



**SOUTH CAROLINA  
DEPARTMENT OF EDUCATION**  
ed.sc.gov

**CHIEF FINANCE OFFICE  
JANUARY 2021 – 2022  
ISSUE 7**



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

**January 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 January**

Revenue Code	Subfund	Description
0720	200	Medicaid FY21-22
3156	956	Adult Education
3160C	100	Driver SLED Check
3186	100	State Aid Classroom T/S
3187	917	Teacher Supply
3193	919	Apple Tags
3519C	318	IB Exams
3532	332	National Board Certification
3550	350	Teacher Salary Supplement
3555	355	Fringe Teacher Salary
3556	356	Adult Education
3577	377	Teacher Supply
3597	397	Aid to Districts

Revenue Code	Subfund	Description
3597G	397	Aid to Districts

**Medicaid Match**

January EIA payments includes the district withheld Medicaid match for November.

**Teacher Supply**

Funding has been reconciled. District can review Teacher Supply Reports in SC Educator.

**Apple Tag**

Second quarter Apple Tag revenues are included in the January payment.

**Teacher Salary Supplement and State Aid to Classrooms**

Revenues 3550, 3555, and 3186 (includes salary and fringe) have been updated utilizing districts and state agencies aggregate supplement amount.

**Aid to District**

The General Assembly included \$10,821,878 in non-recurring dollars for Aid to District funding. The allocation is included in revenue code 3597G. Funds can be transferred to the general fund to assist with the cost of a step increase for FY22.

**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

### **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 Dates – Fiscal and Grants Management Team – Office of Special Education Services**

IDEA Excess Cost Calculator – Monday, February 28, 2022

Submit to: [jsmith@ed.sc.gov](mailto:jsmith@ed.sc.gov) and [fgmmonitoring@ed.sc.gov](mailto: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](mailto: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**

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

[Apple Tag List 2<sup>nd</sup> 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](#)

[InSite Guidelines and Reporting Tool](#)

[Science Kit Refurbishment Allocations](#)

[National Board Certified \(NBC\) State Supplement Funds](#)

[SCASBO Fall Conference Presentation](#)

[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**

### **Renewal/Completion of Maintenance of Certification (MOC) NBCT**

On January 12, 2022, you were emailed a listing provided by the National Board for Professional Teaching Standards (NBPTS) of the National Board

### **Renewal/Completion of Maintenance of Certification (MOC) NBCT - continued**

Certified employees in your district that have renewed or completed MOC of their NBC certificates. Please verify the attached list providing us with the CID, position code and FTE for each employee.

In order to begin regular monthly payments in February, please return the verified list of your National Board employees by January 26, 2022. You may email this form to Melanie Cooper at [mcooper@ed.sc.gov](mailto:mcooper@ed.sc.gov). If you have any questions, please call 803-734-8135.

### **Report Reminder - ESSA Financial Transparency Report Deadline was January 15, 2022**

On November 24, 2021, you received an email regarding the ESSA Data Submission. Attached to the email were the guidelines and the ESSA Per Pupil Expenditures Reporting Tool. Please complete the reporting tool template and submit to Michael Scheele, [mscheele@ed.sc.gov](mailto:mscheele@ed.sc.gov).

### **Report Reminder - In\$ite Data Submission Deadline was January 15, 2022**

Please reference email dated November 24, 2021, providing you with In\$ite LEA Guidelines and the In\$ite Data Reporting Template. Deadline to submit In\$ite data was January 15, 2022. Please email all completed templates to Michael Scheele [mscheele@ed.sc.gov](mailto:mscheele@ed.sc.gov). The [guidelines and reporting tool](#) have been posted on our web page.

### **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](mailto: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 [In\\$ite Crosswalk on our website](#).

### **NBC State Supplement Funds**

National Board state supplement funds based on the annual Provisions of the General Appropriations Bill H. 4100 of 2021 has changed. The updated NBC Proviso 1A.62 reinstates the supplement program for new applicants and extends supplement eligibility for current NBCT's. More information can be accessed at [homepage link to NBC](#).

### **Transportation, Distribution, Logistics, LBA - 6199**

Locally board approved (LBA) courses, classified under a CTE program, qualifies for elective credit only.

### **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](mailto: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](mailto: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.

### **Fund 630 – Child Nutrition (CN) Emergency Operational Costs Grant**

Please note - CN Emergency Operational Costs Reimbursements that were sent to the SFAs, stated that these funds had to be expended by January 21, 2022. There is no deadline on the use of these funds, and they can be expended like other reimbursement funds.

### **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 2 - due by February 15**

**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.”
- 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](mailto: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.

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](mailto:scesser@ed.sc.gov) stating there were no expenditures to report for the quarter.



### **ESSER Reporting Requirement - continued**

Send completed reports to the following email group, [grantsaccounting@ed.sc.gov](mailto: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](mailto: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.**

### **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](#).

## **INSTRUCTIONAL MATERIALS**

### **2022 Instructional Materials Caravan**

The 2022 Instructional Materials Caravan includes two in-person meetings in Columbia for Science K–5 and 6–8 and two Virtual Caravans. Each in-person meeting has the same concurrent presentations, but the order of the presentations is different each day. The dates for the caravan are February 15 and 16, 2022. Please register using the link [2022 Caravan Registration](#).

The presentation posting date on the web at [Caravan Information](#) for the Virtual Science K–8 Caravan is January 31, 2022. Information about the Virtual Social Studies Caravan for the areas listed below is forthcoming.

- K–2 and 4–5 Social Studies
- Social Studies Grade 6
- Economics and Personal Finance 9–12 and Advanced Placement
- US Government, 9–12 and Advanced Placement
- US History, 9–12 and Advanced Placement

## **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:

<b>Fund Source</b>	<b>Revenue Code</b>	<b>Subfund</b>
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 2019-2020 Annual Audit Guide - South Carolina Department of Education](#)

## **EFA/State Funding Release Dates – 2021-2022**

January 21	April 22
February 22	May 20
March 22	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.

<b>DUE DATE</b>	<b>REPORT ACTIVITY</b>
March 23 – April 8	Pupil Accounting 135 Day
April 30	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