



MFP Forward Funding Request Process

Louisiana Department of Education

August 2023

This document provides answers to questions regarding the MFP Forward Funding process for charter schools with significant student growth above the prior year February student count.

For further information on this guidance, send inquiries to CharterFinanceHelpdesk@la.gov or call the Office of School System Financial Services at 225.342.3617.

Overview

Beginning in July each year, MFP funding for charter schools is calculated on the prior year's February 1 student count. A mid-year adjustment for increases and/or decreases in the October 1 student count anticipated in the current school year will be provided the following March.

If a charter schools experiences a significant increase in students near the beginning of the current school year, a request may be made to the department to receive a temporary increase in MFP funding. If approved, the increased monthly payments will be in effect until the following February. The increased payments will be approved if sufficient documentation is provided to substantiate documented growth in the student count from the prior February 1 count to the upcoming anticipated October 1 count.

Forward Funding requests are due to the department ***no later than close of business August 30, 2023*** to be considered. Upon receipt, requests will be reviewed, and if approved, funding adjustments will begin with the September MFP payments.

The following March, monthly payments made to date will be reconciled to the actual October 1 and February 1 student counts through the Mid-Year Adjustments. Payments for the remainder of the fiscal year will be adjusted, upward or downward, accordingly.

Requesting Increase in Payments

To apply for temporary increased monthly payments for documented student growth, locate the required forms in the [Charter School Library](#) and submit the following:

- **Request Form** – Complete the form to include:
 - 1) Total student count for which additional funding is requested,
 - 2) Summarize the reason for the student enrollment increase beyond the prior year February 1 count (i.e., added a grade),

- 3) Certify that a complete registration package exists for each student included in the requested count, and
 - 4) School Leader signature
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- **Authorization To Access Student Data Form** - Using the [attached form](#), complete the required information to give the department staff permission to review the student data submitted
Do not submit Personally Identifiable Information unless accompanied by the attached authorization form. The department will not be able to utilize the data.
 - **Password Protected Listing of Students** - A password protected electronic listing (Excel format) of the student data (names/address/birth date/city or parish residency) sorted by grade, with the total number for each grade (all grades, K-12, not just the students over the prior year February 1 count) must be submitted.
 - **Password Protected Listing of Students** - Provide the password in a separate email

Submission Instructions

Email a scanned copy of the Request Form, Authorization to Access Student Data form, and the password protected student level supporting documentation to CharterFinanceHelpdesk@la.gov.

Send the password to the student level file in a separate email to CharterFinanceHelpdesk@la.gov.