

SOUTH CAROLINA DEPARTMENT OF EDUCATION

BACKTOSCHOOLEDITION

CHIEF FINANCE OFFICE

AUGUST 2019 – 2020

Issue 2

Please submit information and requested data to the Financial Services Section at the following email address: financesvcs@ed.sc.gov.

AUGUST 2019 - A monthly update from the State Department of Education's (SCDE) Office of Finance to local school district business officials. If you have any questions about information in this issue, contact, Laura Showe at 803-734-8885, Nick Michael at 803-734-8145, Diane House at 734-8128, or Melissa Myers at 803-734-8453.

New or Updated Payments for August

Revenue Code	Subfund	Description
0720	200	Medicaid FY 19-20
3160C	100	Driver SLED Check
3529	329	Career and Technical Education
3538	338	Student at Risk of Failure
3550	350	Teacher Salary Supplement
3555	355	Fringe Teacher Salary
3556	356	Adult Education

CFO UPDATE

Office of Finance Contacts

Financial Services – Nick Michael, Melanie Cooper, and Desiree Williams

Grants Accounting – Diane House

General Budget and Finance Questions – Nancy Williams, Laura Showe, and Nick Michael

Meal Rate Increase

Proviso 117.20(A) of the 2019-2020 General Appropriations Act increased the meal allowance ceiling to \$35 per day within South Carolina and \$50 for travel outside of South Carolina. The breakdown in meals is as follows:

In-State:
\$8.00 – Breakfast
\$10.00 – Lunch
\$17.00 - Dinner

Out of State:
\$10.00 – Breakfast
\$15.00 – Lunch
\$25.00 – Dinner

Recently Posted Correspondence/Data

[Funding Flexibility Form for FY 19-20](#)

[Fiscal Year 2019 – 20 National Board Certification Payment Guidelines](#)

[Fiscal Year 2019 – 2020 Financial Requirements – Prior 135 Day State Aid to Classrooms](#)

[EFA Payments to Other Entities – August](#)

[Memo – District Finance Signature Authority – FY 19-20](#)

[Form – District Finance Signature Authority – FY 19-20](#)

[Fiscal Year 2019-2020 Budget Projections – Final](#)

[Fiscal Year 2019-2020 EFA Financial Requirements – Final](#)

[Fiscal Year 2019-2020 State Minimum Teacher Salary Schedule - Final](#)

Recently Posted Correspondence/Data - Continued

[Fiscal Year 2018-2019 EFA Financial Requirements – Final - Uncapped](#)

[Fiscal Year 2018-2019 Other Entities Financial Requirements - Final](#)

[Assurance Form for Meeting the Requirements to Employ Retired Individuals – School Year 2019 - 2020](#)

Proviso Billing Rate

The daily rate for FY 2019-20 is \$4.15.

Recent Data Request – District Minimum Teacher Salary Schedule

Please refer to email dated August 8, requesting your district’s minimum teacher salary schedule for School Year 2019-2020. We are asking that the salary schedule be submitted to kmoss@ed.sc.gov by Friday, September 6, 2019.

FINANCIAL SERVICES

Teacher Supplies

Teacher supplies were funded at \$275 for certified and noncertified teachers.

National Board

The Office of Finance is requesting verification of any eligible employees (according to Proviso 1A.68) in your district currently holding National Board Certification in order to pay the additional \$7,500 or \$5,000 annual salary supplement.

On August 14, a list of all eligible National Board Certified employees as indicated on the Professional Certified Staff Listing from the FY19 year-end file was sent to each district. All funding for FY20 will be paid from EIA, Revenue 3532, Fund 332. In order to begin monthly payments in September, return the verified list by August 30, 2019. You may mail this form to: 1429 Senate Street, Room 311-B Columbia, SC 29201 or

email to Melanie Cooper at mcooper@ed.sc.gov. If you need the list sent to your district again or have any questions, please contact Melanie at 803-734-8135.

Funding Flexibility Form and Procedures for FY 19-20

The [flexibility form](#) and [procedures](#) for FY 19-20 has been posted to Finance’s web page.

State Aid to Classrooms – EFA

The FY’20 Base Student Cost is \$2,489.

State Aid to Classrooms – Teacher Salary and Teacher Supply Deadline

In an effort to begin funding the Teacher Salary portion of State Aids to Classroom prior to the 135-day PCS update in May, we are asking that all PCS staff records be updated by November 30 so funds may be allocated in the December EIA and other non-EFA payment. Failure to update PCS records will result in a delay of this revenue allocation and may place a financial burden on your district until the end of year update. Additionally, updating staff records by this deadline will help in the reconciliation process of teacher supply funding for the December payment. Please contact Nick with any questions.

Education Related Provisos for Fiscal Year 2019-2020

Education Provisos - Fiscal Year 2019- 2020

Updates for PCS Users

The 2019-20 PCS User Manual, Position Code list and PCS User Access form can be found at the following links:

[PCS User Manual – FY 19-20](#)

[PCS User Access Form and Position Code List](#)



School District Website Requirements

The SCDE has created a document containing [State and Federal requirements for school district websites](#) and other public awareness resources for the 2019-20 school year. Questions should be directed to Valarie Byrd, Senior Consultant, Total Quality Management Services, vbyrd@ed.sc.gov, 803-734-1434.

GRANTS ACCOUNTING

Final Claim Dates – Federal Funds

Grant Number – H63010107118
Grant Name – PERKINS V – CAREER AND TECHNICAL EDUCATION – BASIC GRANT TO STATES
Subgrant – 18 CATE Innovative
Final Claim Date – 10/15/2019

Grant Number – H63010107118
Grant Name – PERKINS V – CAREER AND TECHNICAL EDUCATION – BASIC GRANT TO STATES
Subgrant – 19 CATE Collaborate
Final Claim Date – 11/08/2019

Grant Number – H63010107119
Grant Name – PERKINS V – CAREER AND TECHNICAL EDUCATION – BASIC GRANT TO STATES
Subgrant – 19 CATE Federal
Final Claim Date – 10/15/2019

Grant Number – H63010107119
Grant Name – PERKINS V – CAREER AND TECHNICAL EDUCATION – BASIC GRANT TO STATES
Subgrant – 19 Clemson AG Ed
Final Claim Date – 10/15/2019

Grant Number – H63010107119
Grant Name – PERKINS V – CAREER AND TECHNICAL EDUCATION – BASIC GRANT TO STATES
Subgrant – 19 Clemson FFA
Final Claim Date – 10/15/2019

Grant Number – H63010100118
Grant Name – TITLE I GRANTS TO LOCAL EDUCATION AGENCIES
Subgrant – 19 Title I Carryover from Prior Year
Final Claim Date – 11/10/2019

Grant Number – H63010100118
Grant Name – TITLE I GRANTS TO LOCAL EDUCATION AGENCIES
Subgrant – 19 Title I School Improvement Mini Grant
Final Claim Date – 11/10/2019

Grant Number – H63010100118
Grant Name – TITLE I GRANTS TO LOCAL EDUCATION AGENCIES
Subgrant – 19 Title I N&D Mini-grant
Final Claim Date – 11/10/2019

Grant Number – H63010100118
Grant Name – TITLE I GRANTS TO LOCAL EDUCATION AGENCIES
Subgrant – 19 Title I Direct Student Services Mini Grant
Final Claim Date – 9/30/2019

Grant Number – H63010100118
Grant Name – TITLE I GRANTS TO LOCAL EDUCATION AGENCIES
Subgrant – 19 Title I Mini Grant
Final Claim Date – 11/10/2019

Grant Number – H63010010414
Grant Name – SCHOOL IMPROVEMENT GRANT
Subgrant – 19 School Improvement
Final Claim Date – 9/30/219

Grant Number – H63010006818
Grant Name - IMPROVING TEACHER QUALITY
Subgrant - 19 Title II Mini Grant
Final Claim Date – 11/10/19

Grant Number – H63010108918
Grant Name - EDUCATION FOR HOMELESS CHILDREN AND YOUTH
Subgrant – 18 McKinney-Vento Homeless (232)
Final Claim Date – 11/15/19

Grant Number – H63010007018
Grant Name - REAP - RURAL AND LOW INCOME SCHOOLS
Subgrant – 19 Rural & Low Income Schools mini-grant
Final Claim Date – 11/10/19

Final Claim Dates – Federal Funds - Continued

Grant Number – H63010100818
Grant Name – HANDICAPPED PRE-SCHOOL
Subgrant – 18 IDEA Preschool (205)
Final Claim Date – 10/15/2019

Grant Number – H63010100918
Grant Name – CHILDREN WITH DISABILITIES
Subgrant – 18 IDEA (203)
Final Claim Date – 10/15/2019

Grant Number – H63010101018
Grant Name – ADULT EDUCATION
Subgrant – 18 Adult Education (243) Reverted Funds
Final Claim Date – 11/8/2019

Grant Number – H63010101018
Grant Name – ADULT EDUCATION
Subgrant – 18 Adult Education Generational Reverted Funds
Final Claim Date – 11/8/2019

Grant Number – H63010101018
Grant Name – ADULT EDUCATION
Subgrant – 18 Adult Education Civics Reverted Funds
Final Claim Date – 11/8/2019

Quarterly Claims Submission

QUARTERLY SUBMISSION OF CLAIMS IS REQUIRED ONCE AN APPROVED BUDGET IS IN PLACE. THIS IS A KEY COMPONENT IN RISK ASSESSMENT RATING FROM GRANTS ACCOUNTING.

Reports Menu

PLEASE REVIEW BUDGET AND EXPENDITURE STATUS REPORTS TO ENSURE THAT ALL ITEMS HAVE BEEN SUBMITTED TO THE SCDE. ITEMS MUST BE SUBMITTED TO SCDE, OFFICE OF FINANCE, BEFORE PAYMENTS CAN BE PROCESSED.

Quarterly submission of claims is required once an approved budget is in place. This is a key component in risk assessment rating from Grants Accounting.

Payments to Counties

[Payment to County Reports](#) have been posted on the Grants Accounting Section on the SCDE webpage. External auditors should be assigned a role to view all reports in GAPS.

Grants Accounting Staff Listing

For questions regarding specific grants, please refer to the grants accounting staff listing located on the Grants Accounting Section’s web page, [Grants Accounting Staff Listing](#).

AUDITING SERVICES

Vocational Weighting Audit

The Office of Auditing Services has completed its audit of districts that claimed the 1.29 vocational weighting under EFA but did not have a recognizable CTE course code for students in school year 2017-18 based on PowerSchool data. Please see [memo](#) related to the audit results.

Miscellaneous Revenue Codes and Subfunds

When allocations to school districts exceed \$500,000 from a single source of funds, a unique revenue code and subfund are assigned to those funds and guidelines for those funds will appear in the Funding Manual produced by the Office of Finance.

If total allocations do not exceed \$500,000, miscellaneous revenue codes and subfunds will be used as follows:

Source of Fund	Revenue Code	Subfund
Misc. State Restricted	3199	800 series
Misc. EIA	3599	399
Misc. State	3999	General Fund (100)
Misc. Lottery	3699	969
Misc. Federal	4999	800 series*

*District choose any subfund available for use in the 800 series

Financial Manuals

[FY 2019-2020 PCS User Manual](#)

[FY 2018-2019 Funding Manual](#)

Student Accountability

[Student Accountability Manual 2017](#)

EFA/State Funding Release Dates – 2019/2020

August 22	November – TBD	March 20
September 20	December – TBD	April 22
October 22	January 22	May 22
	February 21	June 22

Due Dates for SCDE Reports 2019-2020

Listed below are reports required by the Office of Finance and their due dates for 2019-20. Reports listed below that are identified by a dollar sign (\$) indicate that allocations are based on the information submitted in these reports. To avoid delays in the distribution of the allocations, please ensure that all reports are received in the Chief Financial Office by the specified due date.

DUE DATE	REPORT ACTIVITY
NOVEMBER 1	DEADLINE FOR PCS STAFF UPDATES (THIS IS A DUE DATE FOR FEDERAL REPORTS AND ACCREDITATION REPORTS)
NOVEMBER 1	INITIAL MEMBERSHIP/ATTENDANCE 45 DAY REPORTING PERIOD OPENS INITIAL STUDENT ACCOUNTABILITY 45 DAY REPORTING PERIOD OPENS
NOVEMBER 19	MEMBERSHIP/ATTENDANCE CERTIFY 45 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 45 DAY REPORT (\$)
NOVEMBER 30	DEADLINE FOR PCS STAFF UPDATES (TEACHER SUPPLY FUNDING AND INITIAL STATE AID TO CLASSROOM - TEACHER SALARY FUNDING) (\$)
DECEMBER 1	2018-19 AUDITS, IN\$ITE, AND ESSA FINANCIAL TRANSPARENCY REPORT
MARCH 23	INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORTING PERIOD OPENS INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORTING PERIOD OPENS
APRIL 9	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
APRIL 30	PCS UPDATES FOR 135 DAY FUNDING (TEACHER SALARY SUPPLEMENT AND STATE AID TO CLASSROOM – TEACHER SALARY FUNDING) (\$)

Due Dates for SCDE Reports 2019-2020 - Continued

JUNE 30	FINAL CHANGES TO PCS/TECHNOLOGY PROFICIENCY FOR FY 19-20
JUNE 30	FUNDING FLEXIBILITY FORM 2019-20

Kimberly S. Moss
Financial Newsletter Editor