Federal and State Monitoring

Common General State Aid Claim Errors Which Result in Citations

• LEA summary for attendance computation was incorrect

Districts will often commit various addition errors for individual months or for schools including transposition errors where they have replicated grade attendance totals. Districts with elementary grades have claimed the special education early childhood attendance at full day instead of half day or omitted grades from the various categories.

• LEA failed to exclude non-claimable attendance from the claimable attendance totals

Districts commonly fail to exclude Pre-K, At Risk and Orphan students. They must manually remove all in-district orphans from their attendance totals because they receive reimbursement for these students. The out-of-district orphans should also be removed when accounting for the special education “out-of-district” attendance.

Districts have claimed the non-claimable attendance for regular tuition pupils for whom the district received tuition. They have also claimed non-claimable attendance for Safe School Pupils who were in attendance at the Regional Office of Education (ROE) run Safe School programs and were claimed by the ROE under the General State Aid claim.

Other claim errors occur when districts include non-claimable attendance for Alternative Education Pupils who were in attendance at the Regional Office of Education (ROE) run Alternative Education Programs and were claimed by the ROE under the General State Aid claim. Districts have also claimed attendance for non-claimable pupils over 21 years old. Still others claimed the non-claimable attendance for special education tuition pupils from other districts for whom the district received tuition.

• LEA overstated/understated claimable out-of-district attendance

Districts commonly fail to include the special education out-of-district attendance figures in their claims. Acquiring a monthly and annual attendance report from the respective facilities and adding them to the claimable total will help to prevent this citation.

• LEA attendance centers did not calculate enrolled days correctly

Districts fail to use the correct number of days in session for a particular month when compared to the approved school calendar. Some district’s attendance system do not deduct the non-attendance days and holidays accurately when computing attendance days as verified from the district’s school calendar. The district’s enrollment days and days in session for each given month must agree with the approved school calendar.

• LEA claimed days enrolled instead of attendance days

Districts erroneously use the “enrolled” days. The monthly enrolled days minus the days absent for each given month upon which the pupils’ attendance days are derived were not used for the General state aid claim computation.