

Date: April 20, 2017

To: Superintendents
Business Managers

From: Greg Keith, Chief Academic Officer
Paula Palmer, Director, Office of Career and College Success

Re: Career and Technical Education Levy FY 18: Enter Anticipated CTE FY18 Expenses by **May 19, 2017**

Minnesota Statute 124D.4531 allows a district with a career and technical program approved under this section to be eligible for career and technical revenue equal to 35 percent of approved expenditures in the fiscal year in which the levy is certified. Districts must submit annual anticipated and final expense budget information for their career and technical education programs to qualify for this permissive levy. The Department of Education approves the anticipated and final expenses for each school district's career and technical education program. Submission of anticipated CTE program expenses must be completed by **May 19, 2017**.

The **Career and Technical Education Levy Reporting System** will open April 18, 2017 for entering FY18 anticipated budget expenses. Budgets must be entered for approved Career and Technical Education programs by **May 19, 2017**.

A few reminders:

- Only the district's approved CTE programs are eligible for **the Career and Technical Education Levy**.
- Please refer to the [Career and Technical Education Program Approvals Database](#) for programs currently approved.
- CTE equipment expenditures as they are not an allowable expense for levy reimbursement.
- Cooperative Educational Districts must allocate their costs to their member districts via the **Coop Cost Allocation Summary** link. The link to the Coop Cost Allocation Summary is found on the left menu bar options available when entering the Cooperative's anticipated CTE program expenses.
- The **District User** should enter, save and submit all program anticipated CTE expenses for each approved CTE program. When complete, log out of the system and inform your District Administrator to log in and approve your district's anticipated expenses.
- The **District Administrator** will log in and approve to complete the anticipated expenses submission process to MDE.
- For step-by-step instructions, use the CTE Levy Web Based Reporting System Expenditure reporting manual for anticipated expenditures (Spring 2017) available on the [Career and Technical Education Levy web page](#).

For further information, please [contact Joel Larsen](#), Career and Technical Education program specialist, Office of Career and College Success, (651) 582-8395.