

To: Charter LEA leaders

From: Paul Kihn, Deputy Mayor for Education
Hanseul Kang, State Superintendent of Education

CC: Scott Pearson, Executive Director of the DC Public Charter School Board

Date: July 17, 2019

Re: 2019-2020 Uniform Per Student Funding Formula (UPSFF) Payments

We are writing to share information with you regarding uniform per student funding for the 2019-20 school year in order to provide clear communication, increase transparency, and enhance predictability in regard to this critical aspect of running your local education agency (LEA).

Uniform per student funding in the upcoming school year will flow to public charter schools in three ways, which are discussed in additional detail below and summarized in an appendix. The Office of the State Superintendent (OSSE) provides enrollment data to the Office of the Chief Financial Officer (OCFO) in order to make the following payments to charter schools:

1. Four regular, quarterly UPSFF payments reconciled to charter schools' October 2019 enrollment audits, plus charter facilities financing;
2. Three supplemental payments for charter schools who have audited students with new or increased individual education plan (IEP) designations, new English Learner (EL) designations, and/or new at-risk designations made after their October 2019 enrollment audits; and
3. Two extended school year (ESY) payments for charter schools providing said services for students with disabilities in summer 2020.

1. Quarterly UPSFF Payments, Including Charter Facility Financing

a. Quarterly UPSFF payments

Charter schools will receive four quarterly UPSFF payments for the 2019-20 school year. Payments are made no later than July 15, Oct. 25, Jan. 15, and April 15. It may take a few business days for the payment to post to the LEA bank account.

The first (July 15) payment will fund public charter schools based on the schools’ enrollment projections included in the final approved budget¹ for the upcoming year. The second and third payments (Oct. 25 and Jan. 15) will fund public charter schools based on their unaudited October 2019 enrollment figures. The fourth payment (April 15) will reconcile public charter schools’ annual UPSFF funding to their audited enrollment figures.

To help start the school year successfully, LEAs will continue to receive a larger portion of the total annual funding at the beginning of the school year. For the first quarterly payment, new charter LEAs will receive 45 percent of projected enrollment funding, while existing charter LEAs will receive 35 percent of projected enrollment funding. Under the second quarterly payment, new and existing charter LEAs will both receive 25 percent of enrollment funding based on unaudited October figures. Under the third quarterly payment, new charter LEAs will receive 15 percent of enrollment funding based on unaudited October figures, while existing charter LEAs will receive 20 percent of enrollment funding based on unaudited October figures. Under the fourth quarterly payment, both new and existing charter LEAs will receive reconciliation amounts that make the total amounts paid over the four quarters equivalent to the amounts owed per the District’s annual enrollment audit report.

Please see the below table for a summary of the 2019-20 school year quarterly UPSFF schedule with payment amounts.

2019-20 Regular Quarterly Payment Schedule and Amounts		
Payment date	Existing charter LEAs	New charter LEAs
July 15, 2019	35 percent	45 percent
Oct. 25, 2019	25 percent	25 percent
Jan. 15, 2020	20 percent	15 percent
April 15, 2020	Reconciliation payment (approx. 20 percent)	Reconciliation payment (approx. 15 percent)
TOTAL	100 percent	100 percent

b. Facilities financing as part of the quarterly UPSFF payments

Under the first quarterly payment, new charter LEAs will receive 45 percent of projected facilities funding (based on projected enrollment), while existing charter LEAs will receive 35 percent of projected facilities funding (based on projected enrollment). Under the second quarterly payment, new charter LEAs will receive 55 percent of remaining facilities funding (based on unaudited October enrollment figures), while existing charter LEAs will receive 65 percent of remaining facilities funding (based on unaudited October enrollment figures). If any discrepancy between a charter LEA’s unaudited and audited enrollment figures exists, OSSE will make a reconciliation adjustment within the school’s fourth quarterly (April 15) payment.

¹ The enrollment projections included in the final approved budget are the result of a multi-step process. First, LEAs submit their projections to an enrollment projection team for review and approval consisting of the DC Public Charter School Board (DC PCSB), OSSE, OCFO, and the Deputy Mayor for Education (DME). After reviewing, the enrollment projection team submits the updated projections to the Mayor’s Budgeting Office for inclusion in the Mayor’s budget, which is subject to Council approval. Finally, Council has the authority to further adjust the enrollment projections, which are then included in the final approved budget.



2. Supplemental UPSFF Payments

Over the course of a school year, public charter schools in the District receive additional funds for those audited students who receive new or changed designations after the District's annual enrollment audit report²:

- new or increased IEP levels;
- new EL designations; and
- new at-risk designations.

In the 2019-20 school year, OSSE will provide data to the OCFO to make supplemental payments in three installments—the OCFO will make the first payment by March 15, the second payment by May 15, and the final payment by July 15 (or the next business day). It may take a few business days for the payment to post to the LEA bank account. As each supplemental payment is made, OSSE will provide each public charter school with the specific demographic data used to calculate its supplemental payment amount via a statement posted to OSSE's secure upload site. OSSE will notify LEA business managers when payments have been made and statements are available to download. Supplemental payments for students with new or increased IEP designations will be prorated to align with dates of IEP service, while supplemental payments for students with new EL and at-risk designations will be for the full annual per pupil amounts.

3. ESY UPSFF Payments

In the 2019-20 school year, public charter schools will receive two payments for those students receiving ESY services. The first ESY payment to charter schools will be 50 percent of projected ESY funding based on the projected ESY enrollment for summer 2020. The first payment will be made in June 2020. After the ESY period for schools has concluded, OSSE will compare attendance records to projected enrollment figures, and will count as enrolled for the duration of the time period any student that attended ESY for at least one day and received ESY services. The second ESY payment (equivalent to approximately 50 percent of funding tied to enrolled students) will reconcile actual attendance in the ESY program against the projected enrollment. The second payment will be made in September 2020.

4. OSSE releases UPSFF policy guidance document

OSSE is releasing a new policy guidance document that is intended to provide LEAs with a comprehensive understanding of all aspects of the UPSFF and how funding is applied to LEAs. The document includes a background on the formula, information about the foundation and weights, eligibility for funding, payment schedules, and other topics. The document can be found in the [Grants & Funding section](#) of the OSSE website.

² Such students must, however, be part of the same charter organization's October enrollment audit report.



5. Preliminary Schedule for SY20-21 LEA Enrollment Projections

The table below describes the activities and deadlines as of this date for the FY21 charter LEA enrollment projections process. DME will also send out a separate memo further detailing the process later this summer.

Date	Activity
Tues, Oct. 8, 2019	Hub Application Open for LEAs
Fri, Nov. 1, 2019	LEAs Submit Projections via the Hub Deadline
Fri, Nov. 22, 2019	Projection Team Accepts or Revises Grade-Level Projections Deadline
Wed, Dec. 4, 2019	LEA Feedback Re: Grade-Level Revisions Deadline
Thurs, Dec. 5, 2019	Projection Team Finalizes Grade-Level Projection After Reviewing LEA Feedback Deadline
Fri, Dec. 13, 2019	Projection Team Accepts or Revises Special Population Projections Deadline
Thurs, Dec. 19, 2019	LEA Feedback Re: Special Population Revisions Deadline
Thurs, Jan. 9, 2020	Projection Team Finalizes Special Population Projection After Reviewing LEA Feedback Deadline
Fri, Jan. 10, 2020	SY20-21 Projections Complete

Please do not hesitate to contact Deputy Mayor Paul Kihn at Paul.Kihn@dc.gov, State Superintendent Hanseul Kang at Hanseul.Kang@dc.gov, or OSSE Special Assistant for Budget and Finance Ryan Aurori at Ryan.Aurori@dc.gov with any questions you may have concerning this announcement.



Appendix A – Full Schedule of Projected 2019-20 UPSFF Payments

1.a. 2019-20 Regular Quarterly Payment Schedule and Amounts		
Payment date	Existing charter LEAs	New charter LEAs
July 15, 2019	35 percent	45 percent
Oct. 25, 2019	25 percent	25 percent
Jan. 15, 2020	20 percent	15 percent
April 15, 2020	Reconciliation payment (approx. 20 percent)	Reconciliation payment (approx. 15 percent)
TOTAL	100 percent	100 percent

1.b. 2019-20 Facilities Payment Schedule and Amounts		
Payment date	Existing charter LEAs	New charter LEAs
July 15, 2019	35 percent	45 percent
Oct. 25, 2019	65 percent	55 percent
April 15, 2020	Reconciliation payment as necessary	Reconciliation payment as necessary
TOTAL	100 percent	100 percent

2. 2019-20 Supplemental Payment Schedule and Amounts	
Payment date*	Existing and new charter LEAs
March 15, 2020	As calculated per new student designations
May 15, 2020	As calculated per new student designations
July 31, 2020	As calculated per new student designations
TOTAL	As calculated per new student designations

3. 2019-20 ESY Payment Schedule and Amounts	
Payment date*	Existing and new charter LEAs
July 15, 2020	Estimated payment (approx. 50 percent)
Sept. 30, 2020	Reconciliation payment (approx. 50 percent)
TOTAL	100 percent

**or next business day*



Appendix B – School Year 2019-20 UPSFF Funding Amounts

**District of Columbia Public Charter Schools (GC0)
Per Pupil Funding Analysis (D.C. Act 12-494)
PUBLIC CHARTER SCHOOLS
FY20 Budget**

Foundation Level Per Pupil:	\$ 10,980
Non-Residential Facilities Allotment:	\$ 3,335
Residential Facilities Allotment:	\$ 9,093

General Education		Per Pupil
Grade Level	Weighting	Allocation
Pre-Kindergarten 3	1.34	\$ 14,713
Pre-Kindergarten 4	1.30	\$ 14,274
Kindergarten	1.30	\$ 14,274
Grades 1	1.00	\$ 10,980
Grades 2	1.00	\$ 10,980
Grades 3	1.00	\$ 10,980
Grades 4	1.00	\$ 10,980
Grades 5	1.00	\$ 10,980
Grades 6	1.08	\$ 11,858
Grades 7	1.08	\$ 11,858
Grades 8	1.08	\$ 11,858
Grades 9	1.22	\$ 13,396
Grades 10	1.22	\$ 13,396
Grades 11	1.22	\$ 13,396
Grades 12	1.22	\$ 13,396
Alternative	1.44	\$ 15,811
Special Ed Schools	1.17	\$ 12,847
Adult	0.89	\$ 9,772

Special Education	Weighting	Allocation
Level 1	0.97	\$ 10,651
Level 2	1.20	\$ 13,176
Level 3	1.97	\$ 21,631
Level 4	3.49	\$ 38,320

Special Education Compliance (<i>formerly known as "Blackman Jones Compliance"</i>)	0.099	\$ 1,087
Attorney's Fees Supplement	0.089	\$ 977
Subtotal Special Ed Compliance		\$ 2,064



English Learners	Weighting	Allocation
Subtotal - EL	0.49	\$ 5,380

Special Education-Residential	Weighting	Allocation
Level 1 Residential	0.370	\$ 4,063
Level 2 Residential	1.340	\$ 14,713
Level 3 Residential	2.890	\$ 31,732
Level 4 Residential	2.890	\$ 31,732

English Learner Residential	Weighting	Allocation
EL Residential	0.668	\$ 7,335

Residential	Weighting	Allocation
Residential	1.67	\$ 18,337

At Risk	Weighting	Allocation
At Risk	0.225	\$ 2,471

Special Education Add-ons & ESY	Weighting	Allocation
Level 1 ESY	0.063	\$ 692
Level 2 ESY	0.227	\$ 2,492
Level 3 ESY	0.491	\$ 5,391
Level 4 ESY	0.491	\$ 5,391

