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 (785) 296-3201  
 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 8/19/24 through 8/25/24*

**Date:** August 19, 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	5.07%	5.03%
6 Months	4.77%	4.78%
1 Year	4.38%	4.35%
18 Months	4.14%	4.11%
2 Years	3.96%	3.95%

*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.*

**August Payments**

Aug 23.....SNP, FFVP, CACFP & SFSP  
 Aug 26.....Pre-K Pilot (CIF)  
 Aug 30.....SNP, CACFP & SFSP

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 September federal aid payment, submit Form 240 no later than August 20. 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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## KDHE K-12 COVID Testing Grant Deposits 8/20/2024

Kansas K-12 Stay Positive Test Negative Initiative funded by KDHE – ELC K-12 Reopening schools cooperative agreement supported through the American Rescue Plan Act of 2021

If your USD requested funds for the KDHE IDM Testing Grant, the funds will be deposited on Tuesday, August 20. Please deposit these funds as follows:

Fund: Federal Funds (Code 07)

Revenue Code: 4599 Other (budget line 75)

The Federal Funds received from the KDHE IDM Testing Grant are for infectious disease testing and other expenditures related to infectious disease mitigation. KDHE K-12 COVID Testing Grant payment amounts are posted on KSDE's School Finance Payment Information page under "FY24 Payments" within "State and Federal Payment Amounts" section.

If you have any questions about the payment, please contact KDHE's K-12 Funding Project Managers, Kaitlin Ivey ([kaitlin.ivey@ks.gov](mailto:kaitlin.ivey@ks.gov) or 816-399-9306) or Daleen Loest ([daleen.loest@ks.gov](mailto:daleen.loest@ks.gov) or 913-201-1596).

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## Report Due Dates

- Aug 20 ..... Request September Federal Funds (Form 240) *if funds available* (open Aug 1-20)  
[Amanda Williams](#) (785) 296-2020
- Aug 25..... Directory Updates - annual review/update for KS Educational Directory  
(open July 6-Aug 25) [Marcia Ricklefs](#) (785) 296-4209
- Aug 25..... Submit Budget Document (USDs) [Frank Harwood](#), [Dale Brungardt](#) or  
[Sara McCullah](#) (785) 296-3872  
(For USDs *not exceeding* the revenue neutral rate)
- Aug 26..... Submit Budget Document (Interlocals) [Frank Harwood](#), [Dale Brungardt](#) or  
[Marcia Ricklefs](#) (785) 296-3872
- Aug 30..... **18-E Annual Statistical Report** (all USDs - open August 5-Aug 30)  
[Rose Ireland](#) (785) 296-4973
- Aug 31..... Driver Education claim form for reimbursement due  
[Jessica Apodaca](#) (785) 296-0952

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## Submit 18E Report by Aug 30 - Unified School Districts only

Only ten working days remain to complete the **18E - Annual Statistical Report** due Friday, **August 30**. Examples of information collected on the **18E report** are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled and vehicle depreciation.

NOTE: The 18E Report collects information from the *prior school year (2023-24)*.

*Prior to entering data on the 18E report*, please download and print the user's guide. The manual provides screen shots and step-by-step instructions on entering data to complete the report. Additional help is available by clicking on the "**Help Screen**" link in the web application.

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

- Download the **18E- Annual Statistical Report User's Guide** from School Finance – Guidelines and Manuals: <http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals>

If you have questions regarding User ID/password, please contact the IT Help Desk at (785) 296-7935.

18E Questions: Rose Ireland [rireland@ksde.org](mailto:rireland@ksde.org) at (785) 296-4973

### Driver Education Claim Form Due 8/31- All USDs Must Submit

Please login to the KSDE Authenticated Web Application and submit no later than **Saturday, August 31**. All districts are required to submit whether you have a driver education program or not; this confirms for KSDE staff that your district should expect to receive a payment or not.

- 96 Districts Not Started
- 65 Districts In Progress – Please login to verify your status shows “SUBMITTED” to KSDE. See the last bullet listed below.
- 199 Districts Submitted – Thank you for your timely submission.

Login: <https://apps.ksde.org/authentication/login.aspx>

- Select **Driver Education Reimbursement**
- Click **Create New Report for 2024**
- Click **New Application**
  - Select **Program Type** (Automobile or Motorcycle), Select the **Building**, Enter **Contact Information** and **Save**
  - **Next Screen**
  - Complete the **Application Data** screen and **Save**
  - Complete the **Faculty Data** screen and **Save**
  - **Next Screen**
  - Complete the **Student Data** screen and **Save**
  - **Next Screen**
  - **Submit The Report** (*Note: This does not submit to KSDE. Only the “program type” will be submitted for that building.*)
- Select **Application List** from the menu on the left to enter another **New Application** for the Program Type/Building and repeat the steps above.
- Click **Submit to KSDE** from the **Application List** screen (menu on the left) to finalize. If this step is not completed, your Driver Education Reimbursement application will remain **In Progress**.
- Please reference the snippets below to confirm the submission **Status**.

You may edit your current report or view prior reports by clicking Select next to the fiscal year.

(Prior year Driver Education Reimbursement reports may not exist for your district because your district may not have offered driver education programs.)

	Fiscal Year	Status	Due Date	KSDE Use
Select	2024	IN PROGRESS	August 31, 2024	OPEN
Select	2023	IN PROGRESS	August 31, 2023	LOCKED
Select	2021	IN PROGRESS	August 31, 2021	LOCKED

You may edit your current report or view prior reports by clicking Select next to the fiscal year.

(Prior year Driver Education Reimbursement reports may not exist for your district because your district may not have offered driver education programs.)

	Fiscal Year	Status	Due Date	KSDE Use
Select	2024	SUBMITTED	August 31, 2024	OPEN
Select	2023	SUBMITTED	August 31, 2023	LOCKED
Select	2021	SUBMITTED	August 31, 2021	LOCKED

### Contacts:

For questions regarding the Driver Education Program:

- Jessica Apodaca [japodaca@ksde.org](mailto:japodaca@ksde.org) or 785-296-0952

For questions regarding the Driver Education Application:

- Amanda Williams [awilliams@ksde.org](mailto:awilliams@ksde.org) or 785-296-2020 or
- Sara McCullah [smccullah@ksde.org](mailto:smccullah@ksde.org) or 785-296-4972

### Verify Website Postings - USD Documents required to be on school website

We provided a list of this information in a 3-page document included in the budget workshop packet.

**ACTION NEEDED:** Print this document to verify all documents were posted on your school district or school building websites as required by state statute or regulation.

Link: [Website Postings - Documents required to be on school website](#)

Included below, the Kansas State Department of Education is required to post every district's budget data on the **KSDE Data Central website**: <https://datacentral.ksde.org/>

KANSAS STATE DEPARTMENT OF EDUCATION

#### USD DOCUMENTS REQUIRED TO BE POSTED ONLINE to School District or School Building Websites

2024-2025 School Year

1. Post Nonresident Attendance Capacity and related information, effective beginning 2025 school year:

Per K.S.A. 72-3123, the item listed below must be published on each school district's website:  
(d) (2) "On or before June 1 of each year, each school district shall publish on such school district's website the number of open seats available to nonresident students in each grade

School Finance Reports cube:

- [Financial Accountability](#)
- Budget Documents
  - [USD Budgets](#)
  - [Interlocal Budgets](#)
- [Comparative Performance and Fiscal System \(CPFS\)](#)
- [CPA Reports](#)
- [School Finance Reports Warehouse](#)



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## Timelines for Certifying USD Budget

Districts that are *not exceeding* the Revenue Neutral Rate: [KSA 72-5137](#) states that on or before August 25<sup>th</sup> of each year, clerks or superintendents must certify to the state board a copy of the budget adopted by the school district. In addition, [KSA 79-1801](#) requires the budget to be certified to the county clerk on or before August 25<sup>th</sup> of each year. Because August 25<sup>th</sup> falls on a Sunday this year, we encourage districts to certify by August 23<sup>rd</sup> to be in compliance.

Districts that *are exceeding* the Revenue Neutral Rate: [KSA 79-2988](#) states you should hold your hearing not sooner than August 20 and not later than September 20, and districts shall certify the budget to the county clerk on or before October 1. However, [KSA 72-5137](#) states the budget shall be certified to the state board on or before September 20. For additional information, please refer to the **Summary of Timelines** found within the [Revenue Neutral Publication Guidelines](#) posted on [School Finance – Budget Packet](#) webpage.

Please refer to **Page 33** of the [Instruction Manual for USD Budget](#) for detailed instructions to upload the budget files to KSDE. You will upload two files: 1) *Codes.xlsx* and 2) *Profile Information.docx* files. *Please do not rename your budget files.*

We recommend to review the Profile Information.docx prior to uploading to confirm this has been completed. This is a Word document and does not populate from the budget software. If you need to reference the 2023-2024 Profile Information, these are posted on the [KSDE – Data Central](#) website.

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## At-Risk Salary Percentage Calculator Now Available

*“May state at-risk funds be used to support classroom teacher salaries?”* This and other frequently asked questions regarding providing at-risk services to Kansas students are answered in KSDE’s [At-Risk Pupil Assistance Program Guidelines](#) posted on the [School Finance – Guidelines and Manuals](#) website.

Keep in mind **the proportion of a classroom teacher’s salary that may be paid from at-risk funding must be equal to or lower than the proportion of time the teacher is providing evidence-based best practices to support students identified as eligible for at-risk services.**

A new [At-Risk Salary Percentage Calculator](#) is available to help calculate what percentage of a classroom teacher’s salary, if any, may be paid with state at-risk funds. The calculator is available on the [Fiscal Auditing webpage](#), under the “Calculators” section.

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