



# School Business Alert

September 2016

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## FINANCIAL

### 2016-2017 Open Enrollment Billing

The amount of open enrollment tuition for the 2016-2017 school year for a regular education student is \$6,446, which is the state cost per pupil from the previous fiscal year. The tuition bill for open-enrolled-in students should also include the following supplemental funds as applicable:

- Teacher Leadership—School districts in cohorts 1 and 2 who have students open enrolling to other districts will pay those districts \$312.68 (the FY16 Teacher Leadership and Compensation [TLC] per pupil amount). School districts in cohort 3 (year 1 of TLC next year) who have students open enrolling to other districts will pay those districts \$312.16 (the total amount per pupil received for TLC in 2016-17).
- Non-English speaking supplementary weighting (0.22 times \$6,446), if the student were included in the resident district's LEP supplementary weighting calculation from October 2015.
- Eligible concurrent enrollment and Project Lead the Way (PLTW) courses in which the student will be enrolled and included in the generation of supplementary weighting on October 1, 2016, (course weighting factor times the percent of time the student is enrolled in the course times the resident district's current school year's cost per pupil).

For a student served pursuant to an IEP, open enrollment tuition is calculated on actual costs of special education rather than the prior year's state cost per pupil amount.

Open enrollment tuition is billed and paid on a semester basis. Under special circumstances that terminate or suspend open enrollment status, it is necessary to prorate tuition on a per diem basis.

For assistance, contact, [Eric Heitz](#), 515.281.4726.

## GENERAL INFORMATION

### School District Sharing Survey

As you experienced this spring, the old Address Review form was removed from the Spring BEDS application and became its own application, School Information Update. One reason for creating a separate application was to allow districts to make annual changes to school or administrative information as needed throughout the year. Changes yet to be rolled out include:

- Addition of programs or locations where students are educated, but not considered schools
- Consortium information
- Whole grade sharing information

You will receive notification as the new components of the School Information Update application become available.

As a precursor to the expansion into whole grade sharing information, a survey has been developed to test the questions to be added to the School Information Update, as well as to collect baseline data on sharing arrangements. If a district is not involved in district-to-district sharing of students for at least 50 percent of the day in at least one grade level, the survey can be completed in less than 30 seconds. For districts with some kind of sharing, as described above, the survey will allow you to identify the type(s) of sharing and the sharing partner(s). If a district is eligible to request whole grade sharing supplementary weighting, the survey will provide you with important information for completing the Reorganization Progress Report.

The survey is located [here](#). The deadline for completing the survey is October 1.

The Reorganization Progress Report will become an extension of the School Information Update application and available in the spring, rather than in July. Since this newsletter goes to both the superintendent and school business official, [please coordinate and only complete the survey once per district.](#)

If you have any questions regarding the survey, or the Reorganization Progress Report, please contact [Carla Schimelfenig](#) (515.242.5612).

### IRS Warns of Back-to-School Scams; Encourages Students, Parents, Schools to Stay Alert

WASHINGTON — The Internal Revenue Service warned taxpayers against telephone scammers targeting students and parents during the back-to-school season and demanding payments for non-existent taxes, such as the “Federal Student Tax.”

People should be on the lookout for IRS impersonators calling students and demanding that they wire money immediately to pay a fake “federal student tax.” If the person does not comply, the scammer becomes aggressive and threatens to report the student to the police to be arrested. It is important for taxpayers to be particularly aware of this scheme going after students and parents.

“Although variations of the IRS impersonation scam continue year-round, they tend to peak when scammers find prime opportunities to strike,” said IRS Commissioner John Koskinen. “As students and parents enter the new school year, they should remain alert to bogus calls, including those demanding fake tax payments from students.” The IRS encourages college and school communities to share this information so that students, parents, and their families are aware of these scams.

Scammers are constantly identifying new tactics to carry out their crimes in new and unsuspecting ways. This year, the IRS has seen scammers use a variety of schemes to fool taxpayers into paying money or giving up personal information. Some of these include:

- Altering the caller ID on incoming phone calls in a “spoofing” attempt to make it seem like the IRS, the local police, or another agency is calling
- Imitating software providers to trick tax professionals--IR-2016-103
- Demanding fake tax payments using iTunes gift cards--IR-2016-99
- Soliciting W-2 information from payroll and human resources professionals--IR-2016-34

- “Verifying” tax return information over the phone--IR-2016-40
- Pretending to be from the tax preparation industry--IR-2016-28
- If you receive an unexpected call from someone claiming to be from the IRS, here are some of the telltale signs to help protect yourself

The IRS will never:

- Call to demand immediate payment using a specific payment method such as a prepaid debit card, gift card, or wire transfer. Generally, the IRS will first mail you a bill if you owe any taxes.
- Threaten to immediately bring in local police or other law-enforcement groups to have you arrested for not paying.
- Demand that you pay taxes without giving you the opportunity to question or appeal the amount they say you owe.
- Ask for credit or debit card numbers over the phone.

If you get a suspicious phone call from someone claiming to be from the IRS and asking for money, here’s what you should do:

- Do not give out any information. Hang up immediately.
- Search the web for telephone numbers scammers leave in your voicemail asking you to call back. Some of the phone numbers may be published online and linked to criminal activity.
- Contact TIGTA to report the call. Use their “IRS Impersonation Scam Reporting” web page or call 800-366-4484.
- Report it to the Federal Trade Commission. Use the “FTC Complaint Assistant” on FTC.gov. Please add “IRS Telephone Scam” in the notes.
- If you think you might owe taxes, call the IRS directly at 800-829-1040.

## MEDICAID

### Webinar Dates and Recording

Review and updates regarding Medicaid will be provided via a Zoom Webinar. A recorded version will be posted later this month. To attend a webinar, registration is needed. Please send an email to [Jim Donoghue](#) if you wish to receive the link to the recorded version, or, if you or one of your staff wish to attend a training, please send the selected date(s) and time(s). All sessions will be the same. Webinar dates are provided below:

### September Training Dates

Thursday, September 22, 3:00 to 4:00 p.m.  
 Tuesday, September 27, 9:00 to 10:00 a.m.  
 Wednesday, September 28, 3:30 to 4:30 p.m.  
 Thursday, September 29, 11:00 a.m. to 12:00 noon

### Reminder to Re-enroll

If you haven’t already completed the submission to re-enroll, the second notification is due soon. With that announcement, providers will have 30 days to complete re-enrollment. You can monitor release of that letter [here](#). To start re-enrollment, please open the first [notification](#). Follow instructions for submitting the Designated Contact Person form. Local education agency (LEA), area education agency (AEA), and Infant Toddler program enrollment renewal is expected to be completed electronically on the Iowa Medicaid Portal Access (IMPA) system.

For further information, contact [Jim Donoghue](#), 515.281.8505.

## TRANSPORTATION

### School Bus Driver Authorizations

With the new school year comes the need to update and verify bus driver information. Please remember that all school bus drivers in a district must have a valid and current authorization issued to them each year. This is to be done prior to August 15; however, we are seeing a number of districts that have failed to do so. Please realize that a school bus driver without a current authorization is driving illegally. Be sure to check your driver list to be sure your school is in compliance.

Other needed information such as guidance related to [call back inspections](#), and contact information for the [School Transportation Team](#) can be found on the Department's website under [School Transportation](#).

For more information, 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 submenu.

- LEP Allowable Costs will open September 15, 2016, and is due October 1, 2016. This application allows districts to 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 beyond the regular instruction to limited English proficient students.
- SBRC Application will open October 1, 2016, and is due December 1, 2016. This application allows school districts to submit a request for MSA to the SBRC for increased enrollment, open enrollment out not on the prior year's count, and limited English proficient programs beyond the five years of supplementary weighting.

The LEP Allowable Costs application requires no more than two fields to be completed to submit a request:

- Line 18: any expenditures included in the total expenditures submitted through the Certified Annual Report (CAR) that was not expressly allowed by Iowa Administrative Code and
- Line 20: the amount requested to be submitted to the SBRC.

Information from your district's Spring 2016 Student Reporting in Iowa (SRI) submission shows the number of students in each type of English language learner (ELL) program offered by your district as well as the count of students for each native language spoken by all students served in your district's ELL program at any time during the 2015-2016 school year. The counts in the LEP Allowable Costs application will not necessarily match this total number. The LEP Allowable Costs application includes only those students who were served in an ELL program during the 2015-2016 school year.

To access either application, you may need to request access through My Profile in the Iowa Education Portal (upper right corner). Both applications are prepopulated to the extent possible with information from your district's FY16 CAR and Student Reporting in Iowa (fall 2015, spring 2016, and/or fall 2016). If you have questions regarding the completion of either application, please contact [Carla Schimelfenig](#), 515.242.5612.

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

The fiscal year (FY) 16 data collection for "[Facilities, Elections, and Sales Tax](#)" is now available on the [Iowa Education Portal](#). School districts should complete the Certified Annual Report (CAR) before certifying this application. Instructions for this data collection are at [School Facilities – Data Collection](#). Any questions regarding this report should be directed to [Gary Schwartz](#), 515.281.4743.

### School Association Reporting – Due November 14

The FY16 data collection for "[School Association Reporting](#)" will be available on the [Iowa Education Portal](#) after the CAR is certified (after September 15). Instructions can be found at [School Association Reporting Instructions](#). Any questions regarding this report should be directed to [Gary Schwartz](#), 515.281.4743.

### Green Ribbon School Applications Available

The [U.S. Department of Education Green Ribbon Schools \(ED-GRS\)](#) recognition award honors public and private elementary, middle, and high schools; districts, and postsecondary institutions that are demonstrating progress in three Pillars:

1. Reducing environmental impact and costs, including waste, water, energy use and alternative transportation;
2. Improving the health and wellness of students and staff; and
3. Providing effective sustainability education.

The purpose of the ED-Green Ribbon Schools recognition award is to highlight exemplary practices and achievements of schools, districts, and Institutions of Higher Education (IHEs) in the area of the three Pillars and Elements, thereby encouraging other schools, districts, and IHEs to adopt similarly innovative practices. ED-Green Ribbon Schools, District Sustainability Awardees, and Postsecondary Sustainability Awardees are nationally recognized as some of America's most successful educational institutions in reducing their environmental impact and costs; improving health and wellness; and providing effective sustainability education.

Three applications for the Green Ribbon Schools program are available through the [IowaGrants.gov](http://IowaGrants.gov) website:

- **Individual School:** FY17 Iowa Green Ribbon Schools – School Application
- **District:** FY17 Iowa Green Ribbon Schools – District Sustainability Award Application
- **College/University:** FY17 Iowa Green Ribbon Schools – College Application

**Applications must be submitted by January 11, 2017.** The Department will review applications based on the applicant's demonstrated progress towards the goals of each of the three pillars. Nominees demonstrating exemplary achievement in all three pillars and every element will be ranked highest.

Instructions for applying are located on the Department's website: [Green Ribbon Schools](#). Visit the [ED-GRS website](#) to learn about the GRS program. For assistance, contact [Gary Schwartz](#), 515.281.4743.

## UPCOMING DEADLINES

Due Date	What's Due
September 15	CAR, SES, Transportation Reports Due
September 30	Facilities, Elections & Sales Tax Data Collection
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 1	Last Date for an Election to Reorganize Effective July 1 is December 15
October 15	Last Date to Notify the SBRC if District Incurred Negative Unspent Balance

[Click](#) to access current and past issues of the School Leader Update.  
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 If you have suggestions for future SBA articles,  
 please submit to [Marcia Krieger](#)

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