

Process and Procedures for Section 31a

Activities for Allowed or Un-Allowed Activities/Expenses:

Process: The Executive Director and Business Manager establish the budget for the program based on the district's academic needs. The accounting office monitor actual expenditures closely on a monthly basis and ensure that they are properly recorded and are approved by the state. The building administrators ensure that all employees that are charged to the grant have the necessary documentation to support the allocation. All administrators maintain a student list in the office that provides data to document which students meet the 31a criteria and to support which students receive services. All staff funded by 31a maintain a student log which includes the name and type of services that are being provided. Students eligible for and/or receiving 31a services are coded on the district student system for monitoring and reporting purposes. The Executive Director or designee closely monitors to assure district/program follows 31a guidelines pertaining to allowable instructional and non-instructional funds and unallowable uses of funds (administrative costs).

Control: For 31a, the school improvement teams in the buildings are given a per student allocation and establish a budget along with narratives that reflect the student needs as indicated on their CNA data. Selected stakeholders review the district level CNA to determine district level program student needs. Selected departments and central administration are provided with allocations based on stakeholders review. The Executive Director and the accounting office review the budget/narratives to ensure that they meet the allowable use of funds criteria and ensure that they are coded to the correct account number. The Executive Director, program directors, and/or administrators closely monitor the activities funded by the grant to ensure all the goals and programs are being met. The accounting office monitors the expenditures applied to the grant to ensure they are within the approved budget allocation. The business manager also reviews the general ledger detail when making the requests for program funds to ensure they are within the grant period and are allowable.

Monitoring: On site building audits will be conducted annually to review proper use of 31a funds, student identification, eligibility and documentation to receive services. The Executive Director annually conducts grant budget meetings to review /collaborate on use of 31a funds and provide documentation on:

- Annual verification of students eligible for 31a services and students receiving 31a services in the district.

- Annual distribute to all stakeholders most recent MDE Allowable Uses of Funds
- Section 31a – State School Aid Act

Allowable Costs/Cost Principles:

Process: The Executive Director, building school improvement teams, and Business Manager establish the budget for the program based on the district's academic needs. The accounting office monitors actual expenditures closely on a monthly basis and ensure that they are properly recorded and are approved by the state. The respective building administrators, department directors, ensure that all employees that are charged to the grant have the necessary documentation to support the allocation. All staff funded by Section 31a maintains an activities log that includes student names, dates, and the type of services being provided.

Control: Selected stakeholders review the district level CNA data to determine the needs of the district. The Executive Director and the accounting office review the budget/narratives to ensure that they meet the allowable use of funds criteria and ensure that they are coded to the correct account number. The Executive, program directors, and administrators closely monitor the activities applied to the grant to ensure all the goals and programs are being met. The accounting office monitors the expenditures applied to the grant to ensure they are within the approved budget allocation. The senior accountant also reviews the general ledger detail when making the requests for program funds to ensure they are within the grant period and are allowable.

Eligibility:

Process: The district is eligible for section 31a funds based on the foundation allowance and the prior year fall membership count of pupils eligible for free meals. Pupils must meet at least 1 academic risk factor or priority school status. The second option is pupils must meet at least 2 of multiple risk factor criteria identified by the state. The Executive Director or designee closely monitors the district's eligibility status.

Control: The district is eligible for section 31a funds based on the foundation allowance and the prior year fall membership count of pupils eligible for free meals. Pupils 1) did not achieve a score of at least proficient on 2 or more state administered assessments for ELA, math, science or social studies or 2) pupils who did not achieve at least proficient on 2 or more subject areas on the most recent M-STEP or Michigan Merit Exam in the area of English language arts, math, science, social studies or academic curricular objectives in English language arts or math 3) enrolled in a Priority School. The Executive Director closely monitors the district's eligibility status.

Period of Availability of Grant Funds:

Process: Once the district is allocated section 31a funds (confirmed with MDE website and state aid payment) the Executive Director, program liaison and accountant closely monitor expenditures to ensure all expenditures are within the grant period. Any expenses applied to the grant that do not fall within the allowable program period will be immediately adjusted for. The review of expenses applied to the program to ensure they are within the availability of the program.

Control: The Executive Director and senior accountant review grant expenditures for proper cut-off and documents this procedure through the accrual process at year-end, as well as the monthly request of federal funding. This review is documented by the accountant as part of the month end close out procedures.

Special tests and Provisions:

Process: As noted above this requirement varies depending upon program assurances. However, many of the procedures require monitoring and complying with program requirements

Control: The client controls are that there are several stakeholders and departments working together to ensure all requirements and all State and Federal grant measures are met. For instance, for section 31a the administrators review applicants so that all educational employees are qualified upon being hired as an employee. The Executive Director works with building administrators and Section 31a funded staff to ensure that assigned duties are allowable under program legislation, that expenses are charged only for items supporting the delivery of direct services to eligible students, and that staff complete required documentation of services provided.

State and Federal Required Reports

The Executive Director, Accounting Office, and Pupil Accounting will complete and submit all required State and Federal 31a Reports.