



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

*INTEREST RATE ON INVESTMENT  
 Effective 5/03/21 through 5/09/21*

**Date:** May 3, 2021  
**To:** Chief School Administrators  
**From:** Craig Neuenswander,  
 Deputy Commissioner  
 Veryl D. Peter, Interim  
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.06%	0.07%
3 Months	0.01%	0.01%
6 Months	0.01%	0.01%
1 Year	0.06%	0.05%
18 Months	0.11%	0.10%
2 Years	0.17%	0.16%

**Remaining FY2021 Payments**

- May 3..... State Found. Aid, Bond & Interest (Cap. Improv.), Mental Health (Liaisons)
- May 6 ..... Federal Aid (requested via Form 240)
- May 14 ..... National Board Certified Teachers incentive program
- May 28 ..... Kansas Pre-K Pilot (KPP)
- Jun 1.....Special Education, Mental Health (Liaisons),  
 ..... Bond & Interest (Capital Improvement)
- Jun 10..... Selected Federal Payments\*
- Jun 15..... State Found. Aid, Mentor Teacher, Juvenile Detention, After School  
 ..... Enhancement, After School Activity (Middle School)
- Jun 18..... Professional Development, Food Service state match re-apportionment
- Jun 22 ..... Kansas Parents as Teachers
- Jun 24 ..... State Found. Aid, Supp. General (LOB) – prorated
- Jul 7..... **FY21 Remaining entitlement:** State Found. Aid, Supp. General (LOB)

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

State and federal payment amounts for each LEA are available on the School Finance homepage:

[Payment Information](#). Also, on the payment screen, open and review the **FY21 State Aid Printouts** (summary reports) for your district each month:

- State Foundation, Supplemental & Capital Improvement State Aid Printout
- Special Education State Aid Printout (payments, coop split)

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## Report Due Dates

- May 3-20 .....Request June Federal Funds (Form 240) *if funds available* (open May 3-20)  
[Nicole Norwood](#) (785) 296-2020
- May 1–Jun 4... **IDEA** Application for funds: Title VI-B Flow Through Part 1 –  
funds for 2021-22 school year [Christy Weiler](#) (785) 296-1712
- May 1-31 .....Foundations for School Success (End of Year Survey) Early Childhood  
(open May 1-31) [Natalie McClane](#) (785) 296-5081
- May 10 .....Special Education Transportation Claim Form (Form 308) (submit by May 10)  
[Rose Ireland](#) (785) 296-4973
- May 10 .....KIDS Collection **EOYA** – End of Year Accountability (open May 10-June 25).  
KSDE Helpdesk (785) 296-7935
- May 14-27 .....Juvenile Detention Center - Final expenditures  
(open approx. May 14 – submit by May 27) [Nicole Norwood](#) (785) 296-2020
- May 12 .....Unencumbered Cash Balances on May 1 (all USDs - open April 30-May 12)  
[Rose Ireland](#) (785) 296-4973
- May 14-Jun 11. Emergency Safety Intervention (**ESI**) (in KIAS) Incidents occurring on or  
between 12/1/20 and 5/31/21 [Shanna Bigler](#) (785) 296-4941
- May 14 .....CTE Pathways Student Data Management (open May 14-August 16)  
[Pathways Helpdesk](#) (785) 296-4908
- May 18 .....Discipline Data Collection (in KIAS) (open May 18-June 30)  
[Rachel Beech](#) (785) 296-8965
- May 17-28.....Kansas Parent Education Program - Final expenditures claim form  
(open May 17-28) [Nicole Norwood](#) (785) 296-2020
- May 27-Jun 4 .Professional Development - Final expenditures claim form  
(open May 24 - June 4) [Nicole Norwood](#) (785) 296-2020
- May 28 .....KIDS Collection **TASC** (Teacher and Student Connection)  
(open Sep 8, 2020 - May 28, 2021) KSDE Helpdesk (785) 296-7935

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## Special Education Transportation (Form 308) due May 10

Reminder: All LEAs need to submit Form 308 and provide encumbered transportation costs through June 30. *If there are no expenses to report, go online to enter \$0 special education transportation costs and submit this report anyway.*

Our records indicate that 133 districts, interlocals and special education cooperatives have not started the Form 308 needed to calculate the June 1 special education state aid payment. We have received 96 completed reports, and 77 reports are in progress.

**Instructions** to complete the Special Education Transportation (Form 308) are available on the School Finance website – [link here](#). Under the Manuals heading, select **Form 308 Instructions**.

If you need assistance, please contact:

- Rose Ireland [rireland@ksde.org](mailto:rireland@ksde.org) (785) 296-4973
- Christi Wyckoff [cwyckoff@ksde.org](mailto:cwyckoff@ksde.org) (785) 296-6321
- Sara Barnes [sbarnes@ksde.org](mailto:sbarnes@ksde.org) (785) 296-4972

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**Submit AMEND form by May 15 if republishing general fund (reminder)**

**IMPORTANT:** If you plan to amend the general fund and the hearing will be held later than May 15, please notify KSDE of your intent to republish. Email a pdf copy of the **Amend** form (notice of hearing) to [kalbright@ksde.org](mailto:kalbright@ksde.org) before May 15.

This will assist our office in determining final general state aid entitlements. Please contact Sara Barnes [sbarnes@ksde.org](mailto:sbarnes@ksde.org) if you have questions.

Guidance to republish General Fund and the factors that impact the calculation of your final “computed” general fund budget are in the April 19 interest letter.

Download instructions - **Requirements to Republish USD Budget:**

[https://www.ksde.org/Portals/0/School%20Finance/budget/Budget\\_Workshop/repub\\_instructions.pdf?ver=2021-04-13-151857-907](https://www.ksde.org/Portals/0/School%20Finance/budget/Budget_Workshop/repub_instructions.pdf?ver=2021-04-13-151857-907)

2020-21 Budget Republication forms should be received by KSDE before:

- o May 15, 2021 - General Fund only (in order to calculate final state aid)
- o June 30, 2021 - All funds republished except General

Immediately following board approval, please electronically submit all amended budget worksheets. (A paper copy does not need to be mailed).

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**Request federal funds to be spent in FY2021 by May 21 (repeat April 19 interest letter)**

Please review your federal aid balances now to determine if there are remaining funds which still need to be drawn down during FY 2021 (by June 30). To open the spreadsheet, click on [Payment Information](#), look under the heading FY21 Payments, then select Federal Payment deposited. Another option is to open the Form 240 web application to review current ending balances for each federal grant.

If you have federal aid balances that need to be drawn down in FY21, please request the funds ([login screen - web application Form 240](#)) no later than May 21 (payment deposits June 10). Requests submitted for federal funds after the May 21 cutoff date will result in your payment being received in July (start of FY2022).

Refer to your federal grant award notification letter for the date when the award expires, or contact the KSDE program consultant listed below for assistance. Some grants may allow more than one year to spend down.

If you have questions about how to spend federal funds, contact the KSDE program consultant listed below by email:

- [Nicole Clark](#).....Title I Grants, Title II-A, Rural Low Income
- [Kathleen Mercer](#) .....Secondary Program Imp. & Perkins Reserve
- [Karen Maddox](#).....Title VI-B Disc Special Project
- [Christy Weiler](#).....Title VI-B Pass Thru & Early Childhood Flow Thru
- [Chris Macy](#).....Title IV 21st Comm. Learning Centers
- [Kimberly Muff](#).....Striving Readers-LINK Grants
- [Trevor Huffman](#).....ESSER & ESSER-SPED Grants
- [Nicole Norwood](#) .....Questions on Form 240- requesting payment

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

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## KBOR Excel in CTE Initiative – KIDS KCAN submission due May 22

CTE Certifications: Certifications should be entered into KIDS in the KCAN report after they are obtained by any HS student. Unfortunately, Excel in CTE certifications were not incentivized by the legislature for the 2020-21 school year. However, some of the collected certifications are reflected in KSDE postsecondary success calculations for accreditation, so please continue to enter certifications students have achieved.

Please enter all certifications obtained by 2021 seniors obtained on or before May 22, 2021.

Please have your district's KIDS data person enter the certification records with the applicable code listed in Appendix E: CTE Certification Codes.

(KCAN Record overview/layout and CTE Certification codes File Specifications – see the latest version in the KIDS 2020-2021 Information Documents in the Documents Tab of the [KIDS webpage](#).)

Please email KIDS help desk at [kids@ksde.org](mailto:kids@ksde.org) with any procedure questions.

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## Emergency Response Plans

Spring has sprung and with that also has the threat of severe weather..... **are you prepared?**

This is a good time to revisit your schools Emergency Response Plans. You may log onto [Safe and Secure Schools](#) to access the Optional Crisis Plan Template.

Below are some questions to help you start your review:

- Have you Identified your Risks and Hazards?
- Do you have a Crisis Management Team?
- Do you have a Crisis Response Team?
- Are these Teams Identified in your plan?
- Have you reviewed your plan in the past six months?
- Are all contacts up to date?
- Have you exercised and shared your plan with administration, staff, students and outside agencies? (Fire, Police, Sheriff, Emergency Manager)



Please feel free to contact: [Jim Green](#) (785) 296-4946

He will be more than happy to sit down with you and your staff to help you build an All Hazard Plan, and even set up a table top discussion that counts as one of your 3 Crisis drills.

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