



Department of Education

School Business Alert

FY25 Compilation of School Business Alert Articles
(July 2024-June 2025)

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July 2024

Featured

Education Support Personnel Salary Supplement

[HF2612](#) established a mechanism to supplement compensation of education support personnel (i.e., hourly staff) employed by school districts. The Department issued warrants on July 5, 2024 for each district's entire allocation of the education support personnel salary supplement (ESPSS). Please see anticipated questions and answers below regarding account coding and the use of funds.

- **How is the ESPSS funding coded?**

ESPSS funding is receipted to Source 3111, same as other state aid funds. A project code is not required to use the funds.

- **Is every support personnel required to receive an equal amount or percent of the district's ESPSS funding?**

No. Districts determine how to use the funds to supplement support personnel wages.

- **How should the use of ESPSS funds be coded?**

The district has flexibility to code the expenditure where appropriate.

1. Regular wages (i.e., IPERS-covered wages) - Use the employee's normal salary account code combination.
2. Additional wages (e.g., recruitment payment, retention payment, or other incentive) - Required dimensions include Fund XX, Function XXXX, and Object 1X9.

- **Do districts have to spend the money received for ESPSS in FY 2025 or can it be used in a subsequent fiscal year?**

It is expected the funds will be fully expended in FY 2025.

Reminder: Virtual Office Hours Schedule

The Bureau of School Business Operations will be offering virtual office hours during the upcoming FY24 application submission period for the Certified Annual Report (CAR), Special Education Supplement (SES), and the Annual Transportation Report (ATR). Members of the Department's team as well as other

School Business Officials will be available to answer questions related to the applications. Mark your calendars and bring any questions related to the CAR, SES, or ATR. The schedule below and a list of topics are also available on the Department's [Certified Annual Report](#) web page.

Virtual office hours dates and times:

<i>Date</i>	<i>Time</i>
Monday, August 26	1:30pm – 3:00pm
Thursday, August 29	9:30am – 11:00am
Wednesday, September 4	9:30am – 11:00am
Friday, September 6	9:30am – 11:00am
Wednesday, September 11	9:30am – 11:00am
Thursday, September 12	1:30pm – 3:00pm

Join the webinar

<https://IDOE.zoom.us/j/94725426306?pwd=idEaB5RruTFYk88jPaHjeGU5bRuH98.1>

Certified Annual Report (CAR) Chart of Accounts (COA) Test Records Application is Open!

The CAR 2024 COA test records application is available for district and area education agency (AEA) use. Changes and updates to edits and warnings will be ongoing. Stages one and two validate the composition of the account code. Stages three and four will be available but may change as updates are made. A district may test an individual account code or an entire file. The COA test records application mirrors the CAR upload and reports application. Many of the COA test records edits are programmed to check tables for information. These tables may not be completely loaded during the testing period. This information is entered as it becomes available. Also, districts may get stage four reconciliation messages, as all revenue, receivables, or restricted fund balances would not be entered prior to the end of the fiscal year in the district's accounting system.

Districts are strongly urged to test files early and often for account coding accuracy. Please be sure to update the district's accounting software to the most current version before creating an upload file. The COA test records application is available on the [Iowa Education Portal](#). Once logged in, go to EdInfo, then Finance Applications.

If you need access to the CAR 2024 COA test records application, the portal security officer at your district or AEA will be able to grant access. Any other login questions or issues may be directed to ed.portal@iowa.gov.

Questions regarding coding, issues with the upload, or edits and/or warning messages can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Iowa Education Portal

It is important to maintain at least two portal security officers in each district since a portal security officer cannot give access to himself or herself. To inquire about upcoming fall portal security officer training sessions, email ed.portal@iowa.gov.

Fiscal Year 2024 (FY24) Year End

The fiscal year end closeout period is here again. Please submit all FY24 requests for payments by July 15. As in prior years, the Department is required to pay FY24 expenses by the end of August. We need your help to accomplish this important effort. Please review all FY24 grants and contracts, complete any final reports, and prepare requests for payment by July 15. We will be issuing final payments for Title I, Title II, Title IV, nonpublic transportation, Perkins, and Regional Planning Partnership (RPP) within the month, with your help and cooperation.

Further questions can be directed to Angie James at angela.james2@iowa.gov or 515-281-3646.

School Finance Resources

Superintendents and business managers who are new to the state or new to the position may find the following resources located on the Department's website (<https://educate.iowa.gov>) beneficial:

- The [Department's calendar](#) can be filtered to show all events or categories such as deadlines, Department-sponsored meetings and technical assistance, and SBRC deadlines and hearings.
- [Special Education Finance](#) provides links to topics such as the SEB application directions, appropriate uses of special education funding, school-based Medicaid, and sample contracts for special education services.
- [School Facilities](#) provides information on construction, school safety, disaster recovery, and facilities planning.
- [Pupil Transportation](#) provides links to bus inspection schedules, driver trainings and conferences, open enrollment transportation assistance, nonpublic reimbursement claim, and instructions to and results from prior year's Annual Transportation Report (ATR).
- [School Finance Resources](#) provides links to the Department of Management (Aid and Levy worksheet), the Uniform Financial Accounting manual, Uniform Administrative Procedures manual, and The Iowa Legislature (Iowa Code and Administrative Code lookups).

For more information on a specific topic listed above, inquiries can be directed to the contact listed on each web page. If you have further questions on available resources, please contact Kassandra Cline at kassandra.cline@iowa.gov or 515-326-2242.

Recent Questions

Vehicle Purchases Not Appropriate from the Nutrition Fund

Question: Can the district purchase a vehicle from the Nutrition Fund?

Answer: No. Purchasing vehicles using school nutrition funds is not an appropriate use in Iowa due to the Federal Indirect Cost Rate plan for Iowa LEAs and AEAs.

Members from both the Bureau of School Business Operations and Bureau of Nutrition and Health Services collaborated to investigate whether the Department should propose a change to the Federal Indirect Cost Rate plan to allow vehicle purchases from the Nutrition Fund. Any plan change would require *all* districts to purchase vehicles used for nutrition program purposes from the Nutrition Fund. At this time, it was determined that it would not be in the best interest of most districts to make this change due to current fund balances. Vehicle purchases will continue to be an inappropriate use of the Nutrition Fund.

Booster Clubs & Activity Passes

Question: Is the district required to allow a booster club to print and sell activity passes?

Answer: No. The decision to authorize a booster club to print and sell activity passes is a determination of the local school board.

A similar question, reflected below, is answered on page 33 of the Student Activity Handbook of Frequently Asked Questions, available on the Department's [Levies and Funds](#) web page.

13. **Question:** May a district give athletic passes to outside organizations or booster clubs to sell or otherwise use in a fundraiser of that organization or club?

Answer: That is a local determination. The board should evaluate and document the public purpose for which it is potentially forgoing revenue by waiving or discounting admission charges when it otherwise charges admission. The board should also ensure the district is treating students equitably in accordance with [Title IX](#) equity requirements if, for example, the benefits or fundraising opportunities are only for gender-specific teams. The board should exercise its authority under [Iowa Code section 279.8](#) and responsibility under [Iowa Code section 280.14](#) to establish policies for its activity program. These policies and related procedures may address fundraisers, including the necessity to establish a public purpose for this type of action.

If no public purpose is established for discounting or giving athletic passes for fundraisers not sponsored by the district, the outside organization or booster club may purchase a block of athletic passes from the district at the same cost as any other community member and then use those purchased passes in some outside fundraiser to generate profit or donations. The district should also consider the potential appearance of impropriety if the district forgoes revenue to donate passes to another entity who then engages in the reselling of the tickets for a profit.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs. The most recent update is provided below.

June 2024

<i>Account Code</i>	<i>Description</i>
Project 3160	Intrafund Transfers from Other General Fund Sources (June24)
Project 3161	Restricted Special Education Account Originating from Other General Fund Sources (to reduce the Special Education Deficit) (June24)
Project 3180	Flexibility Fund Accounts from Other Discontinued General Fund Grant and/or Categorical Funds; or Other Discontinued Funds (IC 298A.2 (2)) (Expenditures Effective FY19) (Dec17) (Name change June24)
Project 3189	District-Defined Flexibility Fund Accounts from Other Discontinued Funds (Name change June24)
Source/Project 4047	American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER III) (Teacher and Paraeducator Registered Apprenticeship Grant Program (IWD) (FAL/CFDA 84.425U) (Jan22) (If district signed Addendum 3 to be a beneficiary and not a subrecipient, then funding is not subject to 2 CFR 200.501) (Jan22) (Name change June24)

New: HSAP Student Coding Option

Student Reporting in Iowa (SRI) codes are being added to SRI for students that are sent from their resident district to another district (tuition out) pursuant to a 28E agreement for a Home School Assistance Program (HSAP), while also dual-enrolling in their resident district. The district **sending** the students will keep the students actively enrolled in their student information system using one of the codes below.

- **Option 1**
 - 30: 28E Out for HSAP
 - Service Description: The student is attending a HSAP program in another district using a 28E agreement.
- **Option 2**
 - 31: 28E Out for HSAP and CPI Dual Enrolled
 - Service Description: The student is attending a HSAP program in another district using a 28E agreement and is CPI dual enrolled in the resident district.

The district will also enter the four-digit number of the district hosting the HSAP program +7777 into the Service Provider/Facility field. For example, districts sending students to Mid-Prairie would enter '42717777' in the Service Provider/Facility field.

Questions regarding SIS coding can be directed to Rachel Kruse at rachel.kruse@iowa.gov or 515-281-4153 or Margaret Hanson at margaret.hanson@iowa.gov or 515-281-3214.

Financial

Secure an Advanced Vision for Education (SAVE) Distributions

Iowa Department of Revenue (IDR)

It is anticipated that the annual SAVE estimates will be posted mid-August to the website of the [Iowa Department of Revenue](https://www.iowa.gov/IDR) (IDR). An email notification will be sent to the SAVE email distribution list.

IDR's Local Government Services Division is maintaining a record of SAVE contact emails for the distribution list. If you have not done so already, contact Barbara Lewison at barbara.lewison@iowa.gov to add your name and email address to the SAVE email distribution list.

Sales Tax Payments

July

The July payment districts will receive for SAVE Statewide Sales and Services Tax (Source/Project 3361) is related to June taxes collected. Accordingly, districts should record this receipt as an intergovernmental receivable (Fund 33, Account 141) and include this in the SAVE revenue reported in the FY24 Certified Annual Report (CAR).

- Recording the July SAVE payment as a receivable in FY24
 - Debit Account 141, Project 3361
 - Credit Project 3361, Source 3361

- Clearing the SAVE receivable when payment is received in FY25
 - Debit Account 10X
 - Credit Account 141, Project 3361

August

Property tax receipts are not all related to the prior year. Districts need to evaluate which receipts should be accrued to FY24 revenues as taxes receivable versus FY25 revenues. Delinquent property taxes received in August are accrued to FY24. Current mobile home (unless noted as delinquent) and ag land taxes received in August are FY25 revenues.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Reminder: Local Auditor Access to Prior Year Financial Information

Local auditors are encouraged to access the “Department Warrants” application within the [Iowa Education Portal](#). Payments all districts, AEAs, and charter schools are available to the user from the dropdown list. This application also includes the grant identifying number and the Catalog of Federal Domestic Assistance (CFDA) number.

Nonpublic Transportation Reimbursement - Accounting

The Department will issue warrants for nonpublic transportation claims by August 15. Accounting for various scenarios a district could encounter may be referenced in the UFA Journal Entries spreadsheet found on the Department’s [Uniform Financial Accounting](#) web page. All revenues will equal expenditures for this project.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Financial Reporting for Pensions (IPERS) (GASB 68)

Districts and auditors will continue to work through the GASB 68 entries relating to the Iowa Public Employees Retirement System (IPERS). Districts will only include entries in Fund 09 and Proprietary Funds (6X, 7X) on the FY24 CAR. Since pension expenses may be positive or negative after the GASB 68 entries have been made in the enterprise funds, districts will continue to use Object 233, GASB 68 pension expense for GASB 68 entries related to pension expenses. Negative amounts are allowed in this object code.

Fund 09 will report the governmental funds’ share of the net pension liability or net pension asset.

- Recording a net pension liability
 - Debit Account 304, amount to be provided for retirement of governmental long-term debt
 - Credit Account 593, net pension liability
- Recording a net pension asset
 - Debit Account 293, net pension asset
 - Credit Account 304, amount to be provided for retirement of governmental long-term debt

The FY24 CAR includes an edit in Fund 09 and a warning in Proprietary Funds related to GASB 68 Net Pension Liability reporting. Refer to the Auditor of State’s [GASB 68 Pensions](#) web page for information regarding GASB 68.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Financial Reporting for Other Post-Employment Benefits (OPEB) (GASB 75)

Districts and auditors will continue to work through GASB 75 entries relating to OPEB based on valuations received from the actuary. Districts will only include entries in Fund 09 and Proprietary Funds on the FY24 CAR.

Since insurance expenses may be positive or negative after GASB 75 entries have been made, districts will use Object 278, GASB 75 insurance expense, for entries related to insurance expenses. Negative amounts are allowed in this object code. The various deferred inflows of resources, Accounts 64X, and deferred outflows of resources, Accounts 33X, have been assigned.

Fund 09 will report the governmental funds' share of the total OPEB liability. Districts may continue to use Accounts 59X for the net OPEB liability.

- Recording a net OPEB liability
 - Debit Account 304, amount to be provided for retirement of governmental long-term debt
 - Credit Account 59X, other long-term liabilities

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Reminder: Scholarship Funds (GASB 84)

Scholarship Funds are accounted for based on the characteristics of each individual scholarship. Districts may follow the [GASB 84 Flowchart](#) (GASB 84, pages 36-38) for each scholarship to help determine how it should be reported and review this with the district's auditor. Most scholarships will either remain in Fund 81, Scholarship Trust Funds or Fund 19, Non-Fiduciary Scholarship Funds. The guidelines for each are provided below.

- If the Scholarship Fund meets the criteria for a trust and the district does not have administrative involvement, scholarships will remain in Fund 81, Fiduciary Scholarship Trust Funds.
- If the Scholarship Fund does not meet the criteria for a trust and the district does not have administrative involvement, and the funds are held for a separate legal entity, scholarships will be accounted for in Fund 99, Custodial Scholarship Funds. Districts will move balances using upward and downward adjustments.
- If the district does have administrative involvement, regardless of whether or not the scholarship meets the criteria for a trust or custodial fund, scholarships will be accounted for in Fund 19, Non-Fiduciary Scholarship Funds. Districts will move balances using upward and downward adjustments.

GASB 84 defines administrative involvement. For purposes of this provision, a government has administrative involvement with the assets if, for example, it (a) monitors compliance with the requirements of the activity that are established by the government or by a resource provider that does not receive the direct benefits of the activity, (b) determines eligible expenditures that are established by the government or by a resource provider that does not receive the direct benefits of the activity, or (c) has the ability to exercise discretion over how assets are allocated. A government has direct financial involvement with the assets if, for example, it provides matching resources for the activities.

GASB 84 (Paragraph 11c (1)) states the criteria for a trust as: the assets are (1) administered through a trust agreement or equivalent arrangement (hereafter jointly referred to as a trust) in which the

government itself is not a beneficiary, (2) dedicated to providing benefits to recipients in accordance with the benefit terms, and (3) legally protected from the creditors of the government.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Financial Reporting for Leases (GASB 87)

All districts and AEAs should have implemented GASB 87 relating to leases which was effective for reporting periods beginning after June 15, 2021. This Statement established a single model for lease accounting for lessees and lessors based on the principle that leases are financings of the right-to-use an underlying asset and eliminated the classification of leases into operating or capital leases. Lessees will recognize a lease liability and an intangible right-to-use lease asset which should be amortized over the shorter of useful life or lease term. The lease liability will be reduced by the non-interest expense portion of each lease payment. Lessors will recognize a lease receivable and a deferred inflow of resources. The lease receivable will be reduced by the non-interest revenue portion of each lease payment.

For lessees, the initial lease liability will be recorded in Fund 09, the intangible lease asset will be recorded in Fund 08, and the capital outlay and lease proceeds will be recorded in Fund 3X. To record subsequent lease payments, an interfund transfer will be made from Fund 3X to Fund 40 and the redemption of principal and interest will be recorded in Fund 40 along with the cash outlay. The principal amount of each payment will also be recorded in Fund 09 as a reduction to the lease liability. For lessors, the initial lease receivable will be recorded in Fund 10 along with a deferred inflow of resources. To record subsequent lease payment receipts, rental and interest revenue will be recorded in Fund 10 along with the cash receipt. The lease receivable and deferred inflow of resources accounts will also be reduced by the principal amount of each payment.

Please refer to the UFA Journal Entries spreadsheet on the Department's [Uniform Financial Accounting](#) web page for sample journal entries related to GASB 87.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Financial Reporting for Subscription-Based Information Technology Arrangements (SBITAs) (GASB 96)

All districts and AEAs should have implemented GASB 96 relating to SBITAs which was effective for reporting periods beginning after June 15, 2022. This Statement addresses accounting and financial reporting for SBITAs, a type of information technology (IT) arrangement (e.g., software licensing). The standards for SBITAs are based on the standards established in GASB Statement 87, Leases. Districts will recognize a right-to-use subscription asset (intangible asset) which should be amortized over the subscription term and a corresponding subscription liability. The subscription liability will be reduced by the non-interest expense portion of each subscription payment.

The initial subscription liability will be recorded in Fund 09, the subscription asset will be recorded in Fund 08, and the subscription asset outlay and subscription agreement proceeds will be recorded in the appropriate fund. To record subsequent subscription payments, an interfund transfer will be made from Fund XX to Fund 40 and the redemption of principal and interest will be recorded in Fund 40 along with the cash outlay. The principal amount of each payment will also be recorded in Fund 09 as a reduction to the subscription liability.

Please refer to the UFA Journal Entries spreadsheet on the Department's [Uniform Financial Accounting](#) webpage for sample journal entries related to GASB 96.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Maximum Tuition Rates: Fiscal Year 2024-25

District cost per pupil amounts (maximum tuition rates) for the new school year are posted on the [Tuition and Fees](#) page of the Department's website.

Further questions can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Applications

Special Education Billing: Timeline

Throughout the school year, districts enter students into the Special Education Billing (SEB) application. Students who are entered by a serving district into the SEB application will appear on the Tuition Payable tab at the top of the SEB application. Districts are asked to verify the accuracy of the Tuition Payable between June 15 and June 30. If errors are noted, the resident district should contact the serving district to resolve any discrepancy. The overall goal of the SEB application is to ensure the correct district was billed and no students were overlooked and omitted. All students should now be entered and any necessary corrections and adjustments completed. If there are remaining students who are not entered into the SEB application, please do so immediately.

After all students are entered and student information is verified as accurate, upload a CSV CAR file. Districts should click on the "Bulk Update" button on screen 3 to ensure the calculations are correct for the final billing. Once Screen 9 is determined to be accurate, click the "Certify" button on Screen 9. Then print or email the final bills.

The Department will begin processing Foster Care claims, Termination of Rights claims (also called District Court Placed), Nonpublic claims, and High Cost claims after August 1. It is critical that all claims be accurately entered prior to this date.

Further questions can be directed to Luke Markway at luke.markway@iowa.gov or 515-393-8349.

Regular Education Foster Care Claim

The Regular Education Foster Care Claim opened on July 15, 2024 and is due August 1, 2024. Claims are generated from the fall 2023 and spring 2024 Student Reporting in Iowa (SRI) submissions. The application includes:

- Regular education students who were in foster care (under the responsibility and care of the Department of Human Services) and living in a district only because of the foster care placement.
- Resident students who were in a psychiatric medical institute for children (PMIC) placement or placed in a juvenile psychiatric unit of a hospital and NOT included in the district's fall 2023 certified enrollment count, regardless of who placed the student in the facility.

The only tasks required from a district are to verify the students and certify. Certification is required only if a district is eligible for a claim. Claims are based on the excess days a district served regular education students in foster care above days funded for regular education foster care students in the fall 2023 certified enrollment count. Calculations are based on the number of school days during the 2023-2024 school year, as reported in the spring 2024 SRI.

Questions regarding the application can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468. Questions regarding student enrollment counts can be directed to Rachel Kruse at rachel.kruse@iowa.gov or 515-281-4153.

AEA Juvenile Home Claims

The Juvenile Home application is open to AEAs for completion of the claims and certification by August 1. The application can be found on the [Iowa Education Portal](#). The instructions are posted on the Department's [Budgets, Area Education Agencies](#) web page. Please remember this claim is for regular education students only. Funds due to serving out-of-state students or students served pursuant to an Individualized Education Program (IEP) are billed to the student's district of residence. Also, do not include the average daily membership (ADM) of students for whom the AEA is paid tuition.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942.

General Information

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program is available on the Department's [Students First Education Savings Accounts](#) web page.

Medicaid

2023-24 Medicaid Revenue

During FY24, Iowa's Local Education Agencies (LEAs) were paid \$101,631,459 and, following payback of the state share, retained \$67,510,652, down 9.7 percent from FY23. Iowa's AEAs were paid \$743,618 and retained \$481,284 for Individuals with Disabilities Education Act (IDEA) Part B services, down 5.3 percent from FY23. Iowa's Infant Toddler IDEA Part C providers were paid \$332,750, retaining \$215,503, up 7.84 percent.

In total, Iowa's IDEA Medicaid programs retained \$68,207,440, down 9.7 percent from FY23.

Medicaid - Federal Share

For claims paid July 1, 2024 through September 2024, the federal share (i.e., the amount retained by a district) is 64.13 percent and the state share is 35.87 percent. For claims paid October 1, 2024 through June 2025, the federal share is 63.25 percent and the state share is 36.75 percent.

Action Required: Department's Annual Report of Medicaid Exclusion/Suspension Verifications Due August 1, Identifies Non-Compliant LEAs

The Department is required to submit an annual report identifying the year's Medicaid Exclusion/Suspension Verifications that were reported, including listing non-compliant providers.

Iowa Medicaid school-based providers are required to check two sources each month to capture employee exclusions and reinstatements: the federal list available on the [U.S. Department of Health & Human Services Office of Inspector General \(HHS-OIG\)](#) web page and the state's list, available on the [Iowa Medicaid Program Integrity](#) web page.

A search of these sources is to occur monthly to confirm individuals whose services are billed to Medicaid are not excluded. It is important that a district does not bill for services provided by an excluded or suspended individual.

ACTION ITEM:

In July, please send a report listing each staff member whose services were billed during FY24. Only list each individual once and include the individual's date of birth and the last 4 digits of their Social Security number.

Transportation

Fall 2024 School Bus Inspection Schedules

The fall 2024 school bus inspection schedules are available on the Department's [Bus Inspection Schedules](#) web page. Please help ensure that the inspection date for your district is communicated to the transportation staff and added to the district's calendar.

Further questions can be directed to the inspector for your region as listed below.

- Chris Errthum (Northeast) at chris.errthum@iowa.gov or 515-669-4994
- Joe Funk (Southeast) at joseph.funk@iowa.gov or 515-669-4987
- Tom Simpson (West) at tom.simpson@iowa.gov or 515-326-1022

Bus Driver Physicals

Department of Transportation (DOT) physicals for school bus drivers must be performed by a certified medical examiner. The Federal Motor Carrier Safety Administration (FMCSA) requires this for anyone obtaining a DOT physical. The [National Registry for Certified Medical Examiners website](#) includes a search engine showing the location of all certified medical examiners within the state of Iowa and across the nation. It offers a number of options to search for medical examiners in your area. School bus drivers in Iowa must present a copy of their Medical Examiner's Certificate to their employer every year. Also, remember that all school bus driver authorizations must be reviewed, updated, and renewed by August 15 each year. Access to the Driver Authorization System (DAS) is gained through the [Iowa Education Portal](#). Once each driver's authorization is reviewed and updated, be sure to print off the new authorizations for your drivers to carry with them.

Further questions can be directed to Holli Marolf at holli.marolf@iowa.gov or 515-336-3965.



August 2024

Featured

Reminder: CAR, SES, ATR Virtual Office Hours Schedule

The Bureau of School Business Operations will be offering virtual office hours during the upcoming FY24 application submission period for the Certified Annual Report (CAR), Special Education Supplement (SES), and the Annual Transportation Report (ATR). Members of the Department's team as well as other School Business Officials will be available to answer questions related to the applications. The schedule and topic information below is also available on the Department's [Certified Annual Report](#) web page.

Virtual office hours dates and times:

Date	Time
Monday, August 26	1:30pm – 3:00pm
Thursday, August 29	9:30am – 11:00am
Wednesday, September 4	9:30am – 11:00am
Friday, September 6	9:30am – 11:00am
Wednesday, September 11	9:30am – 11:00am
Thursday, September 12	1:30pm – 3:00pm

Join the webinar:

<https://IDOE.zoom.us/j/94725426306?pwd=idEaB5RuTFYk88jPaHjeGU5bRuH98.1>

Meeting ID: 947 2542 6306

Passcode: 748596

Quick Links: CAR, SES, and ATR Instructions

Certified Annual Report (**CAR**) instructions may be found on the Department's [Certified Annual Reports](#) web page. For more information, see the CAR application article in the Applications section below titled "Certified Annual Report - Due September 16".

Special Education Supplement (**SES**) instructions may be found on the Department's [Special Education Finance](#) web page. For more information, see the SES application article in the Applications section below titled "Special Education Supplement - Due September 16".

Annual Transportation Report (**ATR**) instructions may be found on the Department's [Pupil Transportation](#) web page. For more information, see the ATR application article in the Applications section below titled "Annual Transportation Report - Due September 16".

Serving Students Displaced by a Disaster

[Iowa Code chapter 29C](#) defines disaster as man-made and natural occurrences, such as fire, flood, drought, earthquake, tornado, windstorm, hazardous substance or nuclear power plant accident or incident, which threaten the public peace, health, and safety of the people or which damage and destroy public or private property.

Iowans experienced several disasters this spring and summer. The [Disaster Recovery](#) resource provides valuable information to navigate disaster-related issues such as tuition, enrollment, records, and accounting. For example, if an Iowa resident student temporarily moved into another Iowa school district due to a disaster-specific reason, page 4 illustrates various scenarios and the actions districts can take based on a student's specific circumstance.

Recent Questions

Spending Authority for ESPSS Payment

Question: Will the district receive spending authority for the payments of education support personnel salary supplement (ESPSS)?

Answer: Yes. The Department issued warrants on July 5, 2024 for each district's entire ESPSS allocation. The Department will include this amount as miscellaneous income at the end of FY25, thereby assigning additional spending authority for the same amount.

SBO Access in ACHIEVE

Question: How is ACHIEVE access granted to district employees?

Answer: The steps required to gain access to ACHIEVE are provided below.

1. The employee must have an EdPortal account.
2. The district employee who works with the Student Information System (SIS) needs to set up the employee requesting access in the SIS with an ACHIEVE user role.
3. An overnight sync will occur.
4. The following day, the employee should be able to access ACHIEVE by logging in through the EdPortal.

Recent Question: Paying Officials

Question: Can districts pay athletic officials immediately following the game?

Answer: It depends. The board should exercise its authority under Iowa Code section 279.8 to establish a policy on how athletic officials are compensated. This policy may proactively be shared with the athletic officials whose services have been or will be purchased by the district. The policy should be consistent

with the requirements under Iowa Code section 279.29, which requires the board to approve all payments, and Iowa Code section 279.30, which provides for payment exceptions. If in compliance with established board policy and IRS regulations including the receipt of a W-9 in the case of an independent contractor, officials could be paid the night of the game after the service has been rendered. The board may wish to also clarify in its policy payment for non-contract officials or substitute officials.

Financial

Statewide Voluntary Preschool Program Funds

School districts should work to ensure community partners understand allowable uses of Statewide Voluntary Preschool Program (SWVPP) funds. The community partner contract should also clearly indicate the documentation necessary to demonstrate, for auditing purposes, that SWVPP funds were expended for appropriate uses, the frequency that such documentation must be provided to the district, and potential implications if the terms for providing documentation are not met.

Financial best practices for districts with SWVPP community partners are shared below.

- At the beginning of the school year, the district informs each community partner of its maximum amount available for the year, including the value of the amount available for administrative and operational costs, which is limited to 10 percent of the community partner funding. The amount provided should exclude the five percent retained by the district for administrative costs, if applicable.
- Community partners submit detailed expenditure documentation monthly to the district.
 - Payroll records should include salary and benefit costs for each staff member.
 - Supply/equipment purchases should be reflected on itemized invoices.
 - Administrative and operational costs also require documentation.
- Reimbursement/Reconciliation
 - The district reimburses the community partners for allowable expenditures or reconciles against payments already made.
 - The district determines allowable expenditures based on the detailed documentation.
- The district continues monthly review/reimbursement to the community partners until the annual maximum amount is reached.
- Any amount paid to the community partner that is not substantiated through proper documentation must be returned to the district.

By statute, the district must flow SWVPP funds to its community partners; however, if a community partner does not expend the full amount allocated, all unexpended funds belong to the district. If the funds were paid prior to verification of expenditures, the community partner is required to return the funds as soon as it is known the funds will not be used, but not later than June 30 of the program year ([281 IAC 98.13\(2\)"b" and "c"](#)). Additionally, the district may withhold reimbursement or require the return of any funds already reimbursed that do not have the documentation necessary to illustrate the funds were used appropriately.

Additional information relating to SWVPP Finance is available on the Department's [SWVPP](#) web page under the Guidance section in the Finance FAQs for the Statewide Voluntary Preschool Program resource file.

Programming questions relating to the SWVPP can be directed to Mary Breyfogle at mary.breyfogle@iowa.gov or 515-326-1030.

Questions relating to SWVPP finance can be directed to Song Luong at song.luong1@iowa.gov or 515-205-0259.

Reminder: Sources to Pay for Student Activities

The Student Activity Fund, as a special revenue fund, is used to ensure funds received to support student activities (e.g., gate receipts, fundraiser proceeds) are restricted for the purpose intended. However, the Student Activity Fund is not the only available source to pay for costs related to student activities. Below are a few common examples of costs related to student activities that could be appropriately expended from another fund.

- Appropriate student activity expenditures from the General Fund
 - Salaries and benefits for coaches
 - Transportation for students to co-curricular or extracurricular activities
 - Activity staff travel costs to activities
 - Costs related to referees/officials
- Appropriate student activity expenditures from PPEL or SAVE
 - Equipment or technology purchase exceeding \$500 in value per purchase
 - Construction costs related to the student activity program
 - Rental of facilities for district-sponsored co-curricular and extracurricular programs

A similar question is answered on page 3 of the [Student Activity Handbook of Frequently Asked Questions](#) as provided below.

4. Question: From which funds is it appropriate to pay for costs related to the district's student activity program?

Answer: There are multiple funds from which student activity program expenditures would be appropriate. Some examples include the Student Activity Fund for any ordinary and necessary costs related to the program (e.g., supplies, uniforms), General Fund (e.g., staff salary, benefits, transportation), PPEL Fund for related capital costs (e.g., eligible equipment, greenhouse construction), and Enterprise Fund for costs related to enterprise activities (e.g., student farm). There are a number of costs that could be equally appropriate to multiple funds.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Reminder: English Learner Coding and Reporting

English Learner (EL) Expenditure Coding

This article serves as the annual reminder regarding expenditure coding for the district's EL program.

- Use Program 41X to identify EL expenditures.
- District expenditures coded to Project 1112 (property tax and state aid-financed weighted EL and School Budget Review Committee (SBRC) modified supplemental amount (MSA) for EL) or Project 4644 (Title III, English Language Acquisition State Grants) cannot exceed the revenues coded to Project 1112 or 4644 respectively.
- EL expenditures in excess of all available restricted funding should retain Program 41X and include Project 0000.
- EL program expenditures that do not include Program 41X will not appear in the EL Excess Costs Application.
- **Continue to use Program 41X for excess EL expenditures, even though the project code may be changed to 0000.**

Appropriate and inappropriate uses of EL funds are found in [Iowa Administrative Code r. 281-98.16](#). Very few expenditures that fall into the executive, building, or business administrative functions, or the operations and maintenance, transportation, and community service functions are appropriate uses of EL funds. While these may be related costs, they are not direct costs of providing the district's EL program;

therefore, the costs cannot be included in a request to the SBRC for excess costs of providing the program.

Reporting EL Instructional and Support Staff in Fall BEDS Staff

Districts that report expenditures for salaries but do not report a teacher with an appropriate English as a Second Language (ESL) assignment code in Fall BEDS Staff, will not be able to submit a request to the SBRC for excess EL costs incurred during the 2023-2024 school year. Please review Fall BEDS Staff to ensure teachers in a district's EL program have been appropriately identified with the position of Regular Education Teacher and assigned to the ESL program.

Identifying staff. Visit the [Iowa Education Portal](#). Select the Fall BEDS Staff application. Under "Staff Filters" in the upper right on the District/Staff page, set the Program field to ESL. All teachers and paraprofessionals assigned to the program will appear when filtering on ESL. Additional individuals, such as administrators or coordinators of the EL program, may also appear. Data in the 2023-2024 Fall BEDS Staff application can be viewed, but not edited at this time.

Common Reporting Problems

Problem 1: Missing staff

The teacher will not appear when filtering on program = ESL if the program assignment has been identified as "No special program". Edit the position and change the program to ESL.

Problem 2: Missing staff when a teacher has multiple assignments (22% EL, 78% regular education)

In this example, the teacher has two assignments, one of which belongs under "No special program". The other assignment belongs under the ESL program. Seventy-eight percent of this teacher's salary and benefits will be paid from noncategorical funds while twenty-two percent can be paid from EL categorical funds. For this teacher, the ESL assignment will need to be deleted from the "No special program" and the FTE will require a modification from 1.00 to 0.78. A new position of Regular Education Teacher, FTE = 0.22, and program = ESL needs to be created. The ESL assignment will then be added to the new position.

Problem 3: A teacher with a regular curriculum course assignment coded to a categorical program

This teacher is coded to two different categorical programs (ESL and Special Education); however, a third program (No special program) is required. The entry for the third program must have a position of regular education teacher and an FTE equivalent to the portion of contract time the teacher is assigned to teach the Creative Writing course. The Creative Writing assignment must be moved to the newly created position. The FTE must also be modified to reflect only the portion of time the teacher is assigned to the ESL assignment. The portion of time (FTE), the program, and the funding stream from which the teacher will be paid should be in agreement.

Problem 4: A teacher assigned to teach a regular curriculum course under the ESL program

If the teacher has an ESL endorsement, is appropriately licensed to teach physical science, and all students in the sections taught by this teacher are EL students, then it may be possible to have that portion of the teacher's assignment paid from EL categorical funds. If students enrolled in the course are also generating credit toward graduation, the teacher would need to be appropriately licensed in the content area as well.

Please make sure all data submitted to the Department are reviewed for accuracy. There will not necessarily be validation errors on the positions, assignments, or programs in Fall BEDS Staff. Inaccurate reporting in one application can impact other applications as well.

For questions related to the Fall BEDS Staff application, please contact Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859.

Account coding questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Nonpublic Transportation Claim

All nonpublic transportation claims have been processed and warrants were issued on July 29, 2024. The distribution of funds to be retained by the district or paid to families or contractors is available in the FY24 Nonpublic Transportation Claim application in the [EdPortal](#).

Tip: Ensure the 2023-2024 school year is selected in the upper right hand side of the page.

The prorated claim amounts per claim type is populated in the yellow highlighted columns on the right side of the page.

For questions, please contact Holli Marolf at holli.marolf@iowa.gov or 515-281-5812.

Coding

Reminder: Accounting for Local Food for Schools (LFS)

The Iowa Department of Agriculture & Land Stewardship was awarded over \$2.1 million through the Local Food for Schools Cooperative Agreement Program (LFS Source/Project 4911). These funds are available to schools to purchase local, domestic, unprocessed, or minimally processed foods to help with the challenges of supply chain disruptions.

Awarded districts would have worked with a food hub sponsor for purchasing pre-authorization and payments. Although the dollars did not flow to the districts directly, districts must record the value of the food received. Similar to how commodities are recorded, LFS revenue (Source/Project 4911) must equal LFS expenses (Project 4911, Object 638) at the end of the fiscal year. Please review the 2023-24 Local Food for School spreadsheet on the [CAR](#) web page for the amount of LFS spent by each district.

The FY24 CAR includes edits relating to coding LFS revenues and expenses. Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Coding Payments to a Student/Adult Nutrition Account

Deposits made into student/adult meal accounts in the Nutrition Fund (Fund 61) are unearned revenue and must be recorded in balance sheet Account 483, Unearned Revenues. These monies are to be accounted for as a liability in the event there are refunds when a student/adult leaves the district. When students/adults make purchases from their meal account, the purchase becomes a sale with Source 16XX. Districts may record student/adult sales monthly using reports or data from the point of sale (POS) system.

For further questions, please contact Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Teacher Paraeducator Registered Apprenticeship Accounting Update

Changes have been made to the Teacher Paraeducator Registered Apprenticeship (TPRA) grant. Effective after a school district signs and submits Addendum 3 to Iowa Workforce Development, the

TPRA grant changes from a subrecipient model to a beneficiary model. The beneficiary model does not require districts to submit detailed expense documentation but instead funds districts based on an eligible TPRA program with eligible apprenticeships in the program. Effective for FY24, the CAR will not require matching expenditures for Project 4047. For districts that signed Addendum 3, the funding is not subject to [2 CFR 200.501](#). Additional information regarding the grant program may be found on the [Teacher and Paraeducator Registered Apprenticeship Program](#) web page.

Recent questions received, and the related answers, are provided below.

Question: How is the revenue recorded?

Answer: Revenue will be recorded according to modified accrual accounting and coded to Project/Source 4047.

Question: Do districts need to go back and account for the expenditures for the same amount as the revenue?

Answer: Districts cannot make changes to accounting records from a previous year. Effective FY24, the CAR will not require matching expenditures for Project 4047.

Question: Are districts able to defer any of the revenue for use in a future year?

Answer: Districts must follow modified accrual accounting. Revenue is recorded when measurable and available.

Question: If a district is the fiscal agent for TPRA, how does it record a member district's transactions?

Answer: Districts that are fiscal agents will only account for their own district's revenues and expenditures in the General Fund and revenues and expenditures for partner districts are accounted for in the Custodial Fund (Fund 9X). Each fiscal agent and partner district would record their own district's deferred inflow for their own expenditures in the General Fund.

Deferred Inflow Accounting

The accounting period in which funds are available for use (i.e., received in the district's bank account) will impact how the TPRA funds are recorded. Funds that are received after the 60-day accrual period (August 31) are recorded as a receivable, Account 141 and a deferred inflow, Account 623 on the balance sheet.

In a TPRA fiscal agent/partner situation, if the grant reimbursement is not received by August 31, both the fiscal agent and the partner districts will record a deferred inflow for their district's expenditures in the General Fund.

Below are journal entry examples required for both the fiscal agent and the partner districts if the grant reimbursement is not received within the accrual period (August 31).

Fiscal agent

FY24: Record a receivable and deferred inflow for the district's expenditures in the General Fund (10).

DR Fund 10, Account 141, Project 4047

CR Fund 10, Account 623, Project 4047

FY25: Upon the TPRA funds being received:

Reverse the district's receivable and deferred inflow entry.

DR Fund 10, Account 623, Project 4047

CR Fund 10, Account 141, Project 4047

Record the district's portion of the reimbursement in the General Fund (10).

DR Fund 10, Account 10X, Cash

CR Fund 10, Project/Source 4047

Record the partner districts' portion of the reimbursement in the Custodial Fund (9X).

DR Fund 9X, Account 10X, Cash

CR Fund 9X, Project/Source 4047

Reimburse the partner districts from the Custodial Fund (9X).

DR Fund 9X, Project 4047, with appropriate function and object based on partners' expenditures

CR Fund 9X, Account 10X, Cash

Partner district

FY24: Record a receivable and deferred inflow for the district's expenditures in the General Fund (10).

DR Fund 10, Account 141, Project 4047

CR Fund 10, Account 623, Project 4047

FY25: Upon the TPRA funds being received:

Reverse the district's receivable and deferred inflow entry.

DR Fund 10, Account 623, Project 4047

CR Fund 10, Account 141, Project 4047

Record the reimbursement in the General Fund (10).

DR Fund 10, Account 10X, Cash

CR Fund 10, Project/Source 4047

For account coding questions, please contact Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Applications

District Contact Verification

All school business officials and all other district staff responsible for completing the Special Education Supplement, Special Education Billings, Claim Forms, and Medicaid Claiming are reminded to check whether the contact person(s) listed for each of these applications is correct. Please verify that the individuals, telephone numbers, and email addresses are current. This process may be completed on the contact page of the Special Education Billing application in the [EdPortal](#).

For further questions, please contact Luke Markway at luke.markway@iowa.gov or 515-393-8349.

Certified Annual Report | Due September 16

The *CAR 2024 Upload and Reports* application opens August 15 and is due September 16.

- Read the home screen of the application for important messages.
- Edits are required to be corrected.
- Review warnings to determine if they are applicable.
 - Applicable warnings: Make the correction in the FY24 accounting software and upload a new file to the CAR application.
 - Not applicable warnings: A comment is required to be provided for any warning that remains in the CAR at the time the application is certified. Be sure to explain why the warning does not apply.
- A “Certify” button will not appear until the file is edit free and comments have been made for each remaining warning.
- Note: The *CAR 2024 COA Test Records* application remains available for testing of individual records.

Extension Reminder: By rule, extensions are available only for good cause such as illness or death of the staff member responsible for the filing, acts of God, or unforeseeable unusual or unique circumstances ([281 IAC 99.3](#)). Please refer to the FY24 CAR Instructions on the [Certified Annual Report](#) web page for more information about extension requests. Extension requests can be emailed to kassandra.cline@iowa.gov, no sooner than two weeks prior to the due date and no later than two days prior to the due date.

Flexibility Account Reminder: If the district has expenditures paid from the flexibility fund account, the board-approved resolution required by [Iowa Code subsection 298A.2\(2\)](#) is statutorily required to be filed with the Department. Please send resolutions to song.luong1@iowa.gov.

Certifying the CAR: Be sure to thoroughly review the SES, ATR, and CAR before certifying the applications. Reminder: The LEP Allowable Costs application will also pull data from the CAR. Reviewing the reports created by the CAR is an important step needed before certifying to help ensure accuracy of the submission.

CAR Reports: CAR reports are available in EdInsight in the Portal. Instructions to run CAR reports are in the [How to Run CAR reports on EdInsight](#) document on the [CAR](#) web page.

- Balance Sheet
 - Review the balances of each account and compare it to the prior year.
 - Review large variances to determine a reasonable explanation.
 - Ensure all payables and receivables are recorded.
 - Verify the fund balances are accurate.
 - Verify that the committed fund balance matches the balance the board acted upon by June 30.
 - For each fund -
 - If there were expenditures against this balance during the year, verify that the balance was adjusted accordingly.
 - If there is an assigned fund balance, verify it is accurate.
 - Verify the amounts are as expected.
 - Review and verify the expenditures for each categorical are appropriate.
 - For proprietary and fiduciary funds (60 – 89), verify the balance of the Net Investment in Capital Assets (Account 760) equals the balance of the capital assets (Account 241) less accumulated depreciation (Account 242).

- **Treasurer Report by Fund**
 - This report is a quick summary of beginning balance, revenues, expenditures, and ending balance. Compare the beginning balance to the beginning balance on the district's accounting software. The adjustments to the beginning balance row is a forced adjustment if the report does not add up—this should be zero. Compare balances, revenues, and expenditures to the prior year for consistency. Research any large or unusual variances.
- **Revenues and Expenditures**
 - Same as above. Compare values to the prior year and research large or unusual variances.
- **Miscellaneous Income and Expenditure Report**
 - Same as above. Compare values to the prior year and research large or unusual variances.
 - Does the maximum cash reserve levy amount seem correct in comparison to what was expected? If not, are all payables/expenditures coded? Are fund balances coded correctly?

The CAR is used extensively to provide the data required for state and federal reporting purposes, including reports to the United States Census Bureau, the National Center for Education Statistics (NCES), and the National Education Association (NEA).

For further questions or assistance with uploads, reports, account codes or journal entries, please contact Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Special Education Supplement | Due September 16

The Special Education Supplement (SES) opens on August 15th and is available through the [Iowa Education Portal](#). The SES is due September 16 and must be certified on or before that date. Districts must submit all the screens in order to ensure the deficit/surplus is calculated correctly before the SES is certified. Districts must receive board approval for the Modified Supplement Amount for their special education deficit. Districts can include this request on their September or October school board meeting agenda. Please upload the board minutes with the amount that was approved on the Certification Screen of the SES.

Best practice: Certify the CAR and ATR before certifying the SES. After the CAR and ATR are certified, go through each screen in the SES one more time to ensure all data is pulled in the SES from the other two applications.

For further questions related to the SES, please contact Luke Markway at luke.markway@iowa.gov or 515-393-8349.

Annual Transportation Report | Due September 16

The Annual Transportation Report (ATR) opens on August 15th and is available through the [Iowa Education Portal](#). The ATR is due September 16 and must be certified on or before that date. The application includes multiple items that are pre-populated from CAR data and the Vehicle Information System. There are four values the district must enter.

1. Number of miles traveled
2. Number of days buses operated
3. Number of students transported

4. Aggregate number of weeks students were transported

Troubleshooting tip: The number entered into the “Aggregate Number of Weeks” column should be the sum total of weeks for all individual riders – not the total number of weeks for riders as a group. For example, if buses ran for 36 weeks and 10 students rode the bus every week, the total aggregate weeks would be 360 (10 students x 36 weeks) rather than 36.

The aggregate weeks information is used to calculate the average number of students transported, which is shown in Line 1 of the “Miscellaneous” form of the application (total aggregate weeks/number of weeks = average number of students). This is a good item to spot check to make sure the number seems reasonable. Keep in mind a student need only ride a bus one time per week to be counted for one aggregate week.

Please refer to the [“Annual Transportation Report Instructions”](#) document posted on the Department’s [Pupil Transportation web page](#). For further assistance, please contact Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

Fall BEDS Staff and Operational Sharing Applications

Fall BEDS Staff application is anticipated to open late September. The Operational Sharing application is anticipated to be open October 1, with a certification deadline of October 30. The Fall BEDS Staff application is not required to be certified before completing the Operational Sharing application.

Reminder: Both the district holding the contract and the district purchasing a portion of the contract are required to report the shared individual in Fall BEDS Staff in order for the sharing to appear in the Operational Sharing application.

- The contract-holding district reports the individual’s entire salary, benefits, and FTE according to the employee’s contract.
- The district purchasing a portion of the contract reports the combined amounts of salary and benefits in the “purchased amount” field. This field is located on the Edit Assignment screen where the district selects the shared status. The district purchasing the service also reports the individual’s FTE according to the portion being purchased. The FTE field is located on the Edit Position screen.

The maximum FTEs a district can generate remains at 21 ([Iowa Code § 257.11\(5\)](#)). Beginning with FY25 reporting, [House File \(HF\) 2615](#) modifies Iowa Code section 257.11 to not include any supplementary weighting generated for a college and career transition counselor or coordinator toward the maximum 21 FTEs. If a district has an eligible sharing arrangement for a college and career transition counselor or coordinator, supplementary weighting may generate up to 23 FTEs. Sharing arrangements that qualify for supplementary weighting are limited to the position codes below reported in Fall BEDS Staff.

- Superintendent (9 FTEs)
 - 511 - Superintendent
- Business Management (each district can generate supplementary weighting for only one of the following) (4 FTEs)
 - 612 - School Business Official (each district can only have one SBO)
 - 133 - Other Business Official
 - 112 - Board Secretary
- HR Manager (4 FTEs)
 - 134 - HR Manager
- Transportation Director (4 FTEs)
 - 167 - Transportation Director
- Operation & Maintenance Director (4 FTEs)
 - 168 - Operations Director
- Curriculum Director (2 FTEs)
 - 633 - Director/Coordinator/Department Head

- Counselor (2 FTEs)
 - 721 - Counselor
- Social Worker (2 FTEs)
 - 624 - Social Worker
 - 198 - Social Worker (Non-BoEE licensed)
- Special Education Director (2 FTEs)
 - 515 - Special Education Director
- Workplace Learning Coordinator (2 FTEs)
 - 633 - Director/Coordinator/Department Head, assignment 50040
- Mental Health Professional with Statement of Professional Recognition (SPR) from BoEE (2 FTEs)
 - 621 - Mental Health Professional
- School Resource Officer (2 FTEs)
 - 190 - SRO
- College and Career Counselor or Coordinator (2 FTEs)
 - 720 - College and Career Transition Counselor (licensed)
 - 199 - College and Career Transition Coordinator (non-licensed)

Each district that enters into an eligible sharing agreement with eligible sharing partner(s) will generate supplementary weighting as designated above. A district can only generate supplementary weighting for sharing one individual per position. If an individual holds two eligible operational sharing assignments and is shared with another district for both assignments, only one of the two positions will generate supplementary weighting, assuming the minimum 20 percent time requirement is met. Social Workers must be licensed by the Iowa Department of Public Health and hold either a master social worker or independent social worker license. To verify a social worker's license type, use the Iowa Department of Public Health's [online license search](#).

For new sharing arrangements involving other governmental entities (e.g., city, county) that are not another Iowa public school district or AEA, please submit a copy of the sharing contract and job description to ted.bauer@iowa.gov.

This information is used to verify the sharing arrangement as eligible for generating supplementary weighting.

New sharing arrangements should begin at the beginning of the normal contract period. For example, a 12-month position begins July 1. A new sharing arrangement involving five districts, each purchasing 20 percent of the contract for a position that does not begin until November 1, would be ineligible for operational sharing during the first year of the arrangement. One-third of the year would have transpired. Each district would then have contracted for only two-thirds of 20 percent, or 13.3 percent (0.133 FTE) of the full-time equivalent. However, if a sharing arrangement is contracted to begin October 1 and involves only three partners, each purchasing a minimum of 27 percent of the full-time contract, each partner would then meet the 20 percent minimum (three-fourths of 0.27 = 0.203 FTE).

Questions regarding sharing arrangements eligible for operational sharing can be directed to Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859. Additional information regarding reporting of shared positions in Fall BEDS Staff can be found on the Fall BEDS Staff Documentation section of the [Fall BEDS web page](#).

Questions regarding eligible sharing arrangements can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

General Information

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

Determining Student Residency

Determination of a student's resident district must be ascertained by the local school district. Following are several references to assist in determining whether a student is or is not a resident of your district.

- [Iowa Code § 282.1](#), definition of "resident"
- Uniform Administrative Procedures, [Chapter 4](#), page 7
- Attorney General Opinion, [March 6, 1957](#)

Additional questions can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468 or Sara Nickel at sara.nickel@iowa.gov or 515-281-3778.

Update: Nonpublic Textbook Funds

Any balance remaining from a prior year nonpublic textbook allocation should be spent down in the current year.

Bonding Petitions

Pursuant to [Iowa Code section 296.2](#), a petition signed by eligible electors equal in number to 25 percent of those voting at the last election of school officials shall be filed with the president of the board of directors before it is accepted for filing.

The school board president shall call a meeting of the board within 10 days of receipt of a petition for a school bond election, pursuant to [Iowa Code section 296.3](#). The meeting shall be held within 30 days after the petition is received.

At the board meeting the board will call the election, fixing the time of the election as required by Iowa Code section 39.2(4)"d".

Iowa Code section 39.2(4)"d" defines when bond elections can be held. As of July 1, 2023, an election for voters to consider the issuance of bonds or other indebtedness can be held only on the first Tuesday after the first Monday in November.

Date Criteria	2025	2026	2027	2028	2029	2030
November - first Tuesday, following the first Monday	November 4	November 3	November 2	November 7	November 6	November 5

Questions can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Medicaid

Action Required: Medicaid Data Breach Three Year History | Due September 2

Iowa HHS has requested an assurance from each school district that a Medicaid data breach did not occur.

ACTION ITEM:

- No data breach: Send email to Jim Donoghue attesting no data breach has occurred within the last three years.
- Data breach occurred: Send email to Jim Donoghue providing the date of the data breach and whether it was already reported.

Medicaid Reimbursement Documentation for Open Enrolled Students

Receiving districts are required to provide to the resident districts the documentation necessary to seek Medicaid reimbursement for eligible IEP-ordered health services ([Iowa Code § 282.18\(8\)"c"](#)). Either the receiving or resident district may bill Medicaid for these eligible services. Thus, it is recommended the districts have an agreement in place at the beginning of the year defining which district will submit the Medicaid billing. A guidance document containing a list of the required documentation is available on the Department's [website](#).

Medicaid Reminder: Change of District Medicaid Lead

If the district will have a new lead for School-Based Medicaid in 2024-25, please have them contact Jim Donoghue to arrange an orientation as well as a question and answer call.

Transportation

School Bus Driver Authorization

Standard school bus driver authorizations issued in school year 2023-2024 expire on August 15. Beginning July 1, school districts have access to issue new authorizations in the Driver Authorization System (DAS) application located in the [Iowa Education Portal](#) (Ed Portal). Authorizations should be updated between July 1 and August 15 to avoid a lapse in driving eligibility.

Action items:

- If a driver is no longer employed as a driver for the school district or contractor, please delete the individual from the DAS system by selecting "Delete".
- Review the driver list for yellow or orange highlighting, reflecting missing or expired items. Expired licensing, physicals, and/or training records will need to be updated to obtain a new authorization.

Steps to issue a new authorization are provided below.

- Log in to the EdPortal.
- Under EdInfo, select "Transportation Applications", then "Driver Authorization System".
- Select "Driver Information" menu, then "Manage Driver".
- Click on the "Authorization" button, select the appropriate authorization, then click "Submit".

- Tip: Ensure authorizations are printed for each driver, which are required to be carried by each driver while operating a school bus.

Failure to possess an accurately reported, current authorization can result in a citation from law enforcement. For further questions, please contact Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.



September 2024

Featured

End of Fiscal Year Reporting

Congratulations on completing the Certified Annual Report (CAR), the Special Education Supplement (SES), and the Annual Transportation Report (ATR). We recognize and appreciate everyone's hard work, cooperation, and patience throughout the reporting process!

Virtual Office Hours

If you attended and have feedback regarding the virtual office hours held in August and September, please let us know.

First-Time Users

If you were a first-time user, please let us know if the instructions were helpful and what type of information or training might be helpful prior to starting the process (be specific) in future years. Feedback, thoughts, and fresh ideas for enhancements, training, and future collaboration is appreciated.

Please send any feedback to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Department Position Available

Do you have experience managing large budgets with a keen eye for detail and a passion for quality customer service? Join our team! We are seeking a highly qualified candidate to serve as the Department's Budget Analyst 4 within the Bureau of Accounting. In this integral role, you will be at the heart of our financial operations, ensuring that budget processes run smoothly across the Department. The [posting](#) closes September 29.

Please reach out to Accounting Bureau Chief Julie Ntem at Julie.Ntem@iowa.gov or 515-975-0147 with any questions.

School Safety and Security Spotlight

School Bus Safety Week | October 21 - 25

Designed to promote school bus safety, School Bus Safety Week is observed by school districts throughout the country. School Bus Safety Week is observed annually during the third full week of October, and this year that week is October 21 through October 25. It is a great opportunity for parents, students, teachers, school bus drivers, emergency management personnel, and the media to remind students and other motorists of safe habits around school buses.

School Safety and Security Resource

The International Code Council (ICC) develops model codes and standards for building safety and fire prevention. ICC developed a [Building Safety and Security Report](#) to help schools evaluate facility safety and security.

Recent Question

Educational and Media Services Funding

Question: How will school districts receive the sixty percent of educational and media services funding in FY25?

Answer: School districts have historically received the educational and media services funding through property taxes. The Department of Management (DOM) then reduced the districts' state aid payment for the full amount paid to the AEAs for educational and media services. In FY25, districts will still receive the educational and media services funding through property taxes. DOM will then reduce the districts' state aid payment by forty percent of the educational and media services funding that is still paid to the AEAs in FY25.

Financial

Two-Tiered Assessment Limitation Payment for FY25

School districts will receive a payment from the County Treasurer in September and March for the Two-Tiered Assessment Limitation. The payment is for an exemption of taxable valuation in Commercial, Industrial and Railroad value for Assessment Year 2023 or Budget Year 2025.

The Business Property Tax Credit (BPTC) was changed from a credit to an exemption in [HF 2552](#) during the 2022 Legislative Session. Property for Commercial, Industrial and Railroad has a 90% rollback, or 90% of their assessed valuation is used to calculate property taxes. This change to the BPTC (now called the Two-Tiered Assessment Limitation) changes the first \$150,000 of property valuation to be assessed at a lower rollback equal to the residential rollback of 54.65%. The difference between the residential rollback and 90% of the first \$150,000 is what the payment replaces.

The FY25 Aid and Levy has been adjusted to account for and prevent a double payment for the Uniform Levy and Additional Levy portion of your tax rate. You will receive additional revenue for the following levies: Ed Improvement, Instructional Support, Management, Voted and Regular Physical Plant and Equipment, Public Education/Recreation (Playground) and Debt Service.

The payments from the County Treasurer will be distributed by levy rate. This will allow the district to code the payment to the correct fund. Most counties call the payment Tier One payment.

Revenue will be coded to Source 3804, State Replacement for Two-Tiered Assessment Limitation.

Charter School Payment Deductions

Pursuant to [Iowa Code chapter 256E](#), charter schools organized under this chapter receive payments from the state in the year the students are served. For FY24, the amount paid to charter schools was based on the prior year (FY23) state cost per pupil (SCPP) and prior year teacher leadership and compensation (TLC). If the student was counted on the certified enrollment of the resident district in the school year, the actual amount paid to the charter school is deducted from the amount generated by the resident district for that student in the following year.

The FY25 deductions for students attending charter schools in FY24 are available on the Department's [FY25 State Payment Information](#) web page. Examples of the calculations are provided below.

Example 1: Student Attended All Year, Included on Certified Enrollment Count

- In FY24, Student A attended ABC Charter School and attended all year.
- In FY24, ABC Charter School received \$7,770.80 for the student (\$7,413 FY23 SCPP + \$357.80 FY23 TLC).
- In the Fall of 2023, the resident district of Student A counted the student in its certified enrollment count.
- Since the resident district counted the student, the resident district is responsible for the amount paid to the charter school.
- In FY25 (when the funds from the Fall 2023 count are generated), \$7,770.80 will be deducted from state aid payments made to the resident district.

Example 2: Student Attended Partial Year, Included on Certified Enrollment Count

- In FY24, Student B attended ABC Charter School, enrolling late, and attended the final 30 days of the school year.
- In FY24, ABC Charter School received \$1,295.13 for the student (30 days x \$43.17 (SCPP daily rate (\$7,413/180)) + 30 days x \$1.99 (TLC daily rate (\$357.80/180))).
- Since the resident district counted the student on its Fall 2023 certified enrollment, the resident district is responsible for the amount paid to the charter school.
- In FY25 (when the funds from the Fall 2023 count are generated), \$1,295.13 will be deducted from state aid payments made to the resident district.

Example 3: Student Attended Partial Year, Not Included on Certified Enrollment Count

- In FY24, Student C attended ABC Charter School, enrolling late, and attended the final 30 days of the school year.
- In FY24, ABC Charter School received \$1,295.13 for the student (30 days x \$43.17 + 30 days x \$1.99).
- Since the resident district did not count the student, the resident district will not experience a related deduction in FY25.

For questions regarding student reporting in Iowa, please contact Rachel Kruse at rachel.kruse@iowa.gov or 515-281-4153. For questions regarding charter school payments, please contact Kassandra Cline at kassandra.cline@iowa.gov or 515-326-2242.

Reminder: Notifying the SBRC of a Negative Unspent Balance

Districts should calculate their unspent authorized budget (UAB) at the end of each fiscal year to determine if the district ended the year with a negative unspent balance. The determination of whether or not the district ended the year with a positive or negative unspent balance is not contingent upon any anticipated award of modified supplemental amount (MSA) from the School Budget Review Committee (SBRC) (e.g., MSA related to special education deficit, excess English Language (EL) instructional program costs).

Districts that ended the year with a negative unspent balance are required to notify the SBRC in writing by October 15, 2024 (289 IAC 6.5(3)). The notification requirement is satisfied through the completion of an [SBRC Hearing Request](#) or providing an email to Stephanie Edler (see below). Please include the amount by which the district was negative within the district's notification. Districts incurring a negative unspent balance larger than the amount of their special education deficit will be required to submit a corrective action plan to the SBRC for the December 17, 2024 hearing. Upon receipt of the notification to appear, the district will receive further exhibit guidance.

Questions regarding the SBRC may be directed to Stephanie Edler, SBRC Liaison, at stephanie.edler@iowa.gov or 515-689-2258.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

August 2024

<i>Account Code</i>	<i>Description</i>
Source/Project 4020	Other restricted grants-in-aid from the Federal Government through the State (Header only) (Name change Aug24) (Previously The American Recovery and Reinvestment Act of 2009 (USDE Programs) and other restricted grants-in-aid from the Federal Government through the state.)
Source/Project 4021	Coronavirus State and Local Fiscal Recovery Fund (CSLFR) – Child Care Business Incentive Grant (FAL/CFDA 21.027) (Reinstated for CSLFR ARP Aug24) (Previously Statewide Data Systems (FAL/CFDA 84.384) (Del 2011) (Jan17))

Deferred Inflow/Account Receivable

The accounting period in which funds are available for use (i.e., received in the district's bank account) will impact how the funds are recorded. Funds that are received after the 60-day accrual period are recorded as a receivable, Account 141 and a deferred inflow, Account 623 on the balance sheet.

Below is an example of how to record a receivable and deferred inflow for any revenue received after the 60-day accrual period.

FY24: Record the receivable and deferred inflow.

Debit Account 141, Project XXXX
Credit Account 623, Project XXXX

FY25: Upon funds being received, reverse the receivable and deferred inflow entry.

Debit Account 623, Project XXXX

Credit Account 141, Project XXXX

FY25: Record the revenue to the appropriate project/source.

Debit Account 10X

Credit Project/Source XXXX

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

FY25 State Payments: Statewide Voluntary Preschool Program

[Iowa Code section 256C.5\(4\)](#) provides funding to the Department from preschool foundation aid to pay for state administration and oversight of the preschool program. This funding is critical for the ongoing implementation and monitoring of the program.

This is an on-behalf payment. The district will record the amount as preschool revenue with an equal amount recorded as a preschool expenditure. The amount is \$33.17 per preschool budget enrollment. The deduction for the on-behalf payment will be spread throughout the 10 state aid payments, September through June. This is a reduction to cash flow (state aid) sent directly to the district but does not result in general fund spending authority in excess of state aid received, because it is recorded by the district as both an on-behalf revenue and expenditure. The on-behalf revenue will be recorded in Source and Project 3117, Program 460, and the expenditure in an equal amount will be recorded in Function 233X, Program 460, Project 3117, Object 31X.

The FY25 Preschool Funding document for preschool amounts is posted to the [State Payment Information for FY25](#) page of the Department's website. The amount remains at the \$33.17 per preschool budget enrollment.

Further questions can be directed to Song Luong at song.luong1@iowa.gov or 515-205-0259.

Applications

English Learners (EL) Excess Costs Application for MSA | Due Nov. 1

The EL Excess Costs application (formerly LEP Allowable Costs application), due November 1, 2024, is anticipated to be available on the [Iowa Education Portal](#) as an optional application beginning October 1, 2024. If eligible (see Line 21 of the application), districts may request MSA from the SBRC for the costs in excess of weightings and other resources for providing its EL program.

The EL Excess Costs application is populated using district data from the Certified Annual Report (FY23 and FY24 CAR), Student Reporting in Iowa (fall 2023 and spring 2024), Certified Enrollment (fall 2023), and Fall BEDS Staff (fall 2023). The application includes only costs for students who were served in an English Language (EL) program during the 2023-2024 school year.

Submission requirements:

- Enter data, if applicable, in the lines below.

- Line 19: Enter revenue not captured. (Enter any revenue not already reflected in the application. An example is revenue received from other districts.)
- Line 20: Enter expenditures captured in the calculation that are not eligible to include. (An example is costs for an EL teacher whose contract is partially purchased by another district.)
- Line 22: Enter the amount of MSA the district is requesting.

Board minutes approving the request, including the amount.

- Recommend approval at the October board meeting.
- Upload board minutes to the application.
- If board minutes are not available prior to the November 1 due date, certify the request, complete the “File Upload Promise Date”, which is generally two business days after the board meeting at which related action will occur, and then upload board minutes by the date provided.
- Board action template language: **EL Excess Costs** - The district’s administration is authorized to submit a request to the SBRC for a modified supplemental amount of \$XXX due to excess costs of providing the EL program in the prior year. Ayes: _____, Nays: _____ The motion _____ by a vote of _____.

For further questions regarding the EL Excess Cost application, please contact Ted Bauer at 515-979-5468 or ted.bauer@iowa.gov.

General Information

Educational Savings Accounts

Information regarding Iowa’s Students First Education Savings Account (ESA) program can be found on the Department’s [Students First Education Savings Accounts](#) web page.

School Meal Programs - Verification

Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch and Breakfast Programs. The United States Department of Agriculture (USDA) requires verification based on a school’s sample size of free and reduced price school meal applications as of October 1 each school year. The verification process must be completed by November 15. USDA requires all School Food Authorities (SFAs), including SFAs that are not required to conduct verification, to complete the Verification Collection Report in IowaCNP by Dec. 8. IowaCNP is the [Bureau of Nutrition and Health Services](#) Child Nutrition Program data system for reporting and claiming. A webinar covering the [verification process](#) is available on September 16 and the webinar on how to complete the [Verification Collection Report](#) for SFAs (public and nonpublic schools, including RCCIs) is October 14. Districts should contact their assigned [School Nutrition Program Consultant](#), Meredith Vrchoticky at meredith.vrchoticky@iowa.gov or 515-975-8103, or Patti Harding at patti.harding@iowa.gov or 515-868-1956 for assistance.

Medicaid

Reminder: Medicaid and Employer/Commercial Insurance

Iowa Medicaid will bill any employer/commercial insurance that the Medicaid student holds. The IEP team or Medicaid lead for the district may receive inquiries from families regarding the impact of multiple coverages including private insurance and Medicaid. An informative response would include the relationship between the coverages, including that Iowa Medicaid practices “pay and chase,” meaning that after paying a claim from a district or AEA, if Iowa Medicaid identifies another insurer/ funder, Iowa Medicaid will send the paid claim information to the other insurance company and seek reimbursement.

This is a required practice for Medicaid participants. [Federal Code 42 U.S. Code § 1396a](#) of the Social Security Act requires states to take all reasonable measures to ascertain the legal liability of “third parties” for health care items and services provided to Medicaid beneficiaries. As such, Iowa Medicaid Enterprise has no option but to bill third party insurers when policies exist. This is acknowledged on page 24 of the Medicaid application which reads, “You must agree to assign medical payments from a third party to the Medicaid agency for yourself and others who are eligible for Medicaid for whom you can legally assign benefits, cooperate in getting medical payments from third parties, give the Medicaid agency rights to pursue and get medical support from a spouse, and give the Medicaid agency rights to pursue and get money from other health insurance, legal settlements, or other third parties.”

Transportation

School Bus Driver Authorization

The new school year brings a number of reminders in regard to school transportation.

- Within the Driver Authorization System (DAS) application, add one or more local contacts.
- Driver authorizations must be current for school bus drivers to legally drive the school bus.
- Update the DAS as needed, including deleting the drivers who no longer drive for the district, school, or entity.
- Print a current authorization for each school bus driver to carry with them when driving the bus.

Vehicle Information System (VIS) Application

Contact Information

All entities utilizing the VIS are requested to add local contacts within the application for each of the sections below.

- Vehicle Information System (main contact - required)
- Transportation Director
- Lead Mechanic
- Billing/Accounts Receivable

After logging in to the VIS, the entry area for contacts is accessed through the navigation bar located at the top of the page. The Department uses this contact information for communications.

Required Updates

The VIS also requires regular monitoring to ensure all active school buses are on the list and those no longer in use have been removed. School buses in this context are defined as all vehicles used to provide pupil transportation. Complete information regarding maintenance of the VIS can be obtained by contacting Tom Simpson at tom.simpson@iowa.gov or 515-336-3965 or Holli Marolf at holli.marolf@iowa.gov or 515-281-5812.

Guidance, forms, links, training schedules, publications, code references, and other information pertaining to school transportation is available on the Department’s [Pupil Transportation](#) web page.

Reminder: Type III Vehicle Capacity Information

Purchases: Schools may purchase vans of up to 12-passenger capacity, but any van over 10 passengers must be purchased as a “used” vehicle only. [Iowa Code section 322.2\(29\)](#) defines “used motor vehicle” or “second-hand motor vehicle” as any motor vehicle of a type subject to registration under

the laws of this state which has been sold “at retail” as defined in this chapter and previously registered in this or any other state.

Seating Capacity Defined: The seating capacity of the vehicle is set at the time of manufacture, by the manufacturer. The seating capacity rating may not be changed or modified except by the original equipment manufacturer (OEM), dealer, or remanufacturer. Seating capacities which vary from the OEM are required by the National Highway Traffic Safety Administration (NHTSA) to be identified by an alterer’s certification and information label affixed to the frame of the driver’s door.

Seating Capacity Alteration: [Iowa Administrative Code r. 281-44.5\(1\)](#) states alteration of a Type III vehicle, following manufacture by the OEM, is prohibited. While this includes the addition or removal of seats, the Department will grant an exception for seats which are added or removed as long as the seating capacity does not exceed the capacity as certified by the OEM or on the installed alterer’s certificate and information label as referenced above.

Additional information regarding seating capacity definitions and alterations is available in the Type III Vehicle Information resource located on the Department’s [Pupil Transportation](#) page under the Guidance, Information, and Instructions section.

Questions relating to the use of these vehicles can be directed to each district’s local school bus inspector: Tom Simpson (West Region) at tom.simpson@iowa.gov or 515-326-1022, Chris Errthum (Northeast Region) at chris.errthum@iowa.gov or 515-669-4994, or Joe Funk (Southeast Region) at joe.funk@iowa.gov or 515-669-4987.

New: Ramp Vans

Districts may purchase and use Type III vehicles (typically vans) that are equipped with ramps for use with wheelchairs to transport students. [Iowa Administrative Code r. 281-44.5\(1\)](#) authorizes ramps on the passenger side of the vehicle only and requires compliance with all applicable FMVSS and ADA requirements.

Please note that only “curb-side” ramps are allowed; they may be powered or manual ramps.

Questions relating to the use of these vehicles can be directed to each district’s local school bus inspector: Tom Simpson (West Region) at tom.simpson@iowa.gov or 515-326-1022, Chris Errthum (Northeast Region) at chris.errthum@iowa.gov or 515-669-4994, or Joe Funk (Southeast Region) at joe.funk@iowa.gov or 515-669-4987.



October 2024

Featured

Resource to Remember: Map to Identify Student Resident District

Use the [School District Look-up Map](#) to determine the resident district for any address in Iowa.

Directions: Enter the address in the upper left-hand corner. Use your scroll to zoom in and out of the map.

Staffing Update: Welcome Tom Simpson, Eric How, and Bobby Wilson!

The Iowa Department of Education (Department) Bureau of School Business Operations is pleased to announce the additions of Tom Simpson, Eric How, and Bobby Wilson to our team. Welcome, Tom, Eric, and Bobby!



Tom served as the transportation director for Humboldt Community School District for ten years and most recently for the last eleven years as the western region school bus inspector for the Department. Tom earned his B.S. in Mathematics from Iowa State University. Tom's new responsibilities as the state director of pupil transportation will include facilitating the collection of multiple applications (Annual Transportation Report (ATR), Driver Authorization System (DAS), Vehicle Information System (VIS), Nonpublic Transportation Claims), overseeing school bus driver curriculum development, representing the state at a national level, and being a resource for parents, student transportation personnel, and district administrators across the state.



Eric comes to the Department after 12 years with the Knoxville Police Department where he managed multiple public programs including training, grant funding, video evidence, policy and procedure, and patrol operations. Eric also serves in the Iowa National Guard as a Logistics Captain managing logistics and maintenance programs across the 185th Combat Sustainment Support Battalion (CSSB). Eric holds a B.A. in Criminal Justice from Ashford University, M.S. in Law from California Southern University, and is a graduate of the Northwestern University School of Police Staff and Command. Eric serves as the Program Administrator for Iowa's Students First Education Savings Account program and is a direct resource for nonpublic schools and ESA program participants.



Bobby comes to the Department after 12 years of accounting experience with John Deere Financial. Bobby held accounting roles in cash accounting, accounting coordinating, and support for factories and internal audit where he participated in financial audits at multiple international sites. Bobby holds a B.S. in Accounting from Simpson College, B.A. in Finance from Upper Iowa University, and an M.B.A. and M.S. in Business Analytics from the University of Iowa. Bobby serves as an Education Program Consultant - School Finance and is a direct resource for SBOs and education leaders across the state.

Recent Questions

Negative Net Position in the Nutrition Fund

Question: My district received an audit finding due to a negative net position in the Nutrition Fund. How would I correct this if the negative net position was a result of the Governmental Accounting Standards Board (GASB) 68 entry?

Answer: [GASB Statement 68](#) requires employers to report their share of the collective net pension liability on their financial statements. If the district's negative balance in the Nutrition Fund is solely due to this requirement, the district should work with their auditor to note this reason in the audit finding. Deficit net position audit findings due solely to GASB 68 do not require a follow up from the Department.

Career and Technical Student Organizations - Charging Students Fees

Question: Can districts charge students memberships fees for the career and technical student organizations (CTSO)?

Answer: Districts may not charge students CTSO membership fees as districts do not have the authority to charge fees that are not expressly authorized in law ([Iowa Code § 274.3\(2\)](#)). [Iowa Code section 282.6](#) provides that all schools shall be free of tuition. [Iowa Administrative Code r. 281 – 12.2](#) defines the educational program as the entire offering of the school, including out-of-class activities and the sequence of curriculum areas and activities.

EdInsight Reports Troubleshooting

Question: When attempting to access the CAR reports in EdInsight, a blank screen is showing. What steps should be taken?

Answer: Please follow the steps below.

- Log out of all browser applications.
- Delete all browser history including cookies and cache.
- Close the browser completely. If there are multiple instances of the same browser (e.g., multiple Chrome windows or tabs open), close all.
- Reopen the browser.
- Log in to the Ed Portal.
- Launch EdInsight.

Tip: EdInsight works best as the only application launched.

Retailer Acceptance of Tax Exempt Certificates

Question: Is a retailer required to accept a sales tax exemption certificate or to provide a sales tax exemption?

Answer (from the Department of Revenue): A retailer is never required to accept a sales tax exemption certificate or to provide a sales tax exemption, the retailer is only required to remit the sales tax they collect to the Iowa Department of Revenue. Many retailers accept the certificates because it's good business and the certificate provides broad protection to the retailer, but they're not required to do so. If the school is required to pay sales tax to a retailer, the school can request a refund through govconnect.iowa.gov, or by filing an 843 Refund Return. The school can also encourage the retailer to contact the Iowa Department of Revenue to help answer any questions the retailer may have about accepting the certificates.

Also, note that while schools are often exempt (especially public schools) from paying sales tax on purchases, they are not *always* exempt. For example, hotel/motel tax applies even when a school rents lodging.

School Safety Spotlight

Safe+Sound Iowa

Many districts across the state are using the Governor's School Safety Bureau and the Iowa Department of Public Safety's free tool for anonymous reporting of school threats. If your district is interested in joining other districts, or for more information, please visit the [Safe + Sound Iowa](#) website.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's Uniform Financial Accounting web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

September 2024

<i>Account Code</i>	<i>Description</i>
Source/Project 4022	Education Stabilization Fund (Replacement Instructional Materials Related to Disaster Recovery) (FAL/CFDA 84.425) (Sep24)
Source/Project 3418	Innovation Division of the Department of Education for the Science, Technology, Engineering, and Mathematics (STEM) Collaborative Initiative (IC 256.111) (Sep24)

Applications

Operational Sharing Application | Due October 30

Information in the Operational Sharing application is populated from Fall BEDS Staff. Once the Operational Sharing application is available, the information can be reviewed and certified. Any changes required in the Operational Sharing application must be made in the Fall BEDS Staff application. The deadline to certify Fall BEDS Staff and Operational Sharing is October 30.

The general process for the operational sharing supplemental weighting request is outlined below.

1. Fall BEDS Staff must be updated before the Operational Sharing application is reviewed.
2. The district or area education agency (AEA) holding the shared employee's contract reports the individual's full salary and benefits according to the individual's contract.
3. The district or AEA purchasing a portion of the shared individual's contract reports the purchased service (portion of the salary and benefits). This should be the projected amount to be reported in the local financial system with an Object code of 59X when the contract holder is another district or AEA, or with an Object code of 3XX when the contract holder is some other governmental subdivision.
4. A shared individual must be reported by all parties as shared. The sharing information can be added or edited by editing the individual's assignment that is being shared. "Shared Status" options for operational sharing are listed below.
 - We hold the employee's contract and the assignment is in both districts.
 - We are the district purchasing services and assignment is in both districts.
 - We hold the employee's contract, and an operational sharing position is in each district.
 - We are the purchasing district, and an operational sharing position is in each district.
 - We are sharing with other governmental subdivisions.
5. The district must select the district that is also a party to the sharing.
 - Use the drop-down arrow to select the sharing partner.
 - Click Add.
 - Click Save.
 - If the contract holder has more than one sharing arrangement for the individual, select the second district that has also purchased a portion of the individual's contract. Click Add and repeat step 5.
 - Click Save to exit the edit pop-up screen.

If errors on shared staff are experienced, request the other district to check its Fall BEDS Staff information to see if the sharing status and sharing partner have been completed. A common error is for one district to identify an individual and related assignment as shared, but not identify the sharing district. Once the sharing information has been corrected, click the Check for Errors/Omissions button to clear the error message. Additional guidance can be found on the [Fall BEDS Staff web page](#).

In order to have a curriculum director appear in the Operational Sharing application, the curriculum director must be reported with the Position code of 633, Director/Coordinator/Department Head. Individuals reported with the position code of Content/Curriculum Consultant position will not generate operational sharing supplementary weighting.

For new shared positions with another governmental subdivision other than sharing arrangements with another Iowa public school district or AEA, please send a copy of the signed contract to ted.bauer@iowa.gov. Contracts are used to verify that the duties performed for the governmental subdivision are an eligible operational function ([281 IAC 97.66](#)). Sharing arrangements that were approved in a prior year do not need to be resubmitted unless a significant change in the arrangement has occurred.

[Operational function sharing guidance](#) includes all eligible positions and the related supplementary weighting.

For assistance with corrections to Fall BEDS Staff or Operational Sharing application, please contact Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859.

For assistance determining if a sharing agreement is eligible for supplementary weighting, please contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

School Association Reporting | Due November 1

The School Association Reporting application is available on the [EdPortal](#) and the related due date is November 1.

[Iowa Code section 279.38A](#) requires boards of school corporations that pay membership dues to organizations which directly relate to the functions of the board of directors to report annually to the local community and the Department. The board must report the amount paid in annual dues to the organization, any fees paid and revenue or dividend payments received for services the board receives from the organization, and the products or services the school district received inclusive with the membership in the organization.

Districts must report information for four different associations: Iowa Association of School Business Officials (IASBO), Rural School Advocates of Iowa (RSAI), School Administrators of Iowa (SAI), and Urban Education Network (UEN). Effective with FY21 filing, districts are no longer required to provide information regarding the Iowa Association of School Boards (IASB) to the Department as this will be provided to the Department from IASB.

Instructions are posted on the home page of the School Association Reporting application. For additional questions, please contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

SBRC Application | Due December 1

The SBRC Application is anticipated to open in mid-November. The application calculates eligibility for Modified Supplemental Amount (MSA) requests as described below.

1. Increased Enrollment – for districts showing Fall 2024 actual enrollment (formerly known as row 7) greater than Fall 2023 actual enrollment ([Iowa Code § 257.31\(5\)\(a\)](#)).
2. Open Enrollment Out Not Included on Prior Year's Headcount – students identified as open enrolled out in Fall 2024 who were not included in the district's Fall 2023 certified enrollment count, minus any increase in enrollment described in item 1 above ([Iowa Code § 282.18\(7\)"e"](#)).
3. English Learners (EL) Instruction Beyond 5 Years – for resident students included in Fall 2024 certified enrollment who have already received the maximum English Learner (EL) supplementary weighting and who earn an intermediate or intensive rating on the ELPA and are continuing to receive EL instructional services ([Iowa Code § 257.31\(5\)"i"](#)).

This application is pre-populated from each district's certified enrollment and Student Reporting in Iowa (SRI) submission. Directions to complete the request are listed below.

- Verify the accuracy of the data. The amounts can change during the certified enrollment verification period during the last two weeks in October and early November. Therefore, do not certify the SBRC Application until certain that the district's certified enrollment information is correct.
- Enter the amount of a request. Click "Save Values".
- Certify the application.
- The School Budget Review Committee (SBRC) considers individual action for each request and appreciates local boards doing the same when acting upon the requests during local board meetings, so please do not include requests as part of a consent agenda.
- Each request should be listed as a separate action item considered at the November board meeting. Sample board action language is provided below.
 - Increased Enrollment - The district's administration is authorized to submit a request to the School Budget Review Committee for a modified supplemental amount of \$XXX due to an increase of certified enrollment from the prior year.
 - Open Enrollment Out Not on Prior Year's Headcount - The district's administration is authorized to submit a request to the School Budget Review Committee for a modified supplemental amount of \$XXX for open enrolled out students who were not included in the district's previous year certified enrollment count.
 - English Learners (EL) Instruction Beyond Five Years - The district's administration is authorized to submit a request to the School Budget Review Committee for a modified supplemental amount of \$XXX related to the EL program for students who have exceeded five years of weighting that are included on the Fall 2024 certified enrollment headcount.
- On the SBRC Application page, upload the board minutes authorizing the request(s). If board minutes are not available at the time of submission, enter the date the board will take action. Then upload the minutes within two business days of that board meeting.

If you have questions related to the SBRC Application, please contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

General Information

Home School Assistance Programs and Fall BEDS Staff

The following reminders are provided in regard to reporting of Home School Assistance Programs (HSAPs) in the 2024 Fall BEDS Staff submission.

Program Code: Fall 2024 Fall BEDS Staff. Individuals funded through HSAP categorical funding are to be identified with program code of 11.

Assignment Code: Districts with a HSAP must report teachers with appropriate assignment codes of either 60034 or 30004. Teachers in a district's HSAP can only supervise and/or teach students in grades corresponding to the teacher's license (Iowa Code 299A.2).

- Teachers supervising or teaching students in grades kindergarten through grade 8 are to be reported with the assignment code of 60034.
- Teachers supervising or teaching students in grades 9 through 12 are to be reported with the assignment code of 30004.

If a teacher is licensed to teach grades kindergarten through 12, the teacher is to be reported with two assignments utilizing the assignment codes of 60034 and 30004. In addition, [Iowa Administrative Code 281-31.4\(2\)](#) states, "A practitioner who possesses only a valid Iowa substitute authorization may neither provide direct instruction nor instructional supervision under this rule."

For questions related to Fall BEDS Staff reporting, please contact Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859.

For questions related to the home school assistance program, please contact Buffy Campbell at buffy.campbell@iowa.gov or 515-954-8651.

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

Lead Testing of Drinking Water

Funding is available to assist Iowa public schools and child care centers in testing and reducing lead in drinking water. Administered by the Department, the Water Infrastructure Improvement for the Nation (WIIN) grant is a voluntary funding opportunity that covers costs for water test kits, training and educational resources on lead exposure. Participating sites that are found to have lead levels in their drinking water can also receive funding assistance for lead remediation expenses. Applications for the WIIN grant opportunity are being accepted on a rolling basis while funding is available. To learn more, visit www.educate.iowa.gov and search for the WIIN Lead Testing Grant. Specific inquiries can be directed to Lyn Jenkins, Education Program Consultant, at lyn.jenkins@iowa.gov.

Transportation

Inspector Tip of the Month

Iowa has experienced mild and dry weather conditions recently, but colder weather and the potential for snow and ice are coming. The Department's school bus inspection team encourages district transportation personnel to closely inspect the tire condition on vehicles used for pupil transportation. Fall weather can create wet, muddy, and slick conditions, and properly inflated tires with adequate tread are critical for the safe operation of these vehicles. The inspectors urge transportation directors, mechanics, and drivers to pay particular attention to tire condition this month.

School Bus Inspections: Online Schedule and Retrieving Invoices

School bus inspections are conducted twice per year at each facility. While the Department does send email inspection reminders several weeks in advance to the entity's contact(s) listed in the Vehicle

Information System (VIS) application within the [EdPortal](#), the [school bus inspection schedule](#) is always available on the Department's [Pupil Transportation](#) web page.

Following each inspection, school bus inspection fees are processed and invoices mailed out. Invoices can also be accessed and downloaded from the VIS under the "Invoice" menu at the top of the page. Please note that payment information is not tracked within this application.

Additional Funding Added To EPA Clean School Bus Rebate Program

The United States Environmental Protection Agency (EPA) has announced the latest round of funding from the Clean School Bus Rebate Program with up to \$965 million available to school districts. Under the Clean School Bus Program's multiple grant and rebate funding opportunities to date, EPA has awarded almost \$3 billion to fund approximately 8,700 school bus replacements. Applications for this year's Clean School Bus Rebate Program are due on the EPA online portal by 4 p.m. EST on January 9, 2025. Applicants can request up to \$325,000 per bus for up to 50 buses per application.

Additional information is available on the [Clean School Bus Rebates](#) website.



November 2024

Featured

Join Our Team!

Are you intrinsically motivated to be a resource for others? Have you thought about the impact you could make at a state level being a resource for peers across the state? Consider joining our team!

View State of Iowa ["Benefits at a Glance 2025"](#). We are currently accepting applications for two positions on our team.

1. [Education Program Consultant - Special Education Finance](#) - Closes 12/15/24
This position works to assist districts with allowable uses of special education funds, special education billing, and the special education supplement application.
2. [Education Program Consultant - School-Based Medicaid](#) - Closes 12/1/24
This position serves as a technical resource to the field regarding eligible services, coding, and billing and engages in statewide policy conversations.

It is important for our team to be fully staffed with knowledgeable, dedicated folks so we can best support those in the field! Questions about the position responsibilities or ways these roles make a difference internally and across the state can be sent to Kassandra Cline at kassandra.cline@iowa.gov or 515-326-2242.

SBO Resource: FY25 Allocation Summary

The FY25 [Allocation Summary](#) is available. The summary includes individual district data for selected federal, state, and local resources by source and/or project code in one file for easy reference. The second tab in the file provides additional information, which may be especially helpful for new School Business Officials (SBOs) or those looking to learn more about revenue streams.

NEW! Application Change: PD and EIC for OEO

During the October 15, 2024, annual work session of the School Budget Review Committee (SBRC), the Department presented a modification to the SBRC Application, specifically the section for "Open Enrollment Out Not On Prior Year Headcount" (OEO). The section calculates a request for modified supplemental amount (MSA) for students the district is paying open enrollment tuition in the current year,

but who were not on the resident district's prior year head count. The updated calculation is intended to reflect legislative changes (Iowa Acts 2024) to open enrollment billing amounts.

The calculation was previously modified for the fall 2023 application to update the request to reflect legislative changes (Iowa Acts 2023) to open enrollment billing, modifying the request from prior year amounts of the state cost per pupil (SCPP) and teacher leadership and compensation (TLC) supplementary weighting to the current year amounts (SCPP of \$7,413 and TLC of \$357.80) for a total of \$7,770.80 per eligible FTE student.

For the fall 2024 applications, the Committee agreed to consider requests that include a sum of the budget year SCPP (\$7,826) and the following supplemental amounts: TLC (\$377.74), professional development (PD) supplement (\$76), and early intervention (EI) supplement (\$82.78), for a total of \$8,362.52 per eligible FTE student.

For questions regarding the updated calculation, please contact Stephanie Edler at stephanie.edler@iowa.gov or 515-689-2258.

Questions regarding completion of the SBRC Application may be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Recent Questions

Statewide Voluntary Preschool Program

Question: If a district's Statewide Voluntary Preschool Program (SWVPP) incurs costs beyond the available SWVPP funds, what options are available to cover the excess expenditures?

Answer: There are multiple options a district may consider. First, review the SWVPP expenditures to ensure costs are appropriately attributed to other programs (e.g., Head Start, child care, special education) as well as other sources (e.g., Teacher Salary Supplement (TSS)). For example, an associate salary may be appropriately split between SWVPP, child care, and Head Start programs; or a teacher may have part of their salary paid from SWVPP, TSS, and special education. Next, consider costs that could have multiple appropriate sources. For example, teacher salaries could also be paid from repurposed gifted and talented (TAG), PD, or TLC funds (carryforward and current funding) for TSS purposes; computers could be purchased from PPEL, and other costs may be paid from the flexibility account.

Additional information about using the flexibility account or TLC, PD, or TAG for TSS purposes (i.e., teacher salaries) is available on the Department's [Levies & Funds](#) and [Categorical Funding](#) web pages, respectively.

Question: Can SWVPP funds be used to reimburse the General Fund for indirect costs?

Answer: No. Indirect costs are not appropriate uses of SWVPP funds ([281 IAC 98.13\(3\)](#)).

Question: Who owns the supplies and equipment purchased for partnering preschools using SWVPP funds?

Answer: Supplies and equipment purchased with SWVPP funds are property of the district. It is recommended that the purchase of supplies and equipment be addressed in the contract/agreement developed between the district and the community partner. The contract/agreement should define the procedures by which supplies and equipment purchased with SWVPP funds will be disposed of or returned if either party withdraws from the contract. Disposition practices do not apply to consumable materials or supplies.

Financial

Update: Nutrition Programs Maximum Indirect Cost Recovery Calculation for Public Schools

The Department has updated the Nutrition Programs Indirect Cost Recovery Calculations Examples and Coding resource document on the Department's [Indirect Cost Rate](#) web page to include examples for calculating maximum indirect cost recovery on all allowable expenses in the Nutrition Fund. The Nutrition Programs Indirect Cost Recovery Calculations Template has also been added as an excel template resource to assist in calculating the maximum indirect cost recovery amount for the Nutrition Fund.

Further questions can be directed to Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674 or Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

December Income Surtax Payment

The December 2024 income surtax payment (to be paid by the end of December by the Department of Revenue) represents three quarters of the amount of income surtaxes collected for your district from January 1, 2024, through October 23, 2024. The rest of the payment, plus or minus any adjustments made by the Iowa Department of Revenue due to their audits of income tax returns, will be paid around February 1, 2025.

This payment is based upon the income surtax rates established for your 2023-2024 budget. If you didn't have a surtax for the Physical Plant and Equipment Levy (PPEL) Fund, the entire payment should be credited to your General Fund. On the other hand, if you had both General Fund and PPEL surtax, then split the income surtax in accordance with the rates.

The Department of Education will post the payment amount, rates for each fund, and dollar amount for each fund on the [State Payment Information FY25 webpage](#).

Further questions can be directed to John Parker at john.parker@iowa.gov 515-281-8485.

Coding

Teacher Leadership and Compensation

Coding reminders for [TLC](#) are provided below.

- Use Source/Project Code 3116 for coding revenue and expenditures.
- Expenditure functions are determined by the use of funds. For example, expenditures for Instructional Staff Support Services (Function 221X) are common. Keep in mind that use of the instruction function code (Function 1XXX) is only appropriate for expenditures related to instruction to students, not other teachers.
- FY25 district allocations are calculated based on the budget enrollment multiplied by the per pupil amount of \$377.74 (Aid and Levy Line 4.46).
- Tuition received for open enrollment in (Source 1323) and expenditures incurred for open enrollment out (Object 567) should include the TLC project code (3116) for the portion of TLC received or paid.
- FY25 TLC amount for open enrollment of \$377.74 is based on the current year amount.

For questions related to account coding, please contact Jina Brincks at jina.brincks@iowa.gov or 515-313-5942, Song Luong at song.luong1@iowa.gov or 515-205-0259, or Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674.

For questions related to the TLC program, please contact Tom Wood at tom.wood@iowa.gov or 515-281-5294.

Accounting for Local Food for Schools (LFS)

The Iowa Department of Agriculture & Land Stewardship was awarded over \$2.1 million through the Local Food for Schools Cooperative Agreement Program (LFS Source/Project 4911). These funds are available to schools to purchase local, domestic, unprocessed or minimally processed foods to help with the challenges of supply chain disruptions. This funding has been offered to schools in three rounds from 2022-2024; currently the third round is ongoing.

Schools that applied and agreed to the terms of the funding will work with a food hub sponsor for purchasing pre-authorization and payments. Purchases must be made directly from LFS registered vendors. Purchases from mainline distributors or grocery stores are not allowed for this sub-grant. Standard school [local procurement](#) regulations apply to all transactions and will be monitored through existing review processes.

The expenditures must be incurred prior to December 31, 2024, and all funds must be spent prior to that date. Districts will record LFS funds similar to how commodities are recorded. Expenditures and revenues must be equal at the end of the fiscal year with Source/Project 4911.

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942, Song Luong at song.luong1@iowa.gov or 515-205-0259, or Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674.

Applications

Reminder: SBRC Application | Due December 2

The SBRC Application is open. The application calculates eligibility for modified supplemental amount (MSA) requests related to increased enrollment, open enrollment out not on prior year headcount, and English learners receiving instruction beyond five years.

Additional information, including board language for approving these requests, was published in the October 2024 [School Business Alert](#).

For further questions, please contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

NEW: School Board Officers and District Leadership Contacts Application | Due December 15

The Department uses information reported through the School Board Officers and District Leadership Contacts application to populate the Department's email distribution lists. It is important for this information to be accurate at all times to ensure correct routing.

Existing: School board officers are required to be reported annually by December 15. The following position contacts are also collected through this application: school business officer, auditor, transportation director, and operations and maintenance director.

New: The following contacts will now also be collected through this application: special education program, work-based learning, career and technical education, medicaid billing, and curriculum.

Further questions can be directed to Holli Marolf at holli.marolf@iowa.gov or 515-281-5812.

At-Risk/Dropout Application | Due January 15

The At-Risk/Dropout Application will be available via the [Iowa Education Portal](#) by early December. The application will not open until the Fall 2024 Certified Enrollment numbers have been finalized. The application includes an optional request for MSA so only those districts wishing to request SBRC-granted MSA (Project 1119) will need to complete a submission.

Eligibility: The purpose of the requested MSA is to provide additional resources for the 2025-2026 school year that are necessary to implement the at-risk, dropout prevention, and returning dropout services for identified students that are included in the required local school board's adopted plan ([Iowa Code § 257.38](#)). If a board has not adopted a plan as statutorily required, the district is not eligible to make this request for MSA.

Questions about related programming or the application can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Nonpublic Transportation Parental Claims | Due December 1

First semester parental claims for nonpublic transportation are due to the student's resident district no later than December 1. Parents providing transportation for their children to attend an accredited nonpublic school are eligible to file a claim with their resident district. Please communicate this information to the nonpublic schools within your district.

Once the requests have been received by the district, it is important to establish a good record-keeping process to ensure accurate information is reported at the end of the school year by the district to the Department. The most common information to track, possibly on a spreadsheet, are the names of the parent(s) and their child(ren), their legal address, the name and address of the nonpublic school, and the mileage distance for which the parent is transporting. This will make the claim from the district to the Department at the end of the year much easier to file and verify.

Please be sure to check for errors on parental claims. Including incorrect data in the Nonpublic Reimbursement application has an impact on the amount of funding per claim for all districts at the end of the year. Each year, the Department receives a number of requests for correction after the claims have been paid. Due to the funding mechanism, these are difficult, and in some cases impossible, to resolve.

As a reminder, second semester claims from parents to the districts are due May 2, 2025. Information regarding this program can be found on the Department's [Nonpublic Transportation Reimbursement](#) web page.

Further questions can be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

General Information

School Budget Review Committee Hearing | October 15

The School Budget Review Committee (SBRC) met in regular session to hold hearings on October 15, 2024. The Committee received final FY25 cash reserve levy amounts totaling \$187,519,584, up 13% from FY24. The Committee received an update from a district on the final usage of MSA for initial staffing in FY24, took action to direct districts that were late filing financial reports to appear at the next SBRC hearing to present corrective action plans, and approved MSA for three districts relating to hazard abatement. The [Summary of Action](#) is available on the Department's SBRC web page.

Further questions regarding the SBRC can be directed to Stephanie Edler, SBRC liaison, at stephanie.edler@iowa.gov or 515-689-2258.

Leverage Available Categorical Resources

If additional resources are needed now, consider leveraging available resources through either the flexibility account or the increased uses of some restricted funds for TSS purposes.

Flexibility Account

A school district may authorize a transfer of all or any portion of the unexpended, unobligated amounts remaining at the end of the fiscal year for the following categorical funds to the Flexibility Account.

- Project 3117: Statewide Voluntary Preschool Program (SVVPP)
- Project 3373 or 3376: Professional Development (PD)
- Project 1113: Home School Assistance Program (HSAP)
- Project 3116: Teacher Leadership & Compensation Supplement (TLC)
- Other categorical sources if the program, purpose, or requirements for the expenditure of such moneys have been repealed or are no longer in effect

Rules and requirements for using the Flexibility Account, including information about the required public hearing and language for the board resolution, are available on the Department's [General Fund](#) web page, under the Flexibility Account section titled "General Fund: Flexibility Account".

Increased Use for TSS Purposes

Beginning FY24, a school district may use carryforward funds as well as current allocation of the following categorical funding for TSS purposes.

- Project 3373 or 3376: Professional Development (PD)
- Project 3116: Teacher Leadership & Compensation Supplement (TLC)
- Project 1118: Gifted and Talented (TAG)

Best practice: Include as an informational item to the district's board of education or through formal board action (e.g., negotiation process) when using PD, TLC, or TAG funds for TSS purposes. Additional guidance on how to use these funds for TSS purposes is available on the Department's [Categorical Funding](#) web page, under the Budgetary Allocation Information section titled "HF 68 Guidance: Categorical Funding and Operational Sharing".

FY24 Statewide Carryforward Balances

The table below shows the preliminary FY24 statewide carryforward amounts for categorical funds that may be available to transfer to a Flexibility Account or available to use for TSS purposes.

Project Number	Preliminary FY24 Statewide Carryforward Balances	Available for Flexibility Account	Available for TSS Purposes
1113 (HSAP)	\$13,179,051.62	Yes	No
1118 (TAG)	\$24,811,287.88	No	Yes
3116 (TLC)	\$45,941,408.04	Yes	Yes
3117 (SWVPP)	\$21,712,271.74	Yes	No
3373 and 3376 (PD)	\$27,235,137.03	Yes	Yes

Further questions can be directed to Song Luong at song.luong1@iowa.gov or 515-205-0259.

Supply Chain Assistance Funding

Supply chain issues have significantly impacted the School Food Authorities' (SFAs) ability to procure nutritious foods. The [United States Department of Agriculture \(USDA\) Supply Chain Assistance \(SCA\) funds](#) are a critical funding stream that provide an additional financial resource for SFAs to assist with these issues. SCA funds do not expire, but appropriate record keeping is required until funds are expended (Source/Project 4014, Supply Chain Assistance Funds [FAL/CFDA 10.555]).

SCA funds must be used exclusively for the purchase of domestic food products that are unprocessed or minimally processed. Examples of allowable food products include the examples below.

- Fluid milk, cheese and yogurt (flavored or unflavored)
- Fruits and vegetables, including 100% juices
- Grain products such as pasta and rice
- Meats (whole, pieces, or ground)
- Meat alternatives such as beans or legumes
- Foods in a wide variety of minimal processing states (e.g., whole, cut, pureed) and/or forms (e.g., fresh, frozen, dried)

SCA funds must not be used for labor, supplies, administrative expenses, past or retroactive expenditures, non-domestic food products, or foods that are significantly processed or prepared. Examples of significantly processed or prepared foods include the examples below.

- Baked goods such as breads, muffins, or crackers
- Pre-packaged sandwiches or meals
- Prepared and/or pre-cooked items such as chicken nuggets
- Foods that come ready-to-eat or require no preparation beyond heating

It is also important to note that SCA funds are only available for use in the following USDA Child Nutrition Programs: National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Option (SSO), and/or Afterschool Snack Program. SCA funds may NOT be used for Special Milk Program (SMP), Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP), or Child and Adult Care Food Program (CACFP).

If you have additional questions on SCA funding, contact Meg Collins at meg.collins@iowa.gov or 515-336-3903.

Finance Roundtable Recap | October 23

The Bureau of School Business Operations hosted the Finance Roundtable at the Grimes Building on Wednesday, October 23, 2024. Led by Bureau Chief Cassandra Cline, 33 members attended and discussed agenda topics including introductions of new and returning members, EL Excess Costs application deadline, transportation topics including ride time and transportation entitlement, school safety and security topics, federal fiscal risk assessment, and coding questions. This diverse group is an invited focus group comprised of school business officials, superintendents and AEA representatives from around the state including members of the Department of Education, Department of Management, Legislative Services Agency, and Office of the Auditor of State, as well as individuals from various organizations that support school districts across the state including IASBO, IASB, SAI, and ISFIS. The group meets three times during the school year to discuss school finance-related issues and is scheduled to meet again in January.

Federal Procurement Requirements Related to Food Service Management Companies

The Bureau of Nutrition and Health Services offers the following reminder about federal and program-specific procurement regulations for LEAs who are considering contracting with a Food Service Management Company (FSMC).

Federal regulations at [2 CFR 200.319\(a\)](#) require all organizations that receive federal funding must provide a level playing field that allows for full and open competition for all potential vendors. When one FSMC is allowed to promote their business to district officials, then an equal opportunity must be provided to other FSMCs. Only allowing one FSMC to promote their business is providing them with an unfair advantage in the bidding process. If an FSMC is found to have an unfair advantage they may be excluded from bidding on potential contracts. Additionally, vendors who assist with contract language or specifications shall be excluded from competing for the procurement.

For additional information, refer to [USDA Guidance - Contracting with Food Service Management Companies: Guidance for School Food Authorities](#).

For questions, please contact Shea Cook at shea.cook@iowa.gov or 515-326-1682.

Psychiatric Medical Institution for Children Placements and Psychiatric Hospital Stays: Responsible party

If the student:

- Is served pursuant to an IEP, the resident district pays.
- Is a regular education student, the resident district pays.
- Is home schooled, the resident district pays.
- Attends a nonpublic school, the resident district pays.
- Dropped out of school, the resident district pays.
- Recently moved into your district, the current resident district pays.
- Was placed by a parent, the resident district pays.
- Was counted in certified enrollment by another district, the current resident district pays.
- Was under open enrollment prior to the placement, the resident district pays.

Q: Is there a way a district can avoid paying for the educational services a student receives while at a Psychiatric Medical Institution for Children (PMIC) or psychiatric unit of a hospital?

A: If the student has an IEP and parental rights have been terminated, then the host district is responsible for paying. However, the district with the PMIC or hospital may file the claim with the state through the TIB application.

Q: How is the resident district determined?

A: According to [Iowa Code section 282.1\(2\)](#), the resident district is the location where a student is physically present, whose residence has not been established in another district by operation of law, and is in the district for the purpose of making a home and not solely for school purposes.

Q: If the resident district did not get to count the student in certified enrollment, does the resident district still have to pay?

A: Yes, the current resident district is still responsible for the educational costs incurred for a student in a PMIC facility or psychiatric unit of a hospital. [Iowa Code section 282.27\(5\)](#) allows districts to include, in the regular education foster care claim, students who were not included in the resident district's certified enrollment count and who were placed in either a PMIC facility or psychiatric unit of a hospital. The district where the PMIC facility is located will educate the student and bill the PMIC's district cost per pupil to the resident district. Students who were not in the resident district's count will be automatically included in the regular education foster care claim. For students in a psychiatric unit of a hospital, the resident district will need to enter the student in their local student information system in order to generate the record that will populate the regular education foster care claim.

Questions related to billing can be directed to contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

School-Based Medicaid

For School-Based Medicaid policy questions, please contact Tashina Hornaday, Medical Policy Program Manager at Iowa HHS, at tashina.hornaday@hhs.iowa.gov or 515-201-3553.

For Medicaid procedure questions, please contact Melissa Walker, Administrative Consultant of School Health at the Department of Education, at melissa.walker@iowa.gov or 515-864-6701.

Action Required: Quarterly Report of Medicaid Exclusion/Suspension Verifications | Due October 31

Iowa Medicaid school-based providers are required to check two sources monthly to capture employee exclusions and reinstatements: the federal list provided on the [U.S. Department of Health & Human Services Office of Inspector General \(HHS-OIG\) website](#) and the state's list, which is found on the [Iowa Medicaid Program Integrity website](#) (42 C.F.R. § 1001.1901(b)).

A search of these sources is to occur monthly to confirm individuals whose services are billed to Medicaid are not excluded. Please monitor to see if any exclusions and reinstatements have occurred since the last

search. It is required that these checks are documented. A provider must report to the Iowa Medicaid Enterprise (IME) any exclusion information discovered through such searches. It is important that a district does not bill for services provided by an excluded or suspended individual.

ACTION ITEM:

At the end of each quarter, please send the completed three months spreadsheets to Melissa Walker at the Department.

FY25 Rates for Procedures

The 2024-25 LEA, AEA, and Infant Toddler program Medicaid Rates are now posted on the Department's [School-Based Medicaid](#) web page.

Transportation

Inspector Tip of the Month

Jack Frost is back in Iowa! The Department school bus inspection team takes pride in helping Iowa students, school bus drivers, and other pedestrians and motorists stay safe all year round. Winter, however, presents special challenges. The team asks all drivers, and particularly student transportation providers, to focus on windshields and windows. The ability for drivers to see out of the vehicle is critically important. New windshield wipers are always a good idea before winter, as are cabin air filters. Every effort should be made to ensure vehicles have adequate defrosting/de-icing capability. Further, these capabilities should be utilized BEFORE the vehicle is put into motion. Winter is full of challenges to transportation safety. Ensuring that drivers have adequate visibility makes everyone more safe on the road.

Inspection Corner: Trends

Are school bus drivers checking the engine oil level during every pre-trip inspection? Should the dipstick be pulled two, three, or even four times per day? Many districts are trending away from requiring drivers to open the hood every time a vehicle leaves for a route or activity trip.

In 2022, the Federal Motor Carrier Safety Administration (FMCSA) created a waiver permitting states to waive the engine compartment component of the pre-trip inspection skills testing requirement in 49 CFR 383.113. This waiver only applies to CDL applicants seeking the school bus (S) and passenger (P) endorsements and restricts the CDL driver to intrastate (K restriction) driving only. This waiver also only applies to CDL applicants seeking an initial CDL. More information regarding this waiver, including frequently asked questions, can be found on the [FMCSA website](#).

Some have interpreted this to mean that school bus drivers are no longer required to perform “under the hood” inspections during a daily pre-trip inspection. Although this interpretation is clearly outside of the scope of the FMCSA waiver, it should be remembered that the elements of a pre-trip inspection protocol are a local decision. [Iowa Administrative Code r. 281-43](#) states that a pre-trip inspection must be performed and documented, but it does not list specific items that must be inspected. The Department offers [sample pre-trip inspection forms](#) but districts and contractors may create their own pre-trip inspection criteria.

Should drivers be checking engine oil levels before every route or trip? The important things to remember are that the FMCSA waiver for testing is not directly related to daily pre-trip inspection requirements and that it is up to the district or contractor to decide on the elements of a good pre-trip inspection.



December 2024

Featured

Open Enrollment Billing Scenarios & Changes

The 2024-2025 open enrollment billing chart and scenarios resource document is available on the Department's [Open Enrollment](#) web page.

New for FY25: [Senate File 2368](#) changed open enrollment tuition (and billing) beginning July 1, 2024. The 2024-2025 open enrollment tuition includes the state cost per pupil and teacher leadership and compensation (TLC) from the budget year (i.e., current year) (changed from prior year) and adds the professional development and early intervention childhood (EIC) supplementary weighting amounts.

Open enrollment programming questions can be directed to Sara Nickel at sara.nickel@iowa.gov or 515-971-7558. Open enrollment billing questions can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Recent Questions

Statewide Voluntary Preschool Program

Question: Can Statewide Voluntary Preschool Program (SWVPP) funds be used to pay or reimburse SWVPP teachers meals as a cost necessary to engage in staff professional development activities?

Answer: Yes. [Iowa Administrative Code r. 281-13.1](#) identifies professional development costs as an appropriate use of SWVPP funds. The cost of professional development, including meals and travel, can be paid from SWVPP pursuant to local board policy surrounding travel and meals.

Nutrition Program: Allowable Costs

Question: Are custodial items, such as dishcloths, aprons, mopheads and buckets, allowable direct costs to the nonprofit school food service account or are they considered indirect costs, paid for using other funds? How should these items be coded properly?

Answer: Dishcloths used to sanitize counter tops and aprons that are used directly by kitchen staff in the

preparation and service of school meals are allowed as a direct nonfood supply cost to the nonprofit school food service account. However, mopheads and buckets are generally used for custodial purposes both in the school kitchen as well as other areas of the school. Iowa's current indirect cost plan lists all custodial costs as an indirect cost to the nonprofit school food service account (Function 2620). Please see pages 9-10 of [USDA Memo SP60-2016](#) for more information.

Financial

State Payment Tracking

The Department of Education payments information on the EdPortal includes the Catalog of Federal Domestic Assistance (CFDA) number and the Grant Number for federal funds. A source code should also be assigned to all payments to districts or area education agencies (AEAs). If a payment without the source code is received, please contact Song Luong at song.luong1@iowa.gov or 515-205-0259 so it can be included on the listing. Questions about the payment received can be directed to Angie James at angela.james2@iowa.gov or 515-281-3646.

Districts and AEAs may receive payments from other state agencies as well. If the payment in question is not on the Department's page, it likely came from a different government agency. All state payments may be accessed through the Department of Administrative Services (DAS) [Vendor Payment Portal](#). The link is also on the Department's [State Payment Information](#) web page.

SAVE distribution questions can be directed to Department of Revenue staff Barbara Lewison at barbara.lewison@iowa.gov or 515-314-5936, or Adam Floyd at adam.floyd@iowa.gov or 515-601-4229.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

November 2024

<i>Account Code</i>	<i>Description</i>
Source/Project 4023	Comprehensive Literacy State Development Grant Birth to 5 (FAL/CFDA 84.371C) (Reinstated Nov24) (Previously Education Technology State Grants) (FAL/CFDA 84.386) (Del 2011) (Jan17)
Source/Project 4024	Comprehensive Literacy State Development Grant Kindergarten to Grade 5 (FAL/CFDA 84.371C) (Reinstated Nov24) (Previously Education of Homeless Children and Youth) (FAL/CFDA 84.387) (Del 11) (Apr09) (Jan17)
Source/Project 4025	Comprehensive Literacy State Development Grant Grades 6 to 12 (FAL/CFDA 84.371C) (Reinstated Nov24) (Previously Title I School Improvement Stabilization (FAL/CFDA 84.388) (Jan13)
Source/Project 4732	Coronavirus State and Local Fiscal Recovery Funds (FAL/CFDA 21.027) (Nov24)

Source/Project 4319 Inflation Reduction Act Tax Credits (DOE) (Reinstated Nov 24) Previously direct Child Care Development Block Grants (FAL/CFDA 93.575) (Used with program 840) (Generally Fund 62) (Oct15)

Applications

NEW: School Board Officers and District Leadership Contacts Application | Due December 15

The Department uses information reported through the School Board Officers and District Leadership Contacts application to populate the Department's email distribution lists. It is important for this information to be accurate at all times to ensure correct routing.

Existing: School board officers are required to be reported annually by December 15. The following position contacts have also been collected through this application: school business officer, auditor, transportation director, and operations and maintenance director.

New: The following contacts will now also be collected through this application: special education program, work-based learning, career and technical education, Medicaid billing, and curriculum.

Further questions can be directed to Holli Marolf at holli.marolf@iowa.gov or 515-281-5812.

At-Risk/Dropout MSA Application | Due January 15

The SBRC application for At-Risk/Dropout modified supplement amount (MSA) is now available via the EdPortal. The application is optional; only districts requesting SBRC-granted MSA (Project 1119) will need to complete the "MSA Application" page.

The restricted use of related MSA is to provide additional resources for the 2025-2026 school year that are necessary to implement the at-risk, alternative school, dropout prevention, and returning dropout services for identified students as defined in the local school board's adopted plan pursuant to [Iowa Code section 257.38](#). MSA awarded for this purpose will not increase regular program spending authority.

Technical note if uploading board minutes prior to certifying the MSA Application: In the MSA Application page, click the Save button when entering or modifying the numbers in line 5 (requested modified supplemental amount) and/or line 7 (number of identified students) BEFORE clicking the Upload Board Minutes button. If entries are made without being saved and then board minutes are uploaded, the amounts in lines 5 and 7 may not be retained.

Questions regarding the At-Risk/Dropout program or application can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

General Information

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

School-Based Medicaid

For School-Based Medicaid policy questions, please contact Tashina Hornaday, Medical Policy Program Manager at Iowa HHS, at tashina.hornaday@hhs.iowa.gov or 515-201-3553.

For Medicaid procedure questions, please contact Melissa Walker, Administrative Consultant of School Health at the Department of Education, at melissa.walker@iowa.gov or 515-864-6701.

Eligibility

Until reports of which students with health care services on their IEP have Medicaid, consider using the Eligibility Verification and Information Services (ELVS) portal. Information can be found on the ELVS page of the Iowa Health and Human Services (HHS) website. More can be learned in the Eligibility List section of the Department website Medicaid page, including instructions for using the ELVS portal.

Annual Reminder: Double-Check Billing for Dates of Service in Late December 2024 and January 2025

Reminder: Please double-check that dates of service for which a bill is received (resident district) or sent (serving district) are dates school was in session. For example, no billing should occur for dates when school was not in session due to a holiday break or if school was canceled due to weather or other reasons.

Transportation

Did you know?

Signage: “No Trespassing” signs are allowed on school buses. Iowa Administrative Code r. 281-44.3(34) states, “A ‘No Trespassing’ sign may be affixed to the face of the top step in 2-inch black letters on a white background.” The addition of this sticker is a simple step that can assist with the safety and security of the vehicle.

Child Safety Seat Recall: The National Highway Transportation Security Administration (NHTSA) announced a recall of certain child safety seats on November 19, 2024. Recall 24C001000 is for certain seats produced by Britax Child Safety, Inc. that were sold with an incorrect label and user guide that may result in an improperly installed seat, increasing the risk of injury in a crash. For details, please go to [NHTSA Recall 24C001000](https://www.nhtsa.gov/recalls/24C001000).

Engine Compartment Waiver: In 2022, the Federal Motor Carrier Safety Administration (FMCSA) received a waiver permitting states to waive the engine compartment component of the pre-trip inspection skills testing requirement for prospective school bus drivers. According to the National Association of State Directors of Pupil Transportation Services (NASDPTS), FMCSA announced a two-year extension of the waiver, which now expires on November 28, 2026. This waiver was discussed in last month’s issue of the SBA Newsletter. Additional details are available in the Monday, December 2, 2024 Federal Register titled [Commercial Driver’s License: National School Transportation Association Application for Renewal of Exemption](https://www.federalregister.gov/documents/2024/12/02/2024-24444-commercial-driver-license-national-school-transportation-association-application-for-renewal-of-exemption).

Inspector Tip of the Month

As we approach the winter solstice, more students are being picked up, dropped off, and transported in low light situations. This month the Department’s school bus inspection team asks all drivers, but

particularly student transportation providers, to pay extra attention to lighting. This not only includes verifying that all lights are working properly, but also ensuring that light output is not reduced by snow, ice, dirt, or salt. This will help other motorists see the vehicle and identify it as a school bus.

Although properly maintained lighting is essential for safe student transportation, there are additional factors for school bus drivers and motorists to consider. The flashing lights of the 8-way warning system and the stop arm provide a clear warning to other motorists. However, bright LED lights may actually reduce other drivers' ability to see students moving around in the darkness. This is an excellent time for students to be reminded of safe bus stop procedures.

Please check your lights frequently, use extra caution at stops with poor lighting, and continue to provide the safest possible transportation for the students of Iowa.

Inspector Corner - Trends

Are retread (recapped) tires a good choice for school buses? As winter driving season approaches, many student transportation providers are replacing tires on school buses and have asked whether those replacement tires should be recapped tires or new tires.

Iowa Administrative Code r. 281-44.3(64), states, "Recapped tires are permissible as replacements on equipment now in operation for use on rear wheels only, providing tires are guaranteed by the seller. Recapped tires are not permissible where single rear wheels are used." The 2008 Commercial Medium Tire Debris Study released by the National Highway Traffic Safety Administration identified no significant difference in tire failure rates between new and recapped tires when all standard tire maintenance protocols were followed.

Determining which tires are right for each vehicle may include a number of considerations including, but not limited to, cost and negotiating power, ride quality, and the anticipated durability and life of the tire. The decision to use new drive tires or recapped ones should be researched and made in the best interest of each individual student transportation provider. Once that decision is made and implemented, proper inspection and inflation are critical to providing safe transportation for the students of Iowa.



January 2025

Featured

Happy New Year from the Bureau of School Business Operations

The year 2024 welcomed a number of changes in the Bureau of School Business Operations. Most notably, the bureau welcomed six new contributors to the team! It is very exciting to build and be a part of such an amazing team that is driven by the commitment to be a true resource for the field. From our team to yours, we wish you health, productivity, happiness, simple reconciliations, clean audits, and account codes that all work. Happy New Year!

A special section at the end of the newsletter highlights the specific areas of contribution for all members of our team.

Welcome to the team, Codie!

The Iowa Department of Education (Department) Bureau of School Business Operations is pleased to announce the addition of Codie Kellen to our team! Codie joined the Department on January 6 as the newest bus inspector. He comes to the Department after most recently serving as the transportation director at LeMars Community School District. He will be conducting inspections mainly in the Western region of Iowa and can be reached at codie.kellen@iowa.gov or 515-326-1022. Welcome, Codie!

Reminder: Budget Amendment Checkpoint

School districts initially certified their budgets prior to the passage of House File 2612 (Iowa Acts 2024), which established increased teacher salary minimums effective July 1, 2024, modified educational and media services funding, and provided additional funds for education support personnel.

TIP: Districts should be closely monitoring the district's financial position in relationship to the certified budget control lines.

Next Steps: The budget should be amended if the district expects to spend more in the budget control lines as adopted in the 2024-25 Certified Budget (Iowa Code §§ [257.7\(2\)](#) and [24.9\(2\)](#)).

Recent Questions

Open Enrollment Billing - EI Supplement

Question: Should districts serving open enrolled students bill resident districts for the state cost per pupil of the early intervention supplement?

Answer: Yes. Senate File 2368 (Iowa Acts 2024) amended the amount billed for open enrolled students pursuant to Iowa Code section 282.18(7)"b"(1). The amount to bill for open enrolled students equals the sum of the budget (i.e., current) year state cost per pupil and the supplemental state cost per pupil for the following: teacher leadership and compensation (TLC), professional development (PD), and early intervention (EI) supplement.

Quick references for account coding related to open enrollment revenue and expenditures are provided below.

TLC open enrollment expenditure: Project 3116, Object 567

TLC open enrollment revenue: Project 3116, Source 132X

PD open enrollment expenditure: Project 3376, Object 567

PD open enrollment revenue: Project 3376, Source 132X

EI open enrollment expenditure: Project 3216, Object 567

EI open enrollment revenue: Project 3216, Source 132X

Retaining Funds in Lunch Accounts for Previous Students

Question: May a district retain funds left in a student's lunch account if the student no longer attends the school?

Answer: No. The school may not keep any part of funds remaining in a student's lunch account. If a student has graduated or will otherwise not be returning, the school must refund the money to the student's parent or guardian. The parent/guardian paid the money in return for certain goods (i.e., meals).

Once a school is reasonably certain that a student will not be returning, the school needs to take reasonable steps to ascertain a forwarding address. If another school makes contact to ask for the student's records, work with that school. If, after making reasonable attempts and documenting these attempts, the school cannot locate the family, the school should follow Iowa Code Chapter 556 Disposition of Unclaimed Property. Additional information may be found on the [Great Iowa Treasure Hunt](#) website.

School Safety Spotlight

5th Grade Poster Contest: National Missing Children's Day

Announcing the [US Department of Justice National Missing Children's Day Poster Contest for 5th graders](#). The national contest aims to raise awareness among teachers, parents/guardians, and children, encouraging discussions about safety.

The contest is open to all 5th-grade students. Entries must be submitted on 8 1/2" x 14" poster paper and should reflect the theme, "Bringing Our Missing Children Home." The deadline for submissions is January 31. State and national awards will be given to the winners.

The [submission packet](#) and [poster announcement](#) contain additional information. Completed applications can be sent to Iowa Department of Public Safety, Missing Person Information Clearinghouse, 215 E 7th Street, Des Moines, IA 50319.

School Safety and Security Taskforce Report

HF2652 (Iowa Acts 2024) established a school safety and security infrastructure task force to study and make recommendations related to school safety and security standards. The task force membership, defined in the legislation, included the following: representatives from the Governor's School Safety Bureau, Department of Public Safety, Department of Homeland Security and Emergency Management, Department of Education, two public school superintendents, one nonpublic school superintendent, two school board members, a school resource officer, building engineer, and the state building code commissioner.

The task force discussed many facets of school safety including the hardening of school buildings, general prevention, critical incident impact mitigation, and overall collaboration between stakeholders. As with most modern problems, the task force recognized there is no one-size-fits-all solution to school safety. The report was submitted to the Legislature by the December 31, 2024 deadline and is available on the website of the [Iowa Legislature](#).

U.S. Department of Homeland Security: Free Security Training and Assessments

The Transportation Security Administration (TSA), a branch of the United States Department of Homeland Security, is offering free security training and assessments for school transportation departments in Iowa. TSA Inspector Ron Gann is tasked with visiting districts in Iowa to evaluate current plans and offer suggestions for improving transportation security. TSA will also offer training for school bus drivers regarding threat recognition, mitigating threats, and responding to threats. This training will include recognizing suspicious packages, suspicious persons, and suspicious behavior. These are free services to each school district.

For more information, to set up a transportation evaluation, or to set up training for school bus drivers, contact TSA Inspector Ron Gann at ronald.gann@tsa.dhs.gov or 402-672-4898.

Financial

Explanation of January 2025 Juvenile Home and Other Deductions from State Payments to School Districts

A deduction is being made for the cost of certain programs that are paid "off the top of state aid". This deduction, which occurs every year, is for the cost of educational programs for children in the state training school, mental health institutes, other licensed juvenile and foster care facilities, or special education costs for foster care children with no resident district and district court-placed children. As required by Iowa Code, the cost of these programs is distributed to all school districts based on each district's budget enrollment (line 1.1 of the Aid and Levy Worksheet). The deduction starts in January and will continue through the rest of the year. These deductions reduce cash flow but have no impact on a district's spending authority. Visit the [State Payment Information FY25](#) web page for an updated breakdown of categorical funding.

If you have future questions regarding this deduction, please contact John Parker, Department of Management, at john.parker@iowa.gov or 515-281-8485.

Reminder: Preschool Registration and Other Fees

As districts plan for 2025-2026 Statewide Voluntary Preschool Program (SWVPP) programming, please remember that districts have no authority to charge fees for SWVPP registration. In addition, fees may not be charged for items which are part of the SWVPP instructional program. It is highly recommended to clearly communicate the details of any fees to families at the time of registration, including hours of programming offered for which there are allowable associated fees, such as non-SWVPP programming and/or child care. For more details, see the SWVPP Frequently Asked Finance Questions on the Department's [Statewide Voluntary Preschool Program for Four-Year-Old Children](#) web page.

If you have program questions, please contact Mary Breyfogle at mary.breyfogle@iowa.gov or 515-326-1030. If you have questions regarding the allowable uses of SWVPP funds, please contact Song Luong at song.luong1@iowa.gov or 515-205-0259.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

December 2024

Source/Project 4026	Education Stabilization Fund (Rethink K-12 Education Models Discretionary Grant) (OpenSciEd Professional Development & Materials Grant) (FAL/CFDA 84.425B) (Reinstated Dec24) (Formerly Title I Basic LEA Grants Stabilization (FAL/CFDA 84.389) (Program 430) (Jan13))
Source/Project 4323	Community Project Funding Grant (Economic Development Initiative) (HUD) (CFDA 14.251) (Dec24)
Source/Project 4027	Edward Byrne Justice Assistance Grant (JAG) Program (FAL/CFDA 16.738) (Reinstated Dec24) (Formerly Title I Basic Set Aside Stabilization (FAL/CFDA TBA) (Program 430) (Jan13))

Applications

Reminder: At-Risk/Drop Out Application | Due January 15

The SBRC application for At-Risk/Dropout modified supplement amount (MSA) is now available via the EdPortal and is due January 15, 2025. Additional information regarding the application requirements and eligibility was published in the [December 2024 School Business Alert](#) newsletter.

Questions regarding the At-Risk/Dropout program or application can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Special Education Billing Application | Due February 17

The legacy "Tuition In Billing" (TIB) application is retired. The new application to bill for special education costs is named "Special Education Billing". TIB is available for historical reference only.

The Special Education Billing application is used to bill districts for costs incurred to serve special education students. The application is open and districts are required to bill by February 17 for first semester billing based on either actual cost per day or estimated cost per day billing.

Special Education Billing - Days Only

Districts will enter student information by the number of days the student was enrolled and served pursuant to an Individualized Education Plan (IEP) during FY25.

Special Education Estimated Billing

The Department will continue to use the predetermined daily rate feature as implemented in the Special Education Billing application, which allows an additional option in determining the amount billed for the first semester. A Certified Annual Report (CAR) upload is not required if this option is selected. The goal is to simplify the process and assure that every district is sending/receiving first semester bills. This option includes a basic daily rate for special education costs and general purpose percentages. Refer to the examples below.

Basic Daily Rate for a Level I Student

Special Education Cost:

District Cost Per Pupil (DCPP) X Special Ed Weighting / 180 X 1st Semester Billing Days = Special Ed Expenditures

$$[(\$7,826 \times .72) / 180] \times 90 \text{ days} = \$2,817.36$$

General Purpose Percentage

DCPP X Level I GPP Per Pupil % (each district is different) / 180 X 1st Semester Billing Days = GPP

$$[(\$7,826 \times .82) / 180] \times 90 \text{ days} = \$3,208.66$$

Basic Daily Rate for a Level II Student

Special Education Costs:

DCPP X Special Ed Weighting / 180 X 1st Semester Billing Days = Special Ed Expenditures

$$[(\$7,826 \times 1.21) / 180] \times 90 \text{ days} = \$4,734.73$$

General Purpose Percentage

DCPP X Level II GPP Per Pupil % (all districts are the same) / 180 X 1st Semester Billing Days = GPP

$$[(\$7,826 \times .32) / 180] \times 90 \text{ days} = \$1,252.16$$

Basic Daily Rate for a Level III Student

Special Education Costs:

DCPP X Special Ed Weighting / 180 X 1st Semester Billing Days = Special Ed Expenditures

$$[(\$7,826 \times 2.74) / 180] \times 90 \text{ days} = \$10,721.62$$

General Purpose Percentage

DCPP X Level III GPP Per Pupil % (all districts are the same) / 180 X 1st Semester Billing Days = GPP

$[(\$7,826 \times .27) / 180] \times 90 \text{ days} = \$1,056.51$

Days Enrolled and Served - Full or Partial Semester

“First semester billing days” means the number of days the student was enrolled and served pursuant to the student’s IEP. The examples above assume the student was present for the full semester or 90 days. However, for students enrolled and served less than a full semester, the district will enter the actual days enrolled and served rather than 90 (i.e., $(\$7,826 \times 1.21) / 180 \times 25 \text{ days} = \$1,315.20$). If a student was Level II for part of the semester and then became Level III, the student will be included as Level II for the number of days served pursuant to the IEP at Level II, and again included as Level III for the number of days served pursuant to the IEP at Level III.

Completing the Application

Upon entering the application, select the billing option that will be used for semester one billing.

- Per Day Estimated Rate is the option described above.
- Per Day Actual Costs from Screen 1 is similar to what districts use for final billing.

Please ensure the accuracy of the data pre-populated in the application as listed below.

- Student name
- State Student ID
- Special education weighting
- Resident district

The district is responsible for entering the information below.

- Days enrolled and served
- Individualized costs

If you have further questions regarding Special Education Billing, please contact specialeducationfinance@iowa.gov.

Reminder: Update School Board Officers and District Leadership Contacts Application

The Department uses information reported through the School Board Officers and District Leadership Contacts application to populate the Department’s email distribution lists. It is important for this information to be accurate at all times to ensure correct routing.

Existing: School board officers are required to be reported annually by December 15. The following position contacts have also been reported in this collection: school business officer, auditor, transportation director, and operations and maintenance director.

New: The following contacts are now also collected through this application: special education program, work-based learning, career and technical education, medicaid billing, and curriculum.

Further questions can be directed to Holli Marolf at holli.marolf@iowa.gov or 515-281-5812.

General Information

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

Billing for Open Enrollment, Homeless, and Foster Care

The majority of students who utilize open enrollment attend the serving district on the first day of school, remain enrolled through the last day of school, and do not move during the course of the year. For these students, the serving district bills the resident district twice a year. This is a simplified process. All other situations - involving open enrollment and moving - are not as simple. The information below provides a brief review of how billing is to be handled when changes occur during the year ([281 IAC 17](#)).

1. **Scenario:** A student is not utilizing open enrollment on count day, moves after count day, and utilizes open enrollment to remain enrolled in the former district of residence, known as Iowa's "continuation rule".
 - **Related billing:** No district is billed for days served under open enrollment for the remainder of the school year. A district cannot bill for the 1.0 funds (the budget year state cost per pupil) or special education costs. If a student utilizes open enrollment to remain enrolled in the same district, that district would have already counted the student in the fall's certified enrollment count. Billing to the new resident district will begin the following year.
2. **Scenario:** A student is under open enrollment on count day, moves after count day, and continues to utilize open enrollment to remain enrolled in the same serving district.
 - **Related billing:** The serving district will bill the district that generated the count on count day. The serving district can bill for 1.0 funds (the budget year state cost per pupil) and, if applicable, actual special education costs incurred.
3. **Scenario:** A student is identified as homeless and is temporarily living in a different district.
 - A homeless student can attend school in the district where the student is currently living or in the district of origin ([281 IAC 33.2](#)), which is the Iowa public school district in which the student was last enrolled or in which the child last attended when permanently housed.
 - If the district elects to place the student in an educational placement other than the district where they are currently living or the district of origin, the district must provide written justification for this decision ([281 IAC 33.7\(1\)](#)).
 - If the parent chooses to enroll the student in a different district other than the district where the student is living or the district of origin, the parent or guardian must apply for open enrollment, and cannot be denied open enrollment on the basis of their homelessness alone.
 - If the application for open enrollment is approved after the student is determined to be homeless, the parent assumes responsibility for transportation ([281 IAC 33.8\(4\)](#), [281 IAC 17.9\(1\)](#)).
 - Transportation services to the school of origin (pursuant to open enrollment agreement in place prior to homelessness occurring) is required to be provided pursuant to [42 U.S. Code § 11432 \(e\)\(3\)\(E\)\(i\)\(III\)](#). If the school of origin is not the same as the district in which the student is physically located, the district in which the student is physically located and the district in which the student is attending are required to work together to determine a method to apportion responsibility and costs for providing transportation to the school or origin. If a method cannot be agreed upon, costs shall be shared equally between the two districts [[42 U.S. Code § 11432 \(g\)\(1\)\(J\)\(iii\)\(II\)](#)].

4. **Scenario:** A student is placed into foster care. When a foster care placement occurs, a “best interest determination” decision will be made in consultation with HHS regarding the school of attendance, resulting in either remaining in the school of origin or, if that is found to not be in the student’s best interest, another educational placement that will best serve the student’s needs, including the district where the student resides in foster care. Additional information for each service arrangement is provided below.
- The student remains enrolled in the school of origin.
 - Whether the student’s foster care placement is within the same district or not, the student’s resident district does not change in the student information system. The student continues to be identified as having the same resident district. The student does not utilize open enrollment to remain enrolled in the school of origin unless the student was already under open enrollment. The attending district will maintain the same enrollment information, but add the foster care indicator on the new enrollment period record ([Iowa Code § 282.31\(1\)\(b\)](#)).
 - The student does not remain enrolled in the school of origin and enrolls in the district where the student resides while in foster care, or another suitable placement.
 - If the student does not have an Individualized Education Program (IEP), the student is a resident in the district where he or she is attending while in foster care. There is no billing. The student will be included in the district’s general education foster care claim, as long as the district identifies the student as being in foster care ([Iowa Code § 282.19\(3\)](#); [Iowa Code § 282.31\(1\)\(b\)](#)).
 - If the student utilizes open enrollment while in foster care to attend a district that is not the district of origin or the district where the student is currently living while in foster care, the serving district will include the student on the regular education foster care claim.
 - If the student has an IEP, regardless of where the student attends school, the resident district remains the resident district where a parent lives, if the parent lives in Iowa. The resident district is billed through the Special Education Billing application ([Iowa Code § 282.31\(2\)\(a\)](#)).
 - If the student has an IEP and parents do not live or cannot be found living in Iowa, regardless of where the student attends school, the serving district will use the Look Back feature in Special Education Billing to determine if a district counted the student in the October special education count. If a district counted the student, the district that counted the student will be billed for the student’s educational costs. If no district counted the student on the October special education count, the serving district will bill the state under the foster care claim in the Special Education Billing application at the end of the year ([Iowa Code § 282.31\(3\)](#); [281 IAC 41.907\(5\)\(c\)](#)).
 - If the student has an IEP and parental rights have been terminated, the serving district will bill the state under Termination of Parental Rights in the Special Education Billing application for days served from the date parental rights were terminated. Billing to the state is completed at the end of the year. A copy of the court action is to be shared with the area education agency (AEA) so the Information Management System (IMS) can be updated accordingly ([281 IAC 41.907\(6\)](#)).

If applicable, the amount to bill for open enrolled students equals the sum of the budget (i.e., current) year state cost per pupil and the supplemental state cost per pupil for the following: teacher leadership and compensation (TLC), professional development (PD), and early intervention (EI) supplement.

For updated billing guidance, including prorated billing amounts, please refer to the 2024-2025 [Open Enrollment Billing Chart](#).

For questions relating to serving homeless students, contact Tyler Navin at tyler.navin@iowa.gov or 515-669-8622.

For questions relating to open enrollment, contact Sara Nickel at sara.nickel@iowa.gov or 515-971-7558 or Mickolyn Clapper at mickolyn.clapper@iowa.gov or 515-745-3385

For questions relating to billing, contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

For questions relating to foster care, contact Elisa Koler at elisa.koler@iowa.gov or 515-669-4052.

2025 Legislative Session Began January 13

The 2025 legislative session began on Monday, January 13. There are various resources available to access information related to any action taken or progress made by the Legislature.

[Department of Education's Legislative Information](#) web page

[Iowa Legislature](#) website

For further information on legislative issues, contact Eric St Clair, Legislative Liaison, at eric.stclair@iowa.gov or 515-326-0274.

School Budget Review Committee Hearing | January 8, 2025

The School Budget Review Committee (SBRC) met in regular session to hold hearings on January 8, 2025. The Committee discussed the list of districts that preliminarily incurred a negative unspent balance; reviewed lists of late filers for Certified Enrollment, School Association Report (SAR), and the Facilities, Elections, and Sales Tax (FEST) Report; reviewed state decile rankings for unspent authorized budget (UAB) and regular program amounts on a per pupil basis; reviewed the historical list of districts and AEAs that late-filed their Certified Annual Report (CAR), Special Education Supplement (SES), or Annual Transportation Report (ATR); and set the fiscal year 2025-2026 hearing schedule. The Committee certified to the Department of Management (DOM) the list of supplementary weightings for FY26 and approved modified supplemental amounts (MSA) for eligible and requesting districts related to excess costs of providing an English Learner (EL) program in the prior fiscal year, increased enrollment applications, open enrollment out students not included in the prior year headcount, EL programs offered beyond five years, and districts whose open enrollment is 45% or greater of the students enrolled. The Committee reviewed AEA and district special education balances and approved MSA for eligible and requesting districts with deficit balances.

The Committee approved one request for a modified supplemental amount due to initial staffing of a new school building. The Committee received a fiscal update from a district that was required to appear based on fiscal triggers. The Committee reviewed corrective action plans from four districts that late filed the CAR, SES, and/or ATR; three plans were accepted and the plan for one district was tabled and that district was directed to provide an updated corrective action plan and appear at the March 2025 hearing. The Committee reviewed corrective action plans from three districts that preliminarily incurred a negative unspent balance; two of the plans were accepted and the plan for one district was tabled and that district was directed to provide an updated corrective action plan and appear at the March 2025 hearing.

The Summary of Action can be found on the [SBRC Hearing Information](#) web page under the Summary of SBRC Hearing Decisions.

If you have further questions, please contact Stephanie Edler, SBRC Liaison, at stephanie.edler@iowa.gov or 515-689-2258.

School-Based Medicaid

For School-Based Medicaid policy questions, please contact Tashina Hornaday, Medical Policy Program Manager at Iowa HHS, at tashina.hornaday@hhs.iowa.gov or 515-201-3553.

For Medicaid procedure questions, please contact Melissa Walker, Administrative Consultant of School Health at the Department of Education, at melissa.walker@iowa.gov or 515-864-6701.

Recent Question: School-Based Medicaid Overpayment

Question: How should districts correct an overpayment of Medicaid reimbursement to the state?

Answer: The district will reduce the subsequent payment by the amount overpaid and instruct HHS to apply its credit to their invoice.

Transportation

Inspector Tip of the Month

It is important to remember that the school bus is an extension of the classroom and that students deserve a clean and safe mode of transportation. Winter weather highlights the need for cleanliness in some critical areas of school bus operations. Below are two specific suggestions.

1. Ensure there is a procedure for hats, gloves, and coats that are left in the bus.
 - Heavy boots and wet steps present a challenge for students to safely exit the vehicle. Lost items accumulating loosely at the front of the bus may become a safety hazard by creating tripping hazards near the service door or walkways.
 - *Safety Tip:* Do not place lost articles on the dash of the bus where they may block airflow from the defrosters or slide around as unsecured objects potentially creating additional tripping hazards.
2. Many rural school buses regularly travel secondary roads. Consistent dust accumulation can create a need to frequently clean the rear lights. Winter adds snow, frost, and ice to the mix creating dirtier and longer-lasting film over the lights. All drivers, especially those who regularly operate on secondary and weathered roads, should be extra diligent during the winter months to ensure that output from critical lights is not blocked or diminished.

Inspector Corner

As shared earlier in the publication, Codie Kellen has joined Chris Errthum and Joe Funk to complete the Department's school bus inspection team. The team is currently finalizing first semester inspections and working to publish the second semester inspection schedule. The spring semester schedule is typically published by January 15 on the Department's [Bus Safety & Inspection Schedules](#) web page, under the "Bus Inspection Schedule" sub-heading, [Transportation Calendar](#). Information including inspection date and time can be found there. Double-clicking on the event will show additional details.

For questions or concerns regarding inspections, please contact the district's inspector.

- Chris Errthum (Northeast) at chris.errthum@iowa.gov or 515-669-4994
- Joe Funk (Southeast) at joseph.funk@iowa.gov or 515-669-4987
- Codie Kellen (West) at codie.kellen@iowa.gov or 515-326-1022

Meet the Bureau of School Business Operations

Photo



Team Member

Kassandra Cline | Bureau Chief

Background: MS TET, MBA, Ed.D., ISBMA Graduate, and Former Teacher, Program, and Fiscal Administrator

Bureau Specialties:

- School Finance
- School Budget Review Committee (SBRC)
- ESA Auditing
- Allowable Use of Funds
- Charter School Finance
- Support this amazing team!



Stephanie Edler | Administrative Consultant – School Finance

Background: B.S. in Finance, B.S. in Accounting, ISBMA Graduate, Former Business Manager, SBO, Board Secretary, and Treasurer

Bureau Specialties:

- School Finance
- School Budget Review Committee (SBRC)
- ESA Auditing
- Uniform Administrative Procedures manual



Tom Simpson | Administrative Consultant – Pupil Transportation

Background: B.S. in Mathematics, Former State School Bus Inspector, Former District Transportation Director, North American Standard Inspections Part B Certification

Bureau Specialties:

- Pupil Transportation
- Annual Transportation Report Application
- Annual Transportation Nonpublic Claim
- Driver Authorization System
- Vehicle Information System
- School Vehicle Inspector



Eric How | Executive Officer 3 – Education Savings Accounts

Background: B.A. in Criminal and Social Justice, M.S. in Law, Northwestern University School of Police Staff and Command Graduate, Former Police Lieutenant, US Army Logistics Captain

Bureau Specialty:

- Education Savings Accounts (ESA) Program Administration



Linda Ankeny | Executive Officer 2 – Education Savings Accounts

Background: B.S. & M.S. in Elementary Education, Ed.D. in Education Administration, Specialist in C&I, Master Educator & Professional Administrator Licenses, Former Teacher, and Program Coordinator

Bureau Specialty:

- Education Savings Accounts (ESA) Program Administration



Ted Bauer | Consultant – School Finance

Background: B.A. in Accounting, ISBMA Graduate, Former Business Manager, SBO, Board Secretary, and Treasurer

Bureau Specialties:

- Tuition and Billing
- SAVE, PPEL
- At Risk/Dropout Prevention
- School Facilities & Bonds
- Reorganization, Dissolution and Sharing
- SBRC Application



Jina Brincks | Consultant – School Finance

Background: B.A. in Finance, Former City Clerk, and SBO

Bureau Specialties:

- UFA Chart of Accounts
- Certified Annual Report (CAR) Application
- Chart of Accounts (COA) Application
- AEA Budgets
- Juvenile Home Claims



Song Luong | Consultant – School Finance

Background: B.A. in Accounting, ISBMA Graduate, Former SBO

Bureau Specialties:

- UFA Chart of Accounts
- CAR Application
- COA Application
- Student Activity Fund
- Categorical Funds

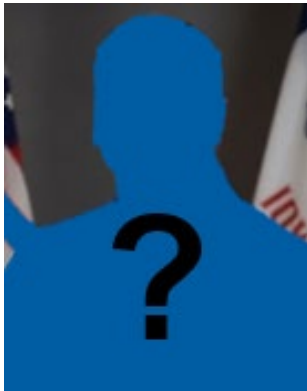


Bobby Wilson | Consultant – School Finance

Background: B.S. in Accounting, B.A. in Finance, M.S. in Business Analytics, MBA University of Iowa, Former Auditor at John Deere Financial

Bureau Specialties:

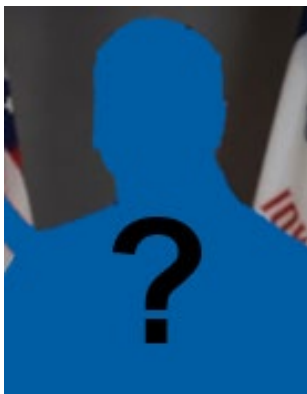
- UFA Chart of Accounts
- CAR Application
- COA Application
- Federal Financial Reports
- Federal Indirect Cost Rate Plan / Annual Indirect Cost Rates
- Governmental Accounting and Auditing



COMING SOON! | Consultant - School-Based Medicaid

Bureau Specialties:

- School-Based Medicaid Claiming
- Special Education Health Services



COMING SOON! | Consultant - Special Education Finance

Bureau Specialty:

- Special Education Finance
- Special Education Billing



Chris Errthum | School Bus Inspector (Northeast Region)

Background: Former District Lead Technician, Heavy Duty Diesel Mechanic degree, Air Brake Certification, Drive Line Certifications, CFC-12 and HFC-1341 Certified, CDL

Bureau Specialties:

- Pupil Transportation Safety
- Pupil Transportation Quality Inspection Standards



Joe Funk | School Bus Inspector (Southeast Region)

Background: ASE Certified Master School Bus Technician, Certified D.O.T. Inspector, North American Standard Inspections Part B Certification

Bureau Specialties:

- Pupil Transportation Safety
- Pupil Transportation Quality Inspection Standards

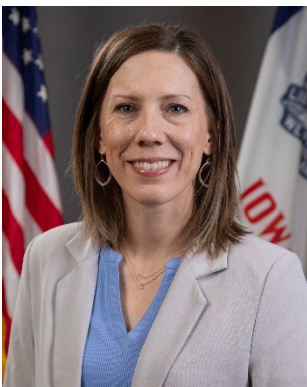


Codie Kellen | School Bus Inspector (West Region)

Background: A.S. in Automotive Repair, Former Transportation Director, Former District Mechanic, former Senior Master Technician

Bureau Specialties:

- Pupil Transportation Safety
- Pupil Transportation Quality Inspection Standards



Holli Marolf | Bureau Secretary

Background: A.S. in Business Administration, ISBMA Graduate and Troubleshooter Extraordinaire

Bureau Specialties:

- Pupil Transportation
- Vehicle Information System (VIS) Application
- Driver Authorization System (DAS) Application
- School Board Officers and District Leadership Contacts Application



February 2025

Featured

Join Our Team!

Are you intrinsically motivated to be a resource for others? Have you thought about the impact you could make at a state level being a resource for peers across the state? Consider joining our team! View State of Iowa ["Benefits at a Glance 2025"](#). We are currently accepting applications for one position on our team.

[Education Program Consultant - School-Based Medicaid](#) - Closes 2/16/25

This position serves as a technical resource to the field regarding eligible services, coding, and billing and engages in statewide policy conversations.

It is important for our team to be fully staffed with knowledgeable, dedicated folks so we can best support those in the field! Questions about the position responsibilities or ways this role makes a difference internally and across the state can be sent to Cassandra Cline at kassandra.cline@iowa.gov or 515-326-2242.

Resources: Special Education Finance

HF2612 implementation resources are available on the Department's [HF2612](#) web page.

One new resource, the [Distribution and Use of State and Federal Special Education Allocations Beginning July 1, 2025](#), requires districts to establish an automatic process to pay 90% of special education support services funding to the Area Education Agency (AEA) from which the services will be provided. This resource also includes a list of services that AEA's are required to provide, as well as a list of services for which AEA's may elect to charge a fee.

Recent Questions

Publication

Question: School safety plans are meant to be confidential. If a purchase is made to help implement the

school safety plan, is the content of the invoice still required to be included in the publication of the schedule of bills?

Answer: Yes. [Iowa Code § 279.36](#) requires the name of the person or firm making the claim, purpose of the claim, and amount of claim to be included in the publication of the schedule of bills. However, the level of detail required surrounding the purpose of the claim may be determined locally.

Example: Door lock purchase

- District A may choose to state the purpose as new door locks for all classroom entry doors at XYZ Attendance Center.
- District B may choose to state the purpose as new door locks.

Educational and Media Services Funding

Question: How may a district track total funds spent on educational and/or media services?

Answer: The educational and media services funds are not a restricted source for districts. Revenue is receipted to Source 1111, same as other local property taxes received. A project code is not required to use these funds. Districts may choose to use a district assigned project code (8XXX or 9XXX) for tracking purposes.

Medicaid: Consent Required

Question: At what point in the process of determining services eligible for Medicaid reimbursement should parental consent be acquired?

Answer: Local Education Agencies (LEAs) or AEAs must obtain parental consent for Medicaid reimbursement *prior* to obtaining a Release of Information to communicate with the child's healthcare provider for reimbursement or releasing educational records if utilizing a vendor.

Financial

Available: Data for FY25 Certified Annual Report

The "2024-25 District AEA Flowthrough Amounts", "2024-25 Sources for Local Projects", "2024-25 Preschool Funding" (with administrative reduction amounts), and "2024-25 Utility Replacement Tax Payments" documents are available under the heading "Data Used to File FY25 CAR" on the [Certified Annual Report \(CAR\)](#) web page.

For further information, please contact Jina Brincks at jina.brincks@iowa.gov or 515-313-5942.

February 2025 Income Surtax Payments

Message from the Department of Management:

The February 2025 income surtax payment (paid around January 15) is the second and final income surtax payment for the 2023 income tax year. The payment represents the remaining amount of income surtaxes collected for your district. A larger portion was paid in December so the final payment is much lower compared to past February payments.

There are 12 districts who received a December payment but not a February payment. This is due to Department of Revenue adjustments causing your remaining amount to be negative. There is nothing you need to do as it will get credited once 2024 income taxes are filed.

This payment is based upon the income surtax rates established for your 2023-2024 budget. If your district did not have a surtax for the Physical Plant and Equipment (PPEL) Fund, the entire payment should be credited to the General Fund. On the other hand, if you had both General Fund and PPEL surtax, then split the income surtax in accordance with the rates. The PPEL Income Surtax rate can be found on line 19.4 of the Aid and Levy Worksheet. The General Fund income surtax rates can be found on lines 10.15 and 11.4. The Department of Management has provided a summary, including the split between funds, which is posted under "State Payment Information FY25" on the [State Payment Information webpage](#).

Open Enrollment Transportation Assistance

The transportation reimbursement amount for the 2024-25 school year is \$719 per student for qualifying open enrolled families. Transportation assistance is only available to families who are open enrolled between contiguous districts and meet income requirements. The cost of transportation reimbursement incurred by the resident district should be deducted from the tuition sent to the receiving district. If the application for transportation assistance is filed after the school year begins, the reimbursement request should be prorated.

The resident district has the authority to determine how transportation assistance is provided for eligible students. The type of transportation assistance offered is not determined by the parent/guardian.

The resident district may fulfill its statutory obligation in one of the three ways listed below.

1. Provide transportation for the student(s) to a stop on the receiving district's bus line.
2. Allow the receiving district to enter the resident district to pick up the student(s), if requested by the receiving district. If either the sending or receiving district does not approve this arrangement, the resident district is still obligated to provide transportation assistance.
3. Provide the parent/guardian with a cash reimbursement of \$719 per student, up to four students in a family. The maximum number of students can include only one secondary (9-12) student and up to three elementary (K-8) students ([281 IAC 17.8](#)).

Additional information is available on the Department's website, including the [Open Enrollment Handbook](#) and [Open Enrollment Transportation Assistance](#) handout with income guidelines.

For more details about transportation assistance, contact Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

For more information about open enrollment, contact Sara Nickel at sara.nickel@iowa.gov or 515-971-7558.

Property Tax and Utility Excise Replacement Tax

Friendly reminder: There is a difference between Property Tax and Utility Excise Replacement Tax. The former is a property tax and the latter is not a property tax. Federal reporting and the district budget process are affected by related coding choices.

- Source 1171: Gas and Electric or Utility Replacement or Excise Tax ([Iowa Code chapter 437A](#))
- Source 111X: (Current) Utility (not gas and electric) or Delinquent Utility

To assist districts, the FY25 Utility Excise Replacement Taxes have been added to the Department's [Certified Annual Report](#) web page under the section "Data Used to File FY25 CAR", in a file

titled "2024-25 Utility Replacement Tax Payments". Only utility items labeled "Gas and Electric", "Utility Replacement", or "Excise Tax" should be coded as Utility Excise Replacement Taxes, Source 1171. Items labeled "Utilities" or "Current/Delinquent Utilities" are coded as regular property tax, Source 1110 (1111).

An additional resource is available on the Department's [Uniform Financial Accounting](#) web page titled "[Property Taxes - Types and Coding](#)" that includes coding detail for different types of taxes. FY25 estimates are available on the Department of Management's [School Resources](#) web page in a file titled [Outstanding Property Tax Levies and Maximum Levy Limits](#). FY26 estimates will be posted this summer.

If you have any account coding questions, please contact Jina Brincks at jina.brincks@iowa.gov or 515-313-5942, or Song Luong at song.luong1@iowa.gov or 515-205-0259, or Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs. The most recent update is provided below.

January 2025

Account Code	Description
Source/Project 4028	Coronavirus State and Local Fiscal Recovery Fund (CSLFR) (Teacher Paraeducator Registered Apprenticeship Program 2.0) (IWD) (FAL/CFDA 21.027) (Beneficiary model-Funding is not subject to 2 CFR 200.501) (Jan25)
Source/Project 4743	Coronavirus State and Local Fiscal Recovery Funds (FAL/CFDA 21.027) (Jan25)

GASB 101 Compensated Absences

According to the Governmental Accounting Standards Board (GASB), Statement 101 was issued to improve the clarity and consistency of financial reporting of compensated absences.

GASB 101 defines compensated absence as any of the following:

- Cash payments when the leave is used for time off;
- Other cash payments, such as payment for unused leave upon termination of employment; or
- Noncash settlements, such as conversion to defined benefit postemployment benefits.

Examples of compensated absences are below.

- Vacation leave
- Sick leave
- Paid time off (PTO)
- Holidays
- Parental leave
- Bereavement leave
- Certain types of sabbatical leave

Liabilities for compensated absences must be recognized for the leaves below.

- Leave that has not been used if all of the following are true:
 - The leave is attributable to services already rendered.
 - The leaves accumulate.
 - Leave is more likely than not (a likelihood of more than 50 percent) to be used or be paid for the leave.
- Leave that has been used but not yet paid or settled through noncash means.

Exceptions to the liability recognition under this Statement.

- The following leaves should not be recognized as liabilities until the leave begins:
 - Parental leave
 - Military leave
 - Jury duty leave
- Unlimited leave should not be recognized as liabilities until the leave is used.
- Holiday leave that is taken on a specific date and not at the employee's discretion.
- Termination benefits under GASB Statement 47.

Measurement basis for this Statement.

- Use the employee's pay rate at the financial statement date.
- A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made.
- Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities. Examples include FICA, IPERS, or other payroll taxes.

Additional detailed guidance for GASB 101 implementation can be found on the [GASB](#) website under "Standards & Guidance - Pronouncements":

- [GASB Statement 101 - Summary](#)
- [GASB Statement 101 - Full Text](#)

GASB 101 journal entry examples have been added to the Department's [Uniform Financial Accounting](#) web page on the "UFA journal entries" spreadsheet under the "GASB 101 Comp Absences (Gov)" and "GASB 101 Comp Absences (Prop)" tabs.

If you have further questions, please contact Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674, Jina Brincks at jina.brincks@iowa.gov or 515-313-5942, or Song Luong at song.luong1@iowa.gov or 515-205-0259.

General Information

Finance Roundtable Recap | January 23

The Bureau of School Business Operations hosted the Finance Roundtable at the Grimes Building on Wednesday, January 23. Led by Bureau Chief Kassandra Cline, 28 members attended and discussed various agenda topics including Special Education Billing application feedback, categorical balances, school bus driver training, spending authority in context, and other current topics.

Membership in this invited focus group includes representatives from the Department of Education, Department of Management, Legislative Services Agency, State Auditor's Office, school districts, area education agencies, Iowa Association of School Business Officials, Iowa Association of School Boards, School Administrators of Iowa, Iowa School Finance Information Services, and Iowa State Education

Association. The group meets three times during the school year to discuss school finance-related issues and is scheduled to meet again in April.

ISASP Testing Protocols and Administering to Home School Students

As districts are preparing for the upcoming Iowa Statewide Assessment of Student Progress (ISASP) testing window, please be sure that you have discussed the testing protocols and security guidance provided by the publisher. This discussion should include building level administrators and staff who will be included in the assessment process, as well as staff who may be working with home school families to complete the assessment. Please remember the ISASP is not to be sent home for completion by students outside of the school building, AEA, or other location designated for testing and is to be supervised by district or AEA personnel who have completed the required training modules for those administering the assessment. Students who are homeschooled under Independent Private Instruction (IPI) assume the cost of an annual assessment if one is requested by the family. Competent Private Instruction (CPI) students are never charged for an annual assessment.

Questions can be directed to the Department of Education's Home Schooling (Private Instruction) contact Buffy Campbell at buffy.campbell@iowa.gov or 515-954-8651.

State of Iowa Master Agreements

School districts and AEAs may purchase goods and services through master agreements negotiated by the Iowa Department of Administrative Services (DAS) available on the Iowa Management and Procurement Contracts web page. A wide variety of goods and services are available at rates that are already negotiated. Items range from copy paper to automobiles. Purchases from master agreements do not require a competitive bid process.

Reminder on Concurrent Enrollment Textbooks

If the school district is responsible for providing textbooks for a concurrent enrollment course, the expectation is that textbooks are provided to students enrolled in the concurrent enrollment course consistent with the district's established textbook policy and in the same manner as the district provides textbooks for all students of the district ([Iowa Code chapter 301](#)).

If the district charges an annual textbook rental fee to all students, that established fee covers all textbooks for all courses (e.g., high school credit only, concurrent enrollment). If the district charges no fee for textbooks, then no fee may be charged to students for concurrent enrollment textbooks. Only if a district's policy is to charge on a book-by-book basis to all students for all courses can a district charge a textbook fee for each concurrent enrollment course.

It would not be permissible for a district to establish a separate textbook policy specific to concurrent enrollment courses which may require a student to purchase textbooks for their concurrent enrollment courses; doing so would set additional restrictions on participation in the course, such as charging tuition which is expressly prohibited in state law ([281 IAC 22.7\(2\)](#)).

Helpful tips are provided below.

1. This applies to all instructional delivery methods (e.g., in the high school, online, on-campus, through a career academy).
2. There would be nothing preventing the student from purchasing the textbook for the concurrent enrollment course if they want to keep it, but requiring the student to purchase the book would equate to charging tuition, which is not permissible.
3. Refer to page 27 of the [Senior Year Plus Guide](#) for additional information.

For questions or comments, contact Lisa Washington, Senior Year Plus, at lisa.washington@iowa.gov or 515-326-5389, or Ted Bauer, School Business Operations, at ted.bauer@iowa.gov or 515-979-5468.

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

School-Based Medicaid

For School-Based Medicaid policy questions, contact Tashina Hornaday, Medical Policy Program Manager at Iowa Health and Human Services, at tashina.hornaday@hhs.iowa.gov or 515-201-3553.

For Medicaid procedure questions, contact Melissa Walker, Administrative Consultant of School Health at the Department of Education, at melissa.walker@iowa.gov or 515-864-6701.

Private Duty Health Care Agency Nurse

If your district participates in Medicaid and paid for any private duty nurses during the 2024-25 fiscal year, please submit the hours and dollars paid for these individuals to Melissa Walker at melissa.walker@iowa.gov. This data is worked into the Medicaid rate setting for 2025-26.

Important Message Regarding Medicaid

Iowa Health and Human Services (Iowa HHS) identified an error on the January 2025 billing remittance for AEAs, LEAs, and Infant and Toddler programs.

The billing remittance does not reflect the correct Federal Medical Assistance Percentage (FMAP) for January and therefore indicates an inaccurate amount of money that is required to be paid to Iowa HHS.

Iowa HHS is working to get the billing statements corrected and will have corrected statements uploaded into Iowa Medicaid Portal Access (IMPA) no later than January 31, 2025.

Please disregard the January statement with the run date of 01/25/2025.

Additionally, it has been identified that remittance statements from October 2024, November 2024, and December 2024 also had an incorrect FMAP percentage listed.

The corrected remittance statements from October, November, and December will be uploaded to IMPA.

Transportation

Inspector Tip of the Month

The Department's vehicle inspection team reminds pupil transportation providers that "No Smoking" decals are required on all vehicles transporting students ([Iowa Code § 142D.6\(3\)](#)) and Ethanol Blended Gasoline decals are required on vehicles that are required to operate on ethanol blended gasoline ([Iowa Code § 279.34](#)).

“No Smoking” Decals

“No Smoking” decals are required by the Iowa Smokefree Air Act of 2008:

[Iowa Code section 142D.6\(3\)](#) Notice of nonsmoking requirements — posting of signs.

The owner, operator, manager, or other person having custody or control of a public place, place of employment, area declared a nonsmoking place pursuant to section 142D.5, or outdoor area where smoking is prohibited under this chapter shall clearly and conspicuously post in and at every entrance to the public place, place of employment, area declared a nonsmoking place pursuant to section 142D.5, or outdoor area, “no smoking” signs or the international “no smoking” symbol. Additionally, a “no smoking” sign or the international “no smoking” symbol shall be placed in every vehicle that constitutes a public place, place of employment, or area declared a nonsmoking place pursuant to section 142D.5 under this chapter, visible from the exterior of the vehicle. All signs shall contain the telephone number for reporting complaints and the internet site of the department. The owner, operator, manager, or other person having custody or control of the public place, place of employment, area declared a nonsmoking place pursuant to section 142D.5, or outdoor area may use the sample signs provided on the department’s internet site, or may use another sign if the contents of the sign comply with the requirements of this subsection.

Ethanol Blended Gasoline Decals

[Iowa Code section 279.34](#) Motor vehicles required to operate on ethanol blended gasoline.

A motor vehicle purchased by or used under the direction of the board of directors to provide services to a school corporation shall not operate on gasoline other than ethanol blended gasoline as defined in section 214A.1. The motor vehicle shall also be affixed with a brightly visible sticker which notifies the traveling public that the motor vehicle is being operated on ethanol blended gasoline. However, the sticker is not required to be affixed to an unmarked vehicle used for purposes of providing law enforcement or security.

Ordering Decals

“No Smoking” decals may be ordered from the contact listed below.

Department of Health and Human Services (no cost) – (515) 336-2335, tobcontactus@hhs.iowa.gov

“Ethanol Blended Gasoline” decals may be ordered from the contact listed below.

Iowa Department of Agriculture (no cost) – (515) 725-1492, karla.crawford@iowaagriculture.gov

Both “No Smoking” and “Ethanol Blended Gasoline” decals may be ordered from the contact listed below.

Iowa Prison Industries (cost) – (800) 332-7922, ipicustomerservice@iowa.gov

Inspector Corner

New FMVSS for Electric-Powered Vehicles

The National Highway Traffic Safety Administration (NHTSA) released a Final Rule establishing Federal Motor Vehicle Safety Standards (FMVSS) 305a, to replace FMVSS 305, “Electric-powered vehicles: Electrolyte spillage and electric shock protection”. FMVSS 305a applies to light and heavy-duty vehicles and includes performance requirements for the propulsion battery. NHTSA is also establishing a new regulation, part 561, “Documentation for Electric-powered Vehicles,” that requires manufacturers to compile risk mitigation documentation and to submit standardized emergency response information to assist first and second responders handling electric vehicles.

This Final Rule is effective February 18, 2025 and can be found in [49 CFR Parts 561 and 571](#).

2025 School Bus Driver International Safety Competition

The Driver and Competition Handbook and the Judges application are available on the National School Transportation Association's (NSTA) [Safety Competition](#) web page.

Updated Procedures: Oral Fluid Specimen Collection

The United States Department of Transportation's (DOT) Office of Drug and Alcohol Policy and Compliance (ODAPC) announced the release of the "[DOT Oral Fluid Specimen Collection Procedures Guidelines](#)".

On May 2, 2023, DOT published a final rule that authorizes employers to use oral fluid drug testing as an alternative methodology to urine drug testing. As part of that rule, DOT requires that to be permitted to act as an oral fluid collector in the DOT drug testing program, an individual must (among other things) be knowledgeable about the current "DOT Oral Fluid Specimen Collection Procedures Guidelines".

The new guidelines provide information concerning normal oral fluid collection procedures and some of the more common problems or situations that may be encountered during an oral fluid collection. It is important to note that the information contained in the guidelines is not intended to be used to interpret or be viewed as adding to or modifying the legal requirements of [49 CFR Part 40](#).



March 2025

Featured

Update: HF2612 Implementation FAQs

HF2612 (Iowa Acts 2024) was enacted with a multi-year implementation process. The HF2612 Implementation FAQs, available on the Department's [HF2612 Implementation](#) web page, has been updated. Highlights include additional information regarding the coding of special education support services funds beginning July 1, 2026 and coding flexibilities of educational and media services funding.

Tip: Search for "03/03/2025" to easily locate all of the newly added questions and answers.

GASB 101 Clarification

The [February 2025 SBA](#) included an article titled: "GASB 101 Compensated Absences". The article provided interpretation of GASB Statement No. 101 (GASB 101) and noted "certain salary-related payments that are directly and incrementally associated with payments for leave" and included the cost for the employer's portion of Iowa Public Employees' Retirement System (IPERS) as an example, which was incorrect.

GASB 101 specifies that only certain salary-related payments that are directly and incrementally associated with the leave payments (e.g., Social Security and Medicare taxes) should be included in the measurement of the liabilities.

Clarification: IPERS contributions are not an example of salary-related payments that should be accrued along with compensated absences. IPERS is a defined benefit pension which is excluded in accordance with GASB 101.

[GASB 101 Pronouncement](#) states:

26. Salary-related payments related to defined benefit pensions or defined benefit OPEB should not be included in the measurement of liabilities for compensated absences, even if they meet the criteria in paragraph 23.

Recent Questions

Paying for Special Education Director: SBRC Permission

Question: Is paying for a special education director from special education sources *only* allowable if permission is granted from the School Budget Review Committee (SBRC)?

Answer: It depends.

The cost of a special education director paid from weighted special education funding generated by students on a leveled Individualized Education Program (IEP) (i.e., Level 1, Level 2, Level 3) is only allowable if permission from the SBRC is granted pursuant to [Iowa Administrative Code r. 289-6.9](#). The cost of a special education director may be paid from the 10% retained special education support services funds beginning July 1, 2025 without SBRC approval.

Financial

Special Education Excess Positive Balance Deduction from State Payment to School Districts

If a district had a 2023-2024 special education excess positive balance, this amount is being deducted beginning with the March 2025 state foundation aid payment. These deductions will continue through the end of the fiscal year. Districts without an excess positive balance may also see a small change in their state aid payment (one-dollar increase or decrease) due to the March recalculation. Payment summaries can be found in the [State Payment Information FY25](#).

If you have additional questions regarding this deduction, please contact John Parker at john.parker@dom.iowa.gov or 515-281-8485.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

February 2025

Account Code	Description
Source/Project 3420	Other restricted grants-in-aid
Source/Project 3421	Innovation Division of the Department of Education for the Science, Technology, Engineering, and Mathematics (STEM) Collaborative Initiative – Returning STEM BEST Program (IC 256.111) (Feb25)

Reminder: Coding for School Meal Accounts

The Department has been asked a variety of account coding questions relating to school meal accounts in the Nutrition Fund. This article is organized into multiple subtopics as provided below.

- Deposits made to a school meal account
- Determining and recording bad debt

- Applying revenue to student meal debts
 - Funds donated from private sources
 - Funds from the General Fund flexibility account transfer

Deposits made to a school meal account

Deposits made into a school meal account are considered unearned revenues and must be recorded in the Nutrition Fund balance sheet Account 483 - Unearned Revenues. These monies are properly accounted for as a liability (e.g., in the event refunds are requested when a student/adult leaves the district). As students/adults make purchases using funds from their meal account, the purchase becomes a sale with Source 16XX. Districts should record student/adult sales monthly using reports or data from the Point of Sale (POS) system.

Deposit payments made into individual/family food service account

Debit Cash (Fund 61, Account 10X)

Credit Unearned Revenues (Fund 61, Account 483)

Record student/adult purchases as meal sales monthly using data from POS system

Debit Unearned Revenues (Fund 61, Account 483)

Credit Meal Sale (Fund 61, Source 16XX)

Determining and recording bad debt

At the end of a school year, districts should make an adjusting journal entry to account for accounts receivable (Account 153) in the Nutrition Fund using reports or data from the POS system.

Bad debts are unpaid meal accounts which are no longer collectible or are too costly to be collected. Review the district's board policy which defines parameters for determining when a liability is uncollectible and should be considered a bad debt. Once a debt is determined to be a bad debt, the district may set up an estimated bad debt account for the amount deemed uncollectible in the Nutrition Fund balance sheet Account 154 - Allowance for uncollectible accounts receivable. Balance sheet Account 154 is a contra asset account that reduces the amount of the gross accounts receivable amount on the district's balance sheet.

Record estimated bad debt for uncollectible meal account

Debit Bad Debt Expense (Fund 61, Function 3110, Object 899)

Credit Allowance for Uncollectible Accounts Receivable (Fund 61, Account 154)

Applying revenue to student meal debts

1. Funds donated from private sources
[Iowa Code subsection 283A.11\(6\)](#) authorizes districts to deposit money received from private sources for purposes of paying student meal debt in the Nutrition Fund.

Deposit donated funds from private sources into the Nutrition Fund

Debit Cash (Fund 61, Account 10X)

Credit Donation for Negative Nutrition Account (Fund 61, Source 1922)

Pay student meal debt with donated funds from private sources

If the debt is already included in the estimated bad debt (Account 154) -

Debit Allowance for Uncollectible Accounts Receivable (Fund 61, Account 154)

Credit Other Accounts Receivable (Fund 61, Account 153)

*Districts may use a district-assigned project code to track the donation.

OR

If the debt has not been included in the estimated bad debt (Account 154) -

Debit Bad Debt Expense (Fund 61, Function 3110, Object 899)

Credit Other Accounts Receivable (Fund 61, Account 153)

*Districts may use a district-assigned project code to track the donation.

2. Funds from the General Fund flexibility account

Districts may also deposit funds from the General Fund flexibility account into the unpaid student meals account per [Iowa Code subsection 298A.2\(2\)"c"\(6\)](#).

c. Moneys deposited in the flexibility account may be used by the school district during a budget year beginning on or after the calendar years in which the moneys were transferred to the flexibility account for any of the following:

(6) For deposit in the unpaid student meals account to be used for purposes of paying student meal debt accrued by individual students in accordance with section 283A.11, subsection 6.

Transfer funds from the General Fund flexibility account into the Nutrition Fund

Debit Flexibility Account (Fund 10, Function 6261, Project 31XX, Object 910)

Credit Cash (Fund 10, Account 10X)

Debit Cash (Fund 61, Account 10X)

Credit Interfund Transfer from General Fund (Fund 61, Project 1922, Source 5210)

Pay student meal debt with funds from the General Fund flexibility account

If the debt is already included in the estimated bad debt (Account 154) -

Debit Allowance for Uncollectible Accounts Receivable (Fund 61, Account 154)

Credit Other Accounts Receivable (Fund 61, Account 153)

OR

If the debt has not been included in the estimated bad debt (Account 154) -

Debit Bad Debt Expense (Fund 61, Function 3110, Object 899)

Credit Other Accounts Receivable (Fund 61, Account 153)

Further questions can be directed to Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674, Jina Brincks at jina.brincks@iowa.gov or 515-313-5942, or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Reminder: Medicaid Coding

Medicaid account coding is performed differently from the way most other account coding is completed by Area Education Agencies (AEAs) and Local Education Agencies (LEAs). Since the amount of reimbursement an AEA or LEA will receive from Medicaid for an expenditure is not known at the time the expenditure is incurred, a Medicaid expenditure is initially coded to the appropriate program and/or program levels of the students for whom the expenditure was incurred. When an LEA or AEA receives the Medicaid claim reimbursement, only a portion of the reimbursement is retained by the LEA/AEA. The

state share portion of the reimbursement is paid to the Iowa Department of Health and Human Services (HHS).

Recording Medicaid reimbursement received

Option 1

Record amounts received with the portion due to HHS in the payable account separately

Debit Cash (Fund 10, Account 10X)

Credit Intergovernmental Payables (Fund 10, Program 2XX, Project 3321, Account 410) state share amount due to HHS

Credit Medical Assistance Program-Medicaid (Fund 10, Program 2XX, Project 4634, Source 4634) revenue retained by LEA/AEA

Record the amount repaid to HHS

Debit Intergovernmental Payables (Fund 10, Program 2XX, Project 3321, Account 410)

Credit Cash (Fund 10, Account 10X)

Option 2

Record amounts received including the portion due to HHS together with Medicaid revenue

Debit Cash (Fund 10, Account 10X)

Credit Medical Assistance Program-Medicaid (Fund 10, Program 2XX, Project 4634, Source 4634)

Reclassify amounts due to HHS in payable account (when HHS invoice is available at the end of the month)

Debit Medical Assistance Program-Medicaid (Fund 10, Program 2XX, Project 4634, Source 4634)

Credit Intergovernmental Payables (Fund 10, Program 2XX, Project 3321, Account 410)

Record the amount repaid to HHS

Debit Intergovernmental Payables (Fund 10, Program 2XX, Project 3321, Account 410)

Credit Cash (Fund 10, Account 10X)

Reclassify the expenditures originally coded to special education project codes

Debit new expenditure code (Fund 10, Program 2XX, Project 4634)

Credit original expenditure code (Fund 10, Program 2XX, Project 330X, Object XXX)

Record receivable if Medicaid not received by June 30 (estimate if amount is unknown)

Debit Intergovernmental Receivables (Fund 10, Project 4634, Account 141) revenue retained by LEA/AEA

Debit Intergovernmental Receivables (Fund 10, Project 3321, Account 141) state share amount due to HHS

Credit Intergovernmental Payables (Fund 10, Project 3321, Account 410) state share amount due to HHS

Credit Medicaid revenue (Fund 10, Project 4634, Source 4634) *if received within 60 days after year end*

OR

Credit Deferred Inflow (Fund 10, Project 4634, Account 623) *if received more than 60 days after year end*

Please see the “UFA Journal Entries” spreadsheet on the Department’s [Uniform Financial Accounting](#) web page for additional journal entry examples.

Further questions can be directed to Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674, Jina Brincks at jina.brincks@iowa.gov or 515-313-5942, or Song Luong at song.luong1@iowa.gov or 515-205-0259.

General Information

Educational Savings Accounts

Information regarding Iowa’s Students First Education Savings Account (ESA) program can be found on the Department’s [Students First Education Savings Accounts](#) web page.

School-Based Medicaid

For School-Based Medicaid policy questions, contact Tashina Hornaday, Medical Policy Program Manager at Iowa Health and Human Services, at tashina.hornaday@hhs.iowa.gov or 515-201-3553.

For Medicaid procedure questions, contact Melissa Walker, Administrative Consultant of School Health at the Department of Education, at melissa.walker@iowa.gov or 515-864-6701.

Exclusion and Suspension Checks

Iowa Medicaid school-based providers are required to check two sources each month to capture employee exclusions and reinstatements: the federal list available on the [U.S. Department of Health & Human Services Office of Inspector General \(HHS-OIG\)](#) web page and the state’s list, available on the [Iowa Medicaid Program Integrity](#) web page.

A search of these sources is to occur monthly to confirm individuals whose services are billed to Medicaid are not excluded. It is important that a district does not bill for services provided by an excluded or suspended individual.

Transportation

Bus Evacuation Drills

All students who are transported in a school vehicle are required to be instructed in safe riding practices

and must participate in emergency evacuation drills at least twice per school year, pursuant to [Iowa Administrative Code r. 281 – 43.26](#). This includes all students who are transported any time during the year, which would include not only daily bus routes but also activity trips and field trips. The rule requires the drills to be performed once in the fall and once in the spring. Additionally, documentation of the drills must be maintained at the local level for five years and made available upon request. Further questions regarding bus evacuation drills may be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965

Reminder: School Bus Driver Licensing Information

Drivers operating a school bus with a capacity of 16 passengers or more, including the driver, are required to have a Commercial Driver's License (CDL) with the "P" (passenger) and "S" (school bus) endorsements. Drivers operating a vehicle with a capacity of 15 passengers or fewer, including the driver, as a school bus, must have at least a Class D (chauffeur) license with a "3" (passenger) endorsement. Additional information regarding [CDL](#) and [Class D license](#) requirements can be found on the Iowa Department of Transportation website.

Further questions regarding school bus driver licensing requirements may be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

Reminder: Bus Inspections

School bus inspections are conducted twice per year at each facility. While the Department does remind entities of upcoming inspections, the [School Bus Inspection Schedules](#) are available at any time. Please make sure to review the posted schedule and inform all necessary personnel of the inspection date. Any change of date must be arranged through the bus inspector for your region.

In addition to Department inspections, per [Iowa Administrative Code r. 281 – 43.27](#), school bus drivers are required to perform a pre-trip inspection prior to and a post-trip inspection after every trip of a school bus. The twice-yearly inspections performed by the Department inspectors reveal that most vehicle deficiencies identified are related to items that should be found during the pre- and post-trip inspections performed by school bus drivers. This includes keeping the interior of the bus clean.

Pre-trip and post-trip inspections are a means of finding the day-to-day issues that happen during normal use of the school vehicles. Sample pre-trip inspection forms are available on the Department's [Transportation Forms](#) web page. Questions about the proper way to perform daily inspections can be directed to the assigned Department inspector.

Bus Inspector Contact Information:

<i>Region</i>	<i>Name</i>	<i>Email</i>	<i>Phone</i>
Southeast Region	Joe Funk	joe.funk@iowa.gov	515-669-4987
Northeast Region	Chris Errthum	chris.errthum@iowa.gov	515-669-4994
West Region	Codie Kellen	codie.kellen@iowa.gov	515-326-1022

Further questions regarding school bus inspections may also be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

Inspector Tip of the Month: Seatbelt Latches

The Department of Education school bus inspection team has been finding seatbelt latches that are not accessible to students. As drivers, mechanics, transportation directors, and other transportation

professionals clean bus interiors or repair seats or heaters, they should ensure that seatbelt latches are placed back in the intended position and not tucked beneath the seat cushion.

Student transportation professionals should also inspect any other child safety restraint systems (CSRS) owned by the transportation provider for cleanliness and condition. The expiration date of the CSRS should also be checked. The National Highway Traffic Safety Administration (NHTSA) provides training videos that can be found on the NHTSA [CSRS on School Buses Videos](#) website.

Inspector Corner: Vaping on School Buses

The Department's school bus inspectors have found vaping devices on Iowa school buses. According to a School Transportation News article, "[Amid Youth Vaping Epidemic, Prevention Efforts Begin to Target School Buses](#)", published February 7, 2025, school buses represent a critical opportunity in the fight against youth vaping.

The Iowa Department of Health and Human Services provides information on vaping at the [Help For Parents and Guardians](#) website. The Centers for Disease Control and Prevention (CDC) also has information for parents, caregivers, educators, and transportation providers at the [Protecting Youth From the Harms of Vaping](#) website.

Drivers should be aware of student conduct requirements regarding the use of vaping devices and know the proper local procedure to follow if issues arise involving vaping on the school bus.



April 2025

Featured

Staffing Update: Welcome Valerie Moos!



The Iowa Department of Education (Department) Bureau of School Business Operations is pleased to announce the addition of Valerie Moos to our team! Valerie joins us from San Angelo, Texas. She brings with her nine years of experience as a special education consultant at an Education Service Center (like an AEA in Iowa), where she provided support and technical assistance to special education educators from 46 surrounding school districts. Prior experience also includes serving as a special education teacher. Valerie will be supporting the field in the realm of special education finance and can be reached at valerie.moos@iowa.gov and 515-393-8349. Welcome, Valerie!

Join Our Team!

Are you intrinsically motivated to be a resource for others? Have you thought about the impact you could make at a state level being a resource for peers across the state? Consider joining our team!

View State of Iowa "[Benefits at a Glance 2025](#)". We are currently accepting applications for one position on our team.

[Education Program Consultant - School-Based Medicaid](#) - Closes 5/8/2025

This position serves as a technical resource to the field regarding eligible services, coding, and billing and engages in statewide policy conversations.

It is important for our team to be fully staffed with knowledgeable, dedicated folks so we can best support those in the field! Questions about the position responsibilities or ways this role makes a difference internally and across the state can be sent to Cassandra Cline at kassandra.cline@iowa.gov or 515-326-2242.

COA is Open!

The CAR 2025 COA Test Records application is available for district and area education agency (AEA) use. Changes and updates to edits and warnings will be ongoing.

- Stages one and two validate the composition of the account code.
- Stages three and four will be available but may change as updates are made.
 - Users may get stage four reconciliation messages, as all revenue, receivables, or restricted fund balances may not be entered prior to the end of the fiscal year in the district's accounting system.
- A district may test an individual account code or an entire CAR file.
- The COA Test Records application mirrors the CAR Upload and Reports application.
 - Many of the COA Test Records edits are programmed to check tables for information. These tables may not be complete until all data is available.

Districts and AEAs are strongly encouraged to test CAR files early and often for account coding accuracy. Please be sure to update the district's financial software to the most current version before creating the export file. Districts and AEAs should not change accounting records to pass edits, as the edit may need to be modified during testing. The COA test records application is available on the [Iowa Education Portal \(EdPortal\)](#). Once logged in, go to EdInfo, then Finance Applications.

If you need access to the CAR 2025 COA Test Records application, the portal security officer at the district or AEA will be able to grant access. Any other portal login questions or issues may be directed to ed.portal@iowa.gov.

If you have coding questions, issues with the upload, or edits and/or warning messages, please contact Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

EdPortal Update

Effective April 7, all [EdPortal](#) users are now required to access EdPortal with an [ID.iowa.gov](#) (OKTA) account. Existing users should have received an email from the Department in March regarding this update to the single sign-on for EdPortal, as well as instructions for next steps. Users who have not created an [ID.iowa.gov](#) account may find more information on the [ID.iowa.gov Help Site](#), which is also linked at the bottom of the EdPortal landing page. Once the [ID.iowa.gov](#) account has been created, users will be able to log in from the EdPortal landing page with the new [ID.iowa.gov](#) username and password. For additional questions or to request further assistance, please contact ed.portal@iowa.gov or 515-725-2040.

School Safety Spotlight

Iowa School Resource Officer Conference

The Iowa School Resource Officers Association ([IASRO](#)) is hosting its 16th annual school safety conference June 17 - June 19, 2025 at Camp Dodge in Johnston, IA. Additional information is available on the IASRO [2025 Training](#) web page.

New Resource: Sextortion Cards

The Governor's School Safety Bureau (GSSB) is seeing an increase in the number of sextortion incidents across the State. In response, GSSB, in conjunction with Safe+Sound and Iowa's Internet Crimes Against

Children (ICAC) Task Force, created wallet-sized resource cards for schools to distribute to students. The cards identify the steps students can take in these situations and important resources including contacts for the cyber tip line, local law enforcement, and suicide and crisis lifelines. The cards will be mailed out to schools on August 1.

COPS Grant

The Community Oriented Policing Services ([COPS](#)) division of the U.S. Department of Justice has many grant opportunities available for school districts. Visit the COPS [Grants](#) web page for more information.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

March 2025

<i>Account Code</i>	<i>Description</i>
Source/Project 4328	School Emergency Response to Violence (Project SERV) (FAL/CFDA 84.184S) (Mar25)
Source/Project 4628	Refugee and Entrant Assistance – State Administered Programs (FAL/CFDA 93.566) (Mar25)

The Numbers are Finalized: All thanks to your important work!

Fiscal year 2024 (FY24) Certified Annual Report (CAR) data is finalized. Thank you for your hard work all year long, including assisting the Department with the CAR review process. School districts managed over 10 billion dollars for Iowa's students across more than 460 revenue funding streams. Your work is important, essential, and appreciated every day.

FY24 CAR School District Final Data

Count	Category
461	Total number of revenue streams received in FY24 by all school districts
110	Highest number of revenue streams received in FY24 by a single school district

School District Totals	All Funding Streams*	Unduplicated Funding Streams**
FY24 Total Revenues	\$10,395,864,177.54	\$9,570,659,975.48
FY24 Total Expenditures	\$10,372,152,452.03	\$9,568,131,812.66

*Totals exclude the following:

- Fiduciary Funds (Funds 8X) and Custodial Funds (Funds 9X)
- Interfund and intrafund transfers (Functions 62XX, Sources 52XX, Objects 910 and 95X)
- Upward and downward adjustments (Functions 69XX, Sources 59XX, Object 990)

**Totals exclude the following:

- Internal Service Funds (Funds 7X), Fiduciary Funds (Funds 8X) and Custodial Funds (Funds 9X)
- Interfund and intrafund transfers (Functions 62XX, Sources 52XX, Objects 910 and 95X)
- Upward and downward adjustments (Functions 69XX, Sources 59XX, Object 990)
- Tuition from other government sources, including LEAs and AEAs, within the state (Sources 1321 - 1325)

- Miscellaneous revenues from other LEAs/AEAs (Sources 195X)
- Student transportation purchased from another public LEA/AEA within the state (Object 511)
- Tuition to other LEAs/AEAs within the state (Objects 561, 564, 567, 568)
- Services purchased from another LEA/AEA within the state (Objects 591, 592, 594, 598)

Property Taxes – Types and Coding

The Department's [Uniform Financial Accounting](#) web page includes a document titled [Property Taxes – Types and Coding](#). This document provides guidance on how to code the various types of taxes listed on property tax orders received from county treasurers.

Friendly Reminder: Accounting for Local Food for Schools

School districts that participated in the Local Food for Schools (LFS) subgrant opportunity through the Iowa Department of Agriculture and Land Stewardship (IDALS) will need to record the value of the food received even though the dollars did not flow to the districts directly.

- Revenues are coded to Source/Project 4911.
- Expenditures are coded to Object 638, Project 4911.
- Expenditures and revenues must equal at the end of the fiscal year.

Further questions can be directed to Bobby Wilson at bobby.wilson@iowa.gov or 515-210-9674, Jina Brincks at jina.brincks@iowa.gov or 515-313-5942, or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Applications

School Information Update Application

Now is the time to update the School Information Update (SIU) application. Please do so as soon as possible to ensure the Consolidated Accountability and Support Application (CASA) is populated correctly for the 2025-2026 school year.

Districts in a Grade Sharing Arrangement

Please review the information regarding grade sharing arrangements for those involved in whole grade sharing or tuition agreements. Grade sharing information for districts currently in a whole grade sharing or tuition arrangement has been rolled forward into the 2025-2026 school year. Each grade sharing arrangement must be reviewed in order for the orange or red warning flag to disappear. The SIU application does not need to be uncertified to complete the grade sharing review process. To review the grade sharing information, select the grade sharing link at the top of the SIU homepage and select Grade Sharing.

- Districts entering into a new grade sharing arrangement must click the green "Add" button and complete the required questions.
- Districts terminating a grade sharing arrangement must click the red "Close" button.
- Districts continuing a grade sharing arrangement must click the blue "Edit" button and review the information from the 2024-2025 school year. Modify as needed, then click the blue "Save" button.

Grade sharing is defined in [Iowa Code section 282.10](#) as “a substantial portion of the pupils in any grade in two or more school districts (that) share an educational program for all or a substantial portion of a school day under a written agreement pursuant to sections 256.13, 280.15, or 282.7 subsection 1 or 3.” Sharing arrangements involving less than half the students in any grade, or arrangements involving nearly all the students but for less than half the school day, should not be recorded in the application.

If you have questions regarding the grade sharing portion of the SIU application, please contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468. If you have other questions regarding the completion of the SIU application, please contact Jennifer Thomas at jennifer.thomas@iowa.gov or 515-725-2252.

General Information

School Budget Review Committee Hearing Summary | March 26

The School Budget Review Committee (SBRC) met in regular session on Tuesday, March 11, 2025. The SBRC reviewed preliminary district cash reserve levy limits, gifted and talented budget information, updated unspent authorized budget per pupil decile rankings, reviewed the summary of the Department's discussion with the Finance Roundtable on spending authority thresholds, and reviewed AEA committed and assigned fund balances. The Committee reviewed the next steps in adoption of Iowa Administrative Code r. chapter 289 and separately took action to notice the rule. The SBRC granted requests for permission to use special education program funds for administrative costs of special education programs and separately approved modified supplemental amounts (MSA) for at-risk, alternative school, and returning dropout and dropout prevention (AR/DOP) programs. Additional action included authorizing requests for MSA relating to hazard abatement for two districts, approving one request to rescind MSA previously awarded, approving one request for MSA for initial staffing of a new building, and authorizing a transfer from the unexpended General Fund to the Capital Projects Fund and approving an equivalent amount of MSA for costs contributing to new construction. The Committee also took action accepting one corrective action plan for late fiscal filing and accepting the corrective action plan and approving MSA for one district due to a negative unspent balance.

The [Summary of Action](#) is available on the [Department's School Budget Review Committee](#) web page. For further information, please contact SBRC liaison Stephanie Edler at stephanie.edler@iowa.gov or 515-689-2258.

Reminder from SBRC

SBRC Requests: Furnishing, Equipping, and Contributing to the Construction of a New Facility

The SBRC directed the Department to remind districts that decisions by the Committee are made on a district-by-district basis and based on the individual circumstances in that district. The Committee has authority to grant use of the unexpended fund balance to furnish, equip, and contribute to the construction for a new building or structure for which the voters approved a bond issue ([Iowa Code § 257.31\(7\)](#)). However, the SBRC wishes to emphasize that no district should assume, nor plan into their building project, that the SBRC will grant a modified supplemental amount for this purpose. The only way a district can ensure that it will have enough funds to complete construction and to furnish and equip the facility is to be sure that the bond issue voted in the district is adequate to cover these costs. The SBRC will continue to review each district's circumstance at the time of a request.

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

ESSER and Real Property Reporting Requirements Update

- During the Statewide Superintendent's Meeting on 4/1/25, the Department provided a reminder of upcoming notifications related to ESSER Annual Reports and collections to be requested from LEAs. Per communication from the U.S. Department of Education (USED) on 4/8/25, the Department was notified that USED has discontinued annual performance reporting for ESSER, GEER, and EANS funds. No more data will be collected by the USED. Therefore, LEAs will no longer need to wait for any notifications from the Department on this matter.
- Unless otherwise instructed by the USED, at this point districts will still be notified at the beginning of May of the CASA collection for Real Property and Federal Interest Reporting for projects funded with ESF grants. Per [2 CFR § 200.330](#) set by the Office of Management and Budget (OMB), recipients (SEAs) "must require the recipient or subrecipient (LEAs) to submit reports on the status of real property...Such reports must be submitted at least annually...for at least 15 years..." This collection asks the districts questions about capital expenditures to purchase land, construct a building or make improvements to a building in order to comply with Notice of Federal Interest requirements (ESSER/GEER Quarterly Report and Claim Reimbursements for 2020-21, 2021-22, 2022-23) and ESSER II/III Quarterly Reports and Claims for 2023-24. The Department will provide instructions on the annual reporting requirement to the Department on the status of the real property which, as noted in 2 CFR § 200.330, needs to occur for at least the first 15 years. In addition, subrecipients were required to record Notices of Federal Interest for projects that used ESF grants. Disclosure of these requirements was included in the grantee assurances for the ESSER programs.

Further questions regarding ESSER and Real Property reporting can be directed to Chief Financial Officer Sandi Hurtado-Peters at sandra.hurtado-peters1@iowa.gov or 515-250-3728.

Training Opportunity: Putting the Pieces of Procurement Together

An interactive training on the federal procurement requirements will be presented by the Urban School Food Alliance, in collaboration with the Bureau of Nutrition and Health Services, on May 28, 8 a.m. to 4 p.m. at the FFA Enrichment Center in Ankeny. This training is intended for directors and school business officials involved in procurement for their USDA school nutrition programs. This training requires [registration](#), and is offered at no cost to registered participants. For questions, please contact the district's [assigned school nutrition consultant](#).

Community Eligibility Provision Intent to Participate

Schools interested in participating in the Community Eligibility Provision (CEP) for the 2025-26 school year must complete the [CEP Intent to Implement](#) no later than June 30, 2025. The [USDA CEP Fact Sheet](#) provides a brief summary of the alternative claiming process.

As a reminder, all school food authorities (SFAs), regardless of interest in operating CEP, need to complete the annual CEP reporting in IowaCNP between April 1 and 15. SFAs will report the number of identified students and total enrollment as of April 1. For questions, please contact the district's [assigned school nutrition consultant](#).

Transportation

Vehicle Information System: Adding and Removing Vehicles

Important Reminder: Before July 1, 2025, please verify all vehicles used for transporting students are reported in the Vehicle Information System (VIS) application available in the [EdPortal](#). This includes adding newly purchased vehicles and removing vehicles that are no longer used to transport students.

To Add a Vehicle:

- Log into VIS and go to the “District Vehicles” list under the “Vehicles” heading.
- Click the “+New Vehicle” button at the top left corner of the vehicle list.
- Complete all sections of the “Add Vehicle” pop-up page.
- Click the “Save” button at the bottom of the page.

To Remove a Vehicle:

- Locate the vehicle. Click “Edit”.
- Click the drop down menu for “Vehicle Status” at the bottom of the screen.
- Select one of the three options to describe the disposition of the vehicle.
 - Options include: “Salvaged/Scrapped”, “Sold”, or “Suspended”.
 - The information is used to help calculate the related depreciation. If the vehicle disposition information is not populated correctly, depreciation information cannot be calculated. All information pertaining to the vehicles in the VIS should be accurate and complete.
- The vehicle may then be deleted from the “Vehicle Information” screen by locating the vehicle number and clicking the “Delete” button in the corresponding row.

Further questions regarding use of the VIS may be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

Inspector Tip of the Month: Best Practices for Driver Exchanges

Districts engaged in sharing agreements, operating after school district consolidations, and leveraging efficient use of district resources have all contributed to a relatively new phenomenon in student transportation, the driver exchange. Driver exchanges take place when two or more buses meet along a route (e.g., attendance center or other designated location) to switch drivers. Driver exchanges can serve multiple purposes. Primarily, exchanges are used to allow a driver to return to his or her hometown while the bus and students continue the route with a different driver. This system allows drivers to significantly reduce their time on the road that would be spent returning to their hometown or base of operations after drop off is complete with an empty bus.

Recently, the Department was informed of a driver exchange taking place on a public highway where both drivers were activating the stop arms and 8-way warning systems, stopping traffic, and switching buses. [Iowa Code section 321.354](#) makes it clear that a person shall not stop, park, or leave standing an attended or unattended vehicle on the highway. Paragraph 2 of [Iowa Code section 321.354](#) makes an exception for school buses that may stop on the highway for receiving and discharging pupils. The drivers were not receiving or discharging students, so the bus should not have been stopped on the highway.

Student transportation providers should be aware that safe and legal driver exchanges must not occur on the public highway and must occur at a safe location.

2025 National School Bus Driver Survey: Illegal Passing

While school buses remain incredibly safe, students are most vulnerable when they are outside the bus in the “danger zone”. The danger zone around a school bus is the area near the bus where students are most likely to be injured by their own bus or by vehicles driven by other motorists. Students are approximately three times more likely to be injured in the danger zone than while riding in the bus. Many of these injuries come from motorists who do not obey school bus stop signs and warning lights.

Action Requested: The Iowa Department of Education is assisting the National Association of State Directors of Pupil Transportation Services (NASDPTS) in coordinating a **national survey to document illegal passing of school buses**. The data will help improve safety countermeasures in Iowa and at the national level.

Districts, contractors, nonpublic schools, and other student transportation providers are encouraged to assist in this important project.

On Wednesday, May 7, school bus operators should observe and report any instances of motorists illegally passing their school buses. Drivers should document the time of day (morning, midday, afternoon), the direction of the pass (from front or from rear), and the side of the bus where the passing occurred (left or right). The 2025 School Bus Driver Survey: Illegal Passing form for drivers is available on the Department's [Transportation Forms](#) web page. Driver observations should be compiled and returned to Tom Simpson at tom.simpson@iowa.gov by Wednesday, May 14. The Department will then report the submitted information to NASDPTS.

Questions or requests for additional information should be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.



May 2025

Featured

Audit Findings - Segregation of Duties

The Department regularly conducts follow-up activities based on audit findings to determine if appropriate and timely corrective action has been taken. A recent analysis of audit results for FY22 and FY23 revealed over 230 segregation of duty findings, including many repeat findings.

Requirement: All school districts, AEAs, and charter schools are expected to establish, document, and maintain effective internal controls in accordance with [2 CFR 200.303](#). While all districts face unique challenges, districts are expected to demonstrate meaningful improvement in order to address potential issues related to financial management and compliance. Fully segregating duties in smaller districts may be difficult to achieve; however, effort should still be made to strengthen business practices to segregate duties based upon the skills and abilities of existing personnel, including potentially the involvement of staff outside the business office or staff in other districts (e.g., shared staff).

Next Steps: Districts are encouraged to work with their auditor to identify acceptable practices. Internal controls are the responsibility of all officials and employees of the school district and are designed to protect both the district and its employees. Governmental internal control procedures are detailed in the Iowa Auditor of State's Internal Control Questionnaire located on the [Auditor of State](#) website. Under the heading "Other Resources", select "Audit Practice Aids" and page down to "[Internal Control Questionnaire](#)". The zip file includes questionnaires for FY24: [Internal Control Questionnaires - FY2024](#).

Any progress made toward strengthening segregation of duties (even if the finding cannot be completely resolved) should be documented in the annual audit finding response and included in the response to the Department's audit finding follow-up request.

For further information, please contact Bobby Wilson at Bobby.Wilson@iowa.gov or 515-210-9674.

Reminder: Spending from the Flexibility Account in FY25

[Iowa Code section 298A.2](#) grants school districts the authority to transfer all or any portion of the unexpended, unobligated amounts remaining at the end of a fiscal year to the Flexibility Account from the categorical funds listed below.

- Project 3117: Statewide Voluntary Preschool Program (SWVPP)

- Project 3373 or 3376: Professional Development (PD)
- Project 1113: Home School Assistance Program (HSAP)
- Project 3116: Teacher Leadership & Compensation Supplement (TLC)
- Other categorical sources only if the program, purpose, or requirements for the expenditure of such moneys have been repealed or are no longer in effect

Reminder: Any spending from the Flexibility Account in FY25 must first be presented at a public hearing and subsequently be approved through a board resolution occurring on or before *June 30, 2025*. The board resolution must include the details below.

- Original source (e.g., SWVPP, PD) and purpose of the funds
- Proposed use of such funds
- Amount of the proposed expenditure
- Fiscal year from which the transfer of such funds to the Flexibility Account occurred
- Certification that the statutory requirements for each original source of the money proposed to be used have been met, have been repealed, or are no longer in effect

Additional information using the flexibility account is available on the Department's [Levies & Funds](#) web page under the General Fund heading.

Further questions may be directed to Song Luong at song.luong1@iowa.gov or 515-205-0259.

Recent Questions

Appropriate Uses of Funds

Question: District paid for replacement cafeteria equipment from the SAVE Fund in FY24. In FY25, can the district transfer funds from the Nutrition Fund to the SAVE Fund in the amount of the equipment cost?

Answer: No. A district cannot decide (in a subsequent year) to use a different fund for something that was appropriate from the fund from which it was originally paid.

Question: District paid for cafeteria tables from the Nutrition Fund in FY24. In FY25, it was discovered that the purchase of cafeteria tables is not appropriate from the Nutrition Fund. Can the district transfer funds in FY25 from the fund appropriate for the purchase to the Nutrition Fund in the amount of the cafeteria tables cost?

Answer: Yes. Since cafeteria tables are not an appropriate use of the Nutrition Fund, the district must reimburse the Nutrition Fund (from an appropriate fund) for the purchase of the cafeteria tables. The district should work with the district's auditor to make the correction.

Special Education Support Services Funding

Question: Is it permissible for a school administrator's contract to include both principal and special education director roles, with a portion of the salary funded through the retained 10% special education support services funds?

Answer: Yes, the contract can include both positions. The portion of the contract related to the Special Education Director role can be paid from the 10% retained special education support services funds. It is important to ensure that the percentage of time spent serving special education is proportionate to the percentage of the salary charged to these funds. For example, if the individual spends 20% of their time on special education services, then 20% of their salary may be paid from the 10% retained special education support services funds.

Question: Where can districts and AEAs find the amounts of special education support services funding for FY26?

Answer: The funding breakdown is calculated by the Department of Management (DOM) and will be available on DOM's [School Resources](#) web page when the amounts are finalized. The Department's [HF2612 Implementation](#) web page, specifically the [HF 2612 Implementation FAQ](#), includes a section on special education support services funding and additional information that may be helpful.

Further questions can be directed to Valerie Moos at valerie.moos@iowa.gov or 515-393-8349.

T-Shirts for a Special Event

Question: May a district purchase t-shirts from the Nutrition Fund for volunteers for a special celebration or event?

Answer: No. Promotional items are not an appropriate use of the Nutrition Fund in accordance with [2 CFR Part 200](#). The district may purchase the t-shirts from the General Fund if the board establishes a public purpose for the expenditure.

Special Education Support Services Contract

Question: What entity is responsible for issuing the contract between the district and the AEA for the special education support services required to be provided by the AEA for which the district pays 90% of its special education support services funding?

Answer: The special education support services contract is a two-party contract between the district and the AEA. The Department was informed that some AEAs recently issued and other AEAs will be issuing this month a "Contract for Transfer of State Funding". Depending on the AEA, the contract will be sent to the Superintendent and/or School Business Official (SBO). If the district does not receive a contract by the end of May, reach out to the district's AEA.

School-Based Medicaid: Eligibility Verification

Question: What is the appropriate process by which parental consent should be obtained?

Answer: The Iowa Medicaid team from Iowa Department of Health and Human services issued [Informational Letter No. 2673-FFS](#) which outlines this process.

School Safety Spotlight

School Violence Prevention Program

The 2025 COPS School Violence Prevention Program (SVPP) is a competitive program that provides funding directly to States, units of local government, Indian tribes, and their public agencies to be used to improve security at schools and on school grounds in the jurisdiction of the grantee. Up to \$73 million is available for this program.

Applications are due by June 26, 2025 at 4:59 PM ET. Additional information is available on the [2025 COPS School Violence and Prevention Program](#) web page.

COPS Hiring Program

The 2025 COPS Hiring Program (CHP) is a competitive award program designed to provide funding directly to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. All local, state, territorial, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. Up to \$156 million is available for this program.

Applications are due by July 1, 2025 at 4:59 PM ET. Additional information is available on the [2025 COPS Hiring Program](#) web page.

Financial

Requirements for Negative Cash

The [GASB Codification Section 1800.801](#) indicates that negative cash in a pooled cash account should be reported as an interfund liability account (Account 401, interfund loans payable) rather than a credit balance in a cash account (negative cash). The same amount of another fund in the pool should be reclassified as an Interfund receivable (Account 131, interfund loans receivable). The district is required to establish an interfund loan in accordance with [Iowa Department of Education Declaratory Order 4672](#). Districts are responsible for determining the specific fund that will report the receivable.

If the pooled account as a whole is overdrawn, the overdraft should be reported as an external liability (Account 424, bank overdrafts) rather than an interfund liability.

Questions regarding account coding can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Open Enrollment Billing

Tuition, including open enrollment, is billed on a semester basis on or before February 15 and July 15 each year ([Iowa Code § 282.20\(3\)](#)). An open enrollment bill from the serving district to the resident district should include the student's identifier (e.g., name or state student ID), grade, entry date, exit date (if applicable), number of days attended this semester, and the amounts charged for tuition, TLC (Teacher Leadership Compensation), PD (Professional Development), EIC (Early Intervention Childhood), and EL (English Learner), if applicable. State identification numbers for students should not be included with their names in an email. Columns and rows should be totaled. The 2024-2025 Open Enrollment Billing Chart can be found on the Department's [Open Enrollment](#) web page and additional information is located on the Department's [Tuition and Fees](#) web page.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

April 2025

<i>Account Code</i>	<i>Description</i>
Source/Project 3422	Innovation Division of the Department of Education for the Science, Technology, Engineering, and Mathematics (STEM) Collaborative Initiative – STEM BEST Explore: Realworld Adventures (IC 256.111) (Apr25)

Applications

Nonpublic Transportation Reimbursement Application | Due June 16

The Nonpublic Transportation Reimbursement application accessible through the [EdPortal](#) is planned to open May 15 and is due Monday, June 16. Information relating to the nonpublic transportation reimbursement process is found on the Department's [Nonpublic Reimbursement](#) web page.

Further questions regarding the nonpublic transportation reimbursement claim may be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

Billing for Concurrent Enrollment Supplementary Weighting for Open Enrolled Students

Districts offering concurrent enrollment courses and eligible Project Lead the Way (PLTW) courses may bill resident districts for the supplementary weighting generated on open enrolled students enrolled in the contracted courses. Bills for the supplementary weighting can be generated using the information provided in the Student Reporting in Iowa (SRI) application. Before paying a bill for supplementary weighting, the resident district can verify the information by reviewing the Supplementary Weighting (Non-Fall) application in the [Iowa Education Portal](#). The student's resident district cost per pupil of the year in which the course was taken is used when computing the supplementary weighting. Directions for generating and verifying the bills are located on the Department's [Certified Enrollment Supplementary Weighting](#).

SRI data is open for final reporting, but data should be considered preliminary until the reporting district's last day of school. Concurrent enrollment information should not change before the end of the school year, since most community colleges already ended their school year. Districts should bill the resident districts for open enrolled students after the Non-Fall Supplementary Weighting application is available.

Questions regarding the billing process can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Questions related to student reporting can be directed to Rachel Kruse at rachel.kruse@iowa.gov or 515-281-4153.

Psychiatric Medical Institutions for Children Placements and Placements in a Hospital Psychiatric Unit (Foster Care Claim)

Many psychiatric medical institutions for children (PMIC) placements are parent placements and not placements by the Iowa Department of Health and Human Services (Iowa HHS) or the Iowa Juvenile Court System (JCS). [Iowa Code section 282.27](#), “Children living in psychiatric hospitals or institutions - payment”, was changed in 2015 to allow hospital PMIC-placed students to be included in the Foster Care Claim process. Subsection 5 states, “If a child placed in the psychiatric unit or institution was not enrolled in the educational program of the district of residence of the child on October 1 of the current school year, the district of residence may include that student in a [foster care] claim submitted to the department of education pursuant to section [282.31\(1\)"b"\(2\)](#)”.

Each district must do the following to ensure accurate reporting of hospital PMIC-placements in the Foster Care Claim application:

1. Identify students for whom the district received a bill from another district because of a hospital stay involving the student’s placement in a hospital psychiatric ward. Then, determine if the student was included in the district’s certified enrollment count.
 2. For any students identified above who were NOT in the district’s certified enrollment count, either:
 - Enter the student as a new student in the district’s student information system and show enrollment corresponding to the period of time of the placement with a service/facility type of 2 and service provider/facility code of 97777777. This will usually be for students who are homeschooled, attend a nonpublic school, or resident individuals who dropped out of school and were not enrolled on count date. During a hospital stay while placed in a psychiatric ward, the student is considered a public school student and must be entered into the student information system with an entry code of 1. The student must be exited using the date when the student ended the hospital stay and an exit code to show the current status of the student (transferred to home school, transferred to a nonpublic school, dropped out of school).
- OR**
- Add a new enrollment record for any student already in the system for the period of time the student was placed in the hospital psychiatric unit. The service/facility type field must be identified as 2 (PMIC placement) with a service provider/facility code of 97777777 (hospital psychiatric ward).

Further questions regarding PMIC placement foster care reimbursements can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Questions related to reporting students in a hospital PMIC-placement can be directed to Rachel Kruse at rachel.kruse@iowa.gov and 515-281-4153.

Special Education Billing Application | Due July 15

The Special Education Billing (SEB) application will open May 25 for districts to begin their FY25 final billings. Please remember that all school districts are statutorily required to submit their final billings by July 15 per [Iowa Code § 282.20\(3\)](#).

Student information is required to be entered by the number of days only. Districts must upload a CAR file to activate the SEB application. Districts should also clear edits related to special education accounts in the CAR/COA test records application prior to sending bills through the SEB application. Instructions for the SEB application can be found in the EdPortal, within the application under the “Help” tab.

Recommended Timeline for Successfully Completing the SEB Application and Claims Timely:

By June 30: Enter all students into the SEB application, including those who will populate the special education foster care, termination of rights, non-public, and high cost claims.

Between July 1-15: Review and verify the accuracy of the tuition out information through the Tuition Payable tab in the SEB application. If it is determined that a student has been omitted, contact the district that provided educational services to add the student in their SEB application.

By August 1: Submit claims for special education foster care, termination of rights, nonpublic, and high costs.

Questions can be directed to Valerie Moos at valerie.moos@iowa.gov or 515-393-8349.

General Information

Community Eligibility Provision | Due June 30

The [Final Rule](#) was released by the U.S. Department of Agriculture (USDA), reducing the minimum Identified Student Percentage (ISP) from 40% to 25% to participate in Community Eligibility Provision (CEP). Student data schools reported as of April 1 will be used to calculate the ISP and the school's free/paid reimbursement claiming percentages. A school must have an ISP of 25% or greater to operate CEP. CEP allows School Food Authorities (SFAs) located in high poverty areas to offer breakfast and lunch at no cost to all enrolled students. However, under CEP, not all meals are automatically claimed at the free federal reimbursement rate. There may be considerable ongoing cost so electing to participate in CEP may not be a financially viable option. Some SFAs have a generous balance in the nonprofit school food service account (NSFSA) and view operating CEP as a favorable option. However, there are some limitations on using all of the available funds to support CEP. Only the nonprogram revenue (from a la carte, vended or catered meals, adult meal sale, etc.) in excess of the required amount to meet requirements at 7 CFR 210.14(f) may be used to support CEPs. SFAs must carefully determine the funding available in the NSFSA before implementing CEP.

SFAs interested in participating in the CEP for the 2025-26 school year and returning SFAs operating CEP must complete the [CEP Intent to Implement](#) no later than June 30, 2025. For additional information on CEP, visit the USDA [CEP Resource Center](#) for the [Estimator Tool](#) and other resources, or contact the school's [regional school nutrition program consultant](#).

Reminder: Radon Testing and Training

[Iowa Code section 280.32](#) requires each Iowa public school district's board of directors to establish a radon plan and a subsequent schedule for short-term testing for radon gas at each attendance center. Each attendance center shall be tested, at least once, by July 1, 2027. Once initial testing is done by July 1, 2027, each attendance center must be tested again at least once every five years. The results of each test are required to be published on the district's internet site in a timely manner.

Radon testing done on and after July 1, 2022 shall be done by a person certified to conduct radon testing in accordance with [Iowa Code section 136B.1](#) or by district employees who have completed a radon testing training program approved by the Department and Iowa HHS.

Additional information is available on the Iowa HHS [K-12 Schools Radon Information](#) web page as listed below.

- Iowa Code Chapter 280 requirements
- Related radon legislation
- Radon training information for school district employees

For questions regarding radon testing training or how to become eligible to conduct radon tests, please reference the K-12 Schools Radon Information web page.

Questions about the radon testing guidance can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Special Education Claims

Special education claims are found in the Special Education Billing application on screens 4 through 7. Claims submitted will flow to the Department automatically from data entered on the student information screen and will not be included in the estimated or final billing screens. Claims are due on August 1st and are anticipated to be paid at the end of August.

Special Education Foster Care Claims

Claims for students in this status are eligible if all of the items below are applicable.

- The student is served pursuant to an Individualized Education Program (IEP).
- Parental rights have not been terminated.
- The student's parents do not live in Iowa, or where the parents live cannot be determined after reasonable efforts to locate them.
- No Iowa school district counted the student on the special education weighted headcount in October of the current school year.

If any one of these items do not apply, the serving district will bill the district where the parents lived on the dates served, or bill the district that counted the student on the special education count if the parents moved out of state or could not be located after due diligence. Use the “Look Back” tool in the Special Education Billing application to determine if another district counted the student on the special education weighted headcount in October of the current school year.

Special Education Termination of Parental Rights Claims

Claims for students with this status are eligible if both of the items below are applicable.

- The student is served pursuant to an IEP.
- The parental rights of the student have been terminated.

Note: The school district will file a claim regardless of whether the district counted the student on the special education weighted headcount in October of the current school year.

The serving district should bill the district that counted the student in October (if applicable) until the date of the rights being terminated. Use the “Look Back” tool in the Special Education Billing application to determine if a district counted the student on the special education weighted headcount in October of the current school year. The claim may begin on the date the parental rights were terminated.

Special Education Nonpublic Claims

Claims for students with this status are eligible if the items below are applicable.

- The student is served pursuant to an IEP.
- The student is attending an accredited nonpublic school for general education services while receiving special education services from the public school district.
- The **cost** of providing special education services to the student exceeds the **funds generated** by the resident district for counting the student on its special education count.
 - Costs are defined as the actual special education costs incurred to serve the student pursuant to the IEP.
 - Funds generated include the funds generated by the student from being included on the special education count.

Special Education High-Cost Fund Claims

Claims for students with this status are eligible if the items below are applicable.

- The student is served pursuant to an IEP.

- The costs of educating the student exceed three times the state's average per-pupil expenditure, as calculated annually by the Department, plus the calculated amount of Medicaid eligible expenditures.
- The claim filed by the district or area education agency (AEA) does not qualify as a foster care claim, termination of rights claim, or a nonpublic claim under current Iowa law.

High-cost fund claims are paid by the state from a set-aside portion of IDEA, Part B funds. The amount set aside might be less than the total amount of high-cost fund claims received. In that case, the amount paid to each district will be prorated. If a claim is filed late, funding will not be available to cover that high-cost fund claim because the available funding will already have been allocated to districts that filed timely.

Reminder: English Learners Program Account Coding

The English Learner (EL) Excess Costs application is available in September each year. Information used in the September 2025 application is generated from fiscal year 2024-2025 data.

Reminder: Continue to code EL (formerly LEP) expenditures to program codes 410-419, even if expenditures exceed the amount of revenue coded to Project 1112 or 4644. Excess EL expenditures will use Project 0000 and retain program codes 410-419. This information is used when submitting the EL Excess Costs application. If the program code is not used, the excess costs will not populate in the application.

For EL Excess Costs application questions, please contact Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Finance Roundtable Recap

The Bureau of School Business Operations hosted the Finance Roundtable at the Grimes Building on Wednesday, April 23. Led by Bureau Chief Kassandra Cline, there were 32 attendees who participated in discussing agenda topics including committed and assigned balances, SBO professional development opportunities, segregation of duties findings, HF2612 implementation progress, charter school funding, and spending authority in context. This diverse group is an invited focus group comprised of school business officials, superintendents, and AEA representatives from around the state; members of the Department, Department of Management, Legislative Services Agency, and the Office of the Auditor of State; as well as individuals from various organizations that support school districts across the state including IASBO, IASB, SAI, ISFIS, ISEA, and an auditing firm. The group meets three times during the school year to discuss school finance-related issues and will meet again in October.

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

Transportation

Reminder: Use of 12-Passenger Vans for Student Transportation

Districts may use vans **that are purchased new**, up to 10-passenger, including the driver, and **vans that are purchased used**, up to 12-passenger, including the driver, for pupil transportation ([Iowa Code §](#)

[321.373\(3\)](#)). If the district is considering purchasing vans for pupil transportation, helpful notes are provided below.

- Districts that purchase **new** passenger vans with a capacity of 11 or 12 may not use the vans for pupil transportation.
- The [Safe, Accountable, Flexible, Efficient Transportation Equity Act](#) of 2005 requires that any vehicles over 10-passenger capacity which are purchased new for student transportation must be built to yellow school bus specifications. Vans do not meet these specifications, meaning 10-passenger vans are allowed and anything larger and purchased new must be a school bus.
- Seating capacity rating may not be changed or modified except by the original equipment manufacturer (OEM), dealer, or remanufacturer. Seating capacities which vary from the OEM are required by the National Highway Traffic Safety Administration (NHTSA) to be identified by an alterer's certification and information label, affixed to the frame of the driver's door. Additional information and a sample alterer's certificate can be found on the ["Type III Vehicle Information"](#) document posted on the Department's [Pupil Transportation](#) web page.
- Vans purchased for student transportation with a rated capacity of 11 or 12, including the driver, must be acquired in used condition. "Used" is defined in [Iowa Administrative Code r. 281-44.5\(1\)\(b\)\(2\)](#) as a vehicle that has had a title transfer from a dealer to one or more previous retail owners.
- Per [Iowa Administrative Code r. 281-44.5\(1\)](#), alteration of a Type III vehicle, following manufacture by the OEM, is prohibited. While this includes the addition or removal of seats, the Department will grant an exception for seats which are added or removed as long as the seating capacity does not exceed the capacity as certified by the OEM or on the installed alterer's certification and information label as referenced above.

Further questions regarding Type III vehicles used for student transportation may be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

Inspector Tip of the Month: Purchasing Wheelchair Accessible Vans

Effective May 2024, Type III vehicles (typically vans) that are equipped with ramps may be purchased and used for student transportation. Prior to this change, only vehicles constructed by the original equipment manufacturer (OEM) as wheelchair accessible vehicles could be used for student transportation.

[Iowa Administrative Code r. 281-44.5\(1\)](#) authorizes the use of Type III vehicles modified by conversion companies to be wheelchair accessible and requires compliance with all applicable [Federal Motor Vehicle Safety Standards](#) (FMVSS) and [Americans with Disabilities Act](#) (ADA) requirements.

Please note that only "curb-side" ramps are allowed. Ramps to the rear are not allowed for student transportation.

New Resource: [Type III Ramp-Equipped Vehicles: Requirements and Considerations](#) can be found on the [Pupil Transportation](#) page of the Department's website under the "Guidance, Information, & Instructions" section.

Questions relating to the use of these vehicles can be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965 or to the district's local school bus inspector listed below.

Joe Funk (Southeast Region) at joe.funk@iowa.gov or 515-669-4987

Chris Errthum (Northeast Region) at chris.errthum@iowa.gov or 515-669-4994

Codie Kellen (West Region) at codie.kellen@iowa.gov or 515-326-1022

Inspector Corner: Iowa State Patrol Public Resource Officer Unit

A valued partner of the Department's School Bus Inspection Team is the Iowa State Patrol's Public Resource Officer (PRO) Unit. The PRO Unit was created in 1964 when the Iowa State Patrol received a request from the Iowa Department of Public Instruction for an officer to teach first aid at annual school bus driver training. For over 60 years, the PRO Unit has continued to assist the Department and educate pupil transportation professionals.

The PRO Unit consists of 14 officers, with one officer assigned to each District Headquarters. Although these officers also speak at schools, businesses, service clubs, churches, and other groups, one of their primary roles is assisting with school bus inspections. Another, possibly lesser known, function of the PROs is to assist school districts with the mandatory school bus evacuation drills in which students are required to participate twice per year.

Districts can contact their local Iowa State Patrol PRO for assistance with evacuation drills or other presentation topics offered by the officers. Contact information is available on the website of the [Iowa Department of Public Safety](#), on the [Public Resource Officer Unit](#) page.



June 2025

Legislative Update

Required Update: Emergency Operations Plan | July 1

[House File \(HF\) 782](#) established Iowa Code section 279.87 *Limitation on the use of personal electronic devices* and requires schools to adopt a board policy regarding student use of personal electronic devices during school hours that restrict student use of such devices during classroom time. The policy, titled "Model Policy Implementing House File 782: Personal Electronic Devices in Schools", is available on the Department's Legislative Information page, under section [Guidance & Updates on Legislation](#).

Section 3 of the bill requires school districts to update their emergency operations plans so that the plans are consistent with the provisions of Iowa Code 279.87. Please remember to send updated plans to local law enforcement and the Governor's School Safety Bureau (GSSB) at SchoolSafety@dps.state.ia.us. Questions regarding the update to the plan can be sent to GSSB at SchoolSafety@dps.state.ia.us.

The Department and GSSB hosted a statewide webinar of expert panelists on June 17 to provide support and guidance to schools. The webinar recording is available on the Department's Legislative Information page, under section [Guidance & Updates on Legislation](#).

Required Reporting: ESPSS | Due June 27

[Senate File \(SF\) 660](#) appropriates \$14 million to the Department of Education to eligible districts in 2025-2026 to use for Educational Support Personnel Salary Supplement payments, similar to the funding provided in 2024-2025.

The funds are required to be used in 2025-2026 to provide additional salary to hourly employees. Districts may determine the methodology to award the amounts to all staff or certain classes of staff on a regular basis throughout the year or as a one-time payment.

Eligibility: Districts eligible to receive the funds are those who complete the reporting requirements through the [simplified form](#) by **June 27** as communicated in the June 17 email sent to superintendents from Jay Pennington. Questions regarding the completion of the form can be sent to Shelly Wolterman at shelly.neese@iowa.gov. Questions regarding the use of funds can be sent to Cassandra Cline at kassandra.cline@iowa.gov.

Media and Educational Services Funding: Nonpublic Students

[SF659](#) Section 6 establishes Iowa Code subsection 19B of 257.35 regarding media and educational services funding generated by students attending nonpublic schools. Beginning July 1, 2025, the funds will be paid directly to the Area Education Agencies (AEAs) in which the nonpublic schools are located. AEAs will provide the services directly to students at the nonpublic schools.

Effective Date: District Boundary Changes

[SF171](#) modifies Iowa Code section 275.24 and 275.55 which define effective dates of certain votes for propositions to enlarge, reorganize, or change the boundary lines of a school district.

A voter-approved proposition approved by voters pursuant to Iowa Code section 275.18 (reorganization) prior to January 1, 2025 is effective on July 1 following the date of the election.

A voter-approved proposition approved by voters pursuant to Iowa Code section 275.55 (dissolution) after January 1, 2025 is effective on July 1 in the calendar year following the vote.

Featured

Save the Date: Virtual Office Hours

The Bureau of School Business Operations will be offering virtual office hours during the upcoming FY25 application submission period for the Certified Annual Report (CAR), Special Education Supplement (SES), and the Annual Transportation Report (ATR). Members of the Department's team as well as other School Business Officials will be available to answer questions related to the applications. Mark your calendars and bring any questions related to the CAR, SES, or ATR. The schedule and topic information below is also available on the Department's [Certified Annual Report](#) web page.

Virtual office hours dates and times:

<i>Date</i>	<i>Time</i>
Tuesday, August 26	1:00 pm - 2:30 pm
Wednesday, August 27	9:30 am - 11:00 am
Wednesday, September 3	1:30 pm - 3:00 pm
Friday, September 5	9:30 am - 11:00 am
Monday, September 8	9:30 am - 11:00 am
Thursday, September 11	1:30 pm - 3:00 pm

Join the webinar:

<https://IDOE.zoom.us/j/92631407487?pwd=pLb6PlakZ2QYsYnM3yXity2X7ikfZa.1>

Meeting ID: 926 3140 7487

Passcode: 545958

Save the Date: Allowable Uses of Special Education Funds Webinar

The Department continues to receive questions regarding allowable uses of special education funds, including costs allowable to the special education program as well as the 10% of special education support services funding that will be retained by districts beginning in FY26.

The Department will host a webinar to review allowable uses of special education funding on Wednesday, August 13 at 10:00 am. Additional information will be shared in the July SBA, including how to earn SBO renewal credit for attending.

School Business Alert Newsletter: Annual Compilation

The FY25 annual compilation of School Business Alert articles is now available on the Department's [School Business Alerts](#) web page.

Recent Questions

Access to First Semester Billing in SEB

Question: How do Local Education Agencies (LEAs) view first semester billings in the Special Education Billing (SEB) application?

Answer: In order to gain access to the “Forms” drop-down menu and view first semester billing, the LEA must enter required contact information and upload a .csv billing file. At least one contact should be identified in the following categories: Special Education Supplement, Claim Forms, and Special Education Billing. Please note that this action will not impact the first semester billing.

Questions regarding the Special Education Billing application can be sent to specialeducationsfinance@iowa.gov.

Coding for Insurance Proceeds and Deductibles

Questions: How do districts account for repair and replacement costs of items or properties damaged from natural disasters (e.g., tornado)? How are insurance proceeds and deductibles recorded?

Answer: Districts will account for repair or replacement costs due to natural disasters in the fund that is most appropriate for the type of expenditure. Examples are provided below.

Damaged Item	General Fund	PPEL	SAVE	Nutrition
Bus	Yes	Yes	Yes, if revenue purpose statement (RPS) allows	No
Roof	No	Yes	Yes, if RPS allows	No
Tree removal	No	Yes	Yes, if RPS allows	No
Food for school meal program	No	No	No	Yes
Textbooks	Yes	Yes, if over \$500	Yes, if RPS allows	No
Computer	Yes	Replacement: Yes, if over \$500 or bundled	Replacement: Yes, if RPS allows	No

Insurance Proceeds:

Districts that receive insurance proceeds for the repair or replacement claim will deposit the revenue into the fund that incurred the cost of the repair or replacement with Source 5311 (for significant losses, use Source 6410).

Deductible:

The deductible portion of an eligible insurance claim may be transferred from the Management Fund to the fund that incurred the cost of the repair or replacement.

Transfer journal entry for the deductible portion of the claim:

Management Fund

Debit Fund 22, Function 62XX, Object 910

Credit Fund 22, Account 10X

Fund that incurred the cost of the repair or replacement

Debit Fund XX, Account 10X

Credit Fund XX, Source 5222

Further questions may be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Allowable Uses of Special Education Funds: Professional Development

Question: Can the costs of professional development for special education teachers be charged to the special education program (i.e., weighted funding)? Does that include costs for instructional coaching?

Answer: Yes, the cost of purchased professional development services for special education teachers is allowable if it is exclusively related to special education, appropriate to the employee's job duties, and purchased from an entity other than an AEA or LEA (e.g., district). If the services are provided by the employee's LEA, another LEA, or the AEA, the costs are not allowable to the special education program. The costs for instructional coaches who are employed by the district and provide instructional coaching to employees cannot be charged to the special education program. The June 2024 SBA article titled, "Special Education Allowable Use: Instructional Coaches" did not specify costs for instructional coaching are only an allowable use of special education funds *if* the services are purchased from a non-AEA or non-LEA entity.

Tips:

- Districts are encouraged to review all special education expenditures as part of the year-end process to ensure only allowable costs were charged to the special education program.
- Districts are encouraged to review bills as they are created and received to ensure only allowable costs are charged.

Appropriate uses of special education funding are available in the [Chart of Allowable Special Education Costs](#) available on the Department's [Special Education Finance](#) web page.

Questions regarding allowable uses of special education funds can be sent to SpecialEducationFinance@iowa.gov.

School Safety Spotlight

SF583: School Safety Assessment Teams

[SF583](#) (Iowa Acts 2025) provides the framework for school safety assessment teams, often referred to as behavioral threat assessment management. The United States Secret Service National Threat Assessment Center defines behavioral threat assessment as a behavior-based approach to proactively prevent incidents of targeted violence. A required element of these assessment teams is open lines of communication and a collaborative approach between multidisciplinary team members. This nationally recognized approach is a best practice for the prevention of school violence.

- The Governor's School Safety Bureau (GSSB) is taking steps toward the development of a statewide school safety assessment team and protocols. These statewide professionals will serve in this capacity as a collaborative body providing guidance, recommendations, and services to school districts who have unique or special circumstances requiring additional professional assistance.
 - School districts may also develop their own teams and protocols independent of the statewide protocols.
 - Team members may include juvenile court services, mental health professionals, social services, school representatives, and law enforcement.
- The Department of Education will collaborate with the GSSB of the Department of Public Safety, who is the lead team and agency to implement this important work.

Questions regarding the safety assessment teams can be directed to GSSB at SchoolSafety@dps.state.ia.us.

Save the Date: GSSB Training | August 4

The Governor's School Safety Bureau (GSSB) has partnered with the "i love you guys" foundation to host a free day-long Train-the-Trainer Workshop for an advanced introduction for the Standard Response Protocol and the Standard Reunification Method. These training protocols are used by more than 50,000 schools, districts, departments, agencies, organizations, and communities around the world.

Additional information, including a link to register, is available on the [GSSB](#) web page.

Financial

Indirect Cost Rates

The FY26 indirect cost rates for federal programs are available on the Department's [Indirect Cost Rate](#) web page.

Joint Employment Whole Grade Sharing

Districts in a whole grade sharing arrangement seeking to apply for joint employment must submit the School Information Update application by July 1, 2025 which shall include whole grade sharing details and the confirmation supplementary weighting is being requested. Pursuant to [281 IAC 97.2\(4\)](#), the minimum requirements for joint employment are provided below.

- Joint teacher evaluation process and instruments

- Joint teacher professional development plan
- Single salary schedule

Examples of additional evidence of partner districts may include the items below.

- Same student information system
- Same financial software
- Identical calendars
- One website for both districts

Further questions can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

FY26 Teacher Leadership and Compensation Supplement

All districts receive Teacher Leadership and Compensation (TLC) supplement through monthly state aid payments. The TLC per pupil state aid amount for FY26 is \$385.29.

Questions regarding the TLC program can be directed to Stephanie Langstraat at stephanie.langstraat@iowa.gov or 515-402-8700.

Questions regarding account coding can be directed to Song Luong at song.luong1@iowa.gov or 515-205-0259.

Supplemental Aid for FY24 Special Education Deficit

Pursuant to [Iowa Code section 257.31\(14\)](#), the School Budget Review Committee (SBRC) certified the FY24 special education balances of all school districts to the Department of Management (DOM) following the January 8, 2025 SBRC hearing.

For any school district with a positive special education certified balance:

- DOM will subtract the amount of the positive balance exceeding 10 percent of the additional funds generated for special education, not to include any previous carryover, from the amount of state aid remaining to be paid to the district during the FY25 budget year. See the LEA Monthly Payment Summaries starting in March on the Department's [State Payment Information FY25](#) web page.
- DOM will determine the amount of the positive balance exceeding 10 percent that came from local property tax revenues and increase the district's total state aid for the subsequent budget year by the amount determined. DOM will also reduce the district's tax levy computed under section 257.4 for the subsequent budget year by the amount necessary to compensate for the increased state aid.

For any school district with a negative special education certified balance:

- As directed by the SBRC, DOM will make the supplemental aid for FY24 special education deficit payments to school districts that were granted the modified supplemental amounts requested during the SBRC January 8, 2025 hearing.
 - Payments will be disbursed this month and should be coded to Source/Project 3113. Use program code between 211 and 219. This revenue source does not require matching expenditures.

Questions regarding this calculation can be directed to John Parker at john.parker@iowa.gov or 515-281-8485.

Questions regarding account coding can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Annual Reminder: Billing for Supplementary Weighting

Open Enrollment and Concurrent Enrollment Supplementary Weighting

Districts offering concurrent enrollment courses and eligible Project Lead the Way (PLTW) courses may bill resident districts for the supplementary weighting generated on open-enrolled students enrolled in the contracted courses. Bills for the supplementary weighting can be generated using the information provided in the Student Reporting in Iowa (SRI) application. Before paying a bill for supplementary weighting, the resident district can verify the information by reviewing the Supplementary Weighting (Non-Fall) application in the Iowa Education Portal. The student's resident district cost per pupil of the year in which the course was taken is used to calculate supplementary weighting. Directions for generating and verifying the bills are posted on the Department's [Certified Enrollment Supplementary Weighting](#) web page.

Whole Grade Sharing and Concurrent Enrollment Supplementary Weighting

For districts in a whole grade sharing arrangement, supplementary weighting generated on resident students remains with the resident district unless some other arrangement has been articulated in the whole grade sharing agreement. While options for distributing the concurrent enrollment supplementary weighting exist, such as having the community college contract directly with the sharing partner for the sharing partner's resident students or negotiating a higher per pupil rate for whole grade shared students in grades 9-12, addressing the issue of distributing the concurrent enrollment supplementary weighting in the whole grade sharing agreement may be the best alternative.

Shared Teacher and Supplementary Weighting

The contract for a shared teacher is held by one district. The district purchasing a portion of the contract may generate supplementary weighting on their resident students enrolled in courses taught by the shared teacher. Eligibility for supplementary weighting is dependent on the purchasing district not having a licensed and endorsed teacher available within the school district to teach the course(s) being provided by the shared teacher ([281 IAC 97.2\(3\)](#)). The supplementary weighting incentive is for the non-contract holding district. The district holding the contract benefits by being able to retain a teacher and also have a portion of the contract paid by another district.

Other Billing Situations

1. Whole grade sharing billing for the second semester is based on the count of resident students from the sending district on the second Friday in January ([Iowa Code § 282.12\(4\)](#)). In the 2024-2025 school year, second semester count for whole grade sharing occurred on January 10, 2025.
2. If a sharing district elects not to enter into a whole grade sharing agreement when sharing "all or a substantial portion of the students in any grade" with another school district for "all or a substantial portion of a school day, then no students in that grade level are eligible for supplementary weighting except as authorized by [281 IAC 97.4](#) pursuant to the supplementary weighting plan for whole-grade sharing ([281 IAC 97.2\(8\)](#))." An exception to the "no students are eligible for supplementary weighting" is concurrent enrollment supplementary weighting. High school students attending another district, either through a whole grade sharing agreement or a tuition agreement because of the discontinuation of grades, are eligible to generate supplementary weighting when enrolled in eligible concurrent enrollment courses.
3. There is no billing of costs incurred for students taking high school, concurrent enrollment, or postsecondary enrollment options (PSEO) courses who are enrolled in the public district as: competent private instruction (CPI) dual enrolled ([Iowa Code §§ 257.6\(3\) and \(7\)](#)), open enrolled CPI dual enrolled ([Iowa Code § 257.6\(3\) and \(7\)](#)), independent private instruction (IPI) for concurrent enrollment only ([Iowa Code 261E.8\(2\)](#)), nonpublic shared time ([Iowa Code §§ 257.6\(3\) and \(7\)](#)), and Junior/Senior rule ([Iowa Code § 257.6\(4\)](#)).

For the situations listed, the serving district generates funding directly through certified enrollment.

1. No parent or student shall be billed for costs incurred from concurrent enrollment courses, even if the cost to the district exceeds the billable amount.
2. Districts cannot bill students or parents for failed concurrent enrollment courses.
3. A district can bill a parent (or student if 18 years of age) for the tuition cost of a failed PSEO course, the cost of equipment that becomes the property of the student, and the cost of a school-owned textbook that is not returned ([Iowa Code § 261E.7\(2\)](#)).
4. A serving district can only bill the resident district of an open enrolled student for tuition, supplementary weighting generated from concurrent enrollment courses, PLTW courses, English learner (EL) supplementary weighting, the teacher leadership state cost per pupil, the professional development state cost per pupil, and the early intervention state cost per pupil ([Iowa Code § 282.18\(7\)](#)).

Questions regarding supplementary weighting can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Questions regarding data in the SRI application can be directed to Rachel Kruse at rachel.kruse@iowa.gov or 515-281-4153.

Coding

Iowa Chart of Account Coding Updates

The Iowa Chart of Account Coding, found on the Department's [Uniform Financial Accounting](#) web page, is regularly updated to reflect changes necessary to meet fiscal reporting needs.

May 2025

<i>Account Code</i>	<i>Description</i>
Source/Project 4362	Clean School Bus Grant Program (EPA) (FAL/CFDA 66.045) (May25)
Source/Project 3423	Iowa STEM's Business & Community Partners Programming Support through the Community Foundation of Greater Des Moines (May25)
Source/Project 3417	Empowering Youth Service-Learning (HHS-Volunteer Iowa) (May25)

Reminder: Student Activity Fund Revenues

Please be sure revenue accounted for in the Student Activity Fund is correctly identified. Below are some frequently used source codes.

- 151X – Interest on deposits and investments
- 171X – Admissions (gate receipts for school-sponsored activity)
- 173X – Student organization membership dues and fees
- 174X – Fees (this would include entry fees for other districts to participate in a meet the district is holding, 1748 if using details)
- 179X – Other activity income (this would include fundraisers such as concessions or sales of clothing or other items to those that are not students, 1791 if using details)
- 192X (not 1921 or 1922) – Contribution and donation from private sources (a district assigned project code (8001-9999) may be used)

- 1958 – Other sales of service/miscellaneous revenues from other Iowa LEAs/AEAs (from sharing activity programs with other LEAs/AEAs)
- 1991 – Sale of materials or supplies (sale of t-shirts to students at cost)
- 5311 – Compensation for loss of capital assets (payments received from students for loss of uniform)

Further questions can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942 or Song Luong at song.luong1@iowa.gov or 515-205-0259.

Applications

School Information Update

Thank you for the timely completion of the [School Information Update](#) review for the 2025-2026 school year. If the district experiences a superintendent or principal change over the summer, please remember to log into the portal and update the administrator information as soon as a replacement has been named.

Questions can be directed to Jennifer Thomas at jennifer.thomas@iowa.gov or 515-725-2252.

General Information

Reminder: Reporting Requirement - Building Information

[SF2368](#) (Iowa Acts 2024) added a reporting requirement for school districts and defined a hierarchy of accepting bids for sale of district property.

Reporting requirement

This legislation established [Iowa Code section 297.23](#) which requires each school district to post the following information on the district's internet site beginning on July 1, 2024:

The square footage of each school building owned by the school district.

The enrollment capacity of each attendance center owned by the district.

How each school building owned by the district is currently utilized.

School buildings owned by the district that are vacant.

Hierarchy of accepting bids for sale of district property

The legislation established [Iowa Code section 297.24](#), which prohibits school districts from entering into an agreement that prohibits the sale of real property to an educational institution. If the district offers to sell real property that includes a building or structure and an educational institution submits the highest bid for the property, then the district is required to sell the property to the highest bidder. Educational institutions in this context are defined as a school district, nonpublic school, charter school, community college, state training school, and an accredited private postsecondary institution.

Perkins Consortium and Regional Planning Partnerships Accounting Resources

Districts that are part of a Perkins consortium or Regional Planning Partnership (RPP) should expect to receive journal entries from the fiscal agent to record in the district's records, including transactions completed by the fiscal agent on behalf of the consortium or partnership. The following are accounting resources available for use.

- [Accounting for Perkins Funds: Consortia](#)
- [Accounting Guidance for Regional Planning Partnerships](#)

Questions regarding Perkins can be directed to Amy Vybiral at amy.vybiral@iowa.gov or (515) 339-4520.

Questions regarding RPPs can be directed to Heather Meissen at heather.meissen@iowa.gov or 515-326-5378.

Questions regarding account coding can be directed to Jina Brincks at jina.brincks@iowa.gov or 515-313-5942.

Update: Operational Function Sharing Supplementary Weighting

[SF167](#) increases the supplementary weighting eligible to be generated through operational function sharing from 21 Full-Time Equivalents (FTEs) to 25 FTEs effective for budget years beginning July 1, 2025. [Iowa Code section 257.11](#) provides that any supplementary weighting generated for a college and career transition counselor or coordinator will not count toward the maximum 25 FTEs. If a district has an eligible sharing arrangement for a college and career transition counselor or coordinator, supplementary weighting may generate up to 27 FTEs.

Reminder: Sharing arrangements that qualify to generate supplementary weighting for operational function sharing are limited to the position codes below in Fall BEDS Staff. A district may generate weighting for one in each category.

- Superintendent (9 FTEs)
 - 511 - Superintendent
- Business Management (4 FTEs)
 - 612 - School Business Official (each district can only have one SBO)
 - 133 - SBO - Other
 - 112 - Board Secretary
- HR Manager (4 FTEs)
 - 134 - HR Manager
- Transportation Director (4 FTEs)
 - 167 - Transportation Director
- Operation & Maintenance Director (4 FTEs)
 - 168 - Operations Director
- Curriculum Director (2 FTEs)
 - 633 - Director/Coordinator/Department Head
- Counselor (2 FTEs)
 - 721 - Counselor
- Social Worker (2 FTEs)
 - 624 - Social Worker
 - 198 - Social Worker (Non-BoEE licensed)
- Special Education Director (2 FTEs)
 - 515 - Special Education Director
- Workplace Learning Coordinator (2 FTEs)
 - 633 - Director/Coordinator/Department Head, assignment 50040
- Mental Health Professional with Statement of Professional Recognition (SPR) from BoEE (2 FTEs)
 - 621 - Mental Health Professional
- School Resource Officer (2 FTEs)
 - 190 - SRO
- College and Career Counselor or Coordinator (2 FTEs)*
 - 720 - College and Career Transition Counselor (licensed)

- 199 - College and Career Transition Coordinator (non-licensed)

**Does not count toward the supplementary weighting limit of 25 FTE.*

For new sharing arrangements with other governmental entities that are not another Iowa public school district or AEA, please submit a copy of the sharing contract and job description to ted.bauer@iowa.gov.

Questions regarding Fall BEDS or Fall BEDS Staff can be directed to Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859. Additional information regarding reporting of shared positions in Fall BEDS Staff can be found on the Fall BEDS Staff Documentation section of the [Fall BEDS web page](#).

Further questions regarding operational sharing can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Operational Function Sharing Reminders

Below are some tips to help ensure the integrity of positions engaged in operational function sharing and provide transparency.

1. Ensure the agreement is in place, approved, and commencing on the normal start date for the position based on the length of the contract for a returning employee in that position.
2. The entity holding the contract may not give away a portion of their employee's contract. The purchasing entity must pay for the portion of the contract that is being purchased (minimum 20% of salary and benefits is required for the sharing to be an eligible sharing arrangement for supplementary weighting).
3. Any new contract with a governmental entity that is *not* another Iowa public school district or AEA must include the responsibilities the person will perform for each organization.
4. Discuss any questions or concerns about the eligibility for supplementary weighting with the Department prior to the signing of the agreement to allow for modifications to the contract if the sharing is dependent on the generation of supplementary weighting.
5. **Multiple entities sharing:** If five districts enter into an agreement to share a position at 20% each, but the sharing does not start until October 1, the sharing among the five entities would not be an eligible arrangement. For a 12-month position, 25% of the year would have transpired. Only 75% of the remaining contract would be eligible to be shared. Even four districts sharing the remaining 75% would not result in each of the districts receiving 20% of the contract. The same would be true for a 10-month contract running August through May. If the sharing does not begin until October, only 80% of the full-time contract remains. Therefore, only four districts would be eligible to purchase 20% of the remaining portion of the full-time position. To avoid any questions of impropriety, the sharing arrangements should be in place at the beginning of the full-time employee's contractual year.
6. All eligible operational function sharing arrangements must be entered correctly in Fall BEDS Staff each fall. This includes:
 - Providing the appropriate position of the individual being shared.
 - Identifying the sharing status as either the contract holder or the district purchasing services.
 - Reporting salary and benefits to be paid by each district with the contract holder reporting the full amount and the district purchasing the services reporting their portion of the salary and benefits (using the purchased amount field).
 - Reporting the type of shared arrangement and identifying the sharing partner(s)
 - Reporting the individual's full-time equivalent (FTE) with the contract holder reporting the full amount and the district purchasing the services reporting their portion of the FTE.
 - After all operational sharing reporting is completed by the district in Fall BEDS Staff, review shared arrangements in Operational Sharing. If the data is complete and accurate,

certify the Operational Sharing application. If data is missing or inaccurate, contact the shared district/ AEA or edit the district data, which must be done in Fall BEDS Staff.

Further questions regarding operational function sharing eligibility can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Questions regarding reporting positions part of an operational sharing agreement in Fall BEDS Staff can be directed to Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859.

Educational Savings Accounts

Information regarding Iowa's Students First Education Savings Account (ESA) program can be found on the Department's [Students First Education Savings Accounts](#) web page.

School-Based Medicaid

For School-Based Medicaid policy questions, contact Tashina Hornaday, Medical Policy Program Manager at Iowa Health and Human Services, at tashina.hornaday@hhs.iowa.gov or 515-201-3553.

For Medicaid procedure questions, contact Melissa Walker, Administrative Consultant of School Health at the Department of Education, at melissa.walker@iowa.gov or 515-864-6701.

Reminder: Accounting for School-Based Medicaid

The [Accounting for School-Based Medicaid](#) resource document is intended to assist districts through the School-Based Medicaid accounting process, from accessing the invoice to reclassifying the related Medicaid expenditures.

Transportation

Foster Care Transportation Claim

Districts may submit claims for partial reimbursement of transportation services provided to children in foster care between the school of origin and the foster care placement. The school of origin is defined as the school where a student was enrolled before entering foster care or the school the student attended prior to changing foster care placements, if applicable.

The Department distributes Title IV-E funds for eligible transportation arrangements as listed below.

- Yellow bus transportation
- Public transportation
- Contracted transportation in a van or car
- Transportation provided by a care provider or family member

Information about how to submit for reimbursement can be found on the Department's [Education of Students in Foster Care](#) web page. Use the [ESSA Foster Care Transportation Reimbursement Form](#) to file one claim per household – usually an individual child, but sometimes a sibling group if the siblings are all attending the same building and are placed together. Districts may submit multiple claims as separate line items in the same form, or send claims separately. All district level [Foster Care Points of Contact](#) have received a copy of the form. The information below is needed to complete the form.

- County of the HHS case manager responsible for placement
- School of origin (SOO) name
- Receiving school district name (aka district of foster care placement)
- Distance in miles between the SOO and the foster care placement
- Number of days the student was transported
- Date HHS was notified of the transportation plan
- Date transportation began
- Date transportation ended (if applicable)
 - If transportation is ongoing, this field can be left blank
- Student's State ID number
- Transportation classification
 - Contiguous (district of origin and the placement district border each other)
 - Non-Contiguous (district of origin and the placement district do not directly border each other)
 - Out of State (student is placed out of state, within a reasonable distance from the Iowa border)
- Means of transportation
- Total number of trips taken by staff to transport the student during the quarter
 - Generally, there are four trips per day:
 - One trip to pick the student up
 - One trip to transport the student to school
 - One trip to take the student home from school
 - One trip to return from that trip
- One-way trip mileage driven to transport the student
- Trip staff time, rounded to the nearest quarter hour
- Hourly staff cost, for both salaries and benefits
- Number of eligible students transported
 - Only students in foster care can be claimed
 - Generally there is one student per claim, but sometimes a sibling group is transported to the same location
- Student first and last name
- Student date of birth

Because this form collects confidential information, please send this form to elisa.koler@iowa.gov using the State of Iowa's encrypted email solution [gSecureMail](#). This form may be submitted any time during the school year, and claims are paid quarterly. At the end of every fiscal year, Quarter 4 claims must be submitted by July 17th in order to be paid from the previous fiscal year's budget.

Questions or requests for assistance in supporting students in foster care can be directed to Elisa Koler at elisa.koler@iowa.gov or 515-669-4052.

School Bus Driver Training Update

New School Bus Driver Training

New Driver - Online Portion: Beginning July 1, 2025, the online portion of the new driver School Transportation Operator's Program (S.T.O.P.) Training will be available through [AEA Learning Online](#).

The training content was updated with multiple priorities in mind:

- The AEA Online interface is more user friendly and already familiar to drivers for other required training.
- The updated content does not overlap with ELDT training requirements.
- The updated content is *much* shorter than the previous 14-hour online portion.

Additional information will be made available to transportation directors closer to the July 1 launch date.

New Driver - Face-to-Face Portion: The 3-hour face-to-face portion of the new driver training will still be available through the community colleges and Mississippi Bend AEA.

Returning School Bus Driver Annual Training

The annual 3-hour face-to-face class for current drivers is updated annually and will continue to be available through the community colleges and Mississippi Bend AEA.

Accessing AEA Online

All districts/schools that opt in to [AEA Online](#) already have a verification code. This includes many public and nonpublic schools. Bus drivers that need to establish new accounts must include the related verification code in their profile>employment info. Once affiliated, each driver will be able to access the training at no cost to them or the school. Review the step-by-step [tutorial](#) for setting up a new account.

Tip for nonpublic schools and contractors: Step 7 specifically addresses how to affiliate an account with a district.

Questions related to driver training should be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965.

Inspector Tip of the Month: Annual Chassis Inspections

Summer brings warmer weather and, typically, reduced demand for student transportation. This combination provides an excellent opportunity for school districts, nonpublic schools, and contractors to perform routine maintenance and required chassis inspections.

[Iowa Administrative Code r. 281-43.18](#) requires the chassis of all vehicles used for student transportation, whether publicly or privately owned, to be inspected annually and all necessary repairs made before the vehicle is put into service. This inspection is to be recorded on a [form](#), known as the chassis card or TR-F27A, prescribed by the Department. The form can be found on the Department's [Transportation Forms](#) web page. All repairs related to the inspection should also be documented on the inspection form.

This annual inspection may be completed by a qualified school mechanic, contractor personnel, or by an outside vendor. The completed form is to be signed and dated by the mechanic performing the inspection.

Please remember, the completed form, or a copy, must be carried in the vehicle.

Questions relating to the required annual chassis inspection and/or the TR-F27A form can be directed to Tom Simpson at tom.simpson@iowa.gov or 515-336-3965 or to the district's school bus inspector listed below.

Joe Funk (Southeast Region) at joe.funk@iowa.gov or 515-669-4987

Chris Errthum (Northeast Region) at chris.errthum@iowa.gov or 515-669-4994

Codie Kellen (West Region) at codie.kellen@iowa.gov or 515-326-1022

Inspector Corner: Documentation Required to be Carried in Vehicle

Four documents are required to be in every vehicle used for student transportation, and two of these documents are often replaced during this time of year. It is important documents are kept current and placed in a secure and dry location in the vehicle where a driver can quickly and easily find these

documents when needed, such as in case of a crash, if requested by law enforcement, or during inspections performed by the Department.

- Vehicle Registration - Most vehicles used for student transportation will use official license plates which are registered to the school district and not a specific vehicle. These registrations do not expire. Vehicles not using official license plates will have license plates registered to the specific vehicle and these registrations do expire. If the vehicle is not using official license plates, care must be taken to be sure the registration is current.
- Insurance Card - All vehicles must have a current insurance card.
- [TR-F-27A Chassis Inspection Card](#) - This form is used to document the chassis inspection performed either by school district personnel or an outside vendor. This inspection is required to be performed at least once per year and a current, completed card (or copy) that is signed and dated within the previous 12 months must be in the vehicle.
- Inspection Summary - The previous Department inspection summary must be in the vehicle and it must document any corrections made to deficiencies from the previous inspection. New vehicles that have been put into service following a pre-use inspection must have a completed [TR-F-27B Pre-Use Inspection Form](#) (or copy) in the vehicle until Department inspectors perform a regular inspection. The TR-F-27B can then be replaced by an inspection summary.

Professional Development for Transportation Directors

The Iowa Pupil Transportation Association (IPTA) provides professional development opportunities available for school transportation directors.

The 61st annual IPTA Annual Conference will be held July 14-16 at the Airport Holiday Inn in Des Moines. The conference will once again include the valued “New Directors Workshop” where the Department’s transportation team will provide new transportation directors with useful and relevant information, explain applicable laws and rules, and share best practices for safe and efficient student transportation.

In addition to the workshop, the conference will feature local and national presenters, including Department representatives, who will provide relevant transportation-related information and discuss regulations and best practices.

Additional information, including registration details, can be found on the [IPTA](#) web page or by contacting David Johnson, IPTA Executive Director, at david@4ipta.org or 712-830-3242.