



American Recovery and Reinvestment Act (ARRA) Quarterly Reporting

Education Jobs Fund (ED Jobs) Reimbursement Request Questions

1: What does ED Jobs stand for?

A: ED Jobs is an acronym for Education Jobs Funding. It is a federal funding source resulting from an amendment to the American Recovery and Reinvestment Act (ARRA) that is being paid into school districts' General Funds during FY2011 with the Direct State Aid (DSA) payments.

2: Why do I have to request reimbursement for general fund expenditures in order to receive these funds?

A: A portion of Montana school districts' General Fund budgets for FY2011 are supported by Education Jobs Funds (CFDA # 84.410). These are federal funds that OPI is required to distribute to school districts on a reimbursement basis.

3: When or how quickly can I request the total amount of Education Jobs Funds that I am entitled to receive through K-12 BASE Aid (DSA)?

A: You can spend the funds in any quarter of the fiscal year, as long as you use the funds and submit a timely request for reimbursement by the last quarterly report for the fiscal year. It is recommended that you spend the money and request reimbursements as soon as possible, and not later than the second quarter of the year, if possible. Because of the strict deadlines on quarterly reports, early reporting is recommended.



4: What happens if I don't complete the ED Jobs reimbursement request?

A: Every school district has ED Jobs funding supporting its FY2011 general fund budgets. If a district does not complete the reimbursement request for ED Jobs within the allotted time for reporting, OPI will make a payment adjustment during the final Direct State Aid (DSA) payment in June of 2011, resulting in less revenue available to support the general fund budget.

5: Are there prohibitions on the use of Education Jobs Funds?

A: Yes, there are certain prohibitions on the use of Education Jobs Funds.

Education Jobs Fund must be used only for compensation and benefits and other expenses, such as support services, necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, secondary educational and related services. The phrase "compensation and benefits and other expenses, such as support services" includes salaries, performance bonuses, health insurance, etc.

An LEA may use the funds to pay the salaries of teachers and other employees who provide school-level educational and related services. In addition to teachers, employees supported with the Education Jobs Fund program may include, principals, assistant principals, academic coaches, in-service teacher trainers, classroom aides, counselors, librarians, secretaries, social workers, psychologists, interpreters, physical therapists, speech therapists, occupational therapists, information technology personnel, nurses, athletic coaches, security officers, custodians, maintenance workers, bus drivers, and cafeteria workers.

Administrative expenses related to the operation of the superintendent's office, including the salaries and benefits of LEA-level administrative employees are prohibited. Expenditures for fiscal services, LEA program planners and researchers, and human resource services are also prohibited. For more information, please see guidance issued by the U.S. Department of Education at this link: <http://www2.ed.gov/programs/educationjobsfund/index.html> (click on Applicant Info, then Initial Guidance for States on the Education Jobs Fund Program).



6: Do I need to use specific accounting codes for the reimbursement of Education Jobs Funds?

A: Yes. The revenue source code is 7810, and the expenditure program code is 781. Information on accounting codes is available at the link below.

7: How do I know how much my district has to request in ED Jobs reimbursement?

A: Each school district's required ED Jobs request is pre-loaded into the Web-based reporting program on the ED Jobs Expenditures tab. The "ED Jobs Still to Be Reimbursed" field in the program will update as you enter expenditures that your district has identified for reimbursement. The total amount of ED Jobs supporting FY2011 general fund budgets is also listed by district at the following location, under the "FY2010-11 DSA Funded with Education Jobs Funds" column heading.

http://www.opi.mt.gov/pdf/SchoolFinance/Entitle/FY11_DSA_ARRA_SFSF_JobsBill.xls

8: How will I record revenue associated with ED Jobs Funds (GF SFSF)?

A: First, you must code expenditures in your accounting system to reflect what your district has determined its ED Jobs funds are being spent on. You must use expenditure program code 781 for these expenditures. Then, you will report the expenditures in the ARRA web-based program. This serves as a request for reimbursement.

OPI will distribute ED Jobs funding in two payments. Requests submitted on the 2nd quarter report will be paid in the February Direct State Aid (DSA) payment. Requests submitted on the 3rd or 4th quarter report will be paid in the June DSA payment. Code this payment as follows:

- 1) Use revenue source code 7810 for the ED Jobs reimbursement request submitted in the ARRA web-based application; and
- 2) Use revenue source code 3110 for the remaining amount of the DSA payment.

Specific payment advice will be provided to districts making a reimbursement request.



9: Will my country treasurer record the ED Jobs reimbursement as revenue source 7810?

A: This will depend on how your county treasurer chooses to keep their records. The traditional payment advice provided by OPI to counties and school districts will show all Direct State Aid (DSA) revenue as revenue source 3110. A hyperlink will be provided within the traditional payment advice that directs counties and school districts to a supplemental payment advice.

This supplemental payment advice will provide school districts and county treasurers with specific guidance on how to separate the DSA payment into revenue source code 3110 (regular DSA) and revenue source code 7810 (ED Jobs).

10: How will the ED Jobs funds be reported on the Trustees Financial Summary?

A: On the FY2011 Trustees Financial Summary (TFS), OPI will pre-fill revenue source code "7810 – Education Jobs Fund" with the amounts that OPI actually paid to school districts. There will be a corrective validation to ensure that school districts report an equal amount of expenditures using expenditure program code 781.

11. My district wants to apply ED Jobs funds to expenditures that have already been made, but I didn't code those expenditures using expenditure program 781. May I still report these expenditures in Quarter 2 on the web-based program and request reimbursement?

A: Yes, you can report those expenditures in Quarter 2 on the web-based program as long as you do it by the December 31 due date. On your accounting records, do a journal voucher to:

- 1) Reverse (credit) the amount from the expenditure code you originally used to record the transaction(s); and
- 2) Record (debit) the amounts to the correct expenditure code using expenditure program code 781. Also, make sure you have some backup documentation to support the journal voucher so the auditor will know why you made the entry.



12: I'm reporting for a special education cooperative. On the ED Jobs Expenditures screen, why does it show "ED Jobs Maximum Request" as \$0.00?

A: ED Jobs funds support the basic and per-ANB entitlements. OPI pays these entitlements to school districts in the form of a Direct State Aid (DSA) payment. Cooperatives do not receive a DSA payment, and therefore do not need to submit a reimbursement request.

13: If my district chooses to use ED Jobs for salaries, can the district still access the retirement fund (14) for the employer share of the benefits?

A: Yes, contingent on legislative approval of LC559. Current law does not allow school districts to access the retirement fund for the employer share of benefits associated with salaries paid using ED Jobs monies. However, OPI is pursuing legislation that would amend [20-9-501](#), MCA to allow school districts to pay the employer's contributions to the retirement, federal social security, and unemployment insurance systems from the retirement fund for an employee whose salary and health-related benefits, if any health-related benefits are provided to the employee, are budgeted in the district general fund but are paid from the Education Jobs Fund. The bill provides a retroactive applicability date of July 1, 2010.

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