Date: September 27, 2021

To: Chief School Administrators

From: Craig Neuenswander, Deputy Commissioner
       Dale Brungardt, Director
       School Finance

October Payment Dates

Oct 1 ............... State Foundation Aid, Supp. General (LOB), Bond & Interest (Cap. Improv.), Mental Health (Liaisons)
Oct 7 ............... Selected Federal Payments
Oct 15 ............. Special Education, KPERS, Mental Health (CMHC)

Payment amounts will be posted on the School Finance homepage near the date of deposit. Payments are listed under the heading: FY21 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

Report Due Dates

Sept 27 ............ Fall Vacancy Report (ECDS web app) All USDs/Buildings
                   Shane Carter (785) 296-8011 (listserv sent Aug 17)
Sept 27 ............ Mentor Teacher Stipend Submission More Info
                   Shane Carter (785) 296-8011 (listserv sent Aug 17)
Sept 30 ............ LCP (Local Consolidated Plan) (Application due September 30 - open year-round for changes) Nicole Clark (785) 296-4925
Oct 1 .............. Federal Fiscal File Review (located in KIAS web app) (Cohort 1) (Open Sept 1-Oct 1) Christy Weiler (785) 296-1712
Oct 1 .............. Special Education Categorical Aid Personnel System (deadline to update CAPS) Evelyn Alden (785) 296-3868
Oct 1 .............. Submit budget documents to County Clerk (For USDs exceeding the revenue neutral rate) Dale Brungardt, Sara Barnes or Craig Neuenswander (785) 296-3872
Oct 1-13.......... Kansas Pre-Kindergarten Pilot (KPP-TANF) 1st Quarter Expense Reimbursement Payment Request Nicole Norwood (785) 296-2020
Oct 1-20.......... Request November Federal Funds (Form 240) if funds available (open Oct 1-20) Nicole Norwood (785) 296-2020

Kansas leads the world in the success of each student.
Oct 4-Dec 3. IDEA Maintenance of Effort and Excess Cost Report (all USDs)  
Christy Weiler (785) 296-1712

Oct 8.................Interlocal Agreements (open Sept 20 – Oct 8)  
Christie Wyckoff (785) 296-6321

Oct 8....................KIDS Collection ENRL – (Funding and Enrollment)  
(deadline for submission Oct 8) KSDE Helpdesk (785) 296-7935

Oct 8....................Superintendent’s Organizational Report (SO-66) and PBR  
(open Sept 17-Oct 8) Rose Ireland (785) 296-4973

Oct 11.................Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) deadline  
to submit data in ASQ Online Jordan Christian (785) 296-3953

Oct 11-15............Request for State Foundation Aid for November (all USDs – open Oct 11-15)  
Rose Ireland (785) 296-4973

Oct 12.............Unencumbered Cash Balance on October 1  
(all USDs – open Sept 30-Oct 12) Rose Ireland (785) 296-4973

**Household Economic Survey Verification Process**

The same verification requirements are in place with the Household Economic Survey form as were required with the National School Lunch Program. Districts will be required to verify 3% of the Household Economic Survey forms meeting the free-meal qualification for At-risk, which must be completed by November 15.

Fiscal Auditing Staff is putting the finishing touches on the new Verification Process. The Excel document will help district’s calculate the number of needed verifications and will provide sample letters, as well as the verification documentation needed for this process. The document and information should be released this week.

See pages 30 and 31 for additional information in the 2021-22 Enrollment Handbook.

**Federal Aid Payments for Food Service**

Many districts are receiving Federal aid payments related to Food service. The following reimbursements should be deposited in CO24 Food Service as 4590 Other Federal Aid. These should also be entered on Line 8 of the Monthly/Annual Financial Report in KN-CLAIM

**FY 2021 P-EBT Local Level Administrative Cost Grant Awards- Scheduled to Direct Deposit on 9/13**

The Continuing Appropriations Act, 2021 and Other Extensions Act (P.L. 116-159), Sec 721 of the FY 2021 Omnibus and COVID Relief and Response Act (P.L. 116-260) allow funds to be sub-awarded to local Sponsors to assist with the administrative costs associated with local level implementation of Pandemic Electronic Benefit Transfer (P-EBT). P-EBT Local Administrative Cost Grant Awards direct deposited on Monday, September 13 for those Sponsors who submitted their requests by August 2nd. The CFDA # is 10.649.
School Nutrition Program (SNP) Emergency Operational Costs Reimbursement—Scheduled to Direct Deposit on 9/21
Pursuant to Section 722 of P.L. 116-260, the Consolidated Appropriations Act, 2021, Title VII, Chapter 3, the SNP Emergency Operational Costs Reimbursement Program provides additional reimbursements for emergency operating costs incurred during the public health emergency. SNP Emergency Operational Costs Reimbursement direct deposited on **Tuesday, September 21**. This funding must be used for school nutrition program allowable costs. The CFDA # is 10.555.

Child & Adult Food Program (CACFP) Emergency Operational Costs Reimbursement – Scheduled to Direct Deposit on 9/27
Pursuant to Section 722 of P.L. 116-260, the Consolidated Appropriations Act, 2021, Title VII, Chapter 3, the CACFP Emergency Operational Costs Reimbursement Program provides additional reimbursements for emergency operating costs incurred during the public health emergency. CACFP Emergency Operational Costs Reimbursement is scheduled to direct deposit on **Monday, September 27**. This funding must be used for CACFP allowable costs. The CFDA# is 10.558.

**SHOUT OUT!!!**
A special **THANK YOU** is extended to office staff, treasurers, financial officers, and superintendents who worked hard to meet the September 20th upload deadline for this year’s budget. We know this is a busy time of year, but we really appreciate your efforts. Keep up the good work you do for our Kansas Kids!

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