



**STATE OF CONNECTICUT**  
*DEPARTMENT OF EDUCATION*



April 3, 2023

Dear Superintendents and Business Managers,

Effective July 1, 2023, the State Department of Education (SDE) will be shifting from the existing prepayment model to reimbursement in the electronic grants management system (eGMS). This will be a change in how districts access their state and federal grant funds in eGMS, as they will no longer be allowed to draw funds down in advance of their expenditure.

Unlike the current practice of drawing down funds on a mostly monthly basis in anticipation of expenditure, districts will draw funds down on a reimbursement basis, meaning funds will already have been spent at the local level. To facilitate districts' access to funds in a timely manner, drawdowns will be allowed on a weekly basis to ensure districts do not face cash flow concerns.

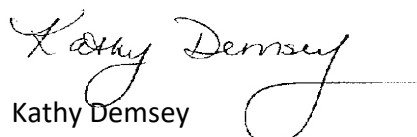
This change will allow the SDE to better track expenditures and better ensure our ability to meet state and federal reporting requirements. Actual expenditures currently being reported on a quarterly basis will now be required each time a fund request is submitted, and requests cannot exceed actual expenditures reported. Continuous reporting of actual expenditures should reduce the annual reporting burden and alleviate any cash flow concerns. We have already begun processing fund requests as frequently as once per week. Please note this does not change the timelines for expenditure of state or federal grant funds. The availability of state grant funds will also continue to be subject to SDE's quarterly funding availability.

Importantly, to ensure uninterrupted access to federal grant funds, districts need to keep an active entity registration in SAM.gov. For districts that have not yet provided a valid Unique Entity Identifier (UEI), please do so immediately. If your district utilizes the UEI assigned to your municipality, please provide that UEI to the SDE immediately if you have yet to do so.

During this transition process, we would like to ask districts to assist us with testing the system changes. Anyone wishing to serve on an informal advisory committee should contact Roger Persson, Chief of Fiscal/Administrative Services, at [roger.persson@ct.gov](mailto:roger.persson@ct.gov). Additionally, once the necessary changes have been made in eGMS, training sessions will be scheduled.

Thank you for your patience as we make this transition, which we think will better serve all districts and enhance the efficiency of the grant payment process.

Sincerely,

  
Kathy Demsey  
Chief Financial Officer