SOUTH CAROLINA
DEPARTMENT OF EDUCATION

DIVISION OF FINANCIAL SERVICES

Newsletter

July | 2025

Office of Finance Contacts

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Dates To Remember

Due Dates for SCDE Reports – 2025-2026

Listed below are reports required by the Office of Finance and their due dates for 2025-26. 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 Finance Office by the specified due date.

DUE DATE	REPORT/ACTIVITY
August 15	Final Day for Expenditure Claims for Federal Grants
TBD	45th Day Pupil Accounting Collection Period
November 30	Deadline for SC Educator Staff Updates (Teacher Supply)
December 1	In$ite and ESSA Financial Transparency Portal
December 1	Audits
TBD	135th Day Pupil Accounting Collection Period
April 30	Home Instruction Report ($)
June 30	Final Deadline for SC Educator Staff Records
June 30	Funding Flexibility FY26

State Funding Release Dates - 2025-26

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

Budget Planning Web Page Has a New Look

As referenced in Melanie's email dated June 4, 2025, we've launched a new layout for the Budget and Planning web page. This redesign is aimed at improving navigation efficiency and enabling us to provide more timely updates. We're grateful for the positive feedback we've received so far. We welcome your suggestions as we continue to share information through the website.

Retired Teacher Salary Negotiation

Lately there have been inquiries regarding Proviso 1.79 - Retired Teacher Salary Negotiation. Please refer to the **memo** from Phillip Cease dated June 17, 2025.

Recently Posted Correspondence/Data

Fiscal Year 2025-26 Budget Projections - Final

Proviso 1.79 Retired Teacher Salary Negotiation

Teacher of the Year Finalist Payments 2024 - 25

Teacher of the Year Payments 2024 - 25

Fiscal Year 2025-26 State Minimum Teacher Salary Schedule - Final

Procedures for Requirements to Employ Retired Individuals for School Year 2025-26

In$ite Guidelines and Data Template

District Monthly General Fund Balance - Formstack

ESSA Guidelines and Reporting Tool

OMB Updated the Uniform Grant Guidance - Now What Do I Do?

District Financial Services

New or Updated Payments for July

Revenue Code	Sub fund	Description
0720A	200	Medicaid 2024-25
3103	100	State Aid to Classrooms
3103H	100	Health Insurance
3162	100	Bus Driver Worker's Compensation
3181	100	Retiree Insurance
3187	917	Teacher Supply
3503	303	State Aid to Classrooms
3529C	329	MDCC Funding
3577	377	Teacher Supply

State Aid to Classrooms

State Aid to Classrooms (SAC) district allocations have been updated to reflect the 2025-26 Appropriations Act. Allocations for traditional districts will have an adjustment after charter authorizers submit their 5th-day membership counts for new charter schools and those with added growth. This occurs outside of the normal 45th- and 135th-day updates for SAC.

Teacher Supply

Teacher Supply funding for FY26 remains at $400 for certified and non-certified teachers. These funds must be disbursed in a manner that is separate and distinct from their payroll check on the first day teachers, by contract, are required to be in attendance at school for the current contract year.

MDCC Funding

This funding for multi-district career centers is to be used for salary and fringe.

SC Educator

The system is now open for the 2025-26 school year. Please updated SC Educator information for all employees.

General Fund Balance Reporting

To maintain compliance with Proviso 1.3 (G) of the 2025-26 Appropriations Act, districts are required to report their monthly general fund balance to the SCDE. Please reference the **memo dated July 10, 2024**, for more information.

General fund balances must be submitted via **our Formstack link** by the 20th of each month – the report for July-end will be due by August 20th.

Medicaid

July payments include the prior year district-withheld Medicaid match for February, March, April, and May 2025.

Proviso Billing Rate

The daily rate for FY 2025-26 is $4.19. No change from last year.

Grants Accounting

Contact Information for Grants Accounting Staff

Please use email address group, **grantsaccounting@ed.sc.gov** for quick responses to your questions and concerns. The **grants accountant assignment list** has recently been updated. The list provides additional contact information and specific details related to the grant.

Subgrant End Dates and Final Claims Due/Final Report Dates

Grant Number - H63010101025
Grant Name – Adult Education – State Administered
Subgrant Name - 25 Adult Education (243)
Subgrant End Date – 6/30/2025
Final Claim Due/Final Report Date – 9/30/2025

Grant Number - H63010101025
Grant Name – Adult Education – State Administered
Subgrant Name - 25 Adult Education - Institutionalized
Subgrant End Date – 6/30/2025
Final Claim Due/Final Report Date – 9/30/2025

Grant Number - H63010101025
Grant Name – Adult Education – State Administered
Subgrant Name - 25 Family Literacy
Subgrant End Date – 6/30/2025
Final Claim Due/Final Report Date – 9/30/2025

Grant Number - H63010101025
Grant Name – Adult Education – State Administered
Subgrant Name - 25 Adult Education - Civics
Subgrant End Date – 6/30/2025
Final Claim Due/Final Report Date – 9/30/2025

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

SLP-4 form has been linked on the Grants Accounting Section's web page.

SCAPS – Food Service Claims

Food Service Claims in SCAPS are due by the 10th of each month for prior month claims. Claims are approved by the 15th of the month and paid on the 15th of the month.

Refunds

All refunds/checks submitted to the SCDE, Office of Finance, must have detailed supporting documentation. Please use the **Expenditure Refund Request Form** on our web page to provide details of refund/checks.

Please do not just send a check. If the check does not have sufficient supporting documentation, it prolongs the refund process.

Information from the Office of Federal and State Accountability Regarding Amendment Deadlines

All budget amendments and/or new budgets for all grants expenditures that will be incurred on or before June 30, 2025, must be entered **into GAPS no later than August 4, 2025** , unless an earlier deadline is referenced on the GAN. **No budget amendments or new budgets will be allowed entry into GAPS from August 4, 2025, through August 15, 2025**. The amendment deadline allows time after submission for the program office to review and will help ensure funds are available in the correct budget area for claiming by the August 15, final claims deadline. Pending amendments and unbudgeted amounts may prevent claims submission. The deadline helps assure all pending and unbudgeted amounts are cleared prior to claiming deadlines. **Amendment requests for expenditures occurring on July 1, 2025, or after, can be entered into GAPS beginning August 16. 2025**.

August 4 - Final Day for Grant Budget Amendments or Budget Amendment Deadline

The due date is Monday, August 4, 2025, for any budget amendments for all grant expenditures that will be incurred on or before June 30, 2025.

All budget amendments and/or new budgets for all grants expenditures that will be incurred on or before June 30, 2025, must be entered into GAPS no later than August 4, 2025, unless an earlier deadline is referenced on the GAN. No budget amendments or new budgets will be allowed entry into GAPS from August 4, 2025, through August 15, 2025. The amendment deadline allows time after amendment submission for the program office to review and will help ensure funds are available in the correct budget area for claiming by the August 15 final claims deadline. Pending amendments and unbudgeted amounts may prevent claims submission. The deadline helps assure all pending and unbudgeted amounts are cleared prior to claiming deadlines. Amendment requests for expenditures occurring on July 1, 2025, or after, can be entered into GAPS beginning August 16, 2025.

August 15 - Final Day for Expenditure Claims for Federal Grants

Expenditure claims submitted to the SCDE Office of Finance after August 15, 2025, for expenditures from July 1, 2024, through June 30, 2025, will not be paid. **Deadline will be strictly enforced.** Claims must be in the status "Submitted to SCDE Finance" by August 15 to meet the deadline. Please run and monitor reports frequently to help assure status of budget amendments and claims. Earlier final claims deadlines on GANS must be honored. Consult your GAN for earlier reporting deadlines. Refer to **Fiscal Year 2025 Federal Grant Close Out Memo**.

Quarterly Claims Due Dates

Fiscal Year 2025 Quarter 3 - due by May 15

The New Period of Performance guidance may dictate off-cycle final claim dates. A full 45 day claiming window may not be allowed after receipt of goods and/or services. Refer to GAN and final report date in GAPS.

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

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 4 - due by **August 15**

First Quarter Claims for Fiscal Year 2026

1st Quarter Claims for FY 2026 will not be allowed entry into GAPS until after August 15, 2025.

New Certification Language Coming to GAPS

The Office of Management and Budget's updates to Title 2 of the CFR in 2024 included revisions to the language in **2 CFR Part 200. 415 Required certifications**. These revisions require the SCDE to update the certification language in GAPS. Be on the lookout for this new certification language when you make an expenditure claim:

"By submitting this report through the GAPS system, I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. Also, that the expenditures reported have been incurred and are for the purposes and objectives set forth in the terms and conditions of the Grant award. I understand that the payment for this claim must not be duplicated or reimbursed from any other source and the related documentation to support this claim are on file and available for review at any time. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."

ARP ESSER Update

The ARP ESSER grant ended on 12/30/2024. For all inquiries regarding ARP ESSER, please email **SCESSER@ed.sc.gov**.

UEI Requirement and SAM Registration

Regulations in **2 CFR Part 25** require subrecipients (i.e., recipients of federal subawards from a pass-through entity, like the SCDE) have a unique entity identifier (UEI) to be eligible to receive federal funds. The UEI is the universal identifier for federal financial assistance applicants. The UEI is assigned by the federal **System of Award Management**, known as SAM.gov, to uniquely identify an entity. SAM.gov is the federal "repository for standard information about applicants and recipients."

Under the same regulation, subrecipients are no longer required to maintain an active registration in SAM.gov. Hence, **effective immediately**, school districts are no longer required to maintain an active registration in SAM.gov for subgrants received from the SCDE. Every school district has a UEI which allows the SCDE to make subawards to them under this regulation.

Be **aware** that your district is required to maintain an active registration in SAM.gov if you have a direct grant from a federal agency or want to apply for a direct grant in the future. To receive a direct grant from a federal agency, such as the US Department of Education, a school district must "Be registered in SAM.gov before submitting an application;" and "Maintain a current and active registration in SAM.gov at all times during which it has an active federal award as a recipient or an application under consideration by a federal agency."

Finance Offices are encouraged to assess whether their district is a direct recipient of a federal award and must maintain their active SAM.gov registration with annual renewals, or if it will be appropriate to allow their SAM.gov registration to lapse as the district only receives federal subgrants that only requires the UEI.

Audit Services

Indirect Cost Rates

The Office of Audit Services has received approval from the USED to issue LEA indirect cost rates for Fiscal Year 2025-26 under its current agreement. The Office of Audit Services has begun issuing indirect cost rates for the upcoming fiscal year. If you have any questions, please email **auditingservices@ed.sc.gov**.

Annual Audit Submissions

The Office of Audit Services is in the process of approving annual audit submissions for Fiscal Year 2023-24. If you have been contacted regarding errors in your district's or charter school's Supplemental Schedules Template submission or regarding missing information from your audit submission, please submit the corrected template and/or missing information as soon as possible so that your district's annual audit submission can be approved. An indirect cost rate agreement cannot be issued to your district if your annual audit submission has not been approved.

Risk Assessment

Risk Assessment scores have been disseminated. Please email Hershula Davis at **hdavis@ed.sc.gov** with questions regarding your risk assessment scores.

Due Tos

If you have received an invoice for a due to payment from your district's or charter school's fiscal year 2023-24 annual audit, please submit payment or proof of payment (front and back copy of cleared check) as soon as possible. If you have questions, please email **auditingservices@ed.sc.gov**.

Grants Services

Changes to Certification Language and Quarterly Financial Reporting Deadline

The SCDE is implementing the following changes to comply with the 2024 updates to 2 CFR Part 200, **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**.

Updates to **2 CFR Part 200.415** Required certifications include that subrecipients must certify to pass-through entities that financial information submitted to the pass-through entity is complete and accurate. A school district must certify the following to the SCDE whenever applying for funds, requesting payment, and submitting financial reports:
"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."

Note that this certification and the consequences of submitting "false, fictitious, or fraudulent information" applies not only to your superintendent but also to the person completing and submitting the application, payment request, or financial report.

The SCDE has updated the certification language in GAPS to incorporate this statement. Be on

the lookout to see it in applications and financial reporting forms as well.

The federal Office of Management and Budget (OMB) also updated **2 CFR Part 200.328** Financial Reporting to align it with the progress reporting requirements in §200.329. As such, §200.328 now requires that "Reports submitted quarterly or semiannually must be due **no later than 30 calendar days after the reporting period**." This means that the SCDE can no longer provide 45 days after the end of a quarterly reporting period for expenditure reports. You will see this change reflected in new and amended subgrant awards.

US Department of Education Announcements to Save to Subaward Files

On January 16, 2025, the US Department of Education (USED) issued an announcement in the Federal Register: **Federal Register :: Application of the Revised Version of the Uniform Guidance to Department Grants**. The purpose of the announcement was to update awardees' Grant Award Notices (GANs) to apply the 2024 revision of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grant Guidance) to *all* USED grants that are subject to the Uniform Guidance. Recall that on April 22, 2024, the federal Office of Management and Budget (OMB) updated parts of Title 2 of the Code of Federal Regulations, which included 2 CFR Part 200, the Uniform Grant Guidance. The OMB had set an effective date for the updated regulations of October 1, 2024, for new grants and amended grants, and gave federal agencies the ability to apply the regulations to grants made earlier (up to June 21, 2024). This action was to make the updated regulations applicable retroactively to all USED grants to which the Uniform Guidance applies.

On February 10, 2025, the USED issued a new announcement in the Federal Register: **Federal Register :: Retroactive Application of the Revised Version of the Guidance for Federal Financial Assistance**. This action again updated awardees' GANs regarding the Uniform Grant Guidance:

> This update applies to all Department grants that are subject to the Uniform Guidance and withdraws and supersedes prior Department policies and actions, including the notice titled Application of the Revised Version of the Uniform Guidance to Department Grants published on Jan. 16, 2025.

So, what does this mean for your district's USED subawards? Nothing has changed; subawards that come under the revised 2024 version of the Uniform Guidance are those that the SCDE received as grants or amended grants on and after October 1, 2024. Currently, these are the 25 Title I, Part A subawards, including Distinguished Schools and LEA Neglected and Delinquent subawards; see the Award Notification your district received for more information.

Both notices direct primary grantees, like the SCDE, to retain a copy of the notice as a record to the files:

> Grantees are not required to take any action but are encouraged to maintain a copy of this notice within their grant files as documentation for grant management and auditing purposes.

We encourage you to save a copy of both announcements in your files as a record of these notifications. An auditor may request to see them in the future.

Reminder - Training on Procurement Using Federal Funds

Bonnie Graham and Monica Pascual of The BruMan Group, PLLC, presented a training on Procurement Best Practices when using federal funds on September 15, 2023, that is still applicable for federal subaward-related procurement. Review **2023 Procurement Best Practices and FAQs - YouTube** and share it with other finance and procurement staff in your district. While this presentation is on the regulations *before* the federal Office of Management and Budget (OMB) updated them April 22, 2024, the guidance is still relevant and useful. As further information on the updates, another grant resource, **My Fed Trainer**, summarized the key changes to procurement in the updated federal regulations for **2 CFR Part 200.320 Procurement Methods** as

- New Procurement Thresholds: Increased limits for micro-purchases and simplified acquisitions make smaller transactions faster and more efficient.
- Enhanced Documentation: Micro-purchases now require clear documentation of the

purchase method, adding an essential compliance layer.
- Informal Procurement Clarity: Defines micro-purchases and simplified acquisitions as informal methods, distinct from formal competitive processes.

Federal Office of Management and Budget (OMB) Updates to Title 2 of the Code of Federal Regulations

The federal Office of Management and Budget (OMB) published **updates to Title 2 of the Code of Federal Regulations** on April 22, 2024. The updates become effective October 1, 2024, for new federal grants and subgrants, including subgrants passed through the SCDE to school districts, *awarded on and after* October 1.

Because these regulatory changes 1) do not apply immediately to all awards, and 2) are not retroactive to current awards and subawards received prior to October 1, 2024, the SCDE (as the primary grantee) and school districts (as subgrantees) must follow dual sets of regulations during the transition period (i.e., until awards received prior to October 1, 2024, expire).

To clarify, all federal agencies, grantees, subgrantees, and auditors must
· follow the **newly revised 2 CFR Part 200** for awards dated on or after October 1, 2024 (the SCDE will note for school districts the subawards that meet this criteria)
· follow the prior version of 2 CFR Part 200 (in effect before October 1) for awards already received; and
· Keep track using the dual sets of regulations until all current awards reach the end of their period of performance.
School districts are strongly encouraged to consider how to track their current subawards that are under the version of 2 CFR Part 200 that is in effect before October 1, 2024, until they expire, and distinguish them from new subawards that are received after October 1, 2024, that will be under the new regulations. It may be useful to download and make a PDF copy of the current version of the 2 CFR Part 200 from the **electronic code of federal regulations** (Title 2, subtitle A, chapter II, part 200) for use with current awards, for as long as needed (i.e., until they expire). It would be handy to have a copy of the old version readily available as it is likely that the electronic code of federal regulations will update to the new version on October 1.

Has Your District Created Two New Required Policies to Comply with Updated Federal Regulations? There is Still Time!

New federal subawards that your LEA receives after July 1, 2025 will be under the updated **2 CFR Part 200**, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the Uniform Grant Guidance. The updated regulations include a new section and an updated section that require policies and procedures.

First is a new section, **2 CFR Part 200.217 Whistleblower Protections**. See the Whistleblower Rights and Protections segment below (included in these newsletters since September 2024) for more information on this required policy.

Second is the update that revised the cost principle in **2 CFR Part 200.456 Participant Support Costs** to the following:

> "Participant support costs are allowable (see **§ 200.1**). The classification of items as participant support costs must be documented in the recipient's or subrecipient's written policies and procedures and treated consistently across all Federal awards."

This update adds a requirement that participant support costs **must** be written in a district's policies and procedures and treated consistently, given their exclusion from an organization's Modified Total Direct Costs and the potential ambiguity of numerous costs that could be considered participant support costs. The updated regulation also removes the previous requirement for prior approval for this item of cost.

LEAs are strongly encouraged to read these two regulations and take all necessary actions to create their policies and procedures to ensure the effective and compliant administration of their federal subaward funds.

Whistleblower Rights and Protections

Updates to **Title 2 of the Code of Federal Regulations** include a new section, 2 CFR Part 200.217 Whistleblower Protections. This section expands on whistleblower protections contained in 2 CFR Part 200 and is a clarification on the applicability of already-existing legal protections for whistleblowers.

The new 2 CFR Part 200.217 Whistleblower protections states:

> "An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712. See statutory requirements for whistleblower protections at 10 U.S.C. 4701, 41 U.S.C. 4712, 41 U.S.C. 4304, and 10 U.S.C. 4310."

LEAs are strongly encouraged to read the regulation and take all necessary action to update or create their whistleblower protection policy and inform all employees in writing as required by the new §200.217.

Procurement Exemptions - Federal Funds

Subrecipients cannot use Federal Funds for noncompetitive purchases. This means you may not use existing exemption lists when federal funds are utilized. Districts must follow 2 CFR 200.320(c), which states that, "There are specific circumstances in which noncompetitive procurement can be used." This is not a change to regulations but must be implemented if it's not already in place in your district.

Resources

Financial Manuals

- **South Carolina Educator System User Manual**
- **FY 2024-25 Funding Manual**

Student Accountability

- **Student Accountability Manual 2017**

Audit Guide

- **FY 2023-24 Annual Audit Guide - South Carolina Department of Education**

Financial Accounting Handbook

- **SCDE's Financial Accounting Handbook**

SC Educator System Users

- **2021-22 SC Educator System Compensation User Manual**
- **Position Code List for FY 24-25**

School District Website Requirements

Please reference **memo** dated August 6, 2024, from Valerie Byrd regarding School District Website Requirements.

Education Provisos for Fiscal Year 2025-26

Please see additional information regarding budget provisos in the **memo** emailed through the Division of Communications on June 10, 2025. These provisos were updated or newly included in the budget. This is not a comprehensive list of all proviso changes but instead provides a look

at some of the more substantial changes.

Proviso Billing Rate

The daily rate for FY 2024-25 is $4.19. No change from last year.

District Business Officials' Contact List

Recently you received a district business officials' contact form to indicate your desire to receive finance-related emails and news from the Office of Finance for Fiscal Year 2025 - 2026. Please submit your completed form to Kim Moss at **kmoss@ed.sc.gov** by July 30 to remain on the contact list.

Always keep us informed of finance personnel changes through the fiscal year.

Also make sure that your district is updating staff information through the SCDE Member Center – District & Entity Information Management (DEIM). This is important in that the entire agency uses DEIMS to create address labels and email lists to contact selected district staff members.

School District Credit Cards Transparency

Excerpt from Proviso 1.21.

> **"Each school district must also maintain on its internet website a copy of each monthly statement for all of the credit cards maintained** by the entity, including credit cards issued to its officers or employees for official use. The credit card number on each statement must be redacted prior to posting on the internet website. Each credit card statement must be posted not later than the thirtieth day after the first date that any portion of the balance due as shown on the statement is paid."

Note: For all credit cards maintained by school districts:

- A copy of each monthly credit card statement must be posted via the school district website.
- Each statement must contain redacted (removed) credit card numbers prior to the school district website.
- Redacted credit card statements must be posted no later than the 13th day after the date that any portion of the balance is due as shown on the statement is paid.
- District must comply with the language of Proviso 1.21. to meet school district website requirements for transparency.

The Comptroller General's guidance recommends that monthly reports be available for public viewing and downloading for a minimum of three (3) years.

Prior Finance Newsletters

Click **here** for prior Finance newsletters.

General Information

School District Memo Archive

The SCDE releases a memo each Tuesday including pertinent information for educators. The memo archive can be accessed by clicking the button below.

School District Memoranda Archive

SOUTH CAROLINA DEPARTMENT OF EDUCATION

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