

School District Administrative Claiming (SDAC) Finance Training

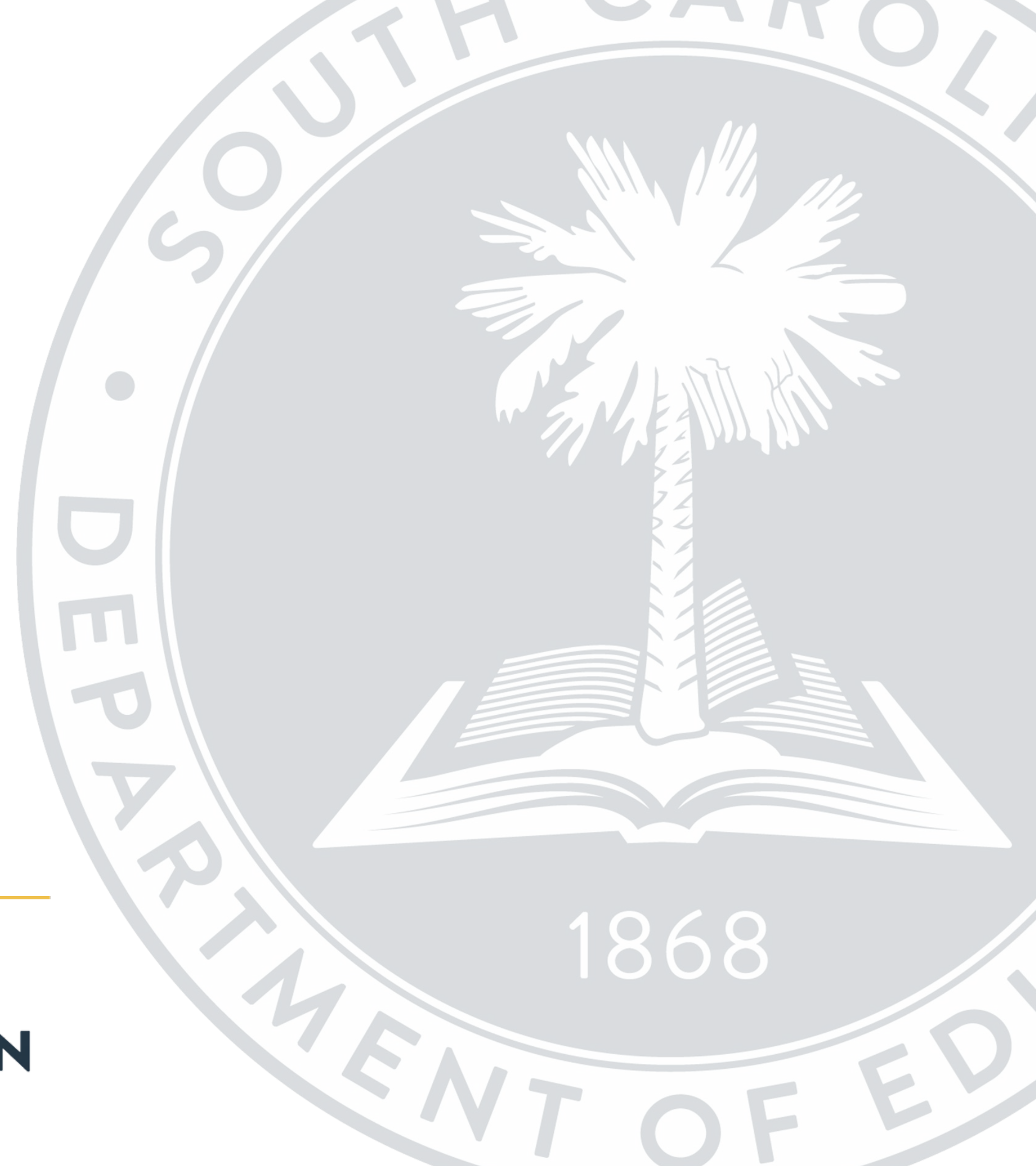
District Finance Coordinators

Office of Medicaid Services

School Year 2025 - 2026



**SOUTH CAROLINA
DEPARTMENT OF EDUCATION**



Districts' SDAC Finance Responsibility

- Enter financial information (Finance Director or Designee)
- Review financial data for accuracy (Finance Director)
- Approve each section of the invoice (Finance director)
- Electronically sign the invoice (Finance Director)



Personnel Roster Development

- The personnel roster is the foundation upon which the districts' SDAC reimbursement is built.
- District finance officials must work closely with the SDAC coordinator to ensure that the Personnel Roster is properly developed (staff paid 100% from federal funds may not be on the roster.)



Personnel Roster Development

- Include on the personnel roster all of the potential participants who may provide an activity reimbursable by Medicaid for SDAC.
- Additions and deletions to the Personnel roster must be timely to reflect changes at the district. See the [SDAC calendar](#) for exact dates.



Quarterly District Personnel Costs

- All salary and fringes paid to participants during the quarter must be reported on the Personnel Cost Roster.
- Participants may be paid from multiple funds, all which should be reported on the Quarterly Personnel Cost Roster.
- Salaries and fringes paid from federal funds must be offset on the district quarterly personnel cost roster. Federal funds are reported in the 200-299 range.

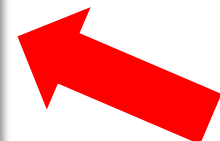


SDAC Quarterly District Personnel Costs Report – 2 – OND (2023)
School District-0470
Coordinator: Ophelia McClary

Name	Fund	Function	Salaries	Fed Offset	Salary Net	Fringe	Fed Offset	Fringe Net
Brown, CL	936	213	\$6,981.72	\$0.00	\$6,981.72	\$3,704.62	\$0.00	\$3,704.62
Capers, Percival	100	161	\$13,969.50	\$0.00	\$13,969.50	\$6,856.70	\$0.00	\$6,856.70
Chandler, Diaan	256	213	\$11,593.26	\$0.00	\$11,593.26	\$6,082.80	\$0.00	\$6,082.80
Crosland, Leone	936	213	\$13,306.50	\$0.00	\$13,306.50	\$8,023.68	\$0.00	\$8,023.68
Gibson, Donny	100	213	\$8,941.74	\$0.00	\$8,941.74	\$4,334.38	\$0.00	\$4,334.38
Hilton Greene, Lucille	100	122	\$16,968.72	\$0.00	\$16,968.72	\$6,949.79	\$0.00	\$6,949.79
Mack, Paul	100	127	\$17,475.50	\$0.00	\$17,475.50	\$7,998.83	\$0.00	\$7,998.83
Mack, Paul	263	127	\$17,475.50	\$17,475.50	\$0.00	\$7,998.83	\$7,998.83	\$0.00
Matthews, Sandra	100	212	\$17,143.50	\$0.00	\$17,143.50	\$7,904.81	\$0.00	\$7,904.81
McGill, Carl	100	122	\$14,373.24	\$0.00	\$14,373.24	\$4,679.94	\$0.00	\$4,679.94
McGill, Carl	210	122	\$14,373.24	\$14,373.24	\$0.00	\$4,679.94	\$4,679.94	\$0.00
McGill, Carl	365	122	\$14,373.24	\$0.00	\$14,373.24	\$4,679.94	\$0.00	\$4,679.94
McGill, Oscar	100	122	\$15,145.50	\$0.00	\$15,145.50	\$4,966.06	\$0.00	\$4,966.06



- Diaan Chandler is only shown on the roster once. She is also shown as being paid from a 200 fund, which is typically a federal fund. This entry indicates that the participant is paid 100% from federal funds. Therefore, she should not be on the roster.

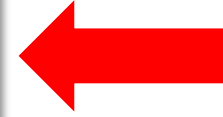
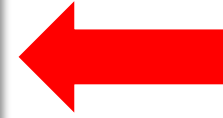


- Paul Mack and Carl McGill are both paid from multiple funds. A percentage of the salaries for both participants are paid from federal funds. The offset of salaries and fringe have been correctly applied for both participants.



SDAC Quarterly District Personnel Costs Report – 2 – OND (2023)
School District-0470
Coordinator: Ophelia McClary

Name	Fund	Function	Salaries	Fed Offset	Salary Net	Fringe	Fed Offset	Fringe Net
Miller, Lois	100	213	\$11,593.26	\$0.00	\$11,593.26	\$3,774.06	\$0.00	\$3,774.06
Miller, Libby	203	213	\$8,941.74	\$8,941.74	\$0.00	\$5,823.32	\$5,823.32	\$0.00
Morant, Hiram Earl	100	127	\$13,678.50	\$0.00	\$13,678.50	\$5,885.08	\$0.00	\$5,885.08
Moses, Wade	100	122	\$12,071.52	\$0.00	\$12,071.52	\$6,834.14	\$0.00	\$6,834.14
Murray, Jeff	100	231	\$1,846.08	\$0.00	\$1,846.08	\$954.82	\$0.00	\$954.82
Paeson, Roosevelt	256	223	\$5,538.18	\$0.00	\$5,538.18	\$2,864.48	\$0.00	\$2,864.48
Patrick, Fulton	100	122	\$13,923.00	\$0.00	\$13,923.00	\$6,855.28	\$0.00	\$6,855.28
Pearson, A.M.	100	127	\$12,431.76	\$0.00	\$12,431.76	\$6,375.28	\$0.00	\$6,375.28
Ragins, Thomas	100	213	\$14,612.52	\$0.00	\$14,612.52	\$8,448.36	\$0.00	\$8,448.36
Robinson, Smith	100	127	\$11,074.74	\$0.00	\$11,074.74	\$7,246.86	\$0.00	\$7,246.86
Rogers, Mitchel	100	127	\$17,006.28	\$0.00	\$17,006.28	\$9,198.83	\$0.00	\$9,198.83
Scott, Joseph	100	212	\$13,771.98	\$0.00	\$13,771.98	\$5,425.10	\$0.00	\$5,425.10
Watson, Mouzon	100	212	\$14,744.28	\$0.00	\$14,744.28	\$7,686.62	\$0.00	\$7,686.62
Williams, David	100	212	\$16,488.24	\$0.00	\$16,488.24	\$9,053.99	\$0.00	\$9,053.99
Yorke, Johnson	936	213	\$13,439.52	\$0.00	\$13,439.52	\$7,287.62	\$0.00	\$7,287.62
Totals			\$181,161.60	\$8,941.74	\$172,219.86	\$93,713.84	\$5,823.32	\$87,890.52



- Libby Miller is only shown on the roster once. She is also shown as being paid from a 200 fund, which is a federal fund. This entry indicates that this participant is paid 100% from federal funds. Therefore, she should not be on the roster. However, her salary and fringe have been offset correctly preventing the costs from being included in the quarterly cost totals calculation.
- Roosevelt Paeson is paid from federal fund 256. This entry would be flagged due to no offset being entered for the salary and fringe.



Section 1: Purchased Services and Supplies

Applicable Object Codes:

- 300 - Purchased Services

Enter the costs for services performed by persons or firms with specialized skills (doctors or lawyers)

- 310- Professional and Technical Services

Enter the cost of professional services rendered by non-employees.

- 400 - Supplies and Materials

Enter the cost of supplies and materials related to the employees listed on the personnel roster.



Quarterly District Purchased Services and Supplies – Section I

School District-0470

**Sample Section 1
Quarterly Report**

Function	Obj 300	Obj 310	Obj 400	PSS Fund Total
100	\$50,564.90	\$245,794.94	\$118,545.47	\$414,905.31
120	\$0.00	\$39,770.82	\$0.00	\$39,770.82
140	\$883.83	\$0.00	\$12,601.51	\$13,485.34
160	\$0.00	\$0.00	\$0.00	\$0.00
200	\$0.00	\$0.00	\$0.00	\$0.00
211	\$828.96	\$0.00	\$849.59	\$1,678.55
212	\$22.53	\$0.00	\$0.00	\$22.53
213	\$0.00	\$0.00	\$1,604.50	\$1,604.50
214	\$0.00	\$0.00	\$0.00	\$0.00
221	\$10.03	\$0.00	\$0.00	\$10.03
222	\$9,523.52	\$0.00	\$414.60	\$9,938.12
223	\$584.89	\$0.00	\$0.00	\$584.89
224	\$3,073.75	\$525.63	\$0.00	\$3,599.38
231	\$15,692.14	\$26,833.27	\$244.06	\$42,769.47
232	\$1,595.94	\$0.00	\$2,557.08	\$4,153.02
233	\$2,246.82	\$0.00	\$3,947.34	\$6,194.16
253	\$172,622.47	\$0.00	\$0.00	\$172,622.47
255	\$2,275.22	\$0.00	\$272.58	\$2,547.80
256	\$0.00	\$0.00	\$825.31	\$825.31
258	\$1,378.00	\$0.00	\$0.00	\$1,378.00
270	\$80,856.08	\$0.00	\$5,482.23	\$86,338.31
Overall Totals	Obj 300 Totals	Obj 310 Totals	Obj 400 Totals	PSS Grand Total
Quarter: 2 - OND (2023)	\$342,159.08	\$312,924.66	\$147,344.27	\$802,428.01



Section 2: Support, Supervision and Administrative Costs

- Section II captures the salaries and fringe benefits for those persons in the district who support or supervise the participants on the personnel roster
- Support personnel such as administrative assistants are reported in this section.
- Supervisory personnel such as department heads are reported in this section.



Section 2: Support, Supervision and Administrative Costs

- Check your organization chart/table of organization for appropriate personnel
- Persons paid 100% from federal funds should not be reported here.



Quarterly District Support, Supervisory and Administrative Costs – Section II

Sample Section 2
Quarterly Report

SDAC - QUARTERLY DISTRICT SECTION II COSTS REPORT - 2 - OND (2023)								
School Year: 2024								
School District: 0470								
Coordinator: McClary, Ophelia								
Name	Fund	Function	Salaries	Fed Offset	Salary Net	Fringe	Fed Offset	Fringe Net
Allen, Jose'	100	233	\$30,096.34	\$0.00	\$30,096.34	\$13,796.52	\$0.00	\$13,796.52
Chandler, Leslie	100	221	\$24,884.53	\$0.00	\$24,884.53	\$10,634.08	\$0.00	\$10,634.08
Murray, Caroline	100	233	\$31,425.22	\$0.00	\$31,425.22	\$14,241.51	\$0.00	\$14,241.51
Joe, Kristie	100	233	\$28,414.03	\$0.00	\$28,414.03	\$11,681.77	\$0.00	\$11,681.77
Carter, Renee	100	233	\$30,425.22	\$0.00	\$30,425.22	\$9,918.20	\$0.00	\$9,918.20
McBride, Amy	100	221	\$26,243.75	\$0.00	\$26,243.75	\$12,516.50	\$0.00	\$12,516.50
Whack, Christina	100	221	\$22,113.75	\$0.00	\$22,113.75	\$8,596.12	\$0.00	\$8,596.12
Night, Paige	100	233	\$31,791.81	\$0.00	\$31,791.81	\$14,354.65	\$0.00	\$14,354.65
Durante, Shunte	100	233	\$33,198.25	\$0.00	\$33,198.25	\$12,144.21	\$0.00	\$12,144.21
Dupert, Joseph	203	233	\$28,744.22	\$0.00	\$28,744.22	\$13,363.87	\$0.00	\$13,363.87
Denlow, Joyce	100	233	\$30,975.75	\$0.00	\$30,975.75	\$11,494.41	\$0.00	\$11,494.41
Robinson, Lauren	100	221	\$24,087.19	\$0.00	\$24,087.19	\$10,220.24	\$0.00	\$10,220.24
Kings, Latonia	100	233	\$29,582.75	\$0.00	\$29,582.75	\$13,633.00	\$0.00	\$13,633.00
Haircloth, Nancy	100	223	\$992.15	\$0.00	\$992.15	\$117.35	\$0.00	\$117.35
Dallaw, Lisa	100	233	\$32,815.28	\$0.00	\$32,815.28	\$12,123.10	\$0.00	\$12,123.10
Suller, Sam	100	233	\$32,945.34	\$0.00	\$32,945.34	\$13,845.56	\$0.00	\$13,845.56
Dager, Lindsey	100	233	\$29,242.69	\$0.00	\$29,242.69	\$13,524.79	\$0.00	\$13,524.79
TOTAL Quarter: 2 - OND'23			\$467,978.27	\$0.00	\$467,978.27	\$196,205.88	\$0.00	\$196,205.88



Section III: Districtwide Non-Federal Salary/Fringe Benefit Cost Totals

- Captures the district's total salaries and fringe benefits for object codes 100 (salaries) and 200 (fringes).
- Costs are used to calculate the percentage of total purchased services and supplies to be added to “other costs” on the invoice.
- The maximum percentage allowed is 10%.



Quarterly Districtwide Non-Federal Salary/Fringe Benefit Section III

**Sample Section 3
Quarterly Report**

SDAC - QUARTERLY DISTRICT SECTION III (NON-FED) COSTS REPORT - 2 - OND'23			
School Year: 2024			
School District: 0470			
Coordinator: Omcclary			
Function	Salaries	Benefits	Non-Fed Fund Total
100	\$2,598,510.87	\$1,171,270.98	\$3,769,781.85
120	\$234,436.53	\$103,809.66	\$338,246.19
130	\$0.00	\$0.00	\$0.00
140	\$114,538.54	\$54,624.66	\$169,163.20
160	\$27,528.00	\$13,594.74	\$41,122.74
180	\$25,392.99	\$12,431.49	\$37,824.48
200	\$285,338.16	\$146,139.14	\$431,477.30
220	\$337,512.12	\$147,409.19	\$484,921.31
230	\$348,712.02	\$164,766.00	\$513,478.02
250	\$472,804.91	\$321,661.71	\$794,466.62
260	\$85,097.52	\$40,322.46	\$125,419.98
270	\$95,905.84	\$25,738.11	\$121,643.95
300	\$16,943.38	\$5,551.14	\$22,494.52
Totals	\$4,642,720.88	\$2,207,319.28	\$6,850,040.16



Sample SDAC Invoice

**SOUTH CAROLINA SCHOOL DISTRICT
ADMINISTRATIVE CLAIMING INVOICE**

School District: **0470 – South Carolina**
Quarter: **1 – OND 2023**

Medicaid Eligible: 77.35%

	Salaries	Other Costs	Total
Total Costs - Less Indirect	\$790,470.55	\$388,072.31	\$1,178,542.86

Non-Discounted Activities

C. Outreach to Medicaid Program
E. Facilitating an Application to Medicaid

Full %: 1.410%	Sal.(Gross Claim.)	Other(Gross Claim.)	Total
	\$11,148.63	\$5,471.82	\$16,617.45

Discounted Activities

G. Referral, Monitoring, Coordination
I. Assisting Access to Translation/Transportation
K. Medicaid/Medical Training
M. Medical Service Program Planning Policy Coord.

Discount %: 2.210%			
Med. Elig. %: 77.35%			
Claimable %: 1.7094350%	\$13,512.58	\$6,633.84	\$20,146.42

Totals	\$24,658.21	\$12,105.66	\$36,763.87
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GROSS CLAIMABLE	\$36,763.87
INDIRECT	\$3,032.96
TOTAL	\$39,796.84
NET CLAIMABLE	\$19,898.42 [50%]

GROSS CLAIM SALARIES	Unrestricted RATE	GROSS INDIRECT
\$24,658.21	12.30%	\$3,032.96

TOTAL CLAIMED \$19,898.42

As financial officer of the above-named district, I am charged with supervising the administration of the provision and billing for the School District Administration Claiming services provided under Title XIX (Medicaid) and Title XXI of the Social Security Act, as amended. I hereby certify that the school district has expended the state share of public, non-federal funds needed to match the federal share of medical claims billed to the state Medicaid agency for School District Administrative Claiming services provided to eligible Medicaid students during the quarter reported here. I also certify that the school or school district's certified expenditures were incurred in accordance with provisions of South Carolina's policies for the services. These certified expenditures are separately identified and supported in our accounting system.²⁴

Signature of Fiscal Officer: _____



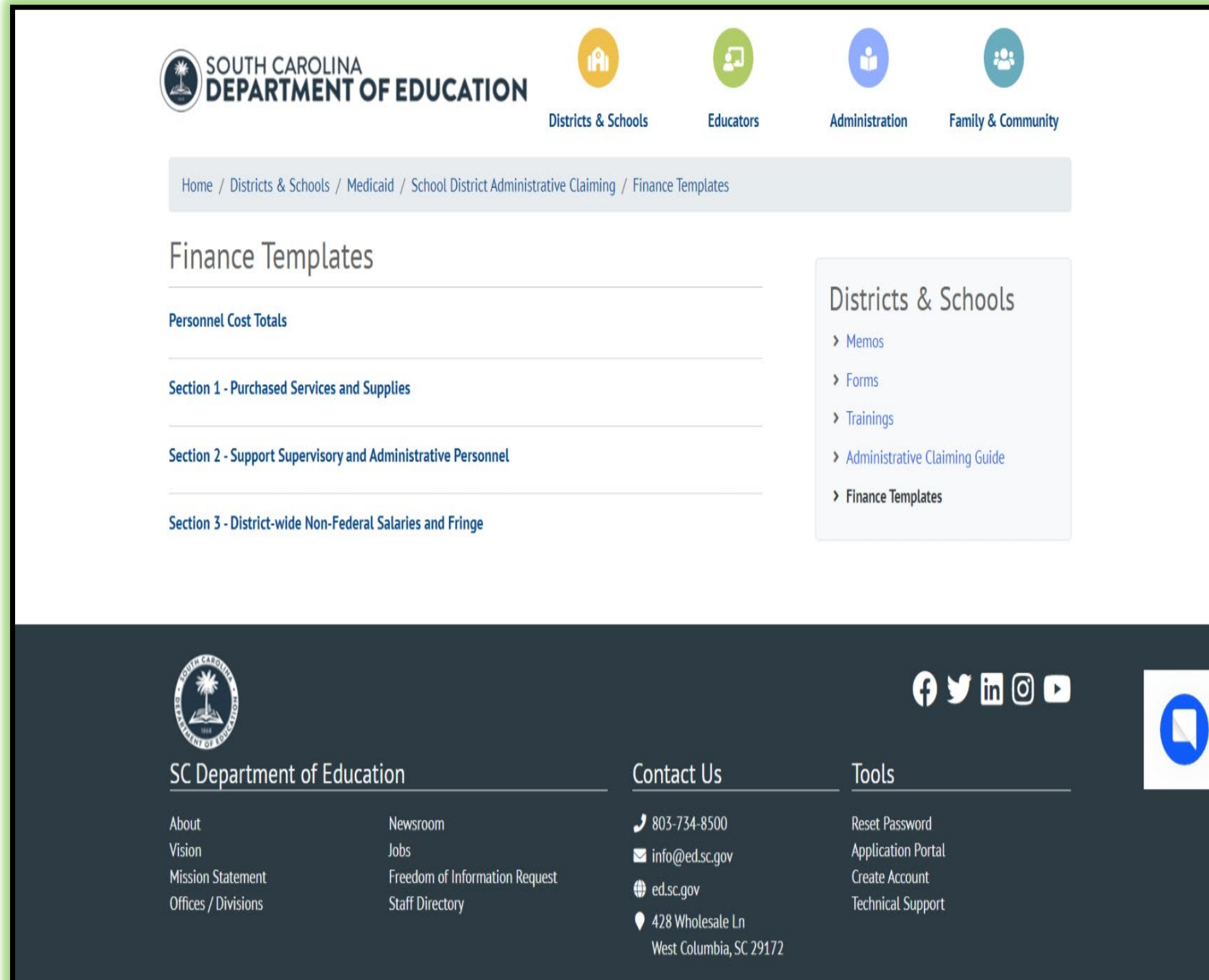
Application Updates

- Import Feature
- Close applicable sections
- Automated email notifications
- Electronic signature and signed invoice submission



SDAC Import Feature: Personnel Costs

- Specific templates are required for use of the import feature and are provided for you on the [SCDE website](#) in a downloadable Excel format.
- Please do not make changes to the names and order of the column headings. They must remain as they are for successful imports.
- Dropdown lists are provided in select columns to reduce errors when uploading. Please ensure that your entry matches an available option.



The screenshot displays the South Carolina Department of Education website. At the top, the logo and name "SOUTH CAROLINA DEPARTMENT OF EDUCATION" are visible, along with navigation icons for "Districts & Schools", "Educators", "Administration", and "Family & Community". A breadcrumb trail reads: "Home / Districts & Schools / Medicaid / School District Administrative Claiming / Finance Templates". The main heading is "Finance Templates", followed by a list of links: "Personnel Cost Totals", "Section 1 - Purchased Services and Supplies", "Section 2 - Support Supervisory and Administrative Personnel", and "Section 3 - District-wide Non-Federal Salaries and Fringe". A sidebar on the right, titled "Districts & Schools", contains links for "Memos", "Forms", "Trainings", "Administrative Claiming Guide", and "Finance Templates". The footer includes the department logo, social media icons, and contact information: "SC Department of Education", "Contact Us" (803-734-8500, info@ed.sc.gov, ed.sc.gov, 428 Wholesale Ln, West Columbia, SC 29172), and "Tools" (Reset Password, Application Portal, Create Account, Technical Support).



SDAC Import Feature: Personnel Costs

- Start on the Manage Participants screen of the SDAC application. As shown here, the Manage Participants screen shows the district's participant roster.
- Utilize the new import feature by completing the Personnel Costs template and importing the required information into the application.
- To avoid keying some of the same information from the roster into your Personnel Cost template, you can select the 'Export List to Excel' button.
- Selecting the 'Export List to Excel' button will provide you with a downloaded file containing the information from your personnel roster.

The screenshot displays the 'Participant Management' interface. At the top, it shows the user 'District Testuserfin', 'School Year: 2024-2025', 'Current Qtr: 1 - JAS', and 'District: Lee'. A sidebar on the left contains navigation options: Home, Manage Participants (highlighted), Quarterly Sample, Finance, Reports, and Contact. A central text box explains the participant list and provides instructions on editing and creating new participants. Below this is a 'Create New Participant' button. The main section is titled 'Participants' and includes an 'Export List to Excel' button, a 'Show 10 entries' dropdown, and a search field. A table lists three participants with their details and action buttons.

First Name	Last Name	District	School	Email	Trained	Status	Actions
Marquita	Taylor	Lee	Lee Central Middle	mtaylor@thisemail.com	12/6/2016	Active	Edit Funding
Ophelia	McClary	Lee	Dennis Elementary	omclary@thisemail.com	9/30/2021	Active	Edit Funding
Ronette	Weeks	Lee	Administration	rweeks@thisemail.com	8/30/2019	Active	Edit Funding



SDAC Import Feature: Personnel Costs

The exported data will look exactly like the spreadsheet shown here, but specific to your district. Please note the four columns from the roster were carried over. The data from the last name, first name, email, and school name columns should be copied and pasted into your Personnel Cost Totals template as shown here. The district staff will then need to complete the remaining columns which include the Sample Quarter (column A), District Name (Column B), and all of the Funding Information (columns G – L).

	A	B	C	D	E
1	Last Name	First Name	Email	School Name	
2	Douglas	Thomas	tdouglas@thisemail.com	Lee Central High	
3	McClary	Ophelia	omclary@thisemail.com	Dennis Elementary	
4	Taylor	Marquita	mtaylor@thisemail.com	Lee Central Middle	
5	Vazquez	Ruth	rvazquez@gmail.com	Administration	
6	Weeks	Ronette	rweeks@thisemail.com	Administration	
7					
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29					

Exported Roster Information

	A	B	C	D	E	F	G	H	I	J	K	L
1	SampleQtr	District Name	Last Name	First Name	Email	School Name	Funding Code	Function Code	Funding Source	Salary	Fringe	Funding Percentage
2			Douglas	Thomas	tdouglas@thisemail.com	Lee Central High						
3			McClary	Ophelia	omclary@thisemail.com	Dennis Elementary						
4			Taylor	Marquita	mtaylor@thisemail.com	Lee Central Middle						
5			Vazquez	Ruth	rvazquez@gmail.com	Administration						
6			Weeks	Ronette	rweeks@thisemail.com	Administration						
7												
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Personnel Cost Template



SDAC Import Feature: Personnel Costs

This example shows a completed Personnel Cost template. The completed template will need to be saved on your computer and accessible for your import.

SampleQtr	District Name	Last Name	First Name	Email	School Name	Funding Code	Function Code	Funding Source	Salary	Fringe	Funding Percentage
1-JAS	Lee	Douglas	Thomas	tdouglas@thisemail.com	Lee Central High	100	140	State/Local	\$13,256.48	\$3,976.94	35
1-JAS	Lee	Douglas	Thomas	tdouglas@thisemail.com	Lee Central High	256	140	Federal	\$24,189.77	\$7,256.93	65
1-JAS	Lee	McClary	Ophelia	omccrary@thisemail.com	Dennis Elementary	100	100	State/Local	\$45,268.10	\$13,580.43	100
1-JAS	Lee	Taylor	Marquita	mtaylor@thisemail.com	Lee Central Middle	100	120	State/Local	\$35,428.97	\$10,628.69	100
1-JAS	Lee	Vazquez	Ruth	rvazquez@gmail.com	Administration	397	170	State/Local	\$13,589.05	\$4,076.72	38
1-JAS	Lee	Vazquez	Ruth	rvazquez@gmail.com	Administration	100	100	State/Local	\$21,769.45	\$6,530.84	62
1-JAS	Lee	Weeks	Ronette	rweeks@thisemail.com	Administration	100	100	State/Local	\$48,677.23	\$14,603.17	84
1-JAS	Lee	Weeks	Ronette	rweeks@thisemail.com	Administration	212	170	Federal	\$9,458.37	\$2,837.51	16



SDAC Import Feature: Personnel Costs

To complete the import, go back to the Manage Participants screen and select Funding beside any participant on the roster.

Participant Management districttestuserfin@gmail.com

User: District Testuserfin School Year: 2024-2025 Current Qtr: 1 - JAS District: Lee

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

[Create New Participant](#)

Participants

[Export List to Excel](#)

Show entries Search:

First Name	Last Name	District	School	Email	Trained	Status	Actions
Marquita	Taylor	Lee	Lee Central Middle	mtaylor@thisemail.com	12/6/2016	Active	Edit Funding
Ophelia	McClary	Lee	Dennis Elementary	omclary@thisemail.com	9/30/2021	Active	Edit Funding
Ronette	Weeks	Lee	Administration	rweeks@thisemail.com	8/30/2019	Active	Edit Funding



SDAC Import Feature: Personnel Costs

Once you click the “funding” button you will see the screen shown here. You will then select ‘Choose File’, locate the file on your computer, and click the ‘Import Data’ button.

School District Administrative Claiming Application Portal Logout

Participant Funding Management districttestuserfin@gmail.com

User: District Testuserfin **School Year:** 2024-2025 **Current Qtr:** 1 - JAS **District:** Lee

[Home](#) [Manage Participants](#) [Quarterly Sample](#) [Finance](#) [Reports](#) [Contact](#)

To Import from Excel Choose File and click Import Data

No file chosen

In the table below are funding entries entered for the current school year for the selected participant. If the table is empty then no entries have been added for the selected participant for the current school year. To enter a new funding entry for the selected participant, click the Create New button. To edit an existing funding entry for the selected participant, click the Edit button next to the entry you wish to change. Please enter only quarterly information in this section.

Participants Funding Information

Last Name: Taylor **Fist Name:** Marquita **Email:** mtaylor@thisemail.com

Show Funds Search:

Quarter	Fund Code	Function Code	Amount	Fringe	Source	Action
No data available in table						



SDAC Import Feature: Personnel Costs

Once you click the “Import Data” button, you will receive notification of a successful import. Select ‘Close’.

(If an error message regarding column amount is received, copy and paste your cost data into a new sheet and retry the upload.)

The screenshot displays the SDAC web application interface. At the top, the header reads "School District Administrative Claiming" with "Application Portal" and "Logout" links. Below the header, the user is logged in as "districttestuserfin@gmail.com". The main navigation menu includes "Home", "Manage Participants", "Quarterly Sample", "Finance", "Reports", and "Contact". The current session information is: "User: District Testuserfin", "School Year: 2024-2025", "Current Qtr: 1 - JAS", and "District: Lee".

A central text box provides instructions: "Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table."

A "Success!" notification modal is displayed in the center, stating "Record(s) has been saved successfully!" with a "Close" button.

Below the notification, there is a "Create New Participant" button and an "Export List to Excel" button. The "Participants" section shows a table with the following data:

First Name	Last Name	District	School	Email	Trained	Status	Actions
Marquita	Taylor	Lee	Lee Central Middle	mtaylor@thisemail.com	12/6/2016	Active	Edit Funding
Ophelia	McClary	Lee	Dennis Elementary	omclary@thisemail.com	9/30/2021	Active	Edit Funding



SDAC Import Feature: Personnel Costs

Once you select 'Close', you will then be returned to the Manage Participants screen. The import of the personnel costs is complete.

- [Home](#)
- [Manage Participants](#)
- [Quarterly Sample](#)
- ▼ Finance
 - [Section I - Purchased Services and Supplies Costs](#)
 - [Manage Support, Supervisory, Administrative Staff](#)
 - [Section II - Support, Supervisory, and Administrative Personnel Costs](#)
 - [Section III - District-wide Non-Federal Salaries/Fringe Benefits](#)
 - [Copy Costs to Current Quarter](#)
 - [Close Financial Quarter](#)

User: District Testuserfin
School Year: 2024-2025
Current Qtr: 1 - JAS
District: Lee

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Export List to Excel

Show entries
Search:

First Name	Last Name	District	School	Email	Trained	Status	Actions
Marquita	Taylor	Lee	Lee Central Middle	mtaylor@thisemail.com	12/6/2016	Active	Edit Funding
Ophelia	McClary	Lee	Dennis Elementary	omccrary@thisemail.com	9/30/2021	Active	Edit Funding
Ronette	Weeks	Lee	Administration	rweeks@thisemail.com	8/30/2019	Active	Edit Funding
Ruth	Vazquez	Lee	Administration	rvazquez@gmail.com	3/20/2017	Active	Edit Funding



SDAC Import Feature: Sections 1, 2, and 3

To enter the finance information for Sections 1, 2, and 3, follow the exact same directions utilizing the appropriate template. The only exception is that you do not have to export information to include in your Section 1, 2, or 3 templates.

SDAC District Coordinator Home districttestuserfin@gmail.com

User: District Testuserfin **School Year:** 2024-2025 **Current Qtr:** 2 - OND **District:** Lee

Navigation Menu:

- Home
- Manage Participants
- Quarterly Sample
- Finance
 - Section I - Purchased Services and Supplies Costs**
 - Manage Support, Supervisory, Administrative Staff
 - Section II - Support, Supervisory, and Administrative Personnel Costs**
 - Section III - District-wide Non-Federal Salaries/Fringe Benefits**
 - Copy Costs to Current Quarter
 - Close Financial Quarter

Welcome, District Testuserfin

This is the home page for the District Coordinator section of the SDAC - Random Sampling application. In this section of the application the coordinator will have the following features available for use:

- Manage Participants:** Used to view/edit Participant information.
- Quarterly Sample:** Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.
- Section I: Purchased Services and Supplies Costs:** Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.
- Section II: Support, Supervisory, and Administrative Personnel Costs:** Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.
- Manage Support, Supervisory, Administrative Staff:** Used to enter and support, supervisory and administrative staff utilized in Section II.
- Section III: District-wide Non-Federal costs:** Used to enter and view Section III entries and totals entered by the district for a selected sample quarter.
- Copy Costs to Current Quarter:** Used to enter sections to copy from one quarter to the next.
- Close Financial Quarter:** Used to close out each financial cost/funding section for the district after completion of financial entries.
- View/Submit Quarterly Invoice:** Used to generate and view quarterly district invoices.
- Reports:** Used for cost and sample information
 - Quarterly Cost Totals:** Used to view in a report layout the data input in the financial sections.
 - Quarterly Observations:** Used to view the dates and times of samples, samples pulled for validation, and the sample activity/response.



SDAC Import Feature- Finance Templates

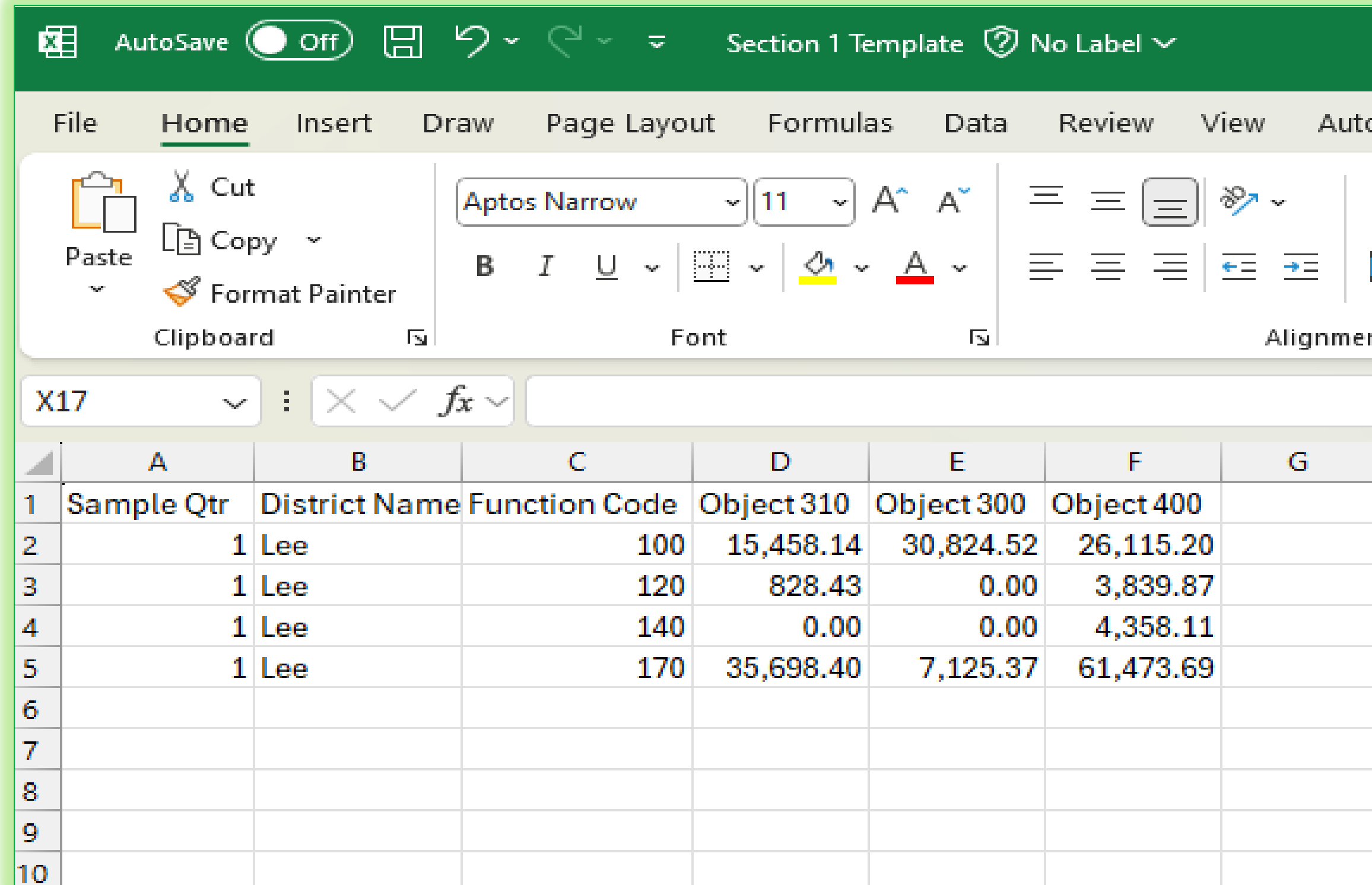
Again, districts must utilize the required templates provided by the OMS and available on the OMS webpage. To import the financial data for Section 1, utilize the template labeled Section 1 – Purchased Services and Supplies Costs from the OMS website.

The screenshot shows the South Carolina Department of Education website. At the top, there is a navigation bar with the department's logo and four main categories: Districts & Schools, Educators, Administration, and Family & Community. Below this is a breadcrumb trail: Home / Districts & Schools / Medicaid / School District Administrative Claiming / Finance Templates. The main heading is 'Finance Templates'. Underneath, there are three sections: 'Personnel Cost Totals', 'Section 1 - Purchased Services and Supplies' (highlighted with a red arrow), 'Section 2 - Support Supervisory and Administrative Personnel', and 'Section 3 - District-wide Non-Federal Salaries and Fringe'. On the right side, there is a 'Districts & Schools' sidebar menu with links to Memos, Forms, Trainings, Administrative Claiming Guide, and Finance Templates. The footer contains the department's logo, name, contact information, and a list of tools.



SDAC Import Feature- Section 1 Template

This example shows a completed Section 1 template. The template will need to include the district's cost data and be saved to your computer.



	A	B	C	D	E	F	G
1	Sample Qtr	District Name	Function Code	Object 310	Object 300	Object 400	
2	1	Lee	100	15,458.14	30,824.52	26,115.20	
3	1	Lee	120	828.43	0.00	3,839.87	
4	1	Lee	140	0.00	0.00	4,358.11	
5	1	Lee	170	35,698.40	7,125.37	61,473.69	
6							
7							
8							
9							
10							



SDAC Import Feature- Section 1 Template

To complete the import, you'll go back to the Section 1 screen in the application. Click 'Choose File', locate the saved Section 1 template, and click 'Import Data'.

Section I - Purchased Services and Supplies Costs districttestuserfin@gmail.com

Home | Manage Participants | Quarterly Sample | Finance | **Section I - Purchased Services and Supplies Costs** | Manage Support, Supervisory, Administrative Staff | Section II - Support, Supervisory, and Administrative Personnel Costs | Section III - District-wide Non-Federal Salaries/Fringe Benefits | Copy Costs to Current Quarter | Close Financial

User: District Testuserfin School Year: 2024-2025 Current Qtr: 1 - JAS District: Lee

Listed below are the **Section I Purchased Services and Supplies (PSS) Costs** Costs entries for the current school year (2025).
The available options for adding data are:

- Enter a single new PSS cost: Click the **Create New Purchased Services and Supplies Costs** button.
- Enter multiple new PSS costs via an Excel spreadsheet: Click **Choose File**, select the appropriate file from the user's desktop, and click the **Import Data** button.
- **Copy Section I** entries from the previous quarter to the current quarter: Click the **Copy Costs to Current Quarter** in the left hand column. This feature is only available for quarters (OND, JFM, and AMJ). PSS entries for Quarter 1 (JAS) must be entered manually for Quarter 1 using the single or multiple entry options above.

To edit an existing PSS entry, click the **Edit** button next to the entry to be changed.

To view a different quarter, select the quarter from the dropdown and click **Search**.

Please enter only **quarterly** information in this section.

To Import from Excel Choose File and click Import Data

Choose File No file chosen Import Data Create New Purchased Services And Supplies Costs

Section I - Purchased Services And Supplies Costs

Quarter
-- Select Fund Quarter -- Search

No Records to display for the given parameter values.



SDAC Import Feature- Section 1 Template

Once you click the “Import Data” button, you will receive notification of a successful import. Select ‘Close’.

The screenshot displays the 'Section I - Purchased Services and Supplies Costs' page. At the top, the user is identified as 'districttestuserfin@gmail.com'. The page header includes 'User: District Testuserfin', 'School Year: 2024-2025', 'Current Qtr: 1 - JAS', and 'District: Lee'. A left-hand navigation menu lists various sections, with 'Section I - Purchased Services and Supplies Costs' highlighted. The main content area contains instructions for adding data and a 'Success!' notification box that reads 'Record(s) has been saved successfully!' with a 'Close' button. Below the notification, there are buttons for 'Choose File', 'Import Data', and 'Create New Purchased Services And Supplies Costs'. At the bottom, there is a 'Quarter' dropdown menu and a 'Search' button.



SDAC Import Feature- Section 1 Template

The data from your template will populate as shown here.

- [Section II - Support, Supervisory, and Administrative Personnel Costs](#)
- [Section III - District-wide Non-Federal Salaries/Fringe Benefits](#)
- [Copy Costs to Current Quarter](#)
- [Close Financial Quarter](#)
- [View/Submit Quarterly Invoice](#)
- [Reports](#)
- [Contact](#)

Please enter only **quarterly** information in this section.

To Import from Excel Choose File and click Import Data

Choose File No file chosen
Import Data
Create New Purchased Services And Supplies Costs

Section I - Purchased Services And Supplies Costs

Quarter

-- Select Fund Quarter --

Search

Show 10 PSS Costs Search:

Quarter	Function Code	Objects 310	Objects 300	Objects 400	General Fund Total	Status	Action
1-JAS	100	\$30,824.52	\$15,458.14	\$26,115.20	\$72,397.86	Active	Edit
1-JAS	120	\$0.00	\$828.43	\$3,839.87	\$4,668.30	Active	Edit
1-JAS	140	\$0.00	\$0.00	\$4,358.11	\$4,358.11	Active	Edit
1-JAS	170	\$7,125.37	\$35,698.40	\$61,473.69	\$104,297.46	Active	Edit
Totals		\$37,949.89	\$51,984.97	\$95,786.87	\$185,721.73		

Showing 1 to 4 of 4 PSS Costs

Previous 1 Next



Section II – Support, Supervisory, & Administrative Personnel Costs

Section 2 requires the development of the district’s supervisory staff list prior to funding being entered. This list can be created in either of two ways:

1. By selecting ‘Manage Support, Supervisory, Administrative Staff’ from the left panel menu headings, then selecting ‘Create New Support, Supervisory, Administrative Staff’ at the top of the page.
2. By selecting ‘Section II – Support, Supervisory, & Administrative Personnel Costs’ from the left panel menu headings, selecting ‘Create New Support, Supervisory, Administrative Staff’ in the right center of the page, and then selecting ‘Add Support, Supervisory, Administrative Staff.’

Once the list has been developed, the import process (using the section specific template) can proceed as outlined for Section 1.



Section 2 Reminder

Participants from your personnel costs roster **cannot** be included in Section 2. If this error occurs, the affected district will receive an email stating that Section 2: Support, Supervisory, and Administrative Personnel Costs have been reopened for corrections. District coordinators will then need to change the status to inactive for all staff that have been duplicated from the participant's roster.

Section II - Supervisory Administrative Personnel Cost - Edit

Home Contact

User: District Testuserfin School Year: 2025 Current Qtr:

Support, Supervisory, Administrative Staff Information

Support, Supervisory, Administrative Staff Add Supervisor

Tutt, Sylvia

Funding Information

Funding Quarter: 1 - JAS Funding Code: 928 - EEDA Career Specialis

Function Code: 120 - Exceptional Programs Funding Source: State/Local

Salary: 87000.00 Fringe: 13500.00 Funding Percentage: 100.00

Status Uncheck this box to deactivate

Submit Back to List



Quarterly Cost Reports

- Access the district's quarterly cost reports by selecting Reports > Quarterly Cost Totals from the menu headings in the left panel.
- Utilize these reports to ensure the accuracy of your imported or manually entered cost data.

School District Administrative Claiming

Application Portal Logout

SDAC District Coordinator Home districttestuserfin@gmail.com

User: District Testuserfin School Year: 2024-2025 Current Qtr: 2 - OND District: Lee

Home
Manage Participants
Quarterly Sample
Finance
Reports
Quarterly Cost Totals
Quarterly Observations
Contact

Welcome, District Testuserfin

This is the home page for the District Coordinator section of the SDAC - Random Sampling application. In this section of the application the coordinator will have the following features available for use:

Manage Participants: Used to view/edit Participant information.

Quarterly Sample: Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.

Section I: Purchased Services and Supplies Costs: Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.

Section II: Support, Supervisory, and Administrative Personnel Costs: Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.

Manage Support, Supervisory, Administrative Staff: Used to enter and support, supervisory and administrative staff utilized in Section II.

Section III: District-wide Non-Federal costs: Used to enter and view Section III entries and totals entered by the district for a selected sample quarter.

Copy Costs to Current Quarter: Used to enter sections to copy from one quarter to the next.

Close Financial Quarter: Used to close out each financial cost/funding section for the district after completion of financial entries.

View/Submit Quarterly Invoice: Used to generate and view quarterly district invoices.

Reports: Used for cost and sample information

- **Quarterly Cost Totals:** Used to view in a report layout the data input in the financial sections.
- **Quarterly Observations:** Used to view the dates and times of samples, samples pulled for validation, and the sample activity/response.



Quarterly Cost Reports

The screenshot shows a web interface for 'Quarterly Cost Totals Reports'. At the top, it displays user information: 'User: District Testuserfin', 'School Year: 2024-2025', and 'Current Qtr: 2 - OND'. A left-hand navigation menu includes 'Home', 'Manage Participants', 'Quarterly Sample', 'Finance', 'Reports', 'Quarterly Cost Totals', 'Quarterly Observations', and 'Contact'. The 'Reports' menu item is highlighted with a red arrow. The main content area is titled 'Quarterly Cost Totals Reports' and contains a 'Quarter' dropdown menu with '1 - JAS' selected, also indicated by a red arrow. Below this is a 'Reports to View' dropdown menu with 'View Per Cost Totals' selected, also indicated by a red arrow. At the bottom of the main area is a 'View Report' button, also indicated by a red arrow.

Select the quarter, followed by the report to be viewed, then click ‘View Report’.



Quarterly Cost Reports

The selected report will appear as shown here. The data can be reviewed onscreen, saved in either of the file formats shown, and/or printed.

Quarterly Cost Totals Reports

Quarter
1 - JAS

Reports to View
View Per Cost Totals

[View Report](#)

1 of 1 100% Find | Next

QUARTERLY DISTRICT PER

Sample Quarter : 1 - JAS
 School Year : 2025
 School District : Lee
 Coordinator : Ryan, Maureen

Name	Fund Code	Function Code	Salaries	Fed Offset	Salaries	Fed offset	Fringe Net
Douglas, Thomas	100	140	\$13,256.48	\$0.00	\$13,256.48	\$0.00	\$3,976.94
Douglas, Thomas	256	140	\$24,189.77	\$24,189.77	\$0.00	\$7,256.93	\$0.00
Taylor, Marquita	100	120	\$35,428.97	\$0.00	\$35,428.97	\$0.00	\$10,628.69
Vazquez, Ruth	100	100	\$21,769.45	\$0.00	\$21,769.45	\$0.00	\$6,530.83
Vazquez, Ruth	397	170	\$13,589.05	\$0.00	\$13,589.05	\$0.00	\$4,076.71
Weeks, Ronette	100	100	\$48,677.23	\$0.00	\$48,677.23	\$0.00	\$14,603.16
Weeks, Ronette	885	270	\$9,458.37	\$9,458.37	\$0.00	\$2,837.51	\$0.00
Total			\$166,369.32	\$33,648.14	\$132,721.18	\$10,094.44	\$39,816.33

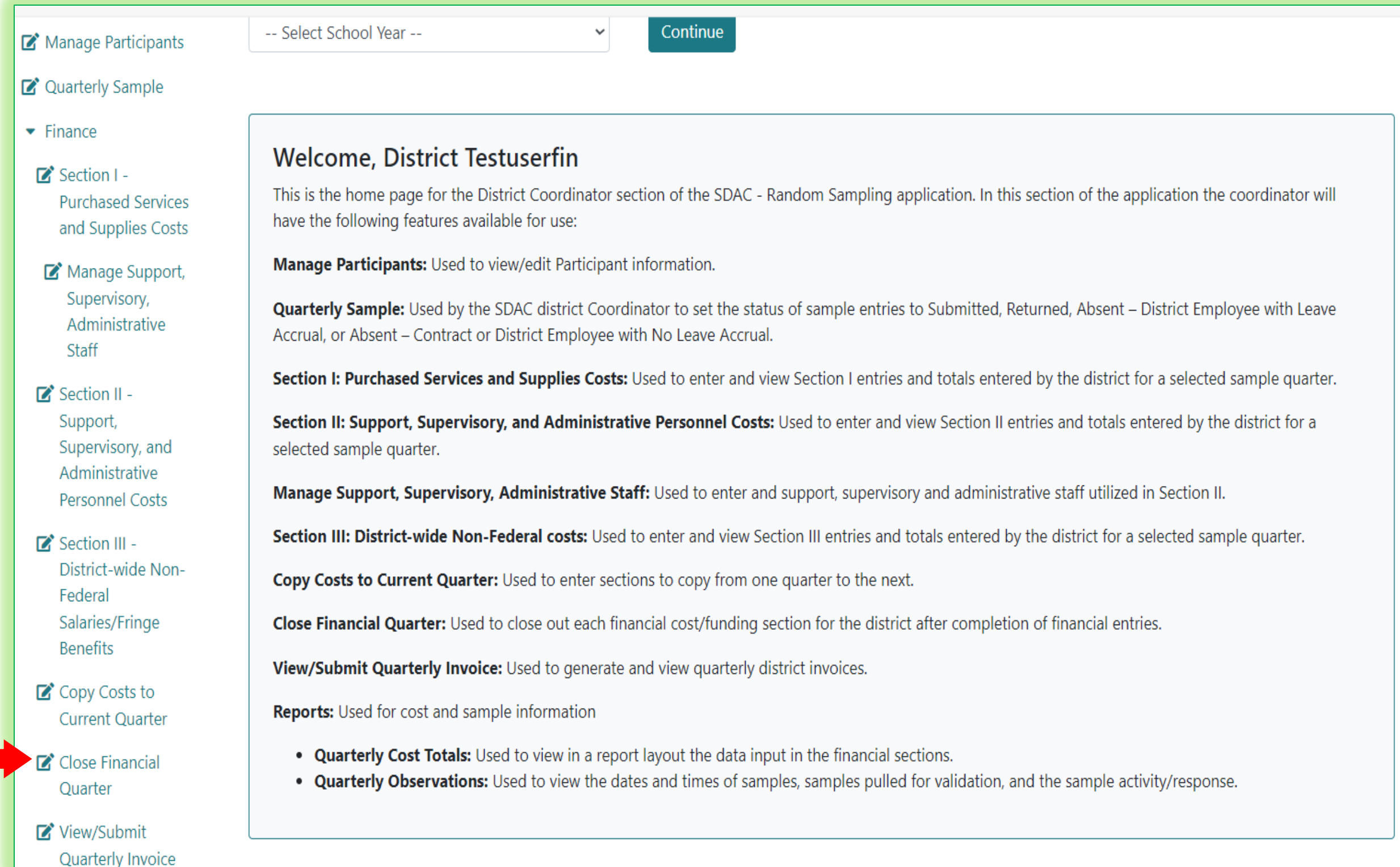
12/9/2024

Page: 1 of 1



SDAC Application- Close Financial Quarter

Once the district's cost data has been verified, the financial quarter must be closed. This step is accessible by selecting 'Close Financial Quarter' under the Finance menu heading.



The screenshot displays the SDAC application interface. On the left, a navigation menu is visible under the 'Finance' heading, with 'Close Financial Quarter' highlighted by a red arrow. The main content area shows a 'Welcome, District Testuserfin' message and a list of features available for use:

- Manage Participants:** Used to view/edit Participant information.
- Quarterly Sample:** Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.
- Section I: Purchased Services and Supplies Costs:** Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.
- Section II: Support, Supervisory, and Administrative Personnel Costs:** Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.
- Manage Support, Supervisory, Administrative Staff:** Used to enter and support, supervisory and administrative staff utilized in Section II.
- Section III: District-wide Non-Federal costs:** Used to enter and view Section III entries and totals entered by the district for a selected sample quarter.
- Copy Costs to Current Quarter:** Used to enter sections to copy from one quarter to the next.
- Close Financial Quarter:** Used to close out each financial cost/funding section for the district after completion of financial entries.
- View/Submit Quarterly Invoice:** Used to generate and view quarterly district invoices.
- Reports:** Used for cost and sample information
 - Quarterly Cost Totals:** Used to view in a report layout the data input in the financial sections.
 - Quarterly Observations:** Used to view the dates and times of samples, samples pulled for validation, and the sample activity/response.



SDAC Application- Close Financial Quarter

- Once you select “Close Financial Quarter” you will see the page shown here.
- Successful completion of this section is required to have an invoice generated for your district.

Home
User: District Testuserfin
School Year: 2024-2025
Current Qtr: 1 - JAS
District: Lee

- Home
- Manage Participants
- Quarterly Sample
- ▼ Finance
 - Section I - Purchased Services and Supplies Costs
 - Manage Support, Supervisory, Administrative Staff
 - Section II - Support, Supervisory, and Administrative Personnel Costs
 - Section III - District-wide Non-Federal Salaries/Fringe Benefits
 - Copy Costs to Current Quarter
 - Close Financial Quarter**

Close financial quarter entries

To close the your district's financial quarterly entries, simply select the quarter from the **Financial Quarter** dropdown list. Next, select the type of costs or funding you would like to close, for example, to close Section I (Purchased Services and Supplies), select the financial quarter from the dropdown list, click the **Section I: Purchased Services and Supplies** radio button, then click the **Close Selected Financial Quarter Entries** button to close the selected cost/funding entries to the selected financial quarter.

DISCLAIMER: By using this feature, you are stating to the South Carolina Department of Education's Medicaid Department that your district's cost/funding entries have been entered, reviewed, and approved for the financial quarter and cost/funding type selected.

Select the financial quarter entries to close

1 - JAS

- Close Participant Funding
- Close Section I: Purchased Services and Supplies
- Close Section II: Support, Supervisory, and Administrative Personnel Costs
- Close Section III: District-wide Non-Federal Salaries/Fringe Benefits

Financial quarter close Status for current school year:

Quarter	Part Fund	Section I	Section II	Section III
1 - JAS	No	No	No	No
2 - OND	No	No	No	No
3 - JFM	No	No	No	No
4 - AMJ	No	No	No	No

Close Selected Financial Quarter Entries

[Back to Home](#)

SDAC Application- Close Financial Quarter

To start, you must select the quarter that you will be closing. For this demonstration, we're closing Quarter 1 (JAS) of the 24-25 school year.

Home
User: District Testuserfin
School Year: 2024-2025
Current Qtr: 1 - JAS
District: Lee

- Home
- Manage Participants
- Quarterly Sample
- ▼ Finance
 - Section I - Purchased Services and Supplies Costs
 - Manage Support, Supervisory, Administrative Staff
 - Section II - Support, Supervisory, and Administrative Personnel Costs
 - Section III - District-wide Non-Federal Salaries/Fringe Benefits
 - Copy Costs to Current Quarter
 - [Close Financial Quarter](#)

Close financial quarter entries

To close the your district's financial quarterly entries, simply select the quarter from the **Financial Quarter** dropdown list. Next, select the type of costs or funding you would like to close, for example, to close Section I (Purchased Services and Supplies), select the financial quarter from the dropdown list, click the **Section I: Purchased Services and Supplies** radio button, then click the **Close Selected Financial Quarter Entries** button to close the selected cost/funding entries to the selected financial quarter.

DISCLAIMER: By using this feature, you are stating to the South Carolina Department of Education's Medicaid Department that your district's cost/funding entries have been entered, reviewed, and approved for the financial quarter and cost/funding type selected.

Select the financial quarter entries to close

1 - JAS

1 - JAS

2 - OND

3 - JFM

4 - AMJ

[Close Selected Financial Quarter Entries](#)
[Back to Home](#)

Financial quarter close Status for current school year:

Quarter	Part Fund	Section I	Section II	Section III
1 - JAS	No	No	No	No
2 - OND	No	No	No	No
3 - JFM	No	No	No	No
4 - AMJ	No	No	No	No

SDAC Application- Close Financial Quarter

Next you must select the Section (*Participant Funding, Section 1, 2, or 3*) you're closing. Then select *“Close Selected Financial Quarter Entries”*. You must close each section individually and can not close them all at once.

Note, the table on the right indicates whether you've successfully closed each section. The 'No' that we see here indicates that all sections are still open for all quarters in this current school year.

User: District Testuserfin
School Year: 2024-2025
Current Qtr: 1 - JAS
District: Lee

- [Home](#)
- [Manage Participants](#)
- [Quarterly Sample](#)
- ▼ Finance
 - [Section I - Purchased Services and Supplies Costs](#)
 - [Manage Support, Supervisory, Administrative Staff](#)
 - [Section II - Support, Supervisory, and Administrative Personnel Costs](#)
 - [Section III - District-wide Non-Federal Salaries/Fringe Benefits](#)
 - [Copy Costs to Current Quarter](#)
 - [Close Financial Quarter](#)

Close financial quarter entries

To close the your district's financial quarterly entries, simply select the quarter from the **Financial Quarter** dropdown list. Next, select the type of costs or funding you would like to close, for example, to close Section I (Purchased Services and Supplies), select the financial quarter from the dropdown list, click the **Section I: Purchased Services and Supplies** radio button, then click the **Close Selected Financial Quarter Entries** button to close the selected cost/funding entries to the selected financial quarter.

DISCLAIMER: By using this feature, you are stating to the South Carolina Department of Education's Medicaid Department that your district's cost/funding entries have been entered, reviewed, and approved for the financial quarter and cost/funding type selected.

Select the financial quarter entries to close

1 - JAS

- Close Participant Funding
- Close Section I: Purchased Services and Supplies
- Close Section II: Support, Supervisory, and Administrative Personnel Costs
- Close Section III: District-wide Non-Federal Salaries/Fringe Benefits

Financial quarter close Status for current school year:

Quarter	Part Fund	Section I	Section II	Section III
1 - JAS	No	No	No	No
2 - OND	No	No	No	No
3 - JFM	No	No	No	No
4 - AMJ	No	No	No	No

Close Selected Financial Quarter Entries

[Back to Home](#)



SDAC Application- Close Financial Quarter

Once the “Close Selected Financial Quarter Entries” is clicked a notification will pop up indicating the section has been closed successfully. Select ‘Close’.

School District Administrative Claiming Application Portal Logout

Close District Financial Quarter entries districttestuserfin@gmail.com

User: District Testuserfin School Year: 2024-2025 Current Qtr: 1 - JAS District: Lee

Close financial quarter entries

To close the your district's financial quarterly entries, simply select the quarter from the **Financial Quarter** dropdown list. Next, select the type of costs or funding you would like to close, for example, Section I (Purchased Services and Supplies) select the financial quarter from the dropdown list, click the **Section I: Purchased Services and Supplies** button to close the selected cost/funding entries to the selected financial quarter.

DISCLAIMER: By using this feature, you are certifying that your district's cost/funding entries have been entered into the system and that you have the authority to close the entries.

Select the financial quarter entries to be closed:

1 - JAS

Close Participant Funding
 Close Section I: Purchased Services and Supplies
 Close Section II: Support, Supervisory, and Administrative Personnel Costs
 Close Section III: District-wide Non-Federal Salaries/Fringe Benefits

[Close Selected Financial Quarter Entries](#) [Back to Home](#)

Financial Quarter	Participant Fund	Section I	Section II	Section III
1 - JAS	Yes	No	No	No
2 - OND	No	No	No	No
3 - JFM	No	No	No	No
4 - AMJ	No	No	No	No



SDAC Application- Close Financial Quarter

Notice that the status of Participant Funding for Quarter 1 (in the chart) has changed from a No to a Yes. You will then repeat the process for Sections 1, 2, and 3 confirming that the status updates for each.

Close District Financial Quarter entries districttestuserfin@gmail.com

Home **User:** District Testuserfin **School Year:** 2024-2025 **Current Qtr:** 1 - JAS **District:** Lee

Close financial quarter entries

To close the your district's financial quarterly entries, simply select the quarter from the **Financial Quarter** dropdown list. Next, select the type of costs or funding you would like to close, for example, to close Section I (Purchased Services and Supplies), select the financial quarter from the dropdown list, click the **Section I: Purchased Services and Supplies** radio button, then click the **Close Selected Financial Quarter Entries** button to close the selected cost/funding entries to the selected financial quarter.

DISCLAIMER: By using this feature, you are stating to the South Carolina Department of Education's Medicaid Department that your district's cost/funding entries have been entered, reviewed, and approved for the financial quarter and cost/funding type selected.

Select the financial quarter entries to close

1 - JAS

Close Participant Funding
 Close Section I: Purchased Services and Supplies
 Close Section II: Support, Supervisory, and Administrative Personnel Costs
 Close Section III: District-wide Non-Federal Salaries/Fringe Benefits

Close Selected Financial Quarter Entries [Back to Home](#)

Financial quarter close Status for current school year:

Quarter	Part Fund	Section I	Section II	Section III
1 - JAS	Yes	No	No	No
2 - OND	No	No	No	No
3 - JFM	No	No	No	No
4 - AMJ	No	No	No	No



SDAC Application- Close Financial Quarter

Once all four sections have been closed which is indicated by the Yes in the status box for each section of the corresponding quarter, then the district's task is complete. An automatic email notification will be sent to the OMS informing us that the district's data has been entered and is ready for review and invoicing.

Quarterly Sample

▼ Finance

Section I - Purchased Services and Supplies Costs

Manage Support, Supervisory, Administrative Staff

Section II - Support, Supervisory, and Administrative Personnel Costs

Section III - District-wide Non-Federal Salaries/Fringe Benefits

Copy Costs to Current Quarter

Close Financial Quarter

To close the your district's financial quarterly entries, simply select the quarter from the **Financial Quarter** dropdown list. Next, select the type of costs or funding you would like to close, for example, to close Section I (Purchased Services and Supplies), select the financial quarter from the dropdown list, click the **Section I: Purchased Services and Supplies** radio button, then click the **Close Selected Financial Quarter Entries** button to close the selected cost/funding entries to the selected financial quarter.

DISCLAIMER: By using this feature, you are stating to the South Carolina Department of Education's Medicaid Department that your district's cost/funding entries have been entered, reviewed, and approved for the financial quarter and cost/funding type selected.

Select the financial quarter entries to close

1 - JAS

Close Participant Funding
 Close Section I: Purchased Services and Supplies
 Close Section II: Support, Supervisory, and Administrative Personnel Costs
 Close Section III: District-wide Non-Federal Salaries/Fringe Benefits

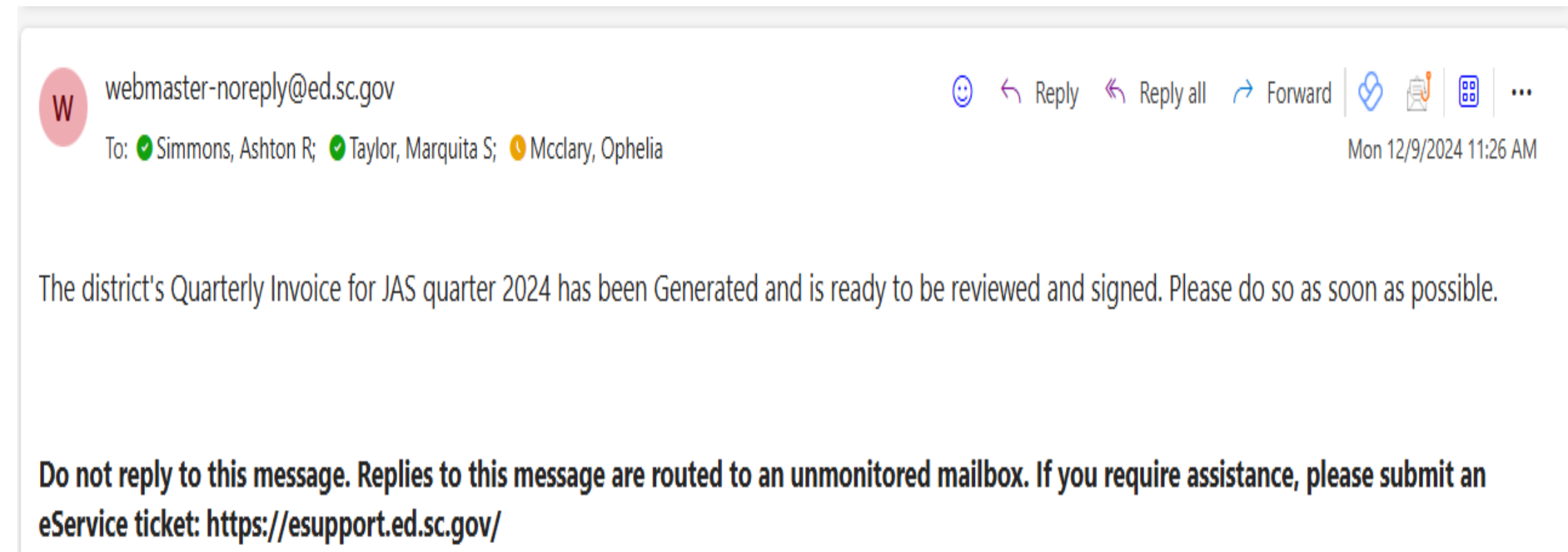
Financial quarter close Status for current school year:

Quarter	Part Fund	Section I	Section II	Section III
1 - JAS	Yes	Yes	Yes	Yes
2 - OND	No	No	No	No
3 - JFM	No	No	No	No
4 - AMJ	No	No	No	No



Automatic Email Notification

- OMS staff will review the district's cost reports.
- If issues are found, district finance coordinators will be contacted by email to make the necessary corrections.
- If no issues are found, the district's invoice will be generated, and finance coordinators will receive the automatic email notification shown here.



Electronically Signing the Invoice

Select
'View/Submit
Quarterly
Invoice' by
first selecting
the Finance
heading in the
menu panel on
the left.

SDAC District Coordinator Home districttestuserfin@gmail.com

User: District Testuserfin **School Year:** 2024-2025 **Current Qtr:** 2 - OND **District:** Lee

- Home
- Manage Participants
- Quarterly Sample
- Finance**
 - Section I - Purchased Services and Supplies Costs
 - Manage Support, Supervisory, Administrative Staff
 - Section II - Support, Supervisory, and Administrative Personnel Costs
 - Section III - District-wide Non-Federal Salaries/Fringe Benefits
 - Copy Costs to Current Quarter
 - Close Financial Quarter
 - View/Submit Quarterly Invoice

Welcome, District Testuserfin

This is the home page for the District Coordinator section of the SDAC - Random Sampling application. In this section of the application the coordinator will have the following features available for use:

- Manage Participants:** Used to view/edit Participant information.
- Quarterly Sample:** Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.
- Section I: Purchased Services and Supplies Costs:** Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.
- Section II: Support, Supervisory, and Administrative Personnel Costs:** Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.
- Manage Support, Supervisory, Administrative Staff:** Used to enter and support, supervisory and administrative staff utilized in Section II.
- Section III: District-wide Non-Federal costs:** Used to enter and view Section III entries and totals entered by the district for a selected sample quarter.
- Copy Costs to Current Quarter:** Used to enter sections to copy from one quarter to the next.
- Close Financial Quarter:** Used to close out each financial cost/funding section for the district after completion of financial entries.
- View/Submit Quarterly Invoice:** Used to generate and view quarterly district invoices.
- Reports:** Used for cost and sample information
 - Quarterly Cost Totals:** Used to view in a report layout the data input in the financial sections.
 - Quarterly Observations:** Used to view the dates and times of samples, samples pulled for validation, and the sample activity/response.



Electronically Signing the Invoice

Select the quarter of the invoice requiring signature and click 'View Invoice'.

To view a quarterly district invoice for the current school year (2025), select a sample quarter from the dropdown below. Once the sample quarter has been selected, click the **View Invoice** button.

Quarterly District Invoice

View Quarterly District Invoice

Quarter

-- Select Quarter --

-- Select Quarter --

1 - JAS

View Invoice



Electronically Signing the Invoice

The district's invoice will populate as shown here. You may print and/or save a copy of the unsigned invoice for your records or review, but it must be signed electronically for the OMS.

User: District Testuserfin School Year: 2024-2025 Current Qtr: 2 - OND District: Lee

To view a quarterly district invoice for the current school year (2025), select a sample quarter from the dropdown below. Once the sample quarter has been selected, click the **View Invoice** button.

Quarterly District Invoice

View Quarterly District Invoice

Quarter:

Fiscal Manager: By checking this box, I approve of the agreement at the bottom of this report.

Navigation: 1 of 2? | 100% | Save | Print | Find | Next

SOUTH CAROLINA SCHOOL DISTRICT ADMINISTRATIVE CLAIMING INVOICE

School District: 3101-Lee
 Quarter: 1 - JAS (2024)
 Medicaid Eligible: 91.00%

Navigation: 1 of 2? | 100% | Save | Print | Find | Next

SOUTH CAROLINA SCHOOL DISTRICT ADMINISTRATIVE CLAIMING INVOICE

School District: 3101-Lee
 Quarter: 1 - JAS (2024)
 Medicaid Eligible: 91.00%

Total Costs - Less Indirect	Salaries	Other Costs	Total
	\$132,721.18	\$58,388.50	\$191,109.68

Non Discounted Activities

C. Outreach to Medicaid Program
 E. Facilitating an Application to Medicaid

Full %: 0.000%	Sal.(Gross Claim.)	Other(Gross Claim.)	Total
	\$0.00	\$0.00	\$0.00

Discounted Activities

G. Referral, Monitoring, Coordination
 I. Assisting Access to Translation/Transportation
 K. Medicaid/Medical Training
 M. Medical Service program Training Planning Policy coord

Discount %: 0.570%	Med. Elig. %: 91.00%	Claimable %: 0.5187000%			
			\$688.42	\$302.86	\$991.28
Totals			\$688.42	\$302.86	\$991.28

GROSS CLAIMABLE	INDIRECT	TOTAL	NET CLAIMABLE	TOTAL CLAIMED
\$991.28	\$127.91	\$1,119.19	\$559.60 [50%]	\$559.60

GROSS CLAIM SALARIES	UNRESTRICTED RATE	GROSS INDIRECT
\$688.42	18.58%	\$127.91

As financial officer of the above named district, I am charged with supervising the administration of the provision and billing for the School District Administration Claiming services provided under Title XIX (Medicaid) and Title XXI of the Social Security Act, as amended. I hereby certify that the school district has expended the state share of public, non-federal funds needed to match the federal share of medical claims billed to the state Medicaid agency for School District Administrative Claiming services provided to eligible Medicaid students during the quarter reported here. I also certify that the school or school district's certified expenditures were incurred in accordance with provisions of South Carolina's policies for the services. These certified expenditures are separately identified and supported in our accounting system.

Signature of Fiscal Officer: _____

Date: _____



Electronically Signing the Invoice

By selecting the Fiscal Manager box, finance coordinators will gain access to the eSignature field.

Quarterly District Invoice

View Quarterly District Invoice

Quarter

1 - JAS

Fiscal Manager: By checking this box, I approve of the agreement at the bottom of this report.

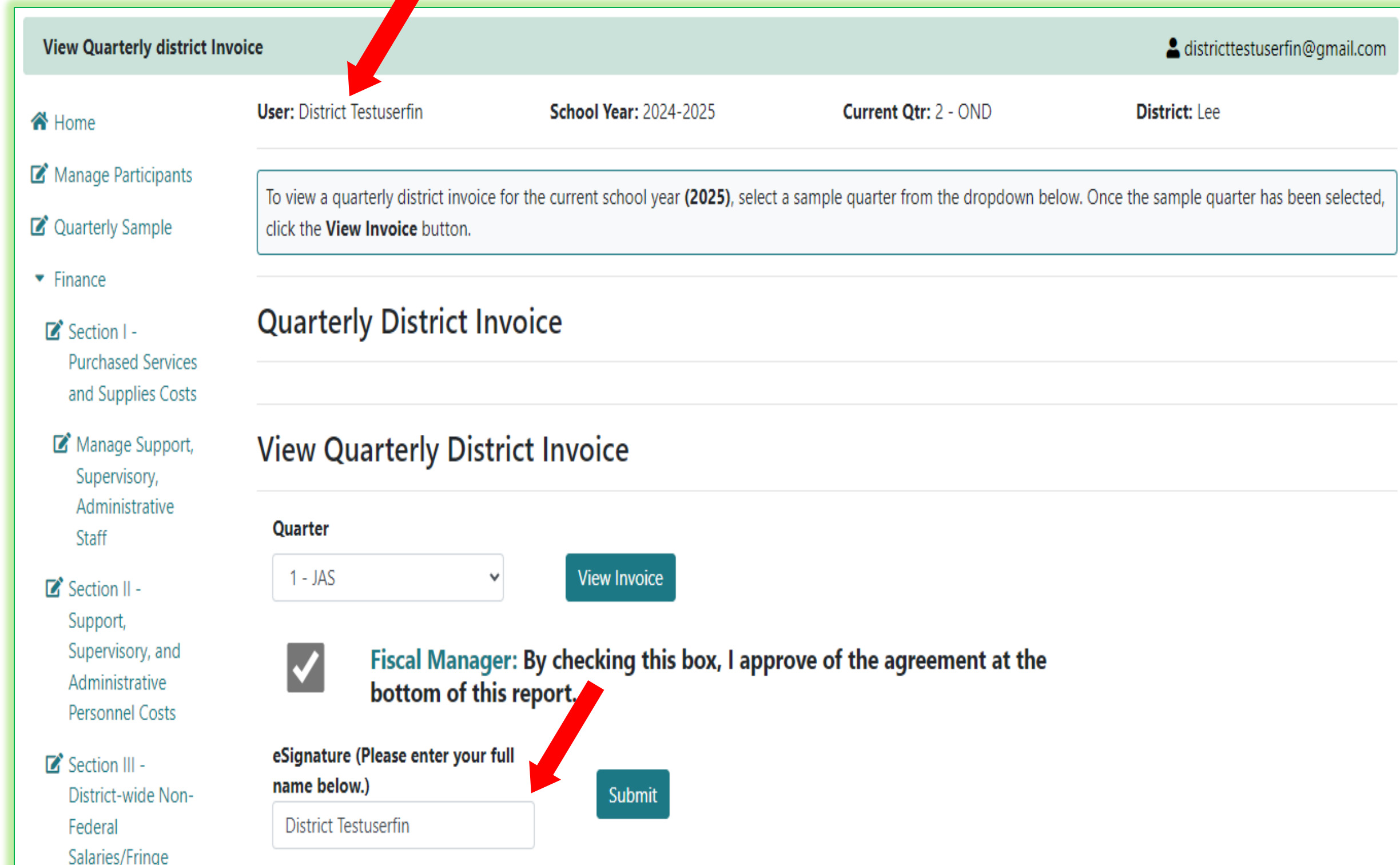
eSignature (Please enter your full name below.)



Electronically Signing the Invoice

Finance coordinators **must** enter their names exactly as shown on the User line in the application. Keying any name other than the one of the user currently logged in will result in a rejection of the eSignature.

*If your name is misspelled in the application, please contact Marquita Taylor or Ophelia McClary to have it corrected or you will be required to key it as listed for the signature line. The same applies to upper and lowercase variations.



View Quarterly district Invoice districttestuserfin@gmail.com

Home **User:** District Testuserfin **School Year:** 2024-2025 **Current Qtr:** 2 - OND **District:** Lee

Manage Participants

Quarterly Sample

Finance

Section I - Purchased Services and Supplies Costs

Manage Support, Supervisory, Administrative Staff

Section II - Support, Supervisory, and Administrative Personnel Costs

Section III - District-wide Non-Federal Salaries/Fringe

To view a quarterly district invoice for the current school year (2025), select a sample quarter from the dropdown below. Once the sample quarter has been selected, click the **View Invoice** button.

Quarterly District Invoice

View Quarterly District Invoice

Quarter

1 - JAS

Fiscal Manager: By checking this box, I approve of the agreement at the bottom of this report.

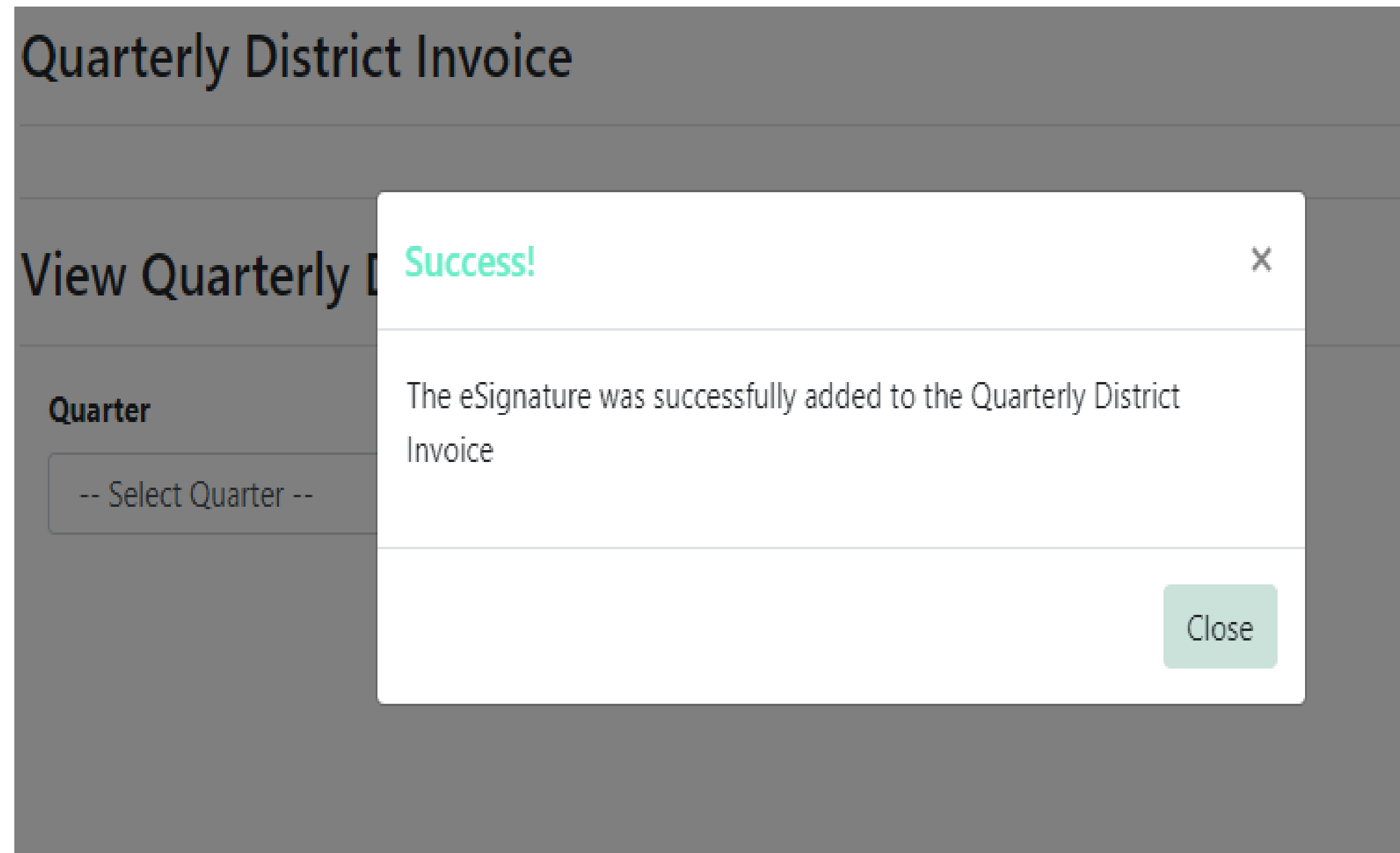
eSignature (Please enter your full name below.)

District Testuserfin



Electronically Signing the Invoice

The following screen will be displayed confirming successful completion of the eSignature, and an automatic email notification will be sent to OMS staff informing them that the invoice has been signed.



The screenshot displays a web interface for a 'Quarterly District Invoice'. The main heading is 'Quarterly District Invoice'. Below it, there is a section titled 'View Quarterly Invoice' with a 'Quarter' dropdown menu currently set to '-- Select Quarter --'. A white success message box is overlaid on the page, containing the text 'Success!' in green, followed by 'The eSignature was successfully added to the Quarterly District Invoice'. A 'Close' button is located at the bottom right of the message box.



Electronically Signing the Invoice

The signed invoice can then be viewed, saved, and/or printed by again selecting ‘View/Submit Quarterly Invoice’, selecting the quarter, and clicking ‘View Invoice’.

SOUTH CAROLINA SCHOOL DISTRICT ADMINISTRATIVE CLAIMING INVOICE

School District: 3101-Lee
Quarter: 1 - JAS (2024)
Medicaid Eligible: 91.00%

Total Costs - Less Indirect	Salaries	Other Costs	Total
	\$132,721.18	\$58,388.50	\$191,109.68

Non Discounted Activities

C. Outreach to Medicaid Program
E. Facilitating an Application to Medicaid

Full %: 0.000%	Sal.(Gross Claim.)	Other(Gross Claim.)	Total
	\$0.00	\$0.00	\$0.00

Discounted Activities

G. Referral, Monitoring, Coordination
I. Assisting Access to Translation/Transportation
K. Medicaid/Medical Training
M. Medical Service program Training Planning Policy coord

Discount %: 0.570%	Med. Elig. %: 91.00%	Claimable %: 0.5187000%	\$688.42	\$302.86	\$991.28
Totals			\$688.42	\$302.86	\$991.28

GROSS CLAIMABLE	INDIRECT	TOTAL	NET CLAIMABLE	TOTAL CLAIMED	GROSS CLAIM SALARIES	UNRESTRICTED RATE	GROSS INDIRECT
\$991.28	\$127.91	\$1,119.19	\$559.60 [50%]	\$559.60	\$688.42	18.58%	\$127.91

As financial officer of the above named district, I am charged with supervising the administration of the provision and billing for the School District Administration Claiming services provided under Title XIX (Medicaid) and Title XXI of the Social Security Act, as amended. I hereby certify that the school district has expended the state share of public, non-federal funds needed to match the federal share of medical claims billed to the state Medicaid agency for School District Administrative Claiming services provided to eligible Medicaid students during the quarter reported here. I also certify that the school or school district's certified expenditures were incurred in accordance with provisions of South Carolina's policies for the services. These certified expenditures are separately identified and supported in our accounting system.

Signature of Fiscal Officer: District Testuserfin

Date: 12/9/2024



Additional Info - Automatic Email Notifications

- Districts that have not completed and closed financial sections 45 days following the close of the sample quarter will receive an automatic “reminder” email on day 46.
- An automatic “overdue” email notification will follow every 7 days following day 46 until complete.
- An automatic “ready for review/signature” email notification will be sent to finance coordinators immediately upon invoice generation. If not signed within 3 days of the initial notification date, daily reminders (excluding weekends, holidays, and known school closure dates) will be sent until complete.
- Notifications of completion of each step are automatically sent to the OMS as well to release that responsibility from district officials.



Contact Information

For any questions or assistance needed with SDAC Finance, please contact:

Ophelia McClary, Fiscal Manager

omcclary@ed.sc.gov

Marquita Taylor, Fiscal Manager

mstaylor@ed.sc.gov

803-734-9180





ed.sc.gov