



To: Charter LEA leaders

From: Paul Kihn, Deputy Mayor for Education
Dr. Christina Grant, State Superintendent of Education

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

Date: September 18th, 2023

Re: 2023-24 School Year Uniform Per Student Funding Formula (UPSFF) Payments

We are writing to share information regarding uniform per student funding for the 2023-24 school year and provide clear communication, increase transparency and enhance predictability regarding 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 2023 enrollment audits, plus charter facilities financing;
2. Three supplemental payments for charter schools that have audited students with new or increased individualized education program (IEP) designations, new English learner (EL) designations, and/or new at-risk designations made after their October 2023 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 outlining the 5.05 percent increase to the UPSFF foundation weight and describing the annual payment process, this memo describes some updates to payment policies for the 2023-24 school year. These changes include:

- An increase to the At-Risk Concentration weight and a change to how the weight is applied to the enrollment count.
- An increase to the Pandemic Supplement payment.

1. Quarterly UPSFF Payments, Including Charter Facility Financing

a. Quarterly UPSFF payments

Charter schools will receive four quarterly UPSFF payments for the 2023-24 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 2023 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 2023-24 school year quarterly UPSFF schedule with payment amounts.

2023-24 Regular Quarterly Payment Schedule and Amounts		
Payment date	Existing charter LEAs	New charter LEAs
July 15, 2023	35 percent	45 percent
Oct. 25, 2023	25 percent	25 percent
Jan. 15, 2024	20 percent	15 percent
April 15, 2024	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.

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 2023-24 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 31, the second payment by May 31 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 2023-24 school year, public charter schools will receive two payments for those students receiving ESY services. The first ESY payment to charter schools will be an estimated payment based on the projected ESY enrollment for 2024. The first payment will be made in July 2024. After the ESY period for schools has concluded, OSSE will compare attendance records to projected enrollment figures and count as enrolled for the duration of the time period any student who attended ESY for at least one day and received ESY services. The second ESY payment will reconcile actual attendance in the ESY program against the projected enrollment. The second payment will be made in September 2024.

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. At-risk Concentration Supplemental

The approved FY24 District budget includes an increase to the At-risk Concentration Supplemental and changes how the weight is reconciled to the enrollment count.

The “At-risk Concentration Supplement” includes two supplemental weights that are provided to LEAs based on the number of at-risk students in the LEAs’ **final enrollment audit student counts**. This is a change from the previous school year where the At-risk Concentration weight was based on the LEAs’ enrollment projections.

There are two thresholds for the at-risk concentration supplements: “>40%” and “>70%”. These supplements provide a weighting for each at-risk student in the final enrollment audit student count above the thresholds. The At-risk Concentration weight is increased to 0.07 in FY24.

Only schools that have at-risk student populations that are greater than the thresholds will be eligible to receive the at-risk concentration supplemental weights.

The full list of UPSFF weights and dollar amounts can be found in Appendix B.



5. Pandemic Supplement Fund

The FY24 District budget includes a Pandemic Supplement Fund. This fund contains \$9,397,086 that will be allocated to public charter LEAs. LEAs will receive a total of \$196.11 per enrolled student, with payments spread across the four quarterly payments.

Please do not hesitate to contact Deputy Mayor for Education Paul Kihn at Paul.Kihn@dc.gov, State Superintendent Christina Grant at Christina.Grant@dc.gov, or OSSE Administrative Officer, Budget and Finance, Sade Creighton-Wade at Sade.Wade@dc.gov with any questions you may have concerning this announcement.

Appendix A – Full Schedule of Projected 2023-24 UPSFF Payments

1.a. 2023-24 Regular Quarterly Payment Schedule and Amounts		
Payment date	Existing charter LEAs	New charter LEAs
July 15, 2023	35 percent	45 percent
Oct. 25, 2023	25 percent	25 percent
Jan. 15, 2024	20 percent	15 percent
April 15, 2024	Reconciliation payment (approx. 20 percent)	Reconciliation payment (approx. 15 percent)
TOTAL	100 percent	100 percent

1.b. 2023-24 Facilities Payment Schedule and Amounts		
Payment date	Existing charter LEAs	New charter LEAs
July 15, 2023	35 percent	45 percent
Oct. 25, 2023	65 percent	55 percent
April 15, 2024	Reconciliation payment as necessary	Reconciliation payment as necessary
TOTAL	100 percent	100 percent

2. 2023-24 Supplemental Payment Schedule and Amounts	
Payment date*	Existing and new charter LEAs
March 31, 2024	As calculated per new student designations
May 31, 2024	As calculated per new student designations
July 31, 2024	As calculated per new student designations
TOTAL	As calculated per new student designations

3. 2023-24 ESY Payment Schedule and Amounts	
Payment date*	Existing and new charter LEAs
July 31, 2024	Estimated payment (approx. 50 percent)
Sept. 30, 2024	Reconciliation payment (approx. 50 percent)
TOTAL	100 percent

**or next business day*



Appendix B – School Year 2023-24 UPSFF Funding Amounts

FY24 UPSFF Rates		
Foundation level per pupil		\$ 13,046
Non-Residential Facilities Allotment:		\$ 3,622
Residential Facilities Allotment:		\$ 9,780
General Education		Per Pupil
Grade Level	Weighting	Allocation
Pre-Kindergarten 3	1.34	\$ 17,482
Pre-Kindergarten 4	1.30	\$ 16,960
Kindergarten	1.30	\$ 16,960
Grades 1	1.00	\$ 13,046
Grades 2	1.00	\$ 13,046
Grades 3	1.00	\$ 13,046
Grades 4	1.00	\$ 13,046
Grades 5	1.00	\$ 13,046
Grades 6	1.08	\$ 14,090
Grades 7	1.08	\$ 14,090
Grades 8	1.08	\$ 14,090
Grades 9	1.22	\$ 15,916
Grades 10	1.22	\$ 15,916
Grades 11	1.22	\$ 15,916
Grades 12	1.22	\$ 15,916
Alternative	1.52	\$ 19,830
Special Ed Schools	1.17	\$ 15,264
Adult	0.91	\$ 11,872
Subtotal General Education		
Special Education	Weighting	Allocation
Level 1	0.97	\$ 12,655
Level 2	1.20	\$ 15,655
Level 3	1.97	\$ 25,701
Level 4	3.49	\$ 45,531
Subtotal for Special Ed		
Special Education Compliance	0.099	\$ 1,292
Attorney's Fees Supplement	0.089	\$ 1,161
Subtotal Special Ed Compliance		\$ 2,334



English Language Learners	Weighting	Allocation
Elementary - EL	0.50	\$ 6,523
Secondary - EL	0.75	\$ 9,785
Special Education-Residential	Weighting	Allocation
Level 1 Residential	0.370	\$ 4,827
Level 2 Residential	1.340	\$ 17,482
Level 3 Residential	2.890	\$ 37,703
Level 4 Residential	2.890	\$ 37,703
<i>Subtotal for Special Ed Residential</i>		
English as a Second Language Residential	Weighting	Allocation
LEP/NEP Residential	0.668	\$ 8,715
Residential	Weighting	Allocation
Residential	1.67	\$ 21,787
At-Risk	Weighting	Allocation
At-Risk Students	0.24	\$ 3,131
HS Over-Age Supplement	0.06	\$ 783
Special Education Add-ons & (ESY)	Weighting	Allocation
Level 1 ESY	0.063	\$ 822
Level 2 ESY	0.227	\$ 2,961
Level 3 ESY	0.491	\$ 6,406
Level 4 ESY	0.491	\$ 6,406
At-Risk Concentration	Weighting	Allocation
At-Risk Concentration > 40%	0.07	\$ 913
At-Risk Concentration > 70%	0.07	\$ 913
Facilities Allowance (Charter Schools only)		
Non-Residential Facilities Allotment		\$ 3,622
Residential Facilities Allotment		\$ 9,780
Pandemic Supplemental Fund - PCS		\$ 196.11

