



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

May 14, 2013

**MEMORANDUM**

TO: Michigan Electronic Grants System *Plus* (MEGS+) Authorized Officials and Section 31a Main Contacts

FROM: Michael W. Radke, Ph.D., Director  
Office of Field Services 

SUBJECT: 2012-13 Section 31a Program Report Due July 15, 2013

Local Educational Agencies (LEAs) receiving Section 31a At-Risk funds are required to submit the 2012-13 Section 31a Program Report by **July 15, 2013**. The 2012-13 Section 31a Program Report is available in [Michigan Electronic Grants System \*Plus\* \(MEGS+\)](#). The LEA's MEGS+ Authorized Official (Level 5) or the assigned Application Administrator (Level 4) can initiate the Section 31a Program Report in MEGS+. The MEGS+ Authorized Official (Level 5) can submit the Section 31a Program Report.

If the 2012-13 Section 31a Program Report is not submitted by July 15, 2013, an amount equal to the LEA's Section 31a August installment will be withheld from the August State Aid payment as required by the language in Section 31a of the State School Aid Act. These funds will be forfeited if the report is not received by September 30, 2013.

Please review the "Allowable Uses of Section 31a Funds" document to assist your LEA with proper program implementation. The document can be found on the [Office of Field Services \(OFS\) website](#) at [\\_](#) under Programs, Section 31a At-Risk.

If you have questions regarding the Section 31a program and reporting requirements, please contact Lee Craft, Section 31a Consultant, OFS Special Populations Unit, at 517-373-6066 or [CraftL1@michigan.gov](mailto:CraftL1@michigan.gov). If you have MEGS+ related questions, please contact Judy Thelen, Analyst, at 517-335-1266 or [ThelenJ8@michigan.gov](mailto:ThelenJ8@michigan.gov).

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324