

# School Business Services

North Carolina Department of Public Instruction



## January 9, 2025

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](#)

## January State Board Meeting Update

The NC State Board of Education (SBE) approved the changes to the Manuals below during its monthly meeting on January 9, 2025. The adjustments will be made in each manual and posted to our [What's New webpage](#) today.

### Allotment Policy Manual

#### Federal Allotment Policy:

- PRC 0143 Mental Health Service Professional Demonstration Grant (Project ADS)/PRC 0144 School-Based Mental Health Services Grant (Project FAST)
  - Updated funding priorities to include districts with high percentages of free and reduced lunch eligibility and economically disadvantaged students, high ratios of students to mental health services providers, and other factors.

#### State Allotment Policy:

- PRC 0022 Advanced Teaching Roles
  - Updated to reflect codified legislation
- PRC 0230 Hurricane Relief and Recovery
  - Clarifies allowable mental health expenditures
- PRC 0085 Literacy Intervention
  - Clarifies allowable use of Science of Reading Funds
  - Updated criteria to receive teacher signing bonuses
  - Sets minimum bonus amounts for signing and performance bonuses
- PRC 0255 National Board for Professional Teaching Standards (NBPTS) Certification Fee Reimbursement Grant Program

- New state PRC was created by SL 2023-134 as a continuation to Federal PRC 0198, which was funded with ESSER funds.

## School Attendance and Student Accounting (SASA) Manual

A section has been added to provide guidance on days deemed completed per the Disaster Recovery Act of 2024 (S.L. 2024-51) and The Disaster Recovery Act of 2024, Part II (S.L. 2024-53). This section will be removed when the law is no longer in effect.

## SBS Summer Conference Save the Date and Hotel Group Rate

Our annual summer conference will be **Tuesday, July 22, 2025**. Please hold that date and be aware that it will be in a new location: the [Embassy Suites in Cary, NC](#).

The discounted [Room Block](#) is open and will be available until July 1st, 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.

## FY2024-25 Allotment Update - All PSUs

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

- State PRC 0016 – Summer Reading Camps – FY25 Allotments
- All Federal PRC Approvals received as of January 3, 2025

PSU Growth funds were allocated by December 20th. As a result, all PSUs have received their full 100 percent funds for all Initial/Base funding. There will be no further adjustments to the base funding this fiscal year besides the final 5% installment of PRC 0056 Transportation of Pupils, which must be allotted after April 1 per legislation. The only other expected State allotment adjustments will be for NCVPS Sure Up, teacher bonuses, and program-specific grants.

## Allotment Conversions - LEAs Only

The fourth batch of ABC transfers will close **midnight, 1/17/25**. Email-submitted transfer and conversion requests received by January 17th will be allotted by January 22nd.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

## SBS DART Update - All PSUs



All monthly financial reports have been updated to reflect December data files as of today. The Cash Zero Out report will be updated when the zero out process has been completed.

## Salary Audit Webinar - LEAs Only

SBS will be hosting the second part of our Salary Audit webinar series later this month. The topic will be "LicSal - Understanding and Clearing Audit Exceptions" - the schedule and links are below. A recording and an FAQ will be made available on our website for those that cannot attend.

[Wednesday January 29th, 2025](#)

- 10 am
- 2 pm

[Thursday January 30th, 2025](#)

- 10 am
- 2 pm

## IRS Mileage Rates Increase

Effective January 1, 2025, 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 67 cents per mile to 70 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. They will not publish any notifications of the new rates beyond what has been posted by the [IRS on their website](#).

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.

## 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 by **Friday, January 17th, 2025**. The position is located in the Raleigh NC office.

## From the Office of Digital Teaching and Learning

### PowerSchool Breach Impact Update

Hello Everyone,

We want to give you all an update with the latest information that we have. You may have seen emails regarding log checking. Rest assured we are working with PowerSchool to gather those logs for each PSU instance and will be verifying the scope of the breach. You do not need to do this on your own.

- PowerSchool notified schools and DPI yesterday afternoon of a cyber incident.
- On December 28, PowerSchool became aware of a cybersecurity incident involving unauthorized access to student and teacher data.
- The incident is contained and PowerSchool worked with a firm called CyberSteward to ensure confidence in destruction of data that was breached.
- We are analyzing the NC impact.
- PowerSchool states that if you were contacted you were impacted; however, DPI is working to confirm.
- What we know:
  - A PowerSchool-contracted employee's credentials were compromised via malware. This allowed unauthorized access by the threat actors.
  - An export utility script utilized a PowerSchool admin maintenance tunnel to export student and teacher data.
  - PowerSchool was notified by the TA on Dec. 28 and engaged with them to ensure the destruction of data.
  - PS states they are confident all data has been contained and the system is secure.
  - No actions by DPI or schools could have prevented this incident as the access was via administration tools only PowerSchool has access to.
  - We take student and teacher data privacy seriously and will continue to provide support and updates as we learn more.
- What do PSU need to do:
  - No technical actions need to be taken at this time.
  - PowerSchool will continue to provide parent and community communication materials.

DPI is working with PowerSchool to verify which instances are affected.

DPI is also working on gathering which data fields were included in the breach.

## From the Office of School Facilities - LEAs Only

### January PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **January 27, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

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

Recipients of K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. Reports are due by **January 10, 2025** for the most recent fiscal quarter ending on December 31,

2024. 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](mailto:nathan.maune@dpi.nc.gov).

## Questions? Contact SBS.

| TOPIC                                | EMAIL  |
|--------------------------------------|--|
| Allotments                           | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out              | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                       | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| Monthly Datafiles, Chart of Accounts | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                   | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC  | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash Requests for Friday FRD                         | 11/21/2024 |
| <b>01/31/2025</b>         | Technology Recovery Funds Request - Helene PSUs Only | 12/20/2024 |

### LEAs

| DUE DATE          | TOPIC  | NEWSLETTER |
|-------------------|--|------------|
| <b>01/21/2025</b> | 2024 Year End Unemployment worksheets, invoice, and payments | 12/20/2024 |

### IPS ONLY

| DUE DATE          | TOPIC                            | NEWSLETTER |
|-------------------|----------------------------------|------------|
| <b>03/14/2025</b> | PPL Form for March Reimbursement | 10/10/2024 |

[View Prior Newsletters](#)



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## January 17, 2025

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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### Principal Salary Update - LEAs Only

The Licensure Salary Database (LicSal) has been updated to reflect the PreK ADM required for the principal salary placement effective January 1st. As a reminder PreK ADM is from the Month 1 PMR only (see the [SASA Manual](#) for additional information). The Month 1 PMR report we post in the [Student Accounting Data webpage](#) will be updated next week to reflect that information as a separate tab in that report.

The corresponding Principal Pay Summary report that is provided in the LicSal System has been updated and is now available for you to view.

As a reminder the calculation for the principal salary is prescribed in the budget bills annually. You may use that as a guide to see the business rules applied per the governing legislation when calculating the principal salaries for your LEA.

Thank you for your patience as we updated the system for the new information required this year. Any questions should be directed to [Salary@dpi.nc.gov](mailto:Salary@dpi.nc.gov).

### Certified Personnel Supplement Survey - LEAs Only

If your LEA receives a Supplemental Funds for Teacher Compensation (PRC 071) allotment, please complete the Certified Personnel Supplement Survey by **Monday, February 17, 2025**. The link and PDF of the survey have also been posted to our [What's New webpage](#).

This survey is to collect data required for the State Board of Education Supplemental Funds for Teacher Compensation Report in accordance with [Session Law 2023-134 Section 7A.4](#). The report shall be submitted to the Joint Legislative Education Oversight Committee. This survey is intended to address the information missing from responses to the SS300 survey; therefore, NCDPI is requesting more details on actual 2023-24 and expected 2024-25 data. In addition, other data are being collected based on recent external requests. Contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) if you have any questions.

## **FY2024-25 Allotment Update - All PSUs**

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

- State PRC 0032 – Children with Disabilities– Headcount Transfer Allotments per the Office of Exceptional Children
- Various Federal PRCs
  - Approvals received as of January 14, 2025
  - Reallocation of waived Grant Year 2025 funding

## **Past Due Legislated Surveys - All PSUs**

SBS uses surveys to collect any data required by the General Assembly that is not available in PSU monthly reports. This information is frequently used in budget development or other critical tasks. As a result it is imperative that we receive your timely response to data requests. We will be following up with individual PSUs, but if you have not completed any of the required surveys below please do so as soon as possible.

- Days Missed Survey - Hurricane Helene and PTC8 Impacted PSUs Only
- Charter School Membership Survey - LEAs Only
- Athletics Survey - All PSUs

## **Charter School Average Daily Membership (CSADM) - IPSs Only**

All Charter, Regional, and UNC Lab Schools with current year enrollment and new charter schools approved to open July 1, 2025 are required to report their projected ADM for the upcoming 2025-26 fiscal year in the CSADM system.

We anticipate opening the platform next week and will send out instructions and further information at that time. Please prepare your data to be submitted quickly as your numbers are used in budget development with the NC General Assembly in preparation for the upcoming legislative session.

## **From the School Insurance Office**

### **2024 Year-End Unemployment Information - LEAs Only**

As a reminder, the deadline for sending worksheets, invoices, and payments to DPI is January 21, 2025. Please see the revised [2024 UI Instructions](#), as well as the [Employee](#) and [Master Worksheets](#). Please take action if you have not submitted your forms.

To download the 2024 invoice from the DES Website:

Go to the [DES website](#) and then click on the Correspondence section of your employer portal. You can access your reimbursement statement within NCSUITS by clicking on Documents and Emails from the lefthand Your Options menu. Next, click My Correspondences. Next, click Search and your available

correspondences should populate. Then, click on the Employer Reimbursable Bill hyperlink to download the statement.

Thank you for your attention to this important matter. Please contact [Eileen.Townsend@dpi.nc.gov](mailto:Eileen.Townsend@dpi.nc.gov) if you have any questions.

## Questions? Contact SBS.

| TOPIC                                | EMAIL  |
|--------------------------------------|--|
| Allotments                           | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out              | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
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| Student Accounting                   | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE           | TOPIC  | NEWSLETTER |
|--------------------|--|------------|
| 01/17/2025         | Applications for SBS Accounting Manager - Fiscal Monitoring Section position | 01/09/2025 |
| Monday at 11:45 pm | Cash requests for Friday FRD   | 11/21/2024 |
| 01/31/2025         | Technology Recovery Funds Request - Helene PSUs Only                         | 12/20/2024 |

### LEAs

| DUE DATE   | TOPIC   | NEWSLETTER |
|------------|---|------------|
| 01/17/2025 | ABC Transfers   | 01/09/2025 |
| 01/21/2025 | 2024 Year End Unemployment worksheets, invoice, and payments    | 12/20/2024 |
| 01/27/2025 | January PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests | 01/09/2025 |

### IPS ONLY

| DUE DATE   | TOPIC                            | NEWSLETTER |
|------------|----------------------------------|------------|
| 03/14/2025 | PPL Form for March Reimbursement | 10/10/2024 |

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## January 24, 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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### PSUs Charter School Average Daily Membership (CSADM) - IPSs Only

All Charter, Regional, and UNC Lab Schools with current year enrollment and new charter schools approved to open July 1, 2025 are required to report their projected ADM for the upcoming 2025-26 fiscal year in the CSADM system.

To assist you with preparing your submission, SBS will be [hosting an online webinar](#) on Thursday, January 30th at 10 am. All new charters for the 2025-26 school year should attend; however, returning charters are welcome if they would like a refresher. Please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) with any questions.

### Salary Audit Webinar - LEAs Only

SBS will be hosting the second part of our Salary Audit webinar series next week. The topic will be "LicSal - Understanding and Clearing Audit Exceptions" - the schedule and links are below. **Please note that the morning session on Thursday has been moved to 11 am.** A recording and an FAQ will be made available on our website for those that cannot attend any of the sessions.

#### [Wednesday January 29th, 2025](#)

- 10 am
- 2 pm

#### [Thursday January 30th, 2025](#)

- 11 am
- 2 pm

## Certified Personnel Supplement Survey - LEAs Only

LEAs receiving the Supplemental Funds for Teacher Compensation (PRC 071) allotment are required to complete the Certified Personnel Supplement Survey by Monday, **February 17, 2025**. The link and PDF of the survey have also been posted to our [What's New webpage](#).

This survey collects data required for the State Board of Education Supplemental Funds for Teacher Compensation Report in accordance with Session Law 2023-134 Section 7A.4 and will be submitted to the NC General Assembly. Contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) if you have any questions.

## Hurricane Helene Technology Recovery Funds Process - Helene PSUs Only

Reminder: 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". All PSUs within these counties submit the required forms to indicate if they are requesting these funds by the end of **January 31, 2025**. Submissions received after January 31, 2025, will be considered if funds are still available.

## FY2024-25 Allotment Update - ALL PSUs

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

- Various Federal PRCs
  - Final Reversion of expired Federal funds (ESSER and Non-ESSER PRCs)

### Allotment Conversions - LEAs Only

The fifth batch of ABC transfers will close **midnight, 2/14/25**. Email-submitted transfer and conversion requests received by end of day February 14th will be allotted by February 18th.

For questions related to Federal reversions, please contact [Jane.Seo@dpi.nc.gov](mailto:Jane.Seo@dpi.nc.gov). If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

## Questions? Contact SBS.

| TOPIC                                | EMAIL  |
|--------------------------------------|--|
| Allotments                           | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out              | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                       | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| Monthly Datafiles, Chart of Accounts | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                   | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE           | TOPIC  | NEWSLETTER |
|--------------------|--|------------|
| Monday at 11:45 pm | Cash requests for Friday FRD                         | 11/21/2024 |
| 01/31/2025         | Technology Recovery Funds Request - Helene PSUs Only | 12/20/2024 |

### LEAs

| DUE DATE   | TOPIC   | NEWSLETTER |
|------------|---|------------|
| 01/27/2025 | January PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests | 01/09/2025 |
| 02/17/2025 | Certified Personnel Supplement Survey                           | 01/17/2025 |

### IPS ONLY

| DUE DATE   | TOPIC                            | NEWSLETTER |
|------------|----------------------------------|------------|
| 03/14/2025 | PPL Form for March Reimbursement | 10/10/2024 |

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## January 31, 2025

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### FY2024-25 Allotment Update - All PSUs

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

- State PRC 0039 – School Resource Officers – Allotments per the Center for Safer Schools (wave 3).
- State PRC 0066 – Teacher Assistant Tuition Reimbursement Grants – TA Tuition Allotments per the Office of Licensure and Educator Preparation.
- State PRC 0087 – Stop Arm Enhancement Funds – Stop Arm Camera Allotments per the Office of District Operations.
- All Federal PRC Approvals received as of January 24, 2025

The following items are scheduled for allotment by the middle of next week if not processed this Friday:

- Initial Allotments at 100% for Approvals received as of January 21, 2025:
  - Federal PRC 0049 – IDEA: Section 619 Preschool Grants
  - Federal PRC 0060 – IDEA: Section 611 Grants to States
  - Federal PRC 0070 – IDEA: Coordinated Early Intervening Services (CEIS)
- Additional information regarding IDEA Initial Allotments can be found in the accompanying statement from the Office of Exceptional Children.

For questions related to Federal reversions, please contact [Jane.Seo@dpi.nc.gov](mailto:Jane.Seo@dpi.nc.gov). If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

### Charter School Average Daily Membership (CSADM) - IPSs Only

Thank you to everyone who attended this week's CSADM webinar. If you were unable to attend, a recording and the presentation has been made available on [our website](#).

All Charter, Regional, and UNC Lab Schools with current year enrollment and new charter schools approved to open July 1, 2025 are required to report their projected ADM for the upcoming 2025-26 fiscal year in the CSADM system by no later than **Wednesday, February 5, 2025**. As a reminder, this information must be entered either by the school's Director, Board Chair, or Board Vice Chair in EDDIE.

Please prepare your data to be submitted quickly. Your data is used for several reports, requirements and other items as we enter the early spring. If you have any questions, contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

## Salary Audit Update and 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 the presentation has been made available on our [website](#). As a reminder, the Voucher Inquiry - FY25 view in LicSal will be disabled, effective EOB Friday, February 7th, 2025.

Staff are working on additional supporting guidance documents to further help this area of your work based on the feedback from these sessions. We continue to strive towards clarifying and helping everyone move to the new process for reviewing and updating your payroll records to ensure you meet the compliance requirements related to certified compensation. Your support and cooperation in this development is appreciated.

## From the Office of School Facilities

### 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 24, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

## From the Office of Federal Programs

### PRC 0111 Significant Increase Application is Open - All PSUs

Using the fall headcount, PRC 0111 – Significant Increase calculations have been completed to generate planning allotments. PSUs who receive a PRC 0111 planning allotment will need to submit the stand-alone application and budget in CCIP. The application will need to be moved to Chief Administrator Approved once the application and budget components are completed.

If a PSU receives a planning allotment, but intends to waive the funds, the PSU will simply check the waive box on the Budget Page and still move the application to Chief Administrator Approved.

The PRC 0111 – Significant Increase initial application and budget submission of PRC 0111 funds are due **on or before Friday February 14, 2025**.

**New for this year, the only Required Related Document for PRC 0111 that needs to be uploaded is the Statement of Assurances.**

If funds are being used to fund a position utilizing PRC 0111, then a job description for each position must be uploaded in the Optional Documents Section.

If you have any questions, please contact Marshall Foster, [marshall.foster@dpi.nc.gov](mailto:marshall.foster@dpi.nc.gov).

## From the Office of Exceptional Children

### Update: Federal IDEA Remaining Allocations (PRC 049, PRC 060, PRC 070) - All PSUs

FY25 (Grant Year 25) Planning Allotments were calculated using the December 2023 federal EC child count data with the intent to calculate the Initial Allotment using the December 2024 federal EC child count.

However, due to the unexpected impact of Hurricane Helene at the 60-day child transfer count and validating EC child count data in ECATS from data incoming from two student information systems, NCDPI has just recently been able to affirm that current data points for EC child count have stabilized within a reasonable margin.

While this year's Initial Allotment may not have occurred in the timeline typically expected, this delay has mitigated the need for New and Growing Adjustments that have historically occurred later in the year and at times negatively impacted some PSUs.

Efforts are underway to allocate the remaining funds as soon as possible. This may occur as early as the end of this week. OEC is also working with School Business Services within federal guidelines to explore options to mitigate the cash flow and funding delays for FY 25-26. We appreciate your understanding as the NCDPI has worked to mitigate risks and future adjustments in allocations to the greatest extent possible.

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE   | TOPIC  | NEWSLETTER |
|------------|--|------------|
| 01/31/2025 | Technology Recovery Funds Request - Helene PSUs Only | 12/20/2024 |

|                           |                              |            |
|---------------------------|------------------------------|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD | 11/21/2024 |
| <b>02/14/2025</b>         | ABC Transfers                | 01/24/2025 |

### LEAs

| <b>DUE DATE</b>   | <b>TOPIC</b>                          | <b>NEWSLETTER</b> |
|-------------------|---------------------------------------|-------------------|
| <b>02/17/2025</b> | Certified Personnel Supplement Survey | 01/17/2025        |

### IPS ONLY

| <b>DUE DATE</b>   | <b>TOPIC</b>                     | <b>NEWSLETTER</b> |
|-------------------|----------------------------------|-------------------|
| <b>02/05/2025</b> | CSADM for 2025-26                | 01/31/2025        |
| <b>03/14/2025</b> | PPL Form for March 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



## February 6, 2025

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**

### NCASBO Annual Conference - All PSUs

SBS will be presenting on Monday and Thursday at the NCASBO Annual Conference. Safe travels to everyone coming to Greensboro – we are looking forward to seeing you next week!

### Manual Check Reminder for Refunds and TD-19's - All PSUs

A paper 202 or payment memo form is no longer required for manual refund checks, or a TD-19 refund. Please find a link to the online refund form, a guidance document, and presentation on [the Cash Management page](#). If you have any questions, please contact [CashMgt@dpi.nc.gov](mailto:CashMgt@dpi.nc.gov).

### From the Office of School Nutrition

#### CEP Meal Program Incentive payments (HB259 Section 7.59.) – All PSUs

On Monday, February 4, 2025, the Office of School Nutrition processed the first round of reimbursements for the state-funded CEP Program Incentive. This program, as part of HB259 legislation, applies to eligible and approved CEP schools. The claim has already been set up in SNTS, and your payment has been processed. No further action is required from PSUs to receive these funds. You can view the payment details in SNTS under SY2024 – 2025, SNP > Claims > Claim - FUNDS for SNP.

This payment covers your meals claimed from July 2024 through October 2024. The payment has been entered under the "State CEP Meal Program Incentive HB259" grant for the month of January 2025.

If you have any questions, please contact your school nutrition service area consultant.

#### School Nutrition Semi-Annual Financial Report (FC1-A) due March 1, 2025 – LEAs only

This is a reminder that the FY 2024-25 Semi-Annual Financial Report (FC1-A) must be submitted via the School Nutrition Technology System (SNTS) by the specified due date. The Office of School Nutrition relies on the FC1-A data to prepare a legislated report, as required by G.S. 115C-450, and is unable to grant extensions for late submissions. If you anticipate any delays in finalizing your report, we kindly ask that you submit a preliminary report and indicate in the comments section of the FC1-A that the submission is provisional. You may resubmit the FC1-A once your numbers are confirmed. However, we must receive at least your best estimate by **March 1, 2025**.

If you have any questions, please contact [Jamie.Narron@dpi.nc.gov](mailto:Jamie.Narron@dpi.nc.gov)

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC  | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD   | 11/21/2024 |
| <b>02/14/2025</b>         | ABC Transfers  | 01/24/2025 |
| <b>02/14/2025</b>         | Significant Increase initial application and budget submission of PRC 0111 funds | 01/31/2025 |

### LEAs

| DUE DATE          | TOPIC  | NEWSLETTER |
|-------------------|--|------------|
| <b>02/17/2025</b> | Certified Personnel Supplement Survey                            | 01/17/2025 |
| <b>02/24/2025</b> | February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests | 01/31/2025 |

### IPS ONLY

| DUE DATE          | TOPIC                            | NEWSLETTER |
|-------------------|----------------------------------|------------|
| <b>03/14/2025</b> | PPL Form for March Reimbursement | 10/10/2024 |

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# School Business Services

North Carolina Department of Public Instruction



## February 13, 2025

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[FBS Homepage](#)

### SBS DART Update - All PSUs



The PSU Dashboards were updated to include the January MFR data on 2/11/25. The following dashboards were added to the Public Dashboards:

- 23-24 Final MFR Expenditures
- 23-24 Final MFR Revenues

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

### YTD Zero Out Entries – All PSUs

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. Please document your general ledgers accordingly.

See below for the revised processing dates:

- January YTD State and negative Federal zero out entries will process on 2/13 for LEAs.
- January YTD positive Federal entries are scheduled to process on 2/14 for LEAs.
- All YTD Federal and YTD State zero out entries for IPSs are scheduled to process on 2/14.

Contact [CashMgt@dpi.nc.gov](mailto:CashMgt@dpi.nc.gov) for zero out questions.

### FY2024-25 Allotment Update - All PSUs

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

- Plasma Games Grant Program (PRC 0258)
- CTE - Heath Career Promotion (PRC 0253)

The fifth batch of ABC transfers (LEAs only) will close **midnight, 2/14/25**. Email-submitted transfer requests received by end of day February 14th will be allotted by February 18th.

For questions related to Federal reversions, please contact [Jane.Seo@dpi.nc.gov](mailto:Jane.Seo@dpi.nc.gov). If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

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## Charter School Average Daily Membership (CSADM) PAST DUE - IPSs Only

All Charter, Regional, and Lab Schools with current year enrollment and new charter schools approved to open July 1, 2025 are required to report their projected ADM for the upcoming 2025-26 fiscal year in [the CSADM system](#). This information is now **PAST DUE** - please report your data as soon as possible if it has not already been submitted. If you have questions, contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

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## From the Office of District Operations

### Hurricane Helene Transportation Contingency

DPI Transportation Services recognizes that many counties were impacted by flooding and other damage caused by Hurricane Helene. Some of you experienced road and school closures, bus rerouting, and displaced students. These issues may have caused some students to be transported to and from school by contracted services or lengthened bus routes. As a result of this, we will allow requests for contingency to offset some of these unusual and excess costs. Your request should only be for miles, driver hours, and contract transportation which are in excess of what you would have otherwise incurred in normal operations. In addition, the spreadsheet also must take into account transportation costs not incurred due to days deemed complete or changed to remote instruction and routes which were shortened or are no longer in operation.

To receive contingency for costs associated with the hurricane, [the attached spreadsheet forms](#) must be completed and emailed back to DPI. Please be mindful that if you have been reimbursed by FEMA or other disaster relief sources for your excess transportation expenses, then requesting contingency funding for the same already-covered expenses would not be appropriate.

Any county requesting these funds should be in the Federally Declared Major Disaster Area under the Stafford Act (P.L. 93-288).

The summary sheet (and each of the individual worksheets) have embedded instructions which you can open by double clicking on the word document icon. In addition, training on contingency forms were provided during the Director and Administrative Staff training series on February 12, 2025.

Email completed requests and questions to [Brandon.Smith@dpi.nc.gov](mailto:Brandon.Smith@dpi.nc.gov).

Hurricane Helene contingency requests will be accepted through **February 25, 2025**.

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## From the DPI Department of Information Technology

### Hurricane Helene Technology Recovery Funds Update

Thank you to all the PSUs who have submitted requests for Helene Technology Recovery Funds (PRC 230). DPIIT will review them and communicate approved allotments in the coming weeks. They have also opened submissions for a final round of requests, which will be considered on a rolling basis until **March 31, 2025**, depending on the availability of funds remaining.

#### 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:
  - o Complete [the damaged technology inventory template](#) to identify technology equipment losses and the value of the losses as a result from Hurricane Helene.
  - o 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.
  - o 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](#).
  - o Each PSU will receive a confirmation email once all documents are received.

For questions, contact the following personnel in the Technology Services Office: Tim Wease, PSU Cybersecurity Director, (948) 236-2269, [timothy.wease@dpi.nc.gov](mailto:timothy.wease@dpi.nc.gov)

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE   | TOPIC         | NEWSLETTER |
|------------|---------------|------------|
| 02/14/2025 | ABC Transfers | 01/24/2025 |

|                           |  |            |
|---------------------------|--|------------|
| <b>02/14/2025</b>         | Significant Increase initial application and budget submission of PRC 0111 funds | 01/31/2025 |
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD   | 11/21/2024 |

### LEAs

| <b>DUE DATE</b>   | <b>TOPIC</b>   | <b>NEWSLETTER</b> |
|-------------------|--|-------------------|
| <b>02/17/2025</b> | Certified Personnel Supplement Survey                            | 01/17/2025        |
| <b>02/24/2025</b> | February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests | 01/31/2025        |
| <b>03/01/2025</b> | School Nutrition Semi-Annual Financial Report (FC1-A)            | 02/01/2025        |

### IPS ONLY

| <b>DUE DATE</b>   | <b>TOPIC</b>                     | <b>NEWSLETTER</b> |
|-------------------|----------------------------------|-------------------|
| <b>03/14/2025</b> | PPL Form for March Reimbursement | 10/10/2024        |

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# School Business Services

North Carolina Department of Public Instruction



## February 28, 2025

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**

### PRC 230 School Nutrition Payments - Helene PSUs Only

Please make sure you have recorded all your School Nutrition Salary payments (PRC 230) that were due to your staff and/or contractors in your February datafiles. We will adjust the allotments to cover the valid expenditures as soon as we have the February datafiles. We want to make sure we get those expenditures wrapped up with February datafile if we can so that the funds can be reallocated to other Helene recovery funding needs for the schools. Thank you for your continued cooperation.

### FY2024-25 Allotment Update - All PSUs

**The following items of interest are scheduled for allotment by end of day Friday, February 28th:**

- State PRC 0230 – Hurricane Relief and Recovery – Technology Allotments approved per the Office of Risk Management and Cybersecurity
- NCVPS Reduction Sure-Up per Participation Enrollment
- All State and Federal Grant Approvals received as of February 25, 2025

Planning Allotments are in the process of being finalized. Early March is our goal.

For questions related to Federal reversions, please contact [Jane.Seo@dpi.nc.gov](mailto:Jane.Seo@dpi.nc.gov). If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

### Salary Audit/LicSal Update

Your software vendors are sending out this week information related to their revisions and software updates that are meant to help you adjust your payroll records for maximizing your resources. This information is being provided to your Superintendents from NCDPI-IT; you should also be getting that directly from your software vendors this week.



### **Here is an update on the SBS-DPI side of the Salary Audit process:**

- We did discover an error in our calculations related to annual projected salary and how that is reflected on the NEW salary audit reports.
- These have been corrected, and we are in TEST phase of that work this week.
- We plan to have our corrected systems in production in time for the receipt of your February Payroll Summary Files.
- After our system modifications are in production we will publish our updated guidance, with our business rules and calculations, to our website.

We are hopeful that with the DPI updated side of this work along with your software vendors providing some key functionality in your financial packages that many of the salary audit concerns will be on the way to being resolved.

We will continue to work with your vendors as they implement their software changes to test how those may impact the payroll summary records and the subsequent impacts on salary audits.

**Please refrain from looking at your salary audits in the system until after we have loaded the February Data Files. We will notify you as soon as we have those loaded.**

Thank you for your patience and for working with us through these system development processes.

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## **From the Office of School Facilities**

### **March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests**

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **March 25, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

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## **From the Office of School Nutrition and School Business**

### **Federal Continuing Resolution Update**

Financial and Business Services, the Office of School Nutrition, and the Office of Federal Programs are keeping a close eye on the potential for the continuing resolution that funds the government to expire on March 14, 2025.

In preparation, NCDPI asks the school nutrition program directors to submit their February claim for reimbursement by March 10 or before, so those claims can be processed as quickly as possible. We want to ensure all February claims have been paid before March 14.

We hope that no further communication will be needed, and an agreement will be reached by congress and signed before or on March 14.

This message is to keep you informed of the communication sent to the school nutrition program directors. If the continuing resolution expires, we will provide an update when we are made aware of additional information on any potential impacts for public schools.

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## From the Office of Exceptional Children

### Allotments are Scheduled: PRC 118/119

These allotments are anticipated to be out to PSUs in the next five business days. Please note the following and share with your local finance officers.

#### PRC 118: IDEA Special Needs Targeted Assistance

- These are federal IDEA funds and must be used to provide services/supports to students with disabilities. Maintenance of Effort requirements apply.
- Appropriate uses include Recruitment and Retention activities and Program Instructional Support.
- It is highly recommended that PSUs consider the use of these funds to provide stipends for EC personnel to attend the 2025 Regional Summer Institutes provided by the OEC.
- These funds are from Grant Year 2024 and must be encumbered by **September 30, 2025**, and liquidated by **December 31, 2025**. Please work with your finance officer to apply FIFO (First In, First Out), to expend the oldest grant year funds first, as appropriate.
- The allotment was calculated at a per student rate. PSUs received a minimum of \$1,000 up to a maximum of \$100,000 according to the December 2024 child count.

#### PRC 119: Preschool Special Needs Targeted Assistance

- Same as above but restricted to students with disabilities ages 3-5 in preschool.
- The allotment was calculated at a per student rate for PSUs with students with disabilities ages 3-5 in preschool as of the December 2024 child count.

Please see the [PRC 118/119 Allotment Workbook](#) to locate the amount of funds provided to each PSU.

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                                      | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD               | 11/21/2024 |
| <b>03/31/2025</b>         | Hurricane Helene Technology Recovery Funds | 02/13/2025 |

## LEAs

| DUE DATE   | TOPIC   | NEWSLETTER |
|------------|---|------------|
| PAST DUE   | Certified Personnel Supplement Survey                 | 01/17/2025 |
| 03/01/2025 | School Nutrition Semi-Annual Financial Report (FC1-A) | 02/01/2025 |

## IPS ONLY

| DUE DATE   | TOPIC                                   | NEWSLETTER |
|------------|---|------------|
| PAST DUE   | Charter School Average Daily Membership | 01/31/2025 |
| 03/14/2025 | PPL Form for March Reimbursement        | 10/10/2024 |

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# School Business Services

North Carolina Department of Public Instruction



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[FBS Homepage](#)

### Certified Personnel Supplement Survey - LEAs Only

The Certified Personnel Supplement Survey is now **PAST DUE**. LEAs receiving the Supplemental Funds for Teacher Compensation (PRC 071) allotment are required to submit a response. If you have not completed the survey please do so as soon as possible.

This survey collects data required for the State Board of Education Supplemental Funds for Teacher Compensation Report in accordance with Session Law 2023-134 Section 7A.4 and will be submitted to the NC General Assembly. Contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) if you have any questions.

### Real Property Status Report - All PSUs

Uniform Guidance requires the award recipients to report on the real property acquired or real-property improvements made throughout the grant funding period for as long as federal interest is retained ([2 CFR 200.330](#)). In keeping with the requirements, please complete the relevant sections for each real property projects which were acquired, modified, and/or improved using ESSER I, ESSER II, and/or ESSER III funding. All PSUs that received ESSER I, II, or III funding are required to submit the survey.

The [survey](#) and template are posted on the [FBS homepage](#) under What's New and are due by **March 31, 2025**. Per Uniform Guidance, reporting on the status of the real property is required **annually**. The completion of this questionnaire will be requested every year, starting in 2023 ([2 CFR 200.330](#)).

**Note:** For guidance on real property or equipment, please refer to NCDPI's "[Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions](#)."

For compliance questions, contact [albert.woelfle@dpi.nc.gov](mailto:albert.woelfle@dpi.nc.gov) or [brittany.mclaurin@dpi.nc.gov](mailto:brittany.mclaurin@dpi.nc.gov).

## LicSal Update and Pay Period 08 Salary Load – LEAs Only

DPI will begin System Maintenance on the LicSal application starting Thursday at the close of business. The LicSal system will be down until Monday, March 10th. Pay Period 08 will be loaded during this maintenance period.

On Monday, should there be any questions or data issues after this update to the production environment, please email the details of the issue to [salary@dpi.gov](mailto:salary@dpi.gov).

Thank you for your patience during this maintenance period and updates to our systems.

## FY2024-25 Allotment Update - All PSUs

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

- State Allotment Adjustments per finalized Certified Budget:
  - PRC 0032 – Children with Disabilities
  - PRC 0012 – Driver Training
- Initial Allotments of Approvals received-to-date
  - Federal PRC 0111 – ESEA Title III, Part A - English Language Acquisition (Significant Increase)

## Allotment Conversions - LEAs Only

The next batch of ABC transfers will close midnight, 3/14/25. Email-submitted transfer and conversion requests received by March 14th will be allotted by March 19th.

## FY2025-26 State Planning Allotments

Planning Allotment calculations are underway and expected to be posted online by March 14th.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

## From the Office of School Facilities - LEAs Only

### 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, 2025**. 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](mailto: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](mailto: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](mailto:dennis.hilton@dpi.nc.gov)

## Questions? Contact SBS.

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|---------------------------------------|--|
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| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
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## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                                      | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD               | 11/21/2024 |
| <b>03/31/2025</b>         | Hurricane Helene Technology Recovery Funds | 02/13/2025 |

### LEAs

| DUE DATE          | TOPIC   | NEWSLETTER |
|-------------------|---|------------|
| <b>PAST DUE</b>   | Certified Personnel Supplement Survey                         | 01/17/2025 |
| <b>03/25/2025</b> | March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests | 02/28/2025 |

### IPS ONLY

| DUE DATE          | TOPIC                            | NEWSLETTER |
|-------------------|----------------------------------|------------|
| <b>03/14/2025</b> | PPL Form for March 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



## March 13, 2025

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[FBS Homepage](#)

### 2025-2026 Instructional Start and End Dates - All PSUs

Please enter your school's instructional start and end dates for the 2025-26 school year into the SIS by **April 1, 2025**. All NC public schools, regardless of type, must provide a minimum of 185 days or 1,025 hours of instruction covering at least nine calendar months. This information is pulled from the SIS on April 2 to verify compliance with the law.

Most PSUs are required to comply with calendar start/end date requirements. Unless the PSU is in an exempt category (SASA, p.51) or has received an approved calendar waiver for the 2025-26 school year, the start date should be no earlier than August 25, 2025 and the end date should be no later than June 12, 2026. This information is pulled from the SIS on April 2 to verify compliance with the law.

[School Attendance and Student Accounting Manual \(SASA\)](#)

Calendar Law: [LEAs](#) | [Charter Schools](#) | [Cooperative Innovative High Schools](#) | [Lab Schools](#) | [Regional School](#)

For further questions, please contact [studentaccounting@dpi.nc.gov](mailto:studentaccounting@dpi.nc.gov).

### FY2025-26 State Planning Allotments - All PSUs

Planning Allotment calculations are underway and expected to be posted online by March 21st.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

### Reminder Helene funds PRC 0230 - Helene PSUs Only

**School Nutrition Salary Payments for Helene Missed Days (Oct/Nov) should be fully processed and recorded in PRC 0230.** We are processing a reversion/allotment to match expenditures posted through February. We have assumed that all appropriate entries for those salary payments have been fully enacted

by the impacted districts at this time. Please let us know through the [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov) email should you need the month of March to finalize those transactions.

Capital Funds, Mental Health Funds, Technology Funds, and School Nutrition Equipment funds will remain available until spent or June 30, 2030.

## Salary Audit Update - LEAs Only

SBS sent out a blast to Finance Officers this afternoon regarding the work on Salary Audit, LicSal, and Payroll Summary File work. Please forward that notification to the appropriate staff at your LEA.

Thank you for your patience as we continue to implement process improvements. Any questions should be directed to [Salary@dpi.nc.gov](mailto:Salary@dpi.nc.gov).

## PSU Remote Academies

Did you know that LEAs are able to open remote academies post-COVID? If you're interested in opening a remote academy as part of your LEA or Charter School, please see the [DPI Remote Academies page](#). The page contains information about the [application process](#) and other resources. Legal requirements can be found in [Article 16, Part 3](#) of the North Carolina General Statutes.

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                                      | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD               | 11/21/2024 |
| <b>03/31/2025</b>         | Hurricane Helene Technology Recovery Funds | 02/13/2025 |
| <b>03/31/2025</b>         | Real Property Status Report                | 03/06/2025 |

### LEAs

| DUE DATE | TOPIC | NEWSLETTER |
|----------|-------|------------|
|----------|-------|------------|



|                   |  |            |
|-------------------|--|------------|
| <b>03/14/2025</b> | ABC Transfers  | 03/06/2025 |
| <b>03/25/2025</b> | March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests        | 02/28/2025 |
| <b>04/01/2025</b> | Needs-Based Public School Capital Fund (NBPSCF) Grant Annual Reports | 03/06/2025 |

### IPS ONLY

| <b>DUE DATE</b>   | <b>TOPIC</b>                     | <b>NEWSLETTER</b> |
|-------------------|----------------------------------|-------------------|
| <b>03/14/2025</b> | PPL Form for March Reimbursement | 10/10/2024        |

[View Prior Newsletters](#)



North Carolina Department of  
**PUBLIC INSTRUCTION**

# School Business Services

North Carolina Department of Public Instruction



## March 21, 2025

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](#)

## Legislative Update

This week, the Governor signed [SL 2025-2 \(House Bill 47\)](#). It includes the following provisions related to PSUs:

- Section 2G.1. (page 10) - Appropriates \$9 million to establish the School Extension Learning Recovery Program (SELRP). All PSUs in Ashe, Avery, Buncombe, Burke, Haywood, Henderson, Madison, McDowell, Mitchell, Rutherford, Transylvania, Watauga, and Yancey counties are able to participate, including charters and Asheville City Schools.
- Section 3.1. (page 13) - Extends the State of Emergency until June 30, 2025
- Section 5.8 (page 19) - Allows all PSUs in Ashe, Avery, Buncombe, Burke, Haywood, Henderson, Madison, McDowell, Mitchell, Rutherford, Transylvania, Watauga, and Yancey counties, including charter schools and Asheville City Schools, to deem complete an additional 10 missed instructional days due to inclement weather from December 2024 to February 2025.
  - PSUs that deem complete days must compensate employees for those days as if they had worked a scheduled instructional day. This includes School Nutrition employees and contractors.
- Section 5.8.(c) (page 19) - School Nutrition employees and contractors in Helene-impacted counties should be compensated for instructional days that were moved to remote learning due to the hurricane in September through November 2024 as if they had worked a scheduled on-site instructional day.
- Section 5.11. (page 21) - Reduces the waiting period for state employees that retired between April 1, 2024 and March 1, 2025 to return to work from six months to one month to assist with recovery efforts.

We have updated our Disaster Recovery Act Summary and FAQ Document posted to our [What's New page](#) to include this legislation. We will publish additional guidance on the SELRP in the coming week. If you have any questions, please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

## Accounting for Days Missed in the SIS

Days deemed complete should be counted as completed instructional days with every student who is not suspended marked "Present". A note, such as, "Snow Day—Helene" should be added to the calendar for tracking purposes.

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](#)

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## **FY2024-25 Allotment Update - All PSUs**

The following items of interest are being allotted this week:

- State PRC 0040 – School Safety Grants – FY2025 Grant Award Allotments
- State PRC 0056 – Transportation of Pupils – Helene Emergency Transportation Allotments as approved.
- State PRC 0230 – Hurricane Relief and Recovery: School Nutrition – Allotment Adjustments per February data and March submissions.
- State PRC 0251 – Economically Disadvantaged Public School Support Funds – FY2025 Allotments.
- Federal PRC Approvals received as of March 14, 2025

### **Allotment Conversions - LEAs Only**

The next batch of ABC transfers will close **midnight, 4/17/25**. Email-submitted transfer and conversion requests received by April 21st will be allotted by April 23rd.

### **FY2025-26 State Planning Allotments**

Planning Allotment calculations are in final reviews and expected to be shared next week with an accompanying webinar.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

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## **Refunds for Fiscal Year 2025 Overspent PRCs – All PSUs**

Please see the steps below on how to send cash back to DPI for overspent PRCs based on if the PRC is open or closed in the Cash App.

Closed PRC Overspent for FY25:

- Note: Closed PRCs must be processed with a Manual Check
- 1. Move expenditures + encumbrances
- 2. Create Manual Check
- 3. Complete & Submit the Droplet [Refund and Repayment Form](#)

Open PRC Overspent for FY25

Note: Open PRCs can be processed via the Cash App

1. Move expenditures + encumbrances
2. Create negative cash request in the Cash App

***How do we know if the PRC is open or closed for fiscal year 2025?***

Only open PRCs are accessible on the Cash App when selecting the Funds Requirement Date (FRD).

***How do we know if we have overspent PRCs for fiscal year 2025?***

PSUs can access a report in the Cash App.

***How do we access the report?***

1. Go to Data Inquiry → Funds Available to Request
2. Download the report by pressing Actions → Download → Select report format and click the Download button.
3. The report contains the following headers:
  - LEA/IPS
  - Fiscal Year
  - PRC Type
  - PRC/Name
  - Grant Year
  - (a) Allotment
  - (b) Request Amount
  - (a)-(b)= Available to Request
4. You can create a formula where (a) Allotment – (b) Request Amount = difference. If the amount is negative, the PRC is overspent and a refund is due back to DPI. If your Cash Requests are greater than the Allotment, a refund is due.

Contact [CashMgt@dpi.nc.gov](mailto:CashMgt@dpi.nc.gov) if you have any questions.

## **Uniform Education Reporting System (UERS) File Specifications - All PSUs**

As a reminder, SBS publishes the file specs for the various UERS reports on our [Finance Operations webpage](#). Please reach out to [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) if you have any questions.

## **From the Office of Exceptional Children**

### **NC DPI OEC Medicaid in Education Cohort**

Please complete this [registration](#) for your PSU to participate in a Medicaid in Education cohort. This flexible, inclusive, virtual cohort will complete the on-demand Medicaid in Education course with a focus on FFS; however, all Medicaid programs (MAC, Cost Report, FFS) will be covered. Participants will:

- Complete the assigned module/s
- Meet virtually to clarify concepts, answer questions, and

- Collaborate for implementation, establishing PSU practices, and procedures

Participants can and should vary from module to module. Time will be allocated for implementation work. Suggested participants to consider:

- PSU leadership
- EC administrators
- Finance/Business officers
- Related service providers
- Central office / Compliance personnel
- Administrative support

There are 4 planned cohorts (Spring 25, Summer 25, Fall 25 and Spring 26) over 8 weeks.

- Spring 25 cohort- March 31st through May 9th
- Meeting dates and deadlines to be established with cohort
- Subsequent cohorts will establish their time frame, meeting dates and deadlines

Please contact Laurie Ray [(919) 636-1827 or [laurie.ray@dpi.nc.gov](mailto:laurie.ray@dpi.nc.gov)] with any questions.

## From the Center for Safer Schools

### School Safety Grant Awards (PRC 0040)

All the NC CFSS School Safety Grant award letters have been issued to Superintendents and the contact listed in CCIP. We received an ask of over 86M with 29M to award.

To receive notifications and CCIP emails please ensure your CCIP contact is current. Karen Everett has weekly virtual office hours to answer any grant questions and concerns every Wednesday from 10-11am. Please [register online](#).

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
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| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                                       | NEWSLETTER |
|---------------------------|---|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD                | 11/21/2024 |
| <b>03/31/2025</b>         | Hurricane Helene Technology Recovery Funds  | 02/13/2025 |
| <b>03/31/2025</b>         | Real Property Status Report                 | 03/06/2025 |
| <b>04/01/2025</b>         | 2025-2026 Instructional Start and End Dates | 03/13/2025 |

## LEAs

| DUE DATE          | TOPIC  | NEWSLETTER |
|-------------------|--|------------|
| <b>03/25/2025</b> | March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests        | 02/28/2025 |
| <b>04/01/2025</b> | Needs-Based Public School Capital Fund (NBPSCF) Grant Annual Reports | 03/06/2025 |

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# School Business Services

North Carolina Department of Public Instruction



## March 28, 2025

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 Allotment Update - All PSUs

The following items of interest are being allotted this week:

- State PRC 0036 – Charter Schools – Paid Parental Leave Substitute Reimbursements for IPS
- Federal PRC Approvals received as of March 21, 2025

Final transportation allotments (PRC 0056) will be executed by the end of next week.

### FY2025-26 State Planning Allotments

Planning Allotments will be posted Monday, March 31st; we acknowledge and thank you for your continued patience during the State Planning process.

To facilitate planning allotments, SBS will hold the following webinars for both LEAs and Charters starting next week:

- LEA Finance Officers - **Tuesday, April 1st** at the NCASBO biweekly Zoom call
- Charter School Directors and Finance Directors: SBS will join the **Tuesday, April 15th** Office Hours Session hosted by the Office of Charter Schools from 10 A.M. to 11 A.M.

All PSUs are strongly encouraged to attend their respective sessions.

### Economically Disadvantaged Public School Support Funds (PRC 0251)

These funds support the efforts of qualifying economically disadvantaged public schools to continue to exceed growth in subsequent school years.

The allotment was disbursed on March 19, 2025. The recipient list can be found on our [Allotments page](#).

Please see the [Allotment Policy Manual](#) for additional information.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

## Upcoming Webinar: ESSER Annual Performance Report – All PSUs

Per U.S. Department of Education (US ED), **ALL PSUs** that received ESSER funding (ESSERs I, II, and III), are **REQUIRED** to report annually on financial, student, and staffing information.

Federal Programs and School Business Services (SBS) will cohost a collaborative [Webinar on completing the ESSER Annual Performance Report \(APR\)](#) data collection forms.

Date and Time: Thursday, April 3rd, from 2:00 P.M. to 3:00 P.M.

Who should attend:

- LEA Finance Officers
- Charter/Regional/Lab School Directors and Finance Directors
- Student Information Systems (SIS) Directors/Data Coordinators
- Federal Programs Managers/Directors

The ESSER data collection forms with Instructions document will be available next week. The completed forms are due **April 17, 2025**.

## Hurricane Helene Updates

### Disaster Recovery Act Summary and Guidance Revisions

An updated summary document has been posted to the [What's New section](#) of our website. The following changes were included:

- School Nutrition Compensation
  - School Nutrition employees and contractors should be compensated for:
    - Instructional days deemed completed due to Helene (SL2024-51 and SL2024-53)
    - Instructional days deemed completed in December through February for the PSUs in the counties listed in the Winter Inclement Weather item below, as allowed under SL2025-2
    - Any remote instructional days utilized under SL2024-51 (per SL2025-2); this includes both Helene-impacted PSUs and Potential Tropical Cyclone 8 (PTC8) PSUs in Brunswick and New Hanover counties
- School Nutrition Equipment Guidance - REVISED CODING:
  - You may code this to Fund 8 - PRC 0230. That may make it easier to match the revenues to the expenditures since it is not School Nutrition Traditional funds and these are state disaster relief funds. Use Revenue Code: 32000 (Other State - not allotted). It will also enable DPI to pull your PRC 0230 expenditures and revenues for reporting purposes.

### Winter Inclement Weather Days Survey - Select Helene PSUs Only



According to [Session Law 2025-2 Section 5.8](#), all PSUs, including Asheville City Schools and charter schools, in the counties below may deem an additional 10 missed days due to inclement weather as completed between December 2024 and February 2025:

- Ashe County
- Avery County
- Buncombe County
- Burke County
- Haywood County
- Henderson County
- Madison County
- McDowell County
- Mitchell County
- Rutherford County
- Transylvania County
- Watauga County
- Yancey County

All PSUs in those counties are required to complete the [Winter Inclement Weather Days survey](#) by **April 14, 2025**. The data will be reported to the General Assembly.

Please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) with any questions.

## 2025-2026 Instructional Start and End Dates - All PSUs

Please enter your school's instructional start and end dates for the 2025-26 school year into the SIS by **April 1, 2025**. All NC public schools, regardless of type, must provide a minimum of 185 days or 1,025 hours of instruction covering at least nine calendar months. This information is pulled from the SIS on April 2 to verify compliance with the law.

Most PSUs are required to comply with calendar start/end date requirements. Unless the PSU is in an exempt category (SASA, p.51) or has received an approved calendar waiver for the 2025-26 school year, the start date should be no earlier than August 25, 2025 and the end date should be no later than June 12, 2026. This information is pulled from the SIS on April 2 to verify compliance with the law.

For further questions, please contact [studentaccounting@dpi.nc.gov](mailto:studentaccounting@dpi.nc.gov).

## SBS Summer Conference Save the Date and Hotel Group Rate

Our annual summer conference will be **Tuesday, July 22, 2025**. Please hold that date and be aware that it will be in a new location: [the Embassy Suites in Cary, NC](#).

The discounted [Room Block](#) is open and will be available until July 1st, 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.

## From the Office of Federal Programs

## 21st Century Community Learning Centers: Important Update on 2nd and 3rd Installments

As announced in last week's listserv, all remaining second and third installments will be issued from Grant Year 2024 funds. We want to reassure you that **this adjustment does not impact your total grant award amount**. It only affects the **source of funds**, as NCDPI's Office of Federal Programs has identified remaining **Grant Year 2024 funds that must be spent first** before they expire on **September 30, 2025**.

To ensure a smooth transition and proper fund utilization, please follow the guidance below based on your subgrantee type:

### For Non-LEAs (ERaCA Users):

- When submitting expenditure reimbursements in ERaCA, **select the Grant Year 2024 radio button first** to ensure these funds are fully expended before using Grant Year 2025 funds.
- Continue submitting reimbursement requests as usual. Once all Grant Year 2024 funds are expended, you may begin drawing from **Grant Year 2025** by selecting the corresponding radio button.

### For LEAs (BAAS/LINQ Users):

- LEAs must **submit a budget (or revision) using Grant Year 2024 coding** in BAAS/LINQ for the total amount of Grant Year 2024 funds received.
- When drawing down funds, ensure that **Grant Year 2024 funds are spent first** before accessing any remaining Grant Year 2025 funds.

### Reminder for Cohort 17 Subgrantees:

- At least 90% of your Grant Year 2024 funds must be drawn down before your summer installment will be issued.

We appreciate your attention to this update and your continued efforts in managing your grant funds effectively. If you have any questions, please reach out to Susan Brigman, Section Chief ~21st CCLC, at [susan.brigman@dpi.nc.gov](mailto:susan.brigman@dpi.nc.gov).

***\*The deadline for requesting a second or third installment is April 18, 2025.***

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
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| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                                       | NEWSLETTER |
|---------------------------|---|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD                | 11/21/2024 |
| <b>03/31/2025</b>         | Hurricane Helene Technology Recovery Funds  | 02/13/2025 |
| <b>03/31/2025</b>         | Real Property Status Report                 | 03/06/2025 |
| <b>04/01/2025</b>         | 2025-2026 Instructional Start and End Dates | 03/13/2025 |

### LEAs

| DUE DATE          | TOPIC  | NEWSLETTER |
|-------------------|--|------------|
| <b>04/01/2025</b> | Needs-Based Public School Capital Fund (NBPSCF) Grant Annual Reports | 03/06/2025 |
| <b>04/17/2025</b> | ABC Transfers  | 03/21/2025 |

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North Carolina Department of  
**PUBLIC INSTRUCTION**

# School Business Services

North Carolina Department of Public Instruction



## April 10, 2025

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](#)

## From the Office of Federal Programs

### UPDATE: Title VI Compliance Certification Due Date Extension - All PSUs

On April 7, 2025 the U.S. Department of Education **offered an extension** for State Education Agencies to certify compliance with Title VI of the Civil Rights Act and the responsibilities outlined in *Students for Fair Admissions v. Harvard*. As part of this federal mandate, the North Carolina Department of Public Instruction must collect certification responses from all public-school districts, charter schools and other special school leaders (e.g., residential, regional, lab) in North Carolina.

While we continue to evaluate this federal mandate, we are requesting that all local districts, charter school leaders and leaders of other special public schools complete the certification form confirming your district or school's compliance with federal anti-discrimination laws. This certification must be now submitted to NCDPI no later than **Wednesday, April 16, 2025**, to allow us time to meet the federal response requirement.

Directions for how to upload this certification into CCIP were sent out last week and can be found here:

FY 2025 FP-Consolidated application shell in [CCIP](https://ccip.schools.nc.gov) (<https://ccip.schools.nc.gov>).

To assist you, we've created a short four min. video walking through:

- How to locate the Federal Certification of Compliance with Title VI Requirements document in CCIP
- How to properly complete the document
- How to upload the completed and signed document into CCIP

**Video Link:** <https://ncgov.webex.com/ncgov/ldr.php?RCID=7f8cf71042479fca0e53c4d7dfb738cd>

**Password:** vJbQRG5B

We will follow up next week with additional guidance on this issue. We understand this request comes with a tight timeline, and we appreciate your prompt attention to this matter.

## April State Board Meeting Update

The NC State Board of Education (SBE) approved the changes to the Manuals below during its monthly meeting on April 3, 2025. The adjustments have been made in each manual and posted to our [What's New webpage](#).

### State Allotment Policy Manual

- Definitions – Added Supplemental Funds for Teacher Compensation (PRC0071) to the list of Initial Allotments
- ABC Transfer of Funds – Clarify the position transfers from Program Enhancement Teachers (PRC 0004) to Classroom Teachers (PRC 0001)
- School Building Administration (PRC 0005) and Supplemental Funds for Teacher Compensation (PRC0071) – 6th pay period changed to 5th
- Digital Learning Initiative: Digital Literacy Solution (PRC 0078) – Extended the deadline to expend funds to March 31, 2025
- Hurricane Relief and Recovery (PRC 0230) – Updated policy for new School Extension Learning Recovery Program funding allocated by SL 2025-2

### Salary Manual

- Helene Updates:
  - Section A - Part II: Changes and Legislation Impacting the 2023-25 Biennium was updated to include the four Hurricane Helene Relief Acts (SL 2024-51, 2024-53, 2024-57, and SL 2025-2)
  - Section F - Added code 55 to track staff absences for Hurricane Helene missed days and days deemed completed
- Section D: Added clarification to the National Boards for Professional Teaching Standards (NBPTS) Differential Pay policy

### School Attendance and Student Accounting (SASA) Manual

- Chapter 7, School Calendar - Added sections with guidance on additional calendar flexibility per the Disaster Recovery Act of 2025, Part I

### Disaster Recovery Update - Helene and PTC8 PSUs Only

SBS has updated our Disaster Recovery Act Summary and FAQ document to clarify funding for PRC 0230. As a reminder, SL2025-2 allowed PTC8 PSUs in Brunswick and New Hanover counties to receive PRC 0230 funds to compensate their School Nutrition employees and contractors for up to 10 remote days under SL2024-51.

We have also posted a School Extension and Learning Recovery Program (SELRP) FAQ to our [What's New page](#) to assist PSUs with planning their programs.

Please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) with any questions.

## School Extension Learning Recovery Program (SELRP) Hurricane Helene - Selected PSUs Only

Per [SL 2025-2](#), the following LEAs are required to participate in the School Extension Learning Recovery Program (SELRP):

- Ashe County Schools
- Asheville City Schools
- Avery County Schools
- Buncombe County Schools
- Burke County Schools
- Haywood County Schools
- Henderson County Schools
- Madison County Schools
- McDowell County Schools
- Mitchell County Schools
- Rutherford County Schools
- Transylvania County Schools
- Watauga County Schools
- Yancey County Schools

The Charter Schools located in the counties listed above maybe elect to participate in the SELRP program.

Should charter schools, who have the option for participation, opt-out of the program, those funds will be redistributed to all PSUs who are participating in the program. The Office of Research will work with the PSUs impacted by this program as well as determine any charter schools who will be opting out of the program. Once the opt-out process is completed, the funds will be allocated in PRC 0230.

Posted on our website are the estimated planning allocations for this program. We have also posted a School Extension and Learning Recovery Program (SELRP) FAQ to our [What's New page](#) to assist PSUs with planning their programs. Please also see the guidance document created by the Office of Research.

Please contact [Michael.Maher@dpi.nc.gov](mailto:Michael.Maher@dpi.nc.gov) with any SELRP program questions. Questions about planning allotments can be directed to [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

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## YTD Zero Out Entries – All PSUs

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. Please document your general ledgers accordingly.

- March YTD State and negative Federal zero out entries will process on 4/10 for LEAs.
- March YTD positive Federal entries are scheduled to process on 4/11 for LEAs.
- All YTD Federal and YTD State zero out entries for IPSs are scheduled to process on 4/11.

Contact [CashMgt@dpi.nc.gov](mailto:CashMgt@dpi.nc.gov) for zero out questions.

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## Allotment Update

### FY2025-26 State Planning Allotments

Planning Allotments were posted Thursday, April 3rd; we acknowledge and thank you for your continued patience during the State Planning process.

Thank you to everyone who attended the LEA Planning Webinar this week. We have posted the presentation to our [What's New page](#).

To facilitate planning allotments, SBS will hold the following webinar next week:

- Charter/Regional/Laboratory School Directors and Finance Directors: SBS will join the Tuesday, April 15th Office Hours Session hosted by the Office of Charter Schools from 10 A.M. to 11 A.M.
  - Please [join the meeting with this link](#)

All Charter, Lab, and Regional Schools are strongly encouraged to attend.

### ABC Transfers

The March 21st newsletter may have caused confusion regarding the ABC transfer deadline notice. ABC Transfers are being processed monthly. The deadline for April transfer submissions in the Allotment System is **April 17th at midnight**. The current deadline for May submissions is **Friday, May 16th** (midnight). This is the last main ABC transfer deadline to ensure your May reports reflect your allotments for the close out. Due to the Salary Audit work we will accept final ABC transfers through **June 12th**, this year only due to the circumstances.

Please contact [Allotments@dpi.nc.gov](mailto:Allotments@dpi.nc.gov) with any questions.

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### ESSER Annual Performance Report Discontinued – All PSUs

The US Department of Education has discontinued all ESSER reporting, effective immediately. Please see the communication from USED below for more information.

We would recommend that all PSUs retain their records for these federal funds for the audit period. The ESSER Survey and Reporting is no longer required. We will be taking the current ESSER Survey instruments off the website. Thank you for your patience and for your reporting of this important data. If you have any questions please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

NCDPI will, however, need to collect some data required for Learning Loss under the governing legislation for compliance purposes. We will be sending out more information next week related to that requirement.

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**From:** ESSER.GEER.EANS.AnnualReport <ESSER.GEER.EANS.AnnualReport@ed.gov>  
**Date:** Tuesday, April 8, 2025 at 11:14 AM  
**To:** ESSER.GEER.EANS.AnnualReport <ESSER.GEER.EANS.AnnualReport@ed.gov>  
**Subject:** Important Notice Regarding the ESSER Annual Performance Report

**CAUTION:** External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to [Report Spam](#).

Dear Colleagues,

Thank you for your continued efforts to support the administration of the Elementary and Secondary School Emergency Relief (ESSER) funds, established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, and the American Rescue Plan (ARP) Act.

The U.S. Department of Education has discontinued annual performance reporting (APR) for ESSER and, as a result, we will not collect APR data for FY 2024 and any years after. The FY 2023 re-open originally planned for later this year is also discontinued.

If you need records of your prior APR submissions, please download any files from your prior submissions from the [ESF data collection system](#) by the end of this month (April 30, 2025), because these files may not be available in the system after that date.

Note that this communication is only related to the ESSER APRs, and you will need to contact the appropriate mailbox with questions related to non-APR Education Stabilization Fund (ESF) grant implementation activities:

- [GEER](#), [ESSER](#) and [EANS](#): [ESSERF@ed.gov](mailto:ESSERF@ed.gov)
- [HCY](#): [HomelessED@ed.gov](mailto:HomelessED@ed.gov)
- [Outlying areas](#): [ESF.Outlying@ed.gov](mailto:ESF.Outlying@ed.gov)

Thank you,

**Education Stabilization Fund (ESF) Reporting Helpdesk**

Telephone: 1-866-890-0913

Email: [ESSER.GEER.EANS.AnnualReport@ed.gov](mailto:ESSER.GEER.EANS.AnnualReport@ed.gov)

## Invalid Account Codes Monthly Financial Report (MFR) Period 9 – All PSUs

The MFR data for Period 9 (March 2025) have posted to [SBS DART](#).

Please check the report “**PSU Invalid Codes**” and make corrections to be submitted with the next MFR data file submission (due 5/2/2025). MFR records with invalid account codes are not loaded into the Cash App, which impacts the cash amounts during the monthly zero-out.

Please DO NOT RESUBMIT the MFR data file for Period 9 or any other previous periods.

If there are questions or concerns, please send to [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

## Salary Audit/LicSal Update

SBS sent out blasts on the following topics and new reports to Finance Officers last week. For more information, please reach out to your LEA's Finance Officer.

- Projected YTD Salary Calculator
- Compliance Validation Reports
  - Stopped Sending Summary Record Report
  - Stopped Sending Summary Record Removed Report
  - Reporting Period Corrected
- LicSal: Calculating Salaries Guide
- Exception List
- Pay Period 09 Salary Load



We are working with the LEAs via [Salary@dpi.nc.gov](mailto:Salary@dpi.nc.gov) to schedule dedicated office hours to facilitate salary audit work with our team. We are creating an e-sign up tool to facilitate scheduling in the coming weeks.

Thank you for your support and patience while we continue to implement system improvements.

## **SBS Summer Conference Save the Date and Hotel Group Rate**

Our annual summer conference will be Tuesday, July 22, 2025. Please hold that date and be aware that it will be in a new location: [the Embassy Suites in Cary, NC](#).

The discounted [Room Block](#) is open and will be available until July 1st, 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.

## **From the Office of School Facilities**

### **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, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

## **From the Office of Exceptional Children**

### **PRC 118 Allotments: Interpreter Stipend**

Earlier this school year, the OEC collected information from PSUs regarding interpreters meeting the NC State Board of Education requirements to increase their EIPA scores on or before June 30, 2024. The OEC is pleased to announce that we are able to show our appreciation to each of these individuals by providing a one-time \$1500 stipend. These funds were allocated to PSUs with interpreters meeting these requirements last Friday, March 28, 2025, in PRC 0118.

The OEC has received inquiries about standard withholdings, including State and Federal income taxes, social security, retirement, etc., and inquiries regarding interpreters who meet the requirements but were not on the provided list.

Like an employee's salary, the stipend is subject to the standard withholdings including State and Federal income taxes, social security, retirement, etc. These funds will also be subject to local indirect cost. Based on this, Public School Units (PSUs) will be responsible for determining the final stipend after these deductions are made.

Finally, EC Administrators were notified about a potential stipend in three different September 2024 weekly updates and asked to provide the names of qualified individuals employed by the district. The OEC is providing this one-time stipend to those educational interpreters who were reported by their EC Administrator and met the requirement.

Please see the [list of the PSUs and the interpreters awarded the stipend](#). In order to allow PSUs the opportunity to process and distribute these funds, this notification to EC Administrators is the only communication that has occurred from the OEC to date. Please communicate with the interpreters

receiving this stipend and extend our appreciation for the work that they have done and will continue to do to support our students.

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC  | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD                                     | 11/21/2024 |
| <b>04/14/2025</b>         | Winter Inclement Weather Days Survey - Selected Helene PSUs Only | 03/28/2025 |

### LEAs

| DUE DATE          | TOPIC  | NEWSLETTER |
|-------------------|--|------------|
| <b>04/17/2025</b> | ABC Transfers  | 03/21/2025 |
| <b>04/18/2025</b> | 21st Century Community Learning Centers 2nd and 3rd Installment Requests | 03/28/2025 |

[View Prior Newsletters](#)



North Carolina Department of  
**PUBLIC INSTRUCTION**

# School Business Services

North Carolina Department of Public Instruction



## April 17, 2025

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](#)

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### FY 2026 Legislative Update - All PSUs

The Senate released their [budget \(SB257\)](#) earlier this week. To assist PSUs, we have posted a summary of those appropriations to public schools on our [What's New page](#), including their proposed salary increases for PSU staff, compared to the Governor's recommendations. The House has not yet released their budget at this time; however, we will continue to provide updates via our newsletters as the long session progresses. Please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) if you have any questions.

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### FY2024-25 Allotment Update - All PSUs

The following items of interest are being allotted next week:

- Various State PRCs – ABC Transfers and other conversion requests
- Federal PRC Allotment approvals as received

### FY2025-26 State Planning Allotments

Thank you to everyone who attended one of our planning webinars. We have posted the presentations to our [What's New page](#) for those that couldn't attend.

Additional Planning information and resources have also been published to the same section. Planning inquiries are still being compiled for updates to the FAQ document.

### FY2025-26 Federal Planning Allotments

Federal Planning allotments are underway, status updates will be provided via newsletter or email blast. Please use prior year information and indirect cost rates for planning until those items can be updated.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

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## ESSER Expenditure Overages – All PSUs

So that we can FINALIZE the reporting for ESSER Funds, we need all the PSUs to have a focus on clearing expenditure overages for your ESSER Grants so that the April Datafiles reflect final expenditures accurately. None of these corrections should involve cash, as all cash was provided up to your authorized funding levels and these are simply expenditures reported over those authorized allotments in your MFR files.

*What reports can PSUs use to locate expenditure overages for ESSER Funds?*

### A. Expenditure and Allotments Data for 2024-2025 worksheet

1. Navigate to [COVID Funds Section](#) of the website
2. Look under Expenditure and Allotment and
3. Download the report
4. Go to the green Expenditures\_PSU tab
5. Type the PSU number in the green filter at the top of the spreadsheet
6. Filter to see the negatives in the column labeled "\$ Balance"
7. Move expenditures to an allowable Fund and PRC

or

### B. The PSU Overspent PRCs – Expenditures

1. Navigate to [SBS Data Analysis and Reporting Tool \(SBS DART\)](#)
2. Select Report 106. PSU Overspent PRCs – Expenditures
3. Download To Excel
4. Filter ESSER PRCs
5. Move expenditures to an allowable Fund and PRC

Please move these expenditures so that these reports will no longer reflect as overspent.

These reports do not reflect cash that has been received. This is not a refund of cash. Nor can the change require any cash from these closed federal grants. The expectation is that PSUs move ESSER expenditure overages and have the changes reflected in April's data files.

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

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## PRC 181 Required 20% Set-Aside to Address Learning Loss - All PSUs

Despite U.S. Department of Education (USED) discontinuing the annual reporting of ESSER funding, NCDPI is still required to ensure legislative compliance with the use of ESSER funds as written in federal legislation. To ensure both NCDPI and the PSUs meet this compliance requirement, we are requesting the PSUs to complete this survey.

All PSUs with allotments for PRC 181 should complete the survey. This survey is similar to the ESSER annual reporting forms but focused solely on PRC 181 Learning Loss. To complete, you will need data on expenditures for PRC 181, categorized by activities/interventions to address Learning Loss, from March 2020 to March 2025. (See Instructions document for list of activities/interventions.) It may also be helpful to have the approved budget/plan for PRC 181.

The survey form and the Instructions document have been posted to the NCDPI website under "[What's New](#)." (Scroll down the page to the section titled "PRC 181 Learning Loss.")

Please read the Instructions document on how to complete the form and definitions. All completed forms are due by **May 31, 2025**, and can be submitted online at [PRC 181 Learning Loss](#).

If there are questions about completing the PRC 181 Learning Loss report, please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                        | NEWSLETTER |
|---------------------------|------------------------------|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD | 11/21/2024 |

### LEAs

| DUE DATE          | TOPIC  | NEWSLETTER |
|-------------------|--|------------|
| <b>04/17/2025</b> | April ABC Transfers  | 03/21/2025 |
| <b>04/18/2025</b> | 21st Century Community Learning Centers 2nd and 3rd Installment Requests | 03/28/2025 |
| <b>04/24/2025</b> | April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests            | 04/10/2025 |
| <b>05/16/2025</b> | May ABC Transfers  | 04/10/2025 |
| <b>06/12/2025</b> | Final ABC Transfers  | 04/10/2025 |

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North Carolina Department of  
**PUBLIC INSTRUCTION**

# School Business Services

North Carolina Department of Public Instruction



## April 24, 2025

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](#)

### April Datafile Submissions - All PSUs

DPI will begin processing all data files at 8:00 AM on Monday, May 5, 2025. Please make every effort to submit the data files by **May 2, 2025**. Delayed responses pause the processing for **ALL** PSUs.

In addition, someone **must** be available on-site **Monday and Tuesday, May 5th and 6th**, to answer questions related to data files; however, on-site contacts over the weekend are not necessary at this time.

### Helene PSUs

Please make sure all School Nutrition salary reimbursements/payments are posted in your April Datafiles if at all possible. We want to close out that funding stream with the April data so that funding can be redirected towards other Helene relief efforts for the public schools. Thank you for your attention to this matter.

## From the Office of Federal Programs

### PRC 081 Transportation Reserve for Homeless and Foster Students

The Transportation Reserve for Homeless and Foster Students (PRC 0081) allotments are scheduled for approval on the May State Board of Education agenda. These funds are intended to reimburse Public School Units (PSUs) for extraordinary transportation costs already incurred in providing services to students experiencing homelessness or in foster care.

A brief application will be required prior to accessing funds. Additional details and instructions will be provided by Federal Programs.

For questions regarding the application process (statement of assurances), please contact Alessandro Montanari at [alessandro.montanari@dpi.nc.gov](mailto:alessandro.montanari@dpi.nc.gov).

## From the Office of Career and Technical Education

### PRC079 Innovation and Grade Expansion Grant Applications

The Education and Workforce Innovation Commission Grants (both under PRC079), the Innovation Grant and the CTE Grade Expansion Grant, applications for the 2025-26 grant year are now open. The applications will close on **Friday, May 16, 2025 at 5:00 pm**. There will be no deadline extensions for any circumstances.

There are two notable changes to the applications and programs this year:

1. The applications will be housed in Google Forms. The applications are not in NCCCIP this year. The link to the applications is forthcoming.
2. The funding amounts available to each applicant for both grants have increased; folks may apply for up to \$65,000 for the CTE Grade Expansion Grant and \$100,000 for the Innovation Grant. Please remember the Innovation Grant requires a 50% match.

Disclaimer: These applications are being released prior to the official passing of the 2025 budget from the North Carolina General Assembly. With that, grant funding is subject to the final state budget allowances. Awards will not be distributed until after budget certification.

Application links:

1. [Innovation Grant Application](#)
2. [Grade Expansion Application](#)

Open Office Hours: (for applicants to drop in to ask Jacqueline Wyatt questions about the applications, grants, etc.) May 2, 2025 – 10:00 am to 11:00 am

Attached to this announcement is [the document you will need to understand the new application process](#).

If you have any questions about these two grants, please contact Jacqueline Wyatt at [Jacqueline.Wyatt@dpi.nc.gov](mailto:Jacqueline.Wyatt@dpi.nc.gov).

### PRC 181 Required 20% Set-Aside to Address Learning Loss - All PSUs

Despite U.S. Department of Education (USED) discontinuing the annual reporting of ESSER funding, NCDPI is still required to ensure legislative compliance with the use of ESSER funds as written in federal legislation. To ensure both NCDPI and the PSUs meet this compliance requirement, we are requesting the PSUs to complete this survey.

All PSUs with allotments for PRC 181 should complete the survey. This survey is similar to the ESSER annual reporting forms but focused solely on PRC 181 Learning Loss. To complete, you will need data on expenditures for PRC 181, categorized by activities/interventions to address Learning Loss, from March 2020 to March 2025. (See Instructions document for list of activities/interventions.) It may also be helpful to have the approved budget/plan for PRC 181.

The survey form and the Instructions document have been posted to the NCDPI website under [“What’s New.”](#) (Scroll down the page to the section titled “PRC 181 Learning Loss.”)

Please read the Instructions document on how to complete the form and definitions. All completed forms are due by **May 31, 2025**, and can be submitted online at [PRC 181 Learning Loss](#).

If there are questions about completing the PRC 181 Learning Loss report, please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

## SBS Summer Conference Save the Date and Hotel Group Rate

Our annual summer conference will be Tuesday, July 22, 2025. Please hold that date and be aware that it will be in a new location: [the Embassy Suites in Cary, NC](#).

The discounted [Room Block](#) is open and will be available until **July 1st**, 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.

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
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| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                                      | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD               | 11/21/2024 |
| <b>05/31/2025</b>         | PRC 181 Learning Loss 20% Set-Aside Survey | 04/17/2025 |
| <b>07/01/2025</b>         | SBS Summer Conference Room Block           | 07/09/2025 |

### LEAs

| DUE DATE          | TOPIC   | NEWSLETTER |
|-------------------|---|------------|
| <b>04/24/2025</b> | April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests | 04/10/2025 |
| <b>05/16/2025</b> | May ABC Transfers   | 04/10/2025 |
| <b>06/12/2025</b> | Final ABC Transfers   | 04/10/2025 |

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# School Business Services

North Carolina Department of Public Instruction



## May 1, 2025

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](#)

### PRC 181 Learning Loss Reminder - All PSUs

Despite U.S. Department of Education (USED) discontinuing the annual reporting of ESSER funding, NCDPI is still required to ensure legislative compliance with the use of ESSER funds as written in federal legislation. To ensure both NCDPI and the PSUs meet this compliance requirement, we are requesting the PSUs to complete this survey.

All PSUs with allotments for PRC 181 should complete the survey. This survey is similar to the ESSER annual reporting forms but focused solely on PRC 181 Learning Loss. To complete, you will need data on expenditures for PRC 181, categorized by activities/interventions to address Learning Loss, from March 2020 to March 2025. (See Instructions document for list of activities/interventions.) It may also be helpful to have the approved budget/plan for PRC 181.

The survey and the Instructions document can also be downloaded from the [What's New webpage](#) (scroll down the page to the section titled "PRC 181 Learning Loss").

We recommend following these steps:

1. Download the form by right clicking on the links and select "Save link as." Save the file in a folder of your choosing.
2. After downloading, double click to open the form.
3. After opening the form, click on the "Enable Editing" button at the top of the page.
4. Go to column A and row 3, then click on the down arrow button to select your PSU ID number. This should bring up the pre-populated data for your school district, in columns A to K.
5. Columns A through I, and column K are locked. Enter or modify data only in the columns that are not locked.

Please read the "Instructions" document as it will provide step by step directions as well definitions to terms.

All completed forms are due by **May 31, 2025**, and can be [submitted online](#).

If there are questions about completing the PRC 181 Learning Loss report, please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

## From the Office of Enterprise Data and Reporting

### Legislative Class Size SIS Report

The Legislative Class Size (LCS) report itself is reporting correctly. PSUs may use this report to verify their class size data to ensure accuracy while the issues with the Class Size Average report are being addressed.

DPI is investigating the following issues with the Legislative Class Size Average Report:

- While the **student count per class is accurate, the average class size is being calculated based on an incorrect section count**, which may result in misleading averages.
- Additionally, there is a known issue regarding the calculation of sections with combo classes in the summary report. The lead teacher is counting in both grade levels in the teacher count.
- The Individual and PSU Class Size Average overage violation reports seem to have a calculation error.
  - Over the Individual Class Size Maximum
  - Over the PSU-wide Maximum Average

Our team is actively working with the vendor to address these issues and will provide updates once a resolution is in place.

Please be reminded that the Legislative Class Size (LCS) report itself is reporting correctly and can be used to **verify the class size data to ensure accuracy**.

If you have concerns related to the required attestation or reporting, please submit your concerns, steps you've actively taken to ensure class size requirements, and other pertinent information with that attestation, etc. That can be submitted to [Studentaccounting@dpi.nc.gov](mailto:Studentaccounting@dpi.nc.gov). Please be specific related to school, class, etc.

Thank you for your understanding and continued partnership.

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
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| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
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## Deadline Reminders

### ALL PSUs

| DUE DATE           | TOPIC  | NEWSLETTER |
|--------------------|--|------------|
| Monday at 11:45 pm | Cash requests for Friday FRD                             | 11/21/2024 |
| 05/02/2025         | April Datafile Submissions                               | 04/24/2025 |
| 05/16/2025         | PRC079 Innovation and Grade Expansion Grant Applications | 04/24/2025 |
| 05/31/2025         | PRC 181 Learning Loss 20% Set-Aside Survey               | 04/17/2025 |
| 07/01/2025         | SBS Summer Conference Room Block                         | 01/09/2025 |

### LEAs

| DUE DATE   | TOPIC               | NEWSLETTER |
|------------|---------------------|------------|
| 05/16/2025 | May ABC Transfers   | 04/10/2025 |
| 06/12/2025 | Final ABC Transfers | 04/10/2025 |

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North Carolina Department of  
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# School Business Services

North Carolina Department of Public Instruction



## May 9, 2025

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](#)

### Announcing the New SBS Blue Book - All PSUs

SBS is proud to announce that the new SBS Finance Guide for PSUs (the Blue Book) has gone live on our [What's New page](#) today. It is a early edition of the document; however, we intend for it to be a centralized repository for all the tools, manuals, and other resources available to assist PSUs with their obligations required due to the use of public funds. The School Financial Reporting Team will continue to update the Blue Book with more information in the coming months. If you have questions or have ideas of topics you'd like to have included, please reach out to [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) - we welcome your feedback and want the guide to be as beneficial as possible to you.

### Invalid Account Codes: MFR Period 10 – All PSUs

The MFR data for Period 10 (April 2025) have posted to the [DART website](#). Please check the report "102. PSU Invalid Codes – Current Reporting Period" under "PSU Reports" for the list of records which require corrections. The corrections should be submitted with the next MFR data file submission (**due June 3, 2025**). MFR records with invalid account codes are not loaded into the Cash App, which impacts the amounts for monthly zero-out.

Please DO NOT RESUBMIT the MFR data file for Period 10 or any other previous periods.

### Overspent PRCs

As we close the year, please pay attention to your overspent PRCs and get those expenditures corrected by the end of the next reporting period. This would involve an adjusting journal entry. The report is titled "106. PSU Overspent PRCs - Expenditures" in the SBS DART.

If there are questions or concerns on the data files, please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov). If you are experiencing difficulties or need access to the DART website, please contact [SBSDART@dpi.nc.gov](mailto:SBSDART@dpi.nc.gov).

### FY2024-25 Allotment Update - All PSUs

The following items of interest are being allotted this week:

- State PRC 0081 – Transportation Reserve for Homeless and Foster Students – SBE Approved Allocations
- Federal PRC Allotment approvals as received

### FY2024-25 Year-end Allotments

Due to current system issues affecting the timing of year-end financial actions for DPI and PSUs, Allotment revisions will be processed as needed to meet extenuating needs. However, we have communicated to other Divisions and Offices that all allotment requests be submitted to the Allotment Section by Wednesday, June 18th.

### FY2025-26 Federal Planning Allotments

Federal Planning allotments are still in process, status updates will be provided via newsletter or email blast. Please use prior year information and indirect cost rates for planning until those items can be updated.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

## SBS DART Update - All PSUs

It has come to our attention that some districts are not seeing SBS DART in the intended format. If you are not seeing DART as pictured below with dropdown menus, you may need to ensure [ncdpi.github.io](https://ncdpi.github.io) is not blocked by your IT department. You will want to reach out to your IT team to make sure that address is whitelisted.



## School Business Data Analytics and Reporting Tool

North Carolina Department of Public Instruction



## YTD Zero Out Entries – All PSUs

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. Please document your general ledgers accordingly.

- April YTD State and negative Federal zero out entries will process on 5/8 for LEAs.

- April YTD positive Federal entries are scheduled to process on 5/9 for LEAs.
- All YTD Federal and YTD State zero out entries for IPSs are scheduled to process on 5/9.

Contact [CashMgt@dpi.nc.gov](mailto:CashMgt@dpi.nc.gov) for zero out questions.

## SBS Year-End Updates

### Urgent: End of Year Cash Request Process Update - All PSUs

As we close the year SBS has been asked to implement an extra review process before processing state cash requests.

- We will review your cash requests weekly, using the Total MTD Cash requests each week and comparing that amount to a few metrics.
- Our reasonability baseline is being set at 5% ABOVE your LEAs prior month of expenditures (April 2025) or 5 % ABOVE your LEA's YTD monthly average (July 2024-April 2025), whichever is higher.
- Additional funding WILL NOT be granted without supporting documentation reflecting expenditures to substantiate your request if it exceeds the baseline amount and our metrics.
  - LEAs who exceed their maximum baseline amount will receive email notification that their cash request will be adjusted accordingly.
  - These LEAs will have already then received their maximum cash based on our baseline.
  - In addition your access to request additional state funds will be removed, until the next months cycle, pending supporting documentation to justify additional cash for the month.
  - Should anyone require additional funds, please send your documentation to [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).
  - If approved, we will transact a State Cash request on your behalf and provide you that notification.
- Should you be concerned related to next week's cash request with FRD of 5/16/2025 and this review, we will happily accept advanced documentation as soon as you have that ready. We would like to be pro-active, if possible, to get your cash approved or discuss the documentation before our deadlines next week.

We need to work together to make sure that we are REASONABLE with our cash requests from the State and that we do not exceed our authority. No one will not have cash for payroll or for your legitimate checks. We need your help in May and June related to these measures we are being asked to implement.

Friendly reminders when ordering cash:

- Do not order extra cash.
- Request what your LEA needs for
- May expenditures within May FRDs and .
- June expenditures within June FRDs

### 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 2025-2026 beginning July 1, 2025. For more information, please see the EDDIE Year End Memo on [the SBS EDDIE webpage](#).

### School Business Summer Conference 2025 - All PSUs

Please join us on **Tuesday, July 22, 2025**, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at a new venue, [the Embassy Suites](#) in the Raleigh-Durham area. The Hotel Link for the [room discount](#) ends on **July 1st**, please don't wait to reserve your room.

Conference Registration this year is \$210 per person. Instructions to register are below:

1. Follow this link to register: <https://go.ncdpi.gov/25FBSRegistration>
2. Once you have submitted your registration, you will receive an email confirmation from [noreply@dpi.nc.gov](mailto:noreply@dpi.nc.gov) (subject line "2025 FBS Summer Conference Registration FBS25"). 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 <https://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.

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. We will communicate more information about session topics in the coming weeks.

## From the Office of School Facilities

### 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 26, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov).

## From the Office of School Nutrition

### Submission of School Nutrition Financial Report FC1-A - LEAs Only

School Nutrition Administrators: This is a reminder that the Traditional School Districts (LEA's) are required to submit their FY 2024-25 3rd Quarter Financial Report (FC1-A) via the School Nutrition Technology System (SNTS) **by May 16, 2025**. If you have any questions, please contact [SchoolNutrition@dpi.nc.gov](mailto:SchoolNutrition@dpi.nc.gov).

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
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| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
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| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |



## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC  | NEWSLETTER |
|---------------------------|--|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD                             | 11/21/2024 |
| <b>05/16/2025</b>         | PRC079 Innovation and Grade Expansion Grant Applications | 04/24/2025 |
| <b>05/31/2025</b>         | PRC 181 Learning Loss 20% Set-Aside Survey               | 04/17/2025 |
| <b>07/01/2025</b>         | SBS Summer Conference Room Block                         | 01/09/2025 |

### LEAs

| DUE DATE          | TOPIC               | NEWSLETTER |
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| <b>05/16/2025</b> | May ABC Transfers   | 04/10/2025 |
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# School Business Services

North Carolina Department of Public Instruction



## May 15, 2025

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](#)

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### Webinar: New Cash App Features & Fiscal Year Closeout Information

We have updated the cash app for a new refund feature for CURRENT YEAR refunds. We will have [two webinar sessions](#) on Thursday, May 29, to demonstrate these new features, reports, and tools. There will be two sessions: 10am-11am and 2pm-3pm (jointly with the closeout discussion).

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### TIP: Months Used Report - All LEAs

Please remember that adjustments to prior periods appear in the most recent month, not necessarily in the adjusted month. Look at the updated ANNUAL MONTHS USED to validate that the number is correct compared to your allocations and then to your remaining balance.

The system cannot post corrections to prior periods due to various changes in other systems at the state and local levels. For this reason, you should review all audit reports, exceptions, and months used balances on an annualized basis instead of by check or period.

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### Annual Audit Engagement Questionnaire Now Open: All PSUs

All PSUs are required to complete the linked [Auditor Questionnaire](#) by **June 6, 2025**. This questionnaire verifies that each PSU has engaged, or is in the process of engaging, an independent certified public accountant for the annual financial audit covering the period July 1, 2024 through June 30, 2025, per state financial oversight requirements and audit timelines.

If you need additional information, please contact Brittany S. McLaurin, Accounting Manager- Fiscal Monitoring, at [brittany.mclaurin@dpi.nc.gov](mailto:brittany.mclaurin@dpi.nc.gov)

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### FY2024-25 Allotment Update: All PSUs

#### FY2024-25 Year-End Actions: ABC Transfers

The ABC deadline for the month of May is still midnight on Friday the 16th; these items will be processed by May 21st.

The ABC deadline for June is midnight on Wednesday the 18th; that batch will be processed on Friday, June 20th.

Due to current system issues affecting the timing of year-end financial actions for DPI and PSUs, Allotment revisions will be processed as needed to meet extenuating needs.

### **FY2025-26 Federal Planning Allotments**

Federal Planning allotments are still in process and expected to be finalized next week; a status updates will be provided via newsletter or email blast.

Please use prior year information and indirect cost rates for planning until those items can be updated.

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

### **PRC 0032 Children with Disabilities (CWD) FY2025-26 Planning Allotments**

State PRC 0032 CWD allotment is comprised of School-Age and Preschool allotments aggregated into one amount. Preschool and School-Age calculations are based on the December headcount of the previous year; Preschool utilizes PK3-PK5 headcount while School-Age allotments are based on the age 5-21 data. Headcount (also known as child count) is sourced from the Every Child Accountability & Tracking System (ECATS) and verified by the Office of Exceptional Children. Any authorized amendments or finalization to the headcount data will be reflected at Initial Allotment.

The Allotted ADM is also a driving factor since the actual funded headcount is determined by the lesser of the December headcount or an overall 13.00% cap of the Allotted ADM. Units whose headcount exceeds the 13.00% cap will have a Dollars per Headcount factor lower than the budgeted headcount funding factor which can result in a smaller allotment than expected.

The FY25 Initial Allotment funding factor for PRC 0032 was \$5,365.09 and the FY26 Planning Allotment funding factor is \$5,472.39; an increase of 2.0%. The mid-year adjustment in FY25 was a one-time appropriation, and the planning amounts for PRC 0032 represent the anticipated budget for FY26. A decrease in estimated EC funding could be due to a drop in reported headcount (school-age and/or pre-K) or an adjusted funding rate due to the 13.00% cap.

*Courtesy FYI: This is a joint message prepared and shared through the listservs maintained by NCDPI Finance and Business Services and OEC.*

### **OEC Special Federal- and State-Funded Programs**

The OEC is continuing its efforts to streamline the process for its special grant funds awarded through PRC 0118, PRC 0119 State-level Activities, and PRC 0029 Behavioral Support. [OEC Funding for Exceptional Children](#)

While applications for these funds have historically opened around this time each year, new timelines are being established as the criteria for these awards are being reviewed, revised, and budgeted in consideration of the pending federal and state budget appropriations.

As a reminder, these funds are not guaranteed annually. To mitigate this change in process, the OEC will be allocating additional federal funds from Grant Years 2024 and 2025 to all PSUs in the coming weeks. These allocations reflect the OEC's commitment to leverage state-level activities using our federal award to support LEAs when changes in process or counts impact subgrantee formula funding and provide extended periods of performance for the use of federal dollars at the local level.

It is highly recommended that LEAs apply the principles of "FIFO" - first in, first out - for allowable expenses identified in the approved IDEA grant for the associated grant year when these additional funds become available.

*Courtesy FYI - The OEC will be sharing this information via other listservs hosted by NCDPI, especially those in which Finance Officers are the intended audience.*

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## SBS Year-End Updates

### FY 2024-2025 Closeout Timeline: All PSUs

Please see the [attached letter](#) which goes through the FY 24-25 closeout process in June/July. We will be holding [webinars](#) for LEAs Thursday, May 29 and the following week for Charter Schools and Lab Schools. Below is a quick table of the key dates, but please read the memo in its entirety.

| DAY       | DATE    | PSU TYPE  | ACTION ITEM   |
|-----------|---------|-----------|---|
| Monday    | 6/16/25 | LABS      | Deadline to request cash for FY25 for FRD of 6/20/25                      |
| Wednesday | 6/18/25 | LEAs      | Final day to submit ABC Transfers (Processed on 6/20/25)                  |
| Monday    | 6/23/25 | LEAs & CS | Deadline to request cash for FY25 for FRD of 6/27/25                      |
| Monday    | 6/30/25 | ALL       | PSUs submit June data files prior to midnight                             |
| Tuesday   | 7/1/25  | ALL       | DPI will pull all data files after 12:01AM                                |
| Wednesday | 7/2/25  | LEAs      | PSU correction period to correct data files – PSR file must be submitted. |
| Thursday  | 7/3/25  | LEAs      | PSU FINAL PSR & MFR data file submission                                  |
| Monday    | 7/7/25  | ALL       | DPI will process and post June YTD Cash Zero Out                          |

### EDDIE Updates and Year-End: All PSUs

The data in EDDIE must always be accurate for the current school year. Enter data that will become effective for 2025-2026 beginning July 1, 2025. For more information, please see the EDDIE Year-End Memo on [the SBS EDDIE webpage](#).

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### School Business Summer Conference 2025: All PSUs

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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.

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# School Business Services

North Carolina Department of Public Instruction



## May 22, 2025

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### Webinar: New Cash App Features & Fiscal Year Closeout Information

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### Required Confirmation of Annual Audit Engagement: All PSUs

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The data in EDDIE must always be accurate for the current school year. Data and contact information for the 2025-26 school year can be entered starting July 1, 2025. For more information, please see the EDDIE Year-End Memo on [the SBS EDDIE webpage](#).

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## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC   | NEWSLETTER |
|---------------------------|---|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD<br>(No extension for the Memorial Day holiday) | 11/21/2024 |
| <b>05/31/2025</b>         | PRC 181 Learning Loss 20% Set-Aside Survey                                  | 04/17/2025 |
| <b>07/01/2025</b>         | SBS Summer Conference Room Block Deadline                                   | 01/09/2025 |

### LEAs

| DUE DATE          | TOPIC               | NEWSLETTER |
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| <b>06/18/2025</b> | Final ABC Transfers | 04/10/2025 |

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# School Business Services

North Carolina Department of Public Instruction



## May 29, 2025

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[FBS Homepage](#)

### New Cash App Features & Fiscal Year Closeout Information Webinar - All PSUs

Thank you to everyone who attended one of this week's Cash App and Year End webinars. If you were unable to attend, a recording and the presentation has been made available on [our website](#).

### Federal Planning Allotments

The following FY2025-26 (Grant Year 2026) Federal Planning Allotments have been prepared by the Allotment Section and are under review by the program's administrating office.

- Career and Technical Education (CTE) – PRC 017
- Consolidated Federal Programs - PRCs 047, 050, 103, 104, 107, & 108
- IDEA Federal Grants – PRCs 049, 060, 070

Upon approval of the Planning Allotments, they will be posted online in DART. We anticipate this will be completed by the middle of next week.

The following FY2025-26 (Grant Year 2026) Federal Planning Allotments are on hold pending receipt of additional data. Additional updates will be provided for these allotments as data becomes available.

- Migrant Education (PRC 051)
- Title I – School Improvement (PRC 105)
- Rural and Small Schools (PRC 109)
- Language Acquisition – Significant Increase (PRC 111)

If you have questions on the impact on 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](mailto:allotments@dpi.nc.gov).

## PRC 181 Learning Loss Due May 31, 2025 - All PSUs

The PRC 181 Learning Loss survey is due **May 31, 2025**. If you have not done so already, please complete and submit as soon as possible.

The PRC 181 Learning Loss survey focuses solely on expenditures for Learning Loss from PRC 181 (Fund source: Federal). To complete, you will need expenditures data for PRC 181, categorized by activities/interventions to address Learning Loss, from March 2020 to March 2025. (See Instructions document for list of activities/interventions.) It may also be helpful to have the approved budget/plan for PRC 181.

The survey and the Instructions document can also be downloaded from the NCDPI website, in "[What's New](#)." (Scroll down the page to the section titled "PRC 181 Learning Loss.") Please read the "Instructions" document as it will provide step by step directions as well definitions to terms.

If there are questions about completing the PRC 181 Learning Loss, please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

## SBS Year-End Updates

### FY 2024-2025 Closeout Timeline: All PSUs

Please see the [closeout letter](#) which goes over the FY 24-25 closeout process in June/July.

Below is a quick table of the key dates, but please read the memo in its entirety.

| DAY       | DATE    | PSU TYPE  | ACTION ITEM   |
|-----------|---------|-----------|---|
| Monday    | 6/16/25 | LABS      | Deadline to request cash for FY25 for FRD of 6/20/25                      |
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|          |        |      |  |
|----------|--------|------|--|
| Thursday | 7/3/25 | LEAs | PSU FINAL PSR & MFR data file submission         |
| Monday   | 7/7/25 | ALL  | DPI will process and post June YTD Cash Zero Out |

## EDDIE Updates and Year-End: All PSUs

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## School Business Summer Conference 2025: All PSUs

Please join us on **Tuesday, July 22, 2025**, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at a new venue, the [Embassy Suites](#) in Cary. The link for the [hotel room discount](#) ends on **July 1**; please don't wait to reserve your room.

Conference Registration this year is \$210 per person. Instructions to register are below:

1. Follow this link to register: <https://go.ncdpi.gov/25FBSRegistration>
2. Once you have submitted your registration, you will receive an email confirmation from [noreply@dpi.nc.gov](mailto:noreply@dpi.nc.gov) (subject line "2025 FBS Summer Conference Registration FBS25"). 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 <https://go.ncdpi.gov/FBSPayments> if paying online with a credit card. You can also pay via invoice and check. Instructions are on the invoice attached to your registration confirmation.

All of the Business staff from LEAs and Independent Public Schools are welcome. 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. We will communicate more information about session topics in the coming weeks.

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
| Cash Requests, Zero-out               | <a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>                                   |
| EDDIE                                 | <a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>                                       |
| Salary, LicSal                        | <a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>                                     |
| SBS Data Analytics and Reporting Tool | <a href="mailto:SBSDART@dpi.nc.gov">SBSDART@dpi.nc.gov</a>                                   |
| Monthly Datafiles, Chart of Accounts  | <a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a> |
| Student Accounting                    | <a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>               |

## Deadline Reminders

### ALL PSUs

| DUE DATE           | TOPIC                                      | NEWSLETTER |
|--------------------|--|------------|
| 05/31/2025         | PRC 181 Learning Loss 20% Set-Aside Survey | 04/17/2025 |
| Monday at 11:45 pm | Cash requests for Friday FRD               | 11/21/2024 |
| 06/06/2025         | Confirmation of Annual Audit Engagement    | 05/22/2025 |
| 06/30/2025         | June Datafiles Due                         | 05/22/2025 |
| 07/01/2025         | SBS Summer Conference Room Block Deadline  | 01/09/2025 |

### LEAs

| DUE DATE   | TOPIC               | NEWSLETTER |
|------------|---------------------|------------|
| 06/18/2025 | Final ABC Transfers | 04/10/2025 |

[View Prior Newsletters](#)



North Carolina Department of  
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# School Business Services

North Carolina Department of Public Instruction



## June 5, 2025

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](#)

### Interscholastic Athletics Survey - All PSUs

SBS has created a survey 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 2020-21, 2021-22, 2022-23, and 2024-25 fiscal years and should only be for funds that are accounted for in the PSU general ledger. Responses from the 2023-24 fiscal year will be included and available for edits, should any PSUs have them.

The link and PDF of the survey questions have been made available on [our What's New page](#). Responses are due on **July 15, 2025**. Questions can be directed to [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

### Datafile Staff Titles for Year End - All PSUs

Updates to the [Educational Directory and Demographical Information Exchange \(EDDIE\)](#) platform are in progress and should be completed next week. Once they are implemented, please work with your PSU's EDDIE administrators to make sure you have a primary and secondary datafile contact for your PSU entered into the system, as well as your PSU's contact for your datafile vendor. We will notify the PSUs and send instructions when the update has been completed and the new datafile titles are available. If you are unsure who your PSU's EDDIE administrators are, please contact [EDDIE@dpi.nc.gov](mailto:EDDIE@dpi.nc.gov).

### Federal Planning Allotments

The following FY2025-26 (Grant Year 2026) Federal Planning Allotments were posted in SBS DART, the Allotment System, and BAAS on Wednesday, June 4, 2025. These should be available to view early next week depending on your vendor's update schedule.

- Career and Technical Education (CTE) – PRC 017
- Consolidated Federal Programs - PRCs 047, 050, 103, 104, 107, & 108

- IDEA Federal Grants – PRCs 049, 060, 070

To access the allotments summary in DART, click on the PSU Reports subheading and select report 303. *Federal Planning Allotments – All PSUs*, then select your unit from the drop-down menu.

Things to consider regarding Planning Allotments:

- **Remember that planning allotments are not a guarantee of funding and may be subject to change based on changes in federal or state allocations. In this period of heightened uncertainty around federal allocations, please proceed with caution.**
- These Allotments are for Grant Year 2026 which is not allocated until after October (Federal fiscal year).

The following FY2025-26 (Grant Year 2026) Federal Planning Allotments are on hold pending receipt of additional data. Additional updates will be provided for these allotments as data becomes available.

- Migrant Education (PRC 051)
- Title I – School Improvement (PRC 105)
- Rural and Small Schools (PRC 109)
- Language Acquisition – Significant Increase (PRC 111)

If you have questions on the impact on your financial software, please contact your vendor. If you have other questions, please contact your federal programs contacts or the Allotments Section at [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

## June State Board Meeting Update

The NC State Board of Education (SBE) approved changes to the NC Public School Personnel State Salary Manual during its monthly meeting on June 5, 2025. The updated language broadens the definition of "classroom teacher" to include advanced teaching roles, as it relates to the future work of a Teacher of the Year. The adjustments have been made in the manual and posted to our [What's New webpage](#).

## SBS Year-End Updates

### FY 2024-2025 Closeout Timeline: All PSUs

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Below is a quick table of the key dates, but please read the memo in its entirety.

| DAY       | DATE    | PSU TYPE | ACTION ITEM  |
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| Thursday  | 7/3/25  | LEAs      | PSU FINAL PSR & MFR data file submission                                  |
| Monday    | 7/7/25  | ALL       | DPI will process and post June YTD Cash Zero Out                          |

### EDDIE Updates and Year-End - All PSUs

The data in EDDIE must always be accurate for the current school year. Data and contact information for the 2025-26 school year can be entered starting July 1, 2025. For more information, please see the EDDIE Year-End Memo on [the SBS EDDIE webpage](#).

### School Business Summer Conference 2025 - All PSUs

Please join us on **Tuesday, July 22, 2025**, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at a new venue, the [Embassy Suites](#) in Cary. The link for the [hotel room discount](#) ends on **July 1**; please don't wait to reserve your room.

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1. Follow this link to register: <https://go.ncdpi.gov/25FBSRegistration>
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All of the Business staff from LEAs and Independent Public Schools are welcome. 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. We will communicate more information about session topics in the coming weeks.

## From the Office of School Facilities

### 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, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov)

## From the Office of Digital Teaching and Learning

### NCED Connect Opt-In (formerly Home Base) is now OPEN!

The NC Department of Public Instruction is pleased to announce that the NCED Connect (formerly Home Base) Opt-in Process is now OPEN! Finance officers and charter school directors/principals may begin opting into NCED Connect for their PSU once the window opens. Please see [the full announcement](#) and share with the appropriate staff.

Note: Only finance officers and charter directors/principals should opt-in for their PSU.

Please visit the [Opt-in Website](#) for detailed information concerning the NCED Connect Opt-in Process. Questions may be directed to [ncedconnect@dpi.nc.gov](mailto:ncedconnect@dpi.nc.gov) or [jennifer.causey@dpi.nc.gov](mailto:jennifer.causey@dpi.nc.gov).

## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
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## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                                     | NEWSLETTER |
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## LEAs

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## June 13, 2025

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**FBS Homepage**

### FY2024-25 Allotment Update - All PSUs

The following items of interest are being allotted this Friday:

- State PRC 0230 – Hurricane Relief and Recovery - School Nutrition Personnel Sure-Up as of May Data Files

The following items of interest are being allotted next week:

- Manual Transfer & Conversion Requests (i.e., IFE, CFST, PET, and SHP)
  - Please have all submissions to the general allotment email by close of day **Tuesday, June 17th**. This will be the last opportunity to make these transfers and conversions for FY25.
- ABC Transfers
  - ABC deadline is still **Wednesday, June 18th at midnight**

If you have general allotment questions, please email [allotments@dpi.nc.gov](mailto:allotments@dpi.nc.gov).

### Refunds – All PSUs

The Program Support Team has processed all manual refunds we have received for closed PRCs in the Cash App.

Next week, an autogenerated email will be sent to PSUs who have remaining cash overages. The expectation is for PSUs to make all corrections ASAP to close out fiscal year 2025.

***How do I know if my PSU has a cash overage?***

1. Open Cash App
2. Go to Data Inquiry

3. Select 10. Cash Overage

- Overages for Closed PRCs will be highlighted in blue with the following note: *Send check and refund form to DPI*
- Overages for Open PRCs will have the following note: *Create negative entry in the Cash App*

**How do I know if a refund has been processed?**

1. Open Cash App
2. Go to Data Inquiry
3. Select 11. Manual Refund

- View the Manual Refund history with notes referencing your PSU's check number and Refund and Repayment Form number

**How do I process a refund?**

- Refer to the [What's New Section](#) of our website for guidance
  - Fiscal Year Closeout Information and New Cash App Features - May 29, 2025
  - [Presentation Slides](#)
  - [Link to Webinar](#) / Password: 7Vnqm9vh

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

## LicSal Tip: Months Used Report - All LEAs

Please remember that adjustments to prior periods appear in the most recent month, not necessarily in the adjusted month. Look at the updated ANNUAL MONTHS USED to validate that the number is correct compared to your allocations and then to your remaining balance.

The system cannot post corrections to prior periods due to various changes in other systems at the state and local levels. For this reason, you should review all audit reports, exceptions, and months used balances on an annualized basis instead of by check or period.

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## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC   | NEWSLETTER |
|---------------------------|---|------------|
| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD<br>*Last FY2025 cash request for Lab Schools | 11/21/2024 |
| <b>06/23/2025</b>         | Last FY2025 Cash Request for LEA and Charter Schools                      | 05/22/2025 |
| <b>06/30/2025</b>         | June Datafiles Due  | 05/22/2025 |
| <b>07/01/2025</b>         | SBS Summer Conference Room Block Deadline                                 | 01/09/2025 |
| <b>07/15/2025</b>         | Interscholastic Athletic Report Survey                                    | 06/05/2025 |

### LEAs

| DUE DATE          | TOPIC  | NEWSLETTER |
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| <b>06/18/2025</b> | Final ABC Transfers  | 04/10/2025 |
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## June 20, 2025

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[FBS Homepage](#)

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### Missed Calendar Days 2024-2025 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 2024-2025. The submission is required by the close of business **June 26, 2025**. Note that **when PowerSchool goes down at the end of the day Thursday June 26, you will not be able to access it to check your calendar for missed days**. Please ensure you have downloaded any materials needed to comply with all the various required data requests as you transition to the new fiscal year.

The survey can be accessed [at this link](#) and on our website in the "[What's New](#)" section. Please send questions to [StudentAccounting@dpi.nc.gov](mailto:StudentAccounting@dpi.nc.gov).

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### Datafile Staff Titles for Year End - All PSUs

Updates to the Educational Directory and Demographical Information Exchange (EDDIE) platform are now complete. Please work with your PSU's EDDIE administrators to make sure you have a primary and secondary datafile contact for your PSU entered into the system, as well as your PSU's contact at your datafile vendor, by no later than **June 25, 2025**. If you are unsure who your PSU's EDDIE administrators are, please contact [EDDIE@dpi.nc.gov](mailto:EDDIE@dpi.nc.gov).

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### Required Confirmation of Annual Audit Engagement - All PSUs

The [mandatory Auditor Questionnaire](#) was due June 6, 2025 and is **now past due**. This questionnaire verifies that each PSU has engaged, or is in the process of engaging, an independent certified public accountant for the annual financial audit covering the period July 1, 2024 through June 30, 2025, per state financial oversight requirements and audit timelines.

If you need additional information, please contact Brittany S. McLaurin, Accounting Manager- Fiscal Monitoring, at [brittany.mclaurin@dpi.nc.gov](mailto:brittany.mclaurin@dpi.nc.gov).

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## Interscholastic Athletics Survey - All PSUs

The SBS has created a survey to collect data required for the State Board of Education Interscholastic Athletic Report, which is due on **July 15, 2025**. Please be aware that the report is only required for participating schools, which [the legislation](#) defines as high schools only. Funds for middle schools should not be included in your response. If your PSU does not have any participating schools, please be sure to indicate that when you submit your survey.

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## SBS Year-End Updates

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3. Go to <https://go.ncdpi.gov/FBSPayments> if paying online with a credit card. You can also pay via invoice and check. Instructions are on the invoice attached to your registration confirmation.

The current session topics and descriptions are posted in our "[What's New](#)" section for your review. Please share with others in your PSU that may want to participate this year. All of the Business staff from LEAs and Independent Public Schools are welcome.

### Book Drive

FBS will be collecting books for all ages to benefit the Helene-impacted PSUs. Please bring any new or gently used books you'd like to donate to the conference. Thank you in advance for your support!

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## Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
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## Deadline Reminders

### ALL PSUs

| DUE DATE                  | TOPIC                        | NEWSLETTER |
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| <b>Monday at 11:45 pm</b> | Cash requests for Friday FRD | 11/21/2024 |



|                   |   |            |
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|                   | <b>*Last FY2025 cash request for LEAs and Charter Schools</b> |            |
| <b>06/30/2025</b> | June Datafiles Due  | 05/22/2025 |
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## LEAs

| <b>DUE DATE</b>   | <b>TOPIC</b>   | <b>NEWSLETTER</b> |
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North Carolina Department of  
**PUBLIC INSTRUCTION**

# School Business Services

North Carolina Department of Public Instruction



## June 27, 2025

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](#)

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### FY 25-26 Indirect Cost Rates

The indirect cost rates for FY 25-26 have been posted on the [What's New website](#) and are being loaded into the BAAS system this week for the vendors. Thank you for your patience. If you have questions please email School Financial Reporting at [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

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### Fiscal Year Core Banking Wire Transfer Deadline - LEAs Only

The fiscal year deadlines for wire transfers is established by the State Treasurer's Office.

In the [Banking Services Handbook](#), page 44 indicates that all funds transfers must be submitted on Core Banking prior to 10 a.m. on the effective date of the payment.

For additional Core Banking information, visit <https://www.nctreasurer.gov/divisions/financial-operations/banking>.

Contact [CashMgt@dpi.nc.gov](mailto:CashMgt@dpi.nc.gov) for cash inquiries.

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### Invalid Account Codes: MFR Period 11 – All PSUs

The MFR data for Period 11 (May 2025) have posted to the [DART website](#).

Please check the report "102. PSU Invalid Codes – Current Reporting Period" under "PSU Reports" for the list of records which require corrections. The corrections should be submitted with the Final FY25 MFR data file submission (**due June 30, 2025**). MFR records with invalid account codes are not loaded into the Cash App, which impacts the amounts for monthly zero-out. PSUs will not receive cash for invalid account codes.

Please DO NOT RESUBMIT the MFR data file for Period 11 or any other previous periods.

### **Assistant Principal Interns: MSA Students (PRC 0067) - LEAs Only**

According to the [Allotment Policy Manual](#), please note that the individuals coded to state PRC 0067 are not recognized as full-time employees of the school system and are not eligible for hospitalization (object code 02310) or retirement contributions (object code 02210).

Please correct your invalid account codes located within the DART system accordingly.

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### **Overspent PRCs**

As we close the year, please pay attention to your overspent PRCs and get those expenditures corrected by the end of the reporting period. This would involve an adjusting journal entry. The report is titled "106. PSU Overspent PRCs - Expenditures" in the SBS DART. If you do not move your expenditures in your June datafiles, DPI may move them to local funds.

If there are questions or concerns on the data files, please contact [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov).

If you are experiencing difficulties or need access to the DART website, please contact [SBSDART@dpi.nc.gov](mailto:SBSDART@dpi.nc.gov).

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### **FY 25-26 Carryforward Programs Requested (remaining balances from FY 2024-25)**

State Fund carryover, also known as carryforward, must be requested from OSBM annually. The table of the State PRCs that were submitted in the FY25 to FY26 carryover request has been posted to our [What's New webpage](#).

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### **Cash App Fiscal Year 2026 Updates – All PSUs**

Fiscal Year 2026 is now available in the Cash App! The FY 2025 CASH Reports are now under PRIOR YEAR Reports so we could open the app for requesting July funds.

#### **When is the first FRD of 2026?**

- The first FRD of 2026 is Thursday, 7/3/2025, **for LEAs only**. The deadline to request cash is on **Monday, 6/30/2026, by 11:45PM**.

#### **Are there restrictions on the first 7/3/2025 FRD?**

- Yes, this is available for LEAs only.
- The Cash App will not allow restricted cash requests and a message will appear.

#### **What are the restrictions on the first 7/3/2025 FRD?**

- STATE CASH
  - Only LEAs can request cash until the Authority to Draw (ATD) balances are established.
  - LEAs can request State cash to cover their hospitalization payments.

- IPSs cannot request State Cash because the 2026 fiscal year ATD balances are not available.
  - DPI has to finalize fiscal year 2025.
- **FEDERAL CASH**
  - Federal cash cannot be requested because the 2026 fiscal year ATD balances are not available.
    - DPI has to finalize fiscal year 2025.
- **LOCAL CASH**
  - If PSUs did not request Local Cash by the FY2025 FRD deadline, they can request it in on the first FRD in FY2026.
    - This will be a reconciling item in FY2025.
  - The Local Cash transaction in the Cash App moves funds from Local to State only.
  - The Core Banking transaction moves funds from State to Local only.

### **Cash App Prior Year Reports – All PSUs**

Fiscal Year 2026 is now available in the Cash App! Now that the fiscal year has changed from 2025 to 2026, the Cash App has been updated to include a new section: Data Inquiry – Prior Years.

#### **How can I see the prior year reports?**

1. Open the Cash App
2. Go to Data inquiry – Prior Years
3. Select a report

#### **What reports are available in the Data Inquiry – Prior Years section?**

PSUs can access two (2) prior year reports:

- 20. All Cash Requests
- 21. Funds Available to Draw

#### **What is in the 20. All Cash Requests Reports?**

- PSUs can access all cash requests that have been entered from fiscal year 2025.
  - This is where this historical information will be located for future prior years.
- PSUs can filter by fiscal year, FRD, PRC Type, PRC Number, Grant Year, Request Type (Payroll Expense or General Expense), Request Date, Request Person, Approved Amount, Approval Date and Status.

#### **What is in the 21. Funds Available to Draw Report?**

- PSUs can access information on Allotments, Cash Approved, Available to Draw and Cash Overages from fiscal year 2025.
  - This is where this historical information will be located for future prior years.

- PSUs can filter by PRC Type, PRC Number, PRC Name, Grant Year, Allotment, Cash Approved, Available to Draw and Cash Overage.

For additional questions, please email [CashMgt@dpi.nc.gov](mailto:CashMgt@dpi.nc.gov).

## SBS Year-End Updates

### FY 2024-2025 Closeout Timeline: All PSUs

Please see the [closeout letter](#) which goes over the FY 24-25 closeout process in June/July.

Below is a quick table of the key dates, but please read the memo in its entirety.

| DAY       | DATE    | PSU TYPE  | ACTION ITEM   |
|-----------|---------|-----------|---|
| Monday    | 6/23/25 | LEAs & CS | Deadline to request cash for FY25 for FRD of 6/27/25  |
| Monday    | 6/30/25 | LEAs      | First FY26 Cash Request Date (State only) by 11:45 pm   |
| Monday    | 6/30/25 | ALL       | PSUs submit June data files prior to midnight   |
| Tuesday   | 7/1/25  | ALL       | DPI will pull all data files after 12:01AM  |
| Wednesday | 7/2/25  | LEAs      | PSU correction period to correct data files – PSR file must be submitted.   |
| Thursday  | 7/3/25  | LEAs      | PSU FINAL PSR & MFR data file submission<br><br><b>Note:</b> The Payroll Summary File is <b>due by 4:30 pm</b> . All other files are <b>due by 11:59 pm</b> . |
| Monday    | 7/7/25  | ALL       | DPI will process and post June YTD Cash Zero Out  |

## EDDIE Updates and Year-End - All PSUs

The data in EDDIE must always be accurate for the current school year. Data and contact information for the 2025-26 school year can be entered starting July 1, 2025. For more information, please see the EDDIE Year-End Memo on [the SBS EDDIE webpage](#).

## EDDIE Datafile Contacts - All PSUs

These three fields are **mandatory** and necessary to complete the fiscal year end process. Please work with your EDDIE administrators to update these fields by no later than **noon on Monday, June 30th**. Failure to do so may result in your PSU being placed in financial noncompliant status. A description of the three required fields is below. Please contact [EDDIE@dpi.nc.gov](mailto:EDDIE@dpi.nc.gov) with any questions.

- Primary Datafile Contact - Internal person at your PSU. This contact should be able to address data errors, answer questions regarding the data files, and resubmit corrected files (i.e., MFR, General Expense/AP, Payroll Detail, and Payroll Summary).
- Secondary Datafile Contact - Internal person at your PSU. The person serving as the backup to the Primary Datafile Contact.
- Vendor Datafile Contact - External person to your PSU. They are your PSU's representative at your datafile software vendor. If you do not have a dedicated representative, please enter the vendor name in the first and last name fields, and a support email address for your vendor.

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## School Business Summer Conference 2025 - All PSUs

Please join us on **Tuesday, July 22, 2025**, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at a new venue, the [Embassy Suites](#) in Cary. The link for the [hotel room discount](#) ends on **July 1**; please don't wait to reserve your room.

Conference Registration this year is \$210 per person. Instructions to register are below:

1. Follow this link to register: <https://go.ncdpi.gov/25FBSRegistration>
2. Once you have submitted your registration, you will receive an email confirmation from [noreply@dpi.nc.gov](mailto:noreply@dpi.nc.gov) (subject line "2025 FBS Summer Conference Registration FBS25"). 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 <https://go.ncdpi.gov/FBSPayments> if paying online with a credit card. You can also pay via invoice and check. Instructions are on the invoice attached to your registration confirmation.

The current session topics and descriptions are posted in our "[What's New](#)" section for your review. Please share with others in your PSU that may want to participate this year. All of the Business staff from LEAs and Independent Public Schools are welcome.

### Book Drive

FBS will be collecting books for all ages to benefit the Helene-impacted PSUs. Please bring any new or gently used books you'd like to donate to the conference. Thank you in advance for your support!

---

## Home Base (Now NCED Connect) Opt-In - All PSUs

### From the Office of Digital Learning and School Connectivity

The NC Department of Public Instruction is pleased to announce that the NCED Connect (formerly Home Base) Opt-in Process is now OPEN! Finance officers and charter school directors/principals may begin opting into NCED Connect for their PSU once the window opens. Click on the following link to see the full announcement and share with the appropriate staff: [hb\\_pricing\\_memo 2025-26](#).

Note: Only finance officers and charter directors/principals should opt-in for their PSU.

Please visit the [Opt-in Website](#) for detailed information concerning the NCED Connect Opt-in Process. Questions may be directed to [ncedconnect@dpi.nc.gov](mailto:ncedconnect@dpi.nc.gov) or [jennifer.causey@dpi.nc.gov](mailto:jennifer.causey@dpi.nc.gov).

## From the Office of School Facilities

### 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 25, 2025**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: [dennis.hilton@dpi.nc.gov](mailto:dennis.hilton@dpi.nc.gov).

### Questions? Contact SBS.

| TOPIC                                 | EMAIL  |
|---------------------------------------|--|
| Allotments                            | <a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>                             |
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| <b>07/01/2025</b>         | SBS Summer Conference Room Block Deadline  | 01/09/2025 |
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# School Business Services

North Carolina Department of Public Instruction



## July 3, 2025

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](#)

### State Preliminary Initial Allotments

FY 2025-26 preliminary initial allotments will be published by Friday, July 18th. For an explanation of how these allotments will be calculated, please refer to [this document](#).

### Federal Allotments

DPI received notification from the US Department of Education earlier this week that we would not be receiving Grant Awards for several federal programs we were anticipating receiving on July 1st. At this time we have no information about whether we will be receiving these funds for Grant Year 2026. If we receive additional information from the federal government, we will update you as soon as possible. More information about which PRCs are affected can be found [here](#).

### Overspent PRCs and Invalid Codes - LEAs Only

If you have overspent PRCs, invalid codes, or missing grant years, those need to be corrected and a new MFR will need to be submitted **prior to 12am midnight tonight**.

If you have any questions please use the [SchoolFinancialReporting@dpi.nc.gov](mailto:SchoolFinancialReporting@dpi.nc.gov) email. It is being continually monitored during the close.

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- Vendor Datafile Contact - External person to your PSU. They are your PSU's representative at your datafile software vendor. If you do not have a dedicated representative, please enter the vendor name in the first and last name fields, and a support email address for your vendor.

## Other DPI Items - From the Office of School Nutrition

### Eligibility for Free or Reduced Price Meals in the National School Lunch Program

The U.S. Department of Agriculture (USDA) announced the 2025-26 federal income eligibility guidelines for free and reduced-price meals for children enrolled in North Carolina's schools. For more information, please see [the press release](#) on July 2, 2025 from DPI.

## From the Office of State Budget and Management

### Subsistence Rates for State Travel Updated for 2025-27

On July 1 of each odd-numbered year, OSBM sets the standard maximum state reimbursement rate (called the subsistence rate) for travel on state business. Effective July 1, the daily allowable amount for in-state travel is \$143.10 and \$163.40 for out-of-state travel. These rates cover meals and lodging. For more information read our [recent guidance memo](#).

State agency heads may request authorization to set agency-specific reimbursement rates for lodging and meals expenditures up to the U.S. General Service Administration's (GSA) subsistence rates. To be

granted authorization, agencies must meet minimum travel policy standards and submit an annual Travel Attestation to OSBM. See [Section 5.2 of the State Budget Manual](#) for more information.

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### Book Drive

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## From the Office of School Facilities - LEAs only

### Quarterly Reports - K-12 Facility Grants (SCIF Grants)

Recipients of K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. Reports are **due by July 10, 2025** for the most recent fiscal quarter ending on June 30, 2025. 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](mailto: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](mailto: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](mailto:dennis.hilton@dpi.nc.gov).

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