

MEMORANDUM

TO: School District Superintendents
Charter School Directors
School Business Managers

FROM: Tom Melcher, Director
Division of School Finance

DATE: November 21, 2013

SUBJECT: Technology Plans and Telecommunications/Internet Access Equity Aid

This memorandum is to provide a reminder that Minnesota Statutes, section 125B.26, Subdivision 2, requires school districts, charter schools and intermediate districts to have a current technology plan on file with the Department to qualify for Telecommunications/Internet Access Equity Aid:

Subd. 2. **E-rates.**

To be eligible for aid under this section, a district, charter school, or intermediate school district is required to file an e-rate application either separately or through its telecommunications access cluster *and have a current technology plan on file with the department*. Discounts received on telecommunications expenditures shall be reflected in the costs submitted to the department for aid under this section.

The Department has previously notified school districts, charter schools and intermediate districts of this requirement, and most districts have complied. To check if your school district, charter school or intermediate district has met the technology plan requirement, please [access the School Technology Plans and Approval Letters](#) page to check for the 2013-15 plan.

School districts, charter schools or intermediate districts without a plan are at risk of not qualifying for the Telecommunications/Internet Access Equity Aid to be paid during FY 2014 for costs incurred during FY 2013. If your district has not submitted a technology plan, please do so by December 31, 2013.

Technology plan questions should be directed to mde.schooltechplan@state.mn.us.

Telecommunications/Internet Access Equity Aid questions should be directed to chris.kubesh@state.mn.us.