



October Count Audit



General Overview 2023-2024

Recorded August 2023





Internal Audit Purpose

REQUIREMENT

by the Colorado Department of Education

School districts are required to conduct their own internal audit to ensure:

- Accurate funding levels reported for students
- Submission of all required supporting documentation





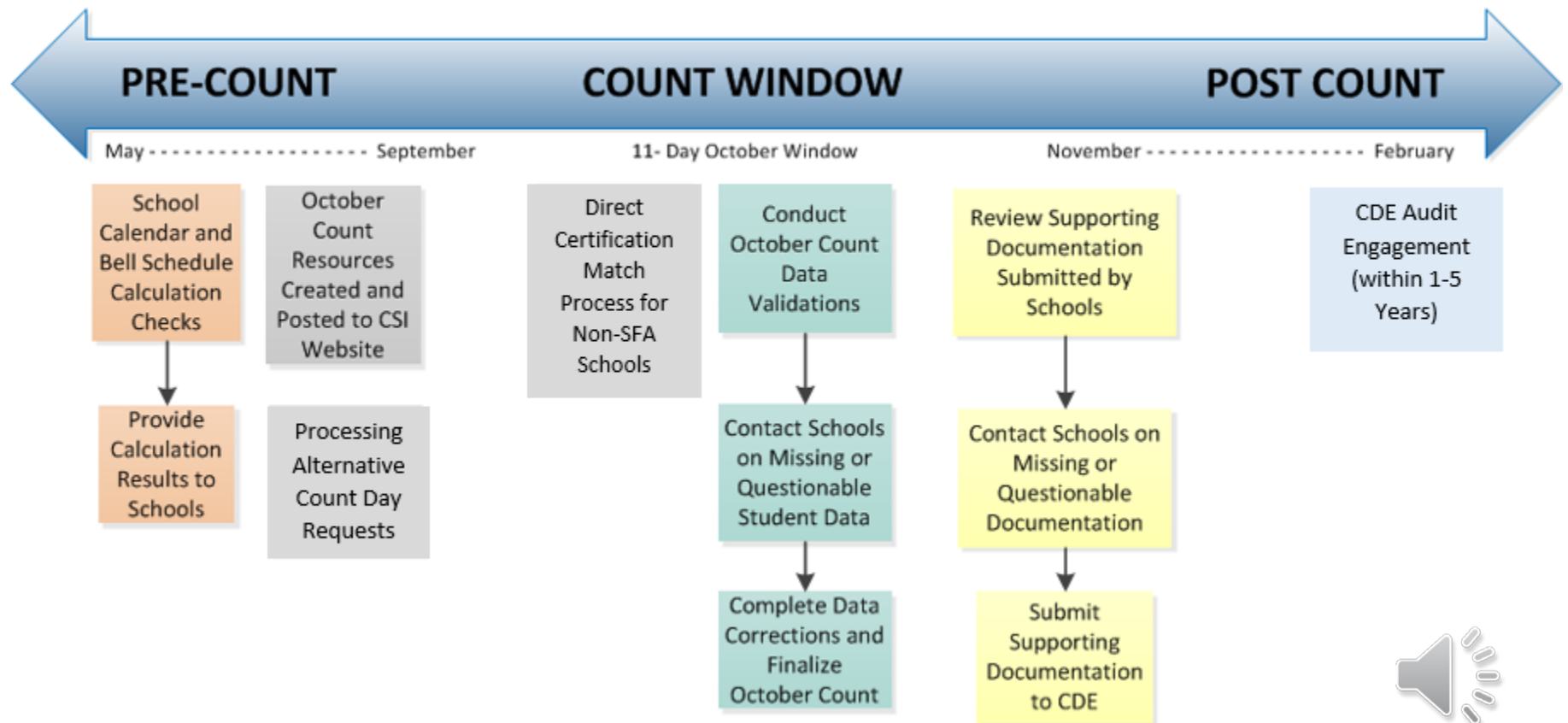
Internal Audit Goals for CSI

- 1) Report accurate data
- 2) Secure maximum potential funding
- 3) Avoid repayment of funds back to the state
- 4) Reduce burden on schools



Internal Audit Timeline

CSI Internal October Count Audit Process





Audit Resources

CSI Related Resources

- [CSI October Count Webpage](#)
- [CSI October Count Audit Handbook](#)
- [CSI Legal and Policy Guidance](#)
- Weekly Update Emails

CDE Related Resources

- [CDE October Count Audit Resource Guide](#)
- [CDE At-Risk Audit Guide](#)
- [CDE ELL Count Audit Guide](#)





Audit Supporting Document Checklist

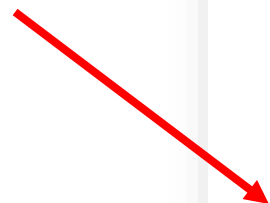
Checklist of supporting documents listed in the **Audit Handbook**

All schools must complete this in tandem with their file submissions



Contents

- General Overview
- Goals for CSI Internal Audit
- Timeline
- October Count Dates
- Alternative Count Date Requests
- General Timeline for CSI Internal Audit
- October Count Submission Deadlines
- October Count Audit Deadlines.....
- Supporting Documentation
- Resources.....
- Appendix.....
- I: Audit Supporting Documentation Checklist.....
- Overview.....
- II: SIS Attendance, Enrollment, and Schedule Report
- Infinite Campus Report Extracts.....





Audit Supporting Document Checklist Submission

School Certification Statement for the 2023-24 October Count Audit—Supporting Documentation

I hereby certify that I have submitted all required supporting documentation and certify that the information provided is accurate, verifiable, and complete to the best of my knowledge.

Signature, Head of School

Date

Signature, Data Submissions Contact

Date

Complete the checklist, then sign (with your school leader), and submit the entire checklist to CSI by **November 6, 2023**.





23-24 Count Dates

Pupil Count Date	11-Day Count Window
Monday, October 2, 2023	Monday, Sept 25 – Monday, Oct 9

- The 11-day count window includes the 5 school days before and after the count date.
- The 30-day attendance resume date will be November 1st



23-24 Other Audit Dates

Deadline Date	October Count Audit Event
9/7/2023	Deadline to request alternative count date and/or window (see section above)
9/19/2023	Deadline to submit McKinney-Vento (homeless forms) to CSI for approval prior to count day (be sure to continue submitting forms as new students are identified past this date)
9/30/2023	ALP approval deadline for early access students.
10/2/2023	Count Day—Deadline to submit student schedules (for secondary schools) by end of day (see Appendix)
10/16/2023	Deadline to submit majority of audit supporting documentation (see Appendix)

Full list of additional dates in the [CSI October Count Audit Handbook](#) (there are more dates past October)





Student Types and Scenarios

Various “unique” student types, courses, schools and programs that are:

- Exceptions to the general funding rule(s), and/or
- Variations in types of supporting documentation necessary to prove funding eligibility
- Are ~25 unique ones identified by the state

Full details on each student type and scenario available in [CDE Oct Count Audit Resource Guide](#)





Membership Requirements

To be eligible for any funding, all students must meet basic **MEMBERSHIP** requirements

Must be documented in SIS!

MEMBERSHIP

=

Enrollment

+

Attendance

Student must be enrolled as of Count Day (*some exceptions for transfers*)

Student must be present on Count Day, or present prior to Count Day and within 30 calendar days of Count day





Audit Supporting Documentation

Documentation that's required by the state providing proof of funding claimed on each student and their unique enrollment situation for the year





Audit Document Retention

- [CSI Data Submissions Handbook](#) – Records and Documentation Retention section
- Be prepared to provide all audit documentation in electronic format





Attendance, Schedule, Enrollment Reports

SIS instructions located in **Appendix II** of the CSI October Count Audit Handbook

Appendix.....
I: Audit Supporting Documentation Checklist.....
Overview
II: SIS Attendance, Enrollment, and Schedule Report
Infinite Campus Report Extracts.....
PowerSchool Report Extracts

Secondary level (usually grades 6-8) individual student schedules due to CSI on count day!



Checking Funding Status



Appendix III: Crosschecking Funding Eligibility with Student Schedules

Appendix.....
I: Audit Supporting Documentation Checklist.....
Overview
II: SIS Attendance, Enrollment, and Schedule Report.....
Infinite Campus Report Extracts.....
PowerSchool Report Extracts
III: Crosschecking Funding Eligibility with Student Schedules.....
PowerSchool Instructions.....
Infinite Campus Instructions.....





Free and Reduced Lunch Checklist

Appendix IV: Free and Reduced Lunch Checklist

Appendix.....
I: Audit Supporting Documentation Checklist.....
Overview
II: SIS Attendance, Enrollment, and Schedule Report.....
Infinite Campus Report Extracts.....
PowerSchool Report Extracts
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PowerSchool Instructions.....
Infinite Campus Instructions.....
IV: Free and Reduced Lunch Eligibility Checklist





Free and Reduced Lunch Resources

[CSI Free and Reduced Lunch Eligibility webpage](#)

Multiple resources available around FRL, including a recorded training module





At-Risk/Free and Reduced Lunch

- FRL status reported in the October Count is the primary determination for At-Risk Funding
- Only funded students (grades K-12) reported as free lunch eligible are included in At-Risk funding
- FRL eligibility must be established on or before count day
 - But, after July 1 unless carry over status is used
- Ensure that FRL is entered into your SIS for every student

Student Demographics

00	Not Eligible
01	Free Lunch Eligible
02	Reduced Lunch Eligible





At-Risk Count Funding

- The At-Risk count funding will include both free and reduced eligible students indefinitely
- CSI still waiting for At-Risk 19-20, 20-21, and 21-22 final audit exception lists
- Schools must retain FRL documentation for both free and reduced eligibility determinations for future At-Risk audits

See the current year [CDE At-Risk Guide](#) for more details.





FRL Updates

- Pursuant to HB22-1414 and beginning in 23-24, schools participating in the NSLP may opt to participate in the **Healthy School Meals for All program (HSMA)**
- Schools that opt in **will still need to collect, retain, and provide student eligibility documentation for audit purposes**
- Only students with qualifying eligibility documentation may be reported as free or reduced lunch eligible in the October Count!



See the current year [CDE At-Risk Guide](#) and [CSI FRL Webpage](#) for more details.



FRL Updates Continued

- Pursuant to HB22-1202, the At-Risk funding calculation method will be changing in 24-25.
- The new calculation will take into consideration additional criteria for free and reduced lunch eligibility
- For 23-24, the only change implemented by the state is the addition of a new “Free Lunch Eligibility Identification” field in the SD file layout

See the current year [CDE At-Risk Guide](#) and [SD File Layout](#) for more details.



Free Lunch Eligibility Identification Field

- Students reported with a “Free/Reduced-Price Lunch Eligible” value of “01” (free lunch eligible) will be required to have a value other than “0” in this new field
- Applicable values are:

0	Not identified as Free Lunch Eligible
1	Direct Certification (Medicaid, SNAP, TANF, FDPIR) – including extension to other household members
2	Other Source Categorical (Migrant, Homeless, Runway, Foster, Head Start documented participation) – LEA lists, student-specific eligibility
3	Application (Application for Free and Reduced-Price Meals, Family Economic Data Survey Form, or Combination form)

See the current year [CDE At-Risk Guide](#) and [SD File Layout](#) for more details.





End of Training

Thank you for watching this recording!

Send questions to
submissions_csi@csi.state.co.us

