

# No Child Left Behind (ESEA/NCLB)

## ePeGS Payment Request



Division of Financial and Administrative Services  
Federal Financial Management (NCLB)

P.O. Box 480

Jefferson City, MO 65102-0480

Phone: 573-751-2641 • Fax: 573-522-3477

Email: [federalfinancial@dese.mo.gov](mailto:federalfinancial@dese.mo.gov)

Website: <http://dese.mo.gov/financial-admin-services/eseanclb-finance>

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# INTRODUCTION

The Department has a web-based electronic Planning and electronic Grants System (ePeGS) for applications and reporting requirements of No Child Left Behind (NCLB) Federal Funds. This document is intended to provide guidance and be an overview of this system that includes step-by-step instructions for completing NCLB Payment Requests.

## **TECHNICAL ASSISTANCE CONTACTS**

Additional assistance is available by contacting Federal Financial Management:

Pat Kaiser, Director  
[Pat.kaiser@dese.mo.gov](mailto:Pat.kaiser@dese.mo.gov)  
Phone: (573) 751-8643  
Fax: (573) 522-3477

Jennifer Frank, Assistant Director  
[Jennifer.frank@dese.mo.gov](mailto:Jennifer.frank@dese.mo.gov)  
Phone: (573) 751-2641  
Fax: (573) 522-3477

# **SECTION I**

## **PAYMENT REQUEST PROCESS**

Districts/LEAs must have an approved Budget Application prior to requesting payments. In order to receive a payment, the Payment Request must be created, submitted, and approved. Payments request are due by 11:59p.m. on the first day of each month.

### **PAYMENT REQUEST COMPONENTS**

The Payment Request screen has the following components:

**Current Funds Available:** the total amount of the district/LEA's available funding which includes the original allocation any allocation adjustments, the carryover (if any) from the previous year and any carryover adjustment.

**Amount Budgeted (version):** the last approved Budget Application amounts the district/LEA has budgeted.

**Amount Paid to Date:** the total amount the district/LEA has requested and has been paid as of the current date.

**Balance Available:** the amount of funds budgeted minus the paid to date amount.

**Payment Request Amount:** the amount the district/LEA will receive based on actual cumulative expenditures less amount paid to date.

The screen print below shows the layout and components of the Payment Request page.

Binding Application: Title I - PAYMENT Grid Version: Request 5 Status: Payment In Process

Number Name

**Payment Grid - Title I**

Payment Request Amounts will be automatically calculated based on actual cumulative and expenditure data. The formula used to calculate the payment request amount is:

**Actual cumulative Program Year Expenditure to Date - Amount Paid to Date**

Expenditure cells will be grayed out where \$0.00 has been budgeted.

**Total Funds Available** \$ 1,892,362.57  
**Amount Budgeted** (REVISION 1) \$ 1,619,602.00  
**Amount Paid To Date** \$ 1,082,524.01  
**Balance Available** \$ 537,077.99  
**Monthly Payment Amount:** \$ 459,668.99  
**Administration Costs Rate:** 100.00 % **Restricted Costs Rate:** 0.08 %

<b>2100</b>	0.00	52053.00	17183.00	0.00	4000.00	0.00	0.00	73236.00
Non Instructional Support Services	0.00	52016.00	14555.00	0.00	0.00	0.00	0.00	66571.00
<b>2200</b>	53204.00	0.00	14326.00	0.00	0.00	0.00	0.00	67530.00
Professional Development	53790.00	0.00	14310.00	0.00	0.00	0.00	0.00	68100.00
<b>2500</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>2557</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School Choice Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>3512</b>	282548.00	101157.00	122340.00	0.00	10000.00	0.00	0.00	516045.00
Early Childhood Instruction	245714.00	111982.00	112497.00	0.00	8259.00	0.00	0.00	478452.00
<b>3711</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Public Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>3900</b>	9857.00	0.00	0.00	0.00	6600.00	0.00	0.00	16457.00
Parental Involvement	9868.00	0.00	0.00	0.00	3329.00	0.00	0.00	13197.00
<b>4000</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Program Costs Subtotal</b>	<b>957670.00</b>	<b>163998.00</b>	<b>317186.00</b>	<b>8786.00</b>	<b>24654.00</b>	<b>2264.00</b>	<b>0.00</b>	<b>1474558.00</b>

<b>Administration Costs</b>								
<b>Administration Pool</b>							68434.00	
							67635.00	
<b>Indirect Costs</b>	Calculate Indirect Costs						0.00	
							0.00	
<b>Administration Costs Subtotal</b>							68434.00	
							67635.00	
<b>Grand Total</b>	992912.00	153210.00	336500.00	20500.00	45046.00	3000.00	0.00	1619602.00
	957670.00	163998.00	317186.00	8786.00	24654.00	2264.00	0.00	1542193.00
	<b>6100</b>	<b>6150</b>	<b>6200</b>	<b>6300</b>	<b>6400</b>	<b>6500</b>	<b>6600</b>	<b>Total</b>
	Certificated Salaries	Noncertificated Salaries	Employee Benefits	Purchased Services	Materials & Supplies	Capital Outlay	Other	

Payment Request Amount **459668.99**

# **SECTION II**

## **PAYMENT REQUEST STATUS**

Payment Requests, like all other ePeGS funding documents, have a processing “Status” displayed on the Grant Summary page. The descriptions for each status are listed below.

### **PAYMENT REQUEST STATUS DESCRIPTIONS**

**Created:** Payment Request has been created but not submitted for Department approval.

**Submitted:** Payment Request has been submitted for Department approval. The district/LEA can revise the Payment Request by clicking “Revise Payment Request” if an amount needs to be changed prior to the due date for the Monthly School Payment.

**Approved:** Payment has been Department approved.

**Disapproved/Open:** Payment Request has been disapproved and is open for district/LEA to revise/re-submit.

**Payment in Process:** Payment is being processed by the Department for the monthly payment. The district/LEA does not have the option to revise the Payment Request.

**Payment Processed:** District/LEA Payment Request has been processed and funds will be deposited to their bank account. Monthly Payment Transmittals are available at: <http://dese.mo.gov/financial-admin-services/school-finance/financial-reports>

# SECTION III

## CREATING AND SUBMITTING A PAYMENT REQUEST

### STEP 1: Select Payment Request and “Create Payment Request”

District/LEA: 036-134 SPRING BLUFF R-XV    Year: 2012-2013

Funding Application: NCLB Consolidated - Grant Summary

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
  - ▶ Current Funds Available
  - ▶ Career Education
  - ▼ School Improvement
    - ▼ **NCLB Consolidated**
      - ▼ Budget Application
        - ▼ Initial
          - ▶ Funds Available
          - ▶ Title I.A BOA
          - ▶ Schoolwide Pool Funding
          - ▶ Title I

Budget Application [Show](#)

Payment Request [Hide](#)

There are no Payment Requests at this time. [Create Payment Request](#)

9/30 Report [Show](#)

Final Expenditure Report [Show](#)

### STEP 2: Select a Program

Once the payment has been created the user must select a program.

This Payment Request must be submitted by July 1st, 2015 to receive a July 2015 payment.

Request Summary	Amount Requested
<a href="#">Title I</a>	\$0.00
<a href="#">Schoolwide Pool</a>	\$0.00
<a href="#">Title I.C</a>	\$0.00
<a href="#">Title I.D - LEA</a>	\$0.00
<a href="#">Title II.A</a>	\$0.00
<a href="#">Title II.D</a>	\$0.00
<a href="#">Title III Immigrant</a>	\$0.00
<a href="#">Title III - LEP</a>	\$0.00
<a href="#">Title IV.A</a>	\$0.00
<a href="#">Title VI.B</a>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

# STEP 3: Enter Actual Cumulative Program Year Expenditures to Date and the Additional Anticipated Expenditures by Receipt of Funds

- Payment Requests should only include the amount expended to date and/or the amount that will be expended within three days of receipt of funds to comply with the Cash Management Improvement Act (CMIA). More information about CMIA can be found on page 6 of the following link: <http://dese.mo.gov/financial-admin-services/general-federal-guidance>
- The payment grid will display the approved budget amounts per each function/object code. LEAs will enter the expenditures in each cell where funds have been budgeted. The system will not allow expenditures to be placed in a cell where funds have not been budgeted.
- Expenditures in approved object codes may not exceed 10% of the total amount budgeted within each of the approved programs.

**\*Payment Request CANNOT be submitted if a budget is in submit status.\***

[View Transferability Chart](#)

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1100 Regular Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200 Supplemental Instruction	647303.00 648298.00	0.00 0.00	182651.00 175824.00	20500.00 8786.00	24446.00 13066.00	3000.00 2264.00	0.00 0.00	877900.00 848238.00
1942 Supplemental Education Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2100 Non Instructional Support Services	0.00	52053.00 52016.00	17183.00 14555.00	0.00	4000.00 0.00	0.00	0.00	73236.00 66571.00
2200 Professional Development	53204.00 53790.00	0.00	14326.00 14310.00	0.00	0.00	0.00	0.00	67530.00 68100.00
2500 Transportation and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2557 School Choice Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3512 Early Childhood Instruction	282548.00 245714.00	101157.00 111982.00	122340.00 112497.00	0.00	10000.00 8259.00	0.00	0.00	516045.00 478452.00
3711 Non-Public	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Administration Costs</b>								68434.00
<b>Administration Pool</b>								67635.00
<b>Indirect Costs</b>								0.00
<b>Administration Costs Subtotal</b>								68434.00
<b>Grand Total</b>								1619602.00
	992912.00	153210.00	336500.00	20500.00	45046.00	3000.00	0.00	1619602.00
	957670.00	163998.00	317186.00	8786.00	24654.00	2264.00	0.00	1542193.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

Payment Request Amount

If the **Edits** button is visible, view the Edits by clicking the button. Hard Errors (E) must be fixed before the District/LEA is allowed to submit.

### 10% Variance Example

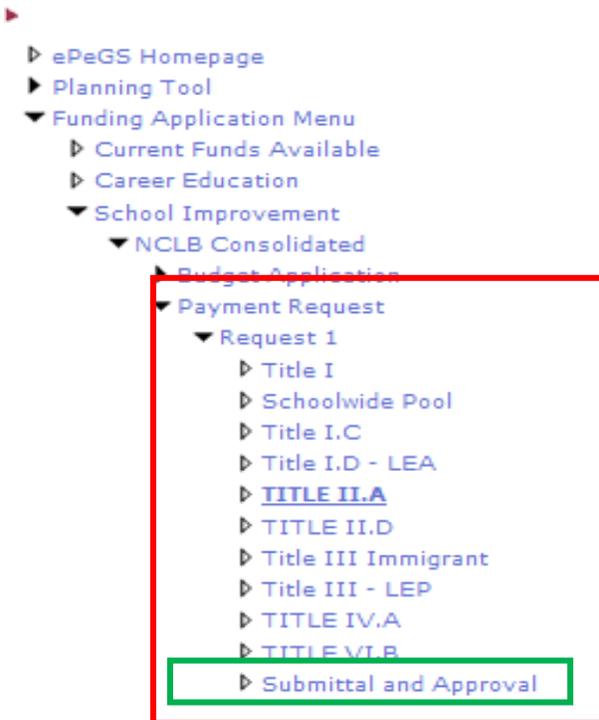
- Expenditures in approved object codes (6100, 6150, etc) may not exceed 10% of the total amount budgeted within each of the approved programs (Program Costs Subtotal).
- 10% of total amount budgeted under Title II.A = \$804,676 x 10% = \$80,467
- Expenditures in approved object code of 6100 will allow Program Costs Subtotal of \$598,494 (\$518,027 budgeted + \$80,467 (10% variance))
- The variance applies to each category with a subtotal greater than \$0.
- The variance applies to cells with values greater than \$0.

<a href="#">Accounting Manual</a>	<b>6100</b> Certificated Salaries	<b>6150</b> Noncertificated Salaries	<b>6200</b> Employee Benefits	<b>6300</b> Purchased Services	<b>6400</b> Materials & Supplies	<b>Total</b>
<b>1100</b> Regular Instruction	427602.00	0.00	148145.00	0.00	0.00	575747.00
<b>2200</b> Professional Development	90425.00	0.00	13255.00	97249.00	13000.00	213929.00
<b>2600</b> Planning and Evaluation	0.00	0.00	0.00	0.00	0.00	0.00
<b>3711</b> Non-Public Services	0.00	0.00	0.00	15000.00	0.00	15000.00
<b>Program Costs Subtotal</b>	518027.00	0.00	161400.00	112249.00	13000.00	804676.00

## STEP 4: Use the Navigation Column to Select Another Program or Submit the Payment Request

**Funding Application: TITLE II.A - Payment Re**

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Once all data is saved and errors are addressed, click on the Submittal and Approval link.

Click  button. This submits a Payment Request to the Department for review.

**Note:** An email will be generated from the system with an approval/disapproval notice after Department staff has reviewed the Payment Request. Check DESE Comment section on this page after approval/disapproval.

# SECTION IV

## Transferability, REAP-Flex, and Schoolwide Pool Payment Request

### Transferability Payment Request

- When requesting payment, it is important to note that funds transferred from Title II.A must retain their original source even though the funds will be budgeted and expended for Title I.A purposes.

Allocations		T.I.A	SW Pool	T.I.C	T.I.D-LEA	T.II.A	T.II.D	T.III-Imm	T.III-LEP	T.IV.A	T.VI.B
1	Original Allocation	\$154,535.00	\$0.00	\$0.00	\$0.00	\$29,031.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Allocation Adjustments	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Carryover Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	<b>Allocation Sub Total (Line 1 + Line 2 + Line 3 + Line 4)</b>	\$154,535.00	\$0.00	\$0.00	\$0.00	\$29,031.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NCLB Consolidated Transfers		T.I.A	SW Pool	T.I.C	T.I.D-LEA	T.II.A	T.II.D	T.III-Imm	T.III-LEP	T.IV.A	T.VI.B
6	Transferability Percentage					100 %					
7	Current Year Transferability Cap (Line 1 + Line 2) × Line 6					N/A					
8	Previous Year Transferability Remaining					N/A					
9	<b>Total Available For Transfer (100% of Line 5)</b>					\$29,031.00					
10	Title II.A Flex (+)	29031.00									
11	Title II.D Flex (+)	0.00				0.00					
12	Title IV.A Flex (+)	0.00				0.00					
13	<b>Net Transferred</b>	\$29,031.00				(\$29,031.00)					
14	<b>Available After Transfers (Line 5 + Line 13)</b>	\$183,566.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Schoolwide Pool		T.I.A	SW Pool	T.I.C	T.I.D-LEA	T.II.A	T.II.D	T.III-Imm	T.III-LEP	T.IV.A	T.VI.B
15	Maximum Allowed for Schoolwide Pool		\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Schoolwide Pooled Amount	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	<b>Total Available for Program Budgeting (Line 14 - Line 16)</b>	\$183,566.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Payment requests are made through Title I just as they are budgeted. The ePeGS system will display the expenditure amount paid out by program. The payment request page has a “View Transferability Chart” that provides the distribution of funds paid out under programs when transferability is exercised.
- Funds transferred into another program will be paid out first. For example, Title II.A funds transferred to Title I.A will be expended first. The assumption is that funds transferred into a program are necessary for the program effectiveness.
- To view the breakdown of payment click on the “View Transferability Chart” link.

**Payment Grid - Title I**

This Payment Request must be submitted by July 1st, 2013 to receive a July 2013 payment.

Payment Request Amounts will be automatically calculated based on actual cumulative and expenditure data. The formula used to calculate the payment request amount is:

**Actual cumulative Program Year Expenditure to Date - Amount Paid to Date**

Expenditure cells will be grayed out where \$0.00 has been budgeted.

**Total Funds Available** \$ 183,566.00

**Amount Budgeted (INITIAL)** \$ 183,566.00

**Amount Paid To Date** \$ 0.00

**Balance Available** \$ 183,566.00

**Monthly Payment Amount:** \$ 100,000.00

**Administration Costs Rate:** 100.00 % **Restricted Costs Rate:** 0.74 %

[View Transferability Chart](#)

<a href="#">Accounting Manual</a>	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
<b>1100</b> Regular Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>1200</b> Supplemental Instruction	100000.00	0.00	83166.00	0.00	0.00	0.00	0.00	183166.00
<b>1942</b> Supplemental Education Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>2100</b> Non Instructional Support Services	0.00	0.00	0.00	0.00	400.00	0.00	0.00	400.00
<b>2200</b> Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>2500</b> Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Funding Application:** Title I - Transferability Payment Report **Version:** Request 1 **Status:** Created

## AAWEBTEST Server

	T.I.A	T.II.A	Total
Total Funds Available	154535.00	0	154535.00
Funds Transferred to T.I.A	0	29031.00	29031.00
Amount Budgeted Under T.I.A	154535.00	29031.00	183566.00
Amount Paid To Date	0	0	0
Balance Available	154535.00	29031.00	183566.00

## Reap-Flex Payment Request

- The NCLB REAP-Flex authority allows the eligible LEAs extra flexibility in how they are allowed to budget and spend grant funds. Essentially, REAP-Flex allows an LEA to budget one grant's allocation against another grant's function codes.
- Funds remain with the source program. Expenditures and revenue are coded accordingly.

Funding Application: NCLB Consolidated - Funds Available Version: Initial Status: Approved **AAWEBTEST Server** Num

	Allocations	TI.A	SW Pool	TI.C	TI.D-LEA	TII.A	TII.D	TIII-Imm	TIII-LEP	TIV.A	TVI.B
1	Original Allocation	\$47,886.00	\$0.00	\$0.00	\$0.00	\$12,042.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Allocation Adjustments	(\$6,111.00)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Carryover	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
4	Carryover Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
5	<b>Allocation Sub Total</b> (Line 1 + Line 2 + Line 3 + Line 4)	<b>\$41,784.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,042.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<input checked="" type="checkbox"/> District chooses to employ its REAP-Flex eligibility.										
	NCLB Consolidated Transfers	TI.A	SW Pool	TI.C	TI.D-LEA	TII.A	TII.D	TIII-Imm	TIII-LEP	TIV.A	TVI.B
6	Transferability Percentage					100 %					
7	Current Year Transferability Cap ((Line 1 + Line 2) × Line 6)					N/A					
8	Previous Year Transferability Remaining					N/A					
9	<b>Total Available For Transfer</b> (100% of Line 5)					\$12,042.00					
10	Title II.A Flex (+)	0.00									
11	Title II.D Flex (+)	0.00				0.00					
12	Title IV.A Flex (+)	0.00				0.00					
13	<b>Net Transferred</b>	\$0.00				\$0.00					
14	<b>Available After Transfers</b> (Line 5 + Line 13)	<b>\$41,784.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,042.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Schoolwide Pool	TI.A	SW Pool	TI.C	TI.D-LEA	TII.A	TII.D	TIII-Imm	TIII-LEP	TIV.A	TVI.B
15	Maximum Allowed for Schoolwide Pool		\$0.00			\$12,042.00		\$0.00	\$0.00		\$0.00
16	Schoolwide Pooled Amount	\$0.00	\$0.00			\$0.00		\$0.00	\$0.00		\$0.00
17	<b>Total Available for Program Budgeting</b> (Line 14 - Line 16)	<b>\$41,784.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,042.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Payment Grid - TITLE II.A**

This Payment Request must be submitted by July 1st, 2013 to receive a July 2013 payment.

Payment Request Amounts will be automatically calculated based on actual cumulative and expenditure data. The formula used to calculate the payment request amount is:

**Actual cumulative Program Year Expenditure to Date - Amount Paid to Date**

Expenditure cells will be grayed out where \$0.00 has been budgeted.

**Total Funds Available** \$ 12,042.00

**Amount Budgeted (INITIAL)** \$ 12,042.00

**Amount Paid To Date** \$ 0.00

**Balance Available** \$ 12,042.00

**Monthly Payment Amount:** \$ 0.00

**Administration Costs Rate:** 100.00 % **Restricted Costs Rate:** 0.39 %

[View Transferability Chart](#)

<a href="#">Accounting Manual</a>	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
<a href="#">1100</a> Regular Instruction	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<a href="#">2200</a> Professional Development	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<a href="#">2600</a> Planning and Evaluation	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<a href="#">3711</a> Non-Public Services	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<a href="#">T.I.A - 1200</a> Supplemental Instruction	5000.00 0.00	0.00 0.00	500.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	5500.00 0.00
<a href="#">T.I.A - 2200</a> Professional Development	0.00 0.00	0.00 0.00	0.00 0.00	3542.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3542.00 0.00
<a href="#">T.I.A - 3900</a> Parental Involvement	0.00 0.00	0.00 0.00	0.00 0.00	3000.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3000.00 0.00
<b>Program Costs Subtotal</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Schoolwide Pool Payment Request

- Districts/LEA should treat the funds it is consolidating like a single “pool” of funds.
- The funds from the contributing programs lose their identity
- School has greater flexibility to support activities without concern about which program funded a particular activity, or if the activities are allowable under the program
- Contribute to Schoolwide Pool - If the attendance center has an Approved Schoolwide Plan and its Title I Status is Served or Served-Grandfathered, the LEA may choose to Contribute to Schoolwide Pool. The LEA may check this box to indicate they want this school served by the Schoolwide Pool on Step 4 of the BOA.

Funding Application: NCLB Consolidated - Title I.A Breakdown of Allocations - Step 4 Version: Revision 1 Status: Approved

Number

Name

Select District

### Distribution Amount

Total to be Distributed	\$532,247.13
- Total Set Asides	\$153,525.00
<b>Total Distribution Amount for Attendance Centers</b>	<b>\$378,722.13</b>

### Allocations to Served Attendance Centers

Attendance Center	Grade Span	Federal Accountability Designation	Graduation Rate Below 60%	Approved Schoolwide Plan	Title I Status	Total Percent Economic Deprivation	Total Allocated to Attendance Center	\$ Per Pupil	Public Low Income	Public Allocation	Contribute to SW Pool	Nonpublic Low Income	Nonpublic Allocation
4080 MCINTIRE ELEM.	K-05			<input checked="" type="checkbox"/>	Served	62.92%	148404.45	\$598.91	247.79	\$148,404.45	<input checked="" type="checkbox"/>	0.00	\$0.00
4020 BUSH ELEM.	K-05			<input checked="" type="checkbox"/>	Served	59.79%	136288.46	\$598.91	223.56	\$133,892.83	<input checked="" type="checkbox"/>	4.00	\$2,395.65
4010 BARTLEY ELEM.	K-05			<input checked="" type="checkbox"/>	Served-Grandfathered	51.86%	94029.22	\$598.91	151.00	\$90,435.75	<input checked="" type="checkbox"/>	6.00	\$3,593.47
<b>Total Allocated to all Attendance Centers</b>							<b>\$378,722.13</b>	<b>Totals:</b>	622.35	\$372,733.01		10.00	\$5,989.12
<b>Difference (Total Distribution Amount for Attendance Centers - Total Allocated)</b>							<b>\$0.00</b>						

- The Schoolwide Pool Payment Request calculates the amount per program based on the percentage of the “Net Allocation”.

Funding Application: Schoolwide Pool Allocation Report - Payment Request Version: Request 1 Status: Payment Processed

**Payment Distribution Across Funding Streams**

	State-Loc*	Special Education Part B Entitlement	II.A	III.A	Total
Amount Budgeted (INITIAL)	\$4,714,041.12	\$110,868.00	\$373,834.31	\$60,000.00	\$5,258,743.43
Amount Paid To Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Allocation	\$4,714,041.12	\$110,868.00	\$373,834.31	\$60,000.00	\$5,258,743.43
Payment Request Percentage	89.641969 %	2.108260 %	7.108814 %	1.140957 %	100.000000 %
Portion Of Funds Requested	\$2,492,642.70	\$58,623.64	\$197,672.29	\$31,726.19	\$2,780,664.82

\* Funds are not paid through this request as they are received by other means.

Funding Application: Schoolwide Pool - PAYMENT Grid Version: Request 1 Status: Payment Processed

Number  Name

Select District

▶ **Payment Grid - Schoolwide Pool**

Payment Request Amounts will be automatically calculated based on actual cumulative and expenditure data. The formula used to calculate the payment request amount is:

**Actual cumulative Program Year Expenditure to Date - Amount Paid to Date**

Expenditure cells will be grayed out where \$0.00 has been budgeted.

**Total Funds Available** \$ 5,259,743.43  
**Amount Budgeted (INITIAL)** \$ 5,258,743.43  
**Amount Paid To Date** \$ 0.00  
**Balance Available** \$ 5,258,743.43  
**Monthly Payment Amount:** \$ 2,780,664.82  
**Administration Costs Rate:** 100.00 % **Restricted Costs Rate:** 0.21 %

[View Schoolwide Pool Details](#)

<a href="#">Accounting Manual</a>	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
<b>1000</b> Instruction	2974629.00 1503276.88	273795.00 181728.18	1041467.08 526591.74	4165.00 2522.07	174444.62 115466.58	0.00 0.00	0.00 0.00	4468500.70 2329585.45
<b>2000</b> Support Services	407544.00 226595.53	82537.00 61760.84	135973.25 76898.26	67140.60 28665.85	95047.88 54958.89	2000.00 2200.00	0.00 0.00	790242.73 451079.37
<b>3000</b> Community Services	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>4000</b> Facilities Acquisition and Construction	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>5000</b> Long and Short Term Debt	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>Program Costs Subtotal</b>	1729872.41	243489.02	603490.00	31187.92	170425.47	2200.00	0.00	2780664.82

- To view the breakdown of payment click on the “View Schoolwide Pool Details” link.

Funding Application: Schoolwide Pool - PAYMENT Grid Version: Request 1 Status: Payment Processed

Number  Name

Select District

▶ **Payment Grid - Schoolwide Pool**

Payment Request Amounts will be automatically calculated based on actual cumulative and expenditure data. The formula used to calculate the payment request amount is:

**Actual cumulative Program Year Expenditure to Date - Amount Paid to Date**

Expenditure cells will be grayed out where \$0.00 has been budgeted.

**Total Funds Available** \$ 5,259,743.43

**Amount Budgeted (INITIAL)** \$ 5,258,743.43

**Amount Paid To Date** \$ 0.00

**Balance Available** \$ 5,258,743.43

**Monthly Payment Amount:** \$ 2,780,664.82

**Administration Costs Rate:** 100.00 % **Restricted Costs Rate:** 0.21 %

[View Schoolwide Pool Details](#)

<a href="#">Accounting Manual</a>	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
<b>1000</b> Instruction	2974629.00 1503276.88	273795.00 181728.18	1041467.08 526591.74	4165.00 2522.07	174444.62 115466.58	0.00 0.00	0.00 0.00	4468500.70 2329585.45

Funding Application: Schoolwide Pool Allocation Report - Payment Request Version: Request 1 Status: Payment Processed

**Payment Distribution Across Funding Streams**

	State-Loc*	Special Education Part B Entitlement	TIA	TIIA	Total
Amount Budgeted (INITIAL)	\$4,714,041.12	\$110,868.00	\$373,834.31	\$60,000.00	\$5,258,743.43
Amount Paid To Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Allocation	\$4,714,041.12	\$110,868.00	\$373,834.31	\$60,000.00	\$5,258,743.43
Payment Request Percentage	89.641969 %	2.108260 %	7.108814 %	1.140957 %	100.000000 %
Portion Of Funds Requested	\$2,492,642.70	\$58,623.64	\$197,672.29	\$31,726.19	\$2,780,664.82

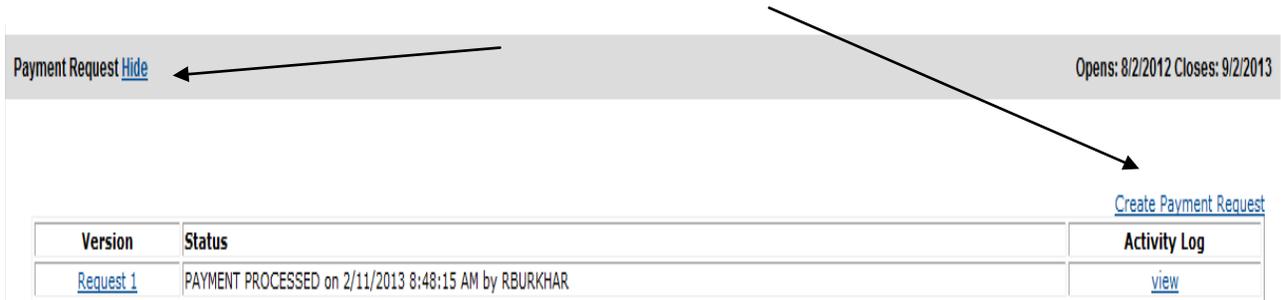
\* Funds are not paid through this request as they are received by other means.

# SECTION V

## REQUESTING ADDITIONAL PAYMENTS

- After the first initial Payment Request, districts/LEAs may request funds on a monthly basis. The payment request is due by 11:59 p.m. on the 1<sup>st</sup> day of each month. To request additional funds, follow the steps below.
- Each additional payment request will calculate the actual cumulative program year expenditures to date minus amount paid to date.

### STEP 1: Select Payment Request and Select “Create Payment Request”



The screenshot shows a web interface with a grey header bar. On the left, it says "Payment Request [Hide](#)". On the right, it says "Opens: 8/2/2012 Closes: 9/2/2013". Below the header is a table with three columns: "Version", "Status", and "Activity Log". The first row of the table has "Request\_1" in the Version column, "PAYMENT PROCESSED on 2/11/2013 8:48:15 AM by RBURKHAR" in the Status column, and "view" in the Activity Log column. There is a "Create Payment Request" link in the top right corner. Two arrows point from the text above to the "Hide" link and the "Create Payment Request" link.

Version	Status	Activity Log
<a href="#">Request_1</a>	PAYMENT PROCESSED on 2/11/2013 8:48:15 AM by RBURKHAR	<a href="#">view</a>

### STEP 2: Repeat steps from Section III

**\*Payment Request CANNOT be submitted if a budget is in submit status.\***

# SECTION VI

## RECEIVING A PAYMENT

- The Payment Request amount, if submitted by the 1<sup>st</sup>, typically is deposited into the District/LEA’s bank account on the 21<sup>st</sup>. The payment is recorded in the monthly payment transmittal that can be found at: <http://dese.mo.gov/financial-admin-services/school-finance/financial-reports>
- The payment transmittal will list the revenue code, program name, CFDA number, FAIN (grant award number), and amount paid.

Revenue Code	Revenue Name	CFDA Number	Federal Award Identification Number (FAIN)	Monthly Payment	Minus Bond Payment Direct Deposit	Net Monthly Payment
5113	Prop C			\$23,912.56		\$23,912.56
5311	<a href="#">Basic Formula - State Monies</a>			<a href="#">\$90,972.00</a>	<a href="#">\$8,717.00</a>	\$82,255.00
5312	<a href="#">Transportation</a>			<a href="#">\$8,410.00</a>		\$8,410.00
5319	<a href="#">Basic Formula - Classroom Trust Fund</a>			<a href="#">\$12,161.00</a>		\$12,161.00
5324	Parents as Teachers			\$3,670.00		\$3,670.00
5325	<a href="#">Small Schools Grant</a>			<a href="#">\$10,252.00</a>		\$10,252.00
5382	MO Preschool Project			\$37,661.00		\$37,661.00
5441	Special Education Part B Entitlement	84027A	H027A140040	\$5,154.00		\$5,154.00
5445	School Food Services Lunch Payment	10555	2015IN109943	\$15,692.34		\$15,692.34
5446	School Food Services Breakfast Payment	10553	2015IN109943	\$5,328.80		\$5,328.80
5448	School Food Services Snack Payment	10555	2015IN109943	\$254.20		\$254.20
5451	Title I	84010A	S010A140025	\$42,339.80		\$42,339.80
5465	Title II.A	84367A	S367A140024	\$3,759.00		\$3,759.00
<b>TOTAL</b>				<b>\$259,566.70</b>	<b>\$8,717.00</b>	<b>\$250,849.70</b>