Kansas state department of Education

School Finance

(785) 296-3872
(785) 296-0459 (fax)

120 SE 10th Avenue • Topeka, KS 66612-1182 • (785) 296-6338 (TTY) • www.ksde.org

Date: August 26, 2013

To: Chief School Administrators

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

INTEREST RATE ON INVESTMENT
Effective 8/26/13 through 9/1/13

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.08%**	0.09%
3 Months	**0.03%**	0.04%
6 Months	**0.06%**	0.07%
1 Year	**0.15%**	0.15%
18 Months	**0.27%**	0.25%
2 Years	**0.39%**	0.37%

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

KSDE offices will be closed next Monday in observance of Labor Day.

September payments

September 3 .....General State Aid, Bond & Interest
September 12 .....Federal Aid (if requested)
September 16 .....After School Enhancement Grant
September 20 .....After School Activity (Middle School)

Payment amounts will be posted on the School Finance homepage near the date of deposit:
http://www.ksde.org/Default.aspx?tabid=1891

State aid payments: Sara Barnes sbarnes@ksde.org or call (785) 296-4972
Federal aid payments (Form 240): Rose Ireland rireland@ksde.org or call (785) 296-2020

Due Dates

Listed below are the due dates for reports and LEA forms that will be submitted via online web application. If you have questions, please contact the person listed.

Due Date — Contact person

August 30 — Driver Education Reimbursement Claim (for districts offering a program – instructions below)
- Dale Anne Reser dareser@ksde.org (785) 296-4971

Sept 11 — Designation of School Attendance Officers (Re: Truancy - instructions sent in July 16 email from Dale Dennis)
- Emily Leeper eleeper@ksde.org - (785) 296-3204

Sept 11 — School Term (1,116 hours or 186 days) for 2013-14 (instructions sent in August 5 email from Dale Dennis)
- Tamara Milligan tmilligan@ksde.org - (785) 296-3871

Sept 11 — Kansas School Safety Hotline – Verify emergency contact(s) for 2013-14 (open year round to revise) (instructions sent in August 7 email from Dale Dennis) Tamara Milligan tmilligan@ksde.org - (785) 296-3871

Sept 16-20 — Request October General State Aid (web app)

Sept 20 — Form 240 – Request for federal funds (October payment)

Sept 20 — Official Student Count Date – Friday, 9/20/13

October 10 — Superintendent's Organizational Report (SO-66) and Principal's Building Report
Web apps will open on 9/20 for data entry. *More information to come…*
- Sara Barnes or Craig Neuenswander – (785) 296-3872

Driver education reimbursement claim due 8/30

If your district had a driver education program during the period from September 1, 2012, through August 30, 2013, you may be eligible for reimbursement. Please submit an online claim form **by Friday, August 30**:
Link to submit: https://online.ksde.org/authentication/login.aspx

The **Data Entry Handbook** provides detailed instructions and screen shots to help complete the driver's education claim form: http://www.ksde.org/Default.aspx?tabid=1877.

Note: *If you discontinued your driver's education program this year, but received reimbursement last year, please logon and submit* ***"No Program"*** *to notify us that you will not be requesting a payment.* If you have questions, please call **STANDARDS AND ASSESSMENTS SERVICES (785) 296-8107** and speak to Joan Peterson or email jpeterson@ksde.org.

Register for Counting Kids Workshops

Did your KIDS staff register to attend one of the Counting Kids workshops? Michael C. Murphy, Director, Fiscal Auditing, KSDE, will be presenting. Dates, times and locations are listed below:

Date	Time	Location
September 3	8 am-11 am	USD 500 KCK
September 3	1 pm-4 pm	USD 233 Olathe
September 4	8:30-11:30am	Greenbush
September 5	8:30-11:30am	USD 402 Augusta
September 5	1 pm-4 pm	USD 266 Maize
September 6	9 am-noon	Salina, Smoky Hill Educ Center
September 9	9 am-noon	Hiawatha High School
September 10	9 am-noon	USD 437 Auburn-Washburn
September 11	8:30-11:30	NW Kansas Educ Serv Center
September 12	9 am-noon	USD 102 Cimarron
September 13	9 am-noon	Hutchinson - ESSDACK

Enrollment Handbook
Auditing guidelines for counting pupils for funding purposes.

This document combines the Enrollment Audit Guide and the Counting Kids Handbook. Information included within is valid for the 2013-14 school year.

Prepared by: KANSAS STATE DEPARTMENT OF EDUCATION
Fiscal Auditing Team - Michael C. Murphy, Director
Revised: July 22, 2013

Topics to be discussed include:

- Counting students on September 20
- Counting minutes for each student and entering data in KIDS
- Traditional, Virtual, Alternative schools
- Enrollment weightings: at risk, bilingual, transportation, declining enrollment
- Auditing and record requirements

There is no charge to attend the Counting Kids workshops. Registration is recommended as seating may be limited. To open the workshop announcement, click on the URL: http://www.ksde.org/Default.aspx?tabid=113. To reserve your seat, please call or email the site hosting the workshop. *If you can't attend, download the Powerpoint presentation that will be used the Counting Kids workshops available at the URL above.*

The **Enrollment Handbook** (formerly Counting Kids Handbook) for the 2013-2014 school year is on the Fiscal Auditing homepage - link: http://www.ksde.org/Default.aspx?tabid=113. This material will be covered at the Counting Kids workshops. **Please print and bring this handbook if you attend a Counting Kids workshop.**

Submit school calendar to schedule KSDE audit (repeat from Aug 12 – 100 USDs have submitted)

In order to schedule your annual state audit, please submit your school district's one page school calendar for the 2013-14 school year. We prefer that you create a .pdf document, and attach the calendar to an email and send to lwallis@ksde.org, KSDE Fiscal Auditing team.

If you have questions, please call Linda Wallis, Fiscal Auditing, at (785) 296-4976.

SAM (formerly CCR) Registration

Attn: USDs, Interlocals, Service Centers (LEAs)

ACTION NEEDED: All LEAs should remain active in this federal registry and **renew in SAM prior to the expiration date of your CCR record.** *Follow the instructions below to update your registration online when your LEA receives notification (via email from SAM) to update your entity records. If you do not know your expiration date, you can verify it by going online. Thank you.*

Veryl Peter, ARRA/FFATA Consultant

As you recall, all LEAs were required to be registered in the Central Contractor Registration (CCR) system in order to file quarterly reports for the American Recovery and Reinvestment Act (ARRA). More recently, the information in SAM is also being used to meet the Federal Transparency Act in which KSDE must file reports for any LEAs receiving over $25,000.

The SAM system can be accessed at: https://www.sam.gov/portal/public/SAM/

Listed below is information from the SAM website:

What is SAM?

The System for Award Management (SAM) is a Federal Government owned and operated free website that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

***Former CCR registrants** – includes USDs, Interlocals, Service Centers (LEAs)*

- *If you had an active record in CCR, you will have a record in SAM.*

To update or renew your Entity records(s) in SAM

LEAs will need to create a SAM User Account and link it to your migrated Entity records by going to **Register/update Entity** at this URL: https://www.sam.gov/portal/public/SAM/. Search for registered entities in SAM by typing the DUNS number or business name into the **search box**.

Once your entity appears, click on **view details** to see your expiration date. If your LEA does not appear, click on **Inactive** under **Filter Results** to see if you have an inactive report. If no records appear, please call the **Federal Service Desk** at **(866) 606-8220** to determine the status of your LEA. ***As a reminder, some people have experienced a waiting time to get a live person, so please have patience when calling the Federal Help Desk. You may also contact the Help Desk by accessing https://www.fsd.gov/ and clicking on the web form and emailing them your question. It is necessary to create an account (free) to use this service.***

Instructions for updating SAM Registration

To update the Expired or Active/Inactive registration please log into your SAM user account, click **Register/Update Entity, Complete Registrations.** The entity will appear in the **Entity List**, please click on it so that it becomes highlighted. Then the **Registration Details** section will become populated with information. Please click the **Update Entity** button.

The first page that appears asks if you want to update the purpose of registration, please select **Yes**, and then click the **Next** button. Make sure the proper selections are made in the drop down boxes and click **Save & Continue**. The next page in the registration is the **Verify DUNS Information** page. If your business information is appearing correctly, please click **Save and Confirm**. If it is not appearing correctly, please contact **Dun & Bradstreet at 866-705-5711 to update your DUNS information**. You will then have to wait at least 24 hours for your information to update with D&B. Once it appears correctly on their website, log back into SAM, and click the **Refresh D&B Data** button on the **Verify DUNS Information** page, and then click **Save & Continue** to complete the rest of your SAM registration.

Instructions for updating SAM Registration

Please visit every page in the registration by clicking **Next** or **Save & Continue**, verifying that a green check mark appears on the left of every page. Do not skip around in the registration or you will not be able to submit it at the end. Once you update all of the information and are on the final **Entity Review** page (past the **POC** page and **SBA Supplemental** page), click the **Submit** button.

After you have submitted, you will then be brought to a **Confirmation** page. Please click the **View Summary** button in the middle of the page. On the new page, your status will say **Submitted** in the blue banner at the top. If it does not, please follow the instructions above and try submitting again.

Once submitted, the record will be sent to the IRS (for domestic registrations) and DLA for CAGE/NCAGE validation. It may take up to 5 business days and you will be notified via email if you pass through the process or are rejected. Until the record becomes Active, the current Expired/Active/Inactive record will continue to show up in the public search.

You can view the status of the submitted record by going to **Register/Update Entity**, **Complete Registrations**, selecting the **Entity** and then clicking **View**. This will bring you to the **Entity Dashboard** page. The status will say **Submitted** at the top, and the blue box in the middle of the page will update with the status of your record. Once the record becomes **Active** it will remain in the **Complete Registrations** section and will "take over" the Active/Inactive/Expired registration in the public search (if you have not opted out of public search – see below).

If you have any additional questions, please refer to the **HELP** tab on the SAM website, which contains a myriad of resources, such as User Guides and FAQs. A **Quick Start Guide** is shown below (scroll down).

For Schools Who Have Opted Out of the Public Search:

Some schools who are registered in the SAM system (formerly CCR) have opted out of the public search. By opting out, KSDE is not able to view your district information and therefore unable to check your expiration date and such items as your address and 9 digit zip code. The zip code is important when KSDE files reports under the Federal Funding Accountability and Transparency Act. You can reverse the opt out feature by going into the SAM system and updating your information and allowing the public search.

SAM Customer Service:

Federal Service Desk Phone: (866) 606-8220

URL: www.fsd.gov **Hours:** 7am - 7pm

Again, all LEAs should remain active in this federal registry and renew in SAM prior to the expiration date of your CCR record. Contact the Federal Service Desk for assistance. We will keep you informed of any changes on this subject.

Veryl Peter

ARRA/FFATA Consultant

vpeter@ksde.org

An Equal Employment/Educational Opportunity Agency | The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Topeka, KS 66612; 785-296-3201.

# # #