Minnesota Department of Education

SERVS Financial WebEx
Wednesday, October 9, 2013

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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

- SERVS Financial and Special Education Updates (George Holt)
- SERVS Financial Resources…
  - Program Area Contacts
  - Reporting Errors and Malfunctions
  - Links to Financial Reports and Trainings
- Time for Questions

SERVS Financial and Special Education Updates and Reminders

George TL Holt, Supervisor
Division of School Finance

October 09, 2013

Minnesota Department of Education

State Educational Record View and Submission (SERVS) Financial

- **As you are aware, on October 1, large portions of the federal government were shut down due to a budget impasse in the U.S. Congress.**

- **The Minnesota Department of Education (MDE) is committed to providing continuous updates as we assess the potential impacts of the shutdown. As of today, we can provide the following information:**

SERVS Financial (2)

- **MDE continues to have access to the accounts for federal education funds.**
- **SERVS Financial has been reopened so districts may make draws of federal funds for eligible expenditures.**
- **Since the education programs administered by MDE are forward funded, MDE will reimburse districts, charter schools and cooperatives for any eligible expenditures for State Fiscal Year (SFY) 2014, unless unforeseen circumstances, such as debt ceiling limitation cause an interruption of funds from the federal government to MDE.**

SERVS Financial (3)

- **Moving forward, MDE will continue to monitor potential impacts to programs, schools and MDE staff.**
- **We will continue to provide updates as they are available and remain hopeful that this will be a very short term situation.**

Substitute System for Time and Effort Reporting

- **On September 18, a memorandum was sent to all Superintendents, Business Managers and Directors of Special Education announcing the U.S. Department of Education (USDE) Substitute System for Time and Effort Reporting.**
- **This substitute system is for those that work on more than one cost objective as those staff have to do a Personnel Activity Report (PAR).**
- **The substitute system is for one fiscal year and districts will have to reapply each fiscal year.**

Substitute System for Time and Effort Reporting (2)

- **Staff who work on a regular schedule may use that schedule rather than a PAR to document work on more than one cost objective.**
- **The substitute system applies to all federal funds a school district, charter school or cooperative receives from MDE.**
- **School districts, cooperatives and charter schools will have to apply to MDE for approval to use this substitute system.**

Substitute System for Time and Effort Reporting (3)

- **An employee on a regular schedule cannot deviate from the schedule for more than 5% of the time – cumulative.**
- **Examples of Deviations**
  - **Special education teacher substituting in regular education,**
  - **Teacher providing professional development during a regular schedule teaching day that is not related to a cost objective such as curriculum development for regular education.**
  - **Special education teacher traveling with the basketball team for a day as head coach.**

Substitute System for Time and Effort Reporting (4)

- **Examples of a change in schedule that is not a schedule change:**
  - **A special education teacher has a substitute to do complete the Individualized Education Program (IEPs) as it is still the same cost objective and an allowable cost.**
  - **A special education teacher participating in an IEP meeting rather than in the classroom teaching.**
  - **The schedule is the time that school is in session with face to face contact with students, e.g. snow day is not an interruption in the schedule.**

Substitute System for Time and Effort Reporting (5)

- **If a staff member deviates 5% of the contract year then that staff member will have to return to PAR reporting for the balance of the year.**
- **If a regular schedule changes, say at quarter or semester time, then the new schedule can still be used; however, payroll will have to adjust the cost code allocations.**
- **Schedules can be attached to a semi-annual certificate.**

Substitute System for Time and Effort Reporting (6)

- **Please see ListServ messages to the Directors of Special Education and Business Managers for more details or contact your superintendent for the Superintendent's mailing of September 20, 2013.**

Additional Section 611 SFY 2013 Funds

- **MDE has received the grant award for the additional SFY 2013 in the amount of $35K.**
- **These additional funds will be loaded to SERVS Financial in Finance 419, SFY 2013 by Friday, October 11, 2013.**
- **Once loaded these funds may be drawn for eligible expenditures for SFY 2013 or balanced forward to SFY 2014.**

Adjustment to SERVS Financial Funds for SFY 2014

- **The Division of School Finance will be making adjustments to SFY 2014 funds during the next two weeks. These adjustments will be for:**
  - **State Services to the Blind**
  - **Federal Funds for Tuition**
  - **Mandatory and Permissive Coordinated Early Intervening Services (CEIS) for Finance Dimensions 425 and 429.**
- **Districts will have to make adjustments to their awards under Manage Allocations and Competitive Awards on SERVS Financial.**

MDE Financial Management Contacts

Sarah Miller
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Sarah.C.Miller@state.mn.us or 651-582-8370

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

Karen Dykoski
Supervisor, Financial Management, Facilities and Transportation
Division of School Finance
Karen.Dykoski@state.mn.us or 651-582-8766

UFARS Helpdesk: MDE.ufars-accounting@state.mn.us

MDE IT-Helpdesk for technical questions or problems with the MDE website: MDE.helpdesk@state.mn.us

Program Area Contacts

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

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: mde.it-helpdesk@state.mn.us
- 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

Links to SERVS Financial Reports and Tutorials

Use the link in the navigation bar of the secure SERVS Financial application labeled: “SERVS Federal Financial Reports”

SERVS Federal Financial Reports Link

- Live training recordings are available from the MDE page: MDE > School Support > Data Submissions > SERVS Financial

  Link to training recordings
- Tutorial recordings are available on the home page of the secure SERVS Financial application

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, November 13, 2013 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.