



900 S.W. Jackson Street, Suite 102  
 Topeka, Kansas 66612-1212  
 (785) 296-3201  
 www.ksde.org

*INTEREST RATE ON INVESTMENT  
 Effective 5/13/24 through 5/19/24*

**Date:** May 13, 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	5.34%	5.33%
6 Months	5.25%	5.27%
1 Year	5.10%	5.16%
18 Months	4.96%	5.05%
2 Years	4.81%	4.92%

*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.*

**Payments**

May 15.....National Board Certified Teacher, Mental Health (CMHC)  
 May 17.....SNP, CACFP & FFVP  
 May 24.....Kansas Pre-K Pilot (CIF), SNP & CACFP  
 May 31.....CACFP & FFVP

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 June federal aid payment, submit Form 240 no later than May 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

---

## State Aid deposits May 15 for National Board Certified Teachers

The state aid payment for the National Board Certified Teacher incentive bonus will direct deposit on Wednesday, May 15. This payment shall be deposited in the General Fund (Code 06) as 1985 State Aid Reimbursement and the final legal General Fund will be overspent by this reimbursed amount.

### *National Board for Professional Teaching Standards Certification Initiative* [K.S.A. 72-2166](#)

A teacher employed by a Kansas school district who has attained National Board certification shall be paid an incentive bonus of \$1,000. The bonus is paid each school year as long as the teacher remains employed by a Kansas school district and retains a valid master teacher's certificate. The bonus is paid by the employing school district, but the school district is entitled to receive state aid under the National Board for Professional Teaching Standards Certification Incentive Program equal to the amount of any bonuses paid.

Payment will be allocated to 38 school districts that submitted a claim for eligible teachers. Payment amounts are posted on the School Finance homepage:

<https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information> **FY24 State and Federal Payment Amounts.**

---

## Report Due Dates

- May 15 ..... CTE Pathways Student Data Management (open May 15-August 15)  
[Pathways Helpdesk](#) (785) 296-4908
- May 15-24.. Juvenile Detention Center - Final expenditures  
(open approx. May 15 - submit by May 24) [Amanda Williams](#) (785) 296-2020
- May 15-24.. Kansas Parent Education Program - Final expenditures claim form  
(open May 15-24) [Amanda Williams](#) (785) 296-2020
- May 20 ..... Request June Federal Funds (Form 240) if funds available (open May 1-20)  
[Amanda Williams](#) (785) 296-2020
- May 20-June 3 Professional Development – Final expenditures claim form  
(open May 20 – June 3) [Amanda Williams](#) (785) 296-2020
- May 24 ..... KIDS Collection TASC (Teacher and Student Connection)  
(open Sep 5, 2023-May 24, 2024) [KSDE Helpdesk](#) (785) 296-7935
- May 31 ..... Foundations for School Success End of Year Survey for Kansas Preschool Pilot  
[Natalie McClane](#) (785) 296-5081
- May 31 ..... Early Childhood Foundations for School Success End of Year Survey due  
[Natalie McClane](#) (785)-296-5081

---

## Driver Education Reimbursement Application Open (due 8/31/2024)

The Driver Education application is now open. This information will be used to compute the driver education/motorcycle payment scheduled for deposit on November 1, 2024. To complete the Driver Education Reimbursement application, please download the Driver Education User Guide posted on [School Finance – Guidelines and Manuals](#) webpage.

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.

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**
  - **Next Screen**
  - 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**.

### 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

---

### Notice: Audit Letters Pending for KSDE Audits

Many districts are questioning the status of your audit performed by KSDE, and when an audited legal max letter will be mailed. To check if your audit has been processed, please download the **FY 2024 Legal Max** spreadsheet from the School Finance homepage: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legal-Max-General-Fund-School-Finance-Studies>.

#### *Has an audit letter been mailed?*

If the letter A appears in Excel column **AZ (Audit)**, your audit has been processed. A number will appear in Excel column **AY (Sequence Number)** to indicate the batch number when your audit letter was mailed. For example, sequence "16" letters were mailed on May 10. School Finance will update the online **Legal Max** spreadsheet every time a new batch of audit letters are mailed.

#### *General Fund: To republish, or not to republish?*

Districts with an **amount highlighted** in **Column 42** (Excel **BE** -- Legal Max General Fund) may need to republish General Fund. Special Education State Aid will be finalized later this month, and districts will report actual Virtual Credits on Local Effort (open June 3 and due June 7), which will affect the final computed legal max. Below are a few things to consider now:

- If your Special Education State Aid was padded, you may not need to republish. Download "[Projecting Special Education for General Fund](#)" from [School Finance – What's New](#) to determine how much Special Education State Aid may be padded.
- If your enrollment weightings were estimated low on the USD Budget compared to actual September 20 enrollment weightings, you may need to republish General Fund if Special Education State Aid was not padded enough to cover the increase.

\*\* Once Special Education State Aid is finalized later this month, **Column 29** (Special Education State Aid) amounts will be updated on the **Legal Max** spreadsheet, and all districts will be mailed a **FINAL** legal max letter. *If your district needs to republish General Fund, we will call each district* to allow you as much time as possible to get Board approval to republish and schedule the Budget Hearing prior to June 30.

#### *Requirements to Republish USD Budget (2023-2024)*

Download step-by-step instructions from the School Finance – Budget Information webpage: [Requirements to Republish USD Budget](#)

We appreciate your patience as we process the remaining audits. If you have concerns, please call the School Finance office at (785) 296-3872.

---

**Professional Development – May – Final Claim Now Open! (listserv sent 5-13-2024)**

School districts, special education coops and interlocals must submit a final expenditure report to receive a state aid payment for Professional Development. Prior to entering your claim, please download the **Professional Development User Guide** posted on [School Finance – Guidelines and Manuals](#).

**NOTE:** All LEAs are asked to go online to the [KSDE Web Applications login screen](#) to submit this report by Monday, June 3. **If you are not requesting funds, please log on and complete the form with zeros.**

All LEAs must have an approved Professional Development Plan to receive state aid reimbursement.

If you have program questions about approved plans:

Contact: [Ed Kalas](#) (785) 296-2198

If you have questions completing the final expenditure report:

Contact: [Amanda Williams](#) (785) 296-2020

Professional Development state aid is anticipated to direct deposit on Thursday, June 20.

###