

# School Business Services

North Carolina Department of Public Instruction



## October 25, 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 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- The bill also includes a provision to waive the reapplication of students withdrawn from affected charter schools for the 2025-26 academic year.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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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	<a href="mailto:Allotments@dpi.nc.gov">Allotments@dpi.nc.gov</a>
Cash Requests, Zero-out	<a href="mailto:CashMgt@dpi.nc.gov">CashMgt@dpi.nc.gov</a>
EDDIE	<a href="mailto:EDDIE@dpi.nc.gov">EDDIE@dpi.nc.gov</a>
Salary, LicSal	<a href="mailto:Salary@dpi.nc.gov">Salary@dpi.nc.gov</a>
Monthly Datafiles, Chart of Accounts	<a href="mailto:SchoolFinancialReporting@dpi.nc.gov">SchoolFinancialReporting@dpi.nc.gov</a>
Student Accounting	<a href="mailto:StudentAccounting@dpi.nc.gov">StudentAccounting@dpi.nc.gov</a>

## Deadline Reminders

### ALL PSUs

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

<b>11/01/2024</b>	Cleaner Classrooms for Carolina Kids Enrollment	01/05/2024
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**LEAs**

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

**IPS ONLY**

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

[View Prior Newsletters](#)

