



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

KARA BOBROFF
INTERIM SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

August 13, 2019

Mr. Travis Dempsey, Superintendent
Gadsden Independent Schools
P.O. Drawer 70
Anthony, NM 88021

Dear Superintendent Dempsey:

State appropriated funding for feminine hygiene products were allocated through the 2019 legislative session (Laws of 2019, Chapter 279, Section 25A {HB548} and Laws of 2019, Chapter 279, Section 60A {HB 548}). The New Mexico Public Education Department (PED) has determined to award funding to districts and state charters with significant homeless and migrant student populations that are existing subgrantees through the McKinney-Vento Homeless Education Program and the PED Migrant Education Program. This funding is not a supplement of either award as it will have a unique fund and revenue code specific to the allocation. The PED has determined funding in the amount of **\$3,660.84** (cumulative funding from the two legislative allocations) for **Gadsden Independent Schools**. This funding is to be used specifically for the purchase of feminine hygiene products, dispensaries, and disposable receptacles as identified beginning in the supplement section on page three of this award letter. This award is based upon reimbursable expenditures. Adherence to the requirements as detailed in the supplement and documentation supporting expenditures is required.

Please note the following New Mexico State Legislation appropriation information specific to this award:

Award Name: Feminine Hygiene Products
Funding Agency: NM Public Education Department, Special Appropriation Fund
Compliance Requirements: NM Procurement Code (1.4.1 NMAC), Procurement Code (13-1-28 through 13-1-99 NMSA 1978
NM Department of Finance Administration Rules and Regulations
<http://nmdfa.state.nm.us/Forums.aspx>

The table below indicates Gadsden Independent Schools' state appropriation for feminine hygiene products. Please submit a Budget Adjustment Request (BAR) for this amount using **fund code 27130** and **revenue object code 43202** within the Operating Budget Management System (OBMS) located on the PED OBMS website. **Please submit a separate BAR by August 30, 2019 as follows:**

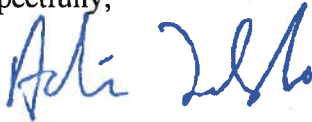
Feminine Hygiene Allocation for BAR	\$3,660.84
-------------------------------------	------------

In OBMS, attach a copy of this award letter and a district/charter generated worksheet reflecting how funds will be utilized within the allowable purchases described on the supplement page. The supporting documentation must be sufficient to ensure allowable uses of the funds under the funded program; failure to submit sufficient descriptions will delay approval of the BAR.

This award is effective from the date the award letter is signed through June 30, 2020. The award amount must be fully expended by June 30, 2020. The last day to submit requests for reimbursement for FY20 will be **July 7, 2020**.

If you have fiscal questions, please contact your designated fiscal analyst within the Fiscal Grants Management Bureau, who will refer your question to the appropriate level. If you have programmatic questions, please contact Dean Hopper, Safe and Healthy Schools Bureau Chief, at dean.hopper@state.nm.us.

Respectfully,



Adán Delgado
Deputy Secretary, Finance and Operations

AD/KS/dh/mr/sgl

Enc: (1) Supplement Page

cc: Ms. Katarina Sandoval, Deputy Secretary, Academic Engagement
Mr. Dean Hopper, Bureau Chief, Safe and Healthy Schools Bureau

NM Public Education Department's Safe and Healthy Schools Bureau (SHSB) Feminine Hygiene Products

SUPPLEMENT

This award is for the purpose of purchasing and dispensing free feminine hygiene products for select public school districts serving students in grades five through twelve. Feminine hygiene products are a health care necessity that cannot be easily substituted or foregone; students who lack access to these products may miss multiple days of school every month; and students who have access to quality feminine hygiene products are able to function with minimal interruption. Lack of access to these products may distract students from their studies or keep them from participating in sport activities.

The health and well-being of students who menstruate may be addressed through access to feminine hygiene products as teenage girls may be at increased risk for Toxic Shock Syndrome when tampons are not changed regularly. While there are no specific guidelines to prevent Toxic Shock Syndrome, "Staphylococcal toxic shock that is related to tampon use can be avoided by changing tampons frequently."(<https://www.drugs.com/health-guide/toxic-shock-syndrome.html>).

Qualifying districts designated to receive funds were based on those districts/state charter schools with a demonstrated significant population of homeless/migrant students and that are current McKinney-Vento Homeless Education Program and/or PED Migrant Program subgrantees. Awards were calculated based upon the student count for each of these populations in the 18-19 school year. **While homeless and migrant student populations were a determining factor in these awards, the funding is not exclusive to homeless and migrant student populations. Districts/state charters are expected to ensure access of feminine hygiene products to homeless and migrant student populations but may also provide accessibility to the general female student population.** Districts and state charters may determine the site(s) and location(s) where feminine hygiene product dispensary(ies) will be placed. Districts and state charters receiving funds should give consideration to ease of access for placing the dispensary(ies) and products (e.g., select girl's restroom, girl's locker room, nurses office, counselor's office, GRADS classroom(s) serving parenting students, etc.).

DEFINITIONS

Feminine Hygiene Products

For the purpose of this award, feminine hygiene products mean tampons and sanitary napkins for use in connection with the menstrual cycle.

Feminine Hygiene Dispensary Products

For the purpose of this award, feminine hygiene dispensary products include free or token-operated steel or comparable dispensers, sanitary napkin stand-alone or mounted receptacles for disposal of feminine hygiene products, and receptacle disposable bags.

FUNDING

Funds may only be used as follows:

- Tampons
- Sanitary napkins
- Steel or comparable dispenser(s)
 - Stand-alone or mounted
- Receptacle(s) for disposal use
- Receptacle disposable bags

Indirect costs will not be an allowable purchase.

Fiscal documentation in the form of a detailed expenditure report, as required by the PED, must be submitted with each request for reimbursement that provides: 1) time/date; 2) original, adjustments and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) remaining budget balance percentage. Submissions should also include (as appropriate):

1. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
2. Supporting documentation: Receipts, packing slips, invoices.

Items purchased or expenditures for deliverables must be traceable to line items included in the original, PED-approved budget.

• **NMAC 6.20.2.10 BUDGET MAINTENANCE STANDARDS:**

1. Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
2. School districts shall submit budget adjustment requests for the operating budget to the department for budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.
3. School districts shall submit periodic financial reports to the department using the department-approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due at the department by the last working day of the month following the end of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99; 6.20.2.24 NMAC - Rn, 6 NMAC 2.2.1.24, 05-31-01; A, 10-15-03; A, 11-30-06]