

## **Process and required exhibits for districts with late filed requests for modified supplemental amount relating to at-risk, alternative school, returning dropout and dropout prevention programs**

At the January 22, 2021 work session, the SBRC determined the following process and considerations for reviewing late filed requests.

### **SBRC Authority**

---

- If an eligible request is completed prior to the statutorily defined deadline of January 15, the SBRC *shall* grant the request pursuant to Iowa Code section 257.40(1).
- If a district submits their request beyond the January 15 deadline but prior to March 1 of the same year, the SBRC *may* consider the late filed request pursuant to Iowa Code section 257.40(2).

### **Required Exhibits for All Late Filed Requests**

---

All late filing districts, regardless of the reason for the late filing, are required to submit the exhibits outlined below.

- Cover letter addressed to the SBRC and sent to the liaison's attention ([Kassandra.Cline@iowa.gov](mailto:Kassandra.Cline@iowa.gov))
  - Request detail
    - Reason for request (approve MSA request related to the board-adopted AR/DOP program plan)
    - Amount of request
  - Executive summary of the exhibits
  - Date the request was approved by the board
  - Date the resolutions were approved by the board
    - The reference to specific resolutions is provided under the bullet detail of "locally developed documentation supporting the request" below.
  - If the board president, superintendent, or board secretary is not directly providing their signature on the letter, please copy them on the letter.
  - Name of district representatives attending the hearing including the identification of an emergency contact and related email/phone if not otherwise provided
  - Provide the cover letter as a PDF with signatures and Word doc (signatures not required).
- Locally developed documentation supporting the request
  - General narrative of the situation (Word)
    - Detail the reasoning for the late filed request.
    - Specifically address the district's ability to offer the board-adopted program if the MSA request is not granted.
  - Copy of completed Department application (PDF or jpeg)
  - Copy of the board-adopted AR/DOP program plan which complies with the requirements established in Iowa Code sections 257.38 through 257.41. (Word, Excel, or PDF)
    - The plan is required to be available upon receipt of this request as part of this process (Iowa Code § 257.40(1); 289 IAC 6.3(3)"a").
- Board minutes (Word or PDF)

- Board minutes authorizing the request to the SBRC. Be sure the amount is reflected.
- Board minutes reflecting, and a copy of, the approved resolution which adopted the comprehensive AR/DOP program plan (Iowa Code § 257.38(1)).
- Board minutes reflecting, and a copy of, the resolution by which the board certified the program budget, and thereby MSA requested, complies with the board's adopted program plan (Iowa Code § 257.40(1)).

### **Review Process: Step One**

---

- The Department will provide an initial review of exhibits to determine whether or not the exhibits reflect good cause, as adopted by the SBRC, for the late submission.
  - Good cause for this purpose was generally adopted from Iowa Administrative Code r. 281-99.3.
    - To include illness or death of a school district staff member involved in developing the program plan or submitting the report, acts of God, or unforeseeable unusual or unique circumstances which, in the opinion of the director of the department, constituted sufficient cause for allowing submission of the application after the due date, and
    - To not include consequences of local time management or administrative decisions.
- If the Department determines good cause exists, the district will not be required to appear at the March hearing. The request will be included with the timely filed requests which will be heard in a class action format at the following March hearing.

### **Review Process: Step Two**

---

- If the Department determines good cause, as adopted by the SBRC, is not reflected in the district's exhibits, the district will be required to appear at the March hearing.
- The following criteria will be reviewed for each late filing district:
  - Date the late filed application was submitted.
    - The SBRC has the authority to consider requests submitted after January 15 and before March 1 of the budget year preceding the budget year during which the program will be offered (Iowa Code § 257.40(2)).
    - Source: District exhibits
  - Reason for late submission.
    - Source: District exhibits
  - AR/DOP Plan created pursuant to Iowa Code sections 257.38 through 257.41.
    - Date the local board approved the resolutions relating to the district's board-adopted program plan and plan budget for the plan year related to the request specified under Iowa Code sections 257.38(1) and 257.40(1) and the related request for MSA to the SBRC.
      - It is recognized the date of board approval may be affected by the release of certified enrollment values and regularly scheduled board meetings.
    - Copy of the board-adopted AR/DOP program plan - The program plan is required to be provided upon request (Iowa Code § 257.40(1); 289 IAC 6.3(3)"a").
      - Program plans will not be reviewed for plan efficacy; however, they will be reviewed for compliance with statutorily required components (Iowa Code § 257.38).

- Source: District exhibits
- Ability to offer the program without the award of the modified supplemental amount reflected through review of unexpended fund balance and unspent authorized budget per pupil
  - Source: District exhibits and Department of Management UAB spreadsheet
- History of carryforward AR/DOP balance
  - Source: District file submitted for Certified Annual Report (CAR)
- History of late filing for the following data collections: CAR (Certified Annual Report), Certified Enrollment, SAR (School Association Report), FEST (Facilities, Elections, and Sales Tax). The list of late filing districts for these data collections are annually reported to the SBRC.
  - Source: Department of Education historical records

### **Follow-up SBRC Hearing**

---

- Late filing districts that are required to appear under the process described in Step Two and whose request is approved will be directed, as part of Committee action, to appear at the December hearing following the plan year.
- The district will be required to present a written report to the SBRC detailing the implementation of the adopted program plan, including the actual expended program budget.