



January 19, 2001

TO: All County Superintendents of Schools
District Superintendents of Schools
Community College Districts and
Other Employing Agencies

FROM: Executive Office

SUBJECT: Employer Directive 2001-01
Charter Schools – Monthly Reports of Retirement Contributions (F-496)
Responsibilities

PURPOSE

The purpose of this directive is to inform employers of the enactment of Senate Bill 2105 (Chapter 466, Statutes of 2000), effective January 1, 2001, which outlines the monthly reporting requirements and responsibilities for county offices of education and school districts with respect to charter schools.

SCOPE

This directive applies to a county superintendent of schools or the superintendent of a school district under two circumstances with respect to a charter school whose charter requires that service performed by employees be subject to coverage under the California State Teachers' Retirement System (CalSTRS). First, the directive applies if the county office of education or the school district is the chartering authority for the charter school. This directive also applies if the district superintendent or county superintendent of schools is responsible for submitting monthly reports of retirement contributions, as required by Section 23004 of the Education Code, for the political subdivision in which the charter school is located.

DISCUSSION

Chapter 466, Statutes of 2000, added Section 47611.3 to the Education Code, requiring the county office of education or the school district to submit the required monthly report of retirement contributions and other reporting information to CalSTRS on behalf of charter schools under either of the following conditions:

1. The charter school is located within the county's boundaries of the county office of education; or
2. The local school district within the county serves as the chartering agency for the charter school.

Section 23004 of the Education Code requires county superintendents and superintendents of school districts to submit monthly reports of retirement contributions. Any information submitted on behalf of the charter school must conform to CalSTRS reporting format. Education Code Section 47611.3 also precludes the county office of education or local school district from requiring the charter school to purchase payroll-processing services from the county office or school district. The employer is permitted to charge the charter school for the cost of reporting services.

ACTION

County offices of education must permit charter schools to submit data either to the local school district or to the county office of education, for the purpose of being included in the employer's monthly report of retirement contributions (F-496). Employers may not require the charter school to purchase payroll-processing services as a condition of providing monthly report submission. Employers are permitted to charge the charter school for the actual cost of monthly reporting services for the charter school.

Charter schools are reminded that, as an employer, they are responsible for the accuracy and timeliness of CalSTRS monthly report information and contributions for their employees. Consequently, the correction of data submitted via the county office or district issuing the charter, is the responsibility of the charter school. Corrections must be submitted by the charter school to the appropriate county office or school district in compliance with current state statutes.

Employer questions regarding this Employer Directive should be addressed to the Reporting Section of the CalSTRS Membership Division. Any concerns with implementing the reporting system requirements to comply with this legislation should be directed to Alfred L. Ray, Assistant Chief, Membership Division, at (916) 229-3261.

JAMES D. MOSMAN
Chief Executive Officer