



TO: School Leaders
School Title I Coordinator
School Finance Officers

FROM: Jeanie Glover, Chief of Federal Programs

Date: October 18, 2023

RE: FY24 Title I Plan Approval

Revenue Code: H6304310	CFDA/Assistance Listing: 84.010A
Subfund: 201	FAIN:

The Charter Institute at Erskine has been notified of approval of all Title I plan requests from the South Carolina Department of Education (SCDE). Please see your school’s list of currently approved activities listed on your school’s Google sheet on the FY24 Title I tab. All expenditures must follow state and federal regulations and guidelines.

Additionally, the tab labeled “RD” or “Reimbursement Documentation” will have necessary information regarding documentation required to seek reimbursement. Monthly reimbursements will continue to be processed by the Institute and are highly recommended but are optional for schools. As a reminder, submissions for Federal Programs reimbursements are required every quarter for the grants/plans approved by the Institute and the SCDE.

Expenditure Prior-Approval: All expenditures must follow the prior-approval process before any goods/services are purchased, including, but not limited to, procurement, purchase order, contract, etc. All schools seeking reimbursement must submit applicable documentation that was processed prior to purchase via Smart Fusion. Failure to produce accurate required expenditure documents will result in federal programs funding being denied for processing or recouped by the Institute.

Expenditure Reimbursement: All expenditures must follow the reimbursement process after goods/services are received/rendered to receive reimbursement, including, but not limited to, invoice, proof of payment, etc. All schools seeking reimbursement for paid expenditures will need to submit applicable documentation via Smart Fusion. Failure to produce accurate, required documents will result in federal programs funding being denied for processing or recouped by the Institute.

Important Dates: Documentation for expenditures incurred between July 1, 2023, and June 30, 2024, must be submitted via Smart Fusion by **Friday, July 12, 2024**. Documentation for expenditures incurred between July 1, 2024, and September 30, 2024, must be submitted via Smart Fusion by **Friday, October 25, 2024**.