

### I. Overview

The Missouri Department of Elementary and Secondary Education, Division of Financial and Administrative Services, has implemented a Cash Management Plan policy for districts that meet specific criteria as outlined below.

### II. Criteria

The following criteria will trigger the Cash Management Plan policy to be implemented:

Fiscal Compliance: The district has not met a specific grant requirement or has had multiple questions related to a specific grant requirement.

Possible Closure or Annexation: There is a possibility the district will close or be annexed into other districts.

Accusations of Fraud/Abuse: There have been allegations of fraud and/or abuse of grant funds.

Financially Distressed: The district has been identified as financially distressed by the School Finance Section within the Department.

Late Budget Submission: The district has failed to submit a budget application within 6 months of the due date.

### III. Cash Management Plan

If the district meets one of the criteria above, the district will be placed on a Cash Management Plan. Taking this action will help assure that the Department remains in good standing in meeting grant compliance, and will also help the district avoid situations that could have potentially catastrophic financial consequences.

### IV. Documentation

Placement on the Cash Management Plan will require the district to submit supporting documentation on all payment requests for applicable grants. Initial documentation will include the completion of the Payment Request Supporting Documentation Form and the ePeGS Payment Request. A separate Payment Request Supporting Documentation Form must be completed for each payment request and for each applicable grant. Once the Payment Request Supporting Documentation Form has been reviewed, the district may be required to submit invoices or payroll records as further verification. The Payment Request Supporting Documentation Form has the following components:

District Information Section:

The district is required to select their district name from the drop down menu. The district must also enter the date, a contact name, contact phone, contact email, the month the district is requesting payment for, and the funding period for which the payment request covers (i.e. for a March payment, the



**Vendor Payments:**

The district must enter each vendor paid in part or entirely with grant funds for the funding period, the description of products or services, amount paid, and the date paid. The paid date may only be for expenditures to date and not for anticipated expenditures. See diagram below for the required fields in this section.

Vendor Name	Description of Services	Amount	Date Vendor Paid
<i>Example: ABC Technologies</i>	<i>Student IEP Web-based System Annual License Fee</i>	<i>54,000.00</i>	<i>07/01/11</i>

*(INSERT MORE LINES AS NEEDED BY COPYING EXISTING LINE AND INSERTING BEFORE LAST LINE)*

After all supporting documentation has been approved by the Department, the ePeGS Payment Request will be approved and processed for payment.

**V. Applicable Grants**

Grant	Grant
21st CCLC	Special Education IDEA Part B Grant
ARRA School Improvement (g) (SIG)	Title I
Child Care Block Grant	Title I School Improvement (a)
Homeless Education	Title I.C
MO Preschool Project (MPP)	Title I.D - LEA
NCLB Consolidated (Schoolwide Pool)	Title II.A
Parents as Teachers (PAT)	Title III Immigrant
Perkins Basic Grant - Secondary	Title III - LEP
School Age Community (SAC)	Title VI.B

**VI. Submission**

Payment Request Supporting Documentation Forms must be submitted by the 20<sup>th</sup> of each month to receive payment the following month. Forms must be submitted according the submission instructions outlined on the form. The district will be notified on a year-to-year basis as to if they have been placed under the Cash Management Plan policy.