

# SOUTH CAROLINA DEPARTMENT OF EDUCATION

## CHIEF FINANCE OFFICE

JUNE 2018 – 2019

Issue 12

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).

JUNE 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 June

Revenue Code	Subfund	Description
0720	200	Medicaid FY 18 - 19
1930	800	Special Needs Transportation
3131	100	SP Contracts
3131A	100	Bus Driver Aides
3155	955	DSS SNAP E&T Program
3156	956	Adult Education
3160	100	Bus Driver Salary
3160A	100	R-60 Contract
3160C	100	Driver SLED Check
3161	100	EAA Bus Driver Salary
3392	100	NBC Excess Formula
3541W	341	CERDEP Upstart Pilot
3571	371	CSI and Palmetto Priority
3599C	399	Personalized Learning PD

### 3392 – NBC Excess EFA Formula

The EFA formula was utilized in determining allocations as referenced in Proviso 1A.72. The intent

of this revenue is to supplement the state portion of EFA funding, with no local match required.

## CFO UPDATE

### Best Wishes Michael!

Michael Thom's last day with the agency will be Friday, June 28, 2019. He recently accepted a position with Orangeburg County Consolidated School District Three. The Office of Finance will miss his support and leadership as Finance Director. We wish him the best in the future.

### Office of Finance Contacts

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

Grants Accounting – Diane House

General Budget and Finance Questions – Nancy Williams, Michel Thom, and Nick Michael

Fiscal Practices – Ashley Sturkie

### 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

### **Meal Rate Increase - continued**

Memo regarding the meal allowance ceiling increase will be posted on the Comptroller General's Office website.

### **Recently Posted Correspondence/Data**

[Fiscal Year 2019 Federal Grant Close Out](#)

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

[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](#)

[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](#)

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

### **Proviso Billing Rate**

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

## **FINANCIAL SERVICES**

### **Deadline for Updating PCS Staff Records**

**PCS will close at 12:00 p.m. on Friday, June 28, 2019.** Please make sure your district's PCS staff records are updated accordingly (Actual number of days worked, termination dates, salary, and technology proficiency dates). Once PCS officially closes for the 2018-19 school year, updates cannot be made.

### **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.

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](#).

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

- 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**

### **Budgets**

The due date for all budget amendments was Monday, **June 3, 2019**, for grant awards ending June 30 and/or any expenditures that will be incurred on or before June 30, 2019. Recipients are required to report deviations from budget and program plans and request prior approvals for budget and program plan revisions.

### **Expenditure Claims**

Expenditure claims in GAPS for any expenditures from July 1, 2018 through June 30, 2019, **received after Thursday, August 15, 2019, will not be paid. This deadline will be strictly enforced.** Expenditure claims in GAPS must be in the status of "Submitted to SCDE Finance" by August 15, to meet the deadline. Refer to

Memo dated May 21, 2019 that was emailed to district superintendents and school business officials.

Please make sure your Finance Approver has approved your claims by August 15. If your grant has an **earlier** Final Report Date listed on your GAN, then that is the date you must have all your expenditure claims submitted to SCDE Finance in order to be paid. If your grant has a Final Report Date listed on your GAN later than August 15, then you still must submit your expenditure claims for all expenditures through June 30, 2019, by August 15. You may then submit any expenditure claims from July 1, 2019, through the end of your grant by the Final Report Date listed on your GAN.

If you have any questions or need additional information, please call Diane House at 803-734-8128.

### **Expenditure Submission Deadline**

**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

## 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. Communication of the results of the audit to districts stated that reimbursement due from the audit would be withheld from the district's June EFA payment. **Reimbursements due as a result of the audit were NOT withheld from the June payment as initially communicated.** Districts will be billed for the amount of reimbursement due. Upon receipt of an invoice from the SCDE Office of Finance, payment due must be made payable to the SCDE and submitted to the department.

## 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](#)

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

## EFA/State Funding Release Dates – 2018/2019

June 21

## EFA/State Funding Release Dates – 2019/2020

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

## 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
JUNE 28	Final Changes to PCS/Technology Proficiency for FY 18-19
JUNE 28	Funding Flexibility Form FY 18-19

Kimberly S. Moss  
 Financial Newsletter Editor