

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.

ZERO OUT 2024-08-Aug

2025	9/30/2024	STATE	State Funds
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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.

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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North Carolina Department of
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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

DUE DATE	TOPIC	NEWSLETTER
10/31/2024	School Safety Grants	09/27/2024
10/31/2024	SS200 Full-Time Personnel Report	09/19/2024
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LEAs

DUE DATE	TOPIC	NEWSLETTER
10/14/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024
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School Business Services

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

Loading PP03 Payroll and Summary Files

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

Questions? Contact SBS

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

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

Deadline Reminders

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

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
10/31/2024	School Safety Grants	09/27/2024
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10/31/2024	SS300 Local Salary Supplements Report	09/19/2024
10/31/2024	School Nutrition Annual Financial Report (FC1-A)	10/10/2024
11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024

IPS ONLY

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

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October 25, 2024

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Helene Updates

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

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

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

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

LEA Class Size Waiver Request Form

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

NCASBO FEMA Panel Discussion

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

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

ESSER Reversions - All PSUs

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

Helene Impacted PSUs

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

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

FY2024-25 Allotments - All PSUs

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

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

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

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

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

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

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

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

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

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

September Zero Out – All PSUs

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

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

MFR Updates - All PSUs

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

Required Annual Reporting Due October 31, 2024

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

SBS Website Updates

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

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

From the Office of School Nutrition

School Nutrition Inventory Losses for PSUs Affected by Helene

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

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

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

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

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

From the Office of School Facilities

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

Recipients of DPI K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. If you have not already done so, please submit your quarterly reports for **October 10, 2024** for the fiscal quarter ending on September 30, 2024. Please submit reports using [the form located on the Capital Funding page](#) of the School Planning website. Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

From the Center for Safer Schools

School Safety Grants Deadline Extension - All PSUs

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

Questions? Contact SBS

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

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
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
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LEAs

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

IPS ONLY

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

[View Prior Newsletters](#)



North Carolina Department of
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School Business Services

North Carolina Department of Public Instruction



November 1, 2024

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

[FBS Homepage](#)

Helene Website Updates

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

Hurricane FEMA Procurement/Contract information

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

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

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

Cash Updates - All PSUs

YTD Zero Out Entries

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

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

FRD 11/1/2024 Cash Bank Account Entries

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

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

Cash Calendar Deadlines in the Cash App

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

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

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

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

Emergency Cash Requests

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

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

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

For State cash request, provide

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

For Federal cash request, provide

- Amount by PRC and GY
- Combined Total

School Business Reports

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

ESSER III – Application for Liquidation Extension

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

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

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

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

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

Application Instructions

Step One:

- Complete [the online survey](#) by **November 7, 2024**
- Await further instructions via email from NCDPI, which will contain a link to individualized Google folder to complete the application process

Step Two:

- Complete the Liquidation Extension Request Excel file template (link will be provided), and upload all supporting document(s) by **November 22, 2024**.

Important Dates:

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

Links to additional information:

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

FY2024-25 Allotments - All PSUs

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

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

Additional Allotment Updates - All PSUs

PRC 0085 Literacy Intervention Allotment Adjustments

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

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

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

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

UPDATE: Child Count (Head Count) Transfer Process

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

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

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

From the Office of Exceptional Children - All PSUs

CHANGE IN PROCESS: Child Count Transfer - NCDPI School Allotment

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

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

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

Questions? Contact SBS

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

Deadline Reminders

ALL PSUs

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

IPS ONLY

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

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November 7, 2024

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[FBS Homepage](#)

November State Board Meeting Update

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

Allotment Policy Manual

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

Student Accounting and Student Attendance Manual

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

FY2024-25 Allotments - All PSUs

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

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

Allotment Conversions - LEAs Only

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

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

Survey from BerryDunn Consulting - All PSUs

Please be aware that PSUs may be selected to respond to a survey from BerryDunn Consulting related to our systems and processes that impact them. BerryDunn Consulting is assisting DPI with our School Business Modernization work and they want to get some feedback from our primary customers. This survey will be directed to the LEA Finance Officers and the IPS Finance Directors. Thank you for your honest feedback to this group as we look to improve our systems and processing. The survey should be going out by November 15, 2024 and will be due back by **December 6, 2024**.

Required Annual Reporting Past Due

October 31 was the due date for the SS200 Full Time Personnel (All PSUs) and SS300 Salary Supplement (LEAs only) reports. If you have not already submitted, please do so as soon as possible. For information, please refer to the September 19 School Business Newsletter.

Required Postings on LEA Websites - LEAs Only

LEAs are required to post the Plain English Report with PRC and Object Code Summary to their websites per [G.S.105.25. \(c\)](#) by October 15th and keep it there for at least 3 years. The Division of School Business has posted the reports on our [Expenditure Data webpage](#) and LEAs may choose to link to these files to comply with the legislation.

From the Office of Digital Teaching and Learning

Legislative Class Size Report in PowerSchool Update - LEAs Only

The October finance file required for the Fall Legislative Class Size (LCS) report in PowerSchool has been delayed. While you can continue running the Fall LCS report and reviewing the data, please note the following:

- The FTE and Funding Type fields for any new teachers hired since March 2024 will be blank on the Class Size report.
- The Enhancement Teacher by School report will also be blank until the October payroll file is loaded.

Important: Please refrain from approving your LCS report until further notice. We will notify you once the file has been updated and the data is ready to be reviewed and submitted in PowerSchool.

We appreciate your patience and understanding as we work to resolve this issue.

Please note that LEAs must meet class-size requirements. If you need to request a waiver, please complete the forms on the [SBS Student Accounting website](#).

From the Office of School Facilities

November PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests - LEAs only

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **November 22, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email at dennis.hilton@dpi.nc.gov.

Questions? Contact SBS.

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

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	SS200 Full-Time Personnel Report	09/19/2024
11/07/2024	ESSER III Late Liquidation Request - Survey	11/01/2024
11/22/2024	ESSER III Late Liquidation Request - Application	11/01/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	SS300 Local Salary Supplements Report	09/19/2024
11/18/2024	Charter School Membership Survey and Local Per Pupil Template	09/19/2024

IPS ONLY

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

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November 21, 2024

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[FBS Homepage](#)

From the Office of School Facilities

Hurricane Helene Capital Recovery Funds

In the aftermath of Hurricane Helene, The Disaster Recovery Act of 2024 – Part II became law on October 25, 2024. Per North Carolina [S.L. 2024-53](#), disaster recovery funding of \$50,000,000 has been appropriated “for repair and renovation of facilities in counties with a federal disaster declaration due to Hurricane Helene for local school administrative units and lab schools. These funds are for unmet needs not covered by insurance or available federal aid.”

DPI’s Office of School Facilities has been directed to administer Hurricane Helene Capital Recovery Funds for the repair of storm-damaged Public School Facilities in accordance with this Act. Districts located in counties covered by the disaster declaration, and who experienced school facility damage caused by Hurricane Helene, may submit requests for this funding using [this form](#).

Submit completed and signed requests by email to: nathan.maune@dpi.nc.gov.

Holiday Cash Calendar Changes in the Cash App – All PSUs

During the Thanksgiving Holiday Schedule, there will be changes to the current processing timeline, due to Office of State Controller requirements to ensure deposits can be executed before the holiday.

For the upcoming Thanksgiving Holiday Schedule, the cash request deadline has been changed to 5PM on Monday, 11/25, in the Cash App. You will not be able to access the FRD of 11/29 after 5 PM on Monday.

Please note that we do not have the capacity to process emergency cash or extensions during the holiday week due to system limitations and tight deadlines. We ask that you review the upcoming holiday cash schedule with your team and plan accordingly based on your district’s needs.

To guarantee delivery of funds in the accounts by Wednesday, 11/27, for the 11/29 Funds Requirement Date (FRD), please order cash by the 5 PM Monday deadline.

Thanksgiving Week:

- Cash request deadline is **Monday, 11/25, at 5PM**
- Bank deposit by Wednesday, 11/27, in the afternoon
- FRD is Friday, 11/29

Christmas Week:

- Cash request deadline is Thursday, 12/19
- FRD is Friday, 12/27

New Year's Week:

- Cash request deadline is Monday, 12/30
- FRD is Friday, 1/3

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

Legislative and Budget Update

Yesterday, the NC General Assembly ratified [SL 2024-55 \(House Bill 10\)](#). It includes provisions to execute Funding in Arrears as well as \$95 million for the contingency reserve. Once the PMR process for months 1 and 2 has been completed, SBS will allot the growth funding. If your district has not yet successfully transmitted your PMR 1 or PMR 2 reports please get with your SIS Data Manager to get them submitted.

Salary Audit Exception - LEAs Only

A known Salary Audit exception with Principals has been corrected. We ask that all LEAs check their Exception List to verify the correction.

Please contact Salary@dpi.nc.gov with questions.

New Attendance Code - All PSUs

Along with the SASA, the State Board approved a new excused absence code, 1T, for use in natural disasters. The new code will be added to the SIS. DPI will notify PSUs when it is available to use.

Students should be coded 1T when in-person school is in session and they are unable to physically get to school because there are no accessible roads. 1T should be used only in the case of a natural disaster and will be audited.

Please contact StudentAccounting@dpi.nc.gov with questions.

FY2024-25 Allotments - All PSUs

The following items of interest are being processed this week:

- State PRC 0003 - Non-Instructional Support Personnel - Holocaust Sub Pay Reimbursements
- State PRC 0016 - Summer Reading Camps - Reversions as of October 31st
- State PRC 0088 - Feminine Hygiene Grant - Allocations as provided by Office of Academic Standards
- State PRC 0230 - Hurricane Relief and Recovery - Mental Health Allocations
- Federal PRC 0082 – IDEA: Special Education State Improvement Grant – Allotment of Approvals received-to-date
- Federal - Immediate Reversions of various expired non-ESSER PRCs
 - **These transactions have been reversed and will be processed next week. We apologize for any confusion.**

The following items of interest are scheduled for allotment before the Thanksgiving Holiday Break:

- State PRC 0230 - Hurricane Relief and Recovery - School Nutrition Personnel Compensation Allocations
- Federal PRC 0050 – ESEA Title I – Initial Allotments of Approvals received-to-date
- Federal PRCs 0049 – IDEA - Section 619 Preschool Grants – Preliminary Initial Allotments of Approvals received as of October
- Federal PRCs 0060 – IDEA - Section 611 Grants to States – Preliminary Initial Allotments of Approvals received as of October
- Preliminary Initial Allotment will be 50% of the Grant Year 2025 Planning Allotment; allotment adjustments will be made once all data elements have been verified.

Additional Allotment Updates - LEAs

The third batch of ABC transfers will close **midnight Wednesday, 12/18/24**. All other transfer and conversion email requests received by 12/18/24 will be allotted on or by December 20, 2024.

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

Pre-K ADM Reminder - All PSUs

Pre-K is now to be included in total ADM when determining the placement of the principal on the salary schedule. To meet the requirements of [S.L. 2023-134, §7A.6.\(b\)](#), Pre-K ADM appears at the bottom of the PMR report. The number is not used for overall funding. It is now included in a school's total ADM for the sole purpose of determining the placement of the principal on the salary schedule.

From the Office of PSU Cybersecurity Support

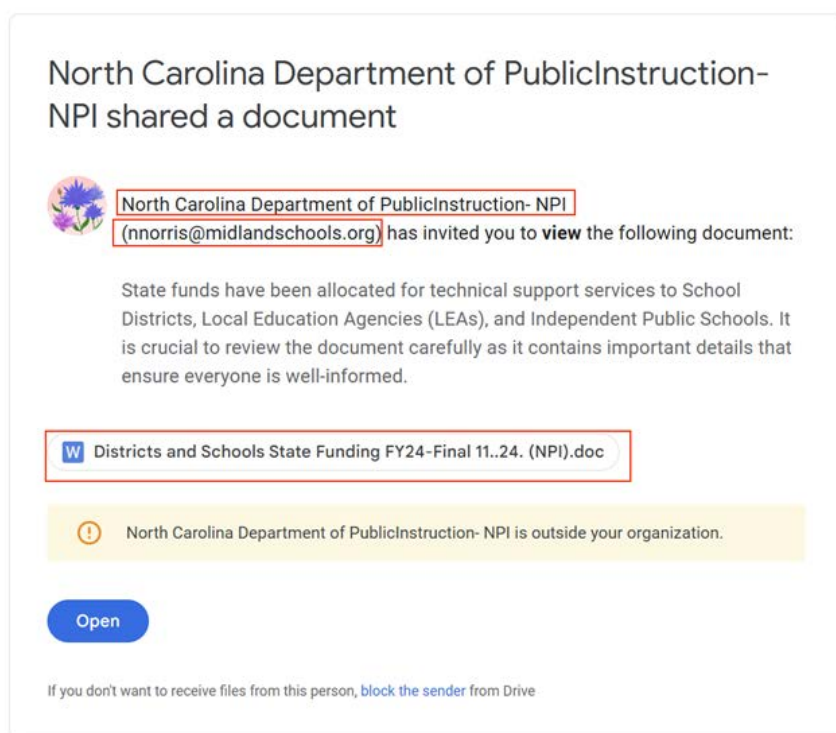
Security Alert: Phishing Email from Unauthorized Google Drive Share

It has come to our attention that several PSU staff members including finance personnel received emails from external Google Drive accounts, which are not associated with NC DPI. These emails often appear to

be legitimate and may contain friendly language, enticing subject lines, or urgent requests. The email typically includes a link prompting you to view or download a shared file.

This specific attempt is involving a Google Drive share from account [nnorris@midlandschools.org](mailto:norris@midlandschools.org) attempting to impersonate NC DPI that is not affiliated with DPI. The shared document is named "Districts and Schools State Funding FY24-Final 11..24. (NPI).doc". Because the share notification email comes from "drive-shares-dm-noreply@google.com", blocking this address will stop legitimate share notifications from arriving to your users. A screenshot of the email is included below, please communicate this information internally as appropriate to educate users how to identify potential phishing emails.

Official NC DPI shares will always originate from accounts in the "dpi.nc.gov" domain. It is recommended that any users who interacted with the linked document take appropriate actions to ensure secure accounts and devices.



Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA
You have received this email because nnorris@midlandschools.org shared a document with you from Google Docs. Google Workspace

Thanksgiving Holiday Message from the SBS Team

It has been a busy year in SBS, and we would like to take this time to reflect and express our gratitude. Firstly, we are proud to be part of such a supportive and generous community in the wake of Hurricane Helene - a huge thank you to everyone for coming together to help our neighbors in the west, and for continuing to do so until they are back on their feet.

As we continue to move forward with systems modernization we sincerely appreciate the feedback on our new platforms, from the Cash App to the MFR dashboard. Your involvement is critical to their success and our continuous improvement efforts so that we can develop valuable systems for everyone.

We are also grateful for your engagement on our webinars and conferences, and thank you for taking the time to read our weekly newsletters. Thank you for everything you do to support our students and public schools, and please have a safe and joyful Thanksgiving with your family and friends!



Questions? Contact SBS

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

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
Monday at 5 PM	Cash Requests for Friday FRD	08/29/2024
11/22/2024	ESSER III Late Liquidation Request - Application	11/01/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
11/22/2024	PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	11/07/2024

IPS ONLY

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

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School Business Services

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Helene Survey and Legislative Update

The [Hurricane Helene Days Missed Survey](#) has opened and will close on **Monday, December 16, 2024**, at 11:59 p.m. This mandatory reporting, per [Session Law 2024-51 Section 1.8.\(d\)](#) and [Session Law 2024-53](#), requires all public school units (PSUs) impacted by Hurricane Helene and PTC8 to submit reports to the Department of Public Instruction on the days missed due to the storms, as well as the scheduled make up days and days deemed completed. A PDF of the survey has been posted to our What's New webpage. Please contact Shannon Miller at Shannon.Miller@dpi.nc.gov with questions.

[Senate Bill 382](#) has been passed by the General Assembly and is awaiting the governor's signature. Should it become law, Section 1B.1. will allow PSUs to deem days missed in November due to Hurricane Helene as completed. As we find out more information we will provide updates on our website and our newsletters.



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