# SERVS Financial WebEx Wednesday, April 9, 2014

To ask a question during the presentation, please use the "chat" tool on the WebEx toolbar to type your question to "Host & Presenter." Questions will be answered by MDE staff during Questions & Answers at the end of the presentation.

The meeting will begin shortly. Thank you



### **Agenda**

- Title Program Updates (John Moorse)
- Special Education Updates (Carol Hokenson)
- SERVS Financial Resources...
  - Program Area Contacts
  - Reporting Errors and Malfunctions
  - Links to Financial Reports and Trainings
- Time for Questions



### **Title Program Updates**

John Moorse
Director, Division of Student Support

**April 9, 2014** 



### **Update Topics**

- Amendment Window One
- Amendment Window Two
- Key Activities and Dates
- Community Eligibility Provision (CEP)



### Amendment Window One — (March/April)

- Check set-asides (Improvement, Homeless, Parent Involvement, etc.)
- Adjust/revise narrative/budget
- <u>Last opportunity to add an object code</u> check fringes and in particular REAP FLEX and Transfer Items – Did you have UFARS coding issues with last year's applications?
- Revise up to 10% cumulative change without triggering an amendment
- Revisit district contact information (accuracy & include phone extensions)
- Focus & Priority Schools Upload current version of SIP plan
- Set Stage for Amendment Window Two (Revise to Actuals) and next application cycle.



### You Can Help Us Move Forward

### **Amendment Window One closes April 30**

- Submit early if you can
- Allows Area Directors ample time to process amendments and return applications to funded & active
- Ready for application rollover May 10
- Only Funded & Active applications roll over
- Have your applications funded & active

### Amendment Window Two — (June/July/August)

- Once spending ends (June 30<sup>th</sup>)
- Revise up to 10% cumulative change without triggering an amendment
- No narrative change
- Revise budget to actuals
- Revisit district contact information (accuracy & phone extensions)
- Within 90 days (end of spending) application "ready to close"
- Ready to balance forward into next application cycle unbudgeted/unspent funds



### Some "Key" 2013-2014 Dates

Activity	Completion Date
EDRS Title Program Data Entry	May 2014
Application Rollover (Narrative & Budget)	May 10, 2014
Title I 15% Limitation Waiver	June 30, 2014
Amendment Two (Spending has ended)	June 30, 2014 (Grant Closeout – 90 days)
Revise to Actuals	June/July/August (within 90 days)
Balance Forward	ASAP after spending end is known
UFARS Reporting	November 30, 2014



### Some "Key" 2014-2015 Dates

Activity	Completion Date
Next Applications Released	Mid - May
Accept/Decline funds	June 30, 2014
Title I Limitation Waiver	June 30, 2014
Fully Initiate Applications	June 30, 2014
Applications Due	September 1, 2014*
Intent to Become (New) Schoolwide	November 1, 2014
Comparability Report	November 30, 2014
Amendment One (Revise application)	March/April 2015
EDRS Title Program Data Entry	May 2015
Amendment Two (Spending has ended)	June/July/August 2015
UFARS Data	November 30, 2015

<sup>\*</sup> Forward Funding = 25% available July 1st and 75% available on October 1st.



### **Community Eligibility Provision (CEP)**



Welcome to











Data Center

Minnesota Department of

Education

MDE > School Support > Food and Nutrition Program Administration > School Nutrition Programs

Search



### School Nutrition Programs



Afterschool Snacks

Applications-Sponsors

Applications-Student Meals

Claims and Reimbursement

Financial Management

Food Service Operations

Fresh Fruit and Vegetable Program

Monitoring-State Agency and Sponsor

Procurement and Contracts

School Wellness Policy

Seamless Summer Program

Contact

School Nutrition Programs

mde.fns@state.mn.us

651-582-8526

800-366-8922 (toll free MN only)

Food and Nutrition Service helps local schools and districts work to decrease salt and fat, increase fiber and use low fat dairy products, whole grains, and fresh fruits and vegetables in students' meals. Find more resources, guidelines and information about these programs on our website sections about Health and Wellness, School Nutrition Programs (especially Meal Patterns and Menu Planning) and the Food Distribution Program (see the whole grain pilot program information under Partners). The White House Task Force on Childhood Obesity provided a number of recommendations on healthy food in schools. Read the report on the Let's Move website.

### Community Eligibility Provision

Community Eligibility Provision (CEP) is a new, innovative program that makes it easier for high need schools to serve free meals to all students. The Healthy, Hunger Free Kids Act of 2010 requires CEP to become a nationwide option for the 2014-15 school year. Currently, 11 states are piloting CEP opportunities.

To be eligible, local education authorities and/or schools must meet a minimum level of identified students for free meals, agree to serve free lunches and breakfasts to all students; and agree to cover with non-federal funds any costs of providing free meals to all students above amounts provided in federal assistance. View more information on the Community Eligibility Provision.

Farm to School is a nationwide collaborative effort to connect school districts with local farmers for the purpose of serving healthy school meals while utilizing local fresh foods. Farm to School aims to meet the diverse needs of school nutrition programs in an efficient manner, to support regional and local farmers and thereby strengthen local food systems and to provide support for health and nutrition education. View more information and resources on Farm to School.

The After School Care Program is one of the School Nutrition Programs the USDA is targeting for growth. If you provide an after school care program which meets regularly, is organized and supervised and has an educational or enrichment component, you may be eligible to claim reimbursement for snacks through this program. Contact us to apply for this program.

It will be important for Districts or schools considering the Community Eligibility Provision (CEP) to communicate this internally (food service, administration, business office and Title I Staff) as well as to the Area Director - as this could have implications for the district's Title I Program. Use this link to find out more information relating to CEP.

School Nutrition Programs Work to Decrease Salt and Fat and Increase Fiber While Adding Whole Grains, and Fresh Fruits and Vegetables to Student

Minnesota Department of



## **Special Education Updates**

# Carol Hokenson, Assistant Director Division of School Finance April 9, 2014



### SFY 2014 Section 611 and Section 619

- The final entitlements for State Fiscal Year (SFY)
   2014 have been loaded to the State Educational Record View and Submission (SERVS) Financial.
- The Special Education Funding and Data Workgroup will review all Finance 425 allocations for Coordinated Early Intervening Services (CEIS) to determine if adjustments will need to be made.
- If a district or charter school's entitlements went down, there may be a need for the district or charter school to adjust their funds available and possibly repay funds because of the reduction.



### **SFY 2014 Final Entitlement Reports**

- There are two reports available for local education agencies (LEAs) to review that will show the calculations of the final entitlements
  - Breakdown by the number of students and base amount will be found on the Minnesota Department of Education (MDE) website.
  - Data Center > Data Reports and Analytics > Minnesota Funding Report (MFR) System

District: Statewide (9999-99)

**Category:** Special Education

**Year:** 2014

Report: "Special Education Federal Allocation"

"Special Education Federal Basic"



### SFY 2014 Final Entitlement Reports (2)

- A spreadsheet summarizing the allocations to single LEAs and cooperatives is located at:
  - Data Center > Data Reports and Analytics > School Finance Spreadsheets > Special Education

Category: Special Education

**Subcategory:** Federal Allocations

Year: 2014

Select: Finance 419 or 420



### SFY 2013 Federal Special Education Funds

 As of April 4, 2014 the following amounts still have not been drawn from SFY 2013 (Federal Fiscal Year (FFY) 2012):

```
Finance 419 - $17,840,547.39
```

- Be sure to balance forward any funds remaining in SFY 2013!
- Do reversals if at all possible from Course Code 000 to Course Code 011 to expend these funds!

# SFY 2013 Federal Special Education Funds (2)

- LEAs left on the table more than \$468,000 in SFY 2012 Special Education Funds. Let us not do that again this year.
- If your LEA cannot use these funds please notify the Division of School Finance so that we will have written permission to reallocate these funds.

## Central Contractor Registration/System for Award Management (CCR/SAMS) Number

 The Special Education SFY 2015 "Application Season" is quickly approaching – it starts May 1, 2014 for SFY 2015.

 NO school district, charter school, cooperative, education district or intermediate is required to have a CCR/SAMS Number. LEAs are requested to ignore that item in all SPED applications on SERVS Financial. (However, please note that the CCR number check box will still need to be "checked" in SERVS Financial organization setup until SERVS is updated to reflect this



### Reminder...

- All districts, cooperatives and charter schools need to have their Electronic Data Reporting System (EDRS) data updated before 6:00 a.m. Thursday, May 1, 2014. On May 1, 2014 all SFY 2014 data will be forwarded to SFY 2015 so that districts will only have to update their data and not re-enter it.
- The New Year Application materials will be distributed to Directors of Special Education on May 1, 2014 for SFY 2015.
- The "New Year Application Season" runs from May 1, 2014 through June 30, 2014.



### **MDE Financial Management Contacts**

Sarah Miller
Education Finance Specialist
Division of School Finance
Sarah.C.Miller@state.mn.us or 651-582-8370

David Day

Education Finance Specialist
and

Division of School Finance

David.Day@state.mn.us or 651-582-8384

Patti Scott
Education Finance Specialist

Division of School Finance

Patti.Scott@state.mn.us or 651-582-8646

Karen Dykoski

Supervisor, Financial Management, Facilities

Transportation

Division of School Finance

Karen.Dykoski@state.mn.us or 651-582-8766

UFARS Helpdesk: <u>MDE.ufars-accounting@state.mn.us</u>

MDE IT-Helpdesk for technical questions or problems with the MDE website:

MDE.helpdesk@state.mn.us



### **Program Area Contacts**

- UFARS
  - Email to: <u>mde.ufars-accounting@state.mn.us</u>
- ESEA Title Programs
  - Email to: <u>mde.esea@state.mn.us</u>
  - Phone: +1 (651) 582-8579 or your district area director
- Special Education Funding
  - Email to: <u>mde.spedfunding@state.mn.us</u>
- SWIFT Help Desk
  - Phone: +1 (651) 201-8100, Option 7
- SERVS Financial Cashier
  - Email to: <u>mde.cashier@state.mn.us</u>



### **Reporting Errors and Malfunctions**

- If you have discussed your problem with the primary contact for the finance code in question please report the issue to: <a href="mailto:mde.it-helpdesk@state.mn.us">mde.it-helpdesk@state.mn.us</a>
- Make sure to include the following information in your email message:
  - Your name and phone number
  - Your district name, number, and type (0625-01)
  - SFY, FFY, FIN Code in question
  - Specific details about the issue you are having



### **Time for Questions**

- Questions will now be answered by MDE staff
- To ask a question please use the "chat" tool on the WebEx toolbar to enter your question.
- Address questions to both "Host & Presenter"



### Thank You!

The next WebEx presentation will be on Wednesday, May 14 at 1:00 PM

Registration information for the next presentation will be distributed through the SERVS Financial email message.

Thank you for your time and attention! Goodbye.

