

SONOMA COUNTY OFFICE OF EDUCATION



Bulletin No. 18-06**October 2017**

October 30, 2017

To: District/Charter Business Services
From: Judy Thomson, Director Fiscal Services

State of the State

The State Controller's Office has reported that total September 2017 revenues of \$10.92 billion exceeded State budget projections by \$50.9 million, or 0.5 percent. Year to date, total revenues of \$25.92 billion are \$583.4 million, or 2.3 percent higher than projections in the state budget enacted in June.

- ✚ *Personal income tax (PIT)* ~ Personal income tax receipts of \$7.62 billion in September were \$3.3 million higher than 2017-18 Budget Act estimates.
- ✚ *Corporation tax receipts* ~ September corporation tax receipts of \$1.06 billion were \$133.1 million more than anticipated in the budget.
- ✚ *Retail sales and use tax receipts* ~ Use tax receipts of \$1.9 billion for September were \$1.6 million below budget estimates.

Project SERV ~ Possible Federal funding due to wildfires

Project SERV (School Emergency Response to Violence) is a federal grant available through the U.S. Department of Education that the CDE will be applying for on behalf of impacted LEAs. Similar funding was granted to Louisiana last year after the hurricanes and flooding, and to New York after Hurricane Sandy. The funding can be used for short term expenses to get students back in the classroom, for example mental health services, rental of temporary classrooms, rental of vans to transport students back to school, substitute teachers and temporary staff.

The **LEA Needs Assessment form** (attached) for Project SERV **must be filed by December 1, 2017**. The LEA Needs Assessment form and information regarding this funding can be found at:

<http://www.scoe.org/pub/htdocs/fiscal-dbug.html> or <https://www.cde.ca.gov/ls/fa/sf/statewidewildfires2017.asp>

Organizations/Resources for California Wildfires

On October 20, 2017, Tom Torlakson, State Superintendent of Public Instruction, issued a letter identifying federal and state level programs which would be helpful in regards to the recent wildfires. The CDE created a website for those schools that have been impacted by the recent wildfires. Please go to: <https://www.cde.ca.gov/ls/fa/sf/whatsnew.asp>

FEMA ~ Federal Emergency Management Agency

FEMA provides two primary types of assistance: individual and public.

- ✚ **Individuals and Households Program (IHP)** provides financial help or direct services to those who have necessary expenses and serious needs, such as housing and child care assistance, if they are unable to meet these needs through other means. Up to \$33,000 (adjusted each year) is available in financial help, although some forms of IHP assistance have limits.
<http://www.oesnews.com/wp-content/uploads/2017/10/Help-After-a-Disaster-English-Version4.pdf>
- ✚ **Public Assistance (PA) grant program** provides grants to state, tribal, territorial, and local governments, and certain types of private non-profit organizations (PNP) so that communities can quickly respond to and recover from major disasters or emergencies.
<https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

- ✦ FEMA provides supplemental federal disaster **grant assistance** for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly-owned facilities, and the facilities of certain PNP organizations.

California Office of Emergency Services (CalOES)

CalOES works with county officials and other local municipalities to distribute state and federal disaster response and grant funding, including resources from FEMA. Representatives from the CDE work closely with CalOES to ensure that the needs of public schools and students are included in the distribution resources. The CalOES Web site includes a number of resources, including an interactive fire map, local assistance centers, emergency proclamations and declarations, and links to various federal assistance programs.

<http://www.caloes.ca.gov/ICESite/Pages/October-2017-Northern-California-Fires.aspx>

Safe Schools Planning

All California public schools kindergarten and grades one through twelve must develop a comprehensive school safety plan, per California Education Code section 32280-32289. A compliance checklist and other resources can be found at:

<https://www.cde.ca.gov/lr/ss/vp/safeschlplanning.asp>

National School Lunch Program (NSLP ~ Application for Meal Reimbursement During Disaster

Please see attached form for possible additional disaster relief payments related to the recent firestorm. This form will also be put on the Firestorm Disaster Documents webpage which is noted on the last page of this SCOE Biz Bulletin.

School District Reserve Cap Bill – SB 751

Effective January 1, 2018, SB 751 makes changes to the existing school district reserve cap law in the following ways:

- The reserve cap is applicable in the fiscal year immediately after a fiscal year in which the amount funds in the Public School System Stabilization Account (PSSSA) *equals or exceeds 3%* of the Proposition 98 funding for school districts for that fiscal year. Requires the State Superintendent of Public Instruction to notify districts and county offices when these conditions are met and when they are no longer met.
- A school district budget that is adopted or revised shall not contain a combined assigned or unassigned ending general fund balance that is **in excess of 10 percent** of those funds. “Combined assigned or unassigned ending general fund balance” refers to assigned and unassigned moneys in the general fund (Fund 01) accounts of school districts, including assigned and unassigned moneys in the Special Fund for Other Than Capital Outlay (Fund 17).
- It exempts the reserve cap requirement from the following districts:
 - Basic aid school districts
 - Districts with less than 2,501 average daily attendance
- A county superintendent may grant a school district under its jurisdiction an exemption from the requirements for up to two consecutive fiscal years within a three-year period if the school district provides documentation indicating that extraordinary fiscal circumstances, including, but not limited to, multiyear infrastructure or technology projects, substantiate the need for a combined assigned or unassigned ending general fund balance that is in excess of the 10% amount.

Federal Cash Management Data Collection (CMDC)

The **data collection window for the CMDC System** is October 10, 2017 to October 31, 2017. Report your data at any time during this period. **LEAs must submit cash balance data by October 31, 2017**, for the Title I, Part A; Title I, Part D; Title II, Part A; Title III, Immigrant; and Title III, EL programs in order to receive funds in the next apportionment for those programs. The CDE will apportion funds in December 2017 for each of the five programs to those LEAs that report a cash balance, meet the cash management threshold, and meet other program requirements.

FY 2015-16 Title I, II and III funds expired on September 30, 2016. This is your *final* opportunity to report a cash balance that will warrant the release of remaining FY 2015-16 funds.

Please note that **LEA Plans** will not be required for fiscal year 2017—18. To receive Title I, Part A; Title I, Part D; Title II, Part A; Title III, Immigrant; or Title III, EL funds, LEAs must apply for funds through the Consolidated Application

Reporting System and submit certifications of the required assurances no later than March 2018. For more information, please see the CDE's Every Student Succeeds Act – Update #7 letter, dated February 9, 2017 at <http://www.cde.ca.gov/re/es/letter9feb17.asp>.

Log in to the CMDC system at <http://www.cde.ca.gov/fg/aa/cm/>. If your LEA cannot locate its PIN, you can request that it be resent via e-mail by going to <http://www2.cde.ca.gov/cashmanagement/> and clicking on "Request PIN." Follow the prompts and your PIN will immediately be e-mailed to the e-mail address on file with the CDE for your LEA's Superintendent. Other information regarding the CMDC, including instructions, future reporting dates, and FAQs, can be found at the CDE Web site at <http://www.cde.ca.gov/fg/aa/cm/>.

If you have any questions, please contact Victoria Pluim at [916-324-4533](tel:916-324-4533) or by e-mail at federalcashmanagement@cde.ca.gov.

Annual Accounting for School Developer Fees ~ Fund 25, Object 8681

Developer fees are required to be deposited in a separate capital facilities account/fund so that their collection and use is accounted for separately away from the rest of the district's activities. Interest earned must be credited to the same fund and must be used for the same purpose as the fees. Government Code section 66006 requires that within 180 days of the end of the fiscal year, each district that levies developer fees should make the accounting available to the public **by December 26, 2017, which is within 180 days after the last day of the fiscal year as required by statute. The governing board must review the information at its next regularly scheduled meeting held *no earlier than 15 days after* the information becomes available to the public.**

Additionally, Government Code section 66001 requires each district that collects developer fees to **make further findings every five years** about any fund in which those fees remained unexpended at the end of the fiscal year. It is recommended that the five year accounting be made in conjunction with the annual accounting for each fund or account. Failing to comply with the statute, results in a refund of fees in question.

For more detail information, please see School & College Legal Services of California's Legal Update *Annual Development Fee Accounting #34-2017*.

Also, Government Code can be found at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> . Click on "Government Code" and scroll to the Title containing charter "66001 - 66006".

Assembly Bill 168 (AB 168) ~ Bans Public Agencies from Seeking Salary History Information

Effective January 1, 2018, AB 168 applies to school districts, charter schools, community colleges, and other public institutions of higher education. Please note:

1. You may not ask a job applicant for his/her salary history information, either on a written application form or in person.
2. If the job applicant voluntarily and without prompting discloses his/her salary history information, then you may use the information as a factor in determining salary if it is supported by a bona fide factor other than sex, race, or ethnicity.
3. If the job applicant's prior salary history information is subject to public disclosure pursuant to federal or state law, you may independently obtain the public information and use it as a factor in determining salary if it is supported by a bona fide factor or than sex, race, or ethnicity.
4. If the job applicant makes a "reasonable request," you must provide the job applicant with a pay scale for the open position.
5. If you violate AB 168, then you are subject to monetary civil penalties under the Private Attorneys General Act.

School districts, charter schools, community colleges, and other public institutions of higher education should review their hiring processes (e.g., application materials) and inform individuals involved in the recruitment process (e.g., human resources personnel, hiring managers, interview panel members, outside recruitment agencies, etc.) of the new restrictions.

Where do your Property Tax dollars go?

http://www.sonoma-county.org/auditor/distribution_tax_dollar.htm#proptax

WHERE DOES YOUR PROPERTY TAX DOLLAR GO?

DISTRIBUTION OF THE 2016-17 PROPERTY TAX DOLLAR TOTAL PROP 13 TAX LEVY: \$815.2 MILLION*

SCHOOLS

\$ 389.8M - 48%

SPECIAL DISTRICTS

\$ 67.5M - 8%

CITIES

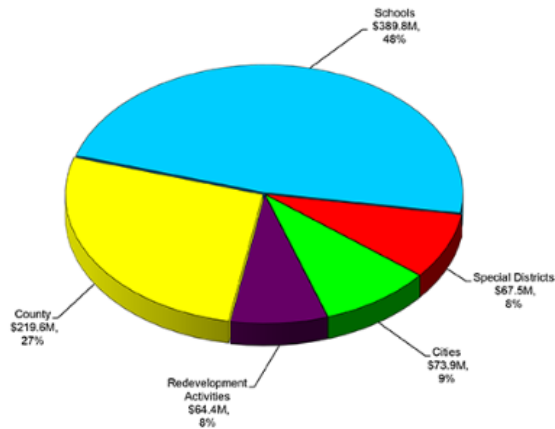
\$ 73.9M - 9%

REDEVELOPMENT ACTIVITIES

\$ 64.4M - 8%

COUNTY

\$ 219.6M - 27%



*FY 2016-17 distribution amounts shown above represent a 5.9% increase to FY 2015-16 amounts. Pursuant to California Law, redevelopment agencies were established for the purpose of eliminating blight that hinders private development and growth within a community. Redevelopment agencies were dissolved through State legislation during FY 2011-12, but the Auditor-Controller is still required to calculate and distribute funding related to redevelopment activities. Any residual funds that are not expended for redevelopment activities are returned back to the contributing taxing entities each year.

Dates to Remember:

- 11/02/2017 1099 Workshop – presented by CASBO
- 11/02/2017 School Wise CALPADS Fall 1 Reporting ~ Madrone Lab
- 11/06/2017 CALPADS New Year Startup ~ Gravenstein Room
- 11/09/2017 CALPADS Fall 1 Reporting ~ Oak Room E
- 11/15/2017 CALPADS Fall 1 in Aeries ~ Madrone Lab
- 11/16/2017 Special Education – Both Sides of the Equation – presented by SSC
- 11/16/2017 DBUG
- 11/17/2017 Escape ~ Open Lab
- 11/23-24/2017 Thanksgiving Holiday
- 11/28/2017 Fiscal Aspects of Negotiations – presented by SSC
- 11/29/2017 CALPADS Fall 1 for Administrators
- 11/29/2017 CALPADS Aeries User Group
- 11/30/2017 School Wise User Group
- 12/06/2017 Advanced Collective Bargaining – presented by SSC

NOTE:

Documents presented at DBUG and Firestorm Disaster Documents may be found at <http://www.scoe.org/pub/htdocs/fiscal-dbug.html>

Workshop manuals and Fiscal Services/IT forms may be found at <http://www.scoe.org/escape> under the heading of Resources on the left side of the page.



Application For Federal Funds to Support the Restoration of Learning Environments Disrupted By the Wildfires of 2017

Name of Local Education Agency:

LEA Point of Contact Information

Name:

Telephone #:

Email Address:

Expenditure Categories	Justification of Need	Justification		Project SERV Request	
		# of students that will benefit	Are there other emergency funding sources available to pay for this? (emergency or recovery funding)	Estimated Cost	Length of Time Needed Within 2017-2018
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please send completed forms to emergencyservices@cde.ca.gov

**NATIONAL SCHOOL LUNCH PROGRAM (NSLP)
 APPLICATION for MEAL REIMBURSEMENT DURING DISASTER**

Please note: (1) According to California Department of Education legal counsel, it is illegal and considered "double-dipping" to receive funding from the Federal Emergency Management Agency (FEMA) for lost revenues and to claim and receive reimbursement for meals through this application; and (2) reimbursement through this application is contingent on available funds.

School District/Agency Name:		
Address:		
City:	County:	Zip:
CNIPS ID Number:	Vendor Number:	
Phone Number:	Fax Number:	

SECTION A – DISASTER INFORMATION

Calendar Month(s) and Year of Disaster: _____ . Type of Disaster (describe below):

We request reimbursement pursuant to California *Education Code (EC)* Section 49505(c). Check the appropriate box below:

- 1.) **All schools** in our district **were closed** and meals were not served to children due to this disaster on the following dates: _____
 [Skip #2 and Section B; go to Section C.]
- 2.) **Only the following schools sites listed below in Section B** were closed (and meals were not served) due to this disaster, and the dates of closure are also listed. [Complete Sections B and C.]

SECTION B – REIMBURSEMENT CALCULATION (SEE REVERSE FOR MORE INFORMATION)

Complete this section **only** if you checked box #2 above. For each school site, list the dates of closure, # of days site was closed, and the **prior months' meal** counts by category. Attach additional pages as necessary.

Name of School	Date(s) Closed	# of days
Total number of days:		

SECTION C - CERTIFICATION

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief:

Signature of Authorized Official _____ Title _____ Date _____

Printed Name of Authorized Official _____ Phone _____ Email Address _____

Name of person preparing this application:

Printed Name _____ Phone _____ Email Address _____

Note: NSLP sponsors must complete a separate claim for each disaster (the return address is on the back of this form).

**NATIONAL SCHOOL LUNCH PROGRAM (NSLP)
APPLICATION for MEAL REIMBURSEMENT DURING DISASTER**

Instructions and Return Address

(page 2)

Applications for disaster relief payment(s) should be submitted immediately following the disaster. A separate claim should be filed for each emergency event. Applications are reviewed after the end of the state's fiscal year (June 30). The final filing date for any fiscal year to apply for reimbursement due to a state or federally declared disaster is August 20.

Approved disaster relief payments will be made from and are contingent on available funding in the state's Reserve for Economic Uncertainties. All school districts and county offices of education that apply for payment must demonstrate compliance with the applicable procedures required in the Disaster Relief Act of 1974, Public Law 93-288, as amended by Public Law 100-707 (*EC 49505[e]*).

Reimbursement calculations are based on criteria found in *EC 49505(c)*: "The average daily participation times the average combined state and federal reimbursement rate received by the entity in the month prior to the closure times the number of days the entity is closed due to the disaster."

Key: ADP = Average Daily Participation
 Rate = Prior month's average meal reimbursement rate (federal plus state)
 Days = Number of school days sponsor is closed

Formula: $ADP \times Rate \times Days = \text{Amount to be claimed}$

Note: All records pertaining to the NSLP must be kept in compliance with *EC 33421* and Title 7, *Code of Federal Regulations*, Section 210.23(c). The records must include, but are not limited to, a copy of the state or federal disaster declaration signed by the President or Governor of California or other documents which establish the disaster occurred in your geographic area resulting in the closure of one or more of your schools.

Please mail completed **Applications for Meal Reimbursement During Disaster** to:

Child Nutrition Fiscal Services
California Department of Education
1430 N Street, Suite 2213
Sacramento, CA 95814

If you have questions regarding school meal disaster relief policies, please contact your Field Services Unit Child Nutrition Consultant at 800-952-5609.

If you need assistance with pending disaster relief reimbursement claims, please contact your agency's assigned Child Nutrition Fiscal Analyst. A directory of analysts can be found on the CDE Nutrition Services Allocations and Apportionments Web page at <http://www.cde.ca.gov/fg/aa/nt/>.



Child Nutrition Programs During Disaster

Natural disasters, such as hurricanes, tornadoes, and floods, can be devastating to communities and require a quick response. Schools, child care centers, and summer sites that operate the National School Lunch (NSLP) and School Breakfast Programs (SBP), the Child and Adult Care Food Program (CACFP), or the Summer Food Service Program (SFSP) can help minimize disruptions to your family.

Here are some tips to help your children access healthy meals in the event of a disaster in your area:

Eligibility

- Children in households' receiving D-SNAP (Disaster-Supplemental Nutrition Assistance Program) benefits are eligible for free meals regardless of income.
- Children identified as homeless by a school or emergency shelter official are also eligible for free meals regardless of income.
- Eligibility for free meals will continue for the rest of the school year under NSLP and SBP or for a full year through CACFP or SFSP.
- Impacted families should contact their local school or child care center or summer site for more information on how to receive free meals through our programs.

Site Types

- Summer sites and child care centers may serve free meals to families in the event of a disaster. You should contact the local child care centers, schools and summer sites in your area to determine what sites are providing free meals.
- Emergency shelters in your area also may be able to provide your family with free meals. Contact your local shelter for this information.

Safety Tip

- Remember, the safety of you and your family is important. Some sites normally serving free meals to children may be relocated for safety reasons so check with your local providers before you travel to the site.

For more information and resources, please visit the FNS website at:
www.fns.usda.gov/disaster

