



DATE: September 6, 2023
TO: Independent Charter School Administrators
FROM: Alexander Burke Roberson, Parental Education Options Team
RE: Payment of 2023-24 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 2023-24 per pupil state aid amount for independent charter schools is \$11,385 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/ICS-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, 2023. This report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/ICS-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. Reports must be submitted by 4:30pm on the dates listed 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) Enrollment on September 1, 2023

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 by 4:30pm on September 1, 2023.**

(2) September 15, 2023

Summer school report is due by 4:30pm for schools that provided eligible summer school instruction during the summer of 2023. The electronic summer school report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/ICS-membership>.

(3) September 15, 2023

3rd Friday in September Pupil Count Day

Please refer to the *Instructions for the 2023-2024 MC-1567 Independent Charter Pupil Count Report* for

instructions on how to determine attendance for purposes of the 3rd Friday in September Count Report. 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 4:30pm on September 22, 2023.**

(4) September 18, 2023

The first state aid payment will be made, not to exceed 25% of the 2023-24 anticipated annual distribution. As of this payment, the 2023-24 anticipated annual distribution is based only on the Preliminary September Pupil Count multiplied by the per pupil aid amount.

(5) December 4, 2023

The second state aid payment will be made, not to exceed 50% of the 2023-24 annual distribution, less the amount paid in September which was based on the Preliminary September Pupil Count. As of this payment, the 2023-24 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 12, 2024

2nd Friday in January Pupil Count Day

Please refer to the *Instructions for the 2023-2024 MC-1567 Independent Charter Pupil Count Report* for instructions on how to determine attendance for purposes of the 2nd Friday in January Count Report. 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 4:30pm on January 19, 2023.**

(7) February 12, 2024

The third state aid payment will be made, not to exceed 75% of the 2023-24 annual distribution, less the amounts paid in September and December. As of this payment, the 2023-24 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, 2024

The membership audits of the 3rd Friday in September 2023 and the 2nd Friday in January 2024 pupil counts for schools receiving payments during the 2023-24 school year are due by 4:30pm on May 1, 2024. Each school must engage a certified public accounting firm to provide a membership audit of the 2023-24 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/ICS-audit-info> or contact Alexander Burke Roberson at Alexander.Roberson@dpi.wi.gov or [608-266-0452](tel:608-266-0452).

(9) June 3, 2024

The fourth state aid payment will be made, which will be 100% of the 2023-24 annual distribution, less the amounts paid in September, December and February. As of this payment, the 2023-24 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).