



Reference: 20170213-8210

12/12/41/1

Enquiries: N Ncedo

Management Accounting Minute: 0001/2017

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Chief Education Specialists, Deputy Directors at district offices, and Heads of pre-primary schools and ECD independent schools and Principals of ordinary public schools with Grade R classes

Subject: Grade R subsidy process from 01 April 2017

1. In Circular 0039/2016 the Grade R subsidy process for 2017/18 was outlined and reference was made to the introduction of an automated process.
2. Effective from 01 April 2017 all Grade R subsidies will be submitted by schools/sites via CEMIS.
3. It is important to note that:
 - all Grade R learners must be captured on CEMIS;
 - all Grade R learners must be linked to a Grade R class; and
 - a Grade R educator must be linked to every Grade R class.Only after the above has been done, can a Grade R subsidy claim be submitted for payment.
4. **Subsidy claims**

Grade R claim applications for the financial year extending from 01 April 2017 to 31 March 2018 will be available on CEMIS and can be accessed in the following way:

Log on to CEMIS.

Click "Proceed".

Point to the "Administration" menu item and click on "Gr R Subsidy".

Select "Submit Application".

Please complete the relevant fields as required and print the school's subsidy claim for record purposes after the claim has been submitted. The school's subsidy claim will be submitted electronically to the relevant district office. No further action will be required from the school.

Please refer to the Grade R Subsidy Claim Application System User Manual for detailed step-by-step guidance on how to submit a subsidy claim successfully.

5. Timeframes

Dates for the 2017 process:

April tranche

Date	Action
01 March 2017	CEMIS made available to submit claims
15 March 2017	Final date for schools/sites to submit claims Please note: After this date claims cannot be submitted for payment.
15 April 2017	District offices finalise recommendation and approval processes on Eduinfosearch, and sign off on each claim
15 May 2017	Final date of subsidy payment to schools/sites

October tranche

Date	Action
01 September 2017	CEMIS made available to submit claims
15 September 2017	Final date for schools/sites to submit claims Please note: After this date claims cannot be submitted for payment.
15 October 2017	District offices finalise recommendation and approval processes on Eduinfosearch, and sign off on each claim
15 November 2017	Final date of subsidy payment to schools/sites

6. Progress of claim

The progress of the school's claim can be tracked on CEMIS and can be accessed in the following way:

Log on to CEMIS.

Click "Proceed".

Point to the "Administration" menu item and click on "Gr R Subsidy".

Select "Claim status".

7. Please contact the relevant district CEMIS administrator regarding CEMIS-related enquiries and the relevant district ECD manager regarding Grade R subsidy-related enquiries.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: FINANCE

DATE: 2017-02-17