



CHIEF FINANCE OFFICE

FEBRUARY 2021 – 2022

ISSUE 8



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

February 2022 - 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 Steven Strother at 803-734-8885; Melanie Cooper at 803-734-8135; Sequoyah Williams at 734-8488, or Melissa Myers at 803-734-8453.

New or Updated Payments for February

Revenue Code	Subfund	Description
0720	200	Medicaid FY21-22
3135	935	Reading Coach
3136	936	Nurse
3160C	100	Driver SLED Check
3518	318	Formative Assessment
3528	328	Industry Certificates
3532	332	National Board Certification
3535	335	Reading Coach
3556	356	Adult Education
3557	357	Summer Reading Program
3577	377	Teacher Supply
3599E	399	K-12 Technology

Medicaid Match

February EIA payments includes the district withheld Medicaid match for December.

Summer Reading Program

Summer Reading Program district allocation is for prior year students scoring Not Met on Third Grade Reading Assessment.

K-12 Technology Funds

The K-12 Technology Initiative Funding for \$1,000 will begin with the February monthly payments for the Abbeville Plaintiff Districts and the March monthly payments for all other qualifying districts. The subfund is 399 and revenue fund is 3599-E. The funds are for use by District IT Leaders/Staff to help enable their technical skills and strategic planning in supporting teaching and learning. This funding allocated to the district is for the specific purpose of providing School District Technology Technical Assistance via District Technology Leaders/Staff. K-12 Technology funds are non-recurring and school districts should expend funds by June 30, 2022. Refer to Steven's memo regarding [Technical Assistance Funding](#). A reporting tool to capture use of these funds will be emailed to you soon.

CFO UPDATE

Office of Finance Contacts

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

Grants Accounting – Sequoyah Williams

Fiscal Practices – Daniel Haven

General Budget and Finance Questions – Nancy Williams, Steven Strother, and Melanie Cooper

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New Mileage Rate

The General Appropriations Act provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service (IRS). The IRS mileage reimbursement rate is 58.5 cents per mile for business travel taken on or after January 1, 2022.

The same proviso in the General Appropriations Act also directs a reimbursement of 4 cents per mile less than the standard business mileage rate when an employee chooses to use his or her personal vehicle when a state-provided long-term lease vehicle or state-contract rental car is reasonably available. This rate will change to 54.5 cents per mile for reimbursement for trips taken on or after January 1, 2022.

Due Date – Fiscal and Grants Management Team – Office of Special Education Services

IDEA Excess Cost Calculator is due Monday, February 28, 2022. Submit to: jsmith@ed.sc.gov and fgmmonitoring@ed.sc.gov.

Carryforward Authority

Per the State Superintendent's authority derived from the General Appropriations Bill, H. 4100 of 2021, districts will have until June 30, 2022, to expend all state funds allocated in Fiscal Year 2020.

This carry forward authority does not apply to federal funds.

School Business Officials Contact List

Please keep us informed of key finance personnel changes that may occur in your district during the fiscal year. Notify Kim Moss, at kmoss@ed.sc.gov, as contact changes occur.

Also make sure that your district is updating staff information through the SCDE Member Center – District & Entity Information Management (DEIM).

Recently Posted Correspondence/Data

[Technical Assistance Funding](#)

[EFA Payments to Other Entities – February 2022](#)

[Apple Tag List 2nd Quarter 2022](#)

[EFA 45 Day Financial Requirements Report – Geographical School Districts Only](#)

[EFA 45 Day Financial Requirements Report – Other Entities](#)

[Revenue per Pupil Report by School District - Fiscal Year 2021–2022](#)

[Fiscal Year 2021 – 2022 Funding Flexibility Form](#)

[Fiscal Year 2021 – 2022 State Minimum Teacher Salary Schedule - Final](#)

[Assurance Form for Meeting the Requirements to Employ Retired Individuals – School Year 2021 - 2022](#)

[ESSA Per Pupil Expenditure Guidelines](#)

Proviso Billing Rate

[The daily rate for FY 2021-22 is \\$4.19.](#)

FINANCIAL SERVICES

FY 2020-21 Administrative Cost Reporting

As a reminder, in compliance with Proviso 1.43, districts are to post their Administrative Cost Report to their website no later than 60 days after the December 1st audit submission. Please provide Daniel Haven (dbhaven@ed.sc.gov) with a copy of the report or a link to the report on your website. The functions that are to be reported (across all funds) are: 223, 231, 232, 233 (exclude objects 111, 200's), 252, 254, 257, 259, 261, 253, 264, 265, and 266. Reference [InSite Crosswalk on our website.](#)

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Funding Flexibility Form and Procedures for FY 21-22

The [flexibility form](#) and [procedures](#) for FY 21-22 have been posted to Finance's web page.

Updates for PCS Users

The 2021-22 SC Educator System Compensation User Manual will be completed soon. The position code list and PCS User Access form can be found at the following links:

[PCS User Manual – FY 20-21](#)

[PCS User Access Form](#)

[PCS Position Code List for FY 21-22](#)

School District Website Requirements

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

State Aid to Classrooms – EFA

The FY22 Base Student Cost is \$2,516.

GRANTS ACCOUNTING

Email Address For Grants Accounting Staff

Please take advantage of using the grantsaccounting@ed.sc.gov email group to obtain quick responses to your questions and concerns. This email group is particularly helpful when staff members may be out of the office for an extended period.

Report and Claim Form for School Food Service Programs (SLP-4 Form)

Please note that a corrected [SLP-4 form](#) has been linked on the Grants Accounting Section's web page.

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.

Quarterly Claims Due Dates

Quarter 3 - due by May 15

Quarter 4 - due by August 15

State Grants in GAPS – Earlier Final Claim Deadline than Federal Awards. Refer to GAN.

Payments to Counties

[Payment to County Reports](#) have been posted to our website. External auditors should be assigned a role to view all reports in GAPS.

New Language in Federal Subawards

School districts must review all new federal subgrants carefully. Be on the lookout for new language that is required by both changes in federal regulations and changes in federal awards the SCDE has received and must pass through to subgrantees. Such new language includes

- No text messaging and emailing while driving: “The subgrantee and their subgrant personnel are prohibited from text messaging and emailing while driving a government owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.”

New Language in Federal Subawards - continued

- Domestic preference for procurements: “Per [2 CFR Part 200.322](#), as appropriate and to the extent consistent with law, the subgrantee should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

New Frequently Asked Questions

The federal Office of Management and Budget (OMB) released a [new Frequently Asked Questions \(FAQs\)](#) to address common questions about recent updates to Title 2 of the Code of Federal Regulations; this include the revisions to the Uniform Grant Guidance in 2 CFR Part 200 that were published in the Federal Register on August 13, 2020. Be sure to review these! The revised regulations apply to the ESSER II and ESSER III subawards and the subawards your district will receive in the next Fiscal Year.

GAPS Email Notifications

If you are not receiving GAPS email notifications, please email Steven Strother at sgstrother@ed.sc.gov.

Ensure Procedures Comply with Agreements & Regulations

The December 2020 Finance newsletter referenced five policies and procedures that your district should update to reflect the actual processes being followed during the current COVID-19 emergency:

- Allowability Procedures—[2 CFR Part 200.302\(b\)\(7\)](#)
- Managing Equipment—[§200.313\(d\)](#)
- Travel Policy—[§200.475\(b\)](#)
- Time and Effort Procedures—[§ 200.430](#)
- Record Retention Procedures—[§ 200.334](#)

Please note that the SCDE’s Assurances and Terms and Conditions for Federal Subawards that accompanied your federal subgrants also affect how your district administers these policies and procedures.

For example, regarding time and effort procedures, Assurances item D. specifies that the district will maintain required support that “includes certifications and/or personnel activity records depending upon the amount of time spent on cost objectives.” Terms and Conditions item J. Travel Costs implements the state’s thresholds on the district’s use of the subgrant funds for lodging, per diem, and mileage; the state’s limits may be more restrictive than the district’s travel policy.

Likewise, Terms and Conditions item P. Records extends the record retention period for subgrant records to six years following closeout, which is longer than the three years stated in the federal regulation.

Be sure to reference the Assurances and Terms and Conditions of your federal subgrants as your district works to ensure documentation for all three control environments: 1. The pre-COVID-19 (normal operations) environment, 2. The COVID-19 (shut-down/emergency operations) environment, and 3. The transition environment between shut-down/emergency operations and normal operations.

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Ensure Procedures Comply with Agreements & Regulations - continued

One more thing: chief finance officials should review the federal Office of Management and Budget (OMB) recently released Controller Alert: [Leveraging Employer Identification Number \(EIN\) to Promote Transparency and Accountability](#). This alert provides additional information on the OMB's recent policy to support executive memoranda [M-21-03, Improvements in Federal Spending Transparency for Financial Assistance](#) issued in November 2020.

It includes that in federal fiscal year 2021, a funded entity's EIN will be posted on USASpending.gov to "increase transparency for entities that are receiving financial assistance from the federal government."

ESSER Reporting Requirement

The next ESSER Reporting date is April 5, 2022 (for claims submitted from January 1, 2022 – March 31, 2022). ESSER Report dates are determined by the claims you have submitted in GAPS during the reporting quarter. Districts will need to submit a separate report for each grant.

The ARP ESSER III Quarterly Report Form is available in the right margin of the [ARP ESSER Funding web page](#) and is a downloadable Excel file.

Each report will include the claim(s) submitted prior to the reporting date during the reporting quarter. If there are no expenditures to report for ESSER I, II, or III during the quarter simply indicate on the report "0" or email scesser@ed.sc.gov stating there were no expenditures to report for the quarter.

Send completed reports to the following email group, grantsaccounting@ed.sc.gov.

If you need assistance or more information on quarterly reporting, please view this [webinar](#). Additional information can be found on the SCDE [ESSER web page](#). Email scesser@ed.sc.gov with any questions or concerns.

Upcoming ESSER Reporting Due Dates

April 5, 2022	Claims submitted from 01/01/22 – 03/31/22
July 5, 2022	Claims submitted from 04/01/22 – 06/30/22

Time and Effort Reporting

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities (2 C.F.R. § 200.430(i)(1)). Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

To meet the above requirements, all employees who must complete time and effort forms must submit either a semi-annual certification or a personnel activity report (PAR) as required below.

The type of form depends on the funding of the position and the number of cost objectives/grants that an employee works on.

The forms are located under the [Time and Effort Reporting](#) web page.

Special Note: In reference to the memo dated April 24, 2020, titled Guidance on Time and Effort Reporting and Internal Controls During COVID-19 posted on the web page, please contact [Mr. Strother](#) with any specific questions regarding time and effort reporting and [Ms. Myers](#) with any questions regarding internal controls.

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 THE SCDE, OFFICE OF FINANCE, BEFORE PAYMENTS CAN BE PROCESSED.

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Updated 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

Annual Audit Report Submission

In accordance with S.C. Code Ann. § 59-17-100 (Supp. 2017), the required due date for submission of your annual single audit report is December 1, 2021. Timely submission of the annual audit report is a factor in the South Carolina Department of Education's (SCDE's) risk assessment of local educational agencies (LEAs), which is used to make federal grant award decisions.

In addition, per Section 59-20-90, the State Superintendent of Education shall declare a school district to be in a state of "fiscal caution" if a district submits an annual audit more than sixty days after the deadline. Late submission of the annual audit report may also negatively affect the district's accreditation and risk rating under the Uniform Grant Guidance. Transmittal of the audit report package is the responsibility of the school district.

[Annual Audit Report Submission Memo](#)

ESSER – Indirect Cost

ESSER funds are not subjected to the supplement, not supplant requirement. Therefore, districts may claim up to the approved unrestricted indirect cost for this program.

ESSER – Unallowable Expenditures

According to ED, LEAs may not spend ESSER funds on:

- Bonuses, merit pay, or similar expenditures, unless related to disruptions or closures related to COVID-19,

- Subsidizing or offsetting executive salaries and benefits of individuals who are not LEA employees, or
- Expenditures related to state or local teacher or faculty unions or associations.

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 Miscellaneous Revenue Codes and 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:

Fund Source	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*

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

Financial Manuals

[South Carolina Educator System User Manual](#)

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

[FY 2020-2021 Funding Manual](#)

Student Accountability

[Student Accountability Manual 2017](#)

Audit Guide

[FY 2020-2021 Annual Audit Guide - South Carolina Department of Education](#)

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EFA/State Funding Release Dates – 2021-2022

February 22

March 22

April 22

May 20

June 20

Due Dates for SCDE Reports – 2021 – 2022

Listed below are reports required by the Office of Finance and their due dates for 2021-22. Reports 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

March 23 – April 8
April 30

Pupil Accounting 135 Day
Home Instruction Report (\$)

June 30
(subject to change)

Final Changes to SC Educator/Technology Proficiency for FY 21-22

June 30

Funding Flexibility Form 2021-22

Kimberly S. Moss, Newsletter Editor