

**To:** Charter LEA leaders

**From:** Paul Kihn, Deputy Mayor for Education  
Shana Young, Interim State Superintendent of Education

**CC:** Dr. Michelle Walker-Davis, Executive Director of the DC Public Charter School Board

**Date:** October 23, 2020

**Re:** 2020-21 Uniform Per Student Funding Formula (UPSFF) Payments

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We are writing to share information with you regarding uniform per student funding for the 2020-21 school year 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 of Education (OSSE) provides enrollment data to the Office of the Chief Financial Officer (OCFO) to make the following payments to charter schools:

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

**Please read this memo thoroughly. In addition to describing the annual payment process, this memo describes some limited changes to payment policies for the 2020-21 school year due to policies and laws resulting from the public health emergency. These changes include:**

- **New payment process for Residential Schools and Schools with Adult Education programs. (Page 2)**
- **Extended School Year (ESY) services can be provided in the summer or throughout the school year. This is not a change in policy, but an additional clarification. LEAs will receive ESY funding for all eligible students that receive ESY services throughout the year and during the summer. (Page 4)**

- **The EL funding process is changed to provide initial EL funding for students that are unable to take the EL-eligibility screener due to remote learning. (Page 4)**

## **1. Quarterly UPSFF Payments, Including Charter Facility Financing**

### *a. Quarterly UPSFF payments*

Charter schools will receive four quarterly UPSFF payments for the 2020-21 school year. Payments are made no later than Aug. 1, 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 (Aug. 1) payment will fund public charter schools based on the schools' enrollment projections included in the final approved budget<sup>1</sup> 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. For the 2020-21 school year, the quarterly payments for residential schools and schools that offer an adult education program will be calculated differently. For more information, see below.

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 2020-21 school year quarterly UPSFF schedule with payment amounts.

<b>2019-20 Regular Quarterly Payment Schedule and Amounts</b>		
<b>Payment date</b>	<b>Existing charter LEAs</b>	<b>New charter LEAs</b>
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)
<b>TOTAL</b>	<b>100 percent</b>	<b>100 percent</b>

- i) Residential Schools and Adult Education programs

<sup>1</sup> 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.



The “Adult and Residential Public Charter School Funding Stabilization Amendment Act of 2020” adjusts the way that Residential Schools and schools that offer an Adult Education program are funded for the 2020-21 school year only.

The first quarterly payment will be equal to 35 percent of the projected enrollment funding. These payments will include the facilities allotment, and grade-level and supplemental UPSFF categories.

Adult Education programs are schools or programs within a school that were identified as an adult education performance management framework school with the DC PCSB during the 2019-20 school year.

For a list of Residential Schools and schools with an Adult Education program that are affected by this change, please see Appendix C.

Please see the below table for a summary of the 2020-21 school year quarterly UPSFF schedule with payment amounts.

<b>1.a. 2020-21 Regular Quarterly Payment Schedule and Amounts (Residential and Adult Programs)</b>		
<b>Payment date</b>	<b>Existing charter LEAs</b>	<b>New charter LEAs</b>
August 1, 2020	35 percent	35 percent
Oct. 25, 2020	25 percent	25 percent
Jan. 15, 2021	20 percent	20 percent
April 15, 2021	20 percent	20 percent
<b>TOTAL</b>	<b>100 percent</b>	<b>100 percent</b>

*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. Residential schools and schools that offer an adult education program will be paid based on their enrollment projection, so no reconciliation will be necessary.



## **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 report<sup>2</sup>:

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

In the 2020-21 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 31 (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 2020-21 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 2021. The first payment will be made in June 2021. 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 2021.

As a reminder, ESY may be applied as extended learning over the summer or throughout the school year. The ESY payments in the summer will be inclusive of all ESY services provided by the LEA over the school year.

## **4. English Learner (EL) Funding for the 2020-21 School Year**

In accordance with the [Provisional PreK-12 English Learner Identification Procedure During Distance Learning](#), the process for providing EL funding to LEAs will be adjusted for the 2020-21 school year.

The first quarterly payment is based on the projected EL student counts for each LEA. In the second and third quarterly payments, which are based on the unaudited enrollment count, OSSE will use the number of EL and Provisional English Learners (PEL) students enrolled at the LEA.

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<sup>2</sup> Such students must, however, be part of the same charter organization’s October enrollment audit report.



LEAs need to resolve their PEL student counts within 10 days of the student returning to in-school instruction, but no later than March 1, 2021. The fourth quarterly payment will reconcile against the audited enrollment count and the resolved PEL student counts.

## **5. Preliminary Schedule for 2021-22 School Year LEA Enrollment Projections**

The table below describes the activities and deadlines as of this date for the FY22 charter LEA enrollment projections process. DME sent out a separate memo further detailing the process on July 27, 2020.

<b>SY20-21 Enrollment Projection Dates</b>	<b>SY20-21 Enrollment Projection Activity</b>
Tuesday, Oct. 6, 2020	Hub Application Open for LEAs
Friday, Oct. 30, 2020	LEAs Submit Projections via the Hub Deadline
Friday, Nov. 20, 2020	Projection Team Accepts or Revises Grade-Level Projections Deadline
Wednesday, Dec. 2, 2020	LEA Feedback Re: Grade-Level Revisions Deadline
Friday, Dec. 4, 2020	Projection Team Finalizes Grade-Level Projection After Reviewing LEA Feedback Deadline
Friday, Dec. 11, 2020	Projection Team Accepts or Revises Special Population Projections Deadline
Thurs, Dec. 17, 2020	LEA Feedback Re: Special Population Revisions Deadline
Thursday, Jan. 7, 2021	Projection Team Finalizes Special Population Projection After Reviewing LEA Feedback Deadline
Friday, Jan. 8, 2021	SY20-21 Projections Complete

## **6. UPSFF Study released**

On Aug. 11, 2020, the Bowser Administration announced the release of the 2020 Uniform Per Student Funding Formula (UPSFF) Study. This work was completed by [Afton Partners, LLC](#) during fiscal year 2020, following Mayor Bowser's allocation and the Council of the District of Columbia's approval of funding for a study on four key components of the UPSFF. Initiated in October 2019, the 2020 UPSFF Study includes an in-depth analysis of the students covered by the at-risk weight, the consideration of school-level at-risk concentration funding, the structure of the English Language Learners (ELL) weight and the cost drivers of the formula's foundation level. The report is available at <https://dme.dc.gov/node/1491441>.

Please do not hesitate to contact Deputy Mayor Paul Kihn at [Paul.Kihn@dc.gov](mailto:Paul.Kihn@dc.gov), Interim State Superintendent Shana Young at [Shana.Young@dc.gov](mailto:Shana.Young@dc.gov), or OSSE Senior Advisor for Budget and Finance Ryan Aurori at [Ryan.Aurori@dc.gov](mailto:Ryan.Aurori@dc.gov) with any questions you may have concerning this announcement.



## Appendix A – Full Schedule of Projected 2020-21 UPSFF Payments

<b>2020-21 Regular Quarterly Payment Schedule and Amounts</b>		
<b>Payment date</b>	<b>Existing charter LEAs</b>	<b>New charter LEAs</b>
August 1, 2020	35 percent	45 percent
Oct. 25, 2020	25 percent	25 percent
Jan. 15, 2021	20 percent	15 percent
April 15, 2021	Reconciliation payment (approx. 20 percent)	Reconciliation payment (approx. 15 percent)
<b>TOTAL</b>	<b>100 percent</b>	<b>100 percent</b>

<b>1.a. 2020-21 Regular Quarterly Payment Schedule and Amounts</b>		
<b>Payment date</b>	<b>Existing charter LEAs</b>	<b>New charter LEAs</b>
August 1, 2020	35 percent	45 percent
Oct. 25, 2020	25 percent	25 percent
Jan. 15, 2021	20 percent	15 percent
April 15, 2021	Reconciliation payment (approx. 20 percent)	Reconciliation payment (approx. 15 percent)
<b>TOTAL</b>	<b>100 percent</b>	<b>100 percent</b>

<b>1.a. 2020-21 Regular Quarterly Payment Schedule and Amounts (Residential and Adult Programs)</b>		
<b>Payment date</b>	<b>Existing charter LEAs</b>	<b>New charter LEAs</b>
August 1, 2020	35 percent	35 percent
Oct. 25, 2020	25 percent	25 percent
Jan. 15, 2021	20 percent	20 percent
April 15, 2021	20 percent	20 percent
<b>TOTAL</b>	<b>100 percent</b>	<b>100 percent</b>

<b>1.b. 2020-21 Facilities Payment Schedule and Amounts</b>		
<b>Payment date</b>	<b>Existing charter LEAs</b>	<b>New charter LEAs</b>
August 1, 2020	35 percent	45 percent
Oct. 25, 2020	65 percent	55 percent
April 15, 2021	Reconciliation payment as necessary	Reconciliation payment as necessary
<b>TOTAL</b>	<b>100 percent</b>	<b>100 percent</b>

<b>2. 2020-21 Supplemental Payment Schedule and Amounts</b>	
<b>Payment date*</b>	<b>Existing and new charter LEAs</b>
March 15, 2021	As calculated per new student designations
May 15, 2021	As calculated per new student designations
July 31, 2021	As calculated per new student designations
<b>TOTAL</b>	<b>As calculated per new student designations</b>

<b>3. 2020-21 ESY Payment Schedule and Amounts</b>	
<b>Payment date*</b>	<b>Existing and new charter LEAs</b>
July 15, 2021	Estimated payment (approx. 50 percent)
Sept. 30, 2021	Reconciliation payment (approx. 50 percent)
<b>TOTAL</b>	<b>100 percent</b>

\*or next business day



**Appendix B – School Year 2020-21 UPSFF Funding Amounts**

**District of Columbia Public Charter Schools (GC0)  
Per Pupil Funding Analysis (D.C. Act 12-494)  
FY21 Budget**

<b>Foundation level per pupil</b>	<b>\$ 11,310</b>
<b>Non-Residential Facilities Allotment:</b>	<b>\$ 3,408</b>
<b>Residential Facilities Allotment:</b>	<b>\$ 9,202</b>

<b>General Education</b>		<b>Per Pupil</b>
<b>Grade Level</b>	<b>Weighting</b>	<b>Allocation</b>
Pre-Kindergarten 3	1.34	\$ 15,155
Pre-Kindergarten 4	1.30	\$ 14,703
Kindergarten	1.30	\$ 14,703
Grades 1	1.00	\$ 11,310
Grades 2	1.00	\$ 11,310
Grades 3	1.00	\$ 11,310
Grades 4	1.00	\$ 11,310
Grades 5	1.00	\$ 11,310
Grades 6	1.08	\$ 12,215
Grades 7	1.08	\$ 12,215
Grades 8	1.08	\$ 12,215
Grades 9	1.22	\$ 13,798
Grades 10	1.22	\$ 13,798
Grades 11	1.22	\$ 13,798
Grades 12	1.22	\$ 13,798
Alternative	1.445	\$ 16,343
Special Ed Schools	1.17	\$ 13,233
Adult	0.89	\$ 10,066

<b>Special Education</b>	<b>Weighting</b>	<b>Allocation</b>
Level 1	0.97	\$ 10,971
Level 2	1.20	\$ 13,572
Level 3	1.97	\$ 22,281
Level 4	3.49	\$ 39,472

Special Education Compliance	0.099	\$ 1,120
Attorney's Fees Supplement	0.089	\$ 1,007
<b>Subtotal Special Ed Compliance</b>		<b>\$ 2,126</b>



English Language Learners	<b>Weighting</b>	<b>Allocation</b>
ELL	0.49	\$ 5,542
<b>Special Education-Residential</b>		
	<b>Weighting</b>	<b>Allocation</b>
Level 1 Residential	0.370	\$ 4,185
Level 2 Residential	1.340	\$ 15,155
Level 3 Residential	2.890	\$ 32,686
Level 4 Residential	2.890	\$ 32,686
<b>English as a Second Language Residential</b>		
	<b>Weighting</b>	<b>Allocation</b>
LEP/NEP Residential	0.668	\$ 7,555
<b>Residential</b>		
	<b>Weighting</b>	<b>Allocation</b>
Residential	1.67	\$ 18,888
<b>AT RISK STUDENTS</b>		
	<b>Weighting</b>	<b>Allocation</b>
AT RISK STUDENTS	0.2256	\$ 2,552
<b>Special Education Add-ons &amp; (ESY)</b>		
	<b>Weighting</b>	<b>Allocation</b>
Level 1 ESY	0.063	\$ 713
Level 2 ESY	0.227	\$ 2,567
Level 3 ESY	0.491	\$ 5,553
Level 4 ESY	0.491	\$ 5,553



**Appendix C: Residential Schools and Adult Education Programs Impacted by “Adult and Residential Public Charter School Funding Stabilization Amendment Act of 2020”**

Residential Schools:

Monument Academy PCS  
SEED PCS

LEAs with an Adult Education program:

Academy of Hope PCS  
Briya PCS (Adult Education)  
Carlos Rosario International PCS  
Community College Preparatory Academy PCS  
LAYC Career Academy PCS  
Maya Angelou PCS (Young Adult Learning Center)  
The Family Place PCS  
The Next Step PCS  
Youthbuild PCS

