



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

August 15, 2018

Mr. Travis Dempsey
Superintendent
Gadsden Independent Schools
P.O. Drawer 70
Anthony, NM 88021

Dear Superintendent Dempsey:

Gadsden Independent Schools (LEA) is eligible to receive reimbursement for approved Dual Credit Instructional Materials (DCIM). The DCIM allocation for the 2018-2019 school year is **\$28,103.00** which is 85% of the eligible allocation. Gadsden Independent Schools may qualify to receive an allocation adjustment, pending program compliance (see attached DCIM FY 2019 Allocation Guidelines).

In a case of non-compliance, the state reserves the right to rescind the LEA's initial allocation amount and redistribute the initial allocation of funds to LEAs that are determined to be in compliance. To maintain compliance and eligibility for receiving DCIM funding, please abide by the set schedule and ensure you have submitted your Student Teacher Accountability Reporting System (STARS) enrollment data. If these requirements are not met, the Public Education Department (PED) reserves the right to rescind your award amount in its entirety.

As noted in 6.30.7.8 of the New Mexico Administrative Code, the LEAs must pay the cost of the required textbooks for dual credit students. Gadsden Independent Schools may immediately begin to establish budget authority by submitting a Budget Adjustment Request (BAR) upon receipt of this letter. Please adhere to the following schedule for accessing DCIM reimbursement funds for initial allocation:

- No-later than November 16, 2018 - Submit BAR to establish budget authority; using **fund code 27103 and revenue code 43202**.
- No-later than March 8, 2019 - Submit Request for Reimbursement (RfR) to avoid forfeiture of initial allocation.

The funding for this state appropriation expires June 30, 2019. The deadline for final request for reimbursement submission is July 8, 2019. No extensions are permitted. When requesting reimbursement, please use fund code 27103 and include the following as supporting documentation:

- System-generated detailed general ledger expenditure report
- Receipts for total cost
- Name of textbook(s) and/or material(s)
- Name of postsecondary institution and course
- STARS course code and STARS course title

If you have any questions regarding DCIM, please contact the College and Career Readiness Bureau by calling or emailing Marc Duske, Dual Credit Administrator at (505) 827-6729 or marc.duske@state.nm.us. If you have questions regarding your reimbursement, please contact Susan Lucero, Bureau Chief, Fiscal Grants Management at (505) 827-3848.

Regards,

Marian K. Rael
Acting Deputy Secretary, Finance and Operations

MR/EP/mbd/sgl

Enc.: DCIMFY2019 Allocation Guidelines

cc: Ludym Martinez, Associate Superintendent of Finance, Gadsden Independent Schools