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 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 8/08/22 through 8/14/22*

Date: August 8, 2022
To: Chief School Administrators
From: Craig Neuenswander
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.33%	2.00%
3 Months	2.53%	2.56%
6 Months	2.87%	2.83%
1 Year	3.08%	2.96%
18 Months	3.10%	3.00%
2 Years	3.06%	2.97%

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

Payments

Aug 11 Federal Payments
 Aug 25 KS Pre-K Pilot (CIF)

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

State and federal payment amounts for each LEA are available on the School Finance homepage: [Payment Information](#).

September State Foundation Aid Request

All districts shall submit the 2022-2023 State Aid Request for September by Friday, August 19.

The web application is now available on the [KSDE Authentication portal](#). On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**
- Click on **State Aid Request for September**
- Click on **Create New Report for 2023**

For assistance, call Rose Ireland at (785) 296-4973 or email rireland@ksde.org.

Report Due Dates

Aug 8 KIDS Collection **TEST** (Assessment Testing) (open August 8, 2022-June 21, 2023)
[KSDE Helpdesk](#) (785) 296-7935
 Aug 10-31... **18-E** Annual Statistical Report (all USDs - open August 10-Aug 31)
[Rose Ireland](#) (785) 296-4973

- Aug 13..... CTE Pathways Student Data Management (deadline to submit)
[Pathways Helpdesk](#) (785) 296-4908
- Aug 15..... IDEA Application for funds: Title VI-B Flow Through Part II - funds for 2022-23 school year (open July 1-Aug 15) [Christy Weiler](#) (785) 296-1712
- Aug 19..... Request September Federal Funds (Form 240) *if funds available* (open Aug 1-19) [Nicole Norwood](#) (785) 296-2020
- Aug 19..... Request for State Foundation Aid for September (all USDs - open Aug 15-19) [Rose Ireland](#) (785) 296-4973
- Aug 19..... Directory Updates - annual review/update for KS Educational Directory (open July 11-Aug 19) [Christie Wyckoff](#) (785) 296-6321
- Aug 25..... Submit Budget Document (USDs)
(Schools not exceeding revenue neutral rate)
[Craig Neuenswander](#), [Dale Brungardt](#) or [Sara Barnes](#) (785) 296-3872
- Aug 25..... Submit Budget Document (Interlocals)
[Craig Neuenswander](#), [Dale Brungardt](#) or [Sara Barnes](#) (785) 296-3872
- Aug 31..... Driver Education claim form for reimbursement due
[Jessica Apodaca](#) (785) 296-0952
- Sep 20..... Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students (open July 1-Sep 20)
[Amy Rzaczyznski](#) (785) 296-6035

FY2023 Allocations for Title Programs

The **official grant award letters** for 2022-2023 will be available within the Local Consolidated Plan (LCP) Application after districts have submitted the **LCP Application**. *In the next couple of weeks, districts will be notified when the **LCP Application** (web app) is open for completion, and will be due on September 30.*

Award amounts for FY2023 for Title I, Title IIA, Title III, Title IVA, Migrant, Neglected and Delinquent can be viewed now on the KSDE Title Services website at: <http://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Title-Services>. Scroll down to the **Allocations** heading.

If you have questions about allocations, please contact:

Nicole Clark | (785) 296-4925 | nclark@ksde.org | Title Services office

If you have Title program questions, please contact the KSDE LCP consultant assigned to your district.

After your LCP application has been submitted to KSDE, the FY2023 grant amounts will appear the following month on Form 240 (web app) and these funds can be requested.

2022-23 Enrollment Handbook Available Online

The 2022-23 Enrollment Handbook is posted on the KSDE Fiscal Auditing website under Audit Guides [Enrollment Handbook FY23.pdf \(ksde.org\)](#)

This handbook should be used to assist schools in reporting data for student enrollment in the KIDS system (KIDS ENRL). Updates and changes in the Enrollment

Handbook are highlighted in yellow and will be discussed during upcoming Counting KIDS workshop sessions being presented on selected dates Aug. 29 – Sept. 14.

Reminder: Are staff registered to attend a 2022 Counting KIDS Workshop? Link here to [Counting Kids Workshops](#) to view 11 workshop locations, dates and session times. The Fiscal Auditing director will discuss changes for 2022-23 when counting students and the information needed to enter into the KIDS system for funding purposes. **NEW this year: KSDE IT staff will discuss the steps needed to keep personally identifiable student information secure.** Registration is required to attend through the [KSDE Training Portal](#). Each session lasts approximately 3 ½ hours. These workshops will not be recorded, however, workshop materials will be posted to the KSDE Training Portal and to the KSDE [Fiscal Auditing homepage](#).

Questions? Contact Fiscal Auditing: Peggy Hill at (785) 296-4976 or email: auditing@ksde.org

2022-2023 Directory Updates – Due 8/19

USDs, Interlocals, Service Centers, Special Education Coops, and Private Accredited Schools are required to submit the Directory Updates application. Please log into [KSDE's Web Applications site](#) to review and update the districts Directory Updates information.

All personnel changes and other updates can be entered and saved in **Directory Updates** as they occur during the year. Thanks for helping us keep our database records current.

Refer to announcement email sent July 11 or 12 for complete instructions: [Subj: 2022-2023 Directory Updates - Due August 19, 2022](#)

Note: We understand you may not have all required personnel assignments by Aug 19th in order to submit. If this is the case, enter a temporary contact (i.e. main administrator at the building) to submit by Aug 19th. Please be sure to set a reminder to update the Administrative Contacts section once personnel has been confirmed. Since the Directory Updates application is open year-round for updates, you will not need to have your report un-submitted to make these updates. Upon saving the updated pages, you will receive a "Record Saved" pop-up, which confirms the data saved to KSDE.

Download the [Directory Updates Instruction Manual](#) for assistance.

Was your Directory Updates report SUBMITTED to KSDE? *Here is how to check:*

Follow the below steps to verify if the Directory Updates application has been submitted:

1. Go to KSDE's Web Application Site:
<https://apps.ksde.org/authentication/login.aspx>
2. Enter: **User ID/Password**

3. Select: **Directory Updates**
4. Select: **Submit** from left hand menu
 - If Submitted, the page will state "This organization has already been submitted..." and there will not be a Submit button available.
 - If not submitted, the page will show a list of Errors that need to be addressed before submission can happen or will have a submit button in order to submit.

Questions on User ID and/or password, call the KSDE I.T. Help Desk at (785) 296-7935.

Questions on entering data in the Directory Updates web application, contact:

Christie Wyckoff at (785) 296-6321 or cwyckoff@ksde.org

Rose Ireland at (785) 296-4973 or rireland@ksde.org

Sara Barnes at (785) 296-4972 or sbarnes@ksde.org

Prepare for your USD Budget Review (repeat)

Before publishing the Notice of Hearing, superintendents and business officials may request someone in the School Finance office double-check their budget document. These one-hour meetings are held in person at KSDE, via Zoom or conference call with Veryl Peter, Craig Neuenswander, Dale Brungardt or Dale Dennis.

To schedule a review, please call Sherry at (785) 296-3871 or Katie at (785) 296-3872.

Once you budget review is scheduled, we suggest you reference these instructions:

Link: [School Finance homepage](#) > "What's New?" Select: **Prepare for USD Budget Review**

- **In person:** Directions and parking tips when visiting KSDE, what to bring to a budget review.
- **Zoom meeting:** How to schedule a Zoom meeting; email budget Codes at least one day before meeting; USD responsible for Zoom invite.
- **Conference call (scheduled time):** How to submit your budget (either mail or email) if you have scheduled a day/time for review; list of information to include in cover letter to the person reviewing.
- **No appointment?** How to submit your budget (either by mail or email) for a telephone review; list of information to include in cover letter. We generally review mail-in budgets within 24-48 hours upon receipt. These reviews may occur outside normal office hours.

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