow the same policies and procedures it uses for procurements from its non-Federal funds) (see [2 CFR §§ 200.317 through 200.327](#), [200.403\(c\)](#));
- Whether the extended activities constitute a reasonable and necessary use of Federal funds; and
- Whether prudent business practices ([2 CFR § 200.404\(b\) & \(d\)](#)) and internal controls (which generally limit prepayment) would support the continued activities for the length of time proposed.

Grantees and subgrantees must obligate funds by each program's deadline, which means that if a grantee or subgrantee enters into a contract for activities that continue past the date of obligation and the contractor does not provide the services, the grantee or subgrantee may not enter into a new contract or obligate those funds for a different allowable use. Instead, those funds that were obligated for services that were not delivered will remain unused and will be returned to the U.S. Treasury.

Because ESSER and GEER are State-administered programs, the SEA or Governor determines whether activities extending past the liquidation period are allowable under the circumstances. For example, an SEA may determine that it is reasonable and necessary under [2 CFR §§ 200.403-200.404](#) for an LEA to enter into a multi-year software licensing contract with a vendor during the period of availability of ARP ESSER funds and to pay for the entirety of the software license within the liquidation period. However, under the contract, the vendor would continue to provide the services (i.e., software and technical support) for some time after the funds had been liquidated.

Specific questions should be addressed to your Office of Federal Programs contact.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
09/30/2024	Athletic Funds Survey	08/29/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/25/2024	September PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	08/29/2024
10/15/2024	ABC Transfer Budget Flexibility Report	09/12/2024

[View Prior Newsletters](#)



School Business Services

North Carolina Department of Public Instruction



September 27, 2024

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.

[FBS Homepage](#)

Datafiles October 2nd and All Closing Grants - All PSUs

Please remember that datafiles are due 11:59 pm October 2nd. We will be pulling data files (MFR, General Expense, Payroll Detail and Payroll Summary) at 7am on October 3rd to capture all transactions posted through the September 30th reporting period. This will include all expenditures/encumbrances that need to be recorded by grant year to any federal grants that are ending on September 30, 2024. That would be all the ESSER related grants as well as many of the Grant Year 23 funds.

Please review the [complete list of grants ending](#).

Please also review the [Invalid Code reports](#) provided this week related to any of the federal grants that are not recorded to a grant year (in 3X, etc.). If you are a LEA Finance Officer or Charter School Director and did not receive your code, please contact Nathan Craver at nathan.craver@dpi.nc.gov.

This normal timeline between the last day of the month and when datafile is due is built in the process to provide all PSUs with sufficient time to review and ensure your general ledger accurately reflects that information before datafiles are due to NCDPI.

PRC 140 Update (ARP-SFRF-School Bus Safety Pilot Program) - All PSUs

Please be advised that the period of performance for this Program ends December 31, 2024. A normal federal liquidation period will follow. The end date of September 30, 2024 in the Allotment Policy Manual will be updated to reflect this accordingly at the November SBE meeting.

Please obligate your funds by the end of December 2024.

Zero Out Update – All PSUs

The decision was made to post the bank transactions for the zero out entries by the end of next week to avoid posting close to the September end of month payroll. The August cash zero out process will be based on year-to-date cash and year-to-date expenditures.

Friendly reminder that in addition to all expenditures needing to be coded to valid account codes, federal expenditures and federal cash will need to have corresponding grant years. Failure to correct invalid account code and missing grant year postings may result in incorrect data file postings and the pulling back of state and federal funds. If you have any questions about the invalid code information or for new Chart of Account (COA) codes, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or Evelyn Gallegos at evelyn.gallegos@dpi.nc.gov.

Contact CashMgt@dpi.nc.gov for cash questions.

New NCDPI Reports (JHA Replacements) – All PSUs

Please see below for the prerecorded webinar information relating to the new NCDPI Reports. It has also been posted to the [What's New webpage](#). These reports are replacing the JHA reports that were previously available in the eMFTS/WinSCP system.

[Link to the Webinar](#)
Password: Jg23i75V

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

Sales Tax Refund – LEAs Only

For sales tax refunds on closed PRCs, please submit a check and payment memo to DPI.

Until an automated refund process is developed, PSUs can follow the steps listed below for sales tax refunds on open PRCs:

- Local refund sales tax amount to move to Core account
 - Do not send a physical check unless it is a closed PRC (October for ESSER, etc.)
- Create negative cash request in the PSU Cash Application (PCA) for the amount of sales tax reimbursement
 - This will be the net amount of expenditures + sales tax combined
 - Example: expenditure amount \$100,000.00 * sales tax amount of \$1,000.00 = \$99,000.00 PCA cash request
 - Due to current system limitations in the PSU Cash Application (PCA), PSUs can only return up to the amount that they have requested
 - Example: YTD cash request in PRC181 is \$1,000.00. Sales tax is \$1,100.00. The entry can only be up to (\$1,000.00).
- Create contra account using sales tax account 04720 (previously object code 472 in COA) in budget

However, it may be best for the zero out to adjust cash due to the timing of the 9/30 deadline because the next cash request FRD date will be in October and after the grant expires.

For additional assistance, please contact CashMgt@dpi.nc.gov.

ESSER Audit Findings Webinar - LEAs Only

Thank you for attending this week's ESSER Audit Findings webinar. For those that could not attend, the recording has been posted to the [What's New page](#).

Required Annual Reporting Due October 31, 2024

The [SS200 \(All PSUs\)](#) and [SS300 \(LEAs only\)](#) reports are due by October 31, 2024 and are now available. An annual subscription (request to access) is required to access the reports. The individual submitting the report will need an active North Carolina Identity Management Identification (NCID) to access the reports. If you (or your staff) need an NCID, or it has expired, you must contact your NCID administrator to set up an account for you. A [directory of the LEA NCID administrators](#) is available on NCDIT's website, as well as a [directory of IPS/Charter NCID administrators](#). DPI cannot assign an NCID or reset NCID passwords. Please share this information with other staff that may be involved with data collection and reporting of either of these reports. If you have questions related to the SS200 or SS300, please contact david.cauthorn@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.

Required Postings on LEA Websites - LEAs Only

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

1. Expenditure Report with PRC and Object Code Summary

The Division of School Business has posted the reports on our [Expenditure Data webpage](#) and LEAs may choose to link to these files to comply with the [legislation](#).

2. ABC Transfers – Budget Flexibility Report

This was sent via email to the finance officer listed in EDDIE on Wednesday, September 12, 2024. In addition to posting the information on the LEA website, all LEAs are required to complete the template and submit it to Michael Ray at Michael.Ray@dpi.nc.gov by **10/15/2024**.

From the Office of Digital Teaching and Learning

NCSIS PMR Update for Infinite Campus Phase I Schools

NCDPI PMR (Principals Monthly Report) is now available in NCSIS for Phase 1 schools to generate. To assist you in reviewing the report, please refer to the linked Infinite Campus Knowledge Base article below.

- [NC Principal's Monthly Report Extract | Infinite Campus](#)

The PMR can only be generated once all the PMR fatal validations are cleared. The PMR validations can be found in the data validation reports under Reporting. Once the FATAL validations are clear, the PMR Summary and PMR Detail reports can be generated and viewed on the screen or downloaded.

Please do not submit PMR reports until Monday, September 30, 2024, as we are finalizing the Membership Last Day column. Membership Last Day is currently reporting incorrectly for those who have withdrawn. Your patience is appreciated, and we will notify you once the updates are complete.

If you have questions about PMR Extract functionality, please contact your [Regional SIS Professional Learning Consultant](#).

If you have questions about student accounting policy, please email StudentAccounting@dpi.nc.gov.

From the Center for Safer Schools

2024-2025 School Safety Grants - All PSUs

The application for the 2024-2025 School Safety Grants is now live in CCIP. The Center for Safer Schools will award a total of \$30 million in funding to North Carolina public school units for Safety Equipment, Services for Students in Crisis and Training to Increase School Safety.

The application deadline is **Monday, Oct. 14 at 11:59 p.m.** The grant – titled “Equipment, Services for Students in Crisis, and Training to Increase School Safety” – can be found under CCIP, FY 2025.

Due to the amount of funding available, there will be a limit on awards to PSUs in each grant category:

School Districts

- Safety Equipment: \$500,000
- Services for Students in Crisis: \$350,000
- Training to Increase School Safety: \$350,000

Charter Schools

- Safety Equipment: \$250,000
- Services for Students in Crisis: \$350,000
- Training to Increase School Safety: \$350,000

The Center for Safer Schools will conduct virtual School Safety Grant trainings from 11 a.m.-12:30 p.m. on [Thursday, Sept. 26](#) and [Tuesday, Oct. 1](#). Both sessions are the same. Please register for the trainings using those links. Due to limited space, public school units are allowed only one registration per session. Please note that if a PSU's staff does not attend the training and its application is incorrect, it might affect funding. If you have questions, send an email to schoolsafetygrants@dpi.nc.gov.

From the Office of School Facilities

October 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 **October 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email at dennis.hilton@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
09/30/2024	Athletic Funds Survey	08/29/2024
10/31/2024	SS200 Full-Time Personnel Report	09/19/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
09/30/2024	Voluntary Shared Leave Reporting 2023-2024	09/19/2024
10/14/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024
10/15/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 0062) Survey	09/19/2024
10/15/2024	ABC Transfer Budget Flexibility Report	09/12/2024
10/31/2024	SS300 Local Salary Supplements Report	09/19/2024

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School Business Services

North Carolina Department of Public Instruction



October 4, 2024

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.

[FBS Homepage](#)

Hurricane Helene Response and Recovery

Our thoughts are with you, your families, and communities devastated by Hurricane Helene, and SBS is committed to assisting you during this time. SBS has posted a guidance document, as well as other resources, to our [What's New page](#). **Non-impacted LEAs should be sure to look at the section on enrolling displaced students.** The document has been updated today with guidance on the PMR. We will continue to update our documents and website as necessary during the coming weeks. New items posted this week include information from the Office of the State Treasurer, the Office of State Budget and Management, the Department of Insurance, and the Department of Employment Security.

In the meantime, if your PSU is located in a [federally-declared disaster area](#):

- **Absence Code:** Please use absence code 55 to track staff absences. The guidance document provides information on how to get that set-up in your software.
- **Cash:** We have processed state Cash based on Total MTD September requests and that will be deposited to the state account on Friday. You will be able to adjust, or we can help with that later in the month.
- **Datafiles:** SBS, DPI IT, MCNC, and the software vendors are working to get financial systems operational. Finance Officers in 71 percent of impacted LEAs and Charter School Directors and Finance Directors in 96 percent of impacted IPS have successfully transmitted their September datafiles. SBS is working with the other PSUs without connectivity to stand up their fiscal operations and will continue to work with them on their data.
- Any impacted PSUs can contact SBS and Jennifer Bennett (jennifer.bennett@dpi.nc.gov) for any assistance needed.

We've provided some additional updates in the newsletter below.

Thank you for everything you're doing for your students and communities in western North Carolina. If there is anything at all we can do to help you during your recovery, please do not hesitate to reach out to us.

PMR Submission Due Today

The first PMR is due **today, October 4, 2024** for all PSUs.

If you haven't submitted your PMR yet because of outages related to Helene and your PSU is in a [declared Helene disaster area](#), please don't panic. We are working with IT to develop a plan for next steps. Please note that both PowerSchool and Infinite Campus are cloud-based. Each system will work on any computer or phone with internet access. If you don't know the URL for your SIS, we are happy to send it to you. If you need assistance finalizing your PMR, please contact StudentAccounting@dpi.nc.gov.

Procurement Under a FEMA Grant

FEMA is hosting a series of webinars to cover procurement requirements. SBS will be coordinating webinars with the Governor's Office and FEMA next week. We will send out that information as soon as it becomes available.

The links to the webinars and resources provided by FEMA are available on our [website](#). DPI has created a summary document. Please consult the FEMA website and their materials for the complete picture of what you need to do. We hope this summary and these materials from FEMA are helpful to get you started. We will add resources as training sessions are held and resources are identified.

October State Board Meeting Update

State Superintendent's Report

Superintendent Truitt presented [her legislative requests](#) for Hurricane Helene, based on what was provided for Hurricane Florence in 2018. She requested a hold harmless for staff missed days including school nutrition, as well as calendar and remote instruction flexibility, principal bonuses, and funding for building, equipment and technology loss. The General Assembly will reconvene on October 9th. SBS has been tasked with taking class size waivers to the Superintendent for approval.

NC Public School Employees Benefit and Employment Policies Manual

Updates were made to [the manual](#) to comply with Office of State Human Resources rules. The changes made clarified language about the charter school opt-in guidelines and length of paid leave offered to parents. The manual includes a new policy in the case of miscarriages, still births, or other medical exigencies.

From the School Insurance Office

To North Carolina Schools affected by Hurricane Helene

The following information has been sent to DPI from the Department of Employment Security (DES) related to Disaster Unemployment Assistance (DUA) for counties affected by Hurricane Helene.

Please share this important information with your staff and individuals seeking to apply for unemployment benefits during this difficult time. Most of the information is available in the 4 resources outlined below. Staff at DES is monitoring their webpage. As things change, I am told the website will be updated. A Spanish version is available on the DES website as well.

Following are the resources you need:

- [Hurricane Helene DUA page](#)
- [How to file a disaster-related claim \(brochure\)](#)
- [FAQs](#)

- [DUA flyer](#)

For questions or assistance, please contact Eileen Townsend (Eileen.townsend@dpi.nc.gov, 919-810-8099).

From the Center for Safer Schools

School Safety Grants Deadline Extension - All PSUs

As we are currently in unprecedented times and the School Safety Grants deadline was decided before Helene, we, as everyone else, were caught off guard and not able to think about the process and submission deadline. With that being said, we will extend the application process, with a new deadline of **Thursday, 31 October 2024 at 11:59 p.m.** We believe this gives PSUs additional time, especially those affected in Western North Carolina.

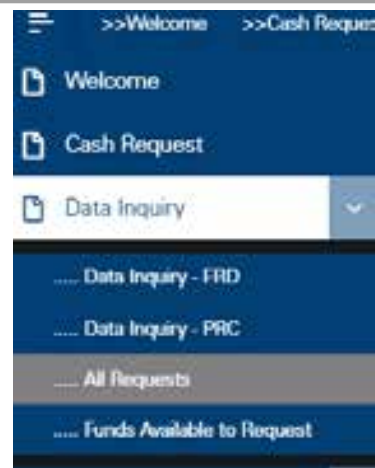
The Center for Safer Schools is here to support all PSUs. If you have any questions or concerns, please contact us at cfss@dpi.nc.gov or schoolsafetygrants@dpi.nc.gov.

YTD State and Federal Zero Out Postings – All PSUs

As mentioned in the September 27th School Business Newsletter, the Federal & State zero outs have posted to the PSU Cash Application (PCA). The entries can be viewed on the PCA by navigating to Data Inquiry, All Requests and Filtering to “Zero Out” on the Request Person.

The Federal entries will be identified by PRC and grant year.

The State entry will be identified under the PRC column as State.



Request Person	Approved Amount	Aprv Date
↑=	↓=	✕
Q ZERO		

ZERO OUT 2024-08-Aug

2025 10/01/2024 STATE State Funds

Please refer to your PSU's data files and cash requests for reference. It is important that federal expenditures have valid account codes, including grant years associated with federal cash requests. If you have questions about the invalid code information or for the new Chart of Account (COA) codes, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or Evelyn Gallegos at evelyn.gallegos@dpi.nc.gov. Contact CashMgt@dpi.nc.gov for cash questions.

DR 09/06/2024 ZERO OUT 2024-09-Aug

FY2024-25 Allotments - All PSUs

The following items of interest are scheduled for allotment in the next 2 weeks:

- State PRC 0085 - Literacy Intervention allocations as determined by the Office of Early Learning
- Federal PRC 0110 - 21st Century Community Learning Centers – Grant Year 2025 Allotment approvals-to-date

State PRC 0016 Summer Reading Camp FY2024 Carryforward expires October 31st; balance will be reverted the following month.

Please see the August 9th newsletter for additional information on Carry Forward expiration dates.

Additional Allotment Updates - LEAs Only

The second batch of ABC transfers will close **midnight Friday, 10/18/24**.

All other transfer and conversion email requests received by 10/16/24 will be allotted by October 21, 2024.

Additional Allotment Updates - IPS Only

The Paid Parental Leave (PPL) Reimbursement Request form will be posted online by end of Monday, October 7, 2024.

Additional information regarding the Independent Public Schools' PPL form can be found on our [website](#). If you have general allotment questions, please email allotments@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
10/31/2024	School Safety Grants	09/27/2024
10/31/2024	SS200 Full-Time Personnel Report	09/19/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
10/14/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024
10/15/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 0062) Survey	09/19/2024
10/15/2024	ABC Transfer Budget Flexibility Report	09/12/2024
10/25/2024	October PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	09/27/2024
10/31/2024	SS300 Local Salary Supplements Report	09/19/2024

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School Business Services

North Carolina Department of Public Instruction



October 10, 2024

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[FBS Homepage](#)

Helene Relief Legislation

This week, the NC General Assembly introduced a Hurricane Helene and Potential Tropical Cyclone 8 (PTC8) relief bill, which was signed today by the governor ([Session Law 2024-51](#)). To assist PSUs, SBS has posted an FAQ, including a summary of the legislation to our [What's New page](#) and will continue to update the document as needed.

Other new items posted this week include information from the School Insurance Section, as well as an update from the State Health Plan.

Hurricane Relief PRCs - All PSUs

FEMA Assistance

Please use local PRCs 0318-0327 for FEMA assistance. Please flag the revenue and expenditures as federal and use federal revenue code 37000-Federal Revenue-Other Funds.

Since it is a local PRC, DPI will not provide account codes, but your PSU will still need to follow the valid account codes located within DPI's chart of accounts.

State PRC 0230 – Hurricane Relief and Recovery

State funds allotted by DPI. A Chart of Accounts will be available.

Local PRC 0426 – Hurricane Relief

Please flag the revenue and expenditures as state and use state revenue code 32000-State Revenue-Other Funds.

Since it is a local PRC, DPI will not provide account codes, but your PSU will still need to follow the valid account codes located within DPI's chart of accounts.

Local PRC 0427 – Aid to Students and Teachers of NC (FAST NC)

Please flag the revenue and expenditures as state and use state revenue code 32000-State Revenue-Other Funds.

Since it is a local PRC, DPI will not provide account codes, but your PSU will still need to follow the valid account codes located within DPI's chart of accounts.

FY2024-25 Allotments - ALL PSUs

State PRC 0048 – Principal Performance Bonuses will be allotted next week. We are waiting on final Accountability EVAAS Data

The following items of interest are scheduled for allotment within the next 2 weeks:

- State PRC 0073 – School Connectivity Allotments as determined by the Office of Digital Teaching and Learning
- State PRC 0085 - Literacy Intervention allocations as determined by the Office of Early Learning
- Federal PRC 0110 - 21st Century Community Learning Centers – Grant Year 2025 Allotment approvals-to-date

State PRC 0016 Summer Reading Camp FY2024 Carryforward expires October 31st; balance will be reverted the following month.

Please see the August 9th newsletter for additional information on Carry Forward expiration dates.

Additional Allotment Updates: LEAs

The second batch of ABC transfers will close midnight **Friday, 10/18/24**.

All other transfer and conversion email requests received by 10/16/24 will be allotted by October 21, 2024.

Small County/Low Wealth Signing Bonus for Teachers (PRC 0062) Survey - LEAs Only

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 [G.S. §115C-302.8](#).

To prepare the allotment we require all eligible LEAs to complete [a Qualtrics survey](#). 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.

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 Sue Holly at susan.holly@dpi.nc.gov. This survey's close date has been extended to **October 18, 2024**, after which we will prepare the allotments based on the applications and within the budgeted funds provided.

If you have general allotment questions, please email allotments@dpi.nc.gov.

Paid Parental Leave - All PSUs

Updates to the [PPL section of the Employee Policies and Benefits Manual](#) for all PSUs has been posted to the [website](#) to comply with changes approved by the State Board of Education at their October meeting.

Thomas Tomberlin, Senior Director of Educator Preparation, Licensure & Performance can answer any questions related to these new 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. Please ensure that you are aligning the substitutes to the teachers appropriately in your systems as we will be monitoring these expenditures.

PPL Form and FAQ Updates - IPS Only

The Paid Parental Leave (PPL) Reimbursement Request Form and FAQ for IPS has been posted on our [website](#). Only approved schools that opted in are included.

Please adhere to the submission dates to ensure timely allotment reimbursements in December, March, and May. As a reminder, these are allotted with state funds that expire on June 30th. No requests will be honored past the last submission date for FY2024-25. Please refer to the FAQ for submissions past the last deadline.

If you have general allotment questions, please email allotments@dpi.nc.gov.

From the Office of School Nutrition

School Nutrition Annual Financial Report (FC1-A) due October 31, 2024 – LEAs only

FY 2023-24 Annual Financial Report (FC1-A) must be submitted via School Nutrition Technology System (SNTS) by the due date. Office of School Nutrition uses FC1-A data to prepare a legislated report required by G.S. 115C-450, and cannot grant late extensions to the districts. If you expect any delays (due to year-end closeout or other circumstances), please submit a preliminary report and note in the comment 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 **10/31/2024**. If you have any questions, contact Frank.Cernik@dpi.nc.gov.

From the Center for Safer Schools

School Safety Grants Deadline Extension - All PSUs

The School Safety Grants deadline has been extended to **Thursday, 31 October 2024 at 11:59 p.m.** Please ensure that your grant is to the “Chief Administrator Approved” Level.

If you have any questions or concerns, please contact us at schoolsafetygrants@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
10/31/2024	School Safety Grants	09/27/2024
10/31/2024	SS200 Full-Time Personnel Report	09/19/2024
11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
10/14/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024
10/15/2024	ABC Transfer Budget Flexibility Report	09/12/2024
10/18/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 0062) Survey	09/19/2024
10/18/2024	ABC Transfers	10/04/2024
10/25/2024	October PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	09/27/2024
10/31/2024	SS300 Local Salary Supplements Report	09/19/2024

[View Prior Newsletters](#)



School Business Services

North Carolina Department of Public Instruction



October 17, 2024

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.

[FBS Homepage](#)

Helene Updates

SBS has updated our Disaster Recovery Act of 2024 (SL2024-51) Summary and FAQ document, which has been posted to our [What's New page](#). We will continue to add information as needed. Please contact SchoolFinancialReporting@dpi.nc.gov if you have any questions about the guidance or the legislation.

Cash Requests for PSUs Affected by Helene – All PSUs

We are keeping all those affected by Helene in our thoughts and prayers. We understand the importance of providing continuous support and are committed to assisting with your cash request needs. DPI initially placed State cash requests for the month of October based on September cash requests.

For additional assistance, please contact CashMgt@dpi.nc.gov by Monday of the FRD to let us know the following information:

- PSU #
- PSU Name
- Funds Requirement Date (FRD)
- Type of funds:
 - For State cash request, provide
 - Payroll Amount
 - General Expense Amount
 - School Tech Amount
 - Combined Total
 - For Federal cash request, provide
 - Amount by PRC and Grant Year
 - Combined Total

Other Helene Resources

SBS has posted updates from the Local Government Commission at the Department of State Treasurer to our [What's New page](#). Please reach out to them directly (Coach@nctreasurer.com) as they are working with impacted PSUs to provide any needed flexibility for audits and other required reports. In addition, the UNC Chapel Hill School of Government is [hosting weekly virtual Helene Finance Response Office Hours](#) to assist local agencies in their recovery efforts. The next session will be held Monday, October 21 at 8:30 am.

Additional information and resources for emergency management have also been posted to their [NC Emergency Management website](#).

PSU Cash Application (PCA) Update – All PSUs

The PSU Cash Application (PCA) will be updated to allow for State and Local cash requests effective the week of October 28th for Funds Requirement Date (FRD) of November 1st. For your convenience, see the links below for the upcoming training webinar sessions on how to navigate the PCA. A recording will be made available on our website for those that cannot attend.

Tuesday October 22nd, 2024

- 10 am
- 11 am

Thursday October 24th, 2024

- 2 pm
- 3 pm

Reminder that all Federal grant funds must be requested through the PCA by grant year. Please get all of your requests (Federal, Local and State) for the week entered on Mondays by 11:59pm. This will enable us to have your data and get it through our systems for deposit on Friday. We do not have the control or ability to effect emergency cash requests should you miss the request dates.

Thank you in advance for making sure you get your requests for cash entered on time each week. For questions, contact CashMgt@dpi.nc.gov.

September Zero Out – All PSUs

DPI plans on posting the September State and Federal cash zero out entries by the end of next week. The September cash zero out process will be based on year-to-date cash and year-to-date expenditures.

Friendly reminder that in addition to all expenditures needing to be coded to valid account codes, federal expenditures and federal cash will need to have corresponding grant years. Failure to correct invalid account code and missing grant year postings may result in incorrect data file postings and the pulling back of state and federal funds. If you have any questions about the invalid code information or for new Chart of Account (COA) codes, please contact SchoolFinancialReporting@dpi.nc.gov.

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

The deadline for the 2024-2025 Charter School Membership Survey has been extended to **Monday, November 18, 2024** (*PSUs impacted by Helene have additional time.*) The survey and template are posted on the [FBS homepage](#) under What's New.

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 shannon.miller@dpi.nc.gov.

FY2024-25 Allotments - ALL PSUs

The following items of interest were recently allotted:

- State PRC 0048 – Principal Performance Bonuses
 - Per SL 2024-51, Section 8.2. The Principal Bonus Payment Deadline was extended until November 30th for disaster-declared units.
- State PRC 0065 – Coding and Mobile Application Grants as determined by the Office Career Technical Education
- State PRC 0073 – School Connectivity Allotments as determined by the Office of Digital Teaching and Learning
- Federal PRC 0110 - 21st Century Community Learning Centers – Grant Year 2025 Allotment approvals-to-date

The following items of interest are scheduled for allotment within the next week:

- State PRC 0085 - Literacy Intervention allocations as determined by the Office of Early Learning

The following items of interest are scheduled for allotment within the next 2 weeks:

- Federal PRC 0110 - 21st Century Community Learning Centers – Grant Year 2025 Allotment approvals-to-date
- Federal Immediate Reversions for expiring PRCs
 - [Grants Ending by 9/30/2024](#) located in Federal Planning and Information under the FY24-25 Budget Section
 - ESSER PRCS will be processed separately.

Additional Allotment Updates

- Federal Consolidated Program Allotments
 - Federal Initial Allotment of the Consolidated Program PRCs is slated to begin in November.
 - Month 1 and 2 ADM data and State Aid Budget amounts per the current year GANs are still being finalized.
- Federal PRC 145 – Stronger Connections Grant (*from the Office of Federal Programs*)
 - The entire Grant Year 2023 award was released at the onset of the grant and Units have access to the funds through September 30, 2026. Please see the PSU Cash App for the grant year balance.
 - The remainder of the grant funds will be distributed through a second round of awards, that will be rolling out between November and February (funds flowing in February).

If you have general allotment questions, please email allotments@dpi.nc.gov.

2023-24 Principal Bonus Report – All PSUs

The "Principal Bonus" report is now available in LicSal for the LEAs to view. The Division of School Business also updated the "Principal Bonus – Report Notes". All documents are located in LicSal under Salary Admin Reports – Principal Bonus.

The Office of Charter Schools contacted schools that were eligible for the Principal Bonus. Please contact Joseph Maimone at joseph.letterio@dpi.nc.gov if you have questions concerning a Principal Bonus.

The Principal Bonus [FAQ](#) has been posted to our website under "Guidance" – Principal Bonus FAQ in addition to the What's New Section.

Questions regarding your EVAAS Index Score should be directed to your Regional Accountability Coordinator.

Any other questions please send an email to salary@dpi.nc.gov.

Salary Audit Update - LEAs Only

Prior Year LicSal Corrections

- To correct prior year salary audit exceptions, please email Salary@dpi.nc.gov and a Salary Analyst will help you by manually correcting them. For prior year refunds that require a manual check to be submitted, the LEA must submit them and complete the online form so that the correction can be made by Salary. Additional details will be forth coming regarding the online form.
- Given the manual nature of correcting prior year salary audits, the traditional deadline of October 31st has been extended through December. Those in the HELENE-affected areas will have longer to make those corrections, and Salary will work with them individually.

Current Year LicSal Corrections

- The System Modernization team is still updating the new LICSAL system to process the current year's salary information. July (PP1) and August (PP2) have been loaded into the LICSAL system. Reports are still being validated and updated. Once September (PP3) is loaded, salary audit exceptions should be more concrete.
- When the current year reports, i.e., 'Months allocated vs. Months used' and Position detail report, are ready for use, we will have webinars to show you the reports, how they will be updated, and how corrections will be reflected this year.

Loading PP03 Payroll and Summary Files

Before September's payroll is processed in the [new LICSAL website](#), Salary is awaiting the resubmission of the payroll data files from the PSUs for a particular vendor who needed to provide a patch to correct the payroll data files. Thank you for your patience as we continue to work on process improvements.

Questions? Contact SBS

Topic	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov

Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

For PSUs impacted by Helene, please contact the program area.

ALL PSUs

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IPS ONLY

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12/13/2024	PPL Form for December Reimbursement	10/10/2024

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School Business Services

North Carolina Department of Public Instruction



October 25, 2024

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.

FBS Homepage

Helene Updates

Yesterday, the NC General Assembly ratified a second Hurricane Helene relief bill ([Senate Bill 743](#)) impacting PSUs located in declared disaster counties. This bill is currently awaiting the Governor's signature. It includes:

- The opportunity to request additional calendar flexibility from the State Superintendent
- \$5 million for increased mental health support for students at affected PSUs
- \$50 million for facility repair and renovation costs not covered by FEMA or insurance
- \$5 million each for both technology - in particular student and staff devices
- \$5 million school nutrition equipment replacement
 - This is in addition to the \$16 million to compensate school nutrition personnel for instructional days that will be waived, as enacted in [SL2024-51](#)
- The bill also includes a provision to waive the reapplication of students withdrawn from affected schools for the 2025-26 academic year.

When the bill becomes law, we will recommend to the State Board of Education a modification to the allotment policy manual to authorize disbursement of the funds. School Business Services will provide supporting information to assist the PSUs related to these funds.

SBS has also posted several new resources this week for PSUs impacted by Helene to our [What's New page](#):

LEA Class Size Waiver Request Form

An LEA impacted by Hurricane Helene may submit the [class size waiver form](#) under the Act of God Provision ([115C-301.\(g\)](#)) to Student Accounting (studentaccounting@dpi.nc.gov). There is only a need to submit one form per school.

NCASBO FEMA Panel Discussion

On Friday, October 18th NCASBO hosted a session at their fall conference on tips for navigating FEMA and insurance reimbursements. The recording is available for those that could not attend:

- [NCASBO-LEA CFO Webinar: Tips About Navigating FEMA/Hurricane/Insurance](#)
- Password: wdzi1.89

ESSER Reversions - All PSUs

We have posted a list of object codes not allowed to be encumbered to our [What's New webpage](#). Please refer to that document if you have encumbrances that were expected to be paid after 9/30/24 to check if the any encumbrances in question had object codes on that list. For questions relating to ESSER revisions, please contact Nathan Craver (nathan.craver@dpi.nc.gov).

Helene Impacted PSUs

If you were impacted by Hurricane Helene and this prevented you from being able to record encumbrances or year to date expenditures by the 9/30/24 deadline, you may provide the details of the amount of the encumbrance or expenditure by PRC, Purpose, and object code no later than **Wednesday, October 30th** to Nathan Craver (nathan.craver@dpi.nc.gov). Please provide an attachment to your email the documentation that the invoice was dated prior to October 1st or the PO was dated prior to October 1st, but was not able to be entered into the system.

DPI will submit the records to the US Department of Education for permission to allow the amounts. If approval is granted, an allotment adjustment in the system will be made by the School Allotments Section. We anticipate that this adjustment will likely be made mid- to late November. Additionally, please be sure your October datafiles are updated to include any data adjustments you submit. We anticipate that USED will approve these allowances; however, at this time we can not guarantee their approval.

FY2024-25 Allotments - All PSUs

The following items of interest were recently processed or are being processed by the end of the week:

- State PRC 0085 - Literacy Intervention allocations as provided by the Office of Early Learning
- Federal Immediate Reversions for ESSER PRCs

The following items of interest are scheduled for allotment before the end of October:

- State PRC 0052 – Extended Learning and Integrated Students Support (ELISS) – Year 2 Grant Awards as approved
- State PRC 0062 - Small County and Low Wealth Signing Bonus for Teachers Allocations
- Federal PRC 0110 - 21st Century Community Learning Centers – Grant Year 2025 Allotment approvals-to-date
- Federal Immediate Reversions for expiring PRCs (Non-ESSER)

- [Grants Ending by 9/30/2024](#)

If you have general allotment questions, please email allotments@dpi.nc.gov.

PSU Cash Application Information for Ordering State and Local Cash – All PSUs

Effective Friday, October 25, 2024, the PSU Cash Application (PCA) will go live with ALL cash requests including State, Local, and Federal cash. Please note, effective **Monday, October 28, 2024** ALL cash

requests are due on Mondays by **11:59pm**. Cash requests for the November 1, 2024 Funds Requirement Date (FRD) will have all funding sources included via the PCA.

Thank you to those PSUs who were able to join us for one of the webinars this week. For those of you who missed them, a prerecorded webinar and guidance document for ordering cash will be posted to the website on the [Cash Management page](#). For questions, please contact CashMgt@dpi.nc.gov.

September Zero Out – All PSUs

DPI plans on posting the September State and Federal cash zero out entries next week. The September cash zero out process will be based on year-to-date cash and year-to-date expenditures.

Friendly reminder - in addition to all expenditures needing to be coded to valid account codes, federal expenditures and federal cash will need to have corresponding grant years. Failure to correct invalid account code and missing grant year postings may result in incorrect data file postings and the pulling back of state and federal funds. If you have any questions about the invalid code information or for new Chart of Account (COA) codes, please contact SchoolFinancialReporting@dpi.nc.gov.

MFR Updates - All PSUs

The [MFR dashboard](#) is now updated to reflect the 3rd reporting period. Any ESSER PRC with a missing grant year has been forced to be 31.

Required Annual Reporting Due October 31, 2024

The [SS200 \(All PSUs\)](#) and [SS300 \(LEAs only\)](#) reports are due by **October 31, 2024**. For more information, please refer to the [September 19 School Business Newsletter](#). If you have questions related to the SS200 or SS300, please contact david.cauthorn@dpi.nc.gov.

SBS Website Updates

SBS has moved several items previously posted to our What's New page to their relevant subject pages to make room for newer materials. Below is a list of the changes and where you may find those documents moving forward:

- 2024-25 Legislative Materials - [K-12 Education Budget Webpage](#)
- 2024-25 Allotments - [State Allotments Page](#); [Federal Allotments Page](#)
- ESSER Compliance Webinar - [COVID Page](#)
- Cash Application Guidance - [Cash Management Webpage](#)

From the Office of School Nutrition

School Nutrition Inventory Losses for PSUs Affected by Helene

Please be aware that School Nutrition related inventory losses incurred because of Hurricane Helene will should be included in the PSU's insurance claims and/or FEMA claims. The state funds provided in the Disaster Recovery Act of 2024 (SL2024-51) are for salary and benefits ONLY for lost Instructional Days.

Note: These State funds do not apply toward compensation for any work related to clean-up, etc. as state funding cannot be used to compensate employees for the same hours twice. The Local BOEs have to

determine how best to compensate employees for HELENE related activities and how those may need to be documented to claim reimbursement from FEMA/Insurance for those costs.

It will be important for the School Nutrition Administrator and Finance Officer (or designee) to collaborate to ensure that all losses incurred by School Nutrition have been properly accounted for and supporting documentation for anticipated reimbursement is maintained and readily available upon request by FEMA.

As additional information becomes available, it will be shared through the Hurricane Helene ["What's New" section](#) of the Financial and Business Services website. SBS continually updates the FAQ and will have a section specifically for School Nutrition related questions.

From the Office of School Facilities

QUARTERLY REPORTS: K-12 Facility Grants (SCIF Grants) - LEAs Only

Recipients of DPI 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. If you have not already done so, please submit your quarterly reports for **October 10, 2024** for the fiscal quarter ending on September 30, 2024. Please submit reports using [the form located on the Capital Funding page](#) of the School Planning website. Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

From the Center for Safer Schools

School Safety Grants Deadline Extension - All PSUs

Several Helene-impacted PSUs expressed concerns regarding meeting the extended safety grant submission deadline (October 31) and implementation timelines. The Center for Safer Schools (CFSS) is aware of the challenges and willing to support those in need. If any of you have questions about either submission deadlines or the implementation timeline, please email the CFSS team (cfss@dpi.nc.gov) with your challenges and they will do their best to work with your specific needs.

Questions? Contact SBS

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
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11/01/2024	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024
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LEAs

DUE DATE	TOPIC	NEWSLETTER
10/25/2024	October PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	09/24/2024
10/31/2024	SS300 Local Salary Supplements Report	09/19/2024
10/31/2024	School Nutrition Annual Financial Report (FC1-A)	10/10/2024
11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024

IPS ONLY

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School Business Services

North Carolina Department of Public Instruction



November 1, 2024

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.

[FBS Homepage](#)

Helene Website Updates

SBS has updated the Disaster Recovery Act FAQ and summary document to include the newest relief bill signed by the governor last week. It has been posted to our [What's New page](#).

Hurricane FEMA Procurement/Contract information

NC DPI has prepared a "Summary of FEMA Resources on Required Contract Terms and Conditions & Related Key Uniform Guidance Procurement Updates" and posted it to our [What's New page](#). In this summary you will find a link to a FEMA checklist for developing contracts that can be used to ensure compliance with those awards and for other Federal Grant awards as well. The summary also includes a list of the key changes to the Uniform Guidance that are related to procurement.

Please note, the [Uniform Guidance](#) was updated with an effective implementation date of October 1, 2024. Initial FEMA procurement training indicating the 2020 Uniform Guidance would apply, however, FEMA has been given approval to require the use of the updated Uniform Guidance requirements.

The information in the summary is applicable guidance that is applicable to FEMA awards for Hurricane Helene awards and Federal Grant awards issued after October 1, 2024. Please be sure to work with your Board Attorneys to ensure compliance.

Cash Updates - All PSUs

YTD Zero Out Entries

September YTD negative zero out entries processed yesterday (10/31). September YTD positive entries are scheduled to process today (11/1). Please note that all entries have a 10/30/2024 posting date. Please document your general ledgers accordingly. Due to how the federal funds have to process with the Office of the State Controller, the cash transactions are processed as two separate batches on back-to-back days. Please wait for all batches to process for the week before looking at the data.

DPI is planning on processing the YTD zero-out entries within normal timelines, which should be around the 10th of the month or earlier as we continue to work through the technical development of the new systems with our IT Department. Contact CashMgt@dpi.nc.gov for zero out questions.

FRD 11/1/2024 Cash Bank Account Entries

Please note that cash requests for the Funds Requirement Date (FRD) of 11/1/2024 will be posted to DPI's books on 11/1/2024. We have received notification from PSUs that cash requests were made available in bank accounts a day earlier in the month of October.

DPI will not reverse the transaction and repost these entries because they are already documented in the month of November. October YTD zero out entries will not include the 11/1/24 FRD. Please contact CashMgt@dpi.nc.gov if you have any cash questions.

Cash Calendar Deadlines in the Cash App

All State, Federal and Local cash requests are processed through the PSU Cash Application (PCA). Friendly reminder that the deadline to request State, Federal and Local cash is on Mondays at 11:59pm. Monday closures for holidays will not be an exception because PSUs can order cash in advance.

Veteran's Day is Monday, November 11th. The deadline for requesting cash is Monday at 11:59pm. No extension will be granted. Please plan accordingly based on your district's needs.

Thanksgiving Week: The cutoff is Monday. NO emergency cash requests will be processed. Cash will process on late Wednesday afternoon.

There should be more than one person subscribed to the PCA who can request cash. For cash inquiries, please contact CashMgt@dpi.nc.gov.

Emergency Cash Requests

Emergency cash requests for a PSU who misses the Monday deadline may be accepted by noon on Tuesday of the same FRD week. Cash requests after that time frame are not guaranteed. DPI's processing is locked due to the parameters set by OCS/State Treasurer and other system constraints.

Cash Management requires the following information emailed to CashMgt@dpi.nc.gov by noon on Tuesday for an emergency request.

- PSU #
- PSU Name
- Funds Requirement Date (FRD)
- Type of funds:

For State cash request, provide

- Payroll Amount
- General Expense Amount
- School Tech Amount
- Combined Total

For Federal cash request, provide

- Amount by PRC and GY
- Combined Total

School Business Reports

As a reminder, only prior year financial reports are posted through eMFTS. The [new reporting system](#) is being developed, but FY2025 reports are available through September.

ESSER III – Application for Liquidation Extension

The US Department of Education is providing a process to apply for an extension on the liquidation period for ESSER III funds. The US Department of Education acknowledges that some grantees may require flexibility liquidating remaining ESSER III funds. And is authorized to approve an extension on the liquidation period for properly obligated funds.

Public School Units (PSUs) may request an extension for ESSER III funds, as long as the funds were properly obligated by September 30, 2024.

The Final approval 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 III funds.

Without an approved extension, obligated ESSER III funds must be liquidated by December 29, 2024.

Please note: this application is for ESSER III PRCs only, and does NOT include the ARPA Homeless Youth (PRC 182 and 183) or ARPA IDEA (PRC 184, 185, and 186) grants.

Application Instructions

Step One:

- Complete [the online survey](#) by **November 7, 2024**
- 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 (link will be provided), and upload all supporting document(s) by **November 22, 2024**.

Important Dates:

- ESSER III Encumbrance or Obligation Date: **September 30, 2024**
- ESSER III Liquidation Date: **December 29, 2024**
- ESSER III Extended Liquidation Date: **March 28, 2026**

Links to additional information:

[US Department of Education "General and Technical Frequently Asked Questions \(FAQs\) Liquidation Extension Request \(1/9/2024\)](#)

FY2024-25 Allotments - All PSUs

The following items of interest are scheduled for allotment by end of next week.

- State PRC 0062 - Small County and Low Wealth Signing Bonus for Teachers Allocation per participation survey results
- PRC allocations as provided by the Office of Exceptional Children:
 - State PRC 0029 – Behavioral Support
 - State PRC 0063 – CWD: Developmental Day Centers
 - State PRC 0089 – CWD: Special State Reserve
- Federal PRC 0026 – McKinney-Vento Homeless Assistance allocations as provided by the Office of Federal Programs
- Federal PRC 0110 - 21st Century Community Learning Centers – Grant Year 2025 Allotment approvals-to-date

Additional Allotment Updates - All PSUs

PRC 0085 Literacy Intervention Allotment Adjustments

Due to an oversight in calculations of PRC 0085 Literacy Intervention allocations, the Signing Bonus allotment will be reversed for any PSU that did not receive a performance bonus allotment.

The allotment policy manual will be updated to include clarification on the signing bonus eligibility per GS 115C, Article 8, Part 1A which states:

“Each local school administrative unit shall provide a signing bonus in an amount determined by the local board of education that is at least one thousand two hundred dollars (\$1,200) to any teacher who meets all the following criteria:

1. Is associated with high growth in reading based on EVAAS data.
2. Was awarded a reading performance bonus administered by the Department of Public Instruction.
3. Accepts employment to provide instruction during a reading camp.”

UPDATE: Child Count (Head Count) Transfer Process

As noted by the Office of Exceptional Children, there will be a change to the methodology of the Head Count Transfer Process. The “transfer” will be an allotment adjustment of the PRC 0032 Children with Disabilities Initial Allotment using the data from the ECATS platform.

The ALOT report, which was utilized in the previous year, will no longer be a part of this analysis. There are no other actions required by the PSU aside from any guidance presented from the Office of Exceptional Children as it relates to the update below.

If you have general allotment questions, please email allotments@dpi.nc.gov. Please see the message below from EC Services that was provided through their newsletter this week to the EC Directors

From the Office of Exceptional Children - All PSUs

CHANGE IN PROCESS: Child Count Transfer - NCDPI School Allotment

The Child Count Transfer Process accounts for students with disabilities that move between PSUs during the first 60 days of school and adjusts funding to follow students. During the August 15th, EC Administrators webinar, a change in process was communicated statewide to include the use of ECATS for updating child count numbers for PSUs statewide with no unique required action to be taken locally beyond the normal beginning of the year enrollment procedures.

At this time, the remaining multiple enrollments for students with disabilities must be resolved statewide before the OEC can obtain accurate child count numbers to initiate the transfer of funding to PSUs receiving students with disabilities not originally included in its child count.

Resolving multiple enrollments for both sending and receiving PSUs requires collaboration between local SIS administrators (PowerSchool and/or Infinite Campus) before information can flow successfully in or out of ECATS.

Questions? Contact SBS

TOPIC	EMAIL
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10/31/2024	SS300 Local Salary Supplements Report	09/19/2024
10/31/2024	School Nutrition Annual Financial Report (FC1-A)	10/10/2024
11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

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School Business Services

North Carolina Department of Public Instruction



November 7, 2024

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.

[FBS Homepage](#)

November State Board Meeting Update

The NC State Board of Education (SBE) approved the changes to the Manuals below during its monthly meeting. The adjustments have been made in each manual and posted to our [What's New webpage](#).

Allotment Policy Manual

Hurricane Relief and Recovery (PRC 230) has been added to the manual to facilitate the distribution of funds allocated by Session Law 2024-51 and Session Law 2024-53. Technical corrections were made to the Teacher Assistant Reimbursement Program (PRC 0066) to comply with Session Law 2023-134.

Student Accounting and Student Attendance Manual

The SASA Manual was adjusted to comply with legislation and the new Student Information System (SIS). Revisions include the use of Pre-K ADM for school principal salary calculations, as well as adjustments related to Helene relief legislation, such as charter student re-enrollment, the inaccessible road attendance code, and calendar flexibility.

FY2024-25 Allotments - All PSUs

The following items of interest are scheduled for processing by end of next week.

- ESSER Immediate Reversion adjustments as approved by the Office of Federal Programs
- Federal Immediate Reversions for non-ESSER PRCs
 - Grants Ending by 9/30/2024 located in Federal Planning and Information under the FY24-25 Budget Section

Allotment Conversions - LEAs Only

The second batch of ABC transfers will close midnight **Friday, 11/15/24**. Transfer and conversion requests received by 11/15/24 will be allotted by November 20, 2024.

If you have general allotment questions, please email allotments@dpi.nc.gov.

Survey from BerryDunn Consulting - All PSUs

Please be aware that PSUs may be selected to respond to a survey from BerryDunn Consulting related to our systems and processes that impact them. BerryDunn Consulting is assisting DPI with our School Business Modernization work and they want to get some feedback from our primary customers. This survey will be directed to the LEA Finance Officers and the IPS Finance Directors. Thank you for your honest feedback to this group as we look to improve our systems and processing. The survey should be going out by November 15, 2024 and will be due back by **December 6, 2024**.

Required Annual Reporting Past Due

October 31 was the due date for the SS200 Full Time Personnel (All PSUs) and SS300 Salary Supplement (LEAs only) reports. If you have not already submitted, please do so as soon as possible. For information, please refer to the September 19 School Business Newsletter.

Required Postings on LEA Websites - LEAs Only

LEAs are required to post the Plain English Report with PRC and Object Code Summary to their websites per [G.S.105.25. \(c\)](#) by October 15th and keep it there for at least 3 years. The Division of School Business has posted the reports on our [Expenditure Data webpage](#) and LEAs may choose to link to these files to comply with the legislation.

From the Office of Digital Teaching and Learning

Legislative Class Size Report in PowerSchool Update - LEAs Only

The October finance file required for the Fall Legislative Class Size (LCS) report in PowerSchool has been delayed. While you can continue running the Fall LCS report and reviewing the data, please note the following:

- The FTE and Funding Type fields for any new teachers hired since March 2024 will be blank on the Class Size report.
- The Enhancement Teacher by School report will also be blank until the October payroll file is loaded.

Important: Please refrain from approving your LCS report until further notice. We will notify you once the file has been updated and the data is ready to be reviewed and submitted in PowerSchool.

We appreciate your patience and understanding as we work to resolve this issue.

Please note that LEAs must meet class-size requirements. If you need to request a waiver, please complete the forms on the [SBS Student Accounting website](#).

From the Office of School Facilities

November 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 **November 22, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email at dennis.hilton@dpi.nc.gov.

Questions? Contact SBS.

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	SS200 Full-Time Personnel Report	09/19/2024
11/07/2024	ESSER III Late Liquidation Request - Survey	11/01/2024
11/22/2024	ESSER III Late Liquidation Request - Application	11/01/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	SS300 Local Salary Supplements Report	09/19/2024
11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

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School Business Services

North Carolina Department of Public Instruction



November 14, 2024

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[FBS Homepage](#)

PSU MFR Dashboard - All PSUs

The PSU MFR Dashboards have been updated to include reporting period 4 information. Additionally, a new view has been added to provide PSUs with the ability to see the MFR details by reporting period. The Monthly MFR Details tab shows the encumbrances and year-to-date expenditures by reporting period by purpose and object code. This report can be accessed through the navigation tabs at the top of the screen. We are working with IT and hope to be adding a monthly cash zero out view and a year over year MFR view by December. As a reminder, PSU MFR Dashboard access was provided to the person designated as the Finance Officer for your PSU. This is a temporary solution while IT is working to set up individual user access accounts. If you need access to the MFR Dashboard, please reach out your finance officer or contact Nathan Craver (nathan.craver@dpi.nc.gov).

December Pay Date Reminder - LEAs Only

As noted in our August 22nd newsletter, an internal DPI communication stated that the Office of State Controllers will no longer process the December pay before the holidays and will move the pay date to December 31st.

This communication does not apply to LEAs as the local boards have flexibility in setting their pay dates. However the LEA pay dates must be in compliance with General Statutes. The following are the laws as they apply to LEA pay dates:

Teachers: Although teachers are required to receive a full monthly payment no later than August 31st, and this constitutes prepayment for teachers working on a traditional calendar, the LEA is not permitted to extend the pay intervals more than one month. Therefore, if the LEA pays a teacher before the end of December, the LEA may not extend the next payment to the end of January. Teachers are required to receive their pay in monthly installments (reference [G.S.115C-302.1](#))

Superintendents, supervisors and principals shall only be paid for the days employed as of a set pay date and may not be prepaid for days not employed (reference [G.S. 115C-272\(b\)](#), [115C-285](#))

Other employees: Each LEA shall establish a set date on which monthly salary payments to employees other than superintendents, supervisors, and classified principals employed on an annual basis, shall be made. This set pay date may differ from the end of the calendar month of service. Employees may be prepaid on the monthly pay date for days not yet worked (Reference [G.S. 115C-316](#))

Allotments Update - All PSUs

Due to a systems issue, the following items of interest are scheduled for processing next week.

- ESSER Immediate Reversion adjustments as approved by the Office of Federal Programs
- Federal Immediate Reversions for non-ESSER PRCs
 - [Grants Ending by 9/30/2024](#) located in Federal Planning and Information under the FY24-25 Budget Section

Allotment Conversions - LEAs Only

The second batch of ABC transfers will close midnight Friday, 11/15/24. Transfer and conversion requests received by 11/15/24 will be allotted by November 20, 2024.

If you have general allotment questions, please email allotments@dpi.nc.gov.

Questions? Contact SBS

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
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Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
11/18/2024	Cash Requests for November 22 FRD	10/25/2024
11/22/2024	ESSER III Late Liquidation Request - Application	11/01/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
11/15/2024	ABC Transfers	11/07/2024
11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024
11/22/2024	PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	11/07/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

[View Prior Newsletters](#)



School Business Services

North Carolina Department of Public Instruction



October 2024 YTD Zero Out Entries - All PSUs

The October YTD entries will have a Funds Requirement Date (FRD) of Monday, 11/18/24. Please document your general ledger accordingly.

- State entries will process in accounts on Monday, 11/18/24
- Federal negative entries will process in accounts on Monday, 11/18/24.
- Federal positive entries will process in accounts on Tuesday, 11/19/24.

Due to how the federal funds must process with the Office of the State Controller, the cash transactions are processed as two separate batches on back-to-back days. Please wait for all batches to process before looking at the data.

Contact CashMgt@dpi.nc.gov for zero out questions.



School Business Services

North Carolina Department of Public Instruction



November 21, 2024

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[FBS Homepage](#)

From the Office of School Facilities

Hurricane Helene Capital Recovery Funds

In the aftermath of Hurricane Helene, The Disaster Recovery Act of 2024 – Part II became law on October 25, 2024. Per North Carolina [S.L. 2024-53](#), disaster recovery funding of \$50,000,000 has been appropriated “for repair and renovation of facilities in counties with a federal disaster declaration due to Hurricane Helene for local school administrative units and lab schools. These funds are for unmet needs not covered by insurance or available federal aid.”

DPI’s Office of School Facilities has been directed to administer Hurricane Helene Capital Recovery Funds for the repair of storm-damaged Public School Facilities in accordance with this Act. Districts located in counties covered by the disaster declaration, and who experienced school facility damage caused by Hurricane Helene, may submit requests for this funding using [this form](#).

Submit completed and signed requests by email to: nathan.maune@dpi.nc.gov.

Holiday Cash Calendar Changes in the Cash App – All PSUs

During the Thanksgiving Holiday Schedule, there will be changes to the current processing timeline, due to Office of State Controller requirements to ensure deposits can be executed before the holiday.

For the upcoming Thanksgiving Holiday Schedule, the cash request deadline has been changed to 5PM on Monday, 11/25, in the Cash App. You will not be able to access the FRD of 11/29 after 5 PM on Monday.

Please note that we do not have the capacity to process emergency cash or extensions during the holiday week due to system limitations and tight deadlines. We ask that you review the upcoming holiday cash schedule with your team and plan accordingly based on your district’s needs.

To guarantee delivery of funds in the accounts by Wednesday, 11/27, for the 11/29 Funds Requirement Date (FRD), please order cash by the 5 PM Monday deadline.

Thanksgiving Week:

- Cash request deadline is **Monday, 11/25, at 5PM**
- Bank deposit by Wednesday, 11/27, in the afternoon
- FRD is Friday, 11/29

Christmas Week:

- Cash request deadline is Thursday, 12/19
- FRD is Friday, 12/27

New Year's Week:

- Cash request deadline is Monday, 12/30
- FRD is Friday, 1/3

There should be more than one person subscribed to the PCA who can request cash for your PSU. For cash inquiries, please contact CashMgt@dpi.nc.gov.

Legislative and Budget Update

Yesterday, the NC General Assembly ratified [SL 2024-55 \(House Bill 10\)](#). It includes provisions to execute Funding in Arrears as well as \$95 million for the contingency reserve. Once the PMR process for months 1 and 2 has been completed, SBS will allot the growth funding. If your district has not yet successfully transmitted your PMR 1 or PMR 2 reports please get with your SIS Data Manager to get them submitted.

Salary Audit Exception - LEAs Only

A known Salary Audit exception with Principals has been corrected. We ask that all LEAs check their Exception List to verify the correction.

Please contact Salary@dpi.nc.gov with questions.

New Attendance Code - All PSUs

Along with the SASA, the State Board approved a new excused absence code, 1T, for use in natural disasters. The new code will be added to the SIS. DPI will notify PSUs when it is available to use.

Students should be coded 1T when in-person school is in session and they are unable to physically get to school because there are no accessible roads. 1T should be used only in the case of a natural disaster and will be audited.

Please contact StudentAccounting@dpi.nc.gov with questions.

FY2024-25 Allotments - All PSUs

The following items of interest are being processed this week:

- State PRC 0003 - Non-Instructional Support Personnel - Holocaust Sub Pay Reimbursements
- State PRC 0016 - Summer Reading Camps - Reversions as of October 31st
- State PRC 0088 - Feminine Hygiene Grant - Allocations as provided by Office of Academic Standards
- State PRC 0230 - Hurricane Relief and Recovery - Mental Health Allocations
- Federal PRC 0082 – IDEA: Special Education State Improvement Grant – Allotment of Approvals received-to-date
- Federal - Immediate Reversions of various expired non-ESSER PRCs
 - **These transactions have been reversed and will be processed next week. We apologize for any confusion.**

The following items of interest are scheduled for allotment before the Thanksgiving Holiday Break:

- State PRC 0230 - Hurricane Relief and Recovery - School Nutrition Personnel Compensation Allocations
- Federal PRC 0050 – ESEA Title I – Initial Allotments of Approvals received-to-date
- Federal PRCs 0049 – IDEA - Section 619 Preschool Grants – Preliminary Initial Allotments of Approvals received as of October
- Federal PRCs 0060 – IDEA - Section 611 Grants to States – Preliminary Initial Allotments of Approvals received as of October
- Preliminary Initial Allotment will be 50% of the Grant Year 2025 Planning Allotment; allotment adjustments will be made once all data elements have been verified.

Additional Allotment Updates - LEAs

The third batch of ABC transfers will close **midnight Wednesday, 12/18/24**. All other transfer and conversion email requests received by 12/18/24 will be allotted on or by December 20, 2024.

If you have general allotment questions, please email allotments@dpi.nc.gov.

Pre-K ADM Reminder - All PSUs

Pre-K is now to be included in total ADM when determining the placement of the principal on the salary schedule. To meet the requirements of [S.L. 2023-134, §7A.6.\(b\)](#), Pre-K ADM appears at the bottom of the PMR report. The number is not used for overall funding. It is now included in a school's total ADM for the sole purpose of determining the placement of the principal on the salary schedule.

From the Office of PSU Cybersecurity Support

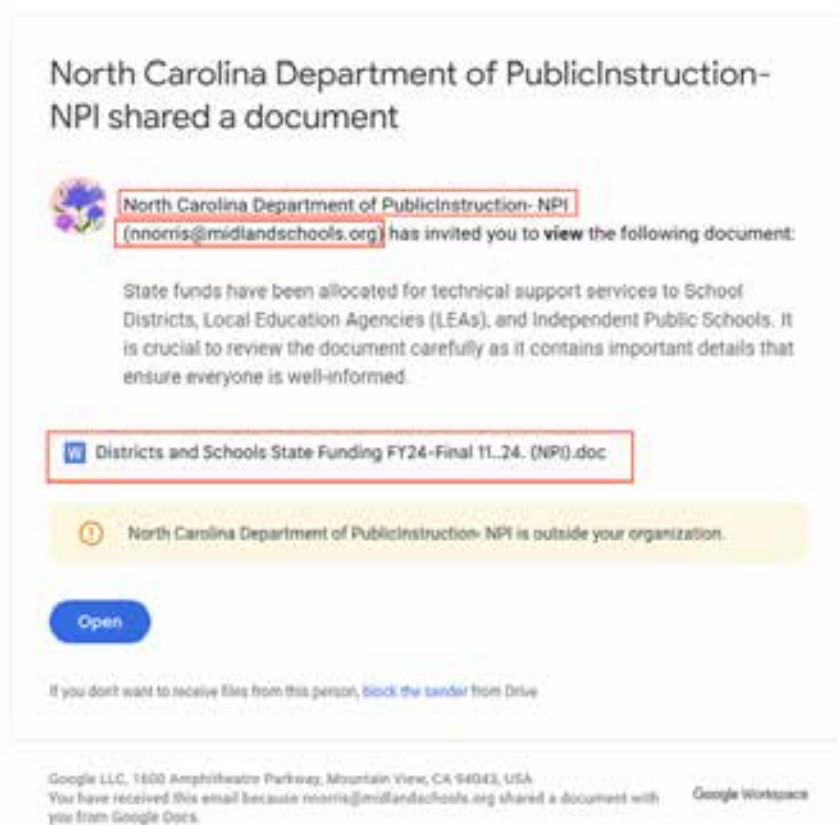
Security Alert: Phishing Email from Unauthorized Google Drive Share

It has come to our attention that several PSU staff members including finance personnel received emails from external Google Drive accounts, which are not associated with NC DPI. These emails often appear to

be legitimate and may contain friendly language, enticing subject lines, or urgent requests. The email typically includes a link prompting you to view or download a shared file.

This specific attempt is involving a Google Drive share from account [nnorris@midlandschools.org](mailto:norris@midlandschools.org) attempting to impersonate NC DPI that is not affiliated with DPI. The shared document is named "Districts and Schools State Funding FY24-Final 11..24. (NPI).doc". Because the share notification email comes from "drive-shares-dm-noreply@google.com", blocking this address will stop legitimate share notifications from arriving to your users. A screenshot of the email is included below, please communicate this information internally as appropriate to educate users how to identify potential phishing emails.

Official NC DPI shares will always originate from accounts in the "dpi.nc.gov" domain. It is recommended that any users who interacted with the linked document take appropriate actions to ensure secure accounts and devices.



Thanksgiving Holiday Message from the SBS Team

It has been a busy year in SBS, and we would like to take this time to reflect and express our gratitude. Firstly, we are proud to be part of such a supportive and generous community in the wake of Hurricane Helene - a huge thank you to everyone for coming together to help our neighbors in the west, and for continuing to do so until they are back on their feet.

As we continue to move forward with systems modernization we sincerely appreciate the feedback on our new platforms, from the Cash App to the MFR dashboard. Your involvement is critical to their success and our continuous improvement efforts so that we can develop valuable systems for everyone.

We are also grateful for your engagement on our webinars and conferences, and thank you for taking the time to read our weekly newsletters. Thank you for everything you do to support our students and public schools, and please have a safe and joyful Thanksgiving with your family and friends!



Questions? Contact SBS

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
Monday at 5 PM	Cash Requests for Friday FRD	08/29/2024
11/22/2024	ESSER III Late Liquidation Request - Application	11/01/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
11/22/2024	PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	11/07/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

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School Business Services

North Carolina Department of Public Instruction



November 26, 2024

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[FBS Homepage](#)

FY2024-25 Allotment Update - ALL PSUs

The following items are scheduled for allotment before the Thanksgiving Holiday Break:

- State PRC 0094 - Average Daily Membership (ADM) Growth – Preliminary allocations based on complete PMR 1 Data and at 60 percent of estimated growth funding. The remainder of funding will be executed when we have completed the Best 1 of 2 ADM Process.
- State PRC 0230 - Hurricane Relief and Recovery - School Nutrition Personnel Compensation Allocations
- Federal PRC 0050 – ESEA Title I – Initial Allotments of Approvals received-to-date
- PRC approvals as provided by the Office of Exceptional Children:
 - Federal PRCs 0049 – IDEA - Section 619 Preschool Grants – Preliminary Initial Allotments of Approvals received-to-date
 - Federal PRCs 0060 – IDEA - Section 611 Grants to States – Preliminary Initial Allotments of Approvals received-to-date
 - IDEA Preliminary Initial Allotment will be 50% of the Grant Year 2025 Planning Allotment; allotment adjustments will be made once all data elements have been verified.

If you have general allotment questions, please email Allotments@dpi.nc.gov.

Salary Audit Webinar - LEAs Only

SBS will be hosting a series of Salary Audit webinars. The first topic in the series will be "Navigating LicSal" and will be held next week - the schedule and links are below. A recording and an FAQ will be made available on our website for those that cannot attend.

Wednesday December 4th, 2024

- [10 am](#)

- [2 pm](#)

Thursday December 5th, 2024

- [10 am](#)
- [2 pm](#)

Legislative Class Size Report Update (PowerSchool & Infinite Campus) - LEAs Only

The Fall Legislative Class Size (LCS) report has been delayed. All deadlines for affidavits and waiver requests are postponed until further notice. Please update your Superintendents and SIS Data Managers accordingly.

We will update you when the reports are up and running.

PRC 230 Revision - Helene LEAs Only

A \$2.5 million School Nutrition compensation initial allotment in PRC 230 - Helene Relief was processed today in Revision #50. Please review your allotment balance.

We have prepared the revision using our estimates of your days missed and deemed completed. To be sure your funding numbers are correct, or if your PSU would like to request additional funds, please be sure you have completed the [Helene Days Missed Survey](#). Be sure to include days missed in September, October, and November. A PDF of the survey has been posted to our [What's New webpage](#).

Contact Allotments@dpi.nc.gov with questions.

From the Office of School Nutrition

Procedures for Requesting Reimbursement for School Nutrition Supplies or Equipment from State Helene Funds - Helene PSUs Only

The Office of School Nutrition has sent instructions to School Nutrition Directors in Helene affected counties to facilitate the distribution of recovery funds. They have been posted to our [What's New webpage](#) in addition to the Attestation form. As a reminder, PSUs are required to take all reasonable steps to obtain alternative funds that cover the losses or needs for which the State funds are provided, including funds from insurance policies in effect and available federal aid ([SL 2024-53 § 3.1.\(b\)](#)).

Please reach out to SchoolFinancialReporting@dpi.nc.gov with any questions.

Questions? Contact SBS

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov

EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
Monday at 11:59pm	Cash Requests for Friday FRD	08/29/2024
12/16/2024	Days Missed Survey - Helene/PTC8 PSUs only	11/22/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
12/18/2024	ABC Transfers	11/21/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

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School Business Services

North Carolina Department of Public Instruction



December 6, 2024

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FBS Homepage

FY2024-25 Allotment Update - All PSUs

The following items are scheduled for allotment by the end of the week.

- Initial Allotments of Approvals received-to-date
 - Federal PRC 0105 – ESEA Title I, Part A - School Improvement - 1003(A) Funds
 - Federal PRC 0115 – ESEA Title I-School Improvement-Competitive Funds

The following items are scheduled for allotment by the end of the next week if not processed this week:

- Initial Allotments of Approvals received-to-date
 - Federal PRC 0051 – ESEA Title I, Part C - Migrant Education Program
 - Federal PRC 0103 – ESEA Title II, Part A - Supporting Effective Instruction
 - Federal PRC 0104 – ESEA Title III, Part A - English Language Acquisition
 - Federal PRC 0108 – ESEA Title IV, Part A - Student Support & Academic Enrichment Grants

Additional Allotment Updates - LEAs Only

- State PRC 0094 - Average Daily Membership (ADM) Growth Allotments
Preliminary allocations were processed before the Thanksgiving break and were based on complete PMR 1 Data and at 60 percent of estimated growth funding. The remainder of funding will be executed when we have completed the Best 1 of 2 ADM Process. We are diligently working to get the final adjustments processed by the end of next week, pending the receipt of complete Month 1 and Month 2 PMR data.

If you have general allotment questions, please email allotments@dpi.nc.gov.

Refund Processing Webinar - All PSUs

SBS [will be hosting a webinar](#) on Wednesday, December 11th at 11 am to review the updated cash refund remittance form, and when cash can be refunded through the PSU Cash Application. A recording and an FAQ will be made available on our website for those that cannot attend.

Helene Update

SBS has posted a Helene Recovery Funding FAQ and guidance document to our [What's New page](#) to assist Helene-impacted PSUs with accessing funds through PRC 230, as well as School Nutrition and School Facility loss reimbursements. We will continue to update it as we receive more information. Please reach out to SchoolFinancialReporting@dpi.nc.gov with any questions.

Principal Legislative Salary Increase – LEAs Only

We have received several inquiries relating to when the 2024-2025 principal salaries will be updated in LicSal. There has been a delay in this process due to missing Principal Monthly Report (PMR) from several PSUs.

DPI cannot update LicSal until we receive the Best 1 of 2 Average Daily Membership (ADM) for all PSUs. For PMR submissions or inquiries, please contact StudentAccounting@dpi.nc.gov.

Salary Audit Webinar - LEAs Only

Thank you to everyone who attended one of this week's Salary Audit webinars. If you were unable to attend, a recording and FAQ will be made available on our website next week.

From the DPI Department of Information Technology

Customer Survey - LEAs Only

Last month, we shared a survey with LEA Finance Officers requesting feedback to enhance NCDPI's grant management and allotment process and platform. Thank you to all those who have already taken the survey and provided us feedback.

Your input is critical in identifying areas for improvement to upgrade our processes and systems. The survey is brief—taking approximately 10 minutes to complete and will close in 5 days on **December 6, 2024**.

We strongly encourage your participation! A high response rate will provide robust data to help drive meaningful changes that enhance the user experience for all.

Thank you in advance for taking the time to share your insights and contribute to this important initiative. Please contact systemupgrade@dpi.nc.gov with any questions.

From the Office of School Facilities

EARLY DEADLINE – 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 17, 2024**. 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 School Insurance Office

2024 Year-End Unemployment Information - LEAs Only

The following documents related to this year's 2024 Year End Unemployment were distributed to Finance Officers:

- [2024 UI Instructions](#)
- [UI Employee Worksheet](#)
- [UI Master Worksheet](#)

All instructions are included on the 2024 UI Instructions document. Kindly refer to it for the important details.

The deadline for sending worksheets, invoice, and payments to DPI is **January 9, 2025**, as noted on the 2024 UI Instructions. School Insurance will review your electronically submitted worksheets (Individual Employees and Master), along with your UI invoice (NCUI 104B). Please send your payment(s) directly to DPI as noted on UI Instructions. DO NOT OVERNIGHT CHECKS.

Additionally, WORKSHEETS ARE NOT REQUIRED IF YOUR NCUI104B INVOICE DOES NOT INCLUDE AMOUNT DUE FROM EMPLOYER. If you do not owe a payment, please electronically send your NCUI 104B invoice only to School Insurance.

Once your worksheets are received and reviewed, DPI School Insurance will advise you accordingly. Please contact Eileen.Townsend@dpi.nc.gov if you have any questions.

Questions? Contact SBS

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
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Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
Monday 12/09/2024 at 11:45pm	Cash Requests for Friday, December 13, 2024 FRD	08/29/2024
12/16/2024	Days Missed Survey - Helene/PTC8 PSUs Only	11/22/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
12/06/2024	IT Customer Survey	12/05/2024
12/18/2024	ABC Transfers	11/21/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

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North Carolina Department of
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School Business Services

North Carolina Department of Public Instruction



December 13, 2024

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[FBS Homepage](#)

November 2024 YTD Cash Zero Out Entries - All PSUs

The November YTD entries will have a Funds Requirement Date (FRD) of Wednesday, 12/11/24. Please document your general ledger accordingly.

- State entries will process in accounts on Monday, 12/16/24.
- Federal negative entries will process in accounts on Monday, 12/16/24.
- Federal positive entries will process in accounts on Tuesday, 12/17/24.

Due to how the federal funds must process with the Office of the State Controller, the cash transactions are processed as two separate batches on back-to-back days. Please wait for all batches to process before looking at the data. Contact CashMgt@dpi.nc.gov for zero out questions.

Holiday Cash Calendar Deadlines in the Cash App – All PSUs

All State, Federal and Local cash requests are processed through the PSU Cash Application (PCA). Friendly reminder that the deadline to request State, Federal and Local cash is on **Mondays at 11:45pm, unless stated otherwise.**

During the Holiday Schedule, there will be changes to the current processing timeline. Please note that we do not have the capacity to process emergency cash or extensions during the holiday weeks due to system limitations and tight deadlines. We ask that you review the upcoming holiday cash schedule with your team and plan accordingly based on your district's needs.

Please order cash by the deadlines to guarantee delivery of funds on the Funds Requirement Date (FRD).

Christmas Week:

- Cash request deadline is Thursday, 12/19.

- **FRD is Friday, 12/27**

New Year's Week:

- **Cash request deadline is Monday, 12/30**
- **FRD is Friday, 1/3**

FY2024-25 Allotment Update - All PSUs

The following items of interest are scheduled for allotment by the end of next week if not processed this week.

- State PRC 0039 – School Resource Officers – Allotments per the Center for Safer Schools
- Initial Allotments of Approvals received-to-date
 - Federal PRC 0051 – ESEA Title I, Part C - Migrant Education Program

Additional Allotment Updates

- State PRC 0094 - Average Daily Membership (ADM) Growth Allotments
- Growth Adjustment based on the Best 1 of 2 ADM (for Units who have submitted complete PMR 1 and 2 data) will be allotted by the end of week. A final growth adjustment is expected to occur by the end of next week, assuming all PMR data has been received and verified.
- Per the Allotment Policy, "Funds may be transferred out to other eligible PRCs, in accordance with ABC Budget Flexibility." This concise allowability list is as follows and is also available in the ABC Transfer Module Transfer Policy Page:
 - 0003 Non-Instructional Support
 - 0010 Dollars for Certified Personnel
 - 0019 Small County Supplemental Funding
 - 0024 Disadvantage Student Supplemental
 - 0027 Teacher Assistants
 - 0031 Low Wealth Supplemental Funding
 - 0032 Children with Special Needs
 - 0034 Academically/Intellectually Gifted
 - 0054 Limited English Proficiency
 - 0055 Cooperative Innovative High Schools
 - 0056 Transportation of Pupils
 - 0061 Classroom Mat., Inst. Supp., Equip.
 - 0069 At-Risk Student Services

If you have general allotment questions, please email allotments@dpi.nc.gov.

Legislative Update

This week, the NC General Assembly ratified [SL 2024-57 \(Senate Bill 382\)](#). It includes the following provisions:

- Section 1B.1 (Page 2) Clarifies the authorization to pay employees in the Helene impacted PSUs on days deemed complete to include November. Language is now consistent with the School Calendar Flexibility months.

- Section 3J.10 (Page 106) Modifies G.S. 115C-218.9 related to appeals for charter schools.
- Section 3J.11 (Page 107) Approves two new Cooperative Innovative High Schools (Dare Early College High School and Rockingham County CTE Innovation High School) effective 2024-25.
- Section 3J.12 (Page 107) Adjustments to the AI School Safety Pilot Program – New Hanover County Schools and Davidson County Schools only.
- Section 3J.13 (Page 107), the Special Needs Pilot Program – removes Alamance, Catawba and Nash County Schools. Replaces with Cabarrus, Union and Vance County Schools.
- Section 3J.14 (Page 108) modifies language related to the SparkNC Pilot Program and opens the pilot to all PSUs.
- Section 3J.15 (Page 110) Directs the State Board of Education to waive the portfolio requirement for an administrator license for individuals who meet the stated criteria.
- Section 3J.16 (Page 111) amends the Advanced Teaching Roles Program.
- Section 3J.17 (Page 117) Transfers the Center for Safer Schools out of DPI and into the State Bureau of Investigation, effective immediately.
- Section 2A.1 (Page 13) Appropriates \$120,000 for legal and administrative services at NC School for the Deaf.
- Section 3J.1 to 3J.9 (Page 100) Modifies language related to the independence for the Schools for the Deaf and Blind, and other items related to these schools.

Please reach out to SchoolFinancialReporting@dpi.nc.gov with any questions.

Refund Processing Webinar - All PSUs

Thank you to everyone who attended this week's Refund Processing webinar. If you were unable to attend, a recording, the link to the form for the electronic submission, and a guidance document can be found on the [Cash Management page](#). The FAQ will be posted in the coming weeks, and another webinar will be offered in January. A paper 202 or payment memo form is no longer required for manual checks. If you have any questions, please contact CashMgt@dpi.nc.gov.

Federal Grant Liquidation and Closeout - All PSUs

Grants expired on September 30, 2024 must be liquidated by **December 29, 2024**, excluding ESSER II funds with an approved extension. A [complete list of grants ending](#) has been posted to our website. For more information, please see the November 1, 2024 newsletter.

Datafiles and All Closing Grants - All PSUs

Friendly reminder to review data files for ALL ESSER and Federal Grant PRCs that are closing. Please also review the Invalid Code reports provided in the PSU MFR Dashboard related to any of the federal grants that are not recorded to a grant year (in 3X, etc.)

PSUs have had sufficient time to review and ensure your general ledger accurately reflects that information before December 2024 datafiles are due to NCDPI by **11:59 PM Friday evening, January 3, 2025**.

Datafiles will include all YTD expenditures/encumbrances that need to be recorded by grant year to any federal grants that ended on September 30, 2024. The MFR is a YTD submission and DPI will capture these updates in the December 2024 files.

Failure to correct invalid account codes and missing grant year entries may result in incorrect data file postings and the pulling back of funds during the zero-out process and reversion process.

If you have any questions about the invalid code information or for new Chart of Account (COA) codes, please contact SchoolFinancialReporting@dpi.nc.gov.

From the NC Department of Information Technology

Reminder: NCDIT Public School Unit & Local Government Unit Subscription Cost Recovery Billing - All PSUs

This message is to inform you about recent changes to public school unit and local government bills for services provided by the N.C. Department of Information Technology. Beginning with Dec. 15, 2023, invoices, all local government and school system customers now pay a subscription fee, in addition to the service rate to ensure NCDIT recovers its costs as required by law. Subscription cost is the base charge to customers who use NCDIT as a service provider. This charge is to cover the customer's pro-rated share of NCDIT operating expenses.

NCDIT calculated subscription charges for each customer based on their use of IT services (e.g. use of the CICS Mainframe "Region F" MSA Cash Management/Cash Request System).

After determining the average for each customer, NCDIT calculates each customer's percentage of the total. The percentage is then applied to the total subscription budget for the year to determine the amount an individual public school unit or local government is billed.

[See the message that was sent out from DIT here.](#)

Questions? Contact SBS

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
Monday 12/16/2024 at 11:45 pm	Cash Requests for Friday December 20, 2024 FRD	11/21/2024
12/16/2024	Days Missed Survey - Helene/PTC8 PSUs Only	11/22/2024
Thursday 12/19/2024 at 11:45 pm	Cash Requests for Friday December 27, 2024 FRD	11/21/2024
Monday 12/30/2024 at 11:45 pm	Cash Requests for Friday January 3, 2025 FRD	11/21/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
12/17/2024	Distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects	12/06/2024
12/18/2024	ABC Transfers	11/21/2024
01/09/2025	2024 Year End Unemployment worksheets, invoice, and payments	12/06/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
12/13/2024	PPL Form for December Reimbursement	10/10/2024

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North Carolina Department of
PUBLIC INSTRUCTION

School Business Services

North Carolina Department of Public Instruction



December 20, 2024

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.

[FBS Homepage](#)

SBS Holiday Update

The School Business Team will be out of the office next week for the holidays and there will be no newsletters until the week after the New Year. However, if you have an urgent concern that must be addressed on Monday, December 30th, staff members will be monitoring our general section inboxes below. Please do not message individual staff members so that we can ensure you get the swiftest response possible.

Have safe and happy holidays. We look forward to working with you in the New Year 2025!

New SBS Reporting Platform - All PSUs

We are proud to announce the School Business Data Analytics and Reporting Tool (SBS DART) went live today. SBS DART will be the new home of our financial reports moving forward. Internal reports such as the monthly financial reports, cash zero out report, invalid codes report, remaining allotment balances, etc. will now live within SBS DART.

All users who were approved to have PSU level access to their internal financial reports should have received an email today with the directions on how to login and access SBS DART. If you did not get an email and believe you should have received access, please check with your finance officer/director first. If they included you on the approved list and you did not get the email, then you reach out to nathan.craver@dpi.nc.gov and he will follow up with you.

Please keep in mind that 2024-25 is our build-out year and consider SBS DART as under construction. As such, we will be adding reports and features throughout the final part of the school year, and we also welcome your feedback. If there are reports that you need and/or would like to have, please let us know. We will be posting a feature/report suggestions link inside of DART soon. We look forward to continuing to improve our data reporting and analytics tools as we move ahead.

There will be a public access site within SBS Dart as we continue development. At this time, we are only setting up access for the PSU fiscal staff and will expand from there. Thank you for your continued patience as we modernize our systems.

January Teacher Bonus – all PSUs

The Third Grade Read to Achieve Teacher Bonus (PRC 046) and Other Teacher Performance Bonuses (PRC 048) were allotted on December 18th to be paid 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. The FAQs for all teacher bonuses are posted on our website under [What's New](#). Please be aware that is important to correctly code the bonus as it will be used later for Legislative requests.

Please contact Michael Ray (michael.ray@dpi.nc.gov) should you have any questions, and he will be happy to get you in contact with the appropriate program area.

FY2024-25 Allotment Update - All PSUs

The following items of interest are scheduled for allotment before the Christmas Holiday Break:

- State PRC 0016 – Summer Reading Camps – FY2025 Summer Reading Camp Funds
- State PRC 0036 – Charter Schools – Paid Parental Leave Substitute Reimbursement
- State PRC 0046 – Third Grade Read to Achieve Teacher Bonus
 - 3rd Grade Reading Bonus
- State PRC 0048 – Principal and Other Teacher Performance Bonuses
 - AP/IB/AICE Performance
 - Career & Technical Education
 - Grades 4 & 5 Reading
 - Grades 4-8 Math
- State PRC 0094 - Average Daily Membership (ADM) Growth Allotments Final Adjustments
 - Final Growth Adjustment based on the Best 1 of 2 ADM (for Units who have submitted complete PMR 1 and 2 data) will be allotted by end of week.
- Various State PRCs
 - ABC Transfers and other Conversion and Transfer Requests
- Various Federal PRCs
- Allotment Approvals received from Program areas as of December 13, 2024

If you have general allotment questions, please email allotments@dpi.nc.gov.

From the DPI Department of Information Technology

Hurricane Helene Technology Recovery Funds Process - Helene PSUs Only

In accordance with [NC S.L. 2024-54](#), \$5,000,000 was appropriated for “replacement of school technology, particularly student and teacher devices, in counties with a federal disaster declaration due to Hurricane Helene”. NCDPI has created the form linked below for PSUs to request funding for technology damaged because of Hurricane Helene. We request that all PSUs within these counties complete this form to indicate if they are requesting these funds.

The required “Damaged Technology Inventory Template” and “Procedure and Attestation form” are attached to this email or available via the links below. Submissions are requested by the end of **January 31, 2025**, via this form <https://go.ncdpi.gov/HTRF-Form>. Submissions received after January 31, 2025, will be considered if funds are still available.

Process and required documentation for PSUs requesting funding:

1. Compile source documentation to reflect the actual losses and the value of the losses as a result of Hurricane Helene. Documentation should include the following.
 - Complete the damaged technology inventory template to identify technology equipment losses and the value of the losses as a result from Hurricane Helene.
- https://go.ncdpi.gov/HTRF_Damaged-Inv-Template
 - Submit technology equipment repair and/or replacement invoices on form referenced in step three below. Include any other documents that substantiate the claim for State funds to support the repair and replacement of technology equipment.
2. Print, review, complete and sign the Attestation Form. The Finance Officer and Technology Director signatures are required to process the claim for State Disaster Funds.
- <https://go.ncdpi.gov/HTRF-Procedure&Attestation>
 - One Attestation Form should be completed per PSU request.
3. Submit all documents, including the damaged technology inventory, replacement invoice(s), and completed Attestation Form using the Hurricane Helene Technology Recovery Funds Form - <https://go.ncdpi.gov/HTRF-Form>.
 - Each PSU will receive a confirmation email once all documents are received.
4. Complete submissions by the end of **January 31, 2025**. Approved submissions are projected to be included in a February/March allotment.
5. Reimbursements will be made through DPI School Business Allotment (PRC 0230).

For questions, contact the following personnel in the Technology Services Office: Tim Wease, PSU Cybersecurity Director, (948) 236-2269, timothy.wease@dpi.nc.gov

From the Center for Safer Schools Director, Karen Fairley

School Safety Grants Update

Thank you for applying for funding as part of the 2024-2025 School Safety Grant Program. The Center for Safer Schools has been made aware of misinformation regarding disbursement of the monies. I am writing to provide you an update on the process.

- Public school units that applied for School Resource Officer funding have been notified of their award status.

- The School Safety Grant Review Committee is currently reviewing each application for funding for Safety Equipment, Services for Students in Crisis and Training to Increase School Safety. Applicants will receive notification of their award status the week after Christmas break.
- Session Law 2024-57 /Senate Bill 382 transferred the Center for Safer Schools to the State Bureau of Investigation. However, you will still receive funding.

If you have questions, please send an email to schoolsafetygrants@dpi.nc.gov. Thank you for your patience and understanding as we continue to work together to help keep our schools safer.

From the Office of School Nutrition

Direct Certification (DC) student file upload from Infinite Campus - All PSUs

SFA's are no longer required to obtain Infinite Campus (IC) Student File from their SIS Coordinators and upload it to DC in SNTS. The students are now included with the PowerSchool data file upload that NC DPI provides to LINQ. Note that you are still required to work on the Additional Possible Matches and Extended Eligibility Matches in DC. This process did not change. If you have any questions, please contact your School Nutrition Zone Consultant.

From the Office of School Insurance

2024 Year End Unemployment Invoice

There has been a delay in posting the 2024 year-end unemployment invoices in NCSUITS. DES is projecting that the invoices will be generated this weekend (12/21 and 12/22), and will be available Monday, December 23rd.

DES is statutorily required to have the invoices available no later than December 31 of each year.

Assuming invoices are posted 12/23, we will have until 1/23/2025 until payment is due to DES. You will be required to submit your worksheets and payments due to DPI no later than 1/21/2025.

Please see the revised [2024 UI Instructions](#), as well as the [Employee](#) and [Master Worksheets](#).

Thank you for your attention to this important matter. We will keep you informed of any additional changes as we learn them from DES.

Please contact Eileen.Townsend@dpi.nc.gov if you have any questions.

Questions? Contact SBS

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Student Accounting

StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
12/29/2024	Federal grants liquidation	12/13/2024
Monday 12/30/2024 at 11:45 pm	Cash Requests for Friday January 3, 2025 FRD	11/21/2024
01/03/2025	December 2024 Datafiles	12/13/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
01/09/2024	2024 Year End Unemployment worksheets, invoice, and payments	12/06/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
03/14/2025	PPL Form for March Reimbursement	10/10/2024

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