

A YEAR IN THE LIFE

[A Federal Programs Coordinator Planner — Resource Companion](#)

This workbook is the take-home companion to the "Year in the Life" presentation. Each tab covers one month: the month's federal-programs compliance tasks, and where to find related resources in the shared AAFC Records Retention folder.

SHARED RESOURCE FOLDER

AAFC Records Retention shared folder here:

<https://drive.google.com/drive/folders/1-0ikNHbvb40ttVY9m2cDAq80PIEGYaF6?usp=sharing>

MONTH-AT-A-GLANCE

Month	Session Date	Last Year's Presenter(s)	Topic
July	No mini-session — self-paced	—	Budgeting 101
August	No mini-session — self-paced	—	School Starts
September	Date TBD — set after DESE 2026	—	FGMS
October	Regional Meetings	—	Comparability Report
November	TBD	Kim	Federal Monitoring & Indistar Uploads
December	TBD	Amanda (resources by Lea)	Time Certifications
January	TBD	Marcy	SHI Platform

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MONTH-AT-A-GLANCE

Month	Session Date	Last Year's Presenter(s)	Topic
February	TBD	Susan	Budget Finalization Prep
March	TBD	Amanda, Kim & Lori	Private School Consultation
April	TBD	Lea	Needs Assessment & Program Evaluation
May	TBD	Michelle	Indistar Uploads & Title IV Report
June	No mini-session — wrap-up	—	Reimbursements Are Done



mini-lunch session date and presenter,
attention drive.



Related Resource Folder(s)
Budgets, Parent & Family...
Budgets, Parent & Family..., FGMS
FGMS, Health and Wellness, Parent & Family..., AAFC Presentations
Budgets, Expenditure Ledgers
Indistar Documents, Improvement Plans
Health and Wellness, Other Duties
Health and Wellness



mini-lunch session date and presenter,
attention drive.



Related Resource Folder(s)
Budgets
Private School, Improvement Plans, Budgets, FGMS
Improvement Plans, Budgets, FGMS
Indistar Documents, FGMS, AAFC Presentations
Indistar Documents, Health and Wellness, Budgets

JULY — Laying the Foundation

MINI-LUNCH SESSION

Session Date	No mini-session — self-paced prep
Presenter(s)	—
Topic	Budgeting 101

COMPLIANCE TASKS THIS MONTH

☐	Check and approve School Parent/Family Engagement Plans
☐	Check all new para hires for credentials; e-mail documentation to the state as hired
☐	Work on finalizing budgets for next year

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Budgets
Parent & Family...

MY NOTES

GET TO KNOW YOUR BUSINESS MANAGER

[Monthly To Do List](#)

[State Required Information \(Website\)](#)

[DESE Contact List](#)

Time Certification Sheets (Federal Funds)

[Monthly time cert \(FTE divided by more than one fund\)](#)

[Semester time cert \(100% FTE same fund\)](#)

[Standards for Accreditation](#)

[Monitoring Document](#)

[Preliminary Allocations](#) (July)

Review Preliminary budgets

Title I Meetings (get documentation) (August)

Important eFinance reports - Expenditure Audit Trail and Detail Distribution Detail

AUGUST — Ready, Set, Implement

MINI-LUNCH SESSION

Session Date	No mini-session — self-paced prep
Presenter(s)	—
Topic	School Starts

COMPLIANCE TASKS THIS MONTH

☐	Aug 1 deadline: post Parent and Family Engagement Plan (School and District)
☐	Submit final budget to business manager for posting in eFinance
☐	Spend and code expenditures
☐	Print expenditure audit trail; compare to budget and anticipated expenditures

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Budgets
Parent & Family...
FGMS

MY NOTES

SEPTEMBER — Finding Your Rhythm

MINI-LUNCH SESSION

Session Date	Date TBD — set after DESE 2026
Presenter(s)	—
Topic	FGMS

COMPLIANCE TASKS THIS MONTH

☐	Back to School Title I presentation/meeting at each school and district
☐	Back to School Parent/Family Engagement meeting at each school and district
☐	Health/Wellness meeting — School Health Index, website, required modules
☐	Fall Arkansas Federal Coordinator Meeting at Hot Springs
☐	Spend and code expenditures; print audit trail vs. budget

RELATED RESOURCE FOLDERS (AAFC Records Retention)

FGMS
Health and Wellness
Parent & Family...
AAFC Presentations

MY NOTES

[Connect with your AAFC Region Representative](#)

Plug in to area Co-Op (Job Alike Meetings)

Fall AAFC Conference (September)

Dig in and understand your budgets ([Spending Handbook](#))

What are you paying for?

What can you pay for?

Monitoring Document - work on plugging in documentation pieces

OCTOBER — Checking Your Course

MINI-LUNCH SESSION

Session Date	Regional Meetings
Presenter(s)	—
Topic	Comparability Report

COMPLIANCE TASKS THIS MONTH

☐	Spend and code expenditures
☐	Print expenditure audit trail; compare to budget and anticipated expenditures

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Budgets

Expenditure Ledgers

MY NOTES

NOVEMBER — Monitoring Matters

MINI-LUNCH SESSION

Session Date	Nov 4
Presenter(s)	Kim
Topic	Federal Monitoring & Indistar Uploads - Link to Document

COMPLIANCE TASKS THIS MONTH

☐	Collect monitoring evidence as you go
☐	Complete Indistar uploads
☐	Spend and code expenditures; print audit trail vs. budget

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Indistar Documents
Improvement Plans

MY NOTES

DECEMBER — Document Everything

MINI-LUNCH SESSION

Session Date	Dec 2
Presenter(s)	Amanda (resources by Lea)
Topic	Time Certifications - Link to Presentation

COMPLIANCE TASKS THIS MONTH

☐	Time certifications — payroll documentation
☐	Health/Wellness meeting
☐	Spend and code expenditures; print audit trail vs. budget

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Health and Wellness
Other Duties

MY NOTES

JANUARY — Mid-Year Tune-Up

MINI-LUNCH SESSION

Session Date	Jan 6
Presenter(s)	Marcy
Topic	SHI Platform - Link to Presentation

COMPLIANCE TASKS THIS MONTH

☐	School Health Index (SHI) platform review
☐	Mid-year financial review — are you on track?
☐	Spend and code expenditures; print audit trail vs. budget

[RELATED RESOURCE FOLDERS \(AAFC Records Retention\)](#)

Health and Wellness

MY NOTES

Shore up budgets (Federal are due April 1)

[FGMS](#)

[Final Allocations](#) (February)

Start Private School Consultation (March)

Start School Health Index Modules (February)

Must do modules 1, 2, 3, 4, 10, 11

Monitoring Document - work on plugging in documentation pieces

FEBRUARY — Planning Ahead

MINI-LUNCH SESSION

Session Date	Feb 3
Presenter(s)	Susan
Topic	Budget Finalization Prep - Link to Presentation

COMPLIANCE TASKS THIS MONTH

☐	Begin budget finalization prep for next year
☐	Carryover planning
☐	Spend and code expenditures; print audit trail vs. budget

[RELATED RESOURCE FOLDERS \(AAFC Records Retention\)](#)

Budgets

MY NOTES

MARCH — Building Partnerships

MINI-LUNCH SESSION

Session Date	Mar 3
Presenter(s)	Amanda, Kim & Lori
Topic	Private School Consultation

COMPLIANCE TASKS THIS MONTH

☐	Map out School Plan of Work for next year (Title I & Parent/Family committees)
☐	Complete Needs Assessment The_School_Data_Investigation.pptx Multiple Measures LP1S30 UA.pdf needsassessmentguidebook-508_003.pdf - Link for the template of this
☐	Outline Plan-Do-Check School Improvement Plans and requirements
☐	Private School Consultation - Link to Presentation
☐	Budget prep for FGMS and eFinance agreement; budget prep for next year

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Private School
Improvement Plans
Budgets
FGMS

MY NOTES

APRIL — Measuring Impact

MINI-LUNCH SESSION

Session Date	Apr 7
Presenter(s)	Lea
Topic	Needs Assessment & Program Evaluation

COMPLIANCE TASKS THIS MONTH

☐	Board approval of budgets for following year
☐	Board approval of District School Improvement Plan
☐	Approval of School Improvement Plans by District
☐	Budget prep for FGMS and eFinance agreement
☐	Confirm no function code is over 10% variance

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Improvement Plans
Budgets
FGMS

MY NOTES

[ARApp Overview](#) (DESE slidedeck)

[ARApp Checklist](#)

Start to spend down budgets to under 15%(Title I/Migrant)

Build your ARApp team

Time Certification Sheets (make sure you have all signatures)

Monitoring Document - work on plugging in documentation pieces

MAY — Finishing Strong

MINI-LUNCH SESSION

Session Date	May 5
Presenter(s)	Michelle
Topic	Indistar Uploads & Title IV Report - Link to Presentation

COMPLIANCE TASKS THIS MONTH

☐	Spring Federal Coordinator Meeting at Hot Springs
☐	May 1 deadline: FGMS posted and in agreement with eFinance
☐	Confirm no function code is over 10% variance

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Indistar Documents
FGMS
AAFC Presentations

MY NOTES

JUNE — Closing the Chapter

MINI-LUNCH SESSION

Session Date	No mini-session — wrap-up month
Presenter(s)	—
Topic	Reimbursements Are Done

COMPLIANCE TASKS THIS MONTH

☐	Post District Parent/Family Engagement plan in Indistar
☐	Health/Wellness meeting
☐	Upload budgets into Indistar for next year
☐	Confirm no function code is over 10% variance

RELATED RESOURCE FOLDERS (AAFC Records Retention)

Indistar Documents
Health and Wellness
Budgets

MY NOTES
