



DATE: August 3, 2022

TO: Independent Charter School Administrators

FROM: Alexander Burke Roberson
Parental Education Options Team

RE: Payment of 2022-23 Independent Charter School Aids

Wisconsin statute s. 118.40 (2r or 2x) specifies the manner in which state aid will be paid to independent charter schools. Independent charter schools receive four state charter schools aid payments in increments of 25% each. The total amount of aid paid to each independent charter school (ICS) is determined by multiplying the eligible full time equivalent (FTE) membership of the school by the per pupil state aid amount. **The 2022-23 per pupil state aid amount for independent charter schools is \$9,264 per FTE.**

To be eligible for state charter school aid payments, the Independent Charter Pupil Count Report (form MC-1567) must be completed and submitted to the department for each of the three count dates listed below. The electronic Independent Charter Pupil Count Report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/2r-membership>. The Independent Charter Pupil Count Report must be completed and submitted according to the instructions on the form or the reports may not be accepted by the department.

Independent charter schools that provided eligible summer school instruction will receive a separate summer school payment in December. Schools that provided eligible summer school instruction must complete the electronic summer school report (ICS-109) by September 15, 2022. This report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/2r-membership>.

To ensure your school's aid is appropriately calculated and paid according to the scheduled pay dates, the department must receive the completed Independent Charter Pupil Count Report on or before the due dates listed and highlighted below. Late or incomplete submission of an Independent Charter Pupil Count Report may result in a delay in the state charter school aid payments. All payments will be made via electronic funds transfer.

(1) September 1, 2022, or first day of school in September
Preliminary September Pupil Count Day

Although actual membership data and annual payment distribution is determined based upon the third Friday in September and the second Friday in January pupil counts, the Preliminary September Count report is used to determine the September payment. **The Independent Charter Pupil Count Report for the Preliminary September Pupil Count must be completed and submitted to the department on or before September 2, 2022.**

(2) September 15, 2022

Summer school report is due for schools that provided eligible summer school instruction during the summer of 2022. The electronic summer school report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/2r-membership>.

(3) September 16, 2022

3rd Friday in September Pupil Count Day

The Independent Charter Pupil Count Report for the 3rd Friday in September count date must be completed and submitted to the department on or before September 23, 2022.

(4) September 19, 2022

The first state aid payment will be made, not to exceed 25% of the 2022-23 anticipated annual distribution. As of this payment, the 2022-23 anticipated annual distribution is based only on the Preliminary September Pupil Count multiplied by the per pupil aid amount.

(5) December 5, 2022

The second state aid payment will be made, not to exceed 50% of the 2022-23 annual distribution, less the amount paid in September which was based on the Preliminary September Pupil Count. As of this payment, the 2022-23 annual distribution is based on the 3rd Friday in September Pupil Count Report.

Schools that provided eligible summer school instruction and submitted the summer school report by September 15 will receive a separate summer school payment on this date.

(6) January 13, 2023

2nd Friday in January Pupil Count Day

The Independent Charter Pupil Count Report for the 2nd Friday in January count date must be completed and submitted to the department on or before January 27, 2023.

(7) February 13, 2023

The third state aid payment will be made, not to exceed 75% of the 2022-23 annual distribution, less the amounts paid in September and December. As of this payment, the 2022-23 annual distribution is based on the average FTE membership of the 3rd Friday in September and the 2nd Friday in January Pupil Count Reports.

(8) May 1, 2023

The membership audits of the 3rd Friday in September 2022 and the 2nd Friday in January 2023 pupil counts for schools receiving payments during the 2022-23 school year are due May 1, 2023. Each school must engage a certified public accounting firm to provide a membership audit of the 2022-23 pupil counts. The final aid payment may be withheld if the audit is not submitted timely.

For questions regarding the audit, schools may direct auditors to the Independent Charter School Membership Audit Program posted at <https://dpi.wi.gov/parental-education-options/charter-schools/current/2r-audit-info> or contact Alexander Burke Roberson at Alexander.Roberson@dpi.wi.gov or [608-266-0452](tel:608-266-0452).

(9) June 5, 2023

The fourth state aid payment will be made, which will be 100% of the 2022-23 annual distribution, less the amounts paid in September, December and February. As of this payment, the 2022-23 annual distribution is based on the average FTE membership of the 3rd Friday in September and 2nd Friday in January Pupil Count Reports. This payment will also be adjusted for findings included in the membership audits.

If you have any questions regarding the submission of count reports, please contact Alexander B. Roberson at Alexander.Roberson@dpi.wi.gov or [608-266-0452](tel:608-266-0452).