Date: January 24, 2022
To: Chief School Administrators
From: Craig Neuenswander
      Deputy Commissioner
      Dale Brungardt
      Director of School Finance

Payment Dates
Feb 1 .......... State Foundation Aid
      Supplemental General (LOB)
      Bond and Interest (Capital Improvement)
      Mental Health (Liaisons)
Feb 10 ......... Selected Federal Payments
Feb 15 ......... KS Pre-K Pilot CIF
      State Safety (Driver Ed)
      Local School District Distribution Checkoff
      Mental Health (CMHC)
Feb 21 ......... Capital Outlay

Payment amounts will be posted on the School Finance homepage near the date of deposit. Payments are listed under the heading: FY22 Payments.

State aid payments: Rose Ireland (785) 296-4973 or Sara Barnes (785) 296-4972

Federal Aid Payments/Form 240: Nicole Norwood (785) 296-2020 nnorwood@ksde.org
   Refer to Form 240 (Federal Aid Payment request form) for a list of federal program funds.
   To receive March federal aid, submit Form 240 no later than February 18.
   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.

School Nutrition Payments: Jennifer Barger (785) 296-4965 jbarger@ksde.org
   School Nutrition Programs pay each week.
   Summer Food Service Program will be paid approx. the 15th of each month as claims warrant.

Kansas leads the world in the success of each student.
Report Due Dates

Feb 1 .......... CTE Pathways Student Data Follow Up (open Feb 1- April 15)  
Pathways Helpdesk (785) 296-4908
Feb 1-21 ..... Request March Federal Funds (Form 240) if funds available (open Feb 1-21)  
Nicole Norwood (785) 296-2020
Feb 11 ....... Unencumbered Cash Balances on February 1 (all USDs - open Jan 31-Feb 11)  
Rose Ireland (785) 296-4973
Feb 14 ....... Accreditation Licensure Waiver (Form 16) 2nd semester changes  
Shane Carter (785) 296-8011
Feb 21 ....... KIDS Collection MILT (2nd Military Student Count) (open Feb 21-Mar 14)  
KSDE Helpdesk (785) 296-7935
Feb 28 ....... LCP (Local Consolidated Plan) Consortium Assignments due  
Nicole Clark (785) 296-4925
Feb 28 ....... December 1 MIS Child Count – MIS Collection data is finalized  
Mason Vosburgh (785) 296-4945
Mar 1 ......... EDCS / Spring Vacancy Report (open Jan 3–Mar 1)  
Shane Carter (785) 296-8011
Mar 1 ......... EDCS / LPR (Licensed Personnel Report)  
(deadline for submission March 1) Shane Carter (785) 296-8011

Directory Update Changes

REMINDER – The Directory Updates application is open early-to-mid July through early June. If changes occur after the initial submission in the fall for personnel contacts, email addresses, website addresses, phone numbers, etc., please login to make those corrections. It is important to keep this information up-to-date to ensure the correct personnel within your organization are receiving appropriate KSDE communication and State & Federal reports using this information are accurate.

Web Site Address: This field is populated during rollover from the prior year. Upon review, it appears some Central Office & Building websites within the Directory Updates are not valid. This is likely the result of changing website hosts or other technological updates. If this applies to your organization, please take time to review the Central Office and Building Data pages to update the Web Site Address.

The Directory Updates can be accessed from the KSDE Web Applications login: https://apps.ksde.org/authentication/login.aspx. Questions pertaining to the Directory Updates web application can be addressed to Christie Wyckoff at cwyckoff@ksde.org or 785-296-6321.

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