COVID-19 Finance Officer Q&A

**CARES Act:**

1. **Can staff paid with federal relief funds be treated as state employees (no federal benefits)?**

No, the benefit will be charged to the federal fund (CARES Act Fund, in this case) just like they would Title I dollars.

1. **Will there be special project codes for CARES money?**

Yes, ESSER - 613F; ESSER – Equitable Services 613FP; GEER 633F; GEER – Equitable Services 633FP; Child Care Development Fund – 658FC.

1. **Is PERKINS grant going to be extended?**

The CARES act extended the Perkins deadline to September 30, 2021.

1. **Can we go ahead and spend for CARES related expenses now?**

Yes. Expenses starting on March 13th are going to be eligible for reimbursement for CARES Act Funding. Please refer to the [COVID-19 Governors Emergency Education Relief Fund Guidance for LEAs](https://education.ky.gov/districts/FinRept/Documents/GEER%20COVID%20Guidance%20Final%202%20mc051120.pdf).

1. **Will relief funds be accessed via FCR and reimbursement, or can we have the funds up-front?**

We know some districts may have already expended some monies in anticipation of these relief funds; however, we will consider advancing funds on a case by case basis if some districts are experiencing some cash flow issues. Please be mindful of the federal cash management rules and ensure you have very defined plans to spend the funds within 30 days. Note that prior to receiving funds, LEAs must complete an assurance document through the Grants Management Application and Planning (GMAP) system. Following the submission of the GEER Fund Assurance by the superintendent, LEAs may request the GEER funds through the Federal Cash Request process. A funding matrix detailing allowable GEER expenditures is available on KDE’s webpage. The Federal Cash Request process and the funding matrix can be found on the [KDE’s Federal Grants webpage](https://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx).

1. **Is the CARES child development different from the regular CARES? If so, how much will we receive?**

Yes, it’s different. The CARES child development money is coming from HHS and is a stipend that goes directly to the childcare centers. This money is available even to private childcare centers.

1. **Typically, the only projects we submit in quarterly CDIP is Fund 2. Do we need to now include CARES childcare projects in CDIP report?**

No, only federal funds that flow from KDE are required to be reported through CDIP. Funds flowing from an agency outside KDE are not reported in our CDIP reporting.

1. **Are there guidelines on what may be allowable costs for the FEMA funds versus recording them in the CARES funds?**

Please review guidance from FEMA on their webpage as to what is allowable.

1. **When will GEER be available for reimbursement on the FCR? Will it be in the fiscal year or in the following year?**

Districts can begin requesting GEER federal reimbursements on May 15, 2020, and the reimbursements can go back to expenses incurred on or after March 13, 2020.

1. **SB177 allows districts to grant COVID-19 emergency leave. Will there be any reimbursement for that leave from the state, or could it just be covered by the CARES fund?**

There is no reimbursement from the state.

1. **What is the CFDA # for the afterschool CARES Act funds?**

93.575

1. **Does it matter that the projects for GEER & ESSER are set up as 2019-20 projects using XXXF in MUNIS, yet GMAP has these set up under the 2020-21 year?**

GEER and ESSER funding were based on the 2019-2020 Title I-Part A allocation funding formula. MUNIS and GMAP are two separate items. “F” is a constant placeholder throughout MUNIS and won’t conflict with GMAP project information.

1. **Please explain why Fund 2 is used for Child Care Development Funds.**

After discussions with multiple outside sources, we have decided to apply the Child Care Development Funds to Fund 2, with the project code we have previously released (658FC).

There are two advantages of going with Fund 2:

* Reporting over time for the grant fund. As a multi-year fund, the entire grant (revenues and expenditures) can be tracked and printed in one report within Munis.
* Federal Reimbursement. With correct project, org code setup, federal reimbursement of salary and benefit costs can be tracked for later reporting.

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| **TYPE** | **FUND** | **UNIT** | **FUNC** | **PROG** | **IL** | **ORG** | **STANDARD 30 CHARACTER DESCRIPTION** | **10 CHAR** | **KEY** |
| E | 2 | ### | 3200 | 840 | ## | ###2203 | DAY CARE SERVICES | DAY CARE | 203 |

1. **Does the Child Care CARES stipend payroll need to be handled like all Fund 2 (federal health expense, TRS Match)?**

Payroll shouldn’t be handled any differently. The main purpose of putting these federal funds in Fund 2 is because the federal match for TRS and health is required to be matched by the grants.

1. **We received 3K for PPE for daycare. Does this need to be tracked differently, or placed in the same project codes (658FC), as indicated earlier?**

As part of the CARES Act, a new project code has been setup for the Child Care Development Fund – Start-Up Stipend (658FP). The contract states the “start-up stipend” is to be used for: Cleaning Supplies, PPE, and Medical Equipment.

1. **The Cares act funding matrix shows indirect costs as an allowable expense. Is that correct? Can we take indirect costs on these funds?**

Yes, indirect cost is allowable. The district must use its restricted indirect cost rate at [Indirect Costs 2019-2020](https://education.ky.gov/districts/FinRept/Documents/Indirect%20Costs%202019-2020.xlsx).

**FEMA:**

1. **We are needing to hire someone on a temporary basis (maybe 30 days or so) to help chair ARC meetings that will be necessary due to the burden of evaluations/comp ed discussions that Covid-19 has created. Is this something that would be appropriate for an allowable FEMA expense?**

You will need to explain that in your documentation and discuss with your program manager with emergency management, as this is not a detail that KDE would necessarily know. Once you get approved with your application, Request for Public Assistance (RPA), contact your Program Delivery Manager (PDMG) with emergency management about this kind of question.

1. **I'm a little concerned about coding FEMA expenses in a fund 2 grant not knowing for sure if we will get reimbursed. What if we ended up with thousands of dollars in the grant to find out later that we are not getting going to get payment for them. Then those expenses would have to be covered by General Fund. Will each district have a FEMA limit that we can be reimbursed for?**

KDE does not have an answer for this, as it is something, you will want to talk to your Program Delivery Manager (PDMG) about once you apply. It is likely you’ll front those costs and then get reimbursed. KDE recommends you use your CARES money first, as the FEMA money is a backstop for other items.

1. **Tracking FEMA in Fund 2, what ORG should we use?**

All expenditure codes, org codes, would be available but if you are not sure based on what you are spending your money on, contact Karen Conway directly at Karen.Conway@education.ky.gov and she can recommend codes for you. Each district will have different things going on and different expenditures.

1. **Can there be a list sent that covers what items can be FEMA reimbursed?**

We don’t have the details on those items, and they will come from Emergency Management versus KDE. KDE will intervene and assist in any way we can.

1. **Has there been a project number established for FEMA?**

Federal Funds - 677FC (75%); State Funds – 17SFC (12%); Local Funds – 677XC (13%)

1. **I assume since FEMA is federal, all benefits and retirement will need to be applied if coded to this project. Correct?**

Yes, for 75% of the costs that are reimbursable by federal funds.

**Funds and Grants:**

1. **Will whatever guidance docs being developed include deadline changes, to what funds they apply, etc.?**

Yes, and funds that were FY18 dollars that are going to end September 30th, have been extended for twelve months. Perkins is a little different because the dates are different. Please refer to guidance documents found at:

<https://education.ky.gov/CTE/perkins/Pages/default.aspx>.

1. **The extended one-year deadline that applies to Perkins, applies to Perkins Carryforward funds this year as well?**

Yes. Please contact Karla Tipton, Division of Technical Schools and Continuous Improvement at Karla.tipton@education.ky.gov for additional details.

1. **Would KECSAC and DJJ grants fall under the state grants that are extended?**

KDE has one federal grant, Title I-Part D Neglect and Delinquent, which is pass-through to DOC and DJJ, and their funds were extended only for the 2018-2019 school year. The federal funds were extended until September 30, 2021. The KDE program consultants have already notified their agency contacts.

1. **Would 21st CCLC funds be allowed for carry-over beyond September?**

Yes.

1. **Will we need to apply for childcare grants separately?**

The Childcare Grants are handled by the Cabinet for Health and Family Services. KDE is able to provide technical support in coding and reporting within Munis.

1. **What is the grant expiration dates for GEER and ESSER?**

September 2022. Please refer to the guidance documents.

1. **For the General Fund bus driver and mileage costs that were used for food service delivery, are these allowable reimbursable costs in the ESSER grant?**

Yes, if it’s a cost related to COVID-19 relief. Please refer to the [funding matrix](https://education.ky.gov/districts/fin/Documents/Copy%20of%20CARES%20Act%20Funding%20Matrix%2005062020.xls) that is posted.

1. **Will the 12.5% state agency budget cut affect school funding across SEEK, transportation, and/or grants?**

The FY20 reduction plan was obtained internally, and districts will not see a reduction in FY20 funds.

1. **Will added costs to food service, such as paper, be allowed to be recoded to these grants if matrix object code is a yes?**

If the matrix object code says yes, and is permissible by a federal grant, in addition to being COVID-19 relief, it will be allowable.

1. **Who is responsible for completing the spending plan template in the GMAP? The superintendent, or the federal grants director?**

Both the spending plan and the annual report need to be completed by the superintendent.

1. **Will GEER and ESSER be consolidated in GMAP, or will new rights have to be assigned?**

The CARES Act Spending Plans for GEER and ESSER will separate in GMAP and will not be part of the Consolidated Application. A new GMAP role will need to be assigned.

1. **Can emergency leave be paid from these grants?**

Please refer to the [funding matrix](https://education.ky.gov/districts/fin/Documents/Copy%20of%20CARES%20Act%20Funding%20Matrix%2005062020.xls).

1. **Will a revised FCR form with these grants be sent, or do we need to update the form ourselves?**

This will be added to the Federal Cash Request form and it was released on 5/27/20. The contact for this matter is Ken Greene, he can be reached at ken.greene@education.ky.gov.

1. **What will our district allocations be for both the GEER and the ESSER funds?**

Each district allocation was [posted on May 15, 2020](https://education.ky.gov/districts/fin/Documents/CARES%20Act%20Allocations%20051520.xlsx)

1. **When will the spending plan templates be available on GMAP?**

They are now available.

1. **GMAP states that the spending plans are due July 31.**

Yes, July 31st is the correct date.

1. **Where do you find the ESSER template?**

In the funding matrix, it is found on the federal grant’s website, where all the other matrices are found. There is a special place for the ESSER funding matrix, as well as one for the GEER funds.

1. **Is the spending plan completed through GMAP? Are grant directors aware?**

Yes, it is completed through GMAP.

1. **What is the format for the spending plan? Is there a document to complete?**

All on the GMAP site.

1. **Where do we submit our spending plan for ESSER funds?**

They are due on July 31 and you can access on the GMAP site.

<https://education.ky.gov/comm/Documents/ESSER%20Guidance%20MC_final_tkt.pdf>

**Emergency Management:**

1. **When will the Program Delivery Manager start contacting us? Will they contact the Superintendent or Finance Officer?**

There are a lot of applicants in line and will require some patience as they get to us. Tracy Doyle has been assigned to help local school districts and she can be reached at **Tracy.Doyle@ky-em.org**.

1. **Does anyone have a program manager yet?**

This is not something KDE is aware of at this time.

**Project, Object and Org Codes:**

1. **What org codes are some of the districts setting up for the use of 613F and 633F funds?**

There has not been a new set of org codes set up for these funds and existing orgs are dependent on what you are using with the funds. All the existing expenditure orgs would be available for use.

1. **Does KDE have a recommendation for the org code for the GEER and the ESSER fund?**

This will depend on what the district is doing with the funds. Specific questions should be directed to Karen Conway at Karen.Conway@education.ky.gov.

1. **We have two centers with after school childcare, and one center with all day childcare. Do you suggest using the same org code for both programs?**

Expenditures can be used by location codes. Costs can be used for different locations by adding an alpha numerical code at the end of the object code (not over six digits). These alpha codes can be used as a reporting piece for your use only, and not KDE’s. Alpha codes can also be used for revenues. These will give you another layer of reporting to see the cost effectiveness.

1. **Should project codes for CARES be setup in the General Fund to track transportation costs, or should all these costs be recoded to Fund 2?**

General Fund is an annual fund. Since CARES funds are available across multiple years for reporting, the expenditures should be moved to Fund 2 if allowable on or after March 13th. Caution: Do not move any funds spent in Fund 1 that are in program 200 – 240 because this would reduce the local/state expenditures for Maintenance of Effort and the movement would result in having to pay funds back to the federal government.

1. What are the new revenue object codes for ESSA?

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| **REVENUE OBJECT NUMBER** | **SEGMENT NAME** |
| **5235** | **ESSA Transfer from Title I-C Migrant Education** |
| **5236** | **ESSA Transfer from Title I-D Delinquent**  |
| **5237** | **ESSA Transfer from Title III - English Learners** |
| **5238** | **ESSA Transfer from Title V - Rural and Low Income Schools** |
| **5246** | **ESSA Transfer to Title I-C Migrant Education** |
| **5247** | **ESSA Transfer to Title I-D Delinquent**  |
| **5248** | **ESSA Transfer to Title III - English Learners** |
| **5249** | **ESSA Transfer to Title V - Rural and Low Income Schools** |
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**Volkswagen Settlement Funds:**

1. **Has there been any update on the Volkswagen funding?**

The 2020 General Assembly has developed an approved spending plan and appropriated funds in fiscal year 2020-2021 for the Energy and Environment Cabinet to administer the Volkswagen Settlement beginning July 1, 2020. Kentucky’s portion of the national trust is $20.3 million.

Based on the General Assembly’s approved plan, The Kentucky Energy and Environment Cabinet (EEC) has revised the Beneficiary Mitigation Plan (BMP) to reflect the spending authority provided by the Legislature. This revised BMP was submitted to Wilmington Trust, the National Trustee on June 4, 2020, and is the first step in developing a process for the various categories outlined in the budget and having access to the funds.

The BMP, as outlined by the General Assembly provides that:

$8,521,700 shall be used to reimburse local school districts for 50 percent of the purchase cost to replace up to five school buses per district currently in daily use meeting the necessary criteria with a chassis year of 2001 or earlier. If these funds are insufficient to cover 50 percent of the purchase costs of districts that have requested reimbursement by June 1, 2021, the reimbursement shall be pro rata reduced;

The Energy and Environment Cabinet (EEC) will begin working with stakeholders across the Commonwealth to develop processes for applying for funds as outlined by the General Assembly.

**EEC will be hosting a webinar on June 25** to go over the basics of the General Assembly’s funding allocations, the BMP and next steps. You may register for the webinar at the following link: [Webinar Registration Link](https://www.eventbrite.com/e/kentucky-volkswagen-beneficiary-mitigation-plan-overview-registration-107260356614)

1. **Will Volkswagen be competitive?**

Since this is an EEC program, they will determine the criteria. Please use the link above in question 1 for further information.

**Redbook:**

1. **If parents paid half the cost of a uniform, do we refund their half and ask for the uniform back?**

Yes, refund the parents for half of the cost, and ask for the return of the uniform.

1. **Even though the discussion of Redbook has focused on seniors, there were some questions concerning the 5th and 8th grade accounts according to Redbook?**

They’re similar, but nothing in Redbook specifically highlights 5th and 8th grade accounts. Districts have two options: spend down the funds this FY, or rollover to the general fund.

1. **Redbook states all fixed assets are to stay at the board, however due to COVID-19, a high school principal wants to see if there can be permission given to purchase laptops for all seniors with the remaining funds in their senior activity account.**

Yes, this is an option, but the decision needs to be made by the senior class officers themselves, not the principal or the district.

1. **Why not move 5th and 8th grades to the next school they feed into at the district?**

K-5’s may branch into multiple middle schools, and the middle schools likely branch to different high schools, and it’s hard to allocate the money to follow those students when this happens. If it were a K-12 school, it would be easier to implement.

**Food Services**

1. **How, and where can we classify the food services costs charged to the Food Service Fund?**

As districts are examining food services costs and contemplating the use of ESSER and GEER expenditures, there are a few items to evaluate when making decisions concerning the expenditures and where they should align in the Annual Financial Report (AFR). Please review these considerations:

1. There is an ORG for Food Services that can be used in Fund 2 to report ESSER and GEER funds:

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| TYPE | FUND | UNIT | FUNC | PROG | IL | ORG | STANDARD 30 CHARACTER DESCRIPTION | 10 CHAR | KEY |
| E | # | ### | 3100 | 470 | ## | ####101 | FOOD SERVICES | FOOD SVC | 101 |

1. All expenditures must be reasonable and allocable.
* CDIP reporting — any ESSER or GEER funds used for the Food Service costs must use the appropriate project number that is applicable to the grant that is covering those expenditures and placed in Fund 2.
* Fund 2 is a multi-year fund (ESSER and GEER are both multi-year awards).
1. 209X is for the Summer Feeding Program and should only be used for that program - not for ESSER or GEER funding.
2. Any expenditures for “salaries” moved out of fund 51 into fund 2, will place these under the federal reimbursement of Health Benefits program. Use caution when doing this since the reimbursement could quickly reduce the funds provided. (i.e. Districts could have a reimbursement amount of $1,025.34 to KDE for an employee whose base pay salary is 100% federally funded that has Living Well PPO, Family coverage for the employer portion of Health Insurance).
3. Bus drivers, monitors, secretaries and aides from district staff that were not staff of Food and Nutrition, **are** allowable costs in Fund 51. Note, the amount charged to the program for the work must be reasonable, and the SFAs are required to maintain documentation for all expenses to the food service program. Documentation is provided in the *SCN Time and Effort Documentation Log*, which is an optional form found on [SponsorNet](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstaffkyschools.sharepoint.com%2Fsites%2Fkde%2Fscn%2FSitePages%2FFinancial%2520Management.aspx&data=02%7C01%7Ckaren.conway%40education.ky.gov%7Cf4ef87ccda614304fd0408d7f833f0eb%7C9360c11f90e64706ad0025fcdc9e2ed1%7C0%7C0%7C637250774439685090&sdata=1ax8Zn0cXXSb4XGlobVknorwI5Xw674jCyb2YZgJHDI%3D&reserved=0). This document can be used by:
	* 1. A person who works with multiple federal programs whose time is allocated between various programs;
		2. A person who works for non-program staff work with a federal programwhose time needs to be allocated.
4. **Will there be any exceptions to excess balance due to wanting to hold onto funds for the Covid crisis?**

Yes, that will be taken into consideration. You need to have a spend down plan.

1. **Who are the KDE contacts for School & Nutrition?**

**Jerry.roberts@education.ky.gov**and**kathryn.embree@education.ky.gov**

**Transportation:**

1. **Could you go over the codes for transportation for NTI and feeding?**

T1: A pupil transported over one mile, twice daily. Note, this definition includes if the transported distance to school over the shortest publicly accessible route exceeds one mile, and the pupil is transported twice daily. This includes students identified as Homeless.

T2: A pupil transported under one mile, twice daily.

T3: A pupil transported over one mile, once daily. Note, this definition includes if the transported distance to school over the shortest publicly accessible route exceeds one mile, and the pupil is transported once daily. For reporting purposes, T-3 aggregate days of attendance are divided evenly (50/50) between T-1 and NT.

T4: A pupil transported under one mile once daily. For reporting purposes, T-4 aggregate days of attendance are divided evenly (50/50) between T-2 and NT.

T5: A special needs student whose Individualized Plan (IEP) lists transportation as a related service or who is receiving IEP-mandated special accommodations. Students designated T5 must have this requirement clearly stated in their IEPs on the related services page. Students covered by 504 Plans are not eligible to be coded T5.

NT Non-Transported Student (includes non-tradition)

1. **Would we code emergency paid days for transportation out of function 2790?**

Yes, because it would not be to and from school costs.

1. **Do we need to recode our bus drivers’ salaries the last part of the year as they are not driving students but doing online and other duties-NTI days?**

Yes, the only costs for the SEEK transportation calculations should include those that are to and from school costs.

1. **If I do have more kids in school for 19-20, is it possible that I gain money in SEEK but lose money in transportation?**

Yes, that is very possible.

1. **If we are using 2018-2019 data, do we still have to set up function code 2790 for transportation cost not related to transporting students, including meal delivery?**

Yes.

1. **Can we code driver salaries for those who are delivering food, in fund 51 if we have substantial funds?**

Yes, if you have abundant funds and want to spend these down, you can code the driver’s salaries in Fund 51. If you don’t have transportation employees in the food service staff, there is a document to track their dollars to provide support as to why expenditures are in Fund 51 if you are audited.

1. **Can districts utilize a substitute monitor to check temperatures versus using a temp agency?**

From our understanding, a school employee is a little different than a temporary employee. A temporary employee would be 100% reimbursable through FEMA reimbursement. A school employee, which is reimbursable only on overtime.

**Assurance Document:**

1. **Is the Assurance form available for Superintendents to sign? Where can we find it?**

Yes. Please see link below:

[**https://education.ky.gov/districts/fin/Pages/Additional-Federal-Grant-Information.aspx**](https://education.ky.gov/districts/fin/Pages/Additional-Federal-Grant-Information.aspx)

1. **Are the assurance documents the superintendent needs to complete on GMAP now?**

Yes.

1. **Do the assurances need to be board approved, or can the superintendent approve after reviewing?**

Normally, we’d want the board to approve the documents, but we want the superintendent to approve in GMAP as soon as you are ready. Please make sure the CARES Act funding, the amounts for your district, and your planned uses are discussed with your board.

**SEEK:**

1. **Who informs KDE which set of data (2018-19 data or 2019-20 data) we want to use for our SEEK calculations, and how will the district inform KDE of this decision?**

It can come from the Finance Director or DPP. For further information and clarification, please email Brad Kennedy at Brad.Kennedy@education.ky.gov. Please be sure to copy your Superintendent on the email.

1. **If our enrollment is higher this year than the previous year, can we do a test to see which years of data will be best for the SEEK calculation?**

There’s a SEEK at-risk report in Infinite Campus for FY18-19 and FY19-20 to see what your ADM was in FY18-19, and what it is now. It won’t be exact but will provide a gauge as to what the attendance looks like. It’s very difficult, due to the NTI days, to get a perfect picture of what your ADA looks like. Work with your DPP to see the attendance reports he/she has access to. This is not something that KDE can run through on our year end process, like we normally do. But if districts are trying to look on their end, we would recommend you run your SAAR report out of Infinite Campus for both years. It will not have all the adjustments on it, but it will have your raw ADA attendance data, and you’ll be able to see what it was looking like between FY18-19 and FY19-20 and if there were any big jumps. You can’t calculate all your adjustments such as home hospital and everything else. You’ll want to look at it to see if there were more kids in your home hospital one year. The other thing you’ll want to look at is At-Risk data (free/reduced students).

**Miscellaneous:**

1. **Can we spend the safety/security funds allocated in the FY20-21 budget on past expenditures? Are security cameras an allowable expense?**

If referring to SB1 from 2019, then no, those funds will not be available until July 1st and currently there are no provisions to pay for old expenditures out of those funds. Please note there may be some other official budget bill language opinions that come out in the next few weeks. Security cameras at the main entrance of the school would be allowable under SB1.

1. **Can we spend mental health funds allocated in the FY20-21 budget on existing counseling staff?**

Currently, the budget language says the KY Commission on Safe Schools and the State Safety Marshall shall develop rules and processes to administer and allocate those funds. They must go through their own board as well before they publish such documents, but we anticipate updates regarding this question soon.

1. **Will the spend down requirements for Flex Focus Funds be pushed past September 30, 2020?**

Yes.

1. **What will be used in the FY20-21 Growth Factor?**

The FY19-20 Growth Factor was already completed for the year and will be used in the measurement calculation for the FY20-21 Growth Factor.

1. **For the distribution of district wide expenses to the school level division by membership, do we include preschool and alternative membership, or just the main school membership numbers?**

The preschool numbers need to be used in your calculation, but you need to look at them for validity purposes. As far as the alternative membership, a lot of alternate schools are already calculated into the total membership at the high school, so it depends upon your situation.

1. **Can you explain how NTI days are calculated for districts that have never implemented them? (I am referring to the 10 NTI days we get to count. I know you do not get 100% attendance for those days, but I do not know how it is calculated).**

Whether it’s for the standard 10 NTI days each year, or 40 NTI days that are used this year, there’s no attendance taken in Infinite Campus. For every day that you have an NTI day, we replace that day’s attendance with your average daily attendance from the previous year. So, if your average daily attendance the year before was 94%, you get 94% for each of those NTI days. Whatever that correlates to in your district, the NTI days ADA is replaced by the district’s last year’s ADA.

1. **Looking at all the benefits of using the FY18-19 data, what reason would we want to use FY19-20 data, unless we had an enormous increase in membership?**

Every district is in a different situation, and KDE will continue to discuss and provide more clarity to provide some things to think about before you make your decision.

1. **Is the excel spreadsheet used to calculate expenditure per pupil the same as last years? I would like to use last years because I have my schools already setup.**

Yes, it is the same.

1. Concerning FEMA funds, would you recommend coding this at the school or district level?

We prefer coding to the school level.

1. How does the variable calendar affect contract days for classified staff? Will their days worked be proportional to 170 days as well?

Since KRS 158.070 doesn’t distinguish between certified and classified employment contracts, both the contracts will be based on the school term will receive the 170-day credit toward their required contract days. If employees are paid on an hourly basis, they’re going to be paid for actual hours worked. So, they will not have this contract based on these days. Satisfaction of the 170 days for the hourly employees they won’t be paid for hours other than those actually worked.

1. Any additional guidance on upcoming audits? Can schools drop their documents off at their auditor's office?

The State Committee for School District Audits will be voting on that matter on June 25th. It is an item on the agenda. KDE Legal has drafted the modification to the contract and it will have to be signed and agreed to both parties. There’s a lot of criteria that will have to be met and all of that will be listed in that modification. KDE will not have an update until that’s discussed at that upcoming meeting.

1. Are we allowed to use temp agencies? I have been under the impression that we were not allowed to use staffing agencies.

That might be a district decision, but it has not come from the State level. Transportation has hired folks for specific reasons and it’s something KDE is recommending for the bus monitors, with all the additional responsibilities.

1. Just to follow up, if we pay a classified employee 8 hours a day for 170 days instead of 7.5 hours a day for 181 days like their normal calendar, even though that amounts to roughly the same salary, will CERS give them a year of service credit since they did not work a contract of at least 180?

Please contact CERS.

1. Couldn’t you front load your teacher PD days prior to first pay?

Yes, that’s one way to do it.

1. Does this mean you can issue a contract for say 175 but it counts as 185 if you do the late start? Or do we have to add enough PD days to get to 185?

The variable calendar is not instructing you or guiding you or suggesting you change your contracts. What it is saying, it’s going to count the number of days in the student instructional year differently for those teachers. Normally, the majority of the contracts we see they’ll have about 170 instructional days and 15 additional days to get to 185. So, what we’re saying now, you use this variable calendar and you get all of your student instructional days in, in say 160 days, that’s all the kids are going to have to do because that fulfills the requirements of the hours. So, you now have 160 days that will be proportionally equivalent to 170. It’s like it’s just making 160 equal to 170 and so then your contract is 185, they’ll need 15 more days. If your contracts are 188, then they would need 18 additional days on top of that. It’s not adjusting the contract; it’s giving them credit for those instructional days it’s making them proportional to 170.

1. If we don't have a temp agency close to us, could we post temporary positions?

You would still be hiring someone, so we don’t know if that counts. That’s a question for your program manager at Emergency Management to discuss how that will work as far as reimbursement goes.

1. Will award notifications/details be posted soon for the mental health professional funding mentioned in the commissioner’s weekly email?

Award Notifications will not be sent out. Each district will receive the same amount of funds. Payments in the amount of $43,095 will be sent out sometime in July. Districts will need to submit CDIP reports quarterly showing how the money is spent. A funding matrix will be available soon with the allowable codes for the grant. The project code for the grant is: 14MX School-Based Mental Health Services Provides Grant.

**Medicaid:**

1. **Will KDE be providing the Districts policies and procedures for internal controls over the Medicaid Billing?**

There is an outline on the website, but it is up to the district to come up with their own policies and procedures.

1. **What is Expanded Care?**

Expanded care allows schools to potentially bill for services provided to Medicaid-eligible children that fall outside the Individual Education Program (IEP). The link to centers for Medicare and Medicaid Services (CMS) guidance and policy can be found at <https://www.medicaid.gov/sites/default/files/federal-policy-guidance/downloads/smd-medicaid-payment-for-services-provided-without-charge-free-care.pdf>

1. **Where can I find information on School-Based Administrative Claiming?**

<https://education.ky.gov/districts/Pages/School-Based-Medicaid-Services.aspx>

1. **What is Medicaid School-Based Health Services (SBHS)?**

It is a unique Medicaid program designed for local education agencies (LEAs).

1. **What is required for reimbursement for Medicaid?**
* A child must be Medicaid eligible;
* Parental consent;
* Child must have a reimbursable service listed in the IEP, or service must be medically necessary;
* Practitioner must not be paid;
* Practitioner must be listed on annual application or an approved amendment
1. **What are considered covered services for Medicaid?**

Nursing, audiology, speech-language, occupational therapy, physical therapy, mental health, incidental interpreters, and orientation and mobility

1. **Can I get a list of procedure codes?**

<https://education.ky.gov/districts/Pages/School-Based-Medicaid-Services.aspx>

1. **Who are the appropriate KDE contacts for Medicaid?**

stephanie.oconnor@education.ky.gov and lindsey.kimbleton@education.ky.gov