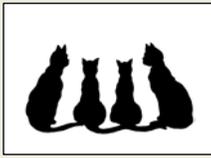


**SOUTH CAROLINA
DEPARTMENT OF EDUCATION
CHIEF FINANCE OFFICE**



**October – Issue 4
2018 - 2019**

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

October 2018 - 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 October

Revenue Code	Subfund	Description
0720	200	Medicaid FY 18-19
3155	955	DSS SNAP E&T Program
3156	956	Adult Education
3160C	100	Driver SLED Check
3519	319	Grade 10 Assessments
3519A	319	College-Ready Assessments
3519B	319	Career-Ready Assessments
3519C	319	IB Exams
3526	326	Science Kits Refurbishment
3528	328	Industry Certificates
3556	356	Adult Education
3557	357	Summer Reading Program
3599D	399	E-Rate Category 2 Match
3670	970	School Safety

SNAP Allocations

Covers the months of January – June, 2018

Industry Certificates

The base amount of \$10,000 per Proviso 1A.63, is included in the October EIA payment. The remaining appropriation will be allocated at a later date.

CFO UPDATE

Welcome New Staff Member

The Office of Finance welcomes George (Bryan) Jeffcoat. Bryan is a new Program Coordinator in the Instructional Materials Section. Mr. Jeffcoat has previous state government experience and in past employment was responsible for managing and ordering instructional materials.

Office of Finance Contacts

- Financial Services – Nick Michael and Melanie Cooper
- Grants Accounting – Diane House
- General Budget and Finance Questions – Nancy Williams, Michael Thom, and Nick Michael

School-Level Expenditure Reporting Under the Every Student Succeeds Act (ESSA)

On July 19, 2018, district superintendents and school business officials were emailed a memo from Michael Thom regarding new requirements for school-level expenditure reporting under ESSA. Questions regarding school-level expenditure reporting and other financial accounting topics may be directed to Nick Michael at 803-734-8145. This [memo](#) has been posted on Finance's web page.

Recently Posted Correspondence/Data

- [EFA Payments to Other Entities - October](#)
- [State Funded Reading/Literacy Coaches](#)
- [FY 18–19 Funding Flexibility Form and Procedures](#)
- [FY 18–19 National Board Certification Payment Guidelines](#)
- [PCS Position Code List for FY 18 - 19](#)
- [School-Level Expenditure Reporting Under the ESSA](#)

Recently Posted Correspondence/Data - continued

[FY 18-19 State Minimum Salary Schedule - Final](#)

[Memo – Requirements to Employ Retired Individuals – School Year 2018 – 2019](#)

[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.

Recent Data Request – District Minimum Teacher Salary Schedule

Please refer to email dated August 13, requesting your district's minimum teacher salary schedule for School Year 2018-2019. The salary schedule was due to kmoss@ed.sc.gov by Friday, September 7, 2018. Don't forget to include the 1% salary increase that was mandated for FY 18 – 19.

FINANCIAL SERVICES

Reading/Literacy Coach Funding

Please reference the memo sent out October 1st regarding the new proviso language and methodology in determining Reading/Literacy Coach funding. Send completed funding lists to Melanie Cooper, mcooper@ed.sc.gov. Funding will not begin until the signed MOA and funding list is received.

45-day Funding

Due to the impact of Hurricane Florence throughout the state, the deadline to verify 45-day membership data has been extended to December 7th. Also, be on the lookout for additional communication regarding updated membership verification procedures. Please direct any questions to Nick, nmichael@ed.sc.gov.

Updates for PCS Users

The deadline for PCS staff updates is Friday, November 2, 2018.

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](#)

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.

Recording FY19 Assessment Revenue

Reimbursements processed in FY19 that match expenditures and claims submitted for the 17-18 school year shall be recorded as a receivable in the prior fiscal year.

Recording the Retirement Increase

Both a revenue and matching expenditure should be recorded for the contribution credit received from PEBA based on the 1% increase in retirement paid directly to the Pension Trust Fund. The revenue associated with the credit should be recorded in Revenue Code 3993 – PEBA On-behalf payments.

GASB 75 – Nonemployer Contributions

To record the Nonemployer contributions on the fund financial statements for those nonemployer contributions made in the current financial statement reporting year, please use the following account codes:

Fund Code 994 - PEBA Nonemployer contributions

Revenue Code 3994 - Nonemployer contribution revenues

419-720 - Payments from Nonemployer Contributions

FY'19 EFA Base Student Cost

The FY'19 Base Student Cost is \$2,485.

Funding for School Safety Infrastructure Projects

The SC General Assembly has made available up to \$15 million of lottery funds for school safety infrastructure projects as outlined in Proviso 1.98(B). Your district is eligible to apply for these funds that can be used for projects such as door locks, security cameras, metal detectors, lifesaving medical equipment, and equipment related to school resource officers, excluding vehicles.

Districts must submit an application for funds. The State Board of Education will determine which projects are funded. More information, including the application and instructions are located at <https://goo.gl/forms/ozPgbG3lhIodZqee2>.

The SCDE has established several application due dates: September 21, 2018, October 26, 2018, and November 21, 2018. Only electronic applications will be accepted.

Should you have technical questions regarding eligible projects, contact Ms. Jenny Rooney, Office of School Facilities at jrooney@ed.sc.gov or 803-734-2500. For administrative questions or assistance with accessing the application, contact Ms. Wanda Pontoo, Administrative Coordinator, Division of District Operations and Support, at wpontoo@ed.sc.gov or 803-734-8371.

School District Website Requirements

The SCDE has created a document containing State and Federal requirements for school district websites and other public awareness resources for the 2018-19 school year. Refer to email and memo dated September 19, 2018. Questions should be directed to Valarie Byrd, Senior Consultant, Total Quality Management Services, vbyrd@ed.sc.gov, 803-734-1434.

Reminder – Proviso 1A.76 (Aid to Districts – Technology) Requirements

As a reminder, Proviso 1A.76 requires that districts submit a written request to the K-12 Technology Committee for permission to expend its allocation on other technology-related uses after completion of the referenced three goals.

The following steps should be followed in order to request permission to utilize funds for “other technology-related uses.”

Develop a detailed request, which describes the following:

- How the three other proviso line items have been completed.
- How much of the allocated funds will be used?
- What the funds will be used for?
- How will this plan support the district k-12 technology infrastructure?
- How you are not supplanting other district funding with this request.

A signed request from the District Superintendent should be sent to the following address via email, fax, or mail correspondence:

Keith Osman, Chairman
SC K-12 Schools Technology Initiative Committee
4430 Broad River Road
Columbia, SC 29210
803-896-0789 (fax)
Keith.Osman@admin.sc.gov

New Poverty Definition – Coordinate with PowerSchool Staff

Please remember that the new poverty definition includes data taken from PowerSchool related to migratory students, homeless students, and students in foster care. For the November 2018 report cards (reporting on this SY 2017-18), those designations in PowerSchool will be used to disaggregate assessment and survey data of pupils in poverty. For reporting this disaggregated data, the SCDE will use the PowerSchool fields for “Foster Home” (reset to blank each school year), “Migrant” (check box; three-year certificate of eligibility), and “Homeless” (Primary Night Time Residence, Served by McKinney Vento, and Unaccompanied Youth fields; these fields are reset to “blank” at the start of each school year). The current school year’s data will be reported on the November 2018, report cards. Therefore, it is important that these fields are accurate and up-to-date on this year’s 135th day and 180th day data collections. When we transition to the new poverty definition, this designation will also have financial consequences, because it will add a .20 weighting for those students in EFA.

As noted above, some of these fields revert to “blank” and therefore must be updated at the start of each school year. We recommend that business officials coordinate with PowerSchool staff now to ensure that in the future students are properly coded for funding purposes.

Category 2 E-Rate Match

School districts are eligible for “category 2” (C2) funding under E-rate for eligible internal connections needed for broadband within schools. Information about C2 budgets and funding can be found on the [USAC website](#). The SC K-12 Technology Initiative is making available state funds so that school and libraries can cover the portion of these C2 expenditures not covered by E-rate funds. For information, or to apply for these funds, please contact Andrew Epting at the SC Department of Administration, Division of Technology, Andrew.Epting@admin.sc.gov.

GRANTS ACCOUNTING

Notice - 2019 Title I Carryover From Prior Year(202) sub grant claims were due by October 31, 2018

The SCDE Title I program office required districts to submit their 19 Title I Carryover from Prior Year (202) claims no later than October 31, 2018, only if the Quarter 1 expenditures claimed were needed to get them below the maximum of 15% that the districts are allowed to carryforward. If an LEA was not below this maximum, they would have needed to request a waiver, if they didn't request one in the last three years. If a waiver is not possible, the amount remaining above the 15% limit after the Quarter 1 claim would be deobligated and the funds would be lost to the LEA.

Time and Effort Reporting

The Grants Accounting Section has created a new section on the web page for documents related to Time and Effort Reporting. The documents are located under the [Time and Effort Reporting](#) Feature box.

Final Claim Dates – Federal Funds

Grant Number - H63010013813

Grant Name - STEM AND TAP (STEP)

Subgrant - 18 STEM and TAP - Laurens 56

Final Claim Date - 12/21/2018

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.

GAPS Role for External Auditors

Please request that your Web Access Coordinator assign the “Grants Acct External Auditor” role to your team of external auditors when they begin your audit. This will provide them full access to the reports related to your subgrant awards in lieu of the old project masters that were mailed each year.

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](#).

From the Office of Federal and State Accountability

Title I supplement, not supplant requirements have changed with the Every Student Succeeds Act (ESSA). The [changes](#) with ESSA is intended to alert local education agencies (LEAs) to the new requirement as they design their 2018-19 budgets and to generate discussion with LEA on implementation. The Office of Federal and State Accountability (OFSA), Finance, and Auditing worked with stakeholders during 2017-2018 on the implementation of Title I supplement, not supplant. The OFSA will collect methodologies during September 2018. A letter will be sent to Superintendents, CFO's and Title I Coordinators requesting this information.

Consolidated Grants Application System for School Year 2018-2019

The Office of Federal and State Accountability (OFSA) will be implementing a consolidated grants application system for the 2018-19 school year. The new system will be called the Grants Electronic Management System, or GEMS for short. The initial implementation will include the following grants: Title I Part A, Title I N&D – LEA, Title I N&D – State Agency, Title II Part A, Title III EL, Title III, Immigrant, Title IV Part A, and Title V. Regional LEA training for these grants were held in June.

OFSA will be adding other grants to the system this summer and fall.

The major effort this fall will be to move the District Strategic Plan and the School Renewal Plans from its current platform to the planning tool platform in GEMS. This "One Plan" system will provide both the agency and LEA's with increased efficiencies that include having common data elements flow automatically between grants, enhanced planning tools, and eventually automated financial functions. OFSA is excited about this endeavor and how it will assist the agency and LEA's better manage the complex myriad of plans and grants.

The following links provide training for GEMS:

<https://ed.sc.gov/policy/federal-education-programs/title-i/>. All training modules are listed under Additional Resources and Information.

Or

<http://southcarolina.egrantsmanagement.com/DocumentLibrary/Default.aspx?ccipSessionKey=636731491551005785>. This is on the GEMS Site. This link should take you straight to the modules in SCDE Resources.

INSTRUCTIONAL MATERIALS

Science Kit Refurbishment Allocations

The 2018-19 district allocations for the refurbishment of science kits are posted on the web: [Refurbishment of Science Kits - 2018-19 Allocations](#). Please share this information with your district science coordinators and finance managers.

AUDITING SERVICES

FY 2017-18 Audit Reports

Per SC Code of Laws, school districts must submit its annual audit report by December 1 following the end of a fiscal year. Since December 1 falls on a Saturday this year, audit reports for FY 2017-18 are due to the SCDE by Monday, December 3, 2018. The entire audit report, spreadsheet of supplemental schedules for each fund type, data collection form, and the supportive information sheet

must be uploaded to LARS by the mandated deadline. Timeliness of the audit submission factors into a district's risk assessment score. Audit submission more than 60 days after the deadline will result in an entity being declared in a state of fiscal caution.

New Staff Member

The Office of Auditing Services welcomes James Vant to the auditing staff. James will perform audits of districts determined to be in a state of fiscal caution, fiscal watch, or fiscal emergency. He will also perform audits of state funds allocated to school districts.

FY 2018-19 LEA Indirect Cost Rates

A few districts still have not certified the FY 2018-19 indirect cost rates. Please submit your signed agreement to the Office of Auditing Services at auditing@ed.sc.gov as soon as possible.

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 2017-2018 Funding Manual](#)

October 22	January 22	April 22
November - TBD	February 22	May 22
December - TBD	March 22	June 21

Student Accountability

[Student Accountability Manual 2017](#)

Audit Guide

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

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
November 2	DEADLINE FOR PCS STAFF UPDATES (THIS IS A DUE DATE FOR FEDERAL REPORTS AND ACCREDITATION REPORTS)
November 2	INITIAL MEMBERSHIP/ATTENDANCE 45 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 45 DAY REPORT
December 7	MEMBERSHIP/ATTENDANCE CERTIFY 45 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 45 DAY REPORT (\$)
December 3	2017-18 AUDITS AND IN\$ITE
March 25	INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORT
April 10	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
April 29	PCS UPDATES FOR 135 DAY FUNDING (\$)
June 28	FINAL CHANGES TO PCS/TECHNOLOGY PROFICIENCY FOR FY 18-19
June 28	FUNDING FLEXIBILITY FORM 2018-19