

School Finance Small School Transportation Adjustment New User Interface Overview



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School Finance Small School Transportation Adjustment New User Interface Overview FY 2022

Presented by: School Finance - Payment Team



Small School Transportation Adjustment Application Process

➤ Notification Process

- Eligibility- System Determined
 - A.R.S. 15-963
 - Student Data
 - Transportation Information
- Calculation Cap and Scenarios- System Calculated
 - A.R.S. 15-963
- Email Notification to Business Manager/CFO from Contact sheet on the submitted Budget for the Fiscal Year

➤ New User Interface

- User Role needed
- Accessing the User Interface
- Application Submitted in the User Interface
- Submitted Application Status can be tracked in the User Interface

➤ Distribution

- Adjustments included in District Additional Assistance on BSA 55-1 once approved by State Board of Education



Eligibility

[A.R.S. 15-963](#)

A district can apply for a capital transportation adjustment for the **PURCHASE** of a **STUDENT TRANSPORTATION VEHICLE** if it meets the following:

- Has a student count of fewer than 600 in grades K-12.
 - Type 03 (Elementary not in a High School) Districts exclude grades 9-12
 - Definition of Student Count is prior year ADM

- Transports as eligible students at least 1/3rd of the total student count of the school district.
 - Based on Transportation Support Level data
 - Prior Year

- Has an approved daily route mileage per eligible student transported of more than 1.0, computed as prescribed in [A.R.S. 15-945](#), subsection A, paragraph 4.
 - Based on Transportation Support Level data
 - Prior Year



Calculation Cap

[A.R.S. 15-963](#)

Total of all Small School Transportation adjustments for school districts in a county for a fiscal year can not exceed 20% of the total amount distributed to a county for that fiscal year in Small School Service Program Funds as provided in [A.R.S. 15-365](#), subsection F.



State of Arizona
Department of Education

FY 2021 County Small District Service Program Funding Claim Form

Pursuant to A.R.S. §15-365, the county school superintendent must submit its claim for small district service program payment to the state superintendent of public instruction (ADE).

EntityID	District Name	County Total
4159	Red Mesa Unified District	
4160	Concho Elementary District	
4162	Vernon Elementary District	
4163	Mcrary Elementary District	
4161	Alpine Elementary District	
	Apache County	\$ 60,920.42

Example:

Apache County Small School
Service Program Funds:
\$60,920.42

Apache Small School
Transportation Adjustment Limit:
\$12,184.08

The total distributed to all eligible districts who submitted applications in Apache county cannot exceed 20% of \$60,920.42, or \$12,184.08



Calculation Scenarios

- Multiple Applying Districts:
 - Eligibility determined for multiple districts in one county and email sent
 - Multiple districts apply
 - Eligible Students Transported and Daily Route Miles totaled for applying districts in that county and each district's % determined
 - That % is multiplied by available award to determine each adjustment amount for each applying district

- 1 Applying District:
 - Will get the lesser of Amount Requested or Available Amount

- Request Less Than Available to Award:
 - The only time the Amount Requested is considered in relation to the amount awarded is if you request less than what is available to give to your district
 - Rarely see this; usually only if only one eligible district applies in a county



Notification of Eligibility

UAT - Small School Transportation Eligibility



ADE Notifications <SFS_DoNotReply@sys.azed.gov>
To

Retention Policy Inbox (3 years)



In accordance with A.R.S. 15-963 school districts may apply to the state board of education for a capital transportation adjustment for the purchase of a student transportation vehicle if the district meets all the following requirements:

1. Has a student count of fewer than six hundred in kindergarten programs and grades one through twelve.
2. Transports as eligible students at least one-third of the total student count of the school district.
3. Has an approved daily route mileage per eligible student transported of more than 1.0, computed as prescribed in section 15-945, subsection A, paragraph 4.

Your district has been determined to be eligible for [FiscalYear]. This is being sent to the Business Manager/CFO from the Contact sheet on the submitted Budget for [EntityName].

Please submit your application by logging into the School Finance Payment Systems at <https://paymentsystems.azed.gov> by 5 pm on [ApplicationDueDate] to be considered for the 2021 Small School Transportation Adjustment. Please contact School Finance Payment Team at SFPaymentTeam@azed.gov or 602-542-5695 with any questions.



User Role for Applying

MUST BE DONE BEFORE YOU CAN ACCESS THE USER INTERFACE OR SUBMIT YOUR APPLICATION

Please contact your Entity Administrator to grant access to the Small School Transportation user role

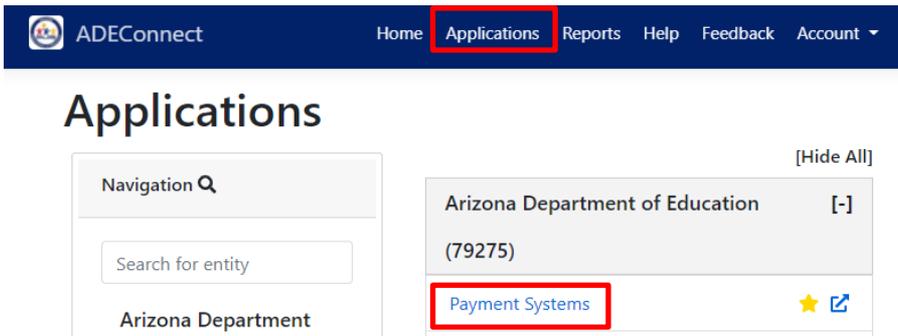
- District entity admin login into the <https://adeconnect.azed.gov/>
 - Search for the user
 - Search for the role "Small School Transportation User" and assign it to the user
- Please view these helpful User Role videos
 - <https://adeconnect.azed.gov/Videos>



Small School Transportation User Interface

Navigate to ADEConnect using the following URL: <https://adeconnect.azed.gov/>

- Under **Applications**, select **Payment Systems**



ADEConnect Home **Applications** Reports Help Feedback Account ▾

Applications

Navigation 🔍

Search for entity

Arizona Department

Arizona Department of Education [-] (79275)

Payment Systems ★ ↗

- Or -

Follow the link in the email notification or navigate to the School Finance Systems home page URL: <https://paymentsystems.azed.gov/>.

- On the **School Finance Systems** menu, click **Small School Transportation**.



School Finance Systems Home **Small School Transportation** ▾

Welcome to the School Finance Systems home page.



Accessing your Application

After clicking **Small School Transportation**, this is the screen that opens

To fill in your application, click **Edit**

The screenshot shows the 'Small School Transportation' application interface. At the top, there is a dark blue header with the 'School Finance Systems' logo on the left and 'Home Small School Transportation' with a user profile icon on the right. Below the header, the title 'Small School Transportation' is displayed. Underneath the title, there are two input fields: '- CTDS:' and 'EntityID:'. Below these fields, there is a toolbar with an 'Export to Excel' button and a search box labeled 'Search..'. The main content is a table with the following columns: 'Fiscal Year', 'Submitted By', 'Amount Requested', 'Total Purchase Amount', 'Status', 'Reason', and 'Amount Awarded'. The table contains one row with the following data: '2021', an empty cell, an empty cell, an empty cell, 'No Response', an empty cell, and an empty cell. To the right of the table, there are two buttons: 'Edit' (highlighted with a red box) and 'View'. An upward-pointing arrow is also visible at the bottom right of the table.

Fiscal Year	Submitted By	Amount Requested	Total Purchase Amount	Status	Reason	Amount Awarded			
2021				No Response			Edit	View	▲



Entering your Application



Fiscal Year: 2021

Are you interested in submitting Small School Transportation request? Yes No

Amount Requested * \$25,000.00

Total Purchase Amount * \$135,000.00

Intended Purchase * 72 Passenger Standard Bus

Need * Replace aging 72 passenger standard bus

Notes

Supporting Documents (optional)

File format accepted : pdf, .txt, .jpeg, .png, .xls

Uploaded Files

File Name	Action
Search...	

Request History

Request ID	Request Description	Status
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Warning!

Are you sure to submit the data?



Submitted Application Status

School Finance Systems Home Small School Transportation

Small School Transportation

- CTDS: - EntityID:

Export to Excel Search...

Fiscal Year	Submitted By	Amount Requested	Total Purchase Amount	Status	Reason	Amount Awarded		
2021	<u>LEA SST User Role Email Address</u>	\$25,000.00	\$135,000.00	School Finance Review			Edit	View
2021	LEA SST User Role Email Address	\$25,000.00	\$135,000.00	Pending with Payment Analyst		<u>\$12,184.08</u>		View
2021	LEA SST User Role Email Address	\$25,000.00	\$135,000.00	Pending with Director of Fiscal Operation		\$12,184.08		View
2021	LEA SST User Role Email Address	\$25,000.00	\$135,000.00	Approved by State Board of Education		\$12,184.08		View

*Please note- You will only have 1 row per FY Application



View Modification History

Fiscal Year: 2021

Are you interested in submitting Small School Transportation request? Yes

Amount Requested * \$25,000.00

Total Purchase Amount * \$135,000.00

Intended Purchase * 72 Passenger Standard Bus

Need * Replace aging 72 passenger standard bus

Notes

Supporting Documents (optional)

File format accepted : pdf, .txt, .jpeg, .png, .xlsx

Uploaded Files

Search...

File Name	Action
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Request History

Search...

Modified On	Modified By	Reason
09/14/2021 20:46 PM	Chelsea.Jemison@azed.gov	
09/14/2021 20:14 PM	Chelsea.Jemison@azed.gov	



Small School Transportation Adjustment on BSA 55-1

BSA 55-1
Fiscal Year: 2021

Basic Calculations For Equalization Assistance

CTDS:  Page 4 of 5

ADM value used: FY 2021 100th Day Membership

Is Small Isolated School District: Not Isolated

[AzEDS Execution Date: 02/02/2021 9:37PM](#)

Apportionment Date: 03/01/2021

District Additional Assistance (DAA) Calculations

	PSD	K-8	9-12	Type 03 Transported 9-12	Total
FY20 District ADM	1.4550	149.5942	0.0000	51.2780	
DAA Per ADM	x \$450.76	x \$538.33	x \$0.00	x \$300.62	
Preliminary DAA	\$655.86	\$80,531.05	\$0.00	\$15,415.19	\$96,602.09

(*For Type 03 High School Only; Per Student Count Factor at 50%)

DAA Growth Factor

FY20 District ADM	202.3272				
FY19 District ADM	206.4400				
FY21 Calculated DAA Growth Factor	=	.9801			
FY21 Applied DAA Growth Factor	x	1.0000000000	x	1.0000000000	x
		1.0000000000		1.0000000000	1.0000000000

(1.0000 or Calculated DAA Growth Factor if greater than 1.05, use 1 plus 50% of growth.)

District DAA	\$655.86	\$80,531.05	\$0.00	\$15,415.19	\$96,602.09
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DAA For High School Textbooks

FY20 District High School ADM			0.0000		
Support Level Amount for Textbooks			x \$69.68		
DAA For High School Textbooks					\$0.00

	PSD-8	9-12	
Pre-Adjusted DAA Base Allocation	\$81,186.91	\$0.00	\$96,602.10
Type 03 Transported 9-12		\$15,415.19	
Small School Transportation Adjustment for Fiscal Year 2021	\$12,184.08	\$0.00	\$12,184.08
Total DAA Adjustments	\$12,184.08	\$0.00	\$12,184.08
Adjusted FY21 DAA Base Allocation	\$93,370.99	\$15,415.19	\$108,786.18



Payment Team Contact Information

- **School Finance Mainline: (602) 542-5695**
 - Option 1 – Payment
- **Payment Team Inbox**
sfpaymentteam@azed.gov
- **School Finance Inbox**
schoolfinance@azed.gov
- **Stay Informed – visit the School Finance website regularly for posted [Hot Topics](#) and [Memorandums](#)**

<http://www.azed.gov/finance/> and Subscribe to
[Stay Connected with School Finance](#)

