

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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