

SOUTH CAROLINA DEPARTMENT OF EDUCATION CHIEF FINANCE OFFICE APRIL 2018 - 2019



Issue 10

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

April 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, Michael Thom at 803-734-5081, Nick Michael at 803-734-8145, Diane House at 734-8128, or Melissa Myers at 803-734-8453.

New or Updated Payments for April

Revenue Code	Subfund	Description
0720	200	Medicaid FY 18-19
1930	800	Special Needs Transportation
3160C	100	Driver SLED Check
3193	919	Apple Tag
3199I	800	Profound Mentally Disabled
3556	356	Adult Education
3571	371	CSI and Palmetto Priority
3670	970	School Safety Upgrades
3699	969	Adult Education

2018-2019 Teacher of the Year Non-Finalist List

The Teacher of the Year Non-Finalist listing for payments is posted at [Fiscal Year 2018-2019 Teacher of the Year List](#).

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, Michael Thom, and Nick Michael

Fiscal Practices – Ashley Sturkie

Recently Posted Correspondence/Data

[Fiscal Year 2019-2020 EFA Financial Requirements - Prior 45 Day Report Cycle](#)

[Fiscal Year 2019-2020 Senate Finance Budget Projections](#)

[EFA Payments to Other Entities - April](#)

[Third Quarter Apple Tag List](#)

[Home Instruction Report - Memo](#)

[Home Instruction Report - Form](#)

[135-Day Data Verification](#)

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

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Recently Posted Correspondence/Data - continued

[Comprehensive Support and Improvement \(CSI\) Schools and Palmetto Priority School Funding](#)

[Fiscal Year 2020 Proposed Ways and Means State Minimum Salary Schedule](#)

[Spring 2019 SCASBO Conference PowerPoint Presentation](#)

[FY 18-19 Funding Flexibility Form and Procedures](#)

[Assurance Form for Meeting the Requirements to Employ Retired Individuals – School Year 2018 - 2019](#)

Proviso Billing Rate

The daily rate for FY 2018-19 is \$4.14.

FINANCIAL SERVICES

Upcoming Report Deadlines

The 135-day data verification memo and Home Instruction form was recently emailed to District Finance Officers and Technology Directors. The due date is April 30, 2019. Please contact Nick or Melanie with any questions.

PCS Update – Monday April 29th – 135 Day Funding

PCS automates the data collection required to determine supplemental funding of staff's salaries. Funding is based on the first 135 days. As the deadline approaches for districts to have their PCS updates completed in preparation for the 135-day funding report, it is very important that all records entered in PCS are accurate. Here are a few key issues to consider as you are updating your district's PCS records.

Make sure records are properly coded with the correct position code. This is especially vital to any position that receives federal funding.

Please ensure that the following fields are updated for funding:

1. Days in 1st 135-day field
2. FTE
3. Contract days
4. Salary

Contact Desiree with any questions.

Updates for PCS Users

The 2018-19 PCS User Manual, Position Code list and PCS User Access form can be found at the following links:

[PCS User Manual – FY 18-19](#)

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

PCS and PowerSchool Certification IDs Drive Out-of-Field Teacher Reporting

In completing the 2018 report cards, districts are reporting that numbers and percentages of teachers listed as not having the proper certification for what is being taught, or “out-of-field,” are incorrect. To develop the “out-of-field” teacher reports, data are pulled from the Professional Certified Staff system (PCS) as to which teachers are employed in the district. Those teachers' certification areas are pulled from the Certification Portal System (CPS).

The classes being taught are pulled from the student information system (SIS or PowerSchool). Course activity coding and teacher certification areas are compared to a look-up table which combines activity codes and required credentials for those courses.

In researching these concerns, we have identified several issues with coding that are resulting in findings that teachers are not properly certified for the courses being taught. Files with lists of these teachers are being created and uploaded to the secure ADT site for districts' review. The errors include:

- PCS errors in certification identification numbers. These numbers are used to match to CPS and PowerSchool, so incorrect IDs can result in either identifying the wrong teachers' certifications or a finding that a teacher has no certification record.

PCS and PowerSchool Certification IDs Drive Out-of-Field Teacher Reporting - continued

Please ask your PCS coordinators to review certification coding on teachers identified as out-of-field.

- PowerSchool errors in course coding. For example, if homeroom is coded with something other than 0896, the program pulling courses may assume it is a core content area and indicate a teacher is not certified. Please ask your PowerSchool coordinator to check appropriate use of codes in the [Activity Coding System Manual](#).
- PowerSchool errors in teacher identification coding. Courses in PowerSchool should have the Educator ID number (formerly Tchr_ID). This is distinct and different from the educator's certification number (StatePrid (Cert #)). (See [PowerSchool Manual](#) at 170 and Appendix F). If the certification number or educator ID are missing, then the teacher cannot be matched to certification areas in CPS, and may be identified as teaching out-of-field. Please have your PowerSchool coordinator check how educators' identification numbers are coded in PowerSchool.

Please note that the lists loaded to ADT will only list teachers identified as out-of-field for the 2017-18 school year. Other errors could exist related to data entry for the 2018-19 school year, which could impact reporting on the 2019 report cards and federal out-of-field reports.

Funding Flexibility Form and Procedures for FY 18-19

The flexibility [form](#) and [procedures](#) for FY 18-19 have been posted on Financial Services' webpage.

GRANTS ACCOUNTING

Expenditure Submission Deadline

Expenditure submission deadline for June 30 expenditures is Thursday, August 15. There will be no exceptions.

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.

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 Subrecipient Risk Assessment

The Office of Auditing Services has completed the process of averaging risk ratings received from SCDE offices for each of the agency's LEA subrecipients as part of the required risk assessment process under 2 CFR Part 200, commonly referred to the Uniform Grant Guidance. The overall risk ratings are currently being distributed to each district's superintendent, chief finance officer, federal programs director, and members of the school board. High-risk entities will be notified by the Office of the State Superintendent of your risk score. Entities that are medium or high risk

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Annual Subrecipient Risk Assessment - continued

will automatically receive a breakdown of its risk score. Low risk subrecipients may receive the risk details upon request.

Detailed Scheduled of Funds Due to the SCDE

Invoices for the amounts noted in the Detailed Schedule of Due To Funds in the FY 2017-18 audit reports will be distributed this week. Payments should be submitted to Jenny Padgett in the Office of Finance. If payments have already been made, please submit documentation of payments to auditingervices@ed.sc.gov.

Vocational Weight Audit

The Office of Auditing Services is performing an audit to determine if students were correctly classified as vocational students deeming the district eligible to receive the 1.29 weighting for such students. FY 2017-18 is the scope of the audit, and any overpayments noted could be offset from the FY 2018-19 allocation.

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 2018-2019 PCS User Manual](#)

[FY 2018-2019 Funding Manual](#)

Student Accountability

[Student Accountability Manual 2017](#)

Audit Guide

[FY 2017-2018 Annual Audit Guide - South Carolina Department of Education](#)

EFA/State Funding Release Dates – 2018/2019

April 22

May 22

June 21

Due Dates for SCDE Reports 2018-2019

Listed below are reports required by the Office of Finance and their due dates for 2018-19. 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
April 29	PCS UPDATES FOR 135 DAY FUNDING (\$)
April 30	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
June 28	FINAL CHANGES TO PCS/TECHNOLOGY PROFICIENCY FOR FY 18-19
June 28	FUNDING FLEXIBILITY FORM 2018-19

Kimberly S. Moss
Financial Newsletter Editor