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 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 5/02/22 through 5/08/22*

**Date:** May 2, 2022  
**To:** Chief School Administrators  
**From:** Craig Neuenswander  
 Deputy Commissioner  
 Dale Brungardt  
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.33%	0.33%
3 Months	1.03%	0.81%
6 Months	1.46%	1.31%
1 Year	2.12%	1.98%
18 Months	2.47%	2.42%
2 Years	2.64%	2.63%

*Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210*

**Remaining Payments**

- May 3..... State Foundation Aid, Bond & Interest (Capital Improvement),  
Mental Health (Liaisons)
- May 5 ..... Federal Payments
- May 27 ..... Kansas Pre-K Pilot (CIF)
- June 1 ..... Special Education, Evidence-Based Reading, Mental Health (Liaisons), Bond  
& Interest (Capital Improvement)
- June 9..... Federal Payments
- June 15..... State Foundation Aid, Mentor Teacher, Juvenile Detention
- June 17..... Kansas Parents as Teachers, Food Service State Match Re-Appportionment
- June 24..... State Foundation Aid (~1%), Supplemental General (LOB) – prorated
- July 8..... FY22 Remaining entitlement: State Foundation Aid,  
Supplemental General (LOB)
- July 27 ..... FY22 KPP-TANF 4<sup>th</sup> Quarter Reimbursement

State Aid payments ..... Rose Ireland (785) 296-4973 [rireland@ksde.org](mailto:rireland@ksde.org)  
 Federal Aid (Form 240) ..... Nicole Norwood (785) 296-2020 [nnorwood@ksde.org](mailto:nnorwood@ksde.org)  
 Meal reimbursement ..... Jennifer Barger (785) 296-4965 [jbarger@ksde.org](mailto:jbarger@ksde.org)

State and federal payment amounts for each LEA are available on the School Finance homepage:

[Payment Information](#). Also, on the payment screen, open and review the **FY22 State Aid Printouts** (summary reports) for your district each month:

- State Foundation, Supplemental & Capital Improvement State Aid Printout
- Special Education State Aid Printout (payments, coop split)

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## Report Due Dates

- May 1-31 .... Foundations for School Success (End of Year Survey) Early Childhood (open May 1-31) [Natalie McClane](#) (785) 296-5081
- May 2 ..... Special Education Categorical Aid Personnel System – Final deadline to update CAPS Special Education Personnel – check FTE Discrepancy Report – include homebound [Evelyn Alden](#) (785) 296-3868
- May 2-20 .... Request June Federal Funds (Form 240) if funds available (open May 2-20) [Nicole Norwood](#) (785) 296-2020
- May 2-Jun 3. IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2022-23 school year [Christy Weiler](#) (785) 296-1712
- May 9 ..... KIDS Collection EOYA – End of Year Accountability (open May 9-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 11 ..... Submit the Kansas Pre-K Pilot (CIF) final expenditure report to Nicole Norwood via email [Nicole Norwood](#) (785) 296-2020
- May 12 ..... Unencumbered Cash Balances on May 1 (all USDs - open April 29-May 12) [Rose Ireland](#) (785) 296-4973
- May 13-Jun 10. Emergency Safety Intervention (ESI) (in KIAS) Incidents occurring on or between 12/1/21 and 5/31/22 [Shanna Bigler](#) (785) 296-4941
- May 14 ..... Discipline Data Collection (in KIAS) (open May 14-June 30) [Shanna Bigler](#) (785) 296-4941
- May 16 ..... CTE Pathways Student Data Management (open May 16-August 16) [Pathways Helpdesk](#) (785) 296-4908
- May 16-27 .. Juvenile Detention Center - Final expenditures (open approx. May 16 - submit by May 27) [Nicole Norwood](#) (785) 296-2020
- May 16-27 .. Kansas Parent Education Program - Final expenditures claim form (open May 16-27) [Nicole Norwood](#) (785) 296-2020
- May 27 ..... KIDS Collection TASC (Teacher and Student Connection) (open Sep 7, 2020-May 27, 2021) [KSDE Helpdesk](#) (785) 296-7935

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## Special Education Transportation (Form 308) due May 10

Reminder: All LEAs need to submit Form 308 and provide encumbered transportation costs through June 30. *If there are no expenses to report, go online to enter \$0 special education transportation costs and submit this report anyway.*

Our records indicate that 153 districts, interlocals and special education cooperatives have not started the Form 308 needed to calculate the June 1 special education state aid payment. We have received 67 completed reports, and 86 reports are in progress.

**Instructions** to complete the Special Education Transportation (Form 308) are available on the School Finance website – [link here](#). Under the Manuals heading, select **Form 308 Instructions**.

If you need assistance, please contact:

- Rose Ireland [rireland@ksde.org](mailto:rireland@ksde.org) (785) 296-4973
- Christi Wyckoff [cwyckoff@ksde.org](mailto:cwyckoff@ksde.org) (785) 296-6321
- Sara Barnes [sbarnes@ksde.org](mailto:sbarnes@ksde.org) (785) 296-4972

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### Questions Concerning Possible Republishing of Food Service Fund

Many districts have seen an increase in revenue due to the **Federal Aid Reimbursement for student meals**. Since this is due to **unanticipated federal funds**, districts **will not need to republish food service** as long as they can determine it is result of additional unbudgeted federal aid. Districts are encouraged to consult with their CPA to make sure republishing is not necessary.

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### Request federal funds to be spent in FY2022 by May 20 (repeat April 18 interest letter)

Please review your federal aid balances now to determine if there are remaining funds which still need to be drawn down during FY 2022 (by June 30). To open the spreadsheet, click on [Payment Information](#), look under the heading FY22 Payments, then select Federal Payment deposited. Another option is to open the Form 240 web application to review current ending balances for each federal grant.

If you have federal aid balances that need to be drawn down in FY22, please request the funds ([login screen - web application Form 240](#)) no later than May 20 (payment deposits June 9). Requests submitted for federal funds after the May 20 cutoff date will result in your payment being received in July (start of FY 2023).

Refer to your federal grant award notification letter for the date when the award expires, or contact the KSDE program consultant listed below for assistance. Some grants may allow more than one year to spend down.

If you have questions about how to spend federal funds, contact the KSDE program consultant listed below by email:

- [Nicole Clark](#).....Title I Grants, Title II-A, Rural Low Income, Title IVA
- [Kathleen Mercer](#) .....Secondary Program Imp. & Perkins Reserve
- [Karen Maddox](#).....Title VI-B Disc Special Project
- [Christy Weiler](#).....Title VI-B Pass Thru & Early Childhood Flow Thru
- [Chris Macy](#).....Title IV 21st Comm. Learning Centers
- [Kimberly Muff](#).....Striving Readers-LINK Grants
- [Trevor Huffman](#).....ESSER & ESSER-SPED Grants
- [Nicole Norwood](#) .....Questions on Form 240- requesting payment

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### Submit AMEND form by May 15 if republishing general fund (reminder)

**IMPORTANT:** If you plan to 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 [kalbright@ksde.org](mailto:kalbright@ksde.org) before May 15.

This will assist our office in determining final general state aid entitlements. Please contact Sara Barnes [sbarnes@ksde.org](mailto:sbarnes@ksde.org) if you have questions.

Guidance to republish General Fund and the factors that impact the calculation of your final “computed” general fund budget are in the April 18 interest letter.

Download instructions - **Requirements to Republish USD Budget:**

[https://www.ksde.org/Portals/0/School%20Finance/budget/Budget\\_Workshop/repub\\_instructions.pdf?ver=2021-04-13-151857-907](https://www.ksde.org/Portals/0/School%20Finance/budget/Budget_Workshop/repub_instructions.pdf?ver=2021-04-13-151857-907)

2021-22 Budget Republication forms should be received by KSDE before:

- o May 15, 2022 - General Fund only (in order to calculate final state aid)
- o June 30, 2022 - All funds republished except General

Immediately following board approval, please electronically submit all amended budget worksheets. (A paper copy does not need to be mailed).

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### Crisis Management Plans

Spring has sprung and with that also has the threat of severe weather..... **are you prepared?**

This is a good time to revisit your schools Crisis Management Plans. You may log onto [Safe and Secure Schools](#) to access the Optional Crisis Plan Template.

Below are some questions to help you start your review:

- Have you Identified your Risks and Hazards?
- Do you have a Crisis Management Team?
- Do you have a Crisis Response Team?
- Are these Teams Identified in your plan?
- Have you reviewed your plan in the past six months?
- Are all contacts up to date?
- Have you exercised and shared your plan with administration, staff, students and outside agencies? (Fire, Police, Sheriff, Emergency Manager)



Please feel free to contact: [Jim Green](#) (785) 296-4946

He will be more than happy to sit down with you and your staff to help you build an All Hazard Plan, and even set up a table top discussion that counts as one of your 3 Crisis drills.

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