
Thomaston Board of Education
Business and Financial Report

May 2020

Submitted by Todd Bendtsen, Business Manager

Business Report

2020-2021 Board of Education Operating Budget: The formal presentation of the 2020-2021 Board of Education Operating Budget to the Board of Finance occurred on April 14, 2020. No formal action was taken by the Board of Finance, however, a consensus was met by the Board of Finance to flat-fund the 2020-2021 Board of Education Operating Budget (0% increase) and allow for the 2.59% requested increase be funded by the projected 2019-2020 Board of Education Operating Budget surplus. The Board of Finance is having a Special Meeting on June 11th to vote on the budget and approve a mill rate.

Payment to Transportation Companies: Included for your is a draft contract amendment with All-Star to address the economic issues arising from the pandemic caused by COVID-19 virus, and in direct response to Governor Lamont's Executive Order 7R. All-star has provided a revised invoice along with a listing of driver's daily earnings including fringe benefits. They are requesting that we pay them a certain amount from the day of school shutdown, \$1,104 day, and then another, amount which includes driver's wages from the day that they are rehired, \$2,852 per day. The \$2,852 per day represents a 20% discount from the normal daily rate from the original contract. The savings from the original contract amount would be approximately \$133,076. We also received correspondence from Attorney Jarvis, who is representing Kids Wheels. He is proposing that we pay them \$23,744, which represents 50% of the normal rate from the original contract. He did state that Kids Wheels was not going to rehire their drivers.

Pandemic EBT Program: Included for your review is correspondence about the Pandemic Electronic Benefits Transfer Program from the State Department of Education.

State of CT SBCH Cost Settlement 2018: Included for your review is the 2018 SBCH Cost Settlement report. Thomaston is due \$298.17.

Federal Cares Act, Elementary and Secondary School Education Relief(ESSER): Attached for your review is a letter from Commissioner of Education, Dr. Miguel A. Cardona, notifying Superintendents that the State of CT. application for funding has been approved. Thomaston will receive \$80,233

Audit Recommendations and Corrective Action Plan: Attached for your review are the audit recommendations and the our corrective action plan submitted to the State Office of Internal Audit.

2019-2020 Budget Table without Encumbrances

The 2019-2020 Budget Table without Encumbrances shows the budget expended **82.28%**. Expenditures for May 2020 for the 2019-2020 fiscal year are **\$1,181,880.63**. Last year at this time, we were 83.80% expended

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$6,741,659.00		\$6,741,659.00	\$5,508,824.51	81.71%
112 NON-CERTIFIED PERSONNEL	\$1,750,507.00	(\$1,527.65)	\$1,748,979.35	\$1,550,615.25	88.66%
200 EMPLOYEE BENEFITS	\$2,612,788.00		\$2,612,788.00	\$1,970,611.78	75.42%
300 OTHER PROF TECH SERVICE	\$684,203.00	(\$2199.00)	\$682,004.00	\$686,327.48	100.63%
400 PROPERTY SERVICE	\$666,980.00	\$9941.22	\$676,921.22	\$514,770.39	76.05%
510 PUPIL TRANSPORTATION	\$928,584.00		\$928,584.00	\$621,107.48	66.89%
521 LIABILITY INSURANCE	\$324.00		\$324.00	\$100.00	30.86%
560 TUITION	\$484,438.00		\$484,438.00	\$342,872.00	70.78%
563 SPECIAL EDU NON PUBLIC	\$379,519.00		\$379,519.00	\$448,975.56	118.30%
590 OTHER PURCHASED SERVICE	\$86,232.00		\$86,232.00	\$64,368.74	74.65%
611 INSTRUCTIONAL SUPPLIES	\$180,080.00	\$4,609.31	\$184,689.31	\$166,724.79	90.27%
641 TEXTBOOKS	\$42,367.00	(\$6,309.66)	\$36,057.34	\$35,644.31	98.85%
642 LIBRARY BOOKS & PER	\$19,467.00	(1,161.76)	\$18,305.24	\$8,815.14	48.16%
690 OTHER SUPPLIES & MATER	\$170,294.00	(\$1,009.60)	\$169,284.40	\$153,661.92	90.77%
730 INSTRUCT EQUIPMENT	\$78,413.00		\$78,413.00	\$86,452.46	110.25%
735 TECHNOLOGY SOFTWARE	\$9,940.00		\$9,940.00	\$17,696.47	178.03%
739 OTHER EQUIPMENT	\$245,472.00	(1634.36)	\$243,837.64	\$251,782.19	103.26%
890 OTHER OBJECTS	\$175,859.00	(\$708.50)	\$175,150.50	\$124,134.21	70.87%
TOTAL:	\$15,257,126.00	\$0.00	\$15,257,126.00	\$12,553,484.68	82.28%

2019-2020 Budget Table with Encumbrances

The 2019-2020 Budget Table with Encumbrances shows the budget expended **85.94%**. Last year at this time, we were 86.79% expended.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Encumbered	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$6,741,659.00		\$6,741,659.00		\$5,508,824.51	81.71%
112 NON-CERTIFIED PERSONNEL	\$1,750,507.00	(\$1,527.65)	\$1,748,979.35		\$1,550,615.25	88.66%
200 EMPLOYEE BENEFITS	\$2,612,788.00		\$2,612,788.00		\$1,970,611.78	75.42%
300 OTHER PROF TECH SERVICE	\$684,203.00	(\$2199.00)	\$682,004.00	\$49,489.75	\$686,327.48	107.89%
400 PROPERTY SERVICE	\$666,980.00	\$9941.22	\$676,921.22	\$39,012.65	\$514,770.39	81.81%
510 PUPIL TRANSPORTATION	\$928,584.00		\$928,584.00	\$86,598.92	\$621,107.48	76.21%
521 LIABILITY INSURANCE	\$324.00		\$324.00		\$100.00	30.86%
560 TUITION	\$484,438.00		\$484,438.00	\$169,728.71	\$342,872.00	105.81%
563 SPECIAL EDU NON PUBLIC	\$379,519.00		\$379,519.00	\$168,176.87	\$448,975.56	162.61%
590 OTHER PURCHASED SERVICE	\$86,232.00		\$86,232.00	\$4,412.80	\$64,368.74	79.76%
611 INSTRUCTIONAL SUPPLIES	\$180,080.00	\$4,609.31	\$184,689.31	\$8,934.69	\$166,724.79	95.11%
641 TEXTBOOKS	\$42,367.00	(\$6,309.66)	\$36,057.34	179.00	\$35,644.31	99.35%
642 LIBRARY BOOKS & PER	\$19,467.00	(1,161.76)	\$18,305.24	1,429.44	\$8,815.14	55.97%
690 OTHER SUPPLIES & MATER	\$170,294.00	(\$1,009.60)	\$169,284.40	\$14,269.79	\$153,661.92	99.20%
730 INSTRUCT EQUIPMENT	\$78,413.00		\$78,413.00		\$86,452.46	110.25%
735 TECHNOLOGY SOFTWARE	\$9,940.00		\$9,940.00	0.00	\$17,696.47	178.03%
739 OTHER EQUIPMENT	\$245,472.00	(1634.36)	\$243,837.64	\$11,215.00	\$251,782.19	107.86%
890 OTHER OBJECTS	\$175,859.00	(\$708.50)	\$175,150.50	\$5,185.37	\$124,134.21	73.83%
TOTAL:	\$15,257,126.00	\$0.00	\$15,257,126.00	\$558,632.99	\$12,553,484.68	85.94%

2019-2021 Grant Report

All grant funds on record are shown below. The table below shows all available grant appropriations and expenditures.

Grant Fiscal Year End	Grant Name/Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date Expended	Percent Expended
20-Jun	Competitive School Readiness	\$3,881.00	\$0.00	\$3,881.00	\$0.00	0.00%
20-Jun	School Readiness	\$175,203.00	\$0.00	\$175,203.00	\$116,412.08	66.44%
20-Jun	Title I	\$3,380.81	\$0.00	\$3,380.81	\$0.00	0.00%
20-Jun	Title IIA	\$19,179.00	\$0.00	\$19,179.00	\$13,426.99	70.01%
20-Jun	IDEA Section 611	\$19,095.30	\$0.00	\$19,095.30	\$8,939.51	46.82%
20-Jun	Smart Start Operations	\$75,000.00	\$0.00	\$75,000.00	\$58,800.00	78.40%
SUBTOTAL		\$220,739.11	\$0.00	\$220,739.11	\$197,578.58	89.51%
21-Jun	IDEA Section 611	\$233,274.00	\$0.00	\$233,274.00	\$185,080.00	79.34%
21-Jun	IDEA Section 619	\$18,711.00	\$0.00	\$18,711.00	\$14,968.00	80.00%
21-Jun	Title I	\$82,161.00	\$0.00	\$82,161.00	\$61,761.00	75.17%
21-Jun	Title IIA	\$19,364.00	\$0.00	\$19,364.00		0.00%
SUBTOTAL		\$353,510.00	\$0.00	\$353,510.00	\$261,809.00	74.06%
GRAND TOTAL		\$574,249.11	\$0.00	\$574,249.11	\$459,387.58	80.00%

Unlike the comparison that can be made between the percent, expended and the percent completed of the fiscal year, the percent expended for grants cannot be compared as simply because some of these grant funds were available in the 2019-2020 fiscal year and some will be available through the 2020-2021 fiscal year.

2019-2020 Projection

The 2019-2020 budget projection shows the budget projection of a \$481,856 surplus. The Salary line items are running a surplus because of the school shutdown, which reduced athletic coaches and extracurricular stipend payments. The Employee Benefits line item is running a surplus because of less people on insurance than anticipated and a lower required pension contribution. The deficit in the Other Professional Services line is because of the new Human Resources Specialist contract with EdAdvance and the cost of a Clinician for the TLC program that will be paid to Effective School Solutions; this is offset by lower than anticipated substitute teacher costs because of the shutdown. Pupil Transportation is showing a surplus because of our ability to share costs using our transportation consortium and reduced costs because of the shutdown. The Equipment and Capital line item is showing a deficit because of the cost of a new accounting software package to replace our current system that was required due to the unanticipated obsolescence of the district's current accounting software. In addition, there was a need to purchase Chromebooks because of distance learning.

Object	Description	Adopted Budget	Transfers	Expended to Date	Encumbered	Balance	Projection	Projected Year-End Balance
111	Certified Personnel Wages	\$ 6,741,659		\$ 5,508,824		\$ 1,232,835	\$ 1,168,278	64,557
112	Non-Certified Personnel Wages	1,750,507	(1,527)	1,550,615	-	\$ 198,365	\$ 123,949	74,416
	Subtotal Wages	\$ 8,492,166	\$ (1,527)	\$ 7,059,439	\$ -	\$ 1,431,200	\$ 1,292,227	\$ 138,973
200	Employee Benefits	2,612,788		1,970,612		642,176	\$ 462,323	179,853
	Subtotal Personnel Expense	\$ 11,104,954	\$ (1,527)	\$ 9,030,051	\$ -	\$ 2,073,376	\$ 1,754,550	\$ 318,826
300	Othr Prof Technical Services	\$ 684,203	\$ (2,199)	\$ 686,327	\$ 49,490	(53,813)	\$ (42,474)	(11,339)
400	Property Services	666,980	9,941	514,770	39,013	123,138	\$ 65,975	57,163
510	Pupil Transportation	928,584		621,107	23,774	283,703	\$ 58,999	224,704
560	Tuition	484,438		342,872	169,729	(28,163)	\$ (81,155)	52,992
563	Special Ed Non Public Tuition	379,519		448,976	168,177	(237,634)	\$ (208,867)	(28,767)
5XX	Other Purchased Services	86,556		64,469	4,413	17,674	\$ 13,314	4,360
6XX	Supplies	412,208	(3,873)	364,847	24,813	18,675	\$ 9,262	9,413
7XX	Equipment & Capital	333,825	(1,634)	355,932	11,215	(34,956)	\$ 155,704	(190,660)
8XX	Dues & Fees & Other Objects	175,859	(708)	124,134	5,185	45,832	\$ 668	45,164
	Subtotal Non-Personnel Expense	\$ 4,152,172	\$ 1,527	\$ 3,523,434	\$ 495,809	\$ 134,456	\$ (28,574)	\$ 163,030
	TOTAL FY2020	\$ 15,257,126	\$ -	\$ 12,553,485	\$ 495,809	\$ 2,207,832	\$ 1,725,976	\$ 481,856

2019-2020 Transfers

Policy 3160 (Business/Non-Instructional Operations-Transfers of Funds Between Categories) states, "The Superintendent, or their designee, may transfer any unexpended or not contracted portion of any appropriation for school purposes to any other line item of such itemized estimate up to a limit of \$5,000 for any one occurrence."

May Transfers: Transfer Request for purchase of Chrome Books

<i>To account:</i>	<i>00732-10-2600-739</i>	<i>Technology Equipment</i>	<i>\$179,275.96</i>
<i>From account:</i>	<i>00520-02-2700-510</i>	<i>Transportation-Center</i>	<i>\$28,994.04</i>
	<i>00520-03-2700-510</i>	<i>Transportation-Black Rock</i>	<i>\$38,572.47</i>
	<i>00520-02-2700-510</i>	<i>Transportation-High School</i>	<i>\$60,219.88</i>
	<i>00520-02-2700-510</i>	<i>Transportation-Vocational</i>	<i>\$ 7,193.55</i>
	<i>00520-02-2700-510</i>	<i>Transportation-Special Ed. Non Public</i>	<i>\$44,296.02</i>

Transportation Services Contract Amendment

Purpose

All-Star Transportation LLC (DBA STA) ("Contractor") and the Thomaston Board of Education ("Board") hereby enter into this Contract Amendment to address the economic issues arising from the pandemic caused by the COVID-19 virus, and in direct response to Governor Lamont's Executive Order 7R, and Section 180006 of Educational Stabilization Fund of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The Contractor and the Board intend that this Amendment shall be limited to the 2018-2023 Transportation Services Contract.

Background

Executive Order 7R requires transportation service providers and local boards of education to negotiate in good faith to amend existing transportation service contracts to more accurately reflect the actual costs incurred during the duration of the Emergency Period declared by Governor Ned Lamont.

The stated goals in the Executive Order for any such contract amendment are as follows:

- (1) sustain continuity of service when school resumes;
- (2) make payments to the greatest extent practicable to the Contractor so it may:
 - (a) compensate its active employees, and
 - (b) provide such active employees with the Contractor's share of costs for continuation of said employees' health insurance coverage, if any such coverage existed at the beginning of the Emergency Period; while also maintaining best efforts to avoid unnecessary costs; and
- (3) avoid enrichment to the Contractor beyond the actual and reasonable costs incurred for the purposes set forth herein.

Section 180006 of the Educational Stabilization Fund of the CARES Act provides that a local education agency "shall, to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus."

Data Sharing

Executive Order 7R requires transportation service providers to share data with local boards of education about the actual and reasonable cost of sustaining wage and health insurance payments for active employees who provided contractual services to the board of education as of the commencement of the school closure period ordered by the Governor.

Transportation Services Contract Amendment

The Board has worked collaboratively with the Contractor to access such data, and implementation of this Amendment shall be contingent on continued information sharing regarding actual wage and insurance benefits provided to active employees from June 8, 2020 to June 15, 2020.

Annualization of Payments

The annual cost of the transportation services contract for a one hundred eighty-one (181) day school year in the 2019-2020 fiscal year would have been six hundred forty thousand two hundred forty-eight dollars (\$640,248.00). Under the parties' existing transportation services agreement for the 2019-2020 school year, the Board is obligated to make ten (10) equal monthly payments to the Contractor for the transportation services it provides.

The Board made seven (7) monthly payments to the Contractor on or before March 30, 2020 for a total accumulated contract payment of four hundred forty eight thousand one hundred seventy-three dollars and sixty cents (\$448,173.60).

The Board's payment amount of four hundred forty eight thousand one hundred seventy-three dollars and sixty cents (\$448,173.60) exceeds the contract's per diem costs, for the one hundred twenty-two (122) school days that were convened before the commencement of the school closure period in the Thomaston Public Schools, by sixteen thousand six hundred twenty-five dollars and twenty-two cents (\$16,625.22).

The final balance for this 2019-2020 Contract Amendment, set forth below, reflects a credit to the Board of the excess payments of sixteen thousand six hundred twenty-five dollars and twenty-two cents (\$16,625.22).

Prorated Payment - School Days

The Board and the Contractor are negotiating this Contract Amendment with an understanding that the Contractor accepts a prorated payment for the fifty-nine (59) school days that were not convened in the 2019-2020 school year, and, thus, on which the Contractor did not provide transportation services to the Board.

Definitions

Active employees are the approximately seventeen (17) employees of the Contractor who were providing services to the Board on or about March 13, 2020, and/or continue to provide services to the Contractor after March 13th to maintain and manage the fleet of buses the Board will need for its transportation services in the 2020-2021 school year.

Wage data includes, but is not limited to, payroll information that reflects hourly rates/weekly hours for the approximately seventeen (17) active employees before March 13th and as of June 8, 2020; and verification of re-employment of active employees who were laid-off in the

**Transportation Services
Contract Amendment**

month of March, 2020.

Insurance data includes, but is not limited to, premium payments made on behalf of the approximately seventeen (17) active employees of the Contractor for their dental and/or life insurance benefits from March to June.

Promises

Board of Education

1. The Board agrees to make payment in an amount of up to fifty eight thousand nine hundred ninety-eight dollars and seventy-eight cents (\$58,998.78) if the Contractor complies with the terms and conditions set forth below. The prorated amount listed in this Paragraph is based on the Contractor's June 8, 2020 adjusted invoice document, attached to this Amendment as Exhibit A.
2. The Board's payments of fifty eight thousand nine hundred ninety-eight dollars and seventy-eight cents (\$58,998.78) shall be made on or before June 30, 2020.
3. The Board shall not make payment to the Contractor until it receives written evidence of the Contractor's insurance data regarding the active employees for the months of March, April, May and June; and until it receives written evidence of the Contractor's wage data regarding the active employees for the months of March, April, May and June.
4. The Board's payment shall be reduced if the Board does not receive complete wage data for the approximately seventeen (17) active employees, and/or if the Contractor does not re-hire all of the active employees working for the Board on or before March 13, 2020.
5. The reduction shall be proportionate to the number of active employees on the payroll after June 8, 2020, and the total per diem wages reflected on the June 8, 2020 document prepared by the Contractor and attached to this Amendment as Exhibit B. Accordingly, if the Contractor's wage expenses for any period of time between June 8, 2020 and the end of the regularly scheduled school year are less than the one thousand seven hundred eighty-nine dollars and thirty-four cents (\$1,789.34) per diem reflected in Exhibit B, the Board shall reduce its monthly payments accordingly.

Contractor

1. The Contractor shall reinstate all active employees effective June 8, 2020.
2. The Contractor shall pay the active employees for six (6) regular workdays between June 8, 2020 and the scheduled end of the student school year in Thomaston, including any fringe benefits to which they are entitled as employees of the Contractor.

**Transportation Services
Contract Amendment**

The Contractor shall pay active drivers their regular rates of pay for their regular home to school route hours. The wage payments shall not include hours active employees regularly earned in fueling vehicles, or shuttling vehicles for service.

3. The Contractor shall supply bi-weekly wage and fringe benefit data for active employees to the Board's business office, including data regarding employee numbers and their respective hourly and weekly wage data for active employees as of March 13, 2020, on or before June 5, 2020.
4. The Contractor shall submit, on or before June 5, 2020, a notarized attestation regarding the following:

Contractor has not applied for and/or received any grants, forgivable loans, or any other assistance from either State or Federal Government as a result of any stimulus packages or executive orders related to the Pandemic caused by COVID-19.

If Contractor were to receive any monies from the State or Federal Government from current or future stimulus packages, laws, or executive orders that are not required to be paid back to the respective governments, then Contractor would refund the Thomaston Board of Education or the Town of Thomaston any duplicate monies it receives.

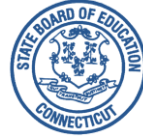
If Contractor were to receive any payments from one or more of its insurance carriers to cover any business losses related to the Pandemic caused by COVID-19, then Contractor would refund the Thomaston Board of Education or the Town of Thomaston any duplicate monies it receives.

2020-2021, 2021-2022 and 2022-2023 School Years

In the event that the Board does not provide in-person school instructions to students during any portion of the 2020-2021, 2021-2022 and/or 2022-2023 school years for one hundred eighty-one (181) school days (due to a local, state or federal mandated closure of schools) and thus transportation services are not required for the one hundred eighty-one (181) school days, the parties agree that the Board's obligations for payment under the Transportation Services Agreement between the parties shall be suspended.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: School Superintendents

FROM: Ajit Gopalakrishnan, Chief Performance Officer
John D. Frassinelli, Division Director

DATE: May 6, 2020

SUBJECT: Pandemic Electronic Benefits Transfer Program

The Connecticut State Department of Education (CSDE) continues to seek ways in which students facing food insecurity can access proper nutrition during COVID-19 school closures. The CSDE has partnered with the Connecticut Department of Social Services (DSS) to implement the Pandemic Electronic Benefits Transfer Program (P-EBT). The P-EBT program complements other efforts to provide food to children during this difficult time, but is not intended to replace any existing benefits or meal services, such as school meal distribution. The P-EBT Program provides households with an EBT debit card that contains the cash value of one school breakfast and one lunch for each day that school classes are canceled due to COVID-19 (\$5.70 per day per child).

Eligible households include those whose children are certified to receive free or reduced-price school meals, and children who attend schools that offer free school meals to all students (such as Community Eligibility Provision or CEP schools). P-EBT Cards must be used only for food purchases at participating food retailers. Cards will be issued in three phases starting around late May, through the remainder of school closures and the benefits will be retroactive to March 17, 2020. Households will receive P-EBT Cards according to the following implementation plan:

- Phase 1** - Around Late May: Students in households receiving benefits through the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF);
- Phase 2** - Around Late May: Students in households directly certified for free school meals based on their enrollment in Medicaid (HUSKY A); and,
- Phase 3** - Around Mid-June: Students not included in Phase 1 or Phase 2 but receiving free or reduced-price school meals when school is in session (e.g., students who are not participating in SNAP/TANF/HUSKY but are enrolled in a CEP school and receiving free school meals; students determined eligible for free or reduced-price school meals through traditional household income applications; and, students who are homeless or in foster care).

Families will receive the attached P-EBT flyer with the P-EBT Card that provides instructions on how to activate and redeem the benefits. To activate the card, families will need the 18 digit card number and the date of birth of the individual listed on the card.

DSS already possesses mailing addresses for students in Phase 1 and 2. However, neither DSS nor CSDE possess mailing addresses for students in Phase 3. Therefore, the CSDE will be requesting districts to upload the primary address for all currently enrolled students in their district in the Public School Information System (PSIS) Register module. In addition to primary address, the upload will also ask districts to report the most currently known free or reduced-price meal eligibility status *and* homeless status for their currently enrolled students. Districts can start uploading these data in PSIS on Wednesday, May 6, 2020. Districts are asked to upload these data by COB Wednesday, May 13, 2020.

The CSDE will then provide address information to DSS for only those students who are:

- currently enrolled in CEP schools;
- were reported as eligible for free or reduced-price meals in any non-CEP district/school anytime during 2019-20;
- were reported as homeless in PSIS anytime during 2019-20; or
- were reported to the CSDE as being in foster care by the Department of Children and Families (DCF).

Please communicate about this program to households in your district and emphasize its primary purpose of providing all families who may be facing food insecurity with access to proper nutrition during COVID-19 school closures. Households whose students received free- or reduced-price meals anytime during the school year should expect to receive a P-EBT Card in the mail. Please rest assured that the CSDE is working with DSS to ensure that the address information provided by CSDE is safeguarded by DSS and that data for students who were not previously enrolled in a benefits program administered by DSS will be deleted upon completion of the P-EBT benefits being issued and will not be retained by DSS.

For questions about the P-EBT Program, please contact Shannon Yearwood at Shannon.yearwood@ct.gov. For questions related to this data collection, please contact Kendra Shakir at Kendra.shakir@ct.gov or visit the [PSIS Help Site](#).

WHEN WILL YOU GET YOUR BENEFITS?

Benefits are pre-loaded onto the card.

All you have to do is select a PIN.

To do this, call 1-888-328-2666.

You will need:

- The 18-digit card number
- The DOB of the child whose name is on the card
- Enter zeros (0) when asked for an SSN

DO NOT WRITE YOUR PIN on the card and **DO NOT** let anyone know your PIN. You must protect the EBT card and PIN. Lost or stolen benefits will not be replaced.

For questions, or if you need a replacement EBT card, contact CT DSS Benefit Center at 1-855-626-6632 and follow the prompts.

HOW MUCH WILL BE ON THE CARD?

The benefit amount for March, April, and May combined is \$267.90 per child

If schools remain closed past May 20, 2020 more benefits will be added monthly at the rate of \$5.70 per child per day.

HOW TO ACCESS YOUR SNAP BENEFITS



Supplemental Nutrition Assistance Program benefits (SNAP) can be used at most grocery stores and many farmers' markets. Look for the Quest Logo or another sign that states EBT or SNAP is accepted.

If the store's EBT machine is not working, the store may do a "manual voucher transaction." They will fill out a form and ask you to sign it. Make sure the amount is correct before you sign it.

KNOW YOUR BALANCE BEFORE USING YOUR CARD

Save your receipt. It will show you information about your SNAP transaction and your available balance.

There are no limits on the dollar amount or number of SNAP transactions you can make each month. EBT card usage is subject to account balance and availability of funds. Your account may be adjusted to fix system errors.

To see what foods you can and cannot buy with SNAP go to:
<http://www.fns.usda.gov/snap/eligible-food-items>

WHY AM I RECEIVING THIS CARD?

You received this P-EBT card because the child listed was receiving Free or Reduced Priced Meals at their school before it was closed in March 2020 due to the COVID-19 pandemic.

You did not apply for these benefits. You are automatically eligible for these benefits because school is not in session at this time. It can be used for food items anywhere SNAP/EBT benefits are accepted.

Participation in the program is voluntary. If you choose not to participate in the program, you do not need to call and select a PIN number.

Instead, please dispose of your card by cutting through the magnetic stripe and discard the card in a secure manner.

These benefits are only meant for your household, you should not transfer the card to someone else if you choose not to participate.



This institution is an equal opportunity provider.

HOW TO USE YOUR P-EBT (Pandemic Electronic Benefit Transfer) CONNECT CARD



Use the most current card with the Quest logo on the back.

EBT Customer Service 1-888-328-2666

**Available 24 hours a day, 7 days a week
If you are deaf or hearing impaired call 711**

**EBT customer service website:
www.ct.gov/dss/ebt**

WHEN SHOULD YOU CALL CUSTOMER SERVICE?

- To select or change your PIN
- Right away if your card is lost or stolen
- To check your balance
- If a "system error" charges you incorrectly for a purchase, or if an ATM does not give you the right amount of money
- To request a 2 month statement of your transaction information



¿CUÁNDO RECIBIRÁ SUS BENEFICIOS?

Los beneficios ya están precargados en la tarjeta.

Todo lo que tiene que hacer es seleccionar un número de PIN.

Para hacer esto, llame al 1-888-328-2666.

Para llamar, necesitará:

- El número de la tarjeta de 18 dígitos
- La fecha de nacimiento (DOB) del niño/a cuyo nombre aparece en la tarjeta
- Cuando le pidan un número de Seguridad Social (SSN), ponga ceros (0).

NO ESCRIBA SU PIN en la tarjeta y **NO** deje que nadie sepa su PIN. Usted tiene que proteger la tarjeta EBT y el número de PIN. Los beneficios perdidos o robados no se reemplazarán.

Si tiene preguntas o si necesita una tarjeta EBT de reemplazo, comuníquese con el Centro de Beneficios del DSS en CT llamando al 1-855-626-6632 y siga las indicaciones.

¿CUÁNTO HAY EN LA TARJETA?

El monto del beneficio combinado para los meses de marzo, abril y mayo es de \$267.90 por niño/a.

Si las escuelas permanecen cerradas, el 20 de mayo de 2020 se agregarán más beneficios mensualmente a razón de \$5.70 por niño/a por día.

CÓMO ACCEDER A SU BENEFICIOS SNAP



Los beneficios del Programa de Asistencia de Nutrición Suplementaria (SNAP) se pueden utilizar en la mayoría de las tiendas de comestibles y en muchos mercados de agricultores. Busque el logotipo de Quest u otra señal donde se acepta EBT o SNAP.

Si la máquina EBT de la tienda no funciona, la tienda puede hacer una “transacción manual con vale”.

Ellos llenarán un formulario y le pedirán que lo firme. Antes de firmarlo, asegúrese de que la cantidad está correcta.

CONOZCA SU BALANCE ANTES DE USAR SU TARJETA EBT

Guarde su recibo. Se le mostrará la información sobre su transacción SNAP y su saldo disponible.

No hay límites a la cantidad de dólares o el número de transacciones de SNAP se puede hacer cada mes. Uso de la tarjeta EBT está sujeto a saldo de la cuenta y la disponibilidad de fondos.

Para ver qué alimentos se pueden y no pueden comprar con SNAP vaya a:
<http://www.fns.usda.gov/snap/eligible-food-items>

¿POR QUÉ RECIBÍ ESTA TARJETA?

Usted recibió esta tarjeta P-EBT porque el niño/a que figuraba en la lista recibía comidas gratuitas o a precio rebajado en su escuela, antes de que ésta cerrara en marzo de 2020 debido a la pandemia de COVID-19.

Usted no solicitó estos beneficios. Usted es automáticamente elegible para estos beneficios porque la escuela no está en sesión en este momento. La tarjeta se puede usar para comprar alimentos en cualquier lugar donde acepten los beneficios de SNAP/EBT.

La participación en el programa es voluntaria. Si usted elige no participar en el programa, no necesita llamar ni seleccionar un número de PIN.

En tal caso, deseche su tarjeta cortando la banda magnética y bótela de una manera segura.

Estos beneficios solo están destinados a su hogar, usted no puede transferir la tarjeta a otra persona si elige no participar.



Esta institución es un proveedor de igualdad de oportunidades.

CÓMO USAR SU TARJETA EBT (Transferencia Electrónica de Beneficios) TARJETA CONNECT



Use la tarjeta más actualizada con el logo de Quest que está al reverso.

Servicio al Cliente de EBT
1-888-328-2666

Disponible 24 horas al día,
7 días a la semana

Si tiene problemas de audición,
llame al 711

www.ct.gov/dss/ebt

¿CUÁNDO DEBE LLAMAR A SERVICIO AL CLIENTE?

- Para seleccionar o cambiar su PIN
- Inmediatamente, si pierde su tarjeta ó se la roban
- Para revisar su balance
- Si le cobran incorrectamente por “un error del sistema” por una compra, o si un ATM no le da la cantidad correcta de dinero
- Para solicitar una declaración de 2 meses de la información de la transacción

DEPARTAMENTO DE
SERVICIOS SOCIALES

Haciendo la Diferencia

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
SBCH PROGRAM - REIMBURSEMENT AND CON
55 FARMINGTON AVENUE · HARTFORD, CT 06105-3725
Phone: 860-424-5386 Fax: 860-424-4812**

May 6, 2020

Thomaston Public Schools
158 Main Street Level 6
Thomaston, Connecticut 06787

Re: Notice of Amount of Program Reimbursement
Cost Settlement
Thomaston Public Schools
LEA No. SB140
FYE 2018

Dear Francine Coss,

The Department has completed an analysis of your SBCH Cost Report for FY 2018 and has approved it for cost settlement. This letter is your official Notice of Amount of Program Reimbursement for FY 2018 for Thomaston Public Schools.

This cost settlement was calculated using the Random Moment Time Study methodology approved by CMS. The CT General Statute 10-76d requires the Department of Social Services to reimburse LEAs fifty percent of the federal funding for special education and related services, this amount is identified below. The final calculation of the net amount due to the LEA totals **\$298.17** and is summarized below:

Direct Medical Services:

<u>Medicaid</u> <u>Program</u>	<u>Total Cost</u>	<u>Fed %</u>	<u>FFP</u>	<u>DSS Share of</u> <u>FFP (50%)</u>	<u>School District</u> <u>Share of FFP</u> <u>(50%)</u>	<u>Interim</u> <u>Payments</u>	<u>Due</u> <u>to/(from)</u> <u>School</u> <u>District</u>
Totals	\$37,881.68	50.00%	\$18,940.84	\$9,470.42	\$9,470.42	(\$9,172.25)	\$298.17

Transportation Services:

SD is not filing Transportation

A copy of the final cost report is available online at the UMass Medical School SBCH Cost Report website located at <https://cbe.chcf-umms.org/CR/Reports>. Please note, under current federal and state regulations, all records shall be maintained for at least six years.

If there are any questions, please contact me via email at Marie.Femia@ct.gov.

Sincerely,

Marie Femia
Principal Cost Analyst - School Based Child Health Program



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



May 13, 2020

Dear Superintendents,

I am happy to announce that the United States Department of Education has approved the Department's application for funding under the federal CARES Act, Elementary and Secondary School Education Relief (ESSER). The Department was awarded \$111 million in funding, of which \$11.1 million will be reserved for state-level activities, and the balance of \$99.9 million will be distributed to local education agencies (LEAs) based on the proportion of Title I funding they received for fiscal year 2020.

These funds will be an important support for districts as you consider next steps in continuing to provide education in a way that is accessible, equitable and meaningful for the children you serve. The road to recovery for school districts will, in many ways, be unique to the district and most likely include delivering education with a mix of traditional classroom settings along with continuing online, distance learning. We acknowledge that considerable resources will be required for this recovery at the same time as communities and the State are facing significant declines in revenue. We urge you to keep the following priorities in mind as you develop your recovery plans.

1. Ensuring that all students have access to appropriate technology and connectivity;
2. Accessibility to high-quality curriculum that addresses the needs of all learners including students with disabilities;
3. Addressing student learning gaps and safely reopening schools; and
4. Providing social and emotional supports for educators and students as they transition back to school.

Attached you will find a listing of entitlement amounts. A streamlined application will be provided to LEAs shortly, and we encourage you to begin your planning now. The Department is committed to an expedited approval process upon receipt of your application.

In the meantime, if you have any questions please do not hesitate to contact our Chief Financial Officer, Kathy Demsey, at kathy.demsey@ct.gov or at (203) 206-4885.

Sincerely,

A handwritten signature in blue ink, reading "Miguel A. Cardona".

Dr. Miguel A. Cardona
Commissioner of Education



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



May 14, 2020

Mrs. Francine Coss
Superintendent of Schools
Thomaston Public Schools
185 Branch Road
Thomaston, CT 06787

Dear Mrs. Coss:

The Office of Internal Audit has reviewed the Town of Thomaston's fiscal year 2018-2019 audit report, along with the reports on state financial assistance and/or federal awards.

As part of the desk review of these audits, we are required to determine whether audit findings and recommendations have been addressed, and that a corrective action plan has been developed. Attached to this letter you will find a copy of highlighted finding(s) and recommendation(s) that were included in the Town's management letter for the fiscal year that ended June 30, 2019. Findings that have been repeated from the previous year's audit report have been identified with an asterisk (*).

Please forward to this office by May 28, 2020, a corrective action plan developed to comply with the highlighted recommendation(s). This plan should specifically detail your progress and the status of your corrective action(s).

Thank you for your attention to this matter. If you have any questions, please call Tom Markoski at (860) 713-6538 or email Tom.Markoski@ct.gov.

Sincerely,

Nora Chapman,
Supervising Accounts Examiner
Office of Internal Audit

NC:tm

xc: Todd Bendtsen, Business Manager, Thomaston Public Schools
Tom Markoski, Accounts Examiner, CSDE

Attachment

Town of Thomaston, Connecticut

Recommendations to Management
For the Year Ended June 30, 2019

We present for your consideration our comments and recommendations relating to internal controls and other operating and administrative matters, which came to our attention during the course of our audit. Comments and recommendations being repeated from the prior year's audit are identified with an "*".

Board of Education

1. **Financial Close and Related Reconciliations**

Condition:

Currently, the Education Department is not providing the necessary information to facilitate the preparation of general fund and other accounts reconciliation on a timely basis.

Cause and Effect:

The effect of performing and preparing account reconciliation procedures of financial data in a timely basis is critical to ensure that all activity is recorded properly and to detect errors or fraud.

Recommendation:

The Education Department should develop a formal process and related form to provide the Town all financial information to properly record the Education Department's activity. The Town and Education Department should formalize a financial closing process in order to facilitate an effective monthly close as well as a year-end close. The process should include the necessary procedures to be performed and the timeline in order to perform them.

* 2. **Bank Reconciliation for the Education Grants Fund***

Condition:

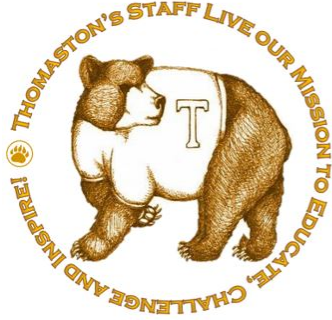
The education grants fund bank reconciliations were not performed during the fiscal year and was not reconciled until after June 30, 2019.

Cause and Effect:

The effect is that a timely bank reconciliations are a critical internal control to ensure that all activity is recorded properly and to detect errors or fraud.

Recommendation:

We recommend that education grants fund be reconciled on a monthly basis and that the reconciliation be reviewed and approved by someone other than the preparer. The review and approval should be formally documented.



THOMASTON PUBLIC SCHOOLS
185 BRANCH ROAD
THOMASTON, CT 06787
860-283-3053
860-283-3096
WWW.THOMASTONSCHOOLS.ORG

FRANCINE COSS, SUPERINTENDENT

Nora Chapman
Supervising Accounts Examiner
Office of Internal Audit
State of Connecticut
Department of Education
PO Box 2219
Hartford, CT 06145

May 27, 2020

Dear Ms. Chapman:

I am in receipt of your letter dated May 14, 2020; please consider this letter my formal response to the same. In your letter, you requested a corrective action plan developed to comply with the two recommendations listed below:

1. Financial Close and Related Reconciliations:

- a. Condition: Currently, the Education Department is not providing the necessary information to facilitate the preparation of general fund and other accounts reconciliation on a timely basis.
- b. Cause and Effect: The effect of performing and preparing account reconciliation procedures of financial data in a timely basis is critical to ensure that all activity is recorded properly and to detect errors or fraud.
- c. Recommendation: The Education Department should develop a formal process and related form to provide the Town all financial information to properly record the Education Department's activity. The Town and Education Department should formalize a financial closing process in order to facilitate an effective monthly close as well as a year-end close. The process should include the necessary procedures and the timeline in order to perform them.

2. Bank Reconciliation for the Education Grants Fund

- a. Condition: The education grants fund bank reconciliations were not performed during the fiscal year and was not reconciled until after June 30, 2019.
- b. Cause and Effect: The effect is that timely bank reconciliations are a critical internal control to ensure that all activity is recorded properly and to detect errors or fraud.

- c. Recommendation: We recommend that the education grants fund be reconciled on a monthly basis and that the reconciliation be reviewed and approved by someone other than the preparer. The review and approval should be formally documented.

In the aforementioned letter, you asked that this plan specifically detail the district's progress and the status of the district's corrective actions.

1. Financial Close and Related Reconciliations:

- a. Corrective Action Progress/Status: On or before June 15, 2020, the Education Department shall develop a formal process and related form to provide the Town all financial information on a monthly basis to properly record the Education Department's activity. On or before June 15, 2020, the Town and Education Department shall formalize a financial closing process in order to facilitate an effective monthly close as well as a year-end close. The formal process shall include the necessary procedures and a timeline of specific deadlines for each step of the formal process.

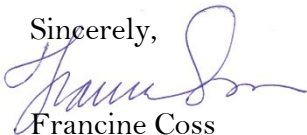
2. Bank Reconciliation for the Education Grants Fund

- a. Corrective Action Progress/Status: On or before July 15, 2020, the education grants fund shall be reconciled on a monthly basis and that reconciliation shall be reviewed and approved by the Thomaston Public Schools Business Manager. The review and approval shall be formally documented in writing and copied to the Superintendent of Schools.

In order to achieve these corrective actions, a reorganization of the Education Department accounting staff shall be implemented on July 1, 2020, whereby the current, combined Accounts Payable Accountant/Payroll Staff Accountant position shall be split into two separate positions: Accounts Payable Accountant and Payroll Staff Accountant. This reorganization of the accounting staff shall reinstitute the staffing levels that had existed in years prior to the conditions described above.

If you have any questions, please contact me or Todd Bendtsen, Business Manager, at 860-283-3053.

Sincerely,



Francine Coss
Superintendent of Schools

Cc: Tom Markoski, Accounts Examiner, CSDE
Thomaston Board of Education
Todd Bendtsen, Business Manager, Thomaston Public Schools
Thomaston Board of Finance
Tracy Decker, Finance Director, Town of Thomaston