

Districts should follow steps below when sending Helene refund checks to DPI

1. Send the refund to:

Office of Agency Financial Services
NC Department of Public Instruction
Attn: Sue Kearney, Agency Controller
6336 Mail Service Center
Raleigh, NC 27699-6336

2. With the check, include SFA Number, SFA Name, the original claim date and paid amount (which may be different than the refund check, if FEMA paid only portion of the claim). We strongly recommend districts print the claim summary in SNTS and attach it to the check (under SNP > Claim - FUNDS for SNP). Example below is for Alexander Schools. The screenshot is the page Alexander would print and send with the check to DPI.

The screenshot displays the 'School Nutrition Programs' web interface. The header includes the North Carolina Department of Public Instruction logo and navigation links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail shows 'Claims > Claim Year at a Glance - FUNDS > Claim Site List - FUNDS >'. The page title is 'Disbursement of Funds Claim Summary' for the school year 2024 - 2025.

020 Status: Active
Alexander County Schools
700 Lilledoun Road
Taylorsville, NC 28681
Region: 3

Confirmation #: [REDACTED]

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2025	0	03/05/2025	03/05/2025	03/06/2025	Auto-Generated

Organization Claim Summary

	Approved Amount	Previously Paid Amount	Claim Amount To Pay
020 - Alexander County Schools NC Disaster Recovery Act of 2024			
Organization Total			

Site Claim Summary
There are no Site Claims for this claim.

Claim Total

< Back

3. When SFA sends the check to DPI, they also should email SchoolNutrition@dpi.nc.gov with subject "Helene Refund Notification SFA" and include their SFA Number and SFA Name in the subject line. In the body of the email, they should include the screenshot of the claim and state how much is the refund. It is very important we receive this notification – we are unable to process these adjustments in SNTS and will need to keep track for audit purposes in the Office of School Nutrition.
4. If you have any questions, contact your assigned School Nutrition Area Consultant.