



**2017-2018 Fiscal Reconciliation Reporting:  
Method 2 Process**

**Division of Career and Adult  
Education**



# Welcome!

- The webinar will start at **10:00 AM EST**.
- As you enter the webinar, your audio will be muted to avoid background noise.
- You will not hear anything until **10:00 AM EST** when the webinar goes live.
- When the audio lines are opened for questions/comments, please do the following:
  - Place your phone on mute unless you are asking a question or commenting to the group.
  - Avoid using “Hold” button on the phone as some are set to play music and will disrupt the webinar.

# Webinar Agenda

To Provide:

- An overview of the requirements for supplemental reporting to verify Grant Requirements
- Process and specifications for agencies required to submit student level information
- An opportunity for questions and discussion associated with the process

# Enrollment Target Verification

- Recipients must meet at least:
  - **85%** of the Adult Education National Reporting System (NRS) enrollment for the first year of funding
  - **90%** for the second year of funding
  - **100%** for the third year of funding
- The enrollment target established in the three-year grant must be verified using student level information.

# Enrollment Target Verification

- Continued -

- Recipients serving multiple county areas are required to provide documentation of the students served in each geographic area (county) awarded.
- Students must attend adult education courses within the physical boundaries of the geographic area (county) awarded.

# Enrollment Target Verification

- Continued -

- If financial payment is greater than the actual enrollment target achieved, the recipient **MUST** reimburse the State of Florida Department of Education.
- The amount of reimbursement is based on the following:
  - The funds per enrollment calculated for the grant award and
  - The difference between the actual enrollment and the agreed enrollment target

## Definition of NRS Participant

- *A participant is defined as an individual in an Adult Education and Family Literacy Act (AEFLA) program who has completed at least 12 contact hours. The annual National Reporting System (NRS) report for AEFLA programs is completed on an annual basis. For purposes of identifying NRS participants, any student in one or more AEFLA eligible programs who has 10 instructional contact hours or more in a reporting year may be counted as a NRS participant. (Rule 6A-10.0381, F.A.C.)*

# Two methods for End-of Year Performance Reconciliation Process

- Method 1
  - Use end of year certified data submitted by the agency in standard reporting cycles and verified with final NRS Participants
- Method 2
  - Use of a supplemental data file with students enrolled at the county level and verified with final NRS Participants



## Agencies Required to Use Method 2 for Enrollment Target Verification

- Any agency with a multi-county service area
- Agency with an AGE or IELCE grant AND a corrections grant

Note: Subrecipients responsible for reporting their own data to FDOE, are assigned a method based on the fiscal agency of their grant

## Method 2: Submission Requirements

- Agency will provide a single file for all students being submitted for verification
- File format: Excel
  - Template will be provided along with a sample
- File Naming convention: Will be provided in the final documentation

## Required Fields

CCNum/District Number (2 digit)	Alphanumeric – 2
Grants Agency Number (3 digit)	Alphanumeric – 3
Florida Education Identifier	Alphanumeric – 14
Student Last Name	Alpha
Student First Name	Alpha
Student Birthdate	Date
Student Gender	Alpha
AGE Grant indicator	Alpha - Y or N
IELCE Grant Indicator	Alpha - Y or N
Corrections Grant Indicator	Alpha - Y or N
County Code – geographic grant area for which a student is being reported	Alphanumeric - 2

## Submission Requirements

- Only one record per student may be included in the file
  - If more than one record is accidentally submitted, the first FLEID will be used; any others will not.
- AGE and IELCE indicators may both be “Y”
- If AGE or IELCE is “Y” then Corrections may not be “Y”
- Use upper case submission student name fields and grant indicators

## County Code

The County Indicator in the student level is reported based upon the following criteria:

1. A student is attending a class that is scheduled at a physical location in the county.
2. A student only enrolled in an asynchronous online course may have the county reported based upon:
  - a) The physical residence of the student OR
  - b) The geographic location of the main campus of the agency
3. If a student is attending both a classroom and asynchronous online course, the county reported must be based upon the physical location of the classroom attendance.
4. If a student is attending in more than one county location, the student can only be counted once toward a geographic grant.

# Data Submission Procedures for the Department

- Agencies will upload student verification file with required information.
  - Excel File Template will be provided with required fields
  - Student information provided should match the totals submitted by the agency on their End of Year Grant Performance Form
- Student verification file will be matched to validated NRS Participants and the student's correction program indicator, if applicable.
- Geographic and grant totals will be compared to the enrollment targets (85% of the enrollment is required for Year 1). If not met, agencies will be contacted about potential re-payment of grant funds.

## Supplemental File Due Date

- Supplemental Data File for Agencies required to verify with Method 2
  - **Open Date for Submission: Mid-July**
  - **Load Date for File: August 6, 2018**
  - **Final Submission Deadline: August 20, 2018**

## How to Submit the File

- Secure FTP process using TIBCO
  - If you are not familiar with TIBCO, please consult with your reports coordinator
- Final documentation will include details about this secure submission



# Participants' Questions

## Wrap-Up

- The Department intends to release final documentation for this submission no later than early June.
- If you have questions, you may email Marcy Sieg at [elsa.sieg@fldoe.org](mailto:elsa.sieg@fldoe.org).



[www.FLDOE.org](http://www.FLDOE.org)

**Gloria Spradley-Brown, Chief**  
Bureau of Grants Administration  
and Compliance

[Gloria.spradley@fldoe.org](mailto:Gloria.spradley@fldoe.org)



[www.FLDOE.org](http://www.FLDOE.org)

**Elsa (Marcy) Sieg, Director**  
Bureau of Grants Administration  
and Compliance

[Elsa.Sieg@fldoe.org](mailto:Elsa.Sieg@fldoe.org)