

# Instructions for Submitting an Application for Reimbursement for a Charter School Lease (PDE-419) Using PDE's CFRS System

*August 2019*



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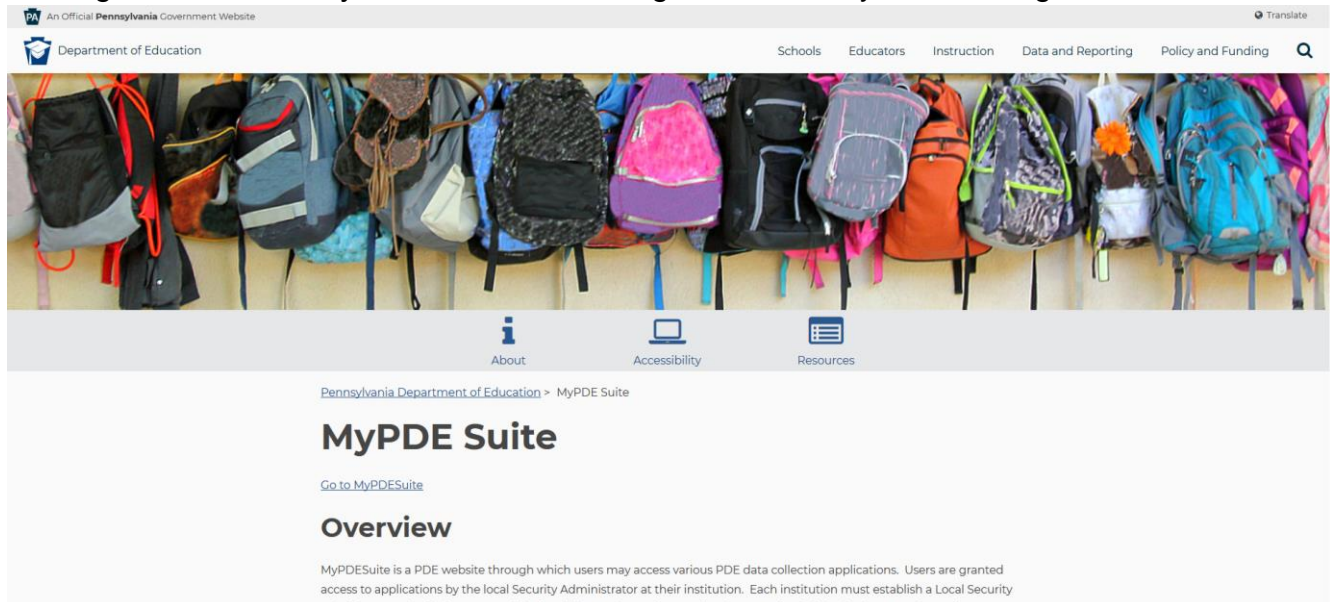
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**Introduction:** The Pennsylvania Department of Education (PDE) has developed a new online application for submitting PDE-419s (Application for Reimbursement of Charter School lease) through the Consolidated Financial Reporting System (CFRS). The PDE-418 is used by charter schools to apply to the Charter School Facility Lease Reimbursement Program. After PDE approves the PDE-418 (Application for Approval of Charter School Lease Reimbursement Program) form, the charter school will be advised of the permanent reimbursable percent on the lease. PDE's approval and the charter school's actual payment of the lease rental is required to order to complete the PDE-419 Application for Reimbursement for Charter School Lease form. **Please note: Charter schools should submit one PDE-419 for the entire fiscal year.**

For more information on CFRS, including information and how-to guides related to registration for and access to CFRS, go to <https://www.education.pa.gov/Teachers%20-%20Administrators/School%20Finances/Pages/Consolidated-Financial-Reporting-System.aspx>

**Accessing MyPDE Suite:** To submit a PDE-419 application through the CFRS, begin by going to MyPDE Suite at <https://www.education.pa.gov/Pages/MyPDE-Suite.aspx> and clicking on the 'Go to MyPDESuite' link. Doing this will take you to the login screen.



The screenshot shows the Pennsylvania Department of Education website. At the top, there is a navigation bar with links for Schools, Educators, Instruction, Data and Reporting, and Policy and Funding. Below the navigation bar is a banner image of various colorful backpacks hanging on a wall. Underneath the banner is a navigation menu with icons for About, Accessibility, and Resources. The main content area displays the breadcrumb "Pennsylvania Department of Education > MyPDE Suite", followed by the heading "MyPDE Suite" and a link "Go to MyPDESuite". Below this is the "Overview" section, which begins with the text: "MyPDESuite is a PDE website through which users may access various PDE data collection applications. Users are granted access to applications by the local Security Administrator at their institution. Each institution must establish a Local Security Administrator account with the appropriate permissions for data collection applications." The text is partially cut off at the bottom.

Enter your Username and Password.

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**MyPDESuite Application Login Screen**

Welcome to the application login screen to access your personalized account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth employee, please insert the appropriate domain name in front of your username (example: **cwopausername**).

Username:

Password:

Log In

**Accessing CFRS:** Once logged-in to MyPDESuite, click on the CFRS link to continue.

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You are logged in as: user\

**MyPDESuite Application**

Applications [My Profile](#) [Help](#) [Log Out](#)

**My Applications**

**Access My Applications:**

[CFRS](#) CFRS

**What would you like to do?**

[Register for an Application](#)

[Find out more about Applications](#)

[Find my Security Administrator](#)

**Accessing the PDE-419 Application Module:** The next screen is the CFRS Home Page. It gives users the option of selecting a document type. Choose the PDE-418/419 option “Charter School Lease Reimbursement Program.”

The screenshot shows the CFRS Home Page with the following information:

- Header:** Pennsylvania DEPARTMENT OF EDUCATION, Good afternoon! Naveen Lagadapati, LEADDataEntryAndSubmission
- System:** CFRS Consolidated Financial Reporting System
- Navigation:** CFRS Home | Change Role | Help & Support | Logout
- Current Session:** Collections Open: GFB 2019-2020 Final, AFR 2017-2018; LEA Name: Boys Latin of Philadelphia CS; AUN: 185515523
- Select a Submission Type:**

Document Type		Last 2 years' filing statuses:			
		Fiscal Year	Version	Status	Date
AFR	Annual Financial Report	2017-2018	Original	OCO Approved / IC Approved	01/25/2019
		2016-2017	Original	OCO Approved / IC Approved	01/11/2018
GFB	General Fund Budget	2019-2020	Original	Not Started	
		2018-2019	Final	Original	Accepted
PDE-418/419	Charter School Lease Reimbursement Program				

This will automatically take the user to the PDE-418 Application Module page. To get to the PDE-419 Application Module page, click on PDE-419 from the left-hand side menu.



**Creating a New PDE-419:** A charter school may only file a PDE-419 after it has made a lease payment. To create a new PDE-419, users should begin by clicking the “Create New” button

The screenshot shows the "PDE 419" form with the following fields and buttons:

- Year:** A dropdown menu with "--Select--" selected.
- Lease #:** A text input field with a red asterisk indicating it is required.
- Unipay Date:** A text input field with a red asterisk indicating it is required.
- Buttons:** Search, Clear, and Create New.

Next a data entry page will appear (see screen shot on the next page). Required fields on this page are marked with a red asterisk. For a definition of each line on this data entry page, please reference the “Appendix” section on page 9. Please note that Line B, “LESS INCOME FROM OTHER SOURCES,” is where the charter school can report other sources of revenue that are used to offset the total lease cost paid to the lessor. For example, building insurance income and income from the sublease of space to another entity.

**Saving the PDE-419** - At any time the user may save the PDE-419 submission by clicking on the “Save” button on the bottom of the form.

**Submitting a PDE-419 for Reimbursement:** Once all the data is entered, the user should click on the “Submit” button. This step will transfer the reimbursement request to PDE.

PDE staff will review the submitted PDE-419 and either approve or return it. The returned PDE-419 will show up when the user searches for existing PDE-419s (see below “Searching for Existing PDE-419s”). In addition, an e-mail will be sent to the LEA contact alerting them that the application has been returned.

**Add/Edit PDE 419**

LEA NAME:*	Alliance for Progress CS	AUN:*	126512990	COUNTY:*	Philadelphia
PDE LEASE #:*	<input type="text"/>	YEAR:	--Select--		
ADDRESS OF LEASED BUILDING:*					
CONTACT PERSON:*	--Select--	MIDDLE INITIAL:	<input type="text"/>	LAST NAME:*	--Select--
TITLE OF CONTACT PERSON:*	<input type="text"/>				
TELEPHONE NO.:	eg. 123-456-7890	EMAIL ADDRESS.:	eg. john@live.com		

**ANNUAL LEASE COSTS:**  
Reimbursement application may be filed only after the lease payment has been made to lessor. Report the annual lease costs paid for fiscal year 2016-2017 for which reimbursement is being requested. The payment reported below must agree with the lease costs reported on Form PDE-418.

REIMBURSABLE ANNUAL LEASE COSTS	
FISCAL YEAR 2016-2017	JULY - JUNE *
A. TOTAL LEASE COSTS FOR PAYMENT PERIOD REPORTED ABOVE*	\$ <input type="text"/>
B. LESS: INCOME FROM OTHER SOURCES (see instructions)*	\$ <input type="text"/>
C. ELIGIBLE LEASE COSTS (Line A. minus Line B.)*	\$ 0.00
D. REIMBURSABLE PERCENT (Per PDE Approval Letter)*	<input type="text"/>
E. TOTAL ELIGIBLE AMOUNT (Line C. times Line D. rounded to the nearest penny)*	\$ 0.00
F. CHARTER SCHOOL MARKET VALUE AID RATIO*	<input type="text"/>
G. TOTAL REIMBURSABLE LEASE COSTS (Line E. times Line F. rounded to the nearest penny)*	\$ 0.00

**CERTIFICATION BY CHIEF EXECUTIVE OFFICER**  
The facility for which lease rental reimbursement is being requested is used for educational/administrative activities pursuant to Section 2574.3 of the Public School Code of 1949, as amended. I certify that the lease costs reported above were actually paid by the charter school to the lessor. (Proof of payment is not required to be submitted with this application. However, the Commonwealth reserves the right to request written verification of the payment amount listed on Line A above.)

<input type="text"/>	<input type="text"/>
<small>Name of Chief Executive Officer (typed or printed)</small>	<small>Date</small>

loading...

Enter New Note:

Save
Submit
View PDF
Cancel

**Searching for an Existing PDE-419:** To find a specific PDE-419, users may search by either Lease Number or Unipay Date from the CFRS charter school landing page. Once the user enters either of those two pieces of data into the field provided and clicks the “Search” button, a list of scheduled payments will appear as shown in the screen shot below.

The screenshot shows the 'PDE 419' search interface. At the top, there are three input fields: 'Year' with a dropdown menu set to '2017-2018', 'Lease #' with a text box containing '401307', and 'Unipay Date' with an empty text box. Below these fields are three buttons: 'Search', 'Clear', and 'Create New'. The main area contains a table with the following data:

Fiscal Year	Lease Number	Lease Building Address	Total Scheduled Payment	Schedule Payment Date	Payment Date	Status	Action
2017-2018	401307	814 Bigler Street, Philadelphia, PA 19148	\$360,000.00	06/01/2018		Submitted	<a href="#">View</a>
2017-2018	401169	927 Johnston Street, Philadelphia, PA 19148	\$157,397.00	06/01/2018		Submitted	<a href="#">View</a>

At the bottom right of the table area, it says 'Total Record(s) : 2'.

**Fiscal Year** – The Commonwealth fiscal year in which the charter school’s payment is made.

**Lease Number** – The Division of School Facilities assigns this number in the approval for the PDE-418 "Application for Charter School Lease Reimbursement Program" form.

**Lease Building Address** – The street name, city, state, and zip code for the location of the leased building.

**Total Scheduled Payment** – The Gross Annual Lease Costs, Line A from PDE-418.

**Scheduled Payment Date** – The date reimbursement is eligible to be paid.

**Payment Date** – Indicates the date the reimbursement was actually paid to the charter school. This data will populate once the payment information has been imported into the Financial Accounting Information (FAI) System.

**Status** – Refers to the state of the scheduled payment in the CFRS system. The PDE-419 can either be in started, submitted, returned or approved status.

**Action** – Refers to what the LEA can view or edit on the PDE-419.



## Appendix

**LEA NAME** - The official name of the charter school as approved in the charter.

**ADMINISTRATIVE UNIT NUMBER (AUN)** - The nine-digit number assigned by the Department of Education to the charter school for identification purposes.

**COUNTY** - Name of the county in which the administrative office of the charter school is located.

**PDE LEASE #** - Staff in the Division of School Facilities assign this number when they approve the PDE-418 "Application for Charter School Lease Reimbursement Program" form.

**YEAR** - The Commonwealth fiscal year in which the charter school's payment was made.

**ADDRESS OF LEASED BUILDING** - The street name, city, state, and zip code for the location of the leased building. This field will pre-populate once the PDE Lease # is entered.

**CONTACT PERSON** - The name of the person knowledgeable about the information contained in the application, the lease, and the lease rental payments.

**TITLE OF CONTACT PERSON** - The job title of the contact person.

**TELEPHONE NUMBER** - The telephone number of the contact person

**EMAIL ADDRESS** - The email address of the contact person.

### **Reimbursable Annual Lease Costs**

**FISCAL YEAR JULY - JUNE** - The amount of the gross annual lease payment for the appropriate fiscal year. This field will populate automatically from the PDE-418 after the PDE Lease Number has been entered.

**A. TOTAL LEASE COSTS FOR PAYMENT PERIOD REPORTED ABOVE** - The total amount that was paid during the July 1 to June 30 reporting period. This field will populate automatically after the PDE Lease Number has been entered.

**B. LESS: INCOME FROM OTHER SOURCES** – In this field, the charter school can report other sources of revenue that are used to offset the total lease cost paid to the lessor. For example, building insurance income and income from the sublease of space to another entity.

**C. ELIGIBLE LEASE COSTS** – Data entry sheet automatically calculates Total Lease Costs for Payment Period (Line A) **minus** Income from Other Sources (Line B).

**D. REIMBURSABLE PERCENT** - The permanent reimbursable percent provided by the Division of School Facilities as part of its approval of the PDE-418 "Application for Charter School Lease Reimbursement Program." This field will populate automatically.

**E. TOTAL ELIGIBLE AMOUNT** – This line on the data entry form automatically calculates the Eligible Lease Costs (Line C) **multiplied** by Reimbursable Percent (Line D). Rounded to the nearest penny.

**F. CHARTER SCHOOL MARKET VALUE AID RATIO** – This field will populate automatically with the PDE-assigned charter school's market value aid ratio.

**G. TOTAL REIMBURSABLE LEASE COSTS** – This line automatically calculates the Eligible Amount (Line E) **multiplied** by Charter School Market Value Aid Ratio (Line F). This amount is what the charter school will be reimbursed.

**CERTIFICATION BY CHIEF EXECUTIVE OFFICER** - The Chief Executive Officer must enter his or her name and date this section. This signature certifies that the lease costs reported were actually paid by the charter school to the lessor.

**RETENTION OF DOCUMENTS** - Appropriate documentation must be maintained for review by the Auditor General's Office to support the charter school's submission of the PDE-419 Form.