

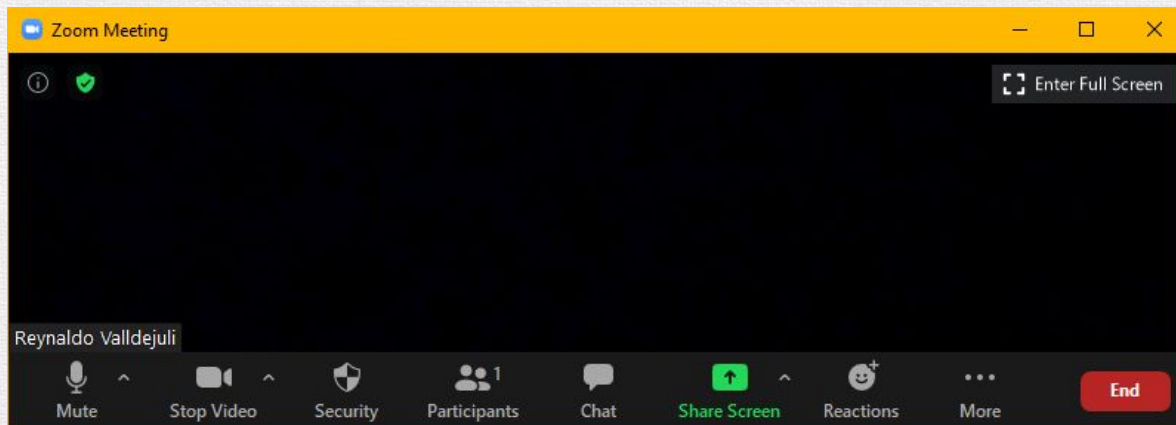
LOUISIANA DEPARTMENT OF EDUCATION



**School System and Charter School
Business Manager and Financial Officer
Monthly Call
December 2022**

Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.

Agenda

- Welcome
- Required Submissions and Reminders
- State Grants Update
- Federal Grants Update
- MFP Update
- Call Dates and Slide Deck Links
- Resources



Required Submissions



Upcoming Required Submissions

- Fiscal Risk Assessment
- Charter School Budgets
- Maintenance of Effort
- Federal Fiscal Monitoring



Fiscal Risk Assessment(FRA)

Fiscal Risk Assessment

- Overall results were provided to BESE in the December 2022 meeting.
- Results have been posted in each system's edFin FTP secure site.
- Review the PDFs and return any responses necessary on the provided form to schoolfinancehelpdesk@la.gov



Charter School Budgets



Second Quarter Budget Reports

- The Second Quarter Financial Budget Report for FY 2022-2023 is due by **January 31, 2022**.
- If your organization operates more than one charter school, you must submit the financial report for each individual school.
- For more details see the Instructions for Quarterly budgets tab in the Annual Budget Workbook.
- The financial workbook, inclusive of 1st and 2nd Quarter updates, and the Statement of Affirmation must be submitted via email to CharterFinanceHelpdesk@la.gov .
- For questions contact charterfinancehelpdesk@la.gov

Maintenance of Effort (MOE)



Maintenance of Effort (MOE)

Meeting yearly Maintenance of Effort (MOE) requirements are part of the business process to confirm compliance and determine eligibility of federal grant funds for ESSA and IDEA grants. The USDOE requires an annual review that determines if each School System LEA:

- 1) has not decreased spending of general fund dollars, and
 - 2) is budgeting expenditures to meet the MOE standards.
- All MOEs are due for submission by June 30th of each year to determine eligibility and compliance by July 31st.

All outstanding MOE applications currently past due, should be submitted as soon as possible. Individual reminders have be sent out to Business Managers. It is past the deadline but the submissions are still due.

Maintenance of Effort (MOE)

Failure to submit MOEs timely puts the LEA in a status of Noncompliance with federal grant requirements.

Failure to meet MOE requirements may result in:

ESSA Verification - a reduction of federal grant allocations i.e. Title I, Title II, etc.

IDEA Confirmation - repayment from the LEA's general funds in the same amount in which MOE is not met.

IDEA Verification - the LEA not being eligible to receive IDEA Part B grant funds for the fiscal year.

Maintenance of Effort (MOE)

MOE TOOLS

- The [MOE Quick Reference Guide](#) is available to assist with those new to the MOE submission process. Step by step instructions to access each application for this year.
- A [Local Only Funds Calculator](#) is available to assist in completing the Local Only Funds section of the IDEA MOEs. *NOTE: It includes a tab for the Confirmation and the Verification*
- This presentation is an overview of all [Federal Fiscal Requirements](#)

For questions regarding the MOE review process, contact fedaudit@la.gov

For technical inquiries or support with eGMS, contact jason.berard@la.gov

Federal Fiscal Monitoring



Federal Fiscal Monitoring

Current Fiscal Monitoring in Process - FY 2020-2021 Federal Grant Expenditures

- **Upcoming Fiscal Monitoring engagements to start soon for FY 2021-2022**

Fiscal Monitoring (FM) Process

1. Audit staff contacts Business Manager for audit Engagements (May - October)
2. School System notified by eGMS email for documentation requests
3. School System uploads documents to eGMS for auditor review
4. Correspond on audit outcomes; may request additional documentation
5. Report Issued and is accessible through eGMS

FM Questions can be submitted through eGMS or to Fedaudit@la.gov

Federal Fiscal Monitoring

Documentation Required for Fiscal Monitoring Review

School Systems should upload Policies and Procedures via eGMS:

1. Fiscal Monitoring Internal Controls Checklist - self assessment of policies and procedures
2. Chart of Accounts
3. Fixed Asset Policy
4. Travel Policy
5. Procurement Policy
6. Salary Schedule
7. Documents to support reimbursements of federal funds

Federal Fiscal Monitoring

Documentation to support federal funds may include but are not limited to:

1. Purchase orders
2. Contracts
3. Vendor Invoices
4. Check payments or similar payment documents
5. Sign-in sheets, work logs, etc.
6. Payroll
7. Cost Certifications (time and effort)
8. Fixed asset list for Property
9. Additional may be requested to substantiate costs



View [Audit Review Instructional](#) with detailed documentation requirements

State Grants Update



State Grants

Nonpublic Textbooks and Textbooks Administration

- Allocation amounts were released through eGMS in October
Please remember to claim these funds.
- If you have questions regarding the allocation amounts contact nonpublicfinancehelpdesk@la.gov
- If you have eGMS questions or need assistance accessing the allocation information contact ldoe.grantshelpdesk@la.gov

State Grants

Cameras in Special Education Classrooms

- [Allocations](#) have been released directly to school systems and accountability for expending these dollars rests at the local level
- These funds should be coded in the Annual Financial Report (AFR) as follows:
 - Revenue - code in State Restricted Grants in Aid - a. Special Education (Excluding MFP) KPC 5050
 - Expenditures - code in Special Education Programs, 730 Other Equipment (Purchased Cameras) KPC 16165 and 400 Other Purchased Property Services (Installation) KPC 16025
- Allocation considered dedicated funds so record in Other Special Funds
- For further information, contact specialeducation@la.gov

State Grants

Professional Improvement Program (PIP) - Q2 Activity Forms are due December 31.

The following FY22-23 resources have been placed in the edFin FTP secure site:

- PIP Guidelines for LEAs FY22-23
- Employee PIP Update Form FY22-23
- PIP Activity, transaction & Invoice Update form FY22-23

For questions contact PIPFinanceHelpdesk@la.gov

Federal Grants Update



Federal Grants

Federal Support and Grantee Relations (FSGR) [November Monthly Call](#) contains items of interest to business officials such as:

- Super App DUE **January 27, 2023**
- BELIEVE! application for early childhood lead agencies DUE **January 27, 2023**
- Key Resources
 - [2023-2024 School System Planning Guide](#)
 - [Planning Framework and Funding Guidance \(Appendix A\)](#)
 - [Strategic Planning and Budgeting Workbook](#)
- Achieve Updates
 - [Sample Achieve! Approval & Funding Summary document](#)
 - Contact LDOE.GrantsHelpdesk@la.gov with questions

Federal Grants

- As you continue to budget your Title III funds, be sure to review the [Title III Allowable Uses](#) document and to check out the additions to the [EL PD Vendor Guide](#).
- Note several Non-Public Equitable Services Updates and Reminders. Contact Daphne.Flentroy@la.gov for assistance.

Federal Grants

Recently Released Applications:

- NonPublic Textbook and Admin applications: 10/31/22
- Strong School Systems: 10/03/22
- REAL Consolidated: 10/03/22
- School Nurses Behavioral Health: 10/17/22
- SPED Cameras: 10/25/22
- LA Healthy School Community Project: 10/17/22

Upcoming Application Releases:

- EC Management Software Initiative
- LA School Mental Health
- LA Aware 2
- High Cost Services Rnd 1
- LA Retention and Recruitment

Federal Grants

December FSGR Monthly Call

- **Date and Time:** December 15 at 10 a.m.
- **Link:** <https://ldoe.zoom.us/j/95258128918>
- **Phone Number:** 312-626-6799
- **Meeting ID:** 952 5812 8918
- **Passcode:** \$Y=64D
- Contact LDOE.GrantsHelpdesk@la.gov with questions, include “School System Planning” in the subject.

Periodic Expenditure Reports (PERs)



PERs & Reimbursement Claims

Issue:

- PERs are not being submitted on or before deadline

PER Submission Deadlines

- 3/31 due 4/15
- 6/30 due 7/15
- 9/30 due 10/15
- 12/31 due 1/15

Impacts to Reimbursement Claims:

- Does your school system average at least one reimbursement claim per quarter?

Periodic Expenditure Reports

PER Submission supports ED requirements for Federal Grants

- Program implementation protocols
- Data Reporting for federal funds
- Used to calculate carryover funding
- Title I Excess Funds/District notification of Title I Waiver
- Data updates for Transparency
- Late liquidation application decisions

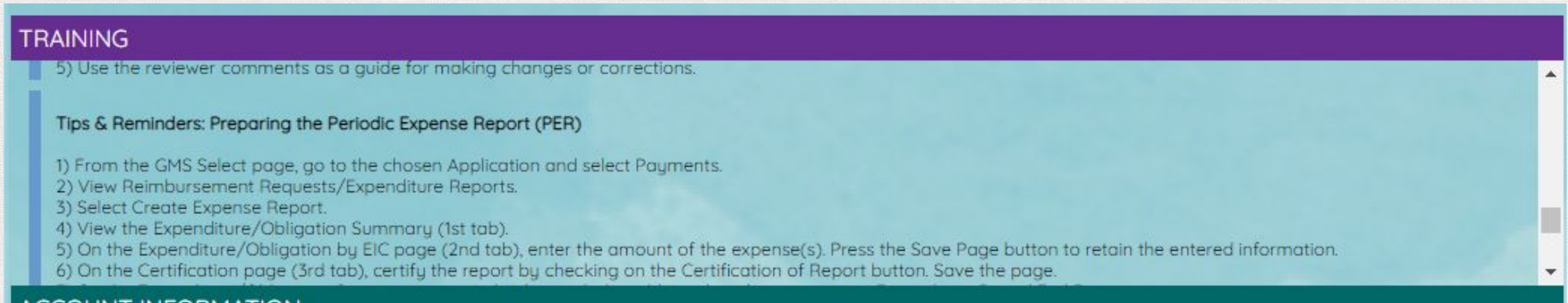
Periodic Expenditure Report Non-Compliance

Proposed Next Steps:

- PER Late Submission Reminders - Goal for December 2022 PER
- Stakeholder Feedback - January 2023
- Conditions will be added to individual LEA GANs as indicated by lack of adherence to submission of PERs and Reimbursement Claims guidelines - Proposed Timeline - January 2024

Resources for Periodic Expenditure Reports

eGMS Login Page



TRAINING

5) Use the reviewer comments as a guide for making changes or corrections.

Tips & Reminders: Preparing the Periodic Expense Report (PER)

- 1) From the GMS Select page, go to the chosen Application and select Payments.
- 2) View Reimbursement Requests/Expenditure Reports.
- 3) Select Create Expense Report.
- 4) View the Expenditure/Obligation Summary (1st tab).
- 5) On the Expenditure/Obligation by EIC page (2nd tab), enter the amount of the expense(s). Press the Save Page button to retain the entered information.
- 6) On the Certification page (3rd tab), certify the report by checking on the Certification of Report button. Save the page.

ACCOUNT INFORMATION

FSGR Library

[eGMS 102](#)

- Provides instructions on completion of PERs

AUPs and Single Audits



BESE Agreed Upon Procedures (AUPs)

- Independent auditors are working to perform the BESE Agreed Upon Procedures
- Testing for Schedule 2 - Class Size Characteristics requires access to October 1, 2021 data

Schedule 2 – Class Size Characteristics

School Type	Class Size Range							
	1 – 20		21 – 26		27 – 33		34+	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number
Elementary								
Elementary Activity Classes								
Middle/Jr. High								
Middle/Jr. High Activity Classes								
High								
High Activity Classes								
Combination								
Combination Activity Classes								

- All Class size data is available through EdLink 360 dashboard which has been updated to include activity classes
- Data Managers were provided [Detailed instructions](#) for accessing this information

Single Audit Testing Procedures

- Independent auditors are working to perform tests on the two Single Audit data tables
- Testing requires access to data which is being provided in the EdLink dashboards
 - 1) **Education Levels of Public School Staff, including the Experience of Principals, Assistant Principals and Full-Time Classroom Teachers** - located at Usage and Data/Data Validation/Staff Validation/Staff Counts. Click on different counts displayed, a roster will be produced identifying each staff member which includes columns displaying degree and years of experience.
 - Auditors should work with school system Data Coordinators to obtain access to this data.

Staff Counts

Classroom teachers defined as object code 112 and function code beginning with 1XXX. Principals defined as object code 111 and function code 2410 or 2430. Assistant Principals defined as object code 111 and function code 2420.

Please verify Total Salary, Annual Minutes Worked, Contract Day Count, and Workday Minute Count if numbers appear to be inaccurate. FTE is calculated as: $AMW / (\text{contract days} \times \text{workday minutes})$.

SCHOOL SYSTEM	VALIDATION MEASURE NAME	STAFF CLASS, 2022-2023	STAFF END OF YEAR, 2021-2022	STAFF CLASS, 2021-2022
<u>001</u>	Count of Staff (Head)	<u>1,301</u>	1,381	1,288
<u>001</u>	Count of Classroom Teachers (FTE)	<u>574.5</u>	562	564
<u>001</u>	Count of Principals	<u>26</u>	30	26
<u>001</u>	Count of Assistant Principals	<u>15</u>	13	13
<u>001</u>	Tenured	<u>342</u>	352	344

Single Audit Testing Procedures

- 2) **Public School Staff Data: Average Salaries** - located at Usage and Data/Data Validation/Staff Salary

The screenshot shows a web browser window with the URL reports.edlink.la.gov/Dashboard/dashboard/13333. The page header includes the edlink logo and navigation tabs: Dashboard, Data Processing, Data Quality, Data Validation (selected), Staff Data Reports, and Student Data Reports. Below this, there are sub-tabs: Student Validation, Staff Validation (selected), Class Validation, Assessment Validation, and Graduates and 12th Graders. A dropdown menu for 'Integrated PD' is also visible.

Staff Salary

This amount includes all salary types, excluding the PIP Salary Amount.
Note: Average Salary defined as total salary/(annual minutes worked/(contract days * workday minutes)). Data shown only where all elements of Average Salary are greater than 0.

SCHOOL SYSTEM	VALIDATION MEASURE NAME	STAFF CLASS, 2022-2023	STAFF END OF YEAR, 2021-2022	STAFF CLASS, 2021-2022
<u>001</u>	Classroom Teacher Average Salary	<u>\$47,238</u>	\$54,655	\$46,139
<u>001</u>	Principal Average Salary	<u>\$77,107</u>	\$84,917	\$75,304
<u>001</u>	Assistant Principal Average Salary	<u>\$65,926</u>	\$73,133	\$64,065

Single Audit Due Date

- Single audits for FY 2021-22 are due to the Louisiana Legislative Auditor's Office(LLA) no later than December 31, 2022.
- Independent auditors should be working to complete audit work so that audit is submitted timely.
- If the audit is not submitted timely, a school system could be deemed noncompliant with the state audit law.
- The consequence of non-compliance is the LLA will stop the flow of all state and federal funding to a school system starting in January 2023 no matter which state agency issues the payments.
- In order to avoid being noncompliant, an auditor should work with the school system to submit a request to LLA for an extension as soon as possible.
- An extension approved by the Legislative Audit Advisory Committee will allow continued payments of state and federal funding while the audit is completed.
- Auditors should contact the LLA for more information on the extension process.

MFP Update



MFP - Related Data Collections

Collection	Open	Close	How Data Used from Collections
Mentor and Resident Teacher Collection	Closed		Used for reporting official data on mentor and resident teachers
Oct 1 MFP/IDEA	Closed		Data used for MFP funding and determination of economically disadvantaged students for federal funds
Oct CLASS (Staff and Student) (includes data formerly known as PEP data for pay raise)	8/1/22	1/13/23	Used in calculating <i>MFP Pay Raises</i> , <i>CTE-Career Tech education weighted count</i> , <i>CDF-Career Development Fund count</i> , <i>VAM</i> , <i>Workforce Reporting</i> , <i>Class Size</i> , <i>Interests & Opportunities K-8 class schedules index</i>

Call Dates and Slide Decks



Call Dates and Slide Deck Links

- November [Business Manager Monthly Call](#) is January 18 at 2:00 p.m.
 - Reminder with date and link will be posted in LDOE Weekly Newsletter
- [Slide deck](#) for August Business Manager Monthly Call
- [Slide deck](#) for September Business Manager Monthly Call
- [Slide Deck](#) for October Business Manager Monthly Call
- [Slide Deck](#) for November Business Manager Monthly Call



RESOURCES



Resource Index

- Weekly Newsletters
- New Business Manager Survey
- edfin FTP Secure Site
- Annual Financial Report (AFR)
- MFP - Related Matters
 - School Lunch, 70% Requirement
- MFP - Related Data Collections
- Fiscal Risk Assessment

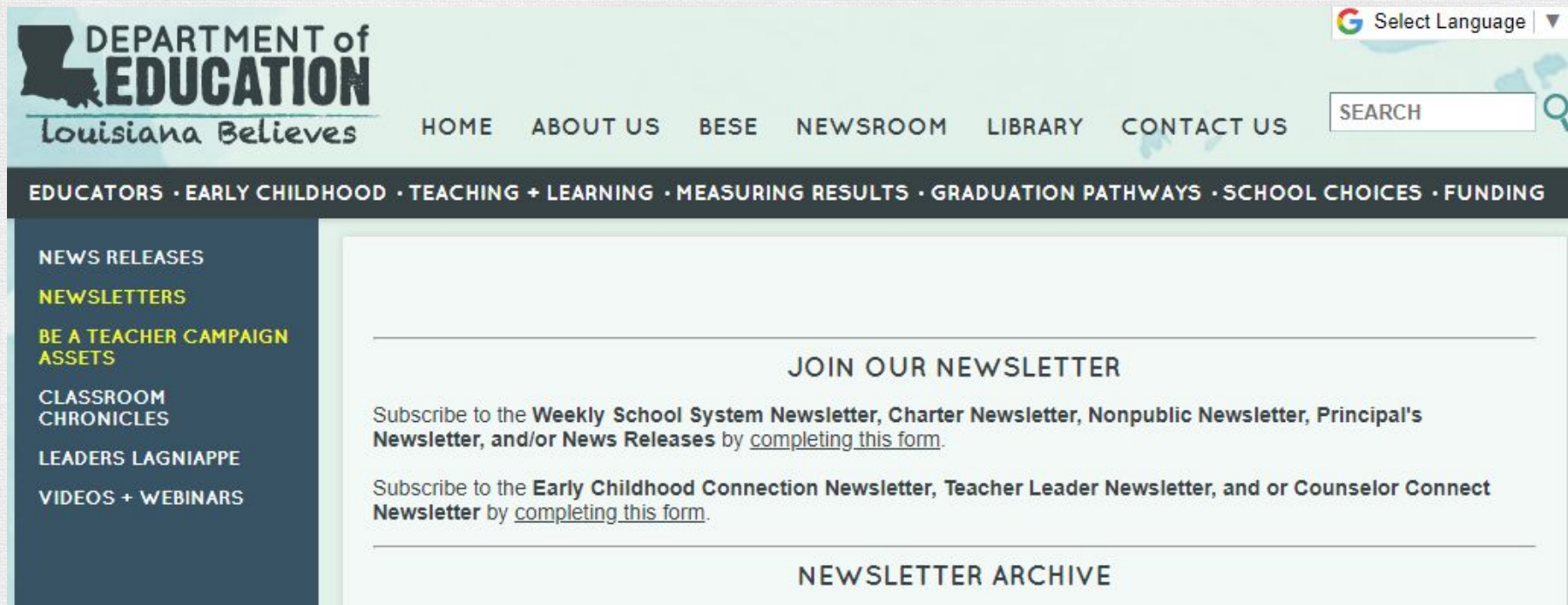


Weekly Newsletters



Weekly Communications - Newsletters

How to receive weekly LDOE Newsletters - Go to <https://www.louisianabelieves.com/newsroom/newsletters> to sign up for newsletters important for your role and to find archived newsletters.



The screenshot shows the top navigation bar of the Louisiana Department of Education website. The logo on the left reads "DEPARTMENT of EDUCATION Louisiana Believes". The navigation menu includes "HOME", "ABOUT US", "BESE", "NEWSROOM", "LIBRARY", and "CONTACT US". A search bar is located on the right. Below the navigation bar is a dark horizontal bar with white text listing various categories: "EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING". On the left side of the page, there is a dark sidebar with white text listing: "NEWS RELEASES", "NEWSLETTERS", "BE A TEACHER CAMPAIGN ASSETS", "CLASSROOM CHRONICLES", "LEADERS LAGNIAPPE", and "VIDEOS + WEBINARS". The main content area features a section titled "JOIN OUR NEWSLETTER" with two paragraphs of text. The first paragraph says: "Subscribe to the **Weekly School System Newsletter, Charter Newsletter, Nonpublic Newsletter, Principal's Newsletter, and/or News Releases** by [completing this form](#)." The second paragraph says: "Subscribe to the **Early Childhood Connection Newsletter, Teacher Leader Newsletter, and or Counselor Connect Newsletter** by [completing this form](#)." Below this section is a link for "NEWSLETTER ARCHIVE".

Sign Up for Weekly Newsletters

This [form](#) applies to system, charter and nonpublic newsletters.

Important notices and materials are posted in these weekly newsletters.



Sign up to stay in touch!

Thanks for your interest in joining our mailing list. Please complete the information below and click Sign Up.

* Email Address

* First Name

* Last Name

* Job Title

* District/Parish

Email Lists

- Charter Newsletter
- News Releases
- Nonpublic Newsletter
- Principals Newsletter
- Weekly System Leaders Newsletter

Weekly Communications - Newsletters

- Newsletters include information by LDOE Office
- Items will specifically mention the school system staff who would benefit from the information provided
- Entries and reminders draw attention to important timelines

In This Issue

- [Important Dates for School Systems](#)
- [Operations](#)
- [Assessments, Accountability and Analytics](#)
- [Career and College Readiness](#)
- [School System Financial Services](#)
- [Teaching and Learning](#)
 - [Diverse Learners](#)
 - [Educator Development](#)
 - [Literacy](#)
- [Reminders](#)

Click School System Financial Services link to go directly to the relevant entries.

Weekly Communications - Newsletters

- Special section addresses dates, times and links to monthly calls, office hours and webinars

Important Dates for School Systems

Office Hours and Monthly Calls

- [Federal Support and Grantee Relations Monthly Call: September 15 at 10 a.m.](#)
- [School System Financial Services AFR Office Hours: September 15 at 2 p.m.](#)
- [Certification Monthly Call: September 19 at 10:30 a.m.](#)
- [School Medicaid Monthly Call: September 20 at 2:30 p.m.](#)
- [Assessment and Accountability Office Hours: September 20 at 3:45 p.m.](#)



New Business Manager Survey



Minimum Qualification Requirement for Business Managers

- **Continuing Education:** must acquire either a Certified Louisiana School Business Administrator (CLSBA) or Certified Louisiana Charter School Business Administrator (CLCSBA) certification through the Louisiana Association of School Business Officials (LASBO). An active CPA may substitute for the required certification.
- **Shared Services Provision:** Statute allows school systems to enter into an agreement to share business services, including contracting a business professional that meets the minimum requirements established by BESE.

See page 96 of the LAUGH Guide for additional details or visit:

<https://www.louisianabelieves.com/resources/library/charter-schools>



New Business Manager Survey

All new Business Managers or Financial Professionals must submit a New Business Manager survey. Contact schoolfinancehelpdesk@la.gov for assistance.

This information is required for the annual [Fiscal Risk Assessment](#).









edfin FTP Secure Site



Secure Communications - edfin FTP Secure Site

- Certain information to be shared with business managers requires the use of a secure transmission method rather than email
- SSFS uses this secure site to provide school systems information that may contain PII or other private information related to MFP, PIP, AFR and other financial topics
- edfin FTP Secure Site established for this purpose
- This is a different site and should not be confused with other FTP sites provided by other LDOE offices; for example, Data Coordinators have a specific data FTP site
- Notices will appear in the weekly newsletters when files are placed in edFin

edFin FTP Secure Site

Name	Date modified	Type	Size
 70% Instructional Requirement	8/24/2022 2:31 PM	File folder	
 Annual Financial Report	8/10/2021 2:45 PM	File folder	
 Fiscal Risk Assessment	10/21/2021 10:37 ...	File folder	
 PIP	8/22/2022 3:05 PM	File folder	
 001_Acadia Parish_2020 School Finder Finance Data	6/23/2020 9:40 AM	Microsoft Excel W...	1,639 KB
 1_Acadia Parish_GEER Funds Allocation	7/9/2020 3:21 PM	Microsoft Excel W...	29 KB

- Secure information is saved in this “folder” and systems may access the folder with proper security access.
- Business Manager/Financial Officer must contact schoolfinancehelpdesk@la.gov to secure access.

Annual Financial Report (AFR)



Annual Financial Report (AFR) Training

- [AFR comprehensive presentation](#) is available for reference.
- Presentation includes information on:
 - Louisiana Accounting & Uniform Governmental Handbook (LAUGH) Defined
 - Annual Financial Report (AFR) Defined
 - AFR Uses
 - AFR Financial Data
 - AFR Submission Process
 - AFR Submission Required Data
 - AFR Submission - FY 2021-2022 Data Collection
 - Post Submission of AFR
 - AFR Ratings

2021-22 Annual Financial Report (AFR)

- AFR data collection opened September 1, 2022 and is ongoing
- AFR data collection will remain in LEADS for the FALL 2022 collection period
- [FY 2021-2022 AFR documents](#) & templates are located on the AFR LEADS Support Page
 - FY 2021-2022 Coding for State & Federal Grant information has been updated
- For questions on fiscal data and auditor review process, contact staudit@la.gov
- For questions on technical support, contact systemsupport@la.gov

AFR Post Submission Process

- Once an AFR has been submitted to the department, the next step is to access the exception reports to identify any data errors
- The Post Submission Audit Report (PSAR) in LEADS provides a listing of the issues for review

AFR Post Submission Process

- Instructions for assessing the Post Submission Audit Report (PSAR) in LEADS can be found at <https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm> (AFR Support Page in LEADS)

AFR LEA Post Submission Review Process

- [2020-2021 AFR Review Process - Post Submission Audit Review Instructions for LEAs \(PDF\)](#)
- [2020-2021 AFR Review Checklist – City/Parish Systems \(PDF\)](#)
- [2020-2021 Response to AFR Checklist – City/Parish Systems \(EXCEL\)](#)
- [2020-2021 AFR Review Checklist - Charters, Lab schools & State Agencies \(PDF\)](#)
- [2020-2021 Response to AFR Checklist - Charters, Lab Schools & State Agencies \(EXCEL\)](#)
- [2020-2021 Special Reporting Certification – City/Parish systems, Charters, Lab Schs & State Agencies \(PDF\)](#)

AFR Post Submission Process

- Once a school system business manager has reviewed their PSAR report and has identified that corrections are needed, a revised AFR should be uploaded via LEADS
- Once all corrections are made based on the PSAR, the next step is for the school systems business manager to access the AFR Review Checklist and the Response to AFR Checklist from the AFR LEADS web page. Each item on the AFR Review Checklist should be examined. Responses should be provided on the response to AFR Checklist form.
- Once all responses are complete, the signed forms should be returned to staudit@la.gov
- Once all responses are submitted, the auditor in charge will begin a quality review and reach out to the school system business manager if there are any questions and/or additional correction is needed

Annual Financial Report (AFR) to EdLink

- AFR System will transition to EdLink in Fall 2023
- System design will remain the same but with improved functionality
- Methods for submission will remain the same for those systems utilizing the text file process
- Systems using Filebuilder will be offered a similar and improved process for submission

Annual Financial Report (AFR) to EdLink

- Development is underway currently for the new EdLink AFR System
- Internal testing has begun to verify build meets requirements of current AFR system
- Additional testing will proceed for the next six months
- Tentative release to school systems with training will begin in Spring 2023

MFP Related Matters

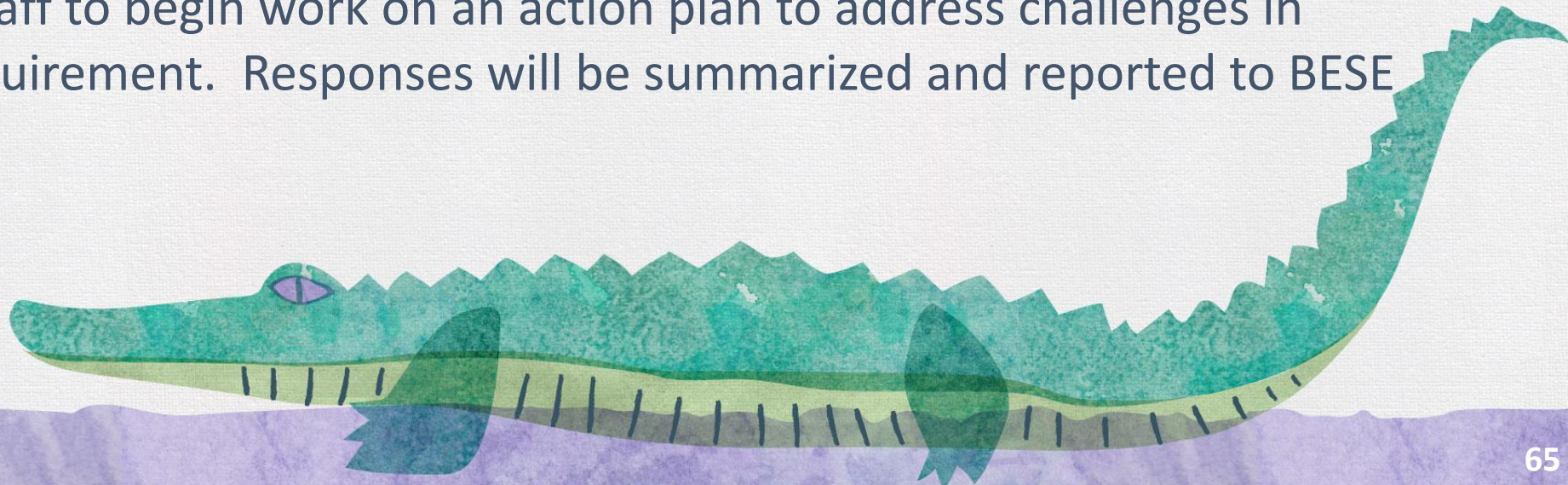


USDA Required School Lunch Match

-
- The FY 2022-23 School Lunch Match schedule was released via the November 8 Weekly Newsletter and was also posted at the same time in the [MFP Library](#).
- The match amount must be recorded in the revenue keypunch code 4450 in the Annual Financial Report (AFR).
- The match is evidenced, in part, through the Minimum Foundation Program (MFP) funds identified in the Annual Financial Report (AFR) for each school system and school.

70% Expenditure Requirement

- The FY 2020-21 70% Requirement results were reported to BESE at the October 12 meeting.
- Individual school system calculations were released the week of October 3 through the school system specific efin FTP secure sites.
- School systems that do not meet the Requirement will receive communications from the SSFS staff to begin work on an action plan to address challenges in meeting this requirement. Responses will be summarized and reported to BESE later this year.



70% Expenditure Requirement Defined

- The 70% expenditure requirement states that city, parish, or local public school systems or other public schools must ensure that:

at a minimum 70% of the city, parish, or local public school system or other public school **general fund expenditures are in the areas of instruction and school administration at the school building level.**

[Detailed 70% Expenditure Requirement presentation](#)

- For questions contact LDOEMFPHelpdesk@la.gov

MFP - Data Collections



MFP - Data Collections

- Student and staff data collections are supported through school system Data Coordinators
 - Communications surrounding data collections are sent to the Data Coordinators
 - Monthly calls are held to disseminate instructions and guidance to Data Coordinators
 - Details on monthly calls, [Office Hours and Webinars \(louisiana.gov\)](https://www.louisiana.gov) may be helpful
 - Consult with your Data Coordinator on any questions regarding data submissions
 - Data submission benchmark calendar can be viewed on [EdLink 360 Support \(louisiana.gov\)](https://www.louisiana.gov) to maintain awareness of timelines

2022-2023 Data Collections

Application systems:

Data is reported during scheduled collection periods with specific open/close dates.

EdLink 360: Data is reported daily (when available) with snapshots taken at specific times during the school year

Collection	2021-22 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	K3 Assessments	Oct 1 MFP/IDEA	Oct CLASS (Staff and Student)	Spring LEAP 2025 HS Assessments	Feb 1 MFP	STS Mid-Year in (Legacy System)	VAM Roster Submit/Verify Period	Student End-Of-Year	Staff End-Of-Year	STS End-Of-Year in (Legacy System)
Collection End Date (Snapshot or System Close)	12/16/2022	9/30/2022	10/31/2022	11/11/2022	1/13/2023	2/10/2023	2/17/2023	2/17/2023	3/31/2023	7/7/2023	8/11/2023	9/30/2023

MFP - Student Data Collection

Student Data Collection via EdLink 360:

- October 1, 2022 MFP student count data collection drives the October MFP Mid-Year Adjustment to funding which takes effect in March 2023
- Student counts are being submitted through the new EdLink system this year
 - EdLink student data collection is underway and closes November 11, 2022
 - All student data must be submitted by November 11, 2022 to be considered in MFP calculations
- Students must be counted and reported per the official MFP Membership Definition located in the [MFP Library](#)

MFP Student Data Collection

October 1 MFP

School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 MFP	11/11/2022

This snapshot will capture data for students enrolled on Oct 1, 2021, which is the count date.

Oct 1 MFP Data: CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE - Incidents, DISCIPLINE - Offenses, DISCIPLINE - Actions, DISCIPLINE - Persons, PROGRAM_MEMBERSHIP, ATTENDANCE, STUDENT_MARKS

This data is Critical for IDEA and MFP Funding and ED Calculations.

Type 2 Charter Schools + Reporting Residency

- Type 2 charter schools are required to report student residency in the MFP student data collection
- Student privacy law (R.S. 17:3914) was amended in 2015 to ensure local districts can more easily share information regarding student residency by entering into a data sharing MOU.
- Districts may submit written request to Type 2 charter school for names and residence for each student reported in EdLink as residing within the school district boundary.

Contact charters@la.gov if you have questions on this process.

MFP - Staff Data Collection

Staff Data Collection via EdLink 360 (October 1 Class: Student and Staff)

- EdLink staff data collection is underway and closes January 13, 2023
 - NEW: EdLink staff collection now allows object code 130 and object code 150 to be accepted for all function codes
- October 1 staffing data collection drives the following funding allocations:
 - Pay Raises - 2019-20, 2021-22, & 2022-23 certificated staff and support workers
 - Projected pay raise cost calculated in July will be reconciled to the October staffing data to create a final allocation in March
 - Pay raise guidance may be viewed in the [MFP Library](#)

MFP Staff and Student Course Data Collection

October 1 CLASS (Student and Staff)

School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 CLASS	1/13/2023

This snapshot will capture staff, student, and class schedule data for students enrolled on and staff employed on Oct 1, 2021.

It will also capture data for students enrolled in CTE and CDF courses.

This data is used for:

- Calculating Value Added student growth data (VAM)
- Workforce Reporting
- CTE-Career Tech Education and CDF-Career Development Fund counts (funding),
- Class Size reporting (audit data)
- Interest and Opportunities K-8 class schedules
- For calculating the Interests & Opportunities index

MFP - Mentor Teacher Data Collection

- Mentor Teacher Stipends - new in 2022-23
 - \$2,000 allocated for mentors who support year-long undergraduate residents and post-baccalaureate candidates
 - School systems report mentor teacher data in EdLink 360 Staffing in October
 - [Resident Teacher and Mentor Teacher Compensation Process](#) webinar

Fiscal Risk Assessment (FRA)



What is the Fiscal Risk Assessment?

- The Louisiana Board of Elementary and Secondary Education through the Office of Management and Finance in the Louisiana Department of Education is required by Act 7 of the 2005 Regular Session of the Louisiana State Legislature to define “financially at risk” as a status of any city, parish, or other local school board the unresolved finding of which subjects the school system and its board to provisions of the law regarding the judicial appointment of a fiscal administrator.
- By law, each city, parish, or other local public school board shall be notified on a regular basis by the state Department of Education of its status related to the elements of the definition of financially at risk.

What is the Fiscal Risk Assessment?

- Act 7 does not reduce the independence and responsibility of local school systems and their boards with respect to being responsible for their fiscal status.
- The Louisiana Department of Education will share its information with SBESE and with local school systems, but the Department of Education must rely on information being forthcoming from the local school systems.
- Ultimately, the purpose of Act 7 is to allow the state to be aware of what is happening at the local level in terms of financial issues and to assist in resolving these problems promptly and in the best interest of the school children in each school system

Fiscal Risk Assessment Factors and Next Steps

- BESE will receive a report of the latest FRA results (based on prior year data) at the December 14, 2022 meeting.
- Results will be provided to each system prior to the BESE meeting in edfin FTP secure sites. Questions regarding the scores may be sent to schoolfinancehelpdesk@la.gov
- Specific follow up instructions will be sent directly to systems categorized as In Corrective Action.
- This [FRA presentation](#) will provide details regarding risk factors, actions and reporting.

Send questions to schoolfinancehelpdesk@la.gov