

NM Public Education Department's Family Income Index (FII)

SUPPLEMENT

PURPOSE OF FUNDING

Governor Michelle Lujan Grisham signed Senate Bill 17 from the 2021 regular legislative session of 2021. This bill created a new distribution mechanism for schools serving the highest percentage of students living in low-income households. The legislature appropriated \$15 million for an additional pilot year for FY24. This funding will be awarded to LEAs but is intended for exclusive use at the designated school sites for which the funds are allocated.

ALLOWABLE USES OF FUNDING

The guidance for Family Income Index is below.

From SB17 (updated this current legislation session through SB003):

Section 5: USES OF FAMILY INCOME INDEX ALLOCATIONS

A. Except as provided in Subsection B of this section, a public school shall use its family income index allocation on any of the following:

- (1) evidence-based, structured literacy interventions that have been shown to improve reading and writing achievement of students;
- (2) evidence-based mathematics instruction and interventions, including educational programming intended to improve career and college readiness of at-risk students, dual or concurrent enrollment and career and technical education;
- (3) case management, tutoring and after-school and summer enrichment programs that are delivered by social workers, counselors, teachers or other professional staff;
- (4) culturally relevant professional and curriculum development, including those necessary to support language acquisition and bilingual and multicultural education;
- (5) whole school interventions, including social and emotional learning programs, multilayered systems of support, student nutrition programs, school-based health centers and community schools;
- (6) evidence-based, high-quality instructional resources and materials;
- (7) services to engage and support parents and families in the education of students; and
- (8) services to engage and support tribal communities in the education of Native American students.

B. A school district shall use distributions received for allowable uses specified in Subsection A of this section to expand or improve services provided as part of a public school's existing academic program, but not to replace existing services."

Supplemental Guidance

- A. Structured literacy interventions and mathematics instruction/interventions should include new evidence-based programs that are proven to increase student achievement based on research. Use of these funds to fund existing programs is prohibited. Funding can be used to implement support, but not to fund existing programs.
- B. Staff who deliver case management, tutoring, enrichment programs can be hired (new staff) or supplemented (existing staff) to provide supports and programs for services that do not currently exist. No more than 25% of Family Income Index funding should be

allocated for staff salaries. A higher percentage may be allowable with prior PED approval.

- C. Whole school interventions should begin as close to the beginning of the school year as possible. Student nutrition programs include educational interventions that teach students healthy food choices. Interventions are most effective when they are started at the beginning of the school year. No more than 5 to 10% of Family Income Index funding should be allocated to purchase incentives. A higher percentage may be allowable with prior PED approval.
- D. Instructional resources and materials include all items that are needed to deliver instruction and make instruction accessible to all students. Supplies and materials must be connected to student learning during instructional time.

Indirect Cost Rate

Indirect costs are NOT ALLOWED

Non-Eligible Costs

The following are not allowable uses of these funds:

Support for existing athletic programs (while a physical activity component can be part of the after-school program, use of these funds to support existing athletic programs are prohibited).

Purchase of food for snacks or meals (the district is encouraged to apply for separate after school snack or afterschool meal funding available through the PED Student Success and Wellness Bureau's After-School Snack Program or Children Youth and Families Department). Purchase of food during field trips **may** be allowable with prior PED approval.

FISCAL REQUIREMENTS

Reporting Requirements – Prior to July 1, 2023

Please review Exhibit A and submit a budget through OBMS for the appropriate amount using fund code 27407 and revenue object code 43202. Please adhere to the following timelines and cited statutory regulations, required for budgeting, obligation, and RfR submission:

- Submit your budget with the planning award letter, Exhibit A, through OBMS by June 30, 2023.
- Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders or the engagement of contracts.
- Upload a budget justification form for every school within your district receiving Family Income Index.
- Make sure the budget justification forms match information entered in the Educational Plan.
- **There will be no official Award Letters sent this year for State Grants. You can have budget authority on July 1, 2023, by submitting your budget in OBMS prior to July 1, 2023.**

Reporting Requirements – After July 1, 2023

Please review Exhibit A and submit a budget through OBMS for the appropriate amount using fund code 27407 and revenue object code 43202. Please adhere to the following timelines and cited statutory regulations, required for budgeting, obligation, and RfR submission:

- Submit your BAR, and a copy of this letter, including Exhibit B, through OBMS by September 30, 2023.
- Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders or the engagement of contracts.
- **NMAC 6.20.2.10 BUDGET MAINTENANCE STANDARDS:**
 1. Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
 2. School districts shall submit budget adjustment requests for the operating budget to the department for budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.
 3. School districts shall submit periodic financial reports to the department using the department-approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due at the department by the last working day of the month following the end of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99; 6.20.2.24 NMAC - Rn, 6 NMAC 2.2.1.24, 05-31-01; A, 10-15-03; A, 11-30-06]

REQUESTS FOR REIMBURSEMENT:

1. Fiscal documentation in the form of a detailed expenditure report, as required by the PED, must be submitted with each request for reimbursement that provides: 1) time/date; 2) original, adjustments and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) remaining budget balance percentage.

Submissions should be organized and submitted in chronological order. Also include (as appropriate):

2. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
3. Supporting documentation for the following expenditure categories:
 - a. In-Person Professional Development
 - i. Agenda

- ii. Itemized Travel Expenditure Summary
 - iii. Receipts if Traveling Based on Actuals
 - iv. Attendance Sign-In Roster (if applicable)
- b. Virtual Professional Development
 - i. Agenda – Identifies course, providing description, dates and time of course
 - ii. Certificate of Completion from provider containing
 - 1. company logo or letterhead authenticating service provider
 - 2. Identifies professional development course, dates and time
 - 3. Prints full name of attendee
 - iii. **If** Certificate of Completion not available ->
 - 1. Electronic Sign-In Roster
 - 2. Lists each attendee by full name, date and time of log in and log out, course time duration
- c. Supplies
 - i. Invoices, packing slips with signature verifying supplies received
- d. Equipment >= \$5K
 - i. Signed PED Equipment >= \$5,000 Preapproval to Purchase Form
<https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/>
 - ii. Invoice
 - iii. Packing slip or other verifying documentation

Items purchased or expenditures for deliverables must be traceable to line items included in the original, PED-approved budget.

Closeout Procedures

The final day to submit RFRs in OBMS for FY24 (SY 23 – 24) is **July 7, 2024**.