



Via Electronic Transmission

DATE: September 24, 2013

TO: School Superintendents/Directors
School Business Managers
Directors of Special Education
Directors of Title I
Food and Nutrition Directors

FROM: Brenda Cassellius, Commissioner

SUBJECT: Preparation in the event of a U.S. Government shutdown – October 1, 2013

As you know, appropriations for the federal budget expire on October 1. With less than a week remaining until that deadline, we continue to remain hopeful that Congress and the President will resolve their differences and avoid a federal government shutdown. However, in the event that compromise does not occur and a federal shutdown becomes reality, we are taking this opportunity to provide initial guidance.

Pending further information or guidance from the U.S. Office of Management and Budget, the following action will be taken by the Minnesota Department of Education (MDE). Because the MDE pays on a reimbursement basis, the last payment of federal funds to school districts, charter schools and cooperatives would be the draws made in SERVS Financial by 11:59:59 p.m. on Wednesday, September 25, 2013. The "SPEND" icon on SERVS Financial will be disengaged at 12:01 a.m. on Thursday, September 26, 2013, so that no draw requests will be received by MDE. Food and Nutrition Services federal payments will not be processed after September 25, 2013, similar to other federal funds.

Districts, cooperatives and charter schools should only draw funds for eligible disbursements that occur by their close of business on Friday, September 27, 2013. Districts should not draw funds beyond those eligible disbursements or for anticipated future disbursements beyond Friday, September 27, 2013.

The "SPEND" icon will be made available to districts, charter schools and cooperatives as soon as possible after the continuing resolution is passed by Congress and signed by the President. Please note this message was also sent electronically on Wednesday, September 25, 2013, through SERVS to all program contact personnel from districts, charter schools and cooperatives.

We will continue to monitor the situation closely and provide you with updates as they become available. For further information, we encourage you to contact MDE program staff.