



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

CHIEF FINANCIAL OFFICER
89 Washington Ave., Room 128, EB
Albany, New York 12234

February 13, 2023

TO: BOCES District Superintendents
School District Superintendents
School District Business Officers
Charter School Leaders

FROM: Phyllis D. Morris, Chief Financial Officer

RE: Required Reporting on LEA Allocations of Federal Elementary and Secondary Education Emergency Relief (ESSER) and Governor's Education Emergency Relief (GEER) Funds – DUE MARCH 15, 2023

As a condition of receiving federal ESSER and GEER funding under the Coronavirus Aid, Relief, and Economic Security (CARES) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Acts, and federal ESSER funding under the American Rescue Plan (ARP) Act, LEAs assured that they would comply with all required reporting requirements to ensure accountability and transparency in the use of these funds.

The Department has developed a data collection tool to satisfy U.S. Department of Education (USDE) reporting requirements. The reporting period is July 1, 2021 - June 30, 2022.

LEAs must complete this survey by no later than **March 15, 2023**.

The survey may be accessed in the [SED Monitoring and Vendor Reporting System](#) by completing the following steps:

1. Go to the [Business Portal](#)
2. Click on the "Log In" button
3. Enter your username and password
4. Click on "SED Monitoring and Vendor Performance System" under My Applications
5. Select "View Surveys for the Office of ESSA-Funded Programs"
6. Find the survey titled "Education Stabilization Fund Annual Reporting 2023"
7. Click on 'view' to begin/continue to input information

The Department will hold a webinar on March 3, 2023 at 1:00 p.m. to assist LEAs in completing the survey. [Please join the webinar using this Zoom link.](#)

Meeting ID: 817 4257 5857

Passcode: 9dnaAq

LEAs should note that USDE will be requiring additional data elements to be reported for subsequent reporting periods. LEAs should review the USDE [ESSER](#) and [GEER](#) data collection tools and track expenditures accordingly.

If your LEA is unable to meet the mandatory reporting requirements and submit its Education Stabilization Fund Report by March 15, 2023, NYSED may take action necessary to ensure compliance with the reporting requirements. These actions may include placing special conditions on your LEA's grant award which may include, but not be limited to initiating actions to withhold, suspend, or terminate your remaining ESSER and/or GEER funds in accordance with NYSED's enforcement authority in section 2 CFR Part 200.208 and section 2 CFR Part 200.339 of the Uniform Grants Guidance.

Please direct questions to the Office of ESSA-Funded Programs at CARESAct@nysed.gov.

cc: Commissioner Betty A. Rosa
Sharon Cates-Williams
Jim Baldwin
Jason Harmon
Theresa Billington
Ed Lenart
Erica Meaker