

## FISCAL UPDATE

October 2018

### SUBSEQUENT YEAR TRACKING AND EXCESS COST

To retain federal funds for 2017-18, two forms must be certified and submitted to CDE along with the Maintenance of Effort. These documents, the Subsequent Year Tracking and Excess Cost forms, are now available in the Fiscal Portal. Only those receiving 2017-18 federal funds are required to complete and submit the forms.

Because CDE requires these forms to be executed by your LEA:

- The Subsequent Year Tracking form needs to be printed, reviewed, and signed by an authorized agent of the school, then uploaded to the Fiscal Portal.
- The Excess Cost form needs to be printed, reviewed, and signed by the SpEd Director and the CBO of the school, then uploaded to the Fiscal Portal.

Both forms can be found in the Fiscal Portal using the MOE dropdown menu. The deadline to submit them is **Wednesday, October 3rd**.

### EDUCATIONALLY RELATED MENTAL HEALTH SERVICES (ERMHS)

SELPA Administration conducted the preliminary finding of sufficiency calculations called for in the Allocation Plan. Following are the results:

#### ERMHS LEVEL 2

- 80% funding of the lesser of:
  - a) \$3,300 per eligible ERMHS service based on the December 1 SEIS count; or
  - b) 2018-19 budget request (due January 15, 2019); or
  - c) \$250 per current year P-2 ADA
- An Annual Mental Health Plan for Level 2 must be filed **prior to 11/1/18**. [Available here](#)

#### ERMHS LEVEL 3

For all Level 3 categories, students must be identified in SEIS with ED as primary or secondary disability.

- Level 3 Site Based Structured Therapeutic Program - 80% funded  
An Annual Mental Health Plan and budget request for Level 3 site based structured therapeutic program reimbursement must be filed via the Fiscal Portal by **November 1**.
- Level 3 NPS ERMHS - 90% funded\*  
Eligible ERMHS expenditures only. Educational costs are the responsibility of the charter member.
- Level 3 NPS Residential Room and Board - 100% funded\*  
In addition to eligible ERMHS expenditures, room and board costs for eligible placements are also reimbursed.

*\* For all 2018-19 NPS & NPS Residential placements continuing from last year, budget requests are due immediately in order to ensure available funding.  
For new placements, requests are due within 30 days of the placement.*

REMINDER: A change made last year allows expenditures for approved NPS and Residential placements to be reimbursed as frequently as four times a year. Remember, expenditures cannot be submitted for reimbursement until a budget is approved. The schedule appears below.

Expenditure Reporting Period	Payment Date	Payment Amount
Through September	October	The lesser of actual expenditures or 25% of approved annual revenue

Through December	January	The lesser of actual expenditures or 50% of approved annual revenue
Through March	April	The lesser of actual expenditures or 75% of approved annual revenue
Through June (Year End)	Aug	The lesser of actual expenditures or 100% of approved annual revenue

### SEIS Mental Health Service Counts

One variable in the 3-part ERMHS Level 2 funding formula is a count of eligible mental health services recorded in SEIS for your LEA as of December 1, 2018. The SELPA sends preliminary service counts to your Steering representative monthly beginning in September, which allows you to review the data for accuracy prior to the December 1<sup>st</sup> data pull. Steering reps have already received the first of these preliminary counts. These counts impact an LEA's ultimate Level 2 ERMHS funding eligibility. Please work with your program leaders to ensure accurate data.

### LOW INCIDENCE AND LEGAL RISK POOL

The Fiscal Portal is available for 2018-19 reimbursement requests for [Low Incidence](#) and [Legal Risk Pool](#) claims. In both cases, claims can be submitted prior to final expenditures. The sooner the SELPA knows of a claim, the better able we are to account for the reimbursement. Therefore, please do not delay in beginning the process.

Low Incidence funds are available for services and materials needed to serve students identified as having a low incidence primary or secondary disability. The minimum allowable request is \$600. Additional information is available in the [Low Incidence Guidelines](#).

The Allocation Plan's Legal Risk Pool was established to help mitigate attorney fees associated with due process litigation. Information regarding eligibility criteria and funding is available in the [Legal Risk Pool Guidelines](#).

### CASH ADVANCES FOR NEW CHARTERS

As a result of the state apportionment process, charters in their first year with the Charter SELPA will not generate state special education funding until February of 2019. Although CDE delays funding, a charter school is still responsible to provide special education services to students.

To ease the fiscal impact of this delay in first year cash flow, the Allocation Plan allows for cash advances (3% annual interest rate, 0.25% monthly) to charters new to the SELPA in 2018-19.

Applications are due by **October 12, 2018**. Details on applying for a cash advance can be found [here](#).

### 2018-19 STATE & FEDERAL RATES BUDGET ADVICE

18-19 State Rate = \$522 per 2018-19 P-2 ADA (before admin fee/set-aside for new charters)

18-19 Federal Rate = \$125 per 2017-18 Enrollment/CBEDS (before admin fee)

A multi-year revenue projection tool is available [here](#).

### FISCAL YEAR CLOSE AND BUDGETING DATA POSTED TO WEBSITE

Final revenues and accruals for all 2017-18 revenue sources (state, federal, ERMHS, Low Incidence and Legal Risk) are now posted on the website [here](#).

Initial 2018-19 state and federal revenue and monthly cash flow projections, along with administrative fee rates, are also posted on the website [here](#).

### IMPORTANT DATES UPCOMING

- **Due 10/03/18** - Upload signed Excess Cost and Subsequent Year Tracking forms
- **Due 10/12/2018** – Cash Advance Applications due
- **10/24/18 - Fiscal Committee Meeting**  
Review of October 11 CEO Council Meeting [Register here](#)

### HANDY LINKS

- [Complete 2018-19 Fiscal Calendar](#)
- [2018-19 Administrative Fee Rates](#)
- [New Partner Cash Advance Information](#)