

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 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 with any SELRP program questions. Questions about planning allotments can be directed to SchoolFinancialReporting@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.

- 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 for zero out questions.

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 with any questions.

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.

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.

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
- [HCY](#): HomelessED@ed.gov
- [Outlying areas](#): ESF.Outlying@ed.gov

Thank you,

Education Stabilization Fund (ESF) Reporting Helpdesk

Telephone: 1-866-890-0913

Email: 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.

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 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

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	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
SBS Data Analytics and Reporting Tool	SBSDART@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

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

LEAs

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

[View Prior Newsletters](#)