

To: All Retention and Recruitment Grant Recipients

Subject: Retention and Recruitment Grant Final Financial Report Clarification

Date: Friday, January 24, 2023

Good Afternoon–

First, apologies if our message from last Friday was unexpected. Our goal is to be able to demonstrate how the Education Staff Retention and Recruitment Grant funds were used and how they provided benefits to school districts, charter schools, and ESDs so that we can help explain the long-term needs for staff retention and recruitment funding. We are doing our best to balance collecting valuable data while not creating unnecessary burdens for grantees.

We would like to clarify that **we are not requiring your district/school to adjust journal entry in your financial system or otherwise recode these expenses**, we are only requesting that the Financial Final Report be completed in a way that aligns with our [updated guidance](#).

If you choose not to change coding for the expenses as they originally were in your accounting system, please submit your Financial Final Report per our guidance and [send me an email to that effect](#). We will make a note that the expenses are coded differently in your accounting system to clarify any potential discrepancies per our guidance on the report form to identify specific staff type.

If you have submitted your financial report already using Function Codes 2640 or 2240 for bonus expenditures, I will be contacting you about resubmitting your report per the updated guidance.

We apologize if our intentions and expectations were not clear. Please don't hesitate to call or email if you have **any** questions.

Thank you!

- Sarah

Sarah Hackett

Education Staff Retention Grants Administrator

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