# Nonclassroom-Based Funding Determination Form Instruction Guide

**Version 5.0 | Fiscal Year 2023–24**

California Department of Education | Charter Schools Division

Phone: 916-322-6029 | Email: [FundingDeterminations@cde.ca.gov](mailto:FundingDeterminations@cde.ca.gov)

## Revision History

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v 5.0 | 12/2023 | All Sections | Updates for the 2023–24 fiscal year and the web-based form |
| v 4.1 | 12/2022 | All Sections | Updates to email address |
| v 4.0 | 10/2022 | All Sections | Updates for the 2022–23 fiscal year |
| v 3.0 | 11/2021 | All Sections | Updates for the 2021–22 fiscal year |
| v 2.0 | 11/2020 | All Sections | Updates per Senate Bills 98 and 820 |
| v 1.0 | 10/2019 | All Sections | Document created |

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## Glossary

Below is an alphabetical list of acronyms, initialisms, and terms that are frequently referenced throughout this document.

* ACCS: Advisory Commission on Character Schools
* ADA: Average Daily Attendance
* *CCR*: *California Code of Regulations*
* CDE: California Department of Education
* CSAM: California School Accounting Manual
* CSD: Charter Schools Division
* CTC: Commission on Teacher Credentialing
* *EC*: California *Education Code*
* FDF: Funding Determination Form
* FTE: Full-Time Equivalent
* FY: Fiscal Year
* LCFF: Local Control Funding Formula
* LEA: Local Educational Agency
* NCB: Nonclassroom-Based
* P-2: Second Principal
* PCSGP: Public Charter School Grant Program
* PTR: Pupil-Teacher Ratio
* SBE: California State Board of Education

## Overview

This section addresses the who, what, when, where, and why of the determination of funding process and the Funding Determination Form (FDF). Questions not addressed in this section should be sent to the California Department of Education (CDE), Charter Schools Division (CSD) via email at [FundingDeterminations@cde.ca.gov](mailto:FundingDeterminations@cde.ca.gov).

### Who

#### Who is required to submit an NCB determination request?

##### New NCB Charter Schools

New nonclassroom-based (NCB) charter schools must submit a funding determination request to receive funding for NCB average daily attendance (ADA).

The CDE notes that from January 1, 2020, to January 1, 2026, the approval of the petition for the establishment of a new charter school, as defined by California *Education Code* (*EC*)Section 47612.5(e)(2), is prohibited. Additional information on this subject is available at [Temporary Prohibition on New NCB Charter Schools](https://www.cde.ca.gov/sp/ch/ncbmoratorium.asp).

##### Existing NCB Charter Schools

To continue receiving funding for NCB ADA, existing NCB charter schools whose funding determination expires at the end of fiscal year (FY) 2023–24 must submit a funding determination request by February 1, 2024, pursuant to *California Code of Regulations*,Title 5 (5 *CCR*) Section 11963.6(c).

##### Combination Charter Schools

For charter schools who offer a combination of classroom-based and NCB instruction, and whose NCB ADA is near 20 percent of the school’s total ADA, the CDE recommends obtaining a funding determination in the event that the school’s NCB ADA increases unexpectedly, which, without a funding determination, would result in the school becoming ineligible to receive funding for NCB ADA.

### What

#### What financial information does a charter school use to complete the Funding Determination Form?

##### New NCB Charter Schools

A new NCB charter school uses its July 1 budget estimates from its first year of operation.

Generally, the total revenues, expenditures, and fund balances reported on the FDF should agree with the charter school’s July 1 preliminary budget that was filed with its charter authorizer, pursuant to *EC* Section 47604.33(a).

The CDE notes that from January 1, 2020, to January 1, 2026, the approval of the petition for the establishment of a new charter school, as defined by *EC* Section 47612.5(e)(2), is prohibited. Additional information on this subject is available at [Temporary Prohibition on New NCB Charter Schools](https://www.cde.ca.gov/sp/ch/ncbmoratorium.asp).

##### Existing NCB Charter Schools with a Funding Determination in the Prior Year

An existing NCB charter school uses its annual independent financial audit report data from the FY prior to the FY in which the charter school’s funding determination will expire. This means that a school whose funding determination expires at the end of FY 2023–24 should use audited data from FY 2022–23 to complete the FDF.

Generally, the total revenues, expenditures, and fund balance that are reported on the FDF should agree with the total revenues, expenditures, and fund balance from the charter school’s audited financial data.

##### Existing Charter Schools Without a Funding Determination in the Prior Year

An existing charter school that did not have a funding determination in the prior year uses current year budget data to complete the FDF.

##### Both New and Existing Charter Schools

**Important:** For both new and existing charter schools, the CDE may request additional information to complete its review of a charter school’s FDF or to develop a reasonable basis for a recommendation. With the consent of the State Superintendent of Public Instruction, the request for additional information shall be considered a reasonable inquiry to which the charter school must respond, pursuant to *EC* Section 47604.3 and 5 *CCR* Section 11963.4(b).

#### What happens after a charter school submits an NCB funding determination request?

When a timely and complete funding determination request is received and reviewed by the CDE, the CDE forwards its recommendation to the Advisory Commission on Charter Schools (ACCS). The ACCS then reviews the funding determination request at a public meeting and provides its own recommendation. Both the ACCS’s and CDE’s recommendations are forwarded to the California State Board of Education (SBE) for final action. The CDE does not review or process funding determination requests that are incomplete or filed past the regulatory reporting deadlines.

Pursuant to 5 *CCR* Section 11963.4(b), the ACCS and/or the CDE may ask the charter school to provide additional information to make possible a more detailed review.

### When

#### When is a charter school required to submit an NCB funding determination request?

##### New NCB Charter Schools

Pursuant to 5 *CCR* Section 11963.6(a), new charter schools are required to submit the funding determination request by December 1 of their first year of operation.

An NCB funding determination request submitted after the deadline is considered delinquent and will not be reviewed by the CDE. A delinquent request must be accompanied by an SBE-approved waiver to waive the regulatory deadline. Information regarding obtaining waivers is available at [Waivers](https://www.cde.ca.gov/re/lr/wr/).

Ninety days after its first year of operation, a new NCB charter school shall also submit unaudited actual expense reports and an FDF based on the school’s second-year budget, pursuant to 5 *CCR* Section 11963.6(a). The CDE refers to this submission as the 90 Day Report.

The CDE notes that from January 1, 2020, to January 1, 2026, the approval of the petition for the establishment of a new charter school, as defined by *EC* Section 47612.5(e)(2), is prohibited. Additional information on this subject is available at [Temporary Prohibition on New NCB Charter Schools](https://www.cde.ca.gov/sp/ch/ncbmoratorium.asp).

##### Existing NCB Charter Schools with a Funding Determination in the Prior Year

Pursuant to 5 *CCR* Section 11963.6(c), NCB charter schools that had a funding determination in the prior year must submit a funding determination by February 1 of the fiscal year prior to the year the funding determination will be effective; NCB charter schools whose funding determination expires at the end of fiscal year 2023–24 must submit a funding determination by February 1, 2024.

An NCB funding determination request submitted after the deadline is considered delinquent and will not be reviewed by the CDE. A delinquent request must be accompanied by an SBE-approved waiver to waive the regulatory deadline. Information regarding obtaining waivers is available at [Waivers](https://www.cde.ca.gov/re/lr/wr/).

##### Existing Charter Schools Without a Funding Determination in the Prior Year

To avoid interruptions to funding, existing charter schools without a funding determination in the prior year must submit their NCB funding determination requests by certain dates to be placed on the ACCS and SBE meeting agendas. NCB funding determination requests will be agendized according to the table below. The deadlines provide CDE staff adequate time to review all FDFs received as well as allow the requests to be heard first at the ACCS meeting occurring the month before each SBE meeting. These deadlines do not override the deadlines outlined in 5 *CCR* Section 11963.6(a) and (c).

Funding Determination Deadlines for Existing Charter Schools Without a Funding Determination in the Prior Year

| **Deadline for CDE  Receipt of FDF** | **ACCS  Meeting Date** | **SBE  Meeting Date** |
| --- | --- | --- |
| February 1, 2024 | April 9, 2024 | May 8–9, 2024 |
| April 1, 2024 | June 4, 2024 | July 10–11, 2024 |
| June 1, 2024 | August 6, 2024 | September 11–12, 2024 |
| August 1, 2024 | October 8, 2024 | November 13–14, 2024 |

Waivers to submit funding determination requests after the deadlines will not be required for existing classroom-based charter schools seeking a funding determination for the first time.

### Where

#### Where does a charter school submit an NCB funding determination request?

The FDF is available at [Nonclassroom-Based Determination of Funding](https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp). After the school completes the FDF and selects Submit, the FDF will automatically be sent to the CDE.

### Why

#### Why must a charter school submit an NCB funding determination request?

Without an SBE-approved funding determination, a charter school may not be eligible for funding for any of its NCB ADA.

## Local Control Funding Formula Impacts

There may be a significant fiscal impact to an NCB charter school’s Local Control Funding Formula (LCFF) funding if a determination of funding request is not submitted timely.

A charter school requesting funding for its NCB ADA for FY 2023–24 must have a funding determination request approved by the SBE by its January 2024 meeting. Otherwise, the CDE will not disburse LCFF funds to the charter school for any of its NCB ADA beginning with the First Principal (P-1) Apportionment for FY 2023–24. To receive disbursement of LCFF funds for NCB ADA for the P-2 Apportionment for FY 2023–24, the funding determination must be approved by the SBE by its May 2024 meeting.

A charter school requesting funding for its NCB ADA for FY 2024–25 must have a funding determination request approved by the SBE by its January 2025 meeting. Otherwise, the CDE will not disburse LCFF funds to the charter school for any of its NCB ADA beginning with the First Principal (P-1) Apportionment for FY 2024–25. To receive disbursement of LCFF funds for NCB ADA for the Second Principal (P-2) Apportionment for FY 2024–25, the funding determination must be approved by the SBE by its May 2025 meeting.

Funding may be adjusted after a funding determination is approved. However, any funding withheld at the 2024–25 P-2 Apportionment will not be adjusted until the following FY, at the 2025–26 P-1 Apportionment certified in February 2026. The charter school’s following FY Advance Apportionment funding will also be impacted. Other ADA-driven funding for charter schools, such as lottery funding, may be impacted as well.

Additional information about the Principal Apportionment processes and timelines is available at [Fiscal Calendars](http://www.cde.ca.gov/re/ca/fc).

Questions regarding the implications to LCFF funding should be directed to the CDE School Fiscal Services Division by email at [PASE@cde.ca.gov](mailto:pase@cde.ca.gov).

## Funding Determination Form Instructions

This section is intended to provide detailed instructions for completing the FDF.

**New!** The CDE is excited to announce that the FDF is now entirely web-based. Portable Document Format (PDF) versions of the form will not be accepted.

The FDF contains the following sections:

* [Charter School Information](#_Charter_School_Information)
* [Funding Determination Request Information](#_Funding_Determination_Request)
* [Financial Information](#_Financial_Information)
* [Pupil-Teacher Ratio](#_Pupil-Teacher_Ratio)
* [Funding Determination Calculations](#_Funding_Determination_Calculations)
* [Supplemental Information](#_Supplemental_Information)
* [Mitigating Circumstances](#_Mitigating_Circumstances)
* [Additional Information](#_Additional_Information)
* [Certification](#_Certification)

Once you begin the form, you can save and return to it at any time by selecting the **Save For Later** button at the bottom of each page. You will be provided a unique URL (web address) for entrance back into the form (this URL is the only way back into the saved form). Please note that the **Save For Later** button should only be selected if you are taking a break from filling out the form; it is not necessary to select the **Save For Later** button each time before selecting the **Next** button. To return to a previous page of the form, use the back button located at the bottom of the page; do not use the web browser’s back button. Using the web browser’s back button may cause an error on the form; if this error occurs, use the refresh button on the web browser.

The submission of the form requires a certification from the charter school's director, principal, or governing board chairperson pursuant to 5 *CCR* Section 11963.3(b)(1). You will have the opportunity to print a copy of the form for your records before submitting it.

Please send any questions regarding the form to the CDE Charter Schools Division via email at [FundingDeterminations@cde.ca.gov](mailto:FundingDeterminations@cde.ca.gov).

### Charter School Information

Complete all information fields listed in the Charter School Information section. The data requested in this section are detailed in 5 *CCR* sections 11963.3(a)(1) to (4).

### Funding Determination Request Information

Indicate whether the school is requesting the reconsideration of a previously approved funding determination, pursuant to 5 *CCR* Section 11963.6(g):

If, during the effective period of a determination of funding, a charter school wishes to seek a higher or lower determination of funding, it shall do so by the filing of a new determination of funding request. During the effective period of a charter school's determination of funding, no more than one additional determination of funding request (which would replace the determination of funding then in effect) may be submitted by the charter school in the same fiscal year.

Indicate the funding determination percentage the charter school is requesting, the number of years of funding that is being requested, and the beginning period of the request. Pursuant to 5 *CCR* Section 11963.6(a), a new charter school shall only be approved for a funding determination period of two years. Pursuant to 5 *CCR* Section 11963.6(c), an existing charter school shall only be approved for a funding determination period of at least two years and a maximum of five years.

For schools whose funding determination expires in FY 2023–24 and are requesting a renewal of their funding determination, the beginning period of the request would be FY 2024–25.

Indicate the source data used to complete the form. For schools whose funding determination expires in FY 2023–24 and are requesting a renewal of their funding determination, the source data should be audited data from FY 2022–23. Existing charter schools without a funding determination in the prior year use current-year budget data as the source data to complete the form.

### Financial Information

The data collected in this section is used as the basis for determining the eligible funding determination percentage, pursuant to 5 *CCR* Section 11963.4. For assistance with the definitions needed to complete this section, refer to the definitions outlined in the California School Accounting Manual (CSAM), which is available at [Definitions, Instructions, and Procedures](https://www.cde.ca.gov/fg/ac/sa).

Resources are categorized into four major revenue object classifications: Federal, State, Local, and Other Financing Sources. The data requested in this section are detailed in 5 *CCR* sections 11963.3(a)(5)(A) and (6).

#### Revenues and Other Resources

##### Federal Revenues (CSAM Object Codes 8100–8299 and Resource Codes 3000-5999)

Federal revenues include federal programs such as Special Education and other federally funded programs.

Federal revenues from the Public Charter Schools Grant Program (PCSGP) must be reported in both the Federal Revenues and PCSGP Funds fields.

PCSGP funds are excluded from the total public revenues calculation, pursuant to 5 *CCR* Section 11963.3(c)(1)(D), but not the total revenues calculation.

##### State Revenues (CSAM Object Codes 8010–8099 and 8300–8599)

State revenues include LCFF funding (e.g., State Aid, Education Protection Account, In-Lieu of Property Taxes, and any additional state aid for Minimum State Aid); Lottery Funds; Assembly Bill 602 Special Education Funds; School Facilities Grant Funds; and any other state funded resources.

In-Lieu of Property Taxes must be reported in both the State Revenues and the In-Lieu of Property Taxes fields.

##### Local Revenues (CSAM Object Codes 8600–8799)

Local revenues include interest income, donations, fundraising proceeds, and other local revenue resources. Local revenues do not include the In-Lieu of Property Taxes calculated under the LCFF.

##### Other Financing Sources (CSAM Object Codes 8900–8979)

Other financing sources include proceeds from property sales, loans, and other financing resources.

##### Total Revenues

Total revenues include the sum of the charter school’s federal revenues (including PCSGP funds), state revenues, in-lieu of property taxes, local revenues, and other financing sources.

#### Total Expenditures and Other Uses

Expenditures are categorized into four major activities: Instruction and Related Services; Operations and Facilities; Administration and All Other Activities; and Other Outgo and Other Financing Uses.

##### Instruction and Related Services

The data requested in this section are detailed in 5 *CCR* sections 11963.3(a)(5)(B) and (6).

Pursuant to 5 *CCR* Section 11963(a)(5)(B), instruction and related services include the following:

* Activities dealing with the interaction between teaching staff and students, without regard to the instructional location or medium
* Services that provide administrative, technical, and logistical support to facilitate and enhance instruction
* Services in direct support of students
* School-sponsored extra-curricular or co-curricular activities designed to provide motivation and enjoyment and improvement of skills
* Instructional materials, supplies, and equipment

Pursuant to 5 *CCR* Section 11963.3(c)(1), certificated salaries and benefits include all employees who possess a valid teaching certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold issued by the Commission on Teacher Credentialing (CTC) and who work in the charter school in a position required to provide direct instruction or direct instructional support to students.

Pursuant to 5 *CCR* Section 11963(c)(1)(A), these employees include special education teachers who possess a valid teaching certificate, permit, or other document equivalent to that which special education teachers in non-charter public schools would be required to hold issued by the CTC, and who provide direct instruction or direct instructional support to pupils of the charter school pursuant to a contract with a public or private entity.

Pursuant to 5 *CCR* Section 11963(c)(1)(B), these employees include individuals who possess a valid certificate, permit, or other document equivalent to that which the individuals would be required to possess in a non-charter public school, issued by the Commission on Teacher Credentialing, and who are employed by a local education agency (LEA), provided all of the following conditions are met: the LEA is the employer of all the charter school's staff; the governing board of the LEA is the governing authority for the charter school (i.e., the charter school is not a corporate entity separate from the LEA); and the LEA's employees are assigned exclusively to work at the charter school providing direct instruction or direct instructional support to students or, to the extent that the LEA's employees are assigned to work at the charter school on a part-time basis, the charter school pays for the services rendered by the employee providing direct instruction or direct instructional support to students on a documented, fee-for-service basis and not, for example, on the basis of a fixed annual amount, fixed percentage of average daily attendance revenue, or other basis that is not related to documented services actually rendered to the charter school. Under no circumstances shall certificated employees of an LEA be considered employees of a charter school for purposes of this subparagraph unless the charter school pays for the services rendered by the LEA's employees on a documented, fee-for-service basis.

Pursuant to 5 *CCR* Section 11963(c)(1)(C), for purposes of this section, certificated salaries and benefits also include qualified persons that provide direct instruction or direct instructional support, that are hired directly by the charter school through an employment services contract based on a documented, fee-for-service basis.

Classified salaries and benefits include positions that do not require a credential or permit issued by the CTC.

##### Operations and Facilities

The data requested in this section are detailed in 5 *CCR* sections 11963.3(a)(5)(C) and (6).

Pursuant to 5 *CCR* sections 11963.3(a)(5)(C), operations and facilities include expenditures for the following;

* Activities concerned with securing and keeping open and working the physical plants, grounds, and equipment necessary for the operation of the school
* Facility rents, leases, and utilities
* Facilities acquisition and construction

###### Allowable Facility Costs

Pursuant to 5 *CCR* Section 11963.3(b)(7):

To the extent that a charter school desires to have facility costs considered as an instructional cost, the total annual facility-related and operational cost, total facility square footage occupied by the charter school, total classroom-based average daily attendance (if applicable) as reported at the prior-year second principal apportionment, and the total student hours attended by NCB pupils at the school site shall be provided.

Use time logs or other auditable documentation to support the hours NCB students participated in activities at the school site. Determine the total hours of student attendance on site for the year, which equates to the number of students multiplied by the number of hours each student attended a class or meeting on the school site.

An equivalent ADA is equal to the total student hours attended by NCB students divided by 868 and added to the total classroom-based ADA. However, the student hours attended by an individual NCB student may not exceed the equivalent of one ADA.

The portion of allowable facility costs that can be allowed as instruction-related costs is limited to the lesser of the total charter school’s operations and facilities costs or the total (classroom-based plus equivalent student hours) allowable ADA calculated at $1,000 per equivalent ADA.

##### Administration and All Other Activities

The data requested in this section are detailed in 5 *CCR* sections 11963.3(a)(5)(D) and (6).

Pursuant to 5 *CCR* sections 11963.3(a)(5)(D), the school's total expenditures for administration and all other activities include the following:

* Activities concerned with establishing and administering policy for operating the entire charter school, such as the governing board, director, and administrative staff
* Other general administration activities, such as payroll and accounting services, auditing and legal services, property and liability insurance, personnel, charter-wide telephone service, and data processing services
* Supervisorial oversight fees charged by the chartering authority
* Other expenditures not reported elsewhere, such as those for community services and enterprise activities and cumulative administrative overhead from related party transactions

##### Other Outgo and Other Financing Uses

Pursuant to 5 *CCR* sections 11963.3(a)(5)(E), report other outgo and other uses, including debt service payments and transfers.

If transfers to LEAs or all other transfers and outgo are reported, describe the nature of the transaction(s) and identify the accounts or entities involved in the transfer(s).

#### Revenues Over Expenditures – Surplus or (Deficit)

The data requested in this section are detailed in 5 *CCR* Section 11963.3(a)(5)(F).

An operating surplus is reported when total resources exceed total expenditures. An operating deficit occurs when the total expenditures exceed total resources.

#### Beginning Fund Balance

The data requested in this section are detailed in 5 *CCR* Section 11963.3(a)(5)(A).

The beginning fund balance is the ending balance from the prior fiscal year.

#### Ending Fund Balance

The data requested in this section are detailed in 5 *CCR* Section 11963.3(a)(5)(F).

The ending fund balance is equal to the ending fund balance from the prior FY plus the current FY’s operating surplus or operating deficit. The ending fund balance is further separated into reserve components.

#### Reserves

The data requested in this section are detailed in 5 *CCR* Section 11963.3(a)(5)(F).

##### Designated for Economic Uncertainties

Enter the amount set aside by the charter school as reserves for economic uncertainties.

If these reserves are reported in excess of the greater of $50,000 or five percent of total expenditures, the school must explain on the following page why reserves are maintained at that level, pursuant to 5 *CCR* Section 11963.3(a)(5)(F).

##### Facilities Acquisition or Capital Projects

Enter the amount set aside by the charter school for the purchase of a facility or leasehold capital improvements.

If these reserves are reported in excess of the greater of $50,000 or five percent of total expenditures, the school must explain on the following page why reserves are maintained at that level, pursuant to 5 *CCR* Section 11963.3(a)(5)(F).

##### Reserves Required by Charter Authorizer

Enter the amount set aside by the charter school for the additional reserves agreed to with the chartering authority.

##### Other Reserves

Enter all other reserves set aside by the charter school for other purposes.

If applicable, explain the purpose for these reserves.

##### Unassigned/Unappropriated Fund Balance

Enter the unobligated reserves that have not been set aside by the charter school.

The school may provide an explanation for the school’s unassigned/unappropriated fund balance and details regarding the school’s plans for these funds.

##### Total

This is the sum of the charter school’s total reserves. The amount must agree with the ending fund balance unless the ending fund balance is negative.

### Pupil-Teacher Ratio

The data requested in this section are detailed in *EC* section 51745.6, 5 *CCR* Section 11704, and 5 *CCR* Section 11963.3(b)(2) and (8).

The ratio of ADA for independent study pupils to full-time equivalent (FTE) certificated employees responsible for independent study shall not exceed a pupil-teacher ratio (PTR) of 25:1 or the ratio of pupils to FTE certificated employees for all other educational programs operated by the largest unified school district in the county or counties in which the charter school operates.

Report the number of FTE employees who possess a valid teaching certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold issued by the CTC and who work in the charter school in a position required to provide direct instruction or direct instructional support to students.

For purposes of this requirement, direct instructional support includes activities that are directly related to student instruction that are performed by qualified certificated persons such as curriculum coordinators, individualized education plan coordinators, librarians, counselors, psychologists, and nurses.

For the purposes of this section, an FTE certificated employee means an employee who is required to work a minimum six-hour day and 175 days per FY. Part-time positions shall generate a partial FTE on a proportional basis. For existing charter schools, the PTR is calculated and based on the charter school’s prior year P-2 Apportionment ADA.

### Funding Determination Calculations

The figures provided by the school are calculated and displayed in this section. Pursuant to 5 *CCR* Section 11963.4(a), an NCB charter school may qualify for either 70 percent, 85 percent, or 100 percent full funding, or may be denied. To qualify for a recommendation of 100 percent funding to the SBE, an NCB charter school must meet the following criteria:

* Spend at least 40 percent of total public revenues (which is comprised of federal revenues [excluding PCSGP funds], state revenues, and in-lieu of property taxes) on instructional certificated salaries and benefits
* Spend at least 80 percent of total revenues on instruction and related services
* Maintain a ratio of ADA for independent study pupils to full-time certificated employees that does not exceed a PTR of 25:1 or the PTR of the largest unified school district in the county or counties in which the charter school operates

The expenditure and PTR criteria for all funding levels for NCB instruction are summarized in the table below:

Criteria for all Funding Levels for NCB Instruction

| **Funding Level** | **Percentage of Public Revenues Spent on Instructional Certificated Salaries and Benefits** | **Percentage of All Revenues Spent on Instruction and Related Services** | **Pupil-Teacher Ratio** |
| --- | --- | --- | --- |
| **100%** | ≥ 40% | ≥ 80% | ≤ 25 to 1 |
| **85%** | ≥ 40% | ≥ 70% | Not Applicable |
| **70%** | ≥ 35% | ≥ 60% | Not Applicable |
| **0%** | < 35% | < 60% | Not Applicable |

If the funding determination calculations in the prior section do not meet the regulatory criteria for the school's requested level of funding, the school may provide mitigating circumstances, pursuant to 5 *CCR* Section 11963.4(e), in a later section of the form.

### Supplemental Information

#### Virtual or On-Line Charter School

Indicate whether the charter school is a virtual or on-line charter school, which is defined as a charter school that provides teaching and student interaction on the Internet for at least 80 percent of the time, pursuant to 5 *CCR* Section 11963.5. If so, indicate whether the charter school can demonstrate compliance with 5 *CCR* Section 11963.5(b)(2) to (8).

#### Entity and Contract Information

The data requested in this section are detailed in 5 *CCR* Section 11963.3(b)(3).

Indicate whether any entity received or will receive $50,000 or more or 10% or more of total expenditures from the school in FY 2022–23 or FY 2023–24. If applicable, the school will be prompted to list these entities. Identify the amount received by each entity and whether each of the contract payments is based on specific services rendered, or upon an amount per unit of ADA or some other percentage.

If the school has more than 20 reportable entities, the school will be prompted to provide an attachment with a list. The attachment may be a Microsoft Word or Microsoft Excel, or Portable Document Format (PDF) file and must include the following information for each reportable entity:

1. Name of Entity
2. Amount
3. Purpose/Explanation
4. Are contract payments based on specific services rendered?
   1. If not, are payments based on amount per ADA or some other percentage?

#### Governing Board Information

The data requested in this section are detailed in 5 *CCR* Section 11963.3(b)(4).

Provide an identification of the members comprising the charter school’s current governing board and a description of how those members were selected. Indicate whether any of the governing board members are affiliated in any way with any of the entities reported; if so, explain how the governing board members are affiliated with the entities. Confirm whether the governing board has adopted and implemented conflict of interest policies and procedures.

If the school has more than 15 board members to report, the school will be prompted to provide an attachment with a list. The attachment may be a Microsoft Word, Microsoft Excel, or PDF file and should include the following information for each member:

1. First name of board member
2. Last name of board member
3. Title of board member (e.g., chairperson, treasurer, member)
4. Board member type (e.g., parent, teacher, district representative)
5. How was this member selected?
6. Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contracts section?
   1. If so, explain the nature of the affiliation.
7. Board member term in MM/YYYY to MM/YYYY format (e.g., 06/2022 - 06/2024)

### Mitigating Circumstances

The charter school may provide mitigating circumstances for consideration by the ACCS to make a recommendation for funding other than one that results from the criteria specified in the regulations.

Pursuant to 5 *CCR* Section 11963.4(e),

A reasonable basis for the Advisory Commission on Charter Schools to make a recommendation other than one that results from the criteria specified in subdivision (a) may include, but not be limited to, the following: the information provided by the charter school pursuant to paragraphs (2) through (8), inclusive, of subdivision (b) of section 11963.3, documented data regarding individual circumstances of the charter school (e.g., one-time or unique or exceptional expenses for facilities, acquisition of a school bus, acquisition and installation of computer hardware not related to the instructional program, special education charges levied on the charter school by a local educational agency, restricted state, federal, or private grants of funds awarded to the charter school that cannot be expended for teacher salaries, or contracted instructional services other than those for special education), the size of the charter school, and how many years the charter school has been in operation. The Advisory Commission on Charter Schools shall give charter schools with less than a total of one hundred (100) units of prior year second period average daily attendance or that are in their first year of operation serious consideration of full funding.

### Additional Information

The charter school may provide any other pertinent information that may assist the CDE and ACCS in conducting a detailed review or develop a reasonable basis for a recommendation.

### Certification

The charter school's director, principal, or governing chairperson must provide a certification to submit the form. If you are a fiscal agent who has prepared the form on behalf of the director, principal, or governing chairperson, you may select the **Save For Later** button at the bottom of the page, which will provide you with a unique URL (web address) for entrance back into the form. This URL is the only way back into the saved form and can be shared with the director, principal, or governing chairperson to sign the certification. You may also select the **Print Responses** button to create a paper or PDF copy of the form to review. The **Back** button should only be selected if a change to the form is needed.

Pursuant to 5 *CCR* Section 11963.3(b)(1), the charter school’s director, principal, or governing board chairperson shall certify the following:

* That the information provided is true and correct to the best of the ability and knowledge of the individual authorized to do so by the charter school's governing board.
* That the charter school's nonclassroom-based instruction is conducted for and substantially dedicated to the instructional benefit of the school's students.
* That the governing board of the charter school has adopted and implemented conflict of interest policies.
* That all the charter school's transactions, contracts, and agreements are in the best interest of the school and reflect a reasonable market rate for all goods, services, and considerations rendered for or supplied to the school.

An automated email confirming that the form was successfully submitted will be sent to the reported Contact Email Address. The automated email **does not** serve as confirmation that the school has submitted a complete determination of funding request pursuant to 5 *CCR* Section 11963.4(a).

When a complete determination of funding request is received from a charter school, the CDE shall review and present the request to the ACCS and SBE pursuant to 5 *CCR* Section 11963.4(a). Upon review of the school’s submission, the CDE may ask for clarifying and/or additional information pursuant to 5 *CCR* Section 11963.4(b).

Questions regarding the status of the school’s determination of funding request may be sent to the Charter Schools Division via email at [FundingDeterminations@cde.ca.gov](mailto:FundingDeterminations@cde.ca.gov).

Once you select the **Submit** button, the form will be sent to the CDE, and you will be redirected to the Nonclassroom-Based Determination of Funding web page. **After the form is submitted, you will no longer be able to access the form to print it later.**