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 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 4/22/24 through 4/28/24*

**Date:** April 22, 2024  
**To:** Chief School Administrators  
**From:** Frank Harwood  
 Deputy Commissioner  
 Dale Brungardt  
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	5.33%	5.33%
3 Months	5.31%	5.31%
6 Months	5.29%	5.27%
1 Year	5.14%	5.09%
18 Months	5.07%	4.99%
2 Years	4.94%	4.85%

*Minimum investment rates banks must offer to secure public funds as prescribed by [K.S.A. 75-4210](#)  
 Maximum length of investment term is two years.*

**Payments**

- Apr 26 ..... SNP, CACFP & FFVP
- Apr 25 ..... KS Pre-K Pilot (TANF)
- May 1 ..... State Found. Aid, Bond & Interest (Capital Improvement),
- May 9 ..... Selected Federal Payments
- May 10 ..... SNP & CACFP
- May 15 ..... National Board Certified Teacher, Mental Health (CMHC)
- May 17 ..... SNP, CACFP & FFVP
- May 24 ..... Kansas Pre-K Pilot (CIF), SNP & CACFP
- May 31 ..... CACFP

Payment amounts for each district/LEA will be posted near the date of deposit:  
[Payment Information](#)

**State Aid Payments:** [Rose Ireland](#) (785) 296-4973

**Federal Aid Payments/Form 240:** [Amanda Williams](#) (785) 296-2020

Refer to **Form 240** (Federal Aid Payment request form) for a list of federal program funds. To receive a May federal aid payment, submit Form 240 no later than April 19. The Federal Cash Management Act requires that these funds must be spent by the end of the month in which they are received. LEAs cannot carry over federal funds to the following month.

**Child Nutrition Program (CNP) Payments:** [Dessa Gifford](#) (785) 296-4965

- SNP = School Nutrition Programs
- CACFP = Child & Adult Care Food Program
- FFVP = Fresh Fruit & Vegetable Program
- SFSP = Summer Food Service Program

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## Child Nutrition & Wellness Monthly Updates

For important details surrounding the Child Nutrition Programs (CNP), please be sure to check out the Monthly Updates provided from Child Nutrition & Wellness (CNW) leadership each month and posted to the CNW website at [cnw.ksde.org](http://cnw.ksde.org), SNP, SNP Monthly Updates as well as CACFP, CACFP Monthly Updates or SFSP, SFSP Monthly Updates.

Summer Food Service Program (SFSP) payments will be processed 1-2 times a month from June through September. First payment will direct deposit on either Friday, June 7 or June 14.

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## Report Due Dates

- April 30 ..... National Board Certified Teacher Incentive – reimbursement claim  
(open April 1-30) [Rose Ireland](#) (785) 296-4973
- April 30 ..... Special Education Catastrophic State Aid Application (current year) and NPE  
Contracts data is finalized [Mason Vosburgh](#) (785) 296-4945
- April 30 ..... December 1 MIS Child Count – MIS Collection data is finalized  
[Mason Vosburgh](#) (785) 296-4945
- May 1 ..... Mentor Programs – Submit Mentors/Mentees/Assignments for stipend request  
(submit by May 1) [Leslie Bruton](#) (785) 296-8011
- May 1 ..... Special Education Categorical Aid Personnel Report - Final deadline to update  
[Evelyn Alden](#) (785) 296-3868 Special Education Personnel - check FTE  
Discrepancy Report - include homebound
- May 1-20 .... Request June Federal Funds (Form 240) if funds available (open May 1-20)  
[Amanda Williams](#) (785) 296-2020
- May 1-31 .... Foundations for School Success End of Year Survey for Kansas Preschool Pilot  
[Natalie McClane](#) (785) 296-5081
- May 1-Jun 7 IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2024-25  
school year [Christy Weiler](#) (785) 296-1712
- May 3 ..... Kansans Can Star Recognition Program (open 12/19/2023 – 5/3/2024)  
[kcanstars@ksde.org](mailto:kcanstars@ksde.org) [Myron Melton](#) (785) 296-8110
- May 6 ..... KIDS Collection EOYA – End of Year Accountability (open May 6-June 30)  
[KSDE Helpdesk](#) (785) 296-7935
- May 10 ..... Special Education Transportation Claim Form (Form 308) (submit by May 10)  
[Rose Ireland](#) (785) 296-4973
- May 15 ..... CTE Pathways Student Data Management (open May 15-August 15)  
[Pathways Helpdesk](#) (785) 296-4908
- May 15-24.. Juvenile Detention Center - Final expenditures  
(open approx. May 15 - submit by May 24) [Amanda Williams](#) (785) 296-2020
- May 15-24.. Kansas Parent Education Program - Final expenditures claim form  
(open May 15-24) [Amanda Williams](#) (785) 296-2020
- May 20-June 3 Professional Development – Final expenditures claim form  
(open May 20 – June 3) [Amanda Williams](#) (785) 296-2020
- May 24 ..... KIDS Collection TASC (Teacher and Student Connection)  
(open Sep 5, 2023-May 24, 2024) [KSDE Helpdesk](#) (785) 296-7935
- May 31 ..... Early Childhood Foundations for School Success End of Year Survey due  
[Natalie McClane](#) (785)-296-5081

*Kansas leads the world in the success of each student.*

## 2023-2024 Republishing General Fund

Are you concerned about republishing your General Fund? Keep in mind the following factors will impact the calculation of your final “computed” general fund budget:

1. **Audits** – KSDE is still processing audits. We anticipate having all audits completed by mid-May. If there are audit exceptions to any current year weightings, this will result in an increase or decrease of your computed general fund budget.
2. **Special Education State Aid** – The final special education aid payment will deposit on June 3. Once we finalize this payment, we will re-compute your general fund budget based on actual special education aid. If your **actual** special education aid increases or decreases in comparison to the special education aid budgeted on Form 118, your general fund budget will increase or decrease respectively.
3. **Virtual Credits** – We are currently computing your general fund budget based on **estimated** Virtual Credits submitted on the Superintendent’s Organization Report. The **actual** Adult Virtual Credits earned for students 20+ years and Dropout Virtual Credits for students 19 and under will be submitted on the Local Effort web form due June 7. Immediately thereafter, we will re-compute your general fund budget based upon actual Virtual Credits. If the actual virtual credits increase or decrease in comparison to the Virtual Credits estimated, your general fund budget will increase or decrease respectively.

To download the complete 2024 Legal Max spreadsheet, please go to this website: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legal-Max-General-Fund-School-Finance-Studies>.

**Note:** The spreadsheet ‘effective date’ 4/18/2024 appears in Column B (top left side of screen). As audits are processed, we re-compute and repost the spreadsheet with a new effective date.

We anticipate mailing each district a Final legal max letter by mid-June.

Don’t hesitate to contact our office if you have any questions pertaining to republishing the General Fund or any other fund within the USD budget program.

Contact for questions concerning republishing:  
[Sara McCullah](#), School Finance.

If your district needs to republish general fund, step by step instructions are provided online to make these updates in your Excel budget program.

**Requirements to Republish USD Budget:**

[https://www.ksde.org/Portals/0/School%20Finance/budget/Repub\\_Instructions.pdf?ver=2024-04-19-093701-787h](https://www.ksde.org/Portals/0/School%20Finance/budget/Repub_Instructions.pdf?ver=2024-04-19-093701-787h)

Note:  
It is not necessary to mail an amended paper copy if you have submitted electronically.

2023-24 Budget Republication forms should be received by KSDE before:

- o June 1, 2024 - General Fund
- o June 30, 2024 - All funds republished except General

**IMPORTANT:** If you amend the general fund and the hearing will be held later than May 15, please notify KSDE of your intent to republish. Email a pdf copy of the **Amend** form (notice of hearing) to Katie Albright at [kalbright@ksde.org](mailto:kalbright@ksde.org).

Immediately following board approval, please electronically submit all amended budget worksheets.

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### KASBO Presentation: Legal Max 101 and Journey Beyond Your Data

School Finance team members, Dale Brungardt (Director) and Sara McCullah (Assistant Director), presented to KASBO members on Friday, April 19.

During the first session, they reviewed *Legal Max 101* (General and Supplemental General Funds) and an overview of the funding formula, including adjusted enrollment, weightings, Virtual state aid and required transfers from General Fund and Supplemental General Fund.

During the second session, they presented *Journey Beyond Your Data* and reviewed the current special education data collections which will be used for computing the final June 1 special education state aid payment. During this session, they reviewed how to use the current data for projecting special education state aid for purposes of republishing the General Fund.

The **PowerPoints** and **Projecting Special Education for General Fund** instructions have been posted on the School Finance – What’s New website for download: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Whats-New>

Don’t hesitate to contact Sara McCullah at [smccullah@ksde.org](mailto:smccullah@ksde.org) or Dale Brungardt at [dbrungardt@ksde.org](mailto:dbrungardt@ksde.org) or call our office at 785-296-3872 if there are questions.

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### 2023-2024 Bond & Interest State Aid Request

The Bond & Interest state aid request was submitted in June 2023 for the current 2023-2024 school year via the KSDE Authentication Portal – LEA Forms: <https://apps.ksde.org/authentication/login.aspx>. We are encouraging districts to review your state aid requested to ensure this includes total principal and interest payments made during this school year.

If additional principal or interest payments were made after the June submission, please login to print the Bond & Interest State Aid request form to pencil in your

changes, then sign and date the bottom of the form. We cannot change payments that have already been processed, so if you have additional state aid owed to you, please request as June state aid. Please scan and email to [Rose Ireland](#) **no later than May 1.**

Please note if refunding of bonds resulted in lower principal or interest payments than originally reported, no action is required as this will be handled during the 2024-2025 school year audit to determine any overpayment at that time. If you have questions regarding your bond and interest state aid payment, please contact [Sara McCullah](#) at 785-296-4972.

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### Special Education Catastrophic Aid & Non-Public Equivalency (due April 30)

Please forward this reminder to your local MIS clerk who will be submitting data electronically.

In recognition of the fact that some exceptional students have unique or severe physical, mental, social-emotional or educational characteristics that require expensive interventions, reimbursement may be granted in an amount equal to 75% of the net costs for special education services which exceed 2 times the per teacher entitlement from the prior school year, after deducting state and federal aid generated by the student.

- o For non-public, this includes services provided by non-public institutions or agencies.
- o Download instructions and Excel application from the Special Education Fiscal Resources homepage: <https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special-Education/Special-Education-Fiscal-Resources/Categorical-Aid>

NOTE: Please provide completed forms to your local MIS clerk, who will submit the data electronically. *For submission procedures:* <https://www.ksde.org/Portals/0/SES/MIS/MIS-DD.pdf> Page 27-29.

Do not mail copies of the completed applications to KSDE. These forms are for internal use only.

Special Education Catastrophic Aid & Non-Public Equivalency

- o Applications due April 30 (one application per child)
- o Special Education Services contact:  
Mason Vosburgh at [mvosburgh@ksde.org](mailto:mvosburgh@ksde.org) or 785-296-4945

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