

School Business Services

North Carolina Department of Public Instruction



October 4, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Hurricane Helene Response and Recovery

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

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

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

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

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

PMR Submission Due Today

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

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

Procurement Under a FEMA Grant

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

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

October State Board Meeting Update

State Superintendent's Report

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

NC Public School Employees Benefit and Employment Policies Manual

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

From the School Insurance Office

To North Carolina Schools affected by Hurricane Helene

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

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

Following are the resources you need:

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

- [DUA flyer](#)

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

From the Center for Safer Schools

School Safety Grants Deadline Extension - All PSUs

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

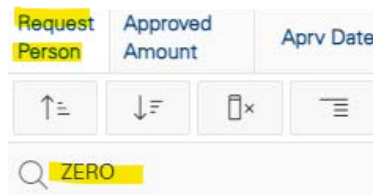
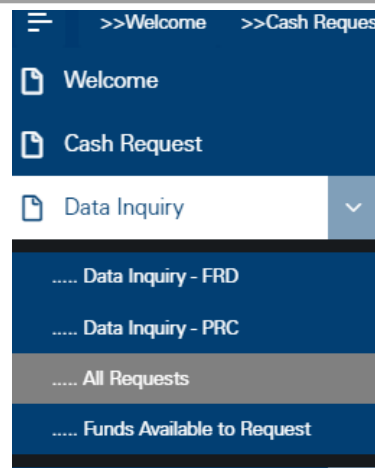
The Center for Safer Schools is here to support all PSUs. If you have any questions or concerns, please contact us at cfss@dpi.nc.gov or schoolsafetygrants@dpi.nc.gov.

YTD State and Federal Zero Out Postings – All PSUs

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

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

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



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

ZERO OUT 2024-08-Aug

2025	9/30/2024	STATE	State Funds
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FY2024-25 Allotments - All PSUs

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

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

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

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

Additional Allotment Updates - LEAs Only

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

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

Additional Allotment Updates - IPS Only

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

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

Deadline Reminders

ALL PSUs

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

LEAs

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

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October 10, 2024

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[FBS Homepage](#)

Helene Relief Legislation

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

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

Hurricane Relief PRCs - All PSUs

FEMA Assistance

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

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

State PRC 0230 – Hurricane Relief and Recovery

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

Local PRC 0426 – Hurricane Relief

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

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

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

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

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

FY2024-25 Allotments - ALL PSUs

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

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

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

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

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

Additional Allotment Updates: LEAs

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

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

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

If you are an LEA that receives Small County (PRC 019) and/or Low-Wealth funding (PRC 031) you may be entitled to additional funds appropriated in [G.S. §115C-302.8](#).

To prepare the allotment we require all eligible LEAs to complete [a Qualtrics survey](#). The survey will ask your intent to participate in this program and the other pertinent information we need to prepare your allocations. This program does require matching local funds.

Please complete this survey even if you do not intend to participate in this program. If you have any questions related to filling out this survey, please contact Sue Holly at susan.holly@dpi.nc.gov. This survey's close date has been extended to **October 18, 2024**, after which we will prepare the allotments based on the applications and within the budgeted funds provided.

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

Paid Parental Leave - All PSUs

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

Thomas Tomberlin, Senior Director of Educator Preparation, Licensure & Performance can answer any questions related to these new policies (thomas.tomberlin@dpi.nc.gov).

As a reminder, all LEAs should be using absence code 25 for parental leave. This leave does not require a deduction. The substitute for the teacher on leave should be paid from PRC 11. Please ensure that you are aligning the substitutes to the teachers appropriately in your systems as we will be monitoring these expenditures.

PPL Form and FAQ Updates - IPS Only

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

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

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

From the Office of School Nutrition

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

FY 2023-24 Annual Financial Report (FC1-A) must be submitted via School Nutrition Technology System (SNTS) by the due date. Office of School Nutrition uses FC1-A data to prepare a legislated report required by G.S. 115C-450, and cannot grant late extensions to the districts. If you expect any delays (due to year-end closeout or other circumstances), please submit a preliminary report and note in the comment section of FC1-A that the report is preliminary. You can resubmit the financial report once your numbers are final, but we need to receive at least your best estimate by **10/31/2024**. If you have any questions, contact Frank.Cernik@dpi.nc.gov.

From the Center for Safer Schools

School Safety Grants Deadline Extension - All PSUs

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

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

Deadline Reminders

ALL PSUs

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October 17, 2024

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[FBS Homepage](#)

Helene Updates

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

Cash Requests for PSUs Affected by Helene – All PSUs

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

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

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

Other Helene Resources

SBS has posted updates from the Local Government Commission at the Department of State Treasurer to our [What's New page](#). Please reach out to them directly (Coach@nctreasurer.com) as they are working with impacted PSUs to provide any needed flexibility for audits and other required reports.

In addition, the UNC Chapel Hill School of Government is [hosting weekly virtual Helene Finance Response Office Hours](#) to assist local agencies in their recovery efforts. The next session will be held Monday, October 21 at 8:30 am.

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

PSU Cash Application (PCA) Update – All PSUs

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

Tuesday October 22nd, 2024

- 10 am
- 11 am

Thursday October 24th, 2024

- 2 pm
- 3 pm

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

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

September Zero Out – All PSUs

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

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

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

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

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

FY2024-25 Allotments - ALL PSUs

The following items of interest were recently allotted:

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

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

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

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

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

Additional Allotment Updates

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

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

2023-24 Principal Bonus Report – All PSUs

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

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

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

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

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

Salary Audit Update - LEAs Only

Prior Year LicSal Corrections

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

Current Year LicSal Corrections

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

Loading PP03 Payroll and Summary Files

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

Questions? Contact SBS

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

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

Deadline Reminders

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

ALL PSUs

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11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024

IPS ONLY

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

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