

## Administrative Memo

**Date:** January 14, 2021  
**To:** School Administrators  
**From:** Kari Monsees, Deputy Commissioner, Division of Financial and Administrative Services  
**Subject:** FAS-21-001 – Elementary and Secondary School Emergency Relief (ESSER) Fund Reporting Requirements

On May 11, 2020, the Department of Elementary and Secondary Education (DESE) issued initial guidance and allocations for the ESSER funds distributed through the Coronavirus, Aid, Relief, and Economic Security (CARES) Act, with subsequent updates provided as additional information became available. The guidance information indicated that future reporting on the use of those funds would be required. DESE has received specific information from the U.S. Department of Education on the information to be collected as part of these reporting requirements. DESE requests that local education agencies (LEAs) respond to a data collection survey regarding the use of ESSER funds from the period of March 13, 2020 through September 30, 2020. [Click here](#) to access the survey; the link is also provided on the [DESE CARES Act webpage](#). A [reference copy](#) of the survey is also posted for your convenience.

**LEAs are asked to respond to the data collection survey no later than Friday, January 22, 2021.**

Additionally, a small number of LEAs received additional funds from the ESSER State Reserve during the March 13, 2020 to September 30, 2020 time period. Those LEAs will receive communication directly from DESE pertaining to any additional data to be collected regarding the use of those specific funds. This information is also due by January 22, 2021.

Please contact Amber Riley, Coordinator, Financial and Administrative Services, at 573-526-9945 or [amber.riley@dese.mo.gov](mailto:amber.riley@dese.mo.gov) for additional information.