Instructions for Submitting Charter School Subsidy Redirection Requests to PDE

Pursuant to 24 P.S. § 17-1725-A(a)(5), a charter school can request that PDE redirect a school district’s subsidy when the charter school believes the school district failed to pay the charter school for the education of its resident students. The school district then has the opportunity to challenge the redirection request pursuant to 24 P.S. § 17-1725-A(a)(6). The redirection request, whether a current-year invoice (Invoice) or prior-year reconciliation (Reconciliation), must be in writing, must include the documentation and information described below, and must include the appropriate signature on the verification statement.

Required Documentation and Information

1. Summary of Unipay Request
2. Summary Information Sheet
3. Individual Student Information Sheet
4. PDE-363 calculated by school district or charter school:
   - If using a charter school-calculated PDE-363, the PDE-363 must demonstrate the deductions from the school district’s total expenditures, including federal expenditures, prekindergarten program expenditures, Ready to Learn Block Grant revenues, and Early Intervention expenditures as identified on the PDE-363. The charter school must identify in its cover correspondence the source and date of data (school district budget or other financial document and ADM) that it relied upon in completing the PDE-363.
     - Failure to submit a completed PDE-363, or failure to deduct the expenditures listed on the PDE-363, will result in the return to the charter school of its redirection request with instructions on how to correct the errors and submit a redirection request no earlier than the next submission cycle.
   - If using a school district-calculated PDE-363, the form must include an authentic signature from the superintendent.

Note: As a courtesy, if a school district submits a completed PDE-363, PDE will post the rates in an Excel spreadsheet on its publicly-available website. PDE will not verify the information contained in the school district’s PDE-363. If a school district’s PDE-363 rates have been posted on PDE’s website, a charter school should no longer attach that PDE-363 to future redirection
requests but instead must reference the rates posted on PDE’s website. If the rates on the redirection request do not match the posted rates, the charter school’s redirection request will be returned to the charter school with instructions on how to correct the errors and submit a redirection request no earlier than the next submission cycle.

**PDE Review Process**

PDE will review redirection requests only after the “submission window” (see Requirements for Processing, Timeline, 1., below) closes.

Charter schools are required to submit proper documentation with each redirection request. The Excel templates to be used for submitting requests to PDE can be found at [www.education.pa.gov/CSFunding](http://www.education.pa.gov/CSFunding). This documentation is necessary to ensure that PDE can properly account for the public funds entrusted to it by the General Assembly and to make certain that school districts are provided with sufficient information to object to a redirection request submitted by a charter school. Therefore, all redirection requests must meet all the below-listed criteria. Any redirection requests with errors in one or more of these items will be returned. Please note that all returned redirection requests, regardless of the reason for the return, cannot be resubmitted for processing until the next monthly Unipay cycle. For returned requests related to the June Unipay, requests must be resubmitted as a Reconciliation after July 1.

**Requirements for Processing**

_All subsidy redirection requests must comply with all of the requirements below to be processed with the Unipay in the month after submission._

**Timeline**

1. The redirection request must be received between the 15th and 25th of the month for deduction and payment on the last Thursday of the next month pending available subsidies. Refer to the CS Submission Timeline on the PDE website.

   *Note:* Prior to sending to PDE, requests must first be provided to school districts with sufficient time to pay by 5th of month. Requests may only be submitted for enrollment up to the month in which the request was submitted to PDE.

2. For a Reconciliation, a request must first be provided to the school district on or after July 1 AND no later than October 1. As indicated in the CS Submission Timeline, April 25th is the last date by which a Reconciliation redirection request may be submitted to PDE; however, charter schools are encouraged to submit the reconciliation request earlier to PDE if it is prepared to do so. A request can only be sent to PDE after the date indicated as “Sent to School District” on the Summary Information Sheet.

3. If a charter school needs to revise its request on or before the 25th deadline, it must submit a completely new request, which will supersede any previously-submitted request for the same
time period.

**Note:** If the charter school received a payment from a school district and is rescinding the redirection request for that school district, a revised *Summary of Unipay Request* must be submitted. In addition, the body of the e-mail must include a statement listing the name or names of the school districts being removed from the request.

**Documentation**

1. The request must be sent via e-mail to ra-CSFunding@pa.gov with a properly annotated subject that includes the following information:

   Invoice or Reconciliation, Charter School Name, Month Year Unipay

2. Redirection requests must include all required documents—*Summary of Unipay Request*, *Summary Information Sheet*, *Individual Student Listing*, *PDE-363* or a reference to the rates posted on PDE’s website when available, and, if needed, identification of the school district financial document used by the charter school to prepare the PDE-363.

3. Redirection requests must include an authentic signature (i.e. not a typed or cursive font, electronic signature block, or a stamp) on the *Summary of Unipay Request*.

4. For 2019-20 reconciliations, the students included in the request cannot have been enrolled after March 13, 2020.

5. The redirection request must only include documentation for the school districts for which the charter school is requesting subsidy redirection.

6. In its redirection request cover correspondence (either body of e-mail or cover letter), the charter school must include a statement that describes the source of the tuition rates used (i.e. school district-calculated PDE-363, charter school-calculated PDE-363, or tuition rates when posted on PDE website) for each school district.
   - If the tuition rates used were calculated by the school district, the PDE-363 from that school district must be attached (unless those rates have already been posted online) and referenced in the correspondence and the document must be signed by the school district’s superintendent.
   - If the charter school is using the rates posted on PDE’s website, it must identify this in its cover correspondence.
   - If the tuition rates used were calculated by the charter school, the PDE-363 attached by the charter school must include deductions for Ready to Learn Block Grant revenues, federal funds expenditures, prekindergarten program expenditures, and Early Intervention expenditures as identified on the PDE-363. The charter school must identify the school district budget or other financial document that it relied upon in completing the PDE-363. In addition, the document should show contact information for the charter school.

**Data**

1. The maximum enrollment month on redirection requests cannot exceed the month in which the request was submitted to PDE (e.g. request made by July 25 cannot include more than July enrollment).
2. Information by school district on the *Summary of Unipay Request* must exactly match each individual *Summary Information Sheet.*

3. The PDE Subsidy Deductions section on the *Summary Information Sheet* must include all PDE subsidy deductions made to date for the fiscal year.

4. A school district should only appear one time on the *Summary of Unipay Request.*

5. As provided for on both the *Summary of Unipay Request* and *Summary Information Sheet,* school district AUNs must accompany each school district name.

6. All date fields must be completed.

7. The payment section of the *Summary Information Sheet* must only include payments for the school year being requested on the Invoice, i.e. no prior-year payments or amounts owed should be included.

8. Refund from Charter School section on the *Summary Information Sheet* cannot include negative dollar amounts.

9. Monthly student counts on the invoice must be whole numbers (no decimals).

**Formatting**

1. All documentation must be included as e-mail attachments and be *only* in PDF format.

2. The charter school must use the school district’s full name. For example, Abington Heights SD.

3. The charter school should also use its full name. For example, KIPP West Philadelphia CS.

4. Proper page headers must be included with each individual PDF page.

5. On an Invoice, the page header on each of the three required documents must properly reference the range of months included in the request. For example, if the invoice includes enrollment counts for July through December, page headers must indicate July to December.

6. The charter school must indicate on all the required documents with its redirection request whether the redirection request is for an invoice or a reconciliation.

7. The correct school year must be indicated on each of the required documents.

8. All school districts must be listed in alphabetical order on both the *Summary of Unipay Request* and the PDF with the *Summary Information Sheets.*

PDE will send a confirmation e-mail within 48 hours (business days) of its receipt of each redirection request. Please do not resubmit or contact the PDE prior to receiving this confirmation.

Questions may be directed to ra-CSFunding@pa.gov.