

ESSER II Voluntary Reversal

Process Outline

Process to voluntary return unexpended ESSER II funds to the NCDPI

Purpose

To outline the process that PSUs should follow to return PRC 176, 177, or 178 from ESSER II Funds to the NCDPI.

Process

1. Complete the fillable request letter attached to the email that was sent on June 7th, 2023.
 - a. Review the [Request Letter Guidance](#)
2. In the body of the letter, make sure you provide the **total** amount of money that you are requesting to return to the NCDPI
3. Outline the requests by PRC on the table within the body of the letter
4. The letter must be signed by the Superintendent (traditional LEAs) or the Executive Director (charter schools)
5. Once the form has been signed, save it using the following naming conventions:
 - a. Notice of Funds Reversal_PSUName_MMDDYY
 - i. e.g.: Notice of Funds Reversal_JunioCountySchools_060523
6. **Attach the signed and saved letter to an email and send the email to the following people:**
 - a. NCDPI Financial and Business Services Contact
 - i. Kristie Weber (Kristie.Weber@dpi.nc.gov)
 - b. Office of Learning Recovery and Acceleration Director
 - i. Rachel Wright Junio (rachel.wrightjunio@dpi.nc.gov)
 - c. Regional Federal Programs Section Chief
 - i. East: Melissa Eddy (melissa.eddy@dpi.nc.gov)
 - ii. West: Alex Charles (alex.charles@dpi.nc.gov)
7. Funds will be pulled back from the PSU within 10 business days

Request Letter Guidance

1. You may choose to use the fillable PDF, Word Document attached to the email that you received, or utilize the [Google Document Version](#) of the the letter
 - a. If you use the PDF, follow the steps below
 - b. If you use the Word document, please ensure that the eSignature of the Superintendent or Charter School Executive Director is included
 - c. The signed request letter should be added to PSU letterhead
2. It is best to open the fillable letter in Adobe Acrobat. This will allow you to hover over the fields for prompts. It will also allow you to e-sign the letter.
3. Enter the PSU Name and three-digit PSU number on the first line
4. Enter the street address on the second line.
5. Enter the City, State, and Zip Code of the PSU on the third line.
6. Enter the **PSU name and three-digit PSU number** in the first field in the letter body.
7. Enter the **total amount** of funding that the PSU is returning in the second field.
8. Enter the PSU name in the first field of the second paragraph.
9. Provide the PSU's reasoning for returning the remaining funds in the second and third fields in the second paragraph.
 - a. The second field is to provide additional space and is not required
10. Provide a working telephone number and email address in the final two fields in the body of the letter.
11. In the table, enter the PRC Number, the amount you are returning from that PRC, and **the reason for return for each PRC**.
12. If you are returning funds from more than one PRC, please add it to the subsequent rows in the table.
 - a. For example, if I am returning \$10,000 from PRC 176 and \$10,000 from PRC 177 my table would look like this:
 - b.

PRC Number	Dollar Amount to Return	Reason for Return
PRC 176	\$10,000	Inability to recruit staff
PRC 177	\$10,000	Difficulties securing transportation

13. Sign the letter using the e-signature feature in Adobe

a. Please note that Superintendents should sign the letter for traditional LEAs

b. Executive Directors should sign the letter for charter schools

14. Enter the title of the signee in the field under the signature box

Fillable Letter [Google Doc Version]

[PSU Name]

[Street Address]

[City, State Zip Code]

[Date]

North Carolina Department of Public Instruction

Attn: Office of Financial and Business Services

301 N. Wilmington St.

Raleigh, NC 27601

To Whom It May Concern:

[Insert district or charter name AND #] requests that [enter TOTAL dollar amount] of ESSER II funds be returned to the North Carolina Department of Public Instruction to reallocate as authorized by the North Carolina State Board of Education (see table below).

[Insert district or charter name & #] is unable to expend these funds due to [provide general reasoning for returning funds to NCDPI].

I can be reached at [enter telephone number] or [enter email address] if there are any questions.

Table 1: Amount of Money to Return to NCDPI by PRC

PRC Number	Dollar Amount to Return	Reason for Return by Program

Sincerely,

[Title (Superintendent ONLY for LEAs or Charter School Executive Director)]