

Instructions for

General Application for Charter Schools

All charter schools that are operating within Los Angeles County must complete this application form. Based on your services type (see table below), complete the required sections of this application.

Charter Type	Type Description	Sections to Complete
Type L – Locally Funded	Funds received in LA County Treasury and disbursed by LACOE to the Chartering Authority	Sections 1 & 6
Type I—Pass Through	- Funds received in LA County Treasury and disbursed by LACOE - No STRS/PERS Retirement reporting - No HRS or PeopleSoft	Sections 1 & 6
Type I-PS—Use of PeopleSoft System only	- Funds received in LA County Treasury and disbursed by LACOE - No STRS/PERS Retirement reporting - Uses PeopleSoft to receive financial reports	Sections 1, 3, 5 & 6
Type II—Retirement Reporting only	- Funds received in LA County Treasury and disbursed by LACOE - STRS/PERS Retirement reporting through use of 3rd-party vendor - No HRS or PeopleSoft	Sections 1, 2, 5 & 6
Type III—Retirement Reporting and PeopleSoft	- Funds received in LA County Treasury and deposited by LACOE into the Charter School's Business Unit - STRS/PERS Retirement reporting through use of 3rd-party vendor - Uses PeopleSoft for at least some of business functions	Sections 1, 2, 3, 5 & 6
Type IV—Full Service	- Funds received in LA County Treasury and deposited by LACOE into the Charter School's Business Unit - Uses HRS to generate payroll and retirement reporting - Uses PeopleSoft for all or part of business functions - Must be eligible for the School Employees Fund (SEF)	All Sections

All applications must be signed by a charter school administrator, i.e. executive director, principal, etc.



General Application for Charter Schools

The applicant Charter School desires to establish a service relationship with the Los Angeles County Office of Education (LACOE) to include employee data record maintenance, payroll processing, and retirement reporting as well as certain accounting services as defined herein. By submitting this application, the Charter School represents that the basic qualifications have been met and there is agreement as to the setup timelines and charges associated with the services applied for.

Section 1--General Information:

Charter School's Legal Name (**must** match the name used on the CDE application/website):

Federal Tax ID Number: ____ - ____ - ____ - ____ - ____

State-Issued Charter School Number (4 digits): _____

Is the school directly funded? ☐ Yes ☐ No

District-Sponsored Charter School? ☐ Yes ☐ No

Sponsoring District's Name: _____

Sponsoring Authority Contact: _____

Sponsoring Authority Email: _____

Sponsoring Authority Phone: _____

Charter Petition Approval Valid: From: _____ To: _____
Beginning Date Ending Date

When do you expect initial funding from the State? ____/____/____

Site Information:

Address: _____

City/State/Zip: _____

Contact Person: _____

Email Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Mailing Information:

Address: _____

City/State/Zip: _____

Applicant Contacts:

Business Contact: _____	Telephone No.: (____)____ - _____
Email: _____	
Payroll: _____	Telephone No.: (____)____ - _____
Email: _____	
Personnel: _____	Telephone No.: (____)____ - _____
Email: _____	
HRS Coordinator: _____	Telephone No.: (____)____ - _____
Email: _____	
Accounting: _____	Telephone No.: (____)____ - _____
Email: _____	
Retirement: _____	Telephone No.: (____)____ - _____
Email: _____	
PSFS Security Administrator _____	Telephone No.: (____)____ - _____
Email: _____	

Management Company:

Are you using a consulting agency? ☐ Yes ☐ No

Company Name: _____

Address: _____

Contact Person: _____ Telephone No.: (____)____ - _____

Email: _____

Payroll Company: Are you using an outside payroll company? ☐ Yes ☐ No

Company Name: _____

Contact Name and Phone Phone Number: _____ (____)____ - _____

Type L & Type I charter schools – Stop here - Go to Section 6

Section 2--Retirement Systems Information:

CalSTRS and CalPERS will not add a charter to their systems until all requested documentation and information is received.

- All documentation must be dated prior to withholding retirement contributions.
- Neither CalSTRS nor CalPERS will accept contributions for payroll periods prior to the effective date of the EPMC Resolution; and contributions taken prior to the effective date of the EPMC Resolution must be returned to the employee. *(Item 3 and/or Item 6)*
- Neither system will accept reporting unless the beginning date of the first payroll subject to contributions is supplied by the charter school. This should be the first compensated work day, not the payroll issue date. *(Item 2 and/or Item 5)*

CalSTRS

1. CalSTRS coverage? ☐ Yes ☐ No ☐ Option to elect at a future date.
If Yes, obtain and complete the necessary forms for CalSTRS.
2. Specify the beginning date of the first payroll subject to CalSTRS contributions: _____
3. Specify the CalSTRS EPMC Resolution date: _____

CalPERS

4. CalPERS coverage? ☐ Yes ☐ No ☐ Option to elect at a future date.
If Yes, obtain and complete the necessary forms for CalPERS.
5. Specify the beginning date of the first payroll subject to CalPERS contributions: _____
6. Specify the CalPERS EPMC Resolution date: _____

Other:

7. Are any of your employees currently working for or transferring from a district? ☐ Yes ☐ No
8. Social Security coverage? ☐ Yes ☐ No
9. Alternative Retirement Plan? ☐ Yes ☐ No If yes, specify: _____

Type II charter schools – Stop here - Go to Sections 5 & 6

Section 3--Systems Access & Security:

Before access of LACOE systems can be provided, applicants will need to coordinate the establishment of security among your HRS, PeopleSoft, and other system operators. To begin this process, HRS and PeopleSoft Operator Security forms must be completed; one for each employee accessing a LACOE system. These completed and authorized forms must be on file prior to the initial in-service when tables, calendars, and employee records are input into LACOE systems.

10. Does the school have an internet provider? ☐ Yes ☐ No Which company: _____

Human Resource System (HRS)

11. Number of HRS operators: _____

Name of person who will be the key operator: _____

12. Indicate the number of employees: _____

Certificated _____ Monthly: _____ Daily: _____ Hourly: _____

Classified _____ Monthly: _____ Daily: _____ Hourly: _____

No. of Full-time _____ No. of Part-time _____

13. Indicate the number of pay months for employees:

Certificated 10: _____ 11: _____ 12: _____

Classified 10: _____ 11: _____ 12: _____

PeopleSoft Financial System (PSFS)

14. Number of PSFS operators: _____

Name of person who will be the security administrator: _____

15. Will the school be using PeopleSoft? ☐ Yes ☐ No

Which modules? ☐ General Ledger ☐ Accounts Payable

16. Approver: Is the approver on the Certification of Signatures form? ☐ Yes ☐ No

Note: The person who will be the approver must be listed on the Certification of Signatures form that is approved by the board of the charter school.

17. Will the school be using RAD for reports? ☐ Yes ☐ No

18. Was the Chart of Accounts completed and returned? ☐ Yes ☐ No
Was the Payroll Clearance Fund included (Fund 76)? ☐ Yes ☐ No

Type III charter schools – Go to Sections 5 & 6

Section 4--Payroll Information:

Applicants must provide this information from their records and after discussion among appropriate management of the applicant entity. This information will be reviewed by LACOE/School Financial Services (SFS) Management upon meeting with Charter School representatives.

Each charter school **MUST** have a minimum of three (3) unique numbers: one from the federal and at least two from the state's Employment Development Department (EDD) office. These numbers should be exclusive to the school. **Please do not provide the non-profit organization's numbers to LACOE. See the chart below.**

Each school should apply for the School Employer's Fund (SEF). The EDD determines the eligibility for the SEF. In the example below all the applications for these required numbers should be completed using the school's name—Charter Educational Academy (*not the non-profit organization's name*).

Example: Non-Profit Name – Charters Educational Collaborative Inc.
School Name – **Charter Educational Academy**

Internal Revenue Service		
1	Federal ID	XX-XXXXXXX
Employment Development Department (EDD)		
2	Personal Income Tax (PIT)	8XX-XXXX-X
3	Unemployment Insurance (UI)	9XX-XXXX-X (when using the School Employees Fund)
4	State Disability Insurance (SDI) <i>[optional]</i>	7XX-XXXX-X

19. Federal and State Identification Numbers (EINs). These identification numbers must be assigned by appropriate Federal and State agencies prior to initialization of HRS and other LACOE systems:

19a. State Tax Employer Identification Number _____

19c. State Unemployment Insurance Account No. _____

19d. State Disability Insurance Reporting No. (*optional*) _____

Documentation evidencing the above Identification Numbers should be attached to the application.

20. To request an application packet for an unemployment insurance tax identification number contact the School Employees Fund via the following website:
http://www.edd.ca.gov/Payroll_Taxes/Am_I_Required_to_Register_as_an_Employer.htm
 For information on Unemployment Insurance claims administration process, contact Gerald Yarbrough of LACOE's Division of Business Advisory Services at (562) 922-6122.

20a. Workers' Comp. Rate: _____

20b. Work Experience Factor: _____

20c. Composite Rate (4a. X 4b.) _____

For information on employer self-insurance for worker's compensation, contact the State Compensation Insurance Fund District Office, 655 N. Central Avenue, Suite 200, Glendale, CA 91203.

21. Select pay cycles: _____, _____, _____, _____, _____
(See www.lacoe.edu/sfs under Resources for available payroll cycles)
Anticipated first payroll issue - date/cycle: _____ / _____
22. Member of State Unemployment Insurance Fund? ☐ Yes ☐ No
23. Select standard days per month: _____ (FLSA standard is 21.667)
24. Select standard hours per month: _____ (FLSA standard is 173.33)
25. Has applicant established an IRC Section 125 Cafeteria Plan? ☐ Yes ☐ No
If yes, effective dates: _____
26. Has a Tax Sheltered Annuity Plan been adopted by the board? ☐ Yes ☐ No
27. Are board members (trustees) compensated? ☐ Yes ☐ No
28. Does applicant want the New-Hire Reporting option? ☐ Yes ☐ No
Formal written authorization is required and the applicant is charged \$1.10 for each new-hire reported. SFS/Payroll section will provide and monitor.
Initially, report production will be routed through SFS, Payroll Section for review prior to release to the applicant. Once production cycles are approved, arrangements will be made for distribution directly to the applicant. Initial training on the use of HRS will be provided on an in-service basis. Additional training is available according to a formal schedule published twice per year.
29. Health & Welfare (HW) Proration: Prorate health and welfare fringe benefit account charges on all jobs?
☐ Yes ☐ No

Payroll Tax Remittance Enrollment

Effective January 1, 2011, the IRS only accepts payroll tax payments electronically. In order for **Type IV** charter schools to comply, please submit the Federal ID number and state numbers to LCOE about 2 months **prior to** the first payroll issuance in HRS.

Note: The school name used on the IRS & EDD application MUST be the same name on this application.

30. Are you affected by the IRS \$100,000 rule? ☐ Yes ☐ No
31. What will be your highest estimated daily total amount \$ _____
(hint: combine Federal & State amounts)
32. Are you declared by the IRS as a: ☐ Monthly payer ☐ Semi-weekly payer
33. Are you participating in the State Disability Insurance (SDI)? ☐ Yes ☐ No
If yes, do you want setup for SDI? ☐ Yes ☐ No
32. Who is your main contact for Payroll Tax Remittance? (This is where your tax payment receipts will be sent.)
Name: _____ Phone: (____)____ - _____ Fax: (____)____ - _____
Mailing Address: _____
Email Address: _____

Section 5--Other Important Information and Requirements:

I/We understand that the charter school will adhere to the following guidelines: (initial applicable items) _____

The primary charges for HRS and PSFS related activities are prescribed by the Charter Schools Expense Reimbursement to the Los Angeles County Office of Education bulletins that are issued annually. Please refer to the current Informational Bulletin in the Publication Section of the Charter School binder or at www.lacoe.edu/bcsu.

_____ LACOE does **NOT** provide State Unemployment payment via PeopleSoft and the Electronic Funds Transfer Payment System (EFTPS).

_____ All charter schools are responsible for tax deposits applicable to the school. **Effective January 1, 2011, the IRS only accepts payroll tax payments electronically.** Type IV charter schools are responsible to submit IRS and EDD information at least two (2) months prior to the first payroll issuance in HRS.

_____ Type IV charter schools **must NOT** input tax journals into PeopleSoft prior to notification that the school is functional for tax remittance.

_____ Tax deposits must be submitted before 1:00pm, two (2) days prior to the date the deposits are due at the taxing agency.

Section 6--Signature

Unless otherwise indicated on this form, you may direct questions to the Business Charter Schools Unit at (562) 401-5574, (562) 401-5439 or (562) 922-8693.

Primary Executor Representing Charter School (Director, Chief Business Personnel, Board President):

Name *(print)*: _____

Job Title: _____

Signature: _____ Date: _____

Please return this form electronically to: sfs_bcsu@lacoe.edu