



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 DON GASPAR  
SANTA FE, NEW MEXICO 87501-2786  
Telephone (505) 827-5800  
[www.ped.state.nm.us](http://www.ped.state.nm.us)

HANNA SKANDERA  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
Governor

March 4, 2013

Efren Yturralde  
Superintendent  
Gadsden Independent Schools  
P.O. Drawer 70  
Anthony, NM 88021

Dear Superintendent Yturralde:

Gadsden Independent Schools is eligible to receive reimbursements for approved Dual Credit Instructional Material (DCIM). The DCIM Allocation II for Gadsden Independent Schools is as follows:

Allocation I	\$42,139.00
Allocation II	\$10,905.00
Total LEA Award	\$53,044.00
Less FY 12–13 Approved Budget	\$42,139.00
Total amount of BAR fund code 27103	\$10,905.00

Local education agencies (LEAs) not receiving an amount in Allocation II did not expend 40% of Allocation I, and therefore, are not awarded a second installment.

As noted in 6.30.7.8 NMAC, a LEA must pay the cost of the required textbooks for dual credit students. As in past years, the New Mexico legislature has allocated funds to the New Mexico Public Education Department (PED) to assist LEAs with this requirement. Please note that the total statewide allocation for DCIM for 2012–2013 is \$857,000. The PED will monitor expenditures closely, and work to ensure timely reimbursements to your district. To remain compliant and eligible for the DCIM funds, please abide by the DCIM guidelines and ensure you have submitted your STARS enrollment data. If these requirements are not met, the PED reserves the right to rescind your total award amount in its entirety.

Your institution may immediately begin to increase your budget authority by submitting an increase Budget Adjustment Request (BAR) for the Allocation II increase. Please note the deadline to submit a final Request for Reimbursement (RfR) for Allocations I and II is **April 1, 2013**.

Upon the final claim submission, the PED will contact your institution to determine the amount of expenditures incurred in excess of the total DCIM award, and the projected budget needed for summer school participation. The LEA will forfeit unobligated fund balances, and the funds will be reallocated to those LEAs demonstrating a need. This reallocation will occur in May to those who receive an amount in Allocation II, and will be known as Allocation III.

The funding for this award expires June 30, 2013, and the final FY12–13 RfR deadline is July 5, 2013. No extensions are permitted. When requesting reimbursement, please use fund code number **27103** and include the following information on your invoice:


- 1. STARS Course Code and STARS Course Title**
- 2. Name of textbook**
- 3. Classification of Instructional Programs (CIP) code**
- 4. Receipts for total cost**

Please follow these guidelines. Request reimbursement only for instructional materials as follows:

- 1. Dual credit courses offered through a postsecondary institution for which your LEA has a valid, electronically submitted Master Agreement and Appendix on file with the PED**
- 2. Dual Credit Courses that do not have the following CIP codes: 32.0101, 32.0104, 32.0107, 36.0108, or 32.0199**
- 3. Dual credit instructional materials purchased between July 1, 2012, and June 30, 2013**

If you have any questions regarding DCIM, please refer to our Frequently Asked Questions on the website <http://www.ped.state.nm.us/DualCredit/>, or you may contact Marcia Knight at (505) 827-1802 or [marcia.knight@state.nm.us](mailto:marcia.knight@state.nm.us).

Best regards,



Hipolito "Paul" Aguilar  
Deputy Secretary, Finance and Operations

HA/ES/mjk

cc: Hanna Skandera, Secretary-Designate of Education  
Leighann Lenti, Director, Policy Division  
Eric Spencer, Director, College and Career Readiness  
Marcia Knight, Education Administrator, College and Career Readiness