

ADMINISTRATIVE MEMO

Date: January 22, 2019
To: School Administrators, Federal Program Coordinators, and Finance Administrators
From: Roger Dorson, deputy commissioner
Subject: FAS-19-001 – Requesting Payment of Federal Funds

To ensure good fiscal management, the Department of Elementary and Secondary Education (DESE) encourages local educational agencies (LEAs) to submit payment requests for reimbursement of federal funds as expenditures occur. Amounts included on payment requests must be based on actual, not budgeted, expenditures and be coded to a federal account at the time of the payment request in order to be in compliance with the Cash Management Improvement Act (CMIA). In addition, LEAs must maintain written Cash Management procedures and then follow those procedures when requesting federal funds.

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 is allowing LEAs to submit up to two payment requests each month.

- Payment requests for federal funds may be submitted any day of the month.
- Payment requests received between the 21st of the prior month and the 1st of the current month will be paid on approximately the 21st of the current month.
- Payment requests received between the 2nd of the current month and the 20th of the current month will be paid by the end of the current month.

As a reminder, 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.

Questions regarding this information should be directed to the applicable federal program's office:

- Afterschool Programs (21st CCLC/SAC), 573-522-2627, exl@dese.mo.gov
- Elementary and Secondary Education Act (ESEA/ESSA), 573-751-2641, federalfinancial@dese.mo.gov
- Perkins, 573-751-0449, andy.martin@dese.mo.gov
- Special Education Finance, 573-751-0622, spedfunding@dese.mo.gov
- Chief Operations Officer, 573-751-8292, shari.lepage@dese.mo.gov