**MEMORANDUM**

**TO:** Local School System Business Managers/Directors of Finance

 Type 5 and Type 2 Charter School Business Managers

 LSU and Southern Lab Business Officials/Directors

 OJJ, LSMSA, NOCCA, and Thrive Academy Business Officials

**FROM:** Katherine Granier, Director

 Division of Education Finance

**DATE:** September 21, 2018

**SUBJECT:** Revision to Career Development Fund (CDF) Payment Schedule

The payment method for the CDF Funds has been revised starting with the September 2018 payments so that rather than monthly, the allocation will be provided in earlier in the school year.

In July and August 2018 the Minimum Foundation Program (MFP) payment included 1/12th of the CDF allocation. Starting with the September 2018 payments, the payment process provides for a one-time total payment in the beginning of the school year and one payment the following spring. In September 2018 the districts and charter/special schools will receive their total minimum $25,000/$10,000 CDF allocation or 75% of their previous year’s CDF allocation, whichever is due, in a single payment. In February 2019, the final CDF allocation will be trued up based on actual course counts. Any additional CDF funds due will be paid in a single payment at that time.

For accounting purposes, the July and August 2018 will now be considered as a base MFP payment and no longer a CDF payment. The September 2018 payment will be provided separately and be equal to the CDF allocation due in this fall payment.

If you have any questions regarding this information, contact the MFP Staff via e-mail at LDOEMFPHelpdesk@la.gov. You may also call the Department's toll-free number at 1-877-453-2721.

KG:TC:mr

Attachment

c: Local School System Superintendents Executive Director, Thrive Academy

 Type 5 and Type 2 Board Presidents Beth Scioneaux, LDOE

Deans, Colleges of LSU and SU Teaway Collins, LDOE

Chief Executive Officer, NOCCA Andrea Kirumba, LDOE

Executive Director, LSMSA