

LOUISIANA DEPARTMENT OF EDUCATION



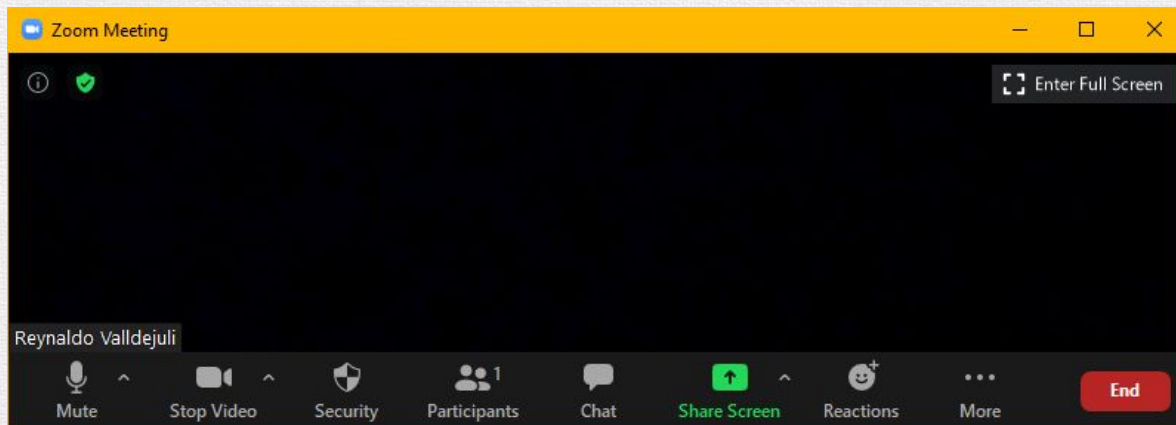
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**School System and Charter School  
Business Manager and Financial Officer  
Monthly Call  
October 2022**

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# 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](mailto:LDOEcommunications@la.gov).

# Agenda

- Welcome
- Important Notices
  - LLA Training Opportunity
  - Agreed Upon Procedures
- Upcoming Required Submissions and Reminders
- State Grants Update
- Federal Grants Update
- MFP Update
- Other News
- Reminders and Resources



# LLA Training Opportunity

- Center for Local Government Excellence sponsored by the Louisiana Legislative Auditor's Office will be holding training on **November 2 - 3, 2022**
- School business managers and financial officials are encouraged to attend
- Training is in person and via live-stream
- Courses over the two day training include topics such as Annual Audit, Accounting Cycle, and Fiscal Health.
- [LLA | Center for Local Government Excellence \(CLGE\)](#) provides registration information

# BESE Agreed Upon Procedures

- Independent auditors will soon begin work surrounding 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								

- Class size data is being provided through EdLink 360 this year via a dashboard
- Data Managers were provided [Detailed instructions](#) for accessing this information

# Upcoming Required Submissions



# Upcoming Required Submissions

- Annual Financial Report (AFR)
- Charter School Budgets
- School System General Fund Budgets
- New Business Manager Survey
- Maintenance of Effort
- Federal Fiscal Monitoring

# Annual Financial Report (AFR)





# 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 system 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](mailto:staudit@la.gov)
- Once 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 an additional correction is needed

# Charter School Budgets



# Annual Budget Submission

The FY2022-23 Annual Charter School Operating Budgets were due September 30, 2022.

**If you have not yet submitted please do so as quickly as possible.**

- If the Annual Operating Budget submitted by August 1<sup>st</sup> was **not adopted** in accordance with the Louisiana Local Government Budget Act, **submittal of the budget adopted in accordance with the Budget Act is required no later than September 30<sup>th</sup>.**
- A signed and dated [Statement of Affirmation](#) must be submitted with the annual budget workbook.
- Each school must submit an [Annual Operating Budget Form](#) via email to [CharterFinanceHelpdesk@la.gov](mailto:CharterFinanceHelpdesk@la.gov) .

# First Quarter Budget Reports

- The First Quarter Financial Budget Report for FY 2022-2023 is due Monday, October 31.
- If your organization operates more than one charter school, you must submit the financial report for each individual school.
- The First Quarter Financial Report shall contain budgeted and year-to-date actual data from July 1, 2022 through September 30, 2022
- The quarterly report template is included in the workbook used to submit the annual operating budget.
- The entire workbook with updates to the Quarter 1 Budget tab must be submitted.
- For more details see the Instructions for Quarterly budgets tab in the Workbook.

# First Quarter Budget Reports

- The quarterly report template is included in the workbook used to submit the annual operating budget.
- The financial workbook, inclusive of 1<sup>st</sup> Quarter updates, and the [Statement of Affirmation](#) must be submitted via email to [CharterFinanceHelpdesk@la.gov](mailto:CharterFinanceHelpdesk@la.gov) .
- For questions contact [charterfinancehelpdesk@la.gov](mailto:charterfinancehelpdesk@la.gov)

# School System General Fund Budgets





# Submission Date

- The required documents must be submitted to LDOE *no later than close of business on **Friday, September 30, 2022.***
  - The September 30 deadline is required by statute and thus the department has no ability to extend the submission deadline.

**If you have not yet submitted please do so as quickly as possible.**

## Detailed overview of the process presentation

- Timely submittal of all of the packet places a school system in compliance with the requirements of R.S. 17:88 *and* earns the school system a good rating in the annual Financial Risk Assessment process for meeting a good business practice standard.

# General Fund Budget Requirements

These required documents must be emailed to [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)

- [General Fund Budget Form A](#) (Excel format)
  - Enter the school system name in cell D4.
  - Properly recognize the School Lunch Fund in cell **J16**.
- **Signature Sheet** (PDF) Signed and dated
- **School System Adopted Budget**
  - General Fund Summary
  - General Fund and Special Revenue Statements with estimated fund balances at the beginning and end of the fiscal year

For questions contact

[schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov)

# 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](mailto:schoolfinancehelpdesk@la.gov) for assistance.

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



# 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)

There are three MOE applications available for submission in eGMS for 2022:

- **2021 IDEA MOE Confirmation (Compliance)** - actual expenditure data comparison from AFR

Important Reminder: The IDEA Confirmation should be completed and marked final in eGMS prior to submitting the IDEA Verification.

- **2023 IDEA MOE Verification (Eligibility)** - general fund budgeted expenditures comparison to actual expenditures
- **2023 ESSA MOE Verification** - actual expenditure data comparison from AFR

# 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](mailto:fedaudit@la.gov)

For technical inquiries or support with eGMS, contact [jason.berard@la.gov](mailto:jason.berard@la.gov)

# Federal Fiscal Monitoring



# Federal Fiscal Monitoring

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

### 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](mailto: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

State grant applications to be released this Fall:

## Education Excellence Fund (EEF)

- Applications released through eGMS week of October 10
- Further information can be referenced on the eGMS home page
- Questions can be sent to FSGR helpdesk at [ldoe.grantshelpdesk@la.gov](mailto:ldoe.grantshelpdesk@la.gov)



# State Grants

## Nonpublic Textbooks and Textbooks Administration

- Allocation amounts to be released through eGMS in October
- Pay only system, no application needed
- Begin meeting with nonpublic schools to assess their needs soon after receipt of allocations
- Reimbursement may be requested upon procurement of textbooks for nonpublic schools
- For questions contact [nonpublicfinancehelpdesk@la.gov](mailto:nonpublicfinancehelpdesk@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
- Special eGMS application will launch soon to collect information on implementation and spending
- Allocation considered dedicated funds so record in Other Special Fund
- For further information, contact [specialeducation@la.gov](mailto:specialeducation@la.gov)

# State Grants

Professional Improvement Program (PIP) - Q1 Activity Forms were due September 30.

Q1 data is now being processed.

Q2 data is 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](mailto:PIPFinanceHelpdesk@la.gov)

# Federal Grants Update



# Federal Grants

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

- Louisiana Comeback 2.0 - Academic Recovery and Acceleration Plan Guidance  
[Ldoe.grantshelpdesk@la.gov](mailto:Ldoe.grantshelpdesk@la.gov) Please place “Academic Recovery Plan” in the subject
- LASAFAP Fall Conference October 26-28 registration [www.lasafap.net](http://www.lasafap.net)
- Federal Programs
  - EL Services resource: [SIFE One Pager](#)
  - Equitable Services Reminders resources: [EL Program Handbook](#) and [Educating English Learners and Beyond](#)

# Federal Grants

- Title III preliminary allocations have been loaded into eGMS.
  - Resources: [Title III Allowable Uses](#) [Title III Consortium Handbook](#)
- Non-public Equitable Services Updates
  - The LDOE will have the Annual Non-public Equitable Services Meetings in October of 2022 in four locations ( 2 in the Northern area and 2 in the Southern area of the state.) to review and provide updates regarding the equitable services program.
  - A session for all new directors, staff, etc. regarding equitable services will be held prior to the Annual Non-public Equitable Services Meeting to address specific questions and concerns. Look for Your “Save the Date” email soon.

Contact the State Ombudsman for any assistance or clarification regarding the non-public equitable services program. [Daphne.Flentroy@la.gov](mailto:Daphne.Flentroy@la.gov)

# Federal Grants

- High Cost Services: Note - the IDEA portion of these funds expired as of 9/30/22. Contact Dr. Chauncey McElwee at [chauncey.carr-mcelwee@la.gov](mailto:chauncey.carr-mcelwee@la.gov) or Kenya Jenkins at [kenya.jenkins@la.gov](mailto:kenya.jenkins@la.gov) for more information.
- Statewide Monitoring: [DOE-program.monitoring@la.gov](mailto:DOE-program.monitoring@la.gov)
  - ESSA and IDEA Monitoring information
  - 2022-2023 Title I Comparability
- Grants Management: [ldoegrantshelpdesk@la.gov](mailto:ldoegrantshelpdesk@la.gov)
  - Super App Timelines
  - Expiring Funds
  - SPED Cameras (State Grant)

# Federal Grants

- 2023-2024 Vision for Success School System Planning Guide, and the release of Super App, will take place on the October FSGR Monthly Call.
- **Date and Time:** October 20 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](mailto:LDOE.GrantsHelpdesk@la.gov) with questions, include “School System Planning” in the subject.
- Super App due Friday, January 27, 2023



# MFP Update



# MFP - Related Data Collections

Collection	Open	Close	How Data Used from Collections
<b>Mentor and Resident Teacher Collection</b>	8/1/22	10/21/22	Used for reporting official data on mentor and resident teachers
<b>Oct 1 MFP/IDEA</b>	8/1/22	11/11/22	Data used for MFP funding and determination of economically disadvantaged students
<b>Oct CLASS (Staff and Student)</b>	8/1/22	1/13/23	Used in calculating VAM, Interests & Opportunities, and workforce reporting

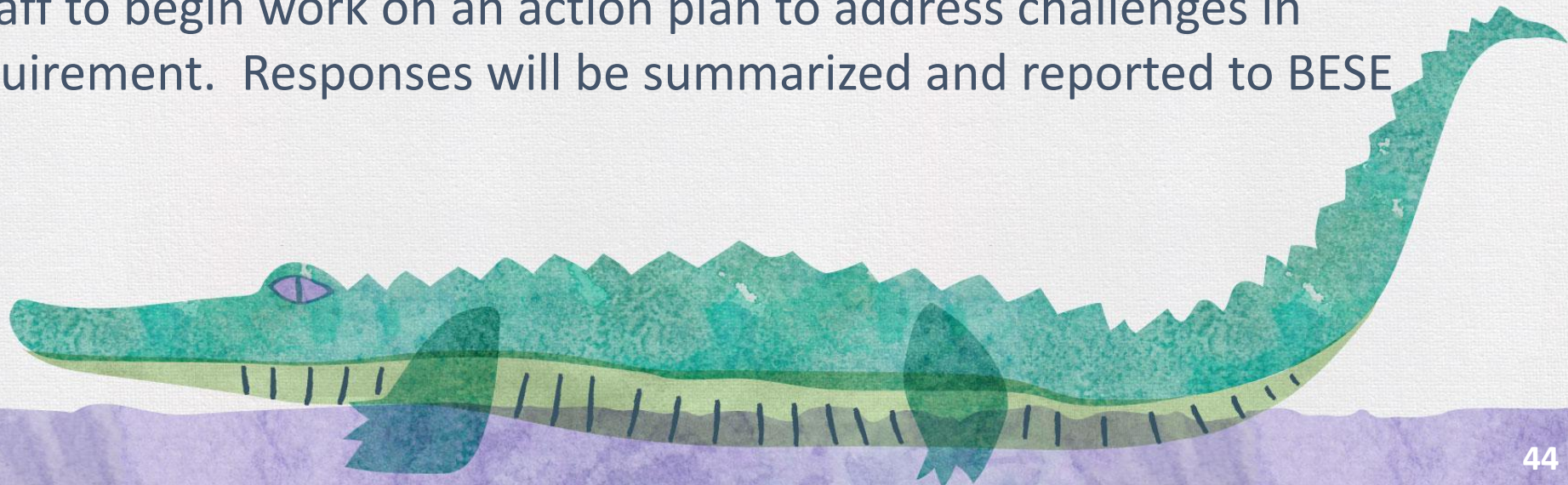
# MFP - Related Data Collections

## Assessments, Accountability, and Analytics Monthly Calls

Monthly Call Title	Zoom Link
Data Coordinators Monthly Webinar	<a href="#"><u>October 6 at 1 p.m.</u></a>
EdLink Weekly Q & A Session	<a href="#"><u>Tuesdays at 11 a.m.</u></a>
eScholar Office Hours	<a href="#"><u>Thursdays at 10 a.m.</u></a>

# 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](mailto:LDOEMFPHelpdesk@la.gov)

# USDA Required School Lunch Match

- The United States Department of Agriculture (USDA) requires a match of state funds for the school lunch program.
- The match amount is derived annually using a subset of Economically Disadvantaged (ED) data to correlate the match requirement to the Federal School Lunch Program.
- The proportion of the February school lunch data for each school system and school is applied to the State total match requirement to determine the required contribution.

# USDA Required School Lunch Match

- 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.
- The FY 2022-23 School Lunch Match schedule will be released via the Weekly Newsletter in the coming weeks and will also be 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).

# Type 2 Charter Schools + Reporting Residency

Imperative that student residency is reported on time and accurately

- Districts may submit written request to charter school for names and residence for each student believed to reside within the school district boundary.
- 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.
- Contact [charters@la.gov](mailto:charters@la.gov) for more information.



## Other News



# Compensation and Incentives Study

- In order to have an in-depth picture of compensation and incentives for Louisiana's educators, each school system superintendent or his/her designee (human resources officer, chief financial officer) should complete the [Compensation and Incentives Study Survey](#) by October 14.
- Please contact [brandy.garrett@la.gov](mailto:brandy.garrett@la.gov) with questions.



# Reminders

- November [Business Manager Monthly Call](#) is Wednesday, November 16 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



# Important Resources

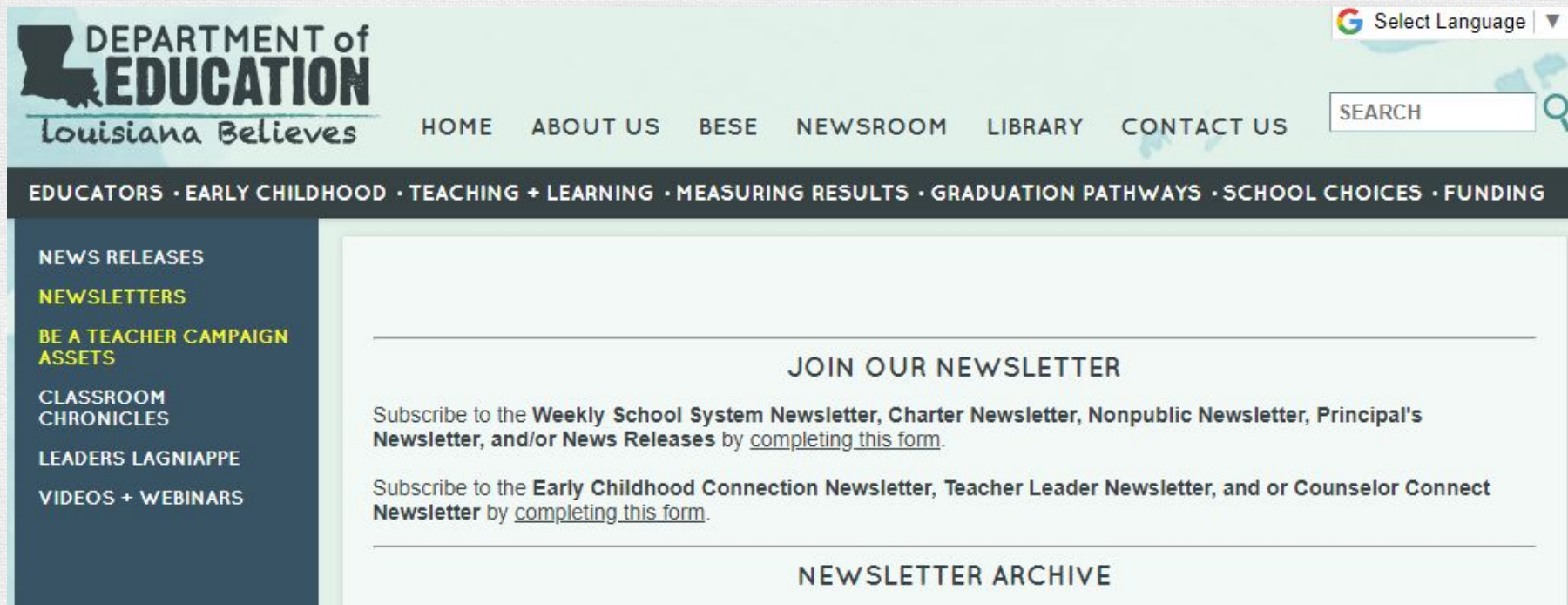


# Weekly Newsletters



# 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 with the text "SEARCH" and a magnifying glass icon is on the right. A "Select Language" dropdown menu is also visible. 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 main content area, 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.](#)









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](mailto: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](mailto:staudit@la.gov)
- For questions on technical support, contact [systemsupport@la.gov](mailto:systemsupport@la.gov)

# 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



# MFP - Related 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 - Related Data Collections

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 Updates

## 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.

# MFP - Related Data Collections

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 Updates

## 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 - Related Data Collections

- 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