



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

December 31, 2009

**TO:** School Administrators  
**FROM:** Stan Johnson & Gerri Ogle  
**SUBJECT:** ARRA Quarterly Reporting - Update

We trust you got some much needed rest over the holidays and enjoyed family and friends. First of all, thank you for all your hard work in getting the ARRA data to us prior to the holiday break. However, on December 21, we received information from the federal Office of Management and Budget (OMB) on revised guidelines for calculating jobs created/saved. Many states, including Missouri, tried to explain that districts had already reported the data prior to receiving these new guidelines. However, these new guidelines are in effect and we need a little more information from you. We have tried to make this as simple as possible.

The new guidelines only allow jobs paid with ARRA funds to be counted as created/saved. We know this is contrary to what we previously told you, but we were following the guidance at that time. Please follow the steps below to update your district's report:

- 1) Go to the web report form previously completed and located at the following website:  
<https://k12apps.dese.mo.gov/webLogin/login.aspx>
- 2) Under the Cross-Divisional Systems, choose the link "ARRA." Staff with access to the ASBR, ePeGS, Special Education or School Food Services systems may access this web page.
- 3) Under ARRA – Reporting Home – Choose "District Form."
- 4) Select a grant from the grant dropdown list. For each grant award there is now a statement at the top of the page "District used ARRA money for salaries" for which a YES or NO box needs to be checked.
- 5) If you ARE NOT spending ARRA funds during FY10 for salaries or portion of salaries, please check NO and then click the SAVE button. Note: The number of jobs reverts to 0 when you click save.

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- 6) If you ARE USING ARRA funds during FY10 for salaries or portion of salaries, please check YES. Click Save.
- 7) Follow this process for each grant in the dropdown list.

We hope this helps to clarify the new reporting guidelines. **In order to meet our reporting timeline to the federal government, please provide this information to DESE on or before January 7, 2010.**

Once again, thanks for your patience. For more information the new guidance is available at [http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Pages 20-21 offer education examples.

Please contact the appropriate program if you have questions as your staff completes this additional reporting item.

School Food Services – 573-751-3526  
Special Education – 573-751-0622  
State Fiscal Stabilization Fund – 573-751-0357  
Title I – 573-751-4420