



# School Business Alert

September 2020

## INSIDE THIS ISSUE

- ❖ [Notifications to SBRC of Negative Unspent Balance](#)
- ❖ [Billing for Open Enrollment, Homeless, & Foster Care](#)
- ❖ [School-Based Medicaid Telehealth](#)
- ❖ [School Bus Driver Authorizations](#)
- ❖ [Applications](#)
  - [Limited English Proficient](#)
- [Facilities, Elections and Sales Tax](#)
- [School Association Reporting](#)
- [Facilities Data Reporting](#)
- ❖ [Things You Need to Know](#)
  - [Email Correspondence](#)
  - [Upcoming Deadlines](#)

## FINANCIAL

### Notification to SBRC of Negative Unspent Balance

Districts should calculate their authorized unspent budget (UAB) at the end of each fiscal year to determine if the district ended the year with a negative unspent balance. Districts that ended the year with a negative unspent balance are required to notify the School Budget Review Committee (SBRC) in writing by October 15, 2020 (289 IAC 6.5(3)). The notification requirement is satisfied through the completion of an [SBRC Hearing Request](#) form. Districts incurring a negative unspent balance will be required to complete a corrective action plan and to appear at the SBRC hearing on December 15, 2020.

If you have additional questions regarding the School Budget Review Committee they may be directed to the SBRC Liaison, Kassandra Cline, at [kassandra.cline@iowa.gov](mailto:kassandra.cline@iowa.gov) or 515-281-4738.

## GENERAL INFORMATION

### Billing for Open Enrollment, Homeless, and Foster Care

The majority of students who utilize open enrollment are open enrolled into the serving district on the first day of school, remain enrolled through the last day of school, and never move during the course of the year. For these students, a district bills the resident district twice a year. This is relatively simple.

All other situations involving open enrollment and moving are not as simple. The following information provides a brief review of how billing is to be handled when changes occur during the year.

1. A student is not utilizing open enrollment on count day, moves after count day, and utilizes open enrollment to remain enrolled in the former district of residency or to attend a different district than the new district of residence.

No district is billed for days served under open enrollment for the remainder of the school year. A district cannot bill for the 1.0 funds (last year's state cost per pupil) or special education costs. If a student utilizes open enrollment to

remain enrolled in the same district, the district would have already counted the student in the fall's certified enrollment count. Billing to the new resident district will begin the following year. [281 IAC 17.8\(7\)](#)

2. A student is under open enrollment on count day, moves after count day, and continues to utilize open enrollment to remain enrolled in the same serving district or to attend a different district than the new district of residence.

In either case, the serving district will bill the district that generated the count on count day. The serving district can bill for 1.0 funds (last year's state cost per pupil) or special education costs. [281 IAC 17.8\(6\)](#)

3. A student is identified as homeless and is temporarily living in a different district.

A homeless student can attend school in the district where the student is currently living or in the school of origin, the school the student attended prior to or at the point of becoming homeless. If the parent chooses to enroll the student in a different district other than the district where the student is living or the district of origin, then the parent or guardian must apply for open enrollment. A qualifying move must have occurred and the open enrollment should be accepted under good cause. The question of who pays/provides transportation is not negotiable. Under open enrollment, the parent assumes responsibility for transportation. [281 IAC 33.8\(4\)](#), [281 IAC 17.9\(1\)](#)

4. A student is placed into foster care.

A "best interest determination" decision will be made regarding the school of attendance.

- a. The student remains enrolled in the school of origin, the school of attendance at the time of foster care placement or change in foster care placement.

Whether the student's foster care placement is within the same district or not, the student's resident district does not change in the student information system. The student continues to be identified as having the same resident district. The student does not utilize open enrollment to remain enrolled in the school of origin unless the student was already under open enrollment. The attending district will maintain the same enrollment information, but add the foster care indicator on the new enrollment period record. [Iowa Code § 282.31\(1\)\(b\)](#)

- b. The student does not remain enrolled in the school of origin and enrolls in the district where the student resides while in foster care.
  - If the student does not have an Individualized Education Program (IEP), the student is a resident in the district where he or she is living while in foster care. There is no billing. The student will be included in the district's general education foster care claim, as long as the district identifies the student as being in foster care. [Iowa Code § 282.19\(3\)](#); [Iowa Code § 282.31\(1\)\(b\)](#)
  - If the student is under open enrollment while in foster care to attend a district that is not the district of origin or the district where the student is currently living while in foster care, the serving district can only bill if the student were under open enrollment on count day. Otherwise, there is no billing. [IAC 281-17.8\(6 & 7\)](#)
  - If the student has an IEP, regardless of where the student attends school, the resident district remains the resident district where a parent lives, if the parent lives in Iowa. The resident district is billed through the Tuition in Billing application. [Iowa Code § 282.31\(2\)\(a\)](#)
  - If the student has an IEP and parents do not live or cannot be found living in Iowa, regardless of where the student attends school, the serving district will use the Look Back feature in Tuition in Billing to determine if a district counted the student in the October special education count. If a district counted the student, the district that counted the student will be billed for the student's educational costs. If no district counted the student on the October special education count, the serving district will bill the state under the foster care claim in the Tuition in Billing application at the end of the year. [Iowa Code § 282.31\(3\)](#); [281 IAC 41.907\(5\)\(c\)](#)
  - If the student has an IEP and parental rights have been terminated, the serving district will bill the state under Termination of Parental Rights in the Tuition in Billing application for days served from the date parental rights were terminated. Billing to the state is completed at the end of the year. A copy of the court action is to be shared with the area education agency (AEA) so the Information Management System (IMS) can be updated accordingly. [281 IAC 41.907\(6\)](#)

When billing can occur for a student under open enrollment, the components to be billed may include:

- Tuition
- Teacher Leadership and Compensation (TLC)
- English Language Learner (ELL) supplementary weighting, and
- Concurrent enrollment/Project Lead the Way supplementary weighting

If you have further questions on billing, please contact [Carla Schimelfenig](#), 515-242-5612.

## School-Based Medicaid Telehealth

Medicaid billing will continue this school year and follow the usual requirements of Individualized Education Program (IEP) order, parent consent, delivery and documentation of services.

- For brick and mortar instruction, please continue as before the public health emergency.
- For virtual/hybrid learning plans, there have been questions about billing Medicaid for IEP/ I page ordered health or behavior services delivered remotely (telehealth).
- Medicaid requires that the district must have a HIPAA compliant platform that will be used
- Medicaid requires that the district must have a Business Associate Agreement with that platform's vendor.

For the time being, if remote behavior or health para services are in the IEP/ I page, please follow the guideline below from Iowa Medicaid's [COVID-19 Provider FAQs](#) regarding Telehealth and have the paraprofessional document as if billing.

*Some of the Local Education Agency (LEA) services are performed by staff that do not have a professional practice act\* related license, unlike the Area Education Agency (AEA) staff. As long as they are only documenting and claiming for services defined by the Individualized Education Program (IEP) and normally covered by Medicaid, would the LEA be able to claim for the paraprofessional services via telehealth?*

The intervention must be clinically appropriate to the identified need in the member's IEP, i.e. if the intervention is clinically appropriate to be delivered via telehealth. Providers will need to document the service delivery and ensure that the delivery and documentation aligns to what is billed. However, services that are more reliant on physical modeling, hands on intervention or visual observation will need to be vetted by the individual provider as part of the member's overall plan of support to determine appropriateness of delivery via telehealth.

*\*A state's professional practice act governs the license specific to that provider type, such as Nurse or Physical Therapist, and the rules adopted pursuant to that act.*

If you have further questions regarding Medicaid telehealth, please contact [Jim Donoghue](#), 515-281-8505.

## School Bus Driver Authorizations

The new school year brings a number of reminders in regard to school transportation.

- Driver authorizations must be current to allow your school bus drivers to legally drive the school bus.
- Update your driver authorization system as needed, including deleting the drivers who no longer drive for your school.
- Print a current authorization for each of your school bus drivers to carry with them when driving the bus.

The vehicle information system (VIS) also requires regular monitoring to be sure all of your school buses are on the list, and those you no longer use have been removed. Complete information on maintaining your VIS can be found under [VIS Instructions](#).

All types of guidance, forms, links, training schedules, publications, code references, and other information pertaining to school transportation can be found on the [School Transportation](#) page of the Department's website. Also, be sure to check the [bus inspection schedules](#) page to learn when your next school bus inspection is scheduled and communicate this information to your school transportation staff.

If you have further questions, please contact [Max Christensen](#), 515-281-4749.

## APPLICATIONS

### Limited English Proficient (LEP) Applications

Two Limited English Proficient (LEP) applications are due this fall. Both applications are available on the [Iowa Education Portal](#) under the EdInfo menu.

- LEP Allowable Costs is currently available and is due October 1, 2020. This application is located under the Finance Applications submenu under EdInfo. Districts may request modified supplemental amount (MSA) from the School Budget Review Committee (SBRC) for the *costs in excess of weightings and other resources* for providing additional instruction to limited English proficient students beyond regular instruction.
- The SBRC Application will open October 1, 2020, and is due December 1, 2020. This application allows school districts to submit a request for MSA to the SBRC for increased enrollment, open enrollment not on the prior year's count, and limited English proficient programs beyond the five years of supplementary weighting. More information about the SBRC Application will be provided next month.

The LEP Allowable Costs application is populated using district data from the Certified Annual Report (FY19 and FY20 CAR), Student Reporting in Iowa (fall 2019 and spring 2020), Certified Enrollment (fall 2019), and Fall BEDS Staff (fall 2019). The application includes only those students who were served in an English Language Learner (ELL) program during the 2019-2020 school year.

The LEP Allowable Costs application requires just two fields to be completed to submit a request:

- Line 18: any expenditures included in the total expenditures submitted through the CAR that were not expressly allowed by Iowa Administrative Code, and
- Line 20: the requested amount to be submitted to the SBRC.

The LEP Allowable Costs application has a certification deadline of October 1, 2020. In order to file an SBRC request, the following timeline is recommended:

- Submit the amount of the district's MSA request on line 20 and certify by October 1, 2020.
- Add the request as an action item to your board's October meeting agenda, seeking approval for the MSA request for excess LEP costs for serving English language learners in a Limited English Instructional Program during the 2019-2020 school year. All SBRC requests will be rounded to the nearest dollar; therefore, feel free to seek board approval for the rounded dollar amount.
- Send a copy of the board minutes to [Carla Schimelfenig](#) or provide a link to your board minutes in the textbox located at the top of the LEP Allowable Cost application. The link can be added after the application is certified.

To gain access to either application, submit a request through My Profile in the [Iowa Education Portal](#) (upper right corner).

If you experience technical difficulties with the LEP Allowable Cost application, try logging into the portal using the Firefox browser. Some of the older applications in the portal have exceeded their technological lifespan and Firefox appears to be the mechanism best suited to complete this year's collection.

If you have further questions regarding completion of either application, please contact [Carla Schimelfenig](#), 515-242-5612.

### Facilities, Elections and Sales Tax – Due September 30

The FY20 data collection for [Facilities, Elections, and Sales Tax](#) (FEST) is available on the [Iowa Education Portal](#). School districts should complete the CAR before certifying this application. Instructions for this data collection are at [Facilities, Election, and Sales Tax – Data Collection](#).

**The Department's IT team suggests using the Firefox browser for completing the application.** Below are a couple tips you will want to keep in mind when filling out the FEST data collection.

- Do not use the "Form" selector at the top of the page. To go to each section of the form, use the links in the homepage table.
- After completing a form page and clicking the submit or update button, use the browser back button to navigate back to the home page to select a different form.

We appreciate your patience and understanding as our IT team works through some bugs and changes. If you have further questions, please contact [Rob Olsen](#), 515-281-4743.

### School Association Reporting – Due November 1

The FY20 data collection for [School Association Reporting](#) (SAR) will be available on the [Iowa Education Portal](#) during the first week of October. Instructions can be found at [School Association Reporting Instructions](#).

If you have further questions, please contact to [Rob Olsen](#), 515-281-4743.

### Facilities Data Reporting – Target Date December 15

The [Facilities Data Reporting](#) application on the [Iowa Education Portal](#) is available for school districts use. The data collection is ongoing to allow sufficient time for input. The Department has created a “point in time” data archive. This application will remain open to allow school districts to continue inputting and updating facilities information, with a new archive created annually each December. Annual updating of the Facilities Data Reporting application may include adding/revising information about existing facilities, new buildings, additions, and building renovations.

The application is designed to collect data about school sites, buildings, and additions. Facility data information allows organizations to collect and manage data; guides decision-making utility, efficiency, safety, and adequacy; informs decisions relating to funding, design, renovation, improvements, and prioritize resources; supports drafting of legislation, policymaking, research and dissemination; and provides high-quality and timely data used to compare facilities.

[Facilities Application Instructions](#) are located under the “Help” menu of the application. The “Site” information is updated when school districts update the “School Information Update” application on the [Iowa Education Portal](#).

If you have further questions, please contact [Rob Olsen](#), 515-281-4743.

## THINGS YOU NEED TO KNOW

### Email Correspondence

It is sometimes difficult to determine district names solely from email addresses. Many districts share personnel and the same email address is used for both districts, which makes it difficult to determine the district for which the question pertains. When sending the Department an email, please include your school district name in your signature line or in the subject line. Including the district number is also helpful when the question is in regard to an application. Similarly, when sending emails to specific districts, we will also try to include the district name.

## Upcoming Deadlines

Due Date	What's Due
September 30	Facilities, Elections & Sales Tax Data Collection Due
October 1	SBRC Application for Modified Supplemental Amount (MSA) for Limited English Proficient Excess Costs Deadline
October 1	Board Resolutions for Whole Grade Share Supplemental Weighting
October 15	Last Date to Notify the SBRC if District Incurred Negative Unspent Balance

[Current and past issues of the School Leader Update.](#)

[Current and past issues of the School Business Alert.](#)

If you have suggestions for future SBA articles, please submit to [Carolyn Engelhardt](#)

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