



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 25-006

TO: County School Superintendents and County Treasurers

FROM: Xin Liu, Deputy Associate Superintendent of School Finance

DATE: July 1, 2024

SUBJECT: FY 2025 County Small Schools Education Services Program

Pursuant to A.R.S. §15-365, the county school superintendent (CSS) may establish special small district service programs designed to meet the special needs of school districts with a total student count of fewer than six hundred in such areas as administrative assistance and specialized services. The intent of the small district service program statute is to provide additional monies to county offices to assist their small districts in accomplishing administrative and other special service activities.

Pursuant to A.R.S. §15-365(K), various costs are defined as:

- “Central administrative costs” are only those costs which are incurred by the county school superintendent in administering any service program which benefits all the school districts in the program and which are shared on a user basis and budgeted and paid as contract costs by districts.
- “General service costs” are those costs which are directly related to each of the service programs, which are shared on a user basis and which are budgeted and paid as contract costs by districts.
- “Service programs” means those programs which can be accomplished more efficiently and economically as multidistrict or multicounty operations.

The small district service program funding consists of a base amount of \$60,586.32 per program, which the multicounty programs share, plus a per district amount of \$5,452.27.

The county-specific FY 2025 funding claim form will be emailed to the CSS and Chief Deputy of each county office by October 10, 2024. The completed claim form is to be returned by email to the School Finance payment team inbox at SFPaymentTeam@azed.gov by **October 25, 2024**.

1. Print the claim form emailed to the CSS and complete the bottom portion by including the printed name of the CSS, an original CSS signature, and the date signed.
2. Scan a copy of the original signed and dated claim form and attach to an email to the School Finance payment inbox at SFPaymentTeam@azed.gov. Please include the reference of FY 2025 County Small Schools Funding, and the county's name, in the subject line of the county's email to School Finance.

Please email the School Finance payment team at SFPaymentTeam@azed.gov with any questions.