

## SUMMARY OF FISCAL YEAR 21 OCAS MANUAL CHANGES

### SECTION A–FISCAL YEAR DIMENSIONS

**Deletions:**

1. FY 2019 - 20

**Additions:**

5. FY 2020 - 21

**Changes:**

The terminal digit of the applicable year designates the code; e.g., year ~~2019-2020~~ 2020-2021 would be coded 0 1.

### SECTION B – FUND DIMENSION DEFINITIONS

**Deletions:** None

**Additions:** None

**Changes:** None

### SECTION C – PROJECT REPORTING DIMENSION DEFINITIONS

**Deletions:** None

**Additions:**

**415\* CARES Act – Education Stabilization (HEERF)** – Federal funds for emergency assistance to Post-Secondary students and emergency relief for Technology Centers impacted by the COVID-19 pandemic. (CFDA # 84.425E) (Career Tech Only).

**617\* Special Ed** –Funds for additional funding from the CARES Act and may only be used to support special education and related services provided to students with disabilities under the IDEA. Any funding requested should be in addition to the supports and services provided to all students and may not be used to supplant State, local, or other federal funds. Funds may be used by the LEA to supplement the level of federal, State, and local funds expended for special education and related services provided to students with disabilities. (CFDA # 84.027)

**788\* ESSERF/CARES Act** – Coronavirus Aid, Relief, and Economic Security Act. Emergency relief funds to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had on elementary and secondary schools across the nation. LEAs must provide equitable services to students and teachers in non-public schools as required under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). (CFDA # 84.425D)

**789\* ESSERF** – Funds to provide additional support to be used for emergency needs in the wake of the public health crisis and economic downturn brought about by COVID-19. Districts must have committed to spending at least 30% of their ESSERF Formula Grant (project 788) in certain priority areas to be eligible to compete for these incentive grant funds. (CFDA # 84.425D) (**Program 437 & 438**)

**792\* DOJ-Stop School violence Threat Assessment and Technology Reporting** – Funds to improve school security by providing students and teachers with the tools they need to recognize, respond quickly to, and help prevent acts of violence. (CFDA # 16.839)

**Changes:** None

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### SECTION D – OPERATIONAL UNIT DIMENSION DEFINITIONS (SITE CODE)

**Deletions:** None  
**Additions:** None  
**Changes:** None

### SECTION F – FUNCTION DIMENSION DEFINITIONS

**Deletions:** None  
**Additions:** None

**Changes:**

**2132\* Medical Services.** Activities concerned with the physical and mental health of students such as health appraisals, ~~including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services;~~ periodic health examinations; emergency injury and illness care; communications with parents and medical officials.

**2140\* Psychological Services.** Activities concerned with administering **psychiatric services**, psychological tests and interpreting the results; gathering and interpreting information about pupil behavior; working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests; and behavioral evaluation, planning and managing a program of psychological services including psychological counseling for students, staff, and parents. This includes individual educational testing for evaluation and placement.

**2180\* Visually Impaired/Vision Services.** Services provided to the Blind and Visually Impaired to provide individualized rehabilitation that result in optimal outcomes for the blind or visually impaired. (Screening for vision services would be included here).

### SECTION G – OBJECT DIMENSION DEFINITIONS

**Deletions:** None  
**Additions:** None

**Changes:**

**250 Retirement Contributions—Certified Personnel.** Employer's share of the Teachers' Retirement System of Oklahoma contributions paid by the LEA, ~~including the amount paid for employees assigned to federal programs.~~

**252\* Retirement—**Federal/Grant** Matching—Certified Personnel.** (Confer with Teachers' Retirement) - Contributions to the Teachers' Retirement System of Oklahoma for reimbursement for matching funds for employees paid from a **grant or federal** funds as required by the Teachers' Retirement System of Oklahoma.

**262\* Retirement—**Federal/Grant** Matching—Noncertified Personnel.** (Confer with Teachers' Retirement) - Contributions to the Teachers' Retirement System of Oklahoma for reimbursement for matching funds for employees paid from a **grant or federal** funds as required by the Teachers' Retirement System of Oklahoma.

**337\* Other Professional Services.** Contract service for systems analysts, planners, ~~\*paying agents~~, and editors.

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**810\* Dues and Fees.** Expenditures or assessments for district membership in professional or other organizations, \*payments to a paying agent for services rendered, late payment fees charged to a district or bank service charges.

**SECTION H – PROGRAM DIMENSION DEFINITIONS**

**Deletions:** None

**Additions:**

**437\* Grants from the education stabilization funds provided by the Coronavirus Aid, Relief and Economic Security (CARES) Act.** To address issues related to COVID-19. Elementary and Secondary School Emergency Relief (ESSER) Fund. **(Project Code 789)**

**438\* Grants from the education stabilization funds provided by the Coronavirus Aid, Relief and Economic Security (CARES) Act.** To address issues related to COVID-19. Governor's Emergency Education Relief (GEER) Fund **(Project Code 789)**

**Changes:** None

**SECTION I – SUBJECT DIMENSION DEFINITIONS**

**Deletions:**

8127 Telecom and Network Cabling

8158 E– Commerce Site Production

8214 Flash Application Development

8215 Advanced Flash Application Development

8248 .NET Fundamentals

8422 Early Care Professionals

**Additions:**

8878 Engineering Essentials

**Changes:**

8874 ~~Launching in Aviation~~ Aviation I

8875 ~~Exploring Aviation and Aerospace~~ Aviation II

8876 ~~Aircraft Systems & Performance~~ Aviation III

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**SECTION J – JOB CLASS DIMENSION DEFINITIONS**

**Deletions:**   None

**Additions:**

- 310\* Truancy Officer (B).** Works collaboratively with school officials, law enforcement, juvenile justice system, social services and other community organizations to intervene early in the truancy cycle.
- 316\* School Resource Officer (SRO) (B).** Works with school administrators, security staff, and other school leaders on developing comprehensive safety plans and professional development to ensure schools safe places that foster safe, drug-free environments that support student academic achievement.
- 418\* Paraprofessional (Tier II) (S).** An employee of a school district whose position is instructional in nature, or who delivers other direct services to students and/or their parents and for which a certified teacher or other professional has the ultimate responsibility for the design, implementation, and evaluation of the individual educational programs or related services and student performance. Individuals must meet requirements established by federal and state law to be authorized to serve as public school paraprofessionals in **Special Education settings**. The State Board of Education is also authorized to issue provisional teaching certification to a qualifying individual with a paraprofessional credential and relevant experience serving as a paraprofessional.

**Changes:**

- 308\* Attendance Officer/~~Truancy Office~~ (B).** Monitors compulsory attendance laws.
- 413\* ~~Teacher Aide (S). Assists a teacher with non-instructional activities. (Cannot use federal project codes.)~~ Paraprofessional/Teacher Assistant (S).** An employee working within a classroom setting but whose position does not require additional qualifications under federal and state law due to site placement, funding source or non-instructional duties performed. Cannot be used in a SPECIAL ED setting.
- 414\* Paraprofessional (~~Highly Qualified~~) (~~B~~) (Tier I) (S).** An employee of a school district whose position is ~~either~~ instructional in nature, or who delivers other direct services to students and/or their parents and for which a certified teacher or other professional has the ultimate responsibility for the design, implementation, and evaluation of the individual educational programs or related services and student performance. Individuals must meet requirements established by federal and state law to be authorized to serve as public school paraprofessionals in **Title I Schools**. The State Board of Education is also authorized to issue provisional teaching certification to a qualifying individual with a paraprofessional credential and relevant experience serving as a paraprofessional.

**SECTION L – SOURCE OF REVENUE DIMENSION DEFINITION**

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### Deletions:

**4461\* Part A, State Grants for Innovative Programs.** Grants to develop and implement education programs to improve school, student, and teacher performance, including professional development activities and class size reduction programs. (CFDA Number 84.298)

### Additions:

**4815\* CARES Act – Education Stabilization (HEERF)** – Federal revenue related to emergency assistance to Post-Secondary students and Technology Center emergency relief due to the COVID-19 pandemic. (CFDA # 84.425E) (Career Tech Only).

**Changes: None**

## SECTION M – PROGRAM DIMENSION DEFINITIONS

**Deletions: None**

**Additions: None**

**Changes: None**

### GENERAL CHANGES

#### ADMINISTRATIVE COST CODING CRITERIA

To calculate Administrative Costs beginning July 1, 2004, the Oklahoma Cost Accounting System (OCAS) section will use all funds (11 through 60) and the following codes:

#### Staff for the Board of Education:

Functions: 2313 (Board Treasurer Services)  
2318 (Audit Services)  
2319 (Other Board of Education Services)  
Objects: 100 and 200 Series (Salaries and related burdens and benefits)  
310 (Official/Administrative Services)  
330 Series (Other Professional Services)  
361-365 (Management Organization Salaries and related burdens and benefits)  
368 (Management Organization Accounting Services)

#### Secretary/Clerk of the Board of Education:

Function: 2312 (Board Clerk/Deputy Clerk/Minute Clerk Services)  
Objects: 100 and 200 Series (Salaries and related burdens and benefits)  
310 (Official/Administrative Services)  
330 Series (Other Professional Services)  
361-365 (Management Organization Salaries and related burdens and benefits)  
368 (Management Organization Accounting Services)

#### Staff Relations and Negotiations Staff:

Function: 2316 (Staff Relations and Negotiations Services)  
Objects: 100 and 200 Series (Salaries and related burdens and benefits)  
310 (Official/Administrative Services)  
330 Series (Other Professional Services)  
361-365 (Management Organization Salaries and related burdens and benefits)  
368 (Management Organization Accounting Services)

#### Staff for the Superintendent:

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Function: 2321 (Office of the Superintendent Services)  
Objects: 100 and 200 Series (Salaries and related burdens and benefits)  
310 (Official/Administrative Services)  
330 Series (Other Professional Services)  
361-365 (Management Organization Salaries and related burdens and benefits)  
368 (Management Organization Accounting Services)  
Job Classes: 615 (Regular or Substitute Secretary/Clerk)  
690 (Superintendent's Secretary)  
~~361-365 (Management Organization Salaries and related burdens and benefits)~~  
~~368 (Management Organization Accounting Services)~~

### Superintendent, Elementary Superintendent, and Assistant Superintendent:

Functions: All  
Objects: 100 and 200 (Salaries and related burdens and benefits),  
310 (Official/Administrative Services)  
330 Series (Other Professional Services)  
361-365 (Management Organization Salaries and related burdens and benefits)  
368 (Management Organization Accounting Services)  
Job Classes: 106 Deputy/Associate/Assistant Superintendent/Commissioner  
115 Superintendent/Commissioner  
~~361-365 (Management Organization Salaries and related burdens and benefits)~~  
~~368 (Management Organization Accounting Services)~~

### Director, Coordinator, Supervisor, or Administrator:

Function: All  
Objects: 100 and 200 Series (Salaries and related burdens and benefits)  
363-364 (Management Organization Salaries and related burdens and benefits)  
Job Classes: 101 Administrative/Supervisory/Ancillary Services Officer  
107 Executive Assistant  
109 Manager  
301 Accountant  
303 Administrative Intern  
332 Network Administrator  
513 Supervisor  
601 Bookkeeping/Accounting/Auditing Clerk  
612 Office Manager  
~~363-364 (Management Organization Salaries and related burdens and benefits)~~

### Consultants (Staff):

Function: All  
Objects: 100 and 200 Series (Salaries and related burdens and benefits)  
363-364 (Management Organization Salaries and related burdens and benefits)  
Job Classes: 108 Instructional Program Director/Coordinator/Consultant  
110 Noninstructional Program Director/Coordinator/Consultant  
325 Grant Developer  
~~363-364 (Management Organization Salaries and related burdens and benefits)~~

\* payments to a paying agent for services rendered will be temporarily left at object code 810