

Updated Language for Federal Cash Request System

Portions of the following federal formula grant programs are processed through the Federal Cash Request System.

- Title I, Part A
- Title I School Improvement 1003(a)
- Title I, Part C – Migrant Education
- Title I, Part D – Neglected and Delinquent
- Title II, Part A – Improving Teacher Quality
- Title III, English Language Learners
- Title VI, Rural and Low Income
- IDEA Basic
- IDEA Preschool
- Perkins Vocational and Technical Education
- School Improvement Grant

The Federal Cash Request System (FCR) is designed to allow school districts or educational cooperatives to submit requests for reimbursement of expenditures. Each fiscal year before any payments can be made to the recipients KDE posts the district award notification on the website and the KDE Grants Manager provides the Accounting Analysts with a list of approved allocations for each district by grant program.

Districts must complete their District Funding Assurances, Federal Cash Statement of Assurance, and have their Superintendent send an email to the GMAP System prior to requesting any New Year funds. Educational Cooperatives only need to complete the Federal Cash Statement of Assurance and email it to the fcr.requests@education.ky.gov inbox. Districts/Educational Cooperatives can still request old year funds if their GMAP information isn't completed at the beginning of the New Year.

Federal Cash Requests can be made at any time. To initiate a payment, the school district/educational cooperative completes a Federal Cash Request Form and submits it to the Division of Budget and Financial Management, Accounting Branch in the fcr.requests@education.ky.gov inbox. The form requires the following fields for each program to be completed by the school district or cooperative: district name, reimbursement for actual expenditures through, cash advanced for next 30 days dates (if necessary), approved budget, actual expenditures to date, cash advance amount (if necessary), previous cash received, request this period, and balance to be requested. The form must include an electronic approval signature of the appropriate person (superintendent, finance officer, program coordinator) in the school district or cooperative, their title, and the date the form was completed.

Upon receipt of the request the accounting analyst in the Division of Budget and Financial Management, Accounting Branch, reviews the request to make sure it complies with established FCR guidelines. Once a payment is processed it will be sent directly to the school district or cooperative from the Kentucky State Treasurer's office via check or eft.