

## FREQUENTLY ASKED QUESTIONS

### NONPUBLIC PROJECT COMPLETION REPORT

- Q. What is the Nonpublic Project Completion Report (NPCR)?**
- A. The final fiscal report required to be filed with the Department of Education by each district that received nonpublic funding in the reporting year.
- Q. When are the Nonpublic Project Completion Reports due?**
- A. The report will be due October 14, 2016. In order for the Department to **approve additional funding requests**, it is critical that districts file their reports as soon as possible after the system opens and no later than the filing deadline.
- Q. When reporting the number of students served/services provided, do I enter the numbers upon which my state aid was calculated or do I enter the actual number of services provided/students served?**
- A. Enter the **actual** number of services provided/students served during the year for which the report is being filed.
- Q. By what date must Chapters 192-193 funds be spent?**
- A. Funds must be spent or encumbered by June 30<sup>th</sup> of the funding period, and encumbrances must be liquidated not later than ninety (90) days after the end of the funding period.
- Q. When are refunds due to the Department of Education and how do I submit my refunds?**
- A. Checks are no longer accepted. All refunds due the state will be deducted from state aid. Any checks sent to the state will be returned to the district.
- Q. How do I report my Nonpublic Home Instruction services and expenditures on the automated system?**
- A. There is a section to report Nonpublic Home Instruction services and expenditures for the reporting year. **THIS IS THE ONLY SECTION WHERE HOME INSTRUCTION IS REPORTED.**
- Q. Do I still have to provide copies of the 407-1 forms to the Department to substantiate expenditures for nonpublic home instruction?**
- A. You no longer have to routinely submit these forms to the Department when you report Nonpublic Home Instruction expenditures on your Project Completion

Report. However, the Department may contact you for these forms if you have to resolve a discrepancy between your audit and your Project Completion Report related to Nonpublic Home Instruction expenditures.

**Q. What was the Nonpublic Home Instruction rate in 2015-16?**

A. The home instruction amount for 2015-16 school year was **\$34.62**.