

# **ODE EMIS MANUAL**

## **Section 1.3: Community School Funding**



**Version 2.0**  
February 1, 2018

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strike throughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>2.0</u>	<u>2/1/18</u>	<u>FY18</u>	<u>NA</u>	<u>No FY18 changes.</u>
1.1	9/13/17	FY17	NA	Added section on Reconciliation Payments.

*Note.* This section makes several references to Ohio Revised Code and Ohio Administrative Code. To find the actual language referenced, follow this link: <http://codes.ohio.gov/>.

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

*At this time, there are no additional **FY18** EMIS changes known to impact the Community School Funding section of the EMIS Manual.*

Change #	Change Description

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## 1.3 COMMUNITY SCHOOL FUNDING

### COMMUNITY SCHOOL DATA PULL PROCESS

#### *Resolving Fatal Flags/Errors*

Community schools should continuously review fatal flags and errors that impact their monthly payments. Community schools can review and resolve flags placed by resident districts in the SOES application. In addition, all community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted.

The availability of these reports in FY17 eliminate the need for the initial and final Fatal Error Reports that were sent to community schools via their ITCs. Starting with the FY17 October payment, Fatal Error reports will no longer be generated and sent to community schools via their ITCs.

#### *Data Pull Process*

Starting with the FY17 October community school payment, there will only be one data pull date for each payment. ODE will pull community school payment data on the 23rd<sup>1</sup> of each month. This data will include any enrollment information submitted to ODE by 5 pm on the 22nd of each month, and flags and/or errors in place when ODE processes FTEs the evening of the 22nd. Here's how it will work for the FY17 October community school payment:

- ODE will pull community school payment data on September 23rd from EMIS
- ODE will not pull payment data from EMIS on September 16th
- ODE will not pull flag and error data on September 16th and distribute to Fatal Error reports to community schools via their ITCs

The last point above is very important for community schools. Previously, initial Fatal Error reports were generated based on the flags/errors in place as of the 16th of the month and were distributed to community schools. This served as an update to schools of what flags/errors would impact their upcoming payment if they were not resolved by the 23rd of the month. Many schools may have relied on this as a notification of what issues to focus on for the upcoming payment. Community schools should prioritize resolving flags on a continuous basis and should not wait until the week prior to the data pull to resolve flags.

#### *Payment FTE Detail and Adjustments Reports*

FTE Detail and Adjustment reports will be generated for each payment. Community schools will have access to those in the Data Collector. These reports will show community schools what flags/errors were in place at the time of the data pull and that impacted the upcoming payment.

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<sup>1</sup> This schedule is the planned schedule. If system maintenance or other issues with the run starting on the 22nd do not result in a data set that can be reliably used for a payment, then the run will be completed as soon as possible after the 22nd. As EMIS submissions and flagging are based on the latest data available, any delayed run may include data and flag information from after the timelines provided. The FTE reports for each payment will clearly indicate the data submission by the community school actually used for that month's payment.

## **ADJUSTING OR HOLDING COMMUNITY SCHOOL PAYMENTS**

ODE has the authority to pay community schools pursuant to Ohio Revised Code (ORC) 3314.08(H). Pursuant to ORC 3301.0714 and Ohio Administrative Code 3301-102-06, ODE has the authority to adjust or hold payments to community schools for the reasons outlined below:

The Office of Budget and School Funding may be required to hold or adjust community school payments for a variety of reasons in order to protect public funds. These payment adjustments are outside of normal payment “Transfers and Adjustments” that take place for community schools and are reflected on the Statement of Settlement. Held payments are processed through the normal payment process, but held before disbursement. Held payments may be released at a future date or cancelled. Adjustments to payments will be reflected with Journal Voucher (JV) codes on the Statement of Settlement. Adjustments may be positive or negative, and may be reversed. The following provides information regarding when ODE may hold or adjust payments due to certain circumstances and requirements.

### ***Potential for Closure/Suspension***

ODE may be notified by the school’s sponsor, the Office of Community Schools, and/or another ODE office regarding the potential for closure/suspension.

1. Schools that are closed or suspended prior to being open and educating students are not legally able to receive current year Foundation funding.
2. Holding funds prevents ODE from potentially funding community schools not legally entitled to receive funding.
3. If the sponsor and/or another ODE office notifies the Office of Budget and School Funding that a school is likely to close or be suspended, the Office of Budget and School Funding may hold payments until the school has opened and educated students in the current fiscal year and is therefore entitled to current fiscal year Foundation funding.
  - a. If the school does close, the payment may be cancelled entirely.
  - b. If the school does legally open, the payment may be released.

### ***Less than 25 Students Enrolled at the beginning of the School year***

Community schools are not allowed to open until at least 25 students are enrolled at the same time during the school calendar year. If ODE doesn’t receive assurances from the sponsor of at least 25 students being enrolled and reported in EMIS and/or if ODE has reason to believe that the assurances are not correct, payments may be held until enrollment requirements are verified.

### ***Non-Compliance with ODE Regulations or Requirements***

The Office of Budget and School Funding may hold or adjust funds if a community school is in non-compliance with ODE regulations or requirements. Examples of non-compliance include but are not limited to:

- Failure to comply with the FTE Review process
- Failure to comply with EMIS reporting requirements and standards
- Failure to comply with ODDEX (SOES and SCR) records review requirements and standards

### ***Illegal or Fraudulent Activity***

The Office of Budget and School Funding may also hold payments if it has reason to believe that a community school is illegally operating in anyway in order to protect public funds.

### ***Course of Practice***

This reflects the long-standing standard operating practice of the Office of Budget and School Funding.

## **RECONCILIATION PAYMENTS**

Following the close of the EMIS reporting window, the Department of Education will run at least one reconciliation payment, commonly referred to as Final Payments (Final #1, Final #2, etc.). These adjustments will account for changes made by reporting entities between the last scheduled payment in June and the close of the EMIS reporting window. Adjustments may also reflect any EMIS appeals and final determinations made under Revised Code §3314.08(K).

If the Department identifies the school is owed money – it will be paid in a single payment.

If the Department identifies a reduction in the calculated payment, the following logic will be used:

- If the repayment is less than \$2,000 – it is deducted in a single payment;
- If the repayment is between \$2,000 and \$10,000 – it is deducted in a single payment – provided that deduction is less than 0.5% of the monthly payment;
- If the repayment is \$2,000 or more – the payment is deducted over the remaining payments in the year, unless the monthly deduction is more than 4% of the monthly payment, in which case the deduction will be recovered over the remaining fiscal year and following fiscal year.

The Superintendent may, at the request of the school, consider and approve a longer repayment term. Such an extension will come with additional requirements.