

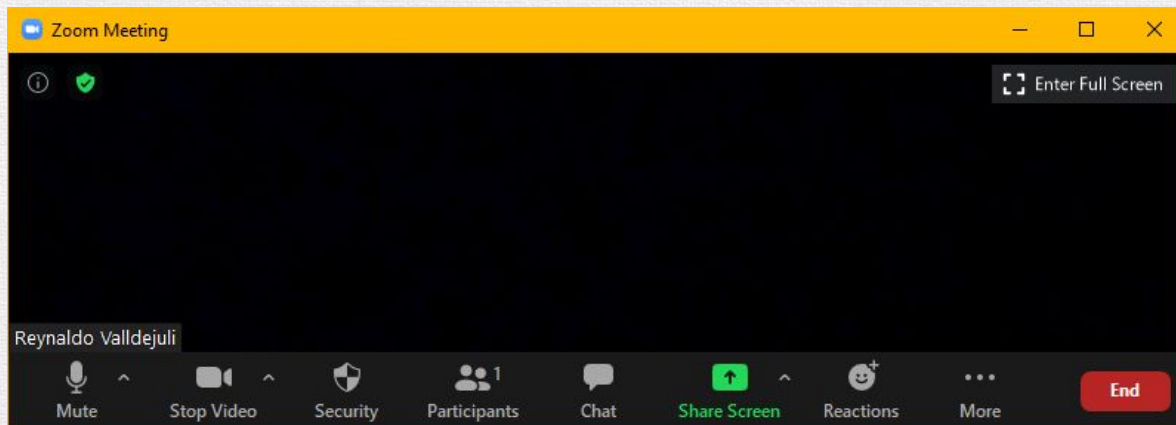
LOUISIANA DEPARTMENT OF EDUCATION



**School System and Charter School
Business Manager and Financial Officer
Monthly Call
March 2023**

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
- MFP Update
- Federal Grants Update
- Federal Reporting Update
- Federal Requirements Update
- Call Dates and Slide Deck Links
- Resources



Office Hours Support

School System Finance Support

- The Office of School System Financial Services will be offering office hours to support school systems. LDOE Staff will be available to provide assistance with quick questions from school system business office staff in regards to school system finance matters. Business Managers and other system-level Financial Officials with questions are encouraged to join one or all of the sessions.
- Note: Lengthy more involved questions should continue to be communicated through the various email helpdesks.

Office Hour Dates and Times:

- [April 11 at 2:00 p.m.](#)
- April 25 at 2:00 p.m.
- May 9 at 2:00 p.m.
- May 23 at 2:00 p.m.



Required Submissions and Reminders



Type 2 and 5 Charters: Third Quarter Budget Reports

- The Third Quarter Financial Budget Report for FY 2022-2023 is due by **May 1, 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, 2nd and 3rd Quarter updates, and the [Statement of Affirmation](#) must be submitted via email to CharterFinanceHelpdesk@la.gov .
- For questions contact charterfinancehelpdesk@la.gov

Nonpublic Textbooks and Admin

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

Upcoming Required Submissions

FY2022-23 Fiscal Year End Deadlines

The deadlines noted below have been established by the Department to ensure all grants funding for FY2022-23 is utilized. Failure to meet these deadlines risks funding availability for school systems and schools. The Department cannot guarantee the payment of late reimbursement claims and/or late claims might have to wait until the following fiscal year (June 2024) for funds to be available.

We appreciate your cooperation and thank you for helping us be good stewards of these funds.

- June 19 8g claims due in eGMS
- July 5 Carl Perkins claims for June expenses are due in eGMS
- July 14 All other state and federal awards (excluding 8g and Carl Perkins) ending June 30, 2023, are due in eGMS

State Grants Update



State Grants

Agriculture Allocation

- Legislative line-item appropriation of \$850,000
- Eligible expenditures - purchase of instructional materials and supplies for each student enrolled in a vocational agriculture, agribusiness, or agriscience course, as of October 1, 2022.
- Two data sets are combined as a basis for this allocation: First, all eligible courses; second, the number of eligible students enrolled in the eligible courses.
- These funds are completely separate from any MFP funds.
- Payments scheduled to be released in early April.
- If you have questions or need assistance accessing the allocation information contact schoolfinancehelpdesk@la.gov

MFP Formula Update



Upcoming in March 2023 Budget Letter

October and February Mid-Year Adjustment

- School systems and schools receive payment adjustments based on the October 1 2022 and February 1, 2023 student counts
- Adjustments are for gains and losses in student counts
- October adjustments are made on the full per pupil amounts while February adjustments are based on one-half of the per pupil

Upcoming in March 2023 Budget Letter

October and February Mid-Year Adjustment

- Adjustments Use the MFP base count for all school systems, state schools, lab schools and charter schools
- Legacy and New Type 2 charter schools are also adjusted on weighted counts
- Economically Disadvantaged weighted counts were adjusted
- Adjustments for Students with Disabilities and Gifted/Talented weighted counts remain outstanding and will be calculated when data is finalized

Upcoming in March 2023 Budget Letter

Final Charter Per Pupil Calculation

- Charter Per Pupil was updated from the initial to the final calculation
- The local revenue representation has been updated using two data sets:
 - Actual local revenues as reported in FY 2021-22 Annual Financial Report (AFR), and
 - October 1, 2022 MFP base student count
- Note the State per pupil remains the same as was calculated in the FY 2022-23 July

Budget Letter

Upcoming in March 2023 Budget Letter

Prior Year Audit Adjustments

- MFP audits consist of reviews of student eligibility and tax revenues
- Results of the October 1, 2020 and February 1, 2021 student audits are incorporated into the March 2023 MFP payments
- Results of the FY 2020-21 tax revenue audits are also incorporated into the March 2023 MFP payments
- Reports detailing these audit adjustments were previously distributed to school systems and schools (Superintendent and Data Coordinator)

Upcoming in March 2023 Budget Letter

Pay Raise Reconciliation/Payment Adjustments

- Pay raise allocations were updated to final using the Fall staffing data
- Resident Teacher allocations were also updated
- Certificated and Support Worker pay raises (2019-20, 2021-22, and 2022-23) were initially allocated and paid starting in July 2022 based on prior year staffing data

Upcoming in March 2023 Budget Letter

Charter School Admin Fee Reconciliation

- Admin fees due to be collected from Legacy and New Type 2 charter schools and RSD Operated and Type 5 charter schools are reconciled and finalized in the March MFP Budget Letter

Upcoming in April 2023

Final Career Development Fund (CDF) Allocation

- Final allocation to be released in early April
- Initial allocation based on 75% of the prior year allocation
- Initial allocation funds released in one-time payment
- CDF final allocation based on fall CLASS course and student information for students in grades
- Look for announcement in weekly LDOE Newsletter

Upcoming in April 2023

Local Tax Revenue Survey - projected FY 2022-23 local revenue data (and expenditures related to the collection of the revenue) must be submitted by each city/parish school district for the Initial 2023-24 local revenue representation calculation

- Projected FY 2022-23 local revenue data is collected through the LEADS portal
- Step-by-step instructions for submitting data through LEADS are provided
- LEADS data collection portal will open in early April with due date of May 1
- Look for announcement and reminders in weekly LDOE Newsletter

Proposed 23-24 MFP Formula

Timeline

- Submission of FY2023-24 MFP Formula from BESE to Legislature: March 15
- 2023 Legislative Session, FY2023-24 MFP Formula considered: April 10 - June 8

Proposed 23-24 MFP Formula

Revisions/Additions:

- Add \$2,000 Certificated and \$1,000 Support Worker Pay Raise along with retirement contributions with total cost of approximately \$197.7 million
 - The calculation methodology will mirror pay raises provided in 2022-23 and the location of these calculations will again be in Level 4 of the formula

Proposed 23-24 MFP Formula

- **Add Differentiated Compensation** – Provides funding to allow school systems to address their unique market needs in the recruitment and retention of teachers
 - Additional investments in educator workforce compensation will increase the ability to recruit and retain essential personnel
 - Allocation will equal \$1,000 per teacher based on the latest available staffing data plus applicable retirement contributions and placed in Level 4 of the formula.
 - Total projected cost is approximately \$61 million

Proposed 23-24 MFP Formula

- Differentiated Compensation allocation may be used for any of the following:
 - Stipends for teachers in critical shortage area as determined by BESE and/or;
 - Stipends for Highly Effective Teachers (as defined in R.S 17:381 through 3095 Bulletin 130, Section 309), and/or;
 - Stipends for teachers working in High Need schools defined as those with an Economically Disadvantaged rate of 85% or greater, and/or;
 - Stipends for teacher leadership positions such as classroom teachers appointed to lead weekly teacher collaborations, or serve as coaches

Proposed 23-24 MFP Formula

- **Add Apprenticeships allocation** - Provides a specific funding allocation for student apprenticeships with projected cost at approximately \$1.5 million
 - Funding would be allocated to school systems based on the number of eligible enrolled students in either fall or spring semester up to 500 enrollments annually
 - If a school system is defined as rural by the U. S. Census Bureau, each enrollment will generate \$3,500; non-rural systems will receive \$2,500 for each enrollment.

Proposed 23-24 MFP Formula

- **Revise Mandated Cost per pupil allocation** - Increases the per pupil allocation amount of the Mandated Costs Allocation in Level 3, Legislative Allocations, by \$33.00 per pupil from \$100.00 to \$133.00
 - School systems can utilize those funds to pay for operational expenses which have increased by 33% since this allocation was last increased in FY2008-09
 - Allocation based on February 1 student count similar to other student driven allocations in Level 3
 - Total projected cost is approximately \$21.5 million

Proposed 23-24 MFP Formula

- **Revise Resident Teacher Stipend Allocation Location** - Resident Teachers are currently funded through the Pay Raise allocations in Level 4 of the formula
 - Transparency and clarity surrounding this allocation would be enhanced with a transfer of this allocation to its own separate section within Level 4
 - Current methodology for the Resident Teacher Stipend Allocation would remain at \$3,300 per Resident times the number of Resident Teachers in the approved programs
 - This wording change has zero impact on the allocation formula or the cost

Federal Grants Update



Federal Grants

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

- Super App competitive allocations approved (April BESE) LDOE approves CIR/UIR-Academics strategies **April 2023**
- BELIEVE! allocations approved **April 2023**
- Key Resources
 - [2023-2024 School System Planning Guide](#)
 - [Planning Framework and Funding Guidance \(Appendix A\)](#)
 - [Strategic Planning and Budgeting Workbook](#)
- Contact LDOE.GrantsHelpdesk@la.gov with questions

Stronger Connections Grant Program

- The Stronger Communities Grant (SCG) seeks to provide funding to school systems on a competitive basis to support school safety efforts.
- Supplement not supplant and equitable services will apply to this grant.
- Louisiana's Award - \$21,279,385 (one time funds) Funds Expire - 9/30/2025

For more information contact Dr. Antiqua Hunter State Homeless Coordinator antiqua.hunter@la.gov or Laverne Dunn State Homeless Consultant laverne.dunn@la.gov

Updates/Reminders

Recently Released Applications:

- Stronger Connections Application: March 16, 2023

2023-24 Super App

- Funding (Formula and Competitive) will be available in eGMS by April 27, 2023.

Academic Recovery and Acceleration Plan (ARAP)

- If your 2022-23 ARAP has not yet received approval, the revised plan must be submitted as soon as possible. Deadline has passed.

Important Dates

Annual Performance Report (APR)

- School System's APR Dropped on February 28, 2023
- Local Plan of Correction DUE to DMFTP March 31, 2023

Consolidated Monitoring Updates

- Currently in 2nd Quarter Documents DUE Mar 8th or Apr 19th (See directions in Announcement email)
- Starting 3rd Quarter Notifications out - Mar 16th Documents DUE May 5th or June 16th

Federal Grants

April 20 FSGR Monthly Call

- **Date and Time:** April 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 with questions, include “School System Planning” in the subject.

Federal Reporting



Federal Grants

Periodic Expense Reports (PERs):

- PERs are currently not being submitted by many school systems on or before deadline.
- Non-submission is a problem because PERs support education requirements for federal grants.
- Tools are being implemented to encourage school systems to comply with the due dates to include but not limited to reminder emails from eGMS.
 - PER Submission Deadlines are:
 - **3/31 due 4/15**
 - **6/30 due 7/15**
 - **9/30 due 10/15**
 - **12/31 due 1/15**
- Please arrange your workplans such that compliance with the required deadlines can be improved.
- Questions on PERs can be directed to LDOE.FederalClaims@LA.GOV.

Federal Requirements



Maintenance of Effort (MOE)

2022 IDEA MOE Confirmation (Compliance requirement) is currently available in eGMS for submission.

- includes actual general fund expenditures for special education for FY 2021-2022 reported on AFR
- Submission date for review June 1, 2023

2024 IDEA MOE Verification and 2024 ESSA Verification coming in April!

Maintenance of Effort (MOE)

Exceptions to MOE allow LEAs to reduce the amount (level of effort) required to meet MOE

Important to note:

- Even when MOE is met by 1 out of 4 options/methods; exceptions can still be entered.
- An exception in the current year may result in meeting MOE in subsequent years.

Maintenance of Effort (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*
- Description of [Allowable Exceptions and Samples](#) for IDEA
- This presentation is an overview of all [Federal Fiscal Requirements](#)
- [LASBO Presentation](#) - March 2023

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

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

Call Dates and Slide Decks



Call Dates and Slide Deck Links

- Next [Business Manager Monthly Call](#) is April 19 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
- [Slide Deck](#) for December Business Manager Monthly Call
- [Slide Deck](#) for January Business Manager Monthly Call
- [Slide Deck](#) for February 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
- PERs
- Fiscal Risk Assessment

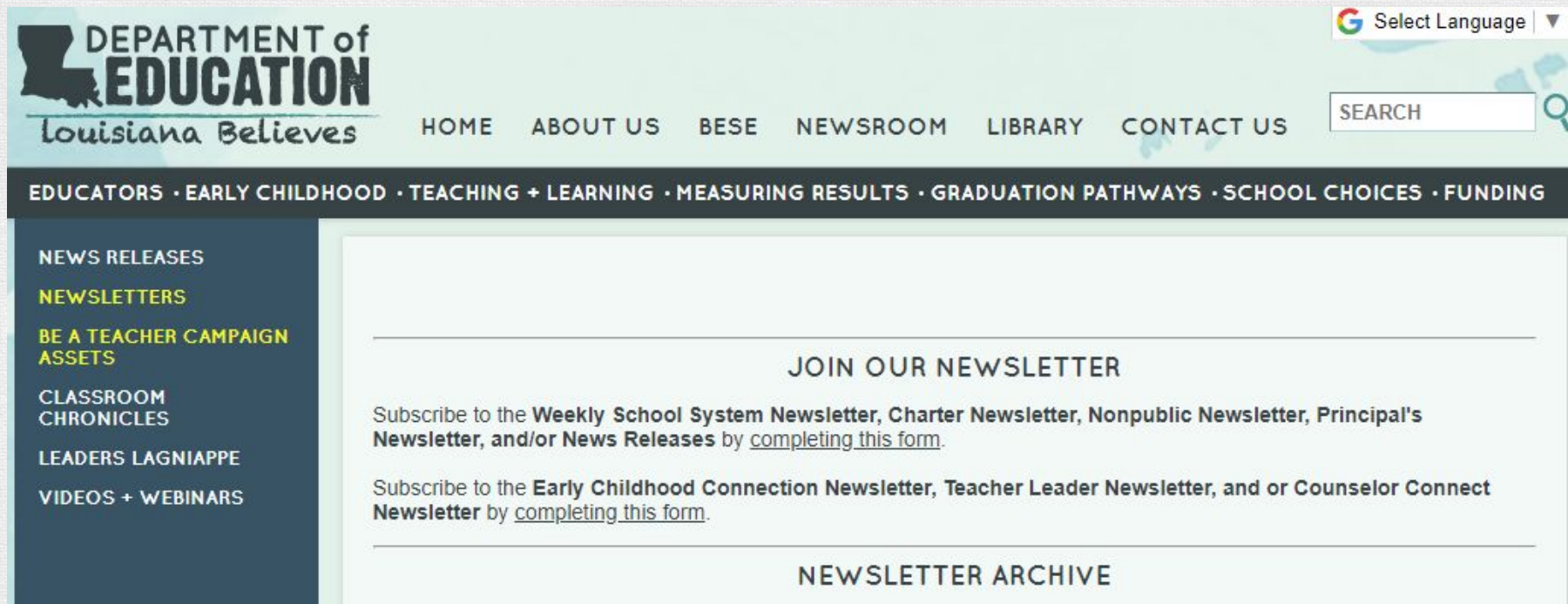


Weekly Newsletters



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 with the text "SEARCH" and a magnifying glass icon is 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 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.](#)



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

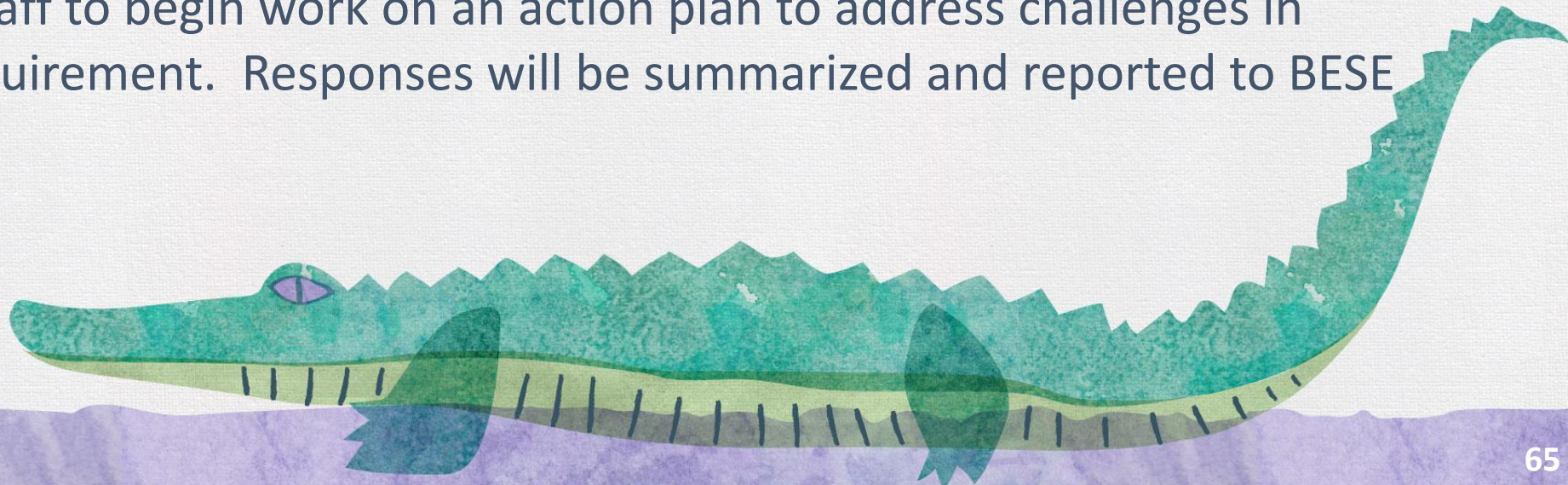


USDA Required School Lunch Match

- 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:

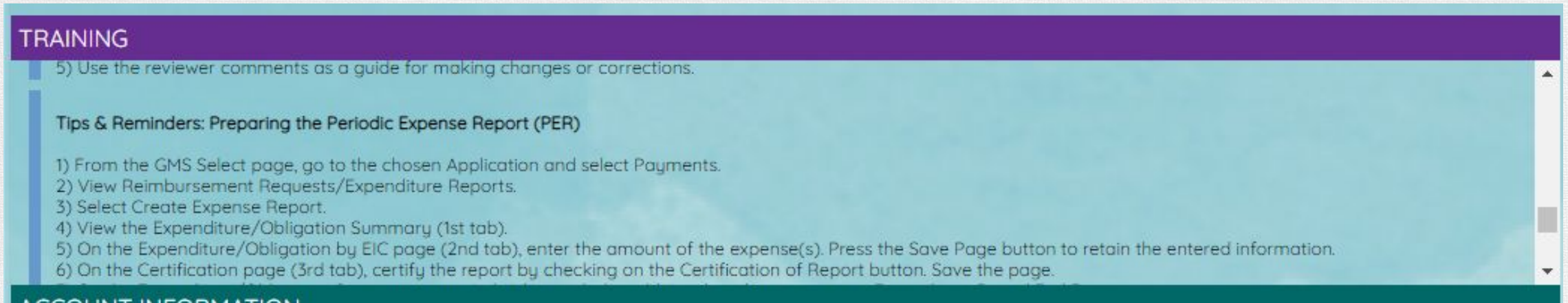
- Calculating Value Added student growth data (VAM)
- Workforce Reporting
- CTE-Career Tech Education and CDF-Career Development Fund counts (funding),
- Class Size reporting (audit data)
- Interest and Opportunities K-8 class schedules
- For calculating the Interests & Opportunities index

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

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

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