



Federal Programs

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SCDE Feedback

“They did an exemplary job. Their understanding of Title I law, regulations and guidance is very well informed. They are also very adept with the use of technology to run the district and to assist schools in being compliant and putting together robust Title I plans. Their attitude is one of cooperation and striving to do the right thing. They will be put on the schedule for a full Title I audit for 2019-2020.

We were very encouraged to see the commitment, attention to detail and positive attitude that this district exhibited to us.”



Income Forms & 5th Day Count

- The 5th day count is the official data pull that determines eligibility and allocation of Federal funds.
- The 5th day pull must contain all the free and reduced lunch information you have collected to determine your poverty rate.
- All schools should collect lunch forms from students, even virtual schools and schools that do not offer meals. These forms must be updated **annually**.
- Schools must work with their PowerSchool coordinators to ensure all information is entered



Pre-Approval and Reimbursement

For this example, we will use attending a conference funded through Title II-

1. Show the data

- Data for the need to go to this conference should be in the Needs Assessment.



2. Describe activity in the plan

- The activity should be in the approved plan.



3. Submit pre-approval documents

- This includes all quotes and outlines what you are spending funds on. This should be submitted **before** anything is purchased.



Pre-Approval and Reimbursement

For this example, we will use attending a conference funded through Title II-

4. Receive approval from Institute

- We will notify schools of approval to expend funds.



5. Pay for and attend the conference

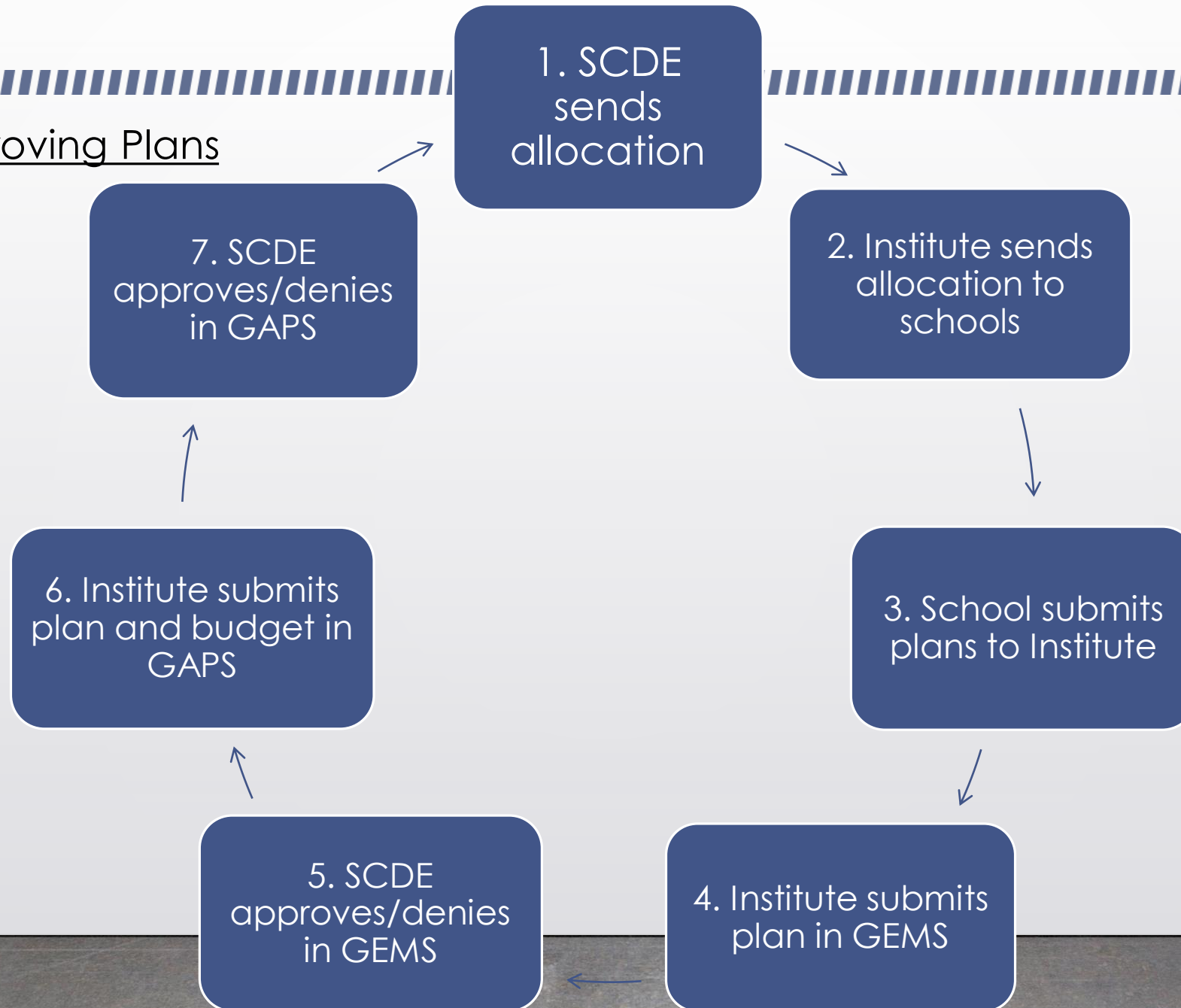
- The only expenses should be the ones approved in the pre-approval.



6. Submit reimbursement documents by deadline

- This includes all receipts and documents related to the conference (such as lodging, registration, airfare, agenda, etc.)

Process of Approving Plans





Keep in mind...

- Comprehensive Needs Assessment
 - All federal funds must tie back to this data.
- Pre-Approval & Reimbursement Documents
 - Pre-approval documents should be submitted *prior* to the expense. Reimbursement documents should be submitted *after* the expense.
- Submission Deadlines are final.
- Document all meetings related to federal funds.
- We only ask what is required of you.



Upcoming Mandatory Meeting

The South Carolina Department of Education (SCDE) will convene a one-day, professional learning opportunity for South Carolina's two independent charter school sponsors and their charter schools on **Tuesday, August 6, 2019**.

The training will be from **9 AM to 4:30 PM** at the Cooperative Conference Center.

Meeting Address:

169 Laurelhurst Ave
Columbia, SC 29210

https://scde.formstack.com/forms/charter_training_aug2019



Please reach out to the Office of Federal Programs with any questions or concerns.



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