



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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RYAN STEWART, Ed.L.D.
SECRETARY DESIGNATE OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

September 30, 2019

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 funding of approved Dual Credit Instructional Materials (DCIM) for FY2019-2020.

The DCIM allocation for the 2019-2020 school year is **\$47,130.00** which is 100% of the eligible allocation. The state reserves the right to rescind a LEA's allocation amount and redistribute the funds to LEAs that are compliant. To maintain compliance and eligibility for receiving DCIM funding, please abide by the schedule, as noted within the following paragraph, for expenditures and claims, 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 the allocation:

- No later than November 1, 2019 - Submit BAR to establish budget authority; using **fund code 27103 and revenue code 43202**.
- No later than March 1, 2020 - Submit Request for Reimbursement (RfR) to avoid forfeiture of initial allocation.

- Any unused funds that remain after March 1, 2020 will be forfeited.
- Rescinded funds will be redistributed to those LEAs expending at least 90% of the initial award and requesting additional funds. Redistribution awards are dependent upon availability of additional funds and are not guaranteed.
- If the LEA is in need of additional funding, the DCIM fund 27103 Final Rectification Form must be filled out and emailed to jaime.cherry@state.nm.us no later than March 1, 2020.

The funding for this state allocation expires June 30, 2020. The deadline for final request for reimbursement submission is July 7, 2020. 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 courses
- 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 Jaime Cherry, Dual Credit Administrator at (505) 827-6712 or jaime.cherry@state.nm.us. If you have questions regarding your reimbursement, please contact Susan Lucero, Bureau Chief, Fiscal Grants Management at (505) 827-3848.

Respectfully,



Adán Delgado
Deputy Secretary, Finance and Operations

AD/EP/jc/mr/sgl/as

Enc.: DCIM FY 2020 Allocation Guidelines
DCIM FUND 27103 Final Rectification Form

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