



FUNDING ERROR INVESTIGATION



Why was an industry certification NOT included in FEFP calculation?

The Department of Education uses information on the K-12 Student Information System, Industry Certification Format, to calculate the additional FEFP membership for inclusion in the FEFP. Information from K-12 Appendices Z and FF are used to conduct the calculation. To assist districts in their local research for why a certification was not included in the FEFP calculation, the following guidelines are provided.

For certifications earned in secondary courses or Digital Tool Certificates:

1. Verify that the record submission to the Industry Certification Format was sent by the district, has an industry certification outcome equal to "P", passed all required edits, and has matching demographic record. Data may appear on local systems but was not submitted correctly to the Industry Certification format.
 - a. Ask your MIS staff members for the Industry Certification DPSdd.GQ.F71433O.Y17185 O-File report which is requested from the NWRICCC Student Component menu. During amendment periods or after Survey 5 closes, these reports run over the weekend. NOTE: Your MIS staff will have to add headers to this report upon importing into a viewable format, such as Microsoft Excel. The 2017-18 F71433 Report format is at this link: <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2017-18-student-info-system/industry-certification.stml>
 - b. During the submission period for Survey 5, districts must review any rejects to the Industry Certification format. The reject report DPSdd.GQ.F71435.Y17185 generates automatically following processing of batch files.
 - c. Common errors include missing Student Demographic records, missing Industry Certification records, and incorrect information in the record submissions.
2. Verify that the certification code submitted was eligible for funding as follows:
 - a. Certification is funding eligible on the K-12 Student Information System Appendix Z: Industry Certification Identifier. The 2017-18 Appendix Z can be accessed here: <http://www.fldoe.org/core/fileparse.php/18496/urlt/1718-appendz.xls>
 - b. Course in which the certification was reported is included on Appendix FF for the district and school. Note: This only applies to CAPE Industry Certifications and CAPE Acceleration Industry Certifications, not Digital Tool Certificates. The Appendix FF can be accessed here: <http://www.fldoe.org/core/fileparse.php/18496/urlt/1718-appendff.xls>
3. Verify that the certification was not funded in a prior year FEFP calculation.
 - a. The information is available on the F71297 reports for each.
 - b. Districts should download copies of the F71297 report after the release of the FEFP calculation. These reports are only available for a limited period of time.

For certifications earned in dual enrollment courses:

1. See section above (items 1a – 1c above).
2. Verify that the certification code submitted was eligible for funding as follows:
 - a. If dual enrollment was with a private or state university, check the K-12 Student Information System [Appendix Z](#) for whether the certification was funding eligible and confirm that the course number is listed on [Appendix FF](#).
 - b. If the dual enrollment was with a postsecondary school district institution, check whether the certification was funding eligible for districts on the CAPE Postsecondary Industry Certification Funding List and confirm that the course number is listed on Appendix FF. The 2017-18 CAPE Postsecondary Industry Certification Funding List is available at this site: <http://www.fldoe.org/academics/career-adult-edu/cape-postsecondary/index.stml>
 - c. If the dual enrollment was with a Florida College System institution, check whether the certification was funding eligible for FCS Institutions on the CAPE Postsecondary Industry Certification Funding List and confirm that the course number is listed on Appendix FF.
3. Verify that the certification was not funded in a prior year FEFP calculation using F71297 reports.

If the district cannot find a reason why the certification was not funded in Steps 1 to 3, please email industrycertification@fldoe.org to request assistance. Do not include student information in the email.