Agenda Topics

What’s New in Charter School Finance
Foundation School Program (FSP) System
FSP Reports and Deadlines
Understanding Purpose of FSP Reports
Summary of Finances (SOF) and Key Publication Dates
Estimate of State Aid Template
Payments
State Funding Website and Contact Information
What’s New in Charter Finance

House Bill 21 – Charter School Facility Funding

- Review TTAA dated May 1, 2018 - Subject: Charter School Facility Funding
- Effective with 2018-2019 school year, new “per ADA” facilities funding allotment.
- At least an acceptable performance rating is required to receive allotment based on the “most recent overall performance rating.”
What’s New in Charter Finance

House Bill 21 – Charter School Facility Funding

◦ A Commissioner’s rule will define the “most recent” rating year and once the rule is in effect, the 2018-2019 SOF report will be updated to incorporate preliminary estimates of the funding allotment.

◦ The 2018-2019 Charter School Estimate of State Aid template will incorporate the calculation of the new facilities per ADA allotment funding.

◦ For planning purposes, budget approximately $200 dollars per refined ADA.
What’s New in Charter Finance

TEA Review of Expiring Accelerated Payment Schedules

◦ Each June, TEA’s State Funding Division will review accelerated payment schedules that end August 31\(^{st}\) (i.e., expiration of 3 year minimum locked period under Payment Class 5)

◦ Following review, TEA will email contacts provided in the FSP Charter School module (i.e., Superintendent and FSP Program contact listed).
  ◦ Either, continuation of Payment class 5 (accelerated schedule) for additional three school years, or
  ◦ Reset to Payment class 4 (regular schedule) effective as of September 1\(^{st}\), unless Payment class 5 eligibility is reestablished.
What’s New in Charter Finance

TEA Review of Expiring Accelerated Payment Schedules

- To receive automatic three year extension, Fall PEIMS enrollment of current school year must have an increase of at least 10% from the prior school year Fall PEIMS enrollment.
  - (Fall 2017 enrollment compared to Fall 2016 enrollment).
- If not automatically extended, charter has opportunity to reestablish Payment Class 5 eligibility by reporting at least a 10% increase in enrollment from 1st day enrollment with prior school year Fall PEIMS enrollment.
  - (August xx 2018 compared to Fall 2017 enrollment)
The Foundation School Program (FSP) system is the online system that charter schools use to report data so that the Texas Education Agency may determine initial allotments and allocations.

District users access the FSP System application through TEA Login (TEAL)

TEAL login webpage: https://tealprod.tea.state.tx.us
FSP System: Access through TEA Login secure portal

- Don’t have a TEAL Account?: Click on Request New User Account
FSP System: Access through TEA Login secure portal

○ Go to Foundation School Program System webpage for tutorials:

Foundation School Program System

The links below provide information and access to the Foundation School Program (FSP) System. The FSP System is unavailable when the Texas Education Agency is conducting weekly maintenance. This work occurs on Sunday mornings from 6:00 a.m. until 12:00 p.m.

- Quick-Start Guide: Applying for and Navigating within the Online FSP System (PDF, 1.1 MB)
- Presentation: Requesting Access to the FSP System (PowerPoint, 870 KB) (PDF, 890 KB)
- Log On to TEAL FSP System
- Important Information for Users of the Online FSP System (PDF, 690 KB)
FSP System: Program Modules and User Roles

**User Roles**
- Charter Schools User
- NIFA User
- Transportation User
- State Comp Ed User
- Staff Salary User
- District Approver
FSP System: Reminders and Best Practices

- Data submitted through this system affect state aid payments
- The modules are set up to include multiple roles: user and approver
- The TEA does not use data until it has been submitted by district approver and approved by TEA.
- We do not recommend that the user and approver be the same person
- We do recommend:
  - Checking TEAL access periodically to be sure that current staff are included and staff that no longer work with the district are not included.
  - Making sure that major submissions are completed and submitted to TEA on time.
FSP system: Charter School Module

- Read Announcements section
- Update Contact Information
  - Superintendent
  - Secondary Program Contact
- Access Reports:
  - Estimate Data Report
  - Accelerated Payment Schedule
  - Six-Week District Summary Report

Administrative Contacts:

**Program Contact:**
Dina H. Black
(512) 463-9531
dina.black@tea.texas.gov

**Announcements:**
10 CALENDAR DAYS
The Deadline date is 10 CALENDAR days after the six week reporting period ends to submit the charter school's SIX WEEK DISTRICT SUMMARY ATTENDANCE report.

**SUBMITTING Six Week District Summary Attendance**
1. Select "View Six Week District Summary Report List".
2. Select "Create Next" or Select the applicable six week report number...1, 2, 3, etc. listed in the "Period" column.
3. Select "GO TO ADA PROJECTION" button at the bottom of the Six Week Detail Report interface.
4. Mark assurance box.
5. Click SUBMIT TO TEA.

**Charter School Finance Webpage**
Visit the Charter School Finance webpage to retrieve the Estimate of State Aid and PowerPoint training presentations. From the TEA home page, select the "District Finance" tab.
# FSP Reports and Deadlines

## 2018-2019

<table>
<thead>
<tr>
<th>Report</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-time Transportation applications</td>
<td>July 15, 2018</td>
</tr>
<tr>
<td>New Facility Instructional Allotment (NIFA)</td>
<td>Tentatively, July 16, 2018</td>
</tr>
<tr>
<td>Estimate Data Report</td>
<td>August 1, 2018</td>
</tr>
<tr>
<td>Accelerated Payment Schedule</td>
<td>September 1, 2018</td>
</tr>
<tr>
<td>Six-Week District Summary Attendance Report</td>
<td>10 calendar days after reporting period ends</td>
</tr>
<tr>
<td>State Compensatory Alt. Basic Monthly Claim</td>
<td>November 30, 2018</td>
</tr>
<tr>
<td>Transportation Route Services</td>
<td>August 1, 2019</td>
</tr>
<tr>
<td>Staff Salary Report</td>
<td>August 31, 2019 &amp; March 31, 2020</td>
</tr>
<tr>
<td>Transportation Operations</td>
<td>December 1, 2019</td>
</tr>
</tbody>
</table>
Understanding Purpose of FSP Reports

Estimate Data Report *(Late submissions not accepted)*

• Estimate Data Report opens July 1st with firm deadline of August 1st.
  • 2018-2019 Estimate Data Report

• This report is used by TEA to determine state-aid for the charter school until Six-week District Summary Attendance reports are submitted and approved by TEA.

• When the report becomes available it will be loaded with Approved data from the previous school year.

• Submission of the Estimate Data Report is required for new open enrollment charter schools and optional for all other charter schools.

• State-aid payments based on report until Six-Week District Summary reports are submitted and approved by TEA.
Understanding Purpose of FSP Reports

Accelerated Payment Schedule *(Late submissions not accepted)*

- APS schedule opens August 20\textsuperscript{th} with firm deadline of September 1\textsuperscript{st}.
- Apply to receive Foundation School Funding (FSF) payments on a accelerated schedule (known as Payment Class 5).
- Distributes 49.5\% of FSF remaining balance in first three payments and 50.5\% over last 9 payments.
- To be eligible, requires 10\% or greater enrollment growth. Compares school’s first day enrollment with the prior year PEIMS Fall enrollment.
- Locks Payment Class 5 schedule for three schools years.
- Charter may apply to reestablish eligibility every three years.
Understanding Purpose of FSP Reports

Six-Week District Summary Attendance Report

• Enter six-week attendance detail after all tracks completed for six-weeks.
• Comply with Student Attendance Accounting Handbook Section II audit requirements.
• The FSP System will not permit the user to submit a six-week report until all the prior six-week reports have been submitted.
• Submit your report by clicking **Go to ADA Projections** button.
• Carefully review ADA Projection Report before submitting to TEA.
• Only six-week attendance reports in Approved status will be used to determine your charter school's state aid.
Understanding Purpose of FSP Reports

Six-Week District Summary Attendance Report

• Review all reports for accuracy and completeness and reconcile reports to each other:
  • Student Detail Reports
  • Campus Summary (Principal’s) Report
  • District Summary (Superintendent’s) Report - required for Six-Week District Summary Attendance reporting

• Obtain the Six-Week District Summary Attendance Report, signed by Superintendent, for the applicable reporting period (1, 2, 3, 4, 5, or 6).
• Do not enter attendance data into the FSP System from a Six-week District Summary/Superintendent's Report that has not been signed by the Superintendent.
Understanding Purpose of FSP Reports

Six-Week District Summary Attendance Report

• Deadline Date – 10 Calendar Days after last track for the six-week period ends.

• Example of Deadline Date:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Begin Date</th>
<th>End Date</th>
<th>School Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-801-001</td>
<td>8/20/2018</td>
<td>9/28/2018</td>
<td>29</td>
</tr>
<tr>
<td>001-801-041</td>
<td>8/6/2018</td>
<td>9/21/2018</td>
<td>34</td>
</tr>
<tr>
<td>001-801-002</td>
<td>8/13/2018</td>
<td>9/14/2018</td>
<td>24</td>
</tr>
</tbody>
</table>

Latest End Date of the Six-Week Reporting Period

1st Six-Week Reporting Period

1st Six-Week District Summary Attendance Report Deadline Date

10/8/2018

(10 calendar days after the latest end date for the six-week reporting period)
Understanding Purpose of FSP Reports

ADA Projection Report interface

- The purpose of the ADA Projection Report is to compare your data to the prior six-week reporting periods **BEFORE** sending the report to TEA.
- Before submission, carefully review the current Six-week District Summary Attendance Report for reasonableness, accuracy, and missing data.
- Will be used to generate the Summary of Finances report and calculate the charter school’s estimated state aid and payment each month.
Understanding Purpose of FSP Reports

ADA Projection Report interface

- The "Average " is calculated by taking the Approved data for the 1st through 6th, Six-Week District Summary Attendance reports.
- The latest Approved Six-Week District Summary Attendance report column data is carried forward for reporting periods that are not in Approved status.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Approved</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status Date</td>
<td>7/31/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begin Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days in Membership</td>
<td></td>
<td>58325</td>
<td>58325</td>
<td>58325</td>
<td>58325</td>
<td>58325</td>
<td>58325</td>
<td>58325</td>
</tr>
<tr>
<td>Total Days Attend</td>
<td></td>
<td>2887</td>
<td>2887</td>
<td>2887</td>
<td>2887</td>
<td>2887</td>
<td>2887</td>
<td>2887</td>
</tr>
<tr>
<td>Total Days Present</td>
<td></td>
<td>55438</td>
<td>55438</td>
<td>55438</td>
<td>55438</td>
<td>55438</td>
<td>55438</td>
<td>55438</td>
</tr>
<tr>
<td>Total Ineligible Days</td>
<td></td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td>Total Eligible Days</td>
<td></td>
<td>55402</td>
<td>55402</td>
<td>55402</td>
<td>55402</td>
<td>55402</td>
<td>55402</td>
<td>55402</td>
</tr>
<tr>
<td>Total Refined ADA</td>
<td>1795.394</td>
<td>1853.9</td>
<td>1853.9</td>
<td>1853.9</td>
<td>1853.9</td>
<td>1853.9</td>
<td>1853.9</td>
<td>1853.9</td>
</tr>
<tr>
<td>Bilingual/ESL Eligible Days</td>
<td>15432</td>
<td>15432</td>
<td>15432</td>
<td>15432</td>
<td>15432</td>
<td>15432</td>
<td>15432</td>
<td>15432</td>
</tr>
<tr>
<td>RIL/ESL Refined ADA</td>
<td>511.623</td>
<td>516.97</td>
<td>516.97</td>
<td>516.97</td>
<td>516.97</td>
<td>516.97</td>
<td>516.97</td>
<td>517</td>
</tr>
<tr>
<td>Special Ed. Mainstream Eligible Days (Code 40)</td>
<td>792</td>
<td>792</td>
<td>792</td>
<td>792</td>
<td>792</td>
<td>792</td>
<td>792</td>
<td>792</td>
</tr>
<tr>
<td>Pregnancy Related Services (PRS) Eligible Days</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Understanding Purpose of FSP Reports

State Compensatory Alternative Basic Monthly Claim

• One of the eligible data sources for State Compensatory Education allotment:
  • National School Lunch Program (NSLP)
  • Contract with Texas Department of Agriculture to provided NSLP
  • Contract with a district to provide NSLP

• State Compensatory Alternative Basic Monthly Claim

• The SCE allotment is based on the highest six-months average of the of the data sources above reported for the prior federal fiscal year of October through September.
  • New schools whose first year of operation is the upcoming school year may estimate their first year’s SCE eligibility.
Understanding Purpose of FSP Reports

State Compensatory Alternative Basic Monthly Claim

• Applies to campuses who are not participants in the National School Lunch and Breakfast Program through Texas Department of Agriculture.

• Critical reporting for charter schools that were new charters in the 2017-2018 school year.

• Alternative reporting procedures available on the Charter School Finance webpage of TEA website.

• Note: Access report through the FSP “Programs” menu and clicking the “State Compensatory Education” program module.
Summary of Finances (SOF) and Key Publication Dates

- Describes funding elements and Foundation School Program (FSP) state aid.
- Several SOF reports are published throughout the school year with updated data.
- ADA Projection Report used to generate SOF.
- Payments based on LPE (Legislative Payment Estimate) column.
- Earnings based on DPE (District Planning Estimate) column.

### Example Academy Charter School (002815)

**Payment Cycle:** Preliminary  
**Payment Class:** 4  
**Last Update:** APR 26, 2018  
**Run Id:** 23362

#### Funding Elements

<table>
<thead>
<tr>
<th>Students</th>
<th>LPE</th>
<th>DPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Refined Average Daily Attendance (ADA)</td>
<td>878.900</td>
</tr>
<tr>
<td>2.</td>
<td>Regular Program ADA (Ref ADA - Spec Ed FTEs - CT FTEs)</td>
<td>863.682</td>
</tr>
<tr>
<td>3.</td>
<td>Special Education FTEs</td>
<td>11,500</td>
</tr>
</tbody>
</table>
Understanding Purpose of FSP Reports

Staff Salary Report

• Generates Staff Salary Allotment.

• Only applies to charter holders who participated in Texas Retirement System (TRS) Active Care program in 2005-2006 and continue to be an active contributing member of TRS. Thus, not applicable to new-open enrollment charter schools.

• Reporting on full and part-time staff not subject to Minimum salary schedule (MSS).

• Allotment generates $500 per full-time staff and $250 for part-time staff.

• Visit Staff Salary Subsystem webpage for more information.
### Summary of Finances (SOF) and Key Publication Dates

<table>
<thead>
<tr>
<th>Preliminary</th>
<th>SOF Publication Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOF Publication Date</strong></td>
<td><strong>SOF Publication Description</strong></td>
</tr>
<tr>
<td>Prior to June 19, 2018</td>
<td>Based on biennial Attendance Projection Data collected December 2016 and reported to Texas Legislature March 2017.</td>
</tr>
<tr>
<td>September 10, 2018</td>
<td>Based on 2018-2019 Estimate Data Report submitted by charter on or before August 1, 2018 deadline date.</td>
</tr>
<tr>
<td>10th of each month (may fall on 8th or 9th if the 10th is holiday or weekend)</td>
<td>FSP Six-week ADA Projection Average calculated with current six-week district attendance.</td>
</tr>
<tr>
<td>January 2019 (anticipated)</td>
<td>New Instructional Facilities Allotment estimated posted.</td>
</tr>
<tr>
<td>March 2019</td>
<td><strong>ACTUAL</strong> State Compensatory Education Enrollment data from Texas Department of Agriculture NSLBP and FSP Alternative Monthly Claims of prior Federal Fiscal Year (October 2017 – September 2018).</td>
</tr>
</tbody>
</table>
Summary of Finances (SOF) and Key Publication Dates

<table>
<thead>
<tr>
<th>Settle-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A settle-up is calculation to determine how much state-aid was paid to the charter school versus how much was state-aid that the charter school earned based on a nearly complete (Near Final) or complete (Final) set of data for the finished school year.</td>
</tr>
<tr>
<td>• Results in either a payment to the charter school or a balance amount to transfer to the current year’s FSP payment ledger.</td>
</tr>
<tr>
<td>• <strong>Near Final</strong> – happens in September after the school year ends.</td>
</tr>
<tr>
<td>Some Estimated Data</td>
</tr>
<tr>
<td>Some Actual Data</td>
</tr>
<tr>
<td>• <strong>Final</strong> occurs in April after the school year ends.</td>
</tr>
<tr>
<td>All Actual Data</td>
</tr>
</tbody>
</table>
Summary of Finances (SOF) and Key Publication Dates

<table>
<thead>
<tr>
<th>SOF Publication Date</th>
<th>SOF Publication Description</th>
</tr>
</thead>
</table>
| September 2019       | • PEIMS summer attendance collection (Optional Flexible School Year, Advanced Career and Technology, Virtual Schools)  
|                      | • Actual Transportation (if in Approved status)  
|                      | • Actual Staff Salary (if in Approved status)  
|                      | • High School ADA  
|                      | • School District Tax Collection Survey estimate updated  
|                      | • Positive ledger balance generates a payment to charter school  
|                      | • Negative ledger balance generates an adjustment to 2019-2020 ledger |
Summary of Finances (SOF) and Key Publication Dates

<table>
<thead>
<tr>
<th>SOF Publication Date</th>
<th>SOF Publication Description</th>
</tr>
</thead>
</table>
| April 2020           | • PEIMS extended year attendance collection (Special Education Extended Year Services, Optional Flexible School Year credit recovery)  
                       • State Compensatory Education (if new charter in prior year)  
                       • School district audited tax collections (actual)  
                       • Actual Transportation (allotment zeroed if not approved)  
                       • Actual Staff Salary (allotment zeroed if not approved)  
                       • Actual NIFA Instructional allotment (allotment zeroed if not approved)  
                       • Positive ledger balance generates a payment to charter school  
                       • Negative ledger balance generates an adjustment to 2019-2020 ledger |
Estimate of State Aid Template (six worksheets)

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Elements</td>
<td>to prepare submission of your FSP Estimate Data Report</td>
</tr>
<tr>
<td>SCE Worksheet</td>
<td>to prepare accurate estimate of the highest 6-month average of State Compensatory Education (SCE) enrollment for FSP Estimate Report</td>
</tr>
<tr>
<td>State Aid</td>
<td>to reconcile to the latest Summary of Finance (SOF); to assist with budgeting, to update projections of state-aid allotment/cash flow</td>
</tr>
<tr>
<td>Membership Report</td>
<td>Tool to demonstrate membership calculation</td>
</tr>
<tr>
<td>Payment Calculator</td>
<td>To determine payments based on approved six-week district summary attendance reports and the FSP ADA Projection Report</td>
</tr>
<tr>
<td>ADA Projection</td>
<td>Models the FSP ADA Projection Report interface</td>
</tr>
</tbody>
</table>
Going Live to Estimate of State Aid Template
Payments

• Payments direct deposited on the 25\textsuperscript{th} of each month.
  • If the 25th falls on a weekend or holiday, payments are deposited the prior banking day

• Payments deposited September through August for 12 payments with payments distributed according to charter school’s payment class:
  • Payment Class 4 for regular (this is the default payment class)
  • Payment Class 5 for accelerated

• For new charters 13 deposited payments, with 2 payments in September:
  • September 15\textsuperscript{th}
  • September 25\textsuperscript{th}

• Reports
  • Payment Ledgers (Foundation and Available School Fund (ASF))
  • TEA Payment Report
Payments

Payment Ledger versus TEA Payment Report

- **Payment Ledgers:** foundation school fund or ASF payment information
- **Payment Report:** All payment information (Foundation, ASF, federal, etc.)
Contact Information

Dina Black
Charter School Funding Specialist, State Funding

Dina.Black@tea.texas.gov
(512) 463-9531