

Guidance: Actions with Series in Two FYs

Because the federal fiscal year (FY) does not typically correspond well with the academic school year, we have developed the following guidance for curricula that require more than one lesson and the action series is completed within two fiscal years:

1. All actions and sub-actions should be entered in the fiscal year in which they were completed.
2. For Actions that are series that will be completed across two fiscal years in SEEDS:
 - a. You will create an action series/ lesson series in each fiscal year using the total number of lessons (sub-actions) you will complete with the corresponding curriculum. It will be the same total in each of the FY.
 - b. You will document which sub-actions were completed in each fiscal year.
 - c. This means you will have two “main” actions with the same number of series (sub-actions) for the same curriculum, but in different FYs and the sub-actions will be different in the FY based on when they were completed.

i. For example: Lesson series of 6 is *scheduled* for School Year 2018-2019.



- ii. You will have the same “main” action with **6 series (sub-actions) in BOTH FY18 & FY19.**
- iii. In FY18, you will document all the info. for sub-actions 1-2 & cancel sub-actions 3-6.
- iv. In FY19, you will cancel sub-actions 1-2 & document appropriate info. for sub-actions 3-6.

****All attendees will be counted as “new attendees” for FY19 even though they might be returning because it is a new fiscal year.**

- d. You are encouraged to indicate in the notes of the canceled sub-actions something like “This lesson/sub-action was (*or will be*) completed in the previous (*or next*) Fiscal Year.”

****Reminder**** If you began an action in FY17 and completed it in FY18, you will only have 1 series entered into SEEDS as FY17 was not available in SEEDS. You will still use the total number of lessons for the curriculum and cancel whichever sub-actions were done in FY17 and only enter the data for the sub-actions completed FY18.