Kansas state department of Education

School Finance

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Date: April 22, 2013

To: Chief School Administrators

From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT
Effective 4/22/13 through 4/28/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.15%**	0.15%
3 Months	**0.04%**	0.06%
6 Months	**0.08%**	0.09%
1 Year	**0.13%**	0.14%
18 Months	**0.19%**	0.20%
2 Years	**0.24%**	0.23%

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

May 20 is final chance to request federal funds to be spent in FY2013

Please review your federal aid balances now to determine if there are remaining funds which still need to be drawn down during FY2013. Link: http://www.ksde.org/Default.aspx?tabid=1891 open the federal aid payment spreadsheet, or balances are available on the Form 240 web application.

If you have federal aid balances that need to be drawn down in FY2013, please request the funds (via Form 240) by May 20. Requests submitted for federal funds *after the May 20 cutoff date* will result in your payment being received in early July (start of FY2014). If you have questions on the Form 240, contact Rose Ireland by email rireland@ksde.org or call (785) 296-2020.

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

- 785-296-4925 Nicole Clark .....Title I Grants
- 785-296-2307 Martin Kollman .....Secondary Program Improvement
- 785-291-3098 Karen Maddox .....Title VI-B Disc Special Project
- 785-296-2425 Dean Zajic .....Title VI-B and Early Childhood Flow Thru
- 785-368-7436 Vince Omni .....Safe and Supportive Schools
- 785-296-3287 Chris Macy .....Title IV 21st Comm. Learning Centers

Remember: Schools and cooperatives are required to follow the Federal Cash Management Act. Under this Act, **federal funds** must be spent by the end of the month in which they are received.

Mark your calendar:

April 30.....Deadline to submit nominations for Teacher of the Year (see April 8 interest letter)

April 30.....Deadline to submit Special Education Catastrophic Aid claim

May 1 .....Deadline to submit Medicaid claims for children receiving special education services (see April 1 interest letter)

May 10 .....Deadline to submit Special Education Transportation (Form 308 web app)

May 20 .....Deadline to submit Form 240 (to request June federal aid)

Special Education claim forms ready to submit

This message has been sent 4/22 via Listserv to superintendents, board clerks/business managers, and special education directors.

The following claim forms should be submitted to KSDE on different due dates shown below in order to receive a special education state aid payment on approximately June 3.

1) due May 10…..Special Education Transportation Expenses (Form 308)
2) due April 30….Special Education Catastrophic Aid & Non-Public Equivalency

*The instructions and forms are available on the School Finance website – link here: *http://www.ksde.org/Default.aspx?tabid=119*. Scroll down to the center of the page to the heading **"School Finance Action Items,"** and look for the instructions to submit the special education forms outlined below.

1) Special Education Transportation Expenses (Form 308) (**due May 10**)

Special education transportation expenditures (Form 308) are collected online through our KSDE authenticated web applications. See * above for link to instructions. We suggest you print the instruction sheet to help in completing this form.

- **ALL LEAs** should submit the Form 308 (special education transportation expenditures) **by Friday, May 10 – even if your district does not have special education transportation costs,** please enter zero and submit the Form 308 (online web app)
- Payment date - approximately June 3
- Form 308 - School Finance contacts:
  - Kevin Mercer kmercer@ksde.org 785-296-4973
  - Sara Barnes sbarnes@ksde.org 785-296-4972
  - Craig Neuenswander craign@ksde.org 785-296-3872

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

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 $57,790 for the 2012-13 school year, after deducting state and federal aid generated by the student.

- For non-public, this includes services provided by non-public institutions or agencies.
- Instructions and Excel application can be downloaded from the KSDE Special Education Services homepage (see below)

NOTE: *Please provide completed forms to your local MIS clerk, who will submit the data electronically. See **Page A-8 thru A-13 of the MIS Data Specifications Appendix FY13** for submission procedures found at this address: http://www.ksde.org/Default.aspx?tabid=2586. Do not mail copies of the completed applications to KSDE. These forms are for internal use only.*

Special Education Catastrophic Aid & Non-Public Equivalency

- **Applications due April 30** (one application per child)
- Payment date: approximately June 3
- Special Education Services contact: Mason Vosburgh mvosburgh@ksde.org 785-296-4945

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