



LOUISIANA DEPARTMENT OF EDUCATION

Career Development Fund (CDF) Technical Assistance Review Announcement

During July and August 2018 the LDOE will complete a review of Career Development Fund (CDF) fund receipts and expenditures for each LEA.

The Jump Start Leadership Team – working with LDOE Finance – will review the total CDF funds each LEA has received since the inception of this funding source, and review all of the CDF Year-End Reports submitted by the LEA to determine if all CDF funds have been spent as required by policy.

The findings of the CDF Technical Assistance Review will include:

- 1) LEAs with unspent carryover CDF balances that must be spent on approved expenditures;
- 2) LEAs that have made expenditures outside of policy for CDF funds. These expenditures will need to be recaptured and spent in ways authorized for CDF funds;
- 3) LEAs that failed to submit CDF Year-End Reports. LEAs will be required to submit delinquent reports, which will then be used to determine any findings on unspent balances or out-of-policy expenditures.

The objective of the CDF Technical Assistance Review is to help LEAs cure any deficiencies in the reporting and/or expenditure of CDF funds.

All LEAs will be given the opportunity to cure any review findings without penalty or sanction.

The Jump Start Leadership Team will hold a webinar on the purpose and form of this review on Thursday, December 14, 2017 at 3pm CST. The link for this webinar will be: <https://louisianaschools.adobeconnect.com/cdfreview/>

During this webinar the Jump Start Leadership Team will explain CDF policy and practice, and assist LEAs in complying with policy prior to the review.

(The webinar will be recorded and available for review at any time starting a week after the live webinar.)

The Jump Start Leadership Team and their Network colleagues will be available during the Spring to assist LEAs in submitting their 2017-2018 CDF Year-End Report, plus any delinquent CDF Year-End Reports.

When LEAs receive their February 2018 CDF allocations, the LDOE Finance team will also forward a report on the accumulated CDF funds received by the CDF.

Please contact JumpStart@la.gov with questions about this CDF Technical Assistance Review.