

## Administrative Memo

**Date:** June 13, 2017  
**To:** LEA staff responsible for financial management and support  
(Superintendents, Chief Financial Officer, and Accounting Personnel)  
**From:** Roger Dorson, Deputy Commissioner  
**Subject:** FAS-17-004, Requesting Payment of Federal Funds in FY 18

According to 2 CFR Part 200.305, payment of federal funds may only be requested on a reimbursement basis for the purpose and condition of the grant. In addition, payment of requested federal funds must be made within 30 calendar days after receipt of the request. In order to comply with these federal requirements, the Division of Financial and Administrative Services, Department of Elementary and Secondary Education, is allowing LEAs to submit up to two payment requests each month beginning July 2017 according to the payment schedule below. Payment requests cannot be submitted until an initial budget application for the grant has been approved and must only include actual cumulative year-to-date expenditures up to the payment request submission date.

The date LEAs may begin obligating federal funds is the substantially approved date of the initial budget application of the grant. More information about the obligation of federal funds can be found at <https://dese.mo.gov/sites/default/files/fas-GeneralFederalGuidance.pdf>.

Questions pertaining to specific federal awards should be directed to the appropriate section as indicated below:

### **Afterschool Programs (21st CCLC/SAC)**

Contact: Cindy Heislen, director  
Phone: 573-522-2627  
Email: [exl@dese.mo.gov](mailto:exl@dese.mo.gov)

### **Adult Education and Literacy**

Contact: Elaine Bryan, director  
Phone: 573-526-4823  
Email: [ael@dese.mo.gov](mailto:ael@dese.mo.gov)

### **Individuals with Disabilities Education Act (IDEA)**

Contact: Angie Nickell, director  
Phone: 573-751-0622  
Email: [spedfunding@dese.mo.gov](mailto:spedfunding@dese.mo.gov)

### **Elementary & Secondary Education Act (ESEA/ESSA)**

Contact: Pat Kaiser, coordinator  
Phone: 573-751-2641  
Email: [federalfinancial@dese.mo.gov](mailto:federalfinancial@dese.mo.gov)

### **Perkins**

Contact: Andy Martin, director  
Phone: 573-751-0449  
Email: [andy.martin@dese.mo.gov](mailto:andy.martin@dese.mo.gov)

# **FY 18 FEDERAL PAYMENT REQUEST SCHEDULE**

## **PAYMENT REQUEST OPTIONS**

**Submitted by 11:59 p.m. on the 1<sup>st</sup> of the month**  
**Submitted by 11:59 p.m. on the 20<sup>th</sup> of the month**

<b>MONTH</b>	<b>PAYMENT REQUEST DUE DATE</b>	<b>PAYMENT RECEIVED DATE</b>
July	July 20, 2017	End of July
August	Aug 1, 2017	Aug 21, 2017
	Aug 20, 2017	End of August
September	Sept 1, 2017	Sept 21, 2017
	Sept 20, 2017	End of September
October	Oct 1, 2017	Oct 20, 2017
	Oct 20, 2017	End of October
November	Nov 1, 2017	Nov 21, 2017
	Nov 20, 2017	End of November
December	Dec 1, 2017	Dec 21, 2017
	Dec 20, 2017	End of December
January	Jan 1, 2018	Jan 22, 2018
	Jan 20, 2018	End of January
February	Feb 1, 2018	Feb 21, 2018
	Feb 20, 2018	End of February
March	March 1, 2018	March 21, 2018
	March 20, 2018	End of March
April	April 1, 2018	April 20, 2018
	April 20, 2018	End of April
May	May 1, 2018	May 21, 2018
	May 20, 2018	End of May
June	June 1, 2018	June 21, 2018
	June 20, 2018	End of June
July	July 1, 2018	July 20, 2018
	July 20, 2018	End of July
August	Aug 1, 2018	Aug 21, 2018
	Aug 20, 2018	End of August
September	Sept 1, 2018	Sept 21, 2018
	Sept 20, 2018	End of September