



**IMAGINING**  
the possibilities.  
MAKING THEM HAPPEN.



**Indiana  
Department of Education**

**Glenda Ritz, NBCT**  
Indiana Superintendent of Public Instruction

# **Part B Grants for Special Education 2015**



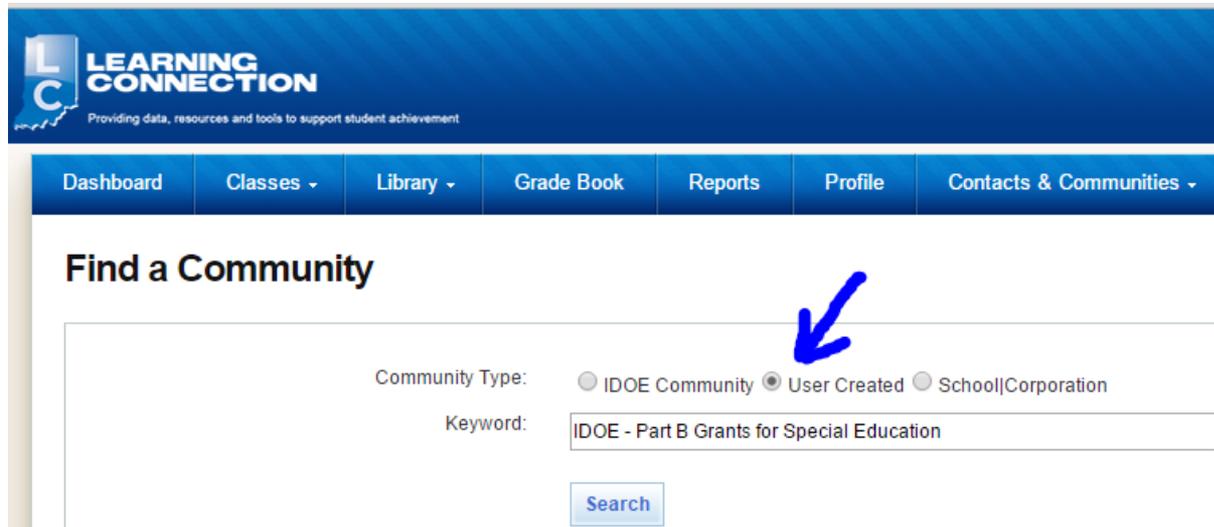
**Interrupt & Ask  
Questions!**

# Learning Connection

[www.learningconnection.doe.in.gov](http://www.learningconnection.doe.in.gov)

## IDOE – Part B Grants for Special Education

- Location of Part B Grant Applications, Templates, Announcements, Reminders, TA videos, etc.
- Select “User Created” for Community Type



**LEARNING CONNECTION**  
Providing data, resources and tools to support student achievement

Dashboard Classes ▾ Library ▾ Grade Book Reports Profile Contacts & Communities ▾

### Find a Community

Community Type:  IDOE Community  User Created  School|Corporation

Keyword:

# Funding for Special Education

	Federal Funding	State Funding
<b>Funding Source</b>	IDEA Part B Grants	APC Funding
<b>Factors in Calculation</b>	Census, Free/Reduced Lunch, & Base Payment	December 1 SE (Special Ed) & ME (Membership)
<b>December 1 Count</b>	Unduplicated	Duplicated
<b>How Funding Is Determined</b>	Federal Formula	Student Exceptionality Codes
<b>Where Grant is Managed</b>	Office of Special Education	Office of School Finance

# 611 & 619: What's the Difference?

## 611

- Ages 3-21
- “Regular”
- “Big Grant”
- Can budget CEIS
- Begin with “142**16**-”

## 619

- *\*No charters at this time*
- Ages 3-5
- “Preschool”

# Purpose of Part B

## Purpose of Funds

- To provide assistance to States and LEAs in carrying out their responsibilities to educate students with disabilities
- To supplement state, local, & other federal funds and not supplant those funds

(supplant = replace, substitute)

# 611 Allocations

## How Funds are Allocated (611 grant) 34 CFR § 300.705

Three factors:

1. Base Payment
2. Census
3. Poverty

**Current December 1 counts are not a part of the federal formula.**

# Where did you get the allocation data for my charter school?

## 1. Base Payment

- Count from Dec. 1, 1998 OR first year charter opened

## 2. Census

- Public, \*Non-Public, + Homeschool
- General & Special Education
- Data from Pupil Enrollment (PE) submitted by charter

## 3. Poverty

- General & Special Education
- Free & Reduced Lunch Counts
- Data from PE submitted by charter

\*Charter schools do not have non-public students.

# Submission Windows

## 611 Applications: 2 Parts

Due on/after July 1, 2015

- 611, Part 1

Due August 14, 2015

- 611, Part 2
- CEIS (if applicable)

# Application Window 1

## 611 Application, Part 1

- Cover Page
- Budget
- CEIS Set Aside
- Eligible for Conditional Approval only
- WebEx recording on Learning Connection

**Let's Review!**

# **Allowable Costs' Activity**

# Budget Lines

## 611 Budget Lines

- Personnel  
(Certified/Non-Certified Staff)
- Benefits
- Equipment & Technology  
(Non-Consumable items)
- Purchased Services  
(PT, OT, etc.)
- Services from Another Agency  
(Co-op costs, services provided from another public LEA, etc.)
- Conference & Travel (PD)  
(workshops, professional development, etc.)
- Travel (Non PD)  
(mileage)
- Buildings (Renovations to a building already in existence, i.e., making a restroom handicapped accessible)
- CEIS  
(RTI activities)
- Materials & Supplies  
(Consumable items)
- Indirect Costs

# Allowable Costs for IDEA

- For a particular cost to be allowed, it must be an excess cost of providing special education and related services
- Expenses must be **reasonable** and **necessary** for the provision of special education services
- Grantees must be able to verify that funds expended were for special education costs (withstand an audit)

# Allowable Costs for IDEA

## Guiding Question 1

**In the absence of special education needs, would this cost exist?**

If the answer is...

- No, then the cost is an excess cost and may be eligible
- Yes, then the cost is not an excess cost and is not allowed

# Allowable Costs for IDEA

## Guiding Question 2

**Is this cost also generated by students without disabilities?**

If the answer is...

- No, then the cost is an excess cost and may be eligible
- Yes, then the cost is not an excess cost and is not allowed

# Allowable Costs for IDEA

## Guiding Question 3

**If it is a child specific service, is the service documented in the student's IEP?**

If the answer is...

- Yes, then the cost is an excess cost and may be eligible
- No, then the cost is not an excess cost and is not allowed

# Allowable Costs for IDEA

An Allowable Costs' document has been placed on the Learning Connection to assist with decision making for the budget process.

Files & Bookmarks → Guidance Documents

# Questions?



# Application, Part 2

- One per LEA
- MOE
- Exceptions' documentation
- Excess Costs
- CEIS Budget (Mandatory/Voluntary)
- Assurances' document (signed by each LEA)
- DUE AUGUST 14, 2015

**NOTE**: Conditional Approval of Part 1 and Approval of Part 2 must be given before reimbursement requests will be honored.

# **Maintenance of Effort (MOE)**

**(IDEA, 34 CFR §300.203)**

Part B funds must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from State or Local funds below the level of those expenditures for the preceding fiscal year.

# MOE... in simpler terms

A comparison of:

**Special Education total costs for the current year**  
(Non-federal funds only)

VS.

**Special Education total costs for the prior year**  
(or most recent prior year for which information is available)

Required for any entity that receives Federal IDEA Part B Funds

2014-15

≥

2013-14

# Maintenance of Effort (MOE)

## Where do I begin?

1. Use “Summary of Receipt & Expenditures” (Form 9).  
<http://www.doe.in.gov/finance/school-financial-reports>
2. Total expenditures for special education (i.e., disability categories).
3. Total other special education expenditures, such as:
  - Summer School
  - Remediation
  - Social Work, Counseling, Psychological Services
  - Speech Pathology, Physical Therapy
  - Medical Services, Nurse Services, Other Health Services
  - Legal Services

# Maintenance of Effort (MOE)

## Tracking Expenditures

Expenses should:

- Be consistent from year to year.
- Be logically connected to special education.
- Be tracked for audit purposes.

# Part B Federal Funding

## 2 Tests for MOE\*

Test 1: Aggregate  
Calculation

Previous Year Overall  
State & Local  
Expenses compared to  
Current Year State &  
Local Expenses Overall

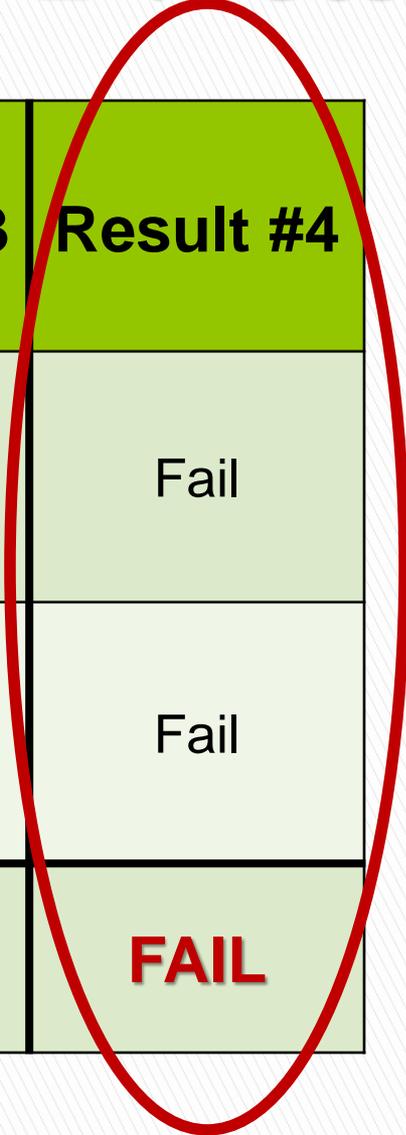
Test 2: Per Capita  
Calculation

Previous Year State &  
Local Actual Per  
Student Expenses  
Compared to Current  
Year State & Local  
Expenses Per Student

\*LEAs must meet only ONE of the two tests in order to complete the MOE requirement.

# Possible Outcomes for MOE Tests

	Result #1	Result #2	Result #3	Result #4
Aggregate Calculation (Test 1)	Pass	Pass	Fail	Fail
Per Capita Calculation (Test 2)	Pass	Fail	Pass	Fail
Result	<b>PASS</b>	<b>PASS</b>	<b>PASS</b>	<b>FAIL</b>



# MOE Reductions

## Reductions:

If LEA was:

- a. not found to be “Significantly Disproportionate”, and
- b. received a local determination of “Meets Requirements”,

**AND** the new 611 allocation is greater than the previous year’s allocation, the LEA can reduce by 50% of the increase in allocation.

## Example:

FY 2015 allocation: \$2,000,000

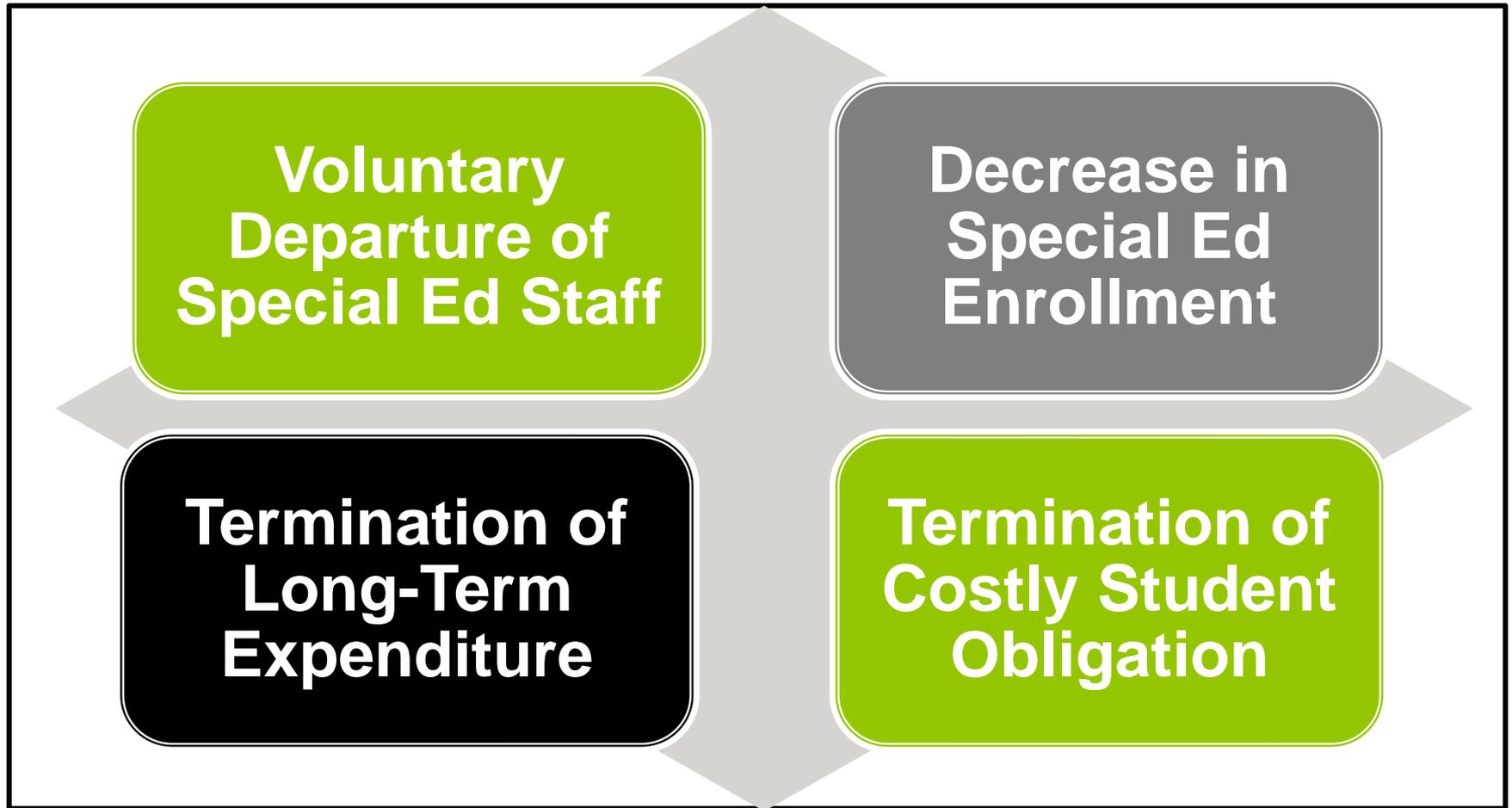
FY 2014 allocation: \$1,850,000

Amount of increase: \$150,000

Allowable Reduction to MOE: \$75,000

**NOTE:** The application will automatically calculate this.

# MOE Exceptions\*



\*Criteria for Reduction N/A for Exceptions

# MOE Exception #1

Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel

Not Eligible for Exception:

- Reduction in Force (RIF)
- Non-renewal of a probationary teacher's contract
- Transfer or reassignment
- Personnel paid 100% from IDEA-B funds
- Contracted services personnel

# MOE Exception #1: Example

## EXAMPLE:

- A special education teacher retires, and the salary and fringe of this long-term and experienced teacher is \$90,000 (paid from non-federal dollars).
- The LEA replaces this position with a qualified special education teacher at a salary and fringe of \$60,000 (also paid from non-federal dollars).
- The LEA would be allowed to reduce their MOE obligation by \$30,000 (net difference between the experienced teacher salary and new teacher salary).

# MOE Exception #2

Decrease in the enrollment of children with disabilities

- LEA must spend same per pupil amount as in prior years
- Exception is automatically calculated on MOE Calculator; no additional documentation needed

# MOE Exception #2: Example

BASE YEAR 2013	Special Ed. Enrollment	State & Local Expenses	Per Pupil Cost
	45	\$100,000	\$2,222 (\$100,000/45)

Example A: 2014	Special Ed. Enrollment	State & Local Expenses	Per Pupil Cost	Result
	40	\$95,000	\$2,375 (\$95,000/40)	<b>Acceptable</b> Reduction
Decrease in enrollment <b>AND</b> per pupil cost maintained				

Example B: 2014	Special Ed. Enrollment	State & Local Expenses	Per Pupil Cost	Result
	40	\$75,000	\$1,875 (\$75,000/40)	<b>Unacceptable</b> Reduction
Decrease in enrollment; per pupil cost <b>NOT</b> maintained				

# MOE Exception #3

Termination of the obligation of the LEA to provide a **program** of special education to a **particular child** with a disability that is an **exceptionally costly program**, as determined by the State, because the child:

- Has left the jurisdiction of the LEA;
- Has reached the age at which the obligation of the LEA to provide FAPE to the child has terminated;
- No longer needs the program of special education

# MOE Exception #4

Termination of costly expenditures for long-term purchases, such as the acquisition of equipment

- Must be capital outlay
- Must be nonexpendable & tangible
- Must have a life span of more than one year

## Examples:

- Remodeling for special education purposes
- Acquisition of a vehicle for special education transportation
- Equipment with a per unit cost of \$5,000 or more (Ipads & computers would not qualify because these cost less than \$5,000 each.) (Per EDGAR)

# New Level of MOE

If an LEA reduces their MOE level through any of these exceptions and has documentation to support the exception(s), this becomes the LEA's new MOE amount until the LEA increases the level of special education expenditures (state & local) on its own.

## Example:

A charter reduced its MOE by \$40,000 for FY 15

FY 14            \$330,000

FY 15            \$290,000

MOE baseline for FY 16 would be \$290,000

# MOE Calculator

Enter the total into the MOE calculator. If it...

Turns **Green**:  
Done!!



Turns **Red**:

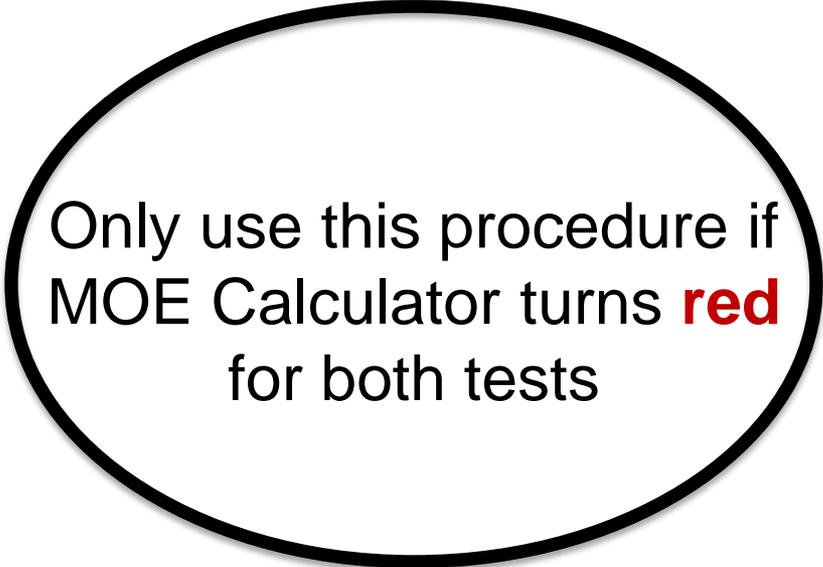


# MOE Expenditures

## Do a Little Digging: Extra Expenditures That Could Be Included for MOE

Any expenditures from State/  
Local funds for FAPE, including  
(but not limited to):

1. Administration
2. Instruction
3. Attendance/Health Services
4. Transportation
5. Operation/Maintenance of  
Building
6. Fixed Charges
7. Food Services
8. Equipment
9. Student Body Activities
10. Materials & Supplies



Only use this procedure if  
MOE Calculator turns **red**  
for both tests

# MOE Expenditures

## Example 1: Personnel

- A charter school has one nurse who sees all students throughout the year.
- The nurse's salary is \$45,000/year.
- 11% of the school's population is comprised of students with disabilities (SWD).

\$45,000 (salary)

X         .11(% of SWD)

\$4,950.00

\$4,950.00 could be applied toward MOE.

# MOE Expenditures

## Example 2: Equipment

- A charter school provides all classrooms in the building with Smart Boards.
- The total cost of the Smart Boards was \$1,000,000.00.
- 13% of the corporation's student population is comprised of students with disabilities.

$$\begin{array}{r} \$1,000,000 \text{ (total cost)} \\ \times \quad \quad \quad .13 \text{ (\% of SWD)} \\ \hline \$130,000.00 \end{array}$$

**\$130,000 could be applied toward MOE.**

### **HOWEVER.....**

The school would need to take into consideration that the Smart Boards are likely a one time purchase and not a consistent expense. May have difficulty expending \$130,000 over the next consecutive years to maintain the same amount of effort.

# MOE Expenditures

## Example 3: Transportation

- A charter school provides transportation to all students in the building.
- 15% of the school's student population is comprised of SWD.
- 3% of SWD are provided special transportation; 12% of SWD are provided general transportation.
- General transportation costs approximately \$9.8 million per year.
- Special transportation costs approximately \$1.2 million per year.

General Transportation:  
\$9,800,000 (total cost)  
X           .12 (% of SWD)  
\$1,176,000.00

\$1,176,000.00 (General  
Transportation)  
+ 1,200,000.00 (Special  
Transportation)  
\$2,376,000.00

**A total of \$2,376,000.00 could be applied toward MOE.**

# Maintenance of Effort (MOE)

## What happens if we don't make MOE?

- Charter school must pay the amount by which MOE was missed to the Indiana Department of Education **from its general fund.**
- Charter school must sign Assurance document to ensure MOE was paid with non-federal dollars.
- Charter school will be expected to maintain the calculated effort for the next fiscal year.
- Charter school cannot be approved for future fiscal year grants until MOE is resolved.

# Excess Costs

- The goal of IDEA, Part B funding is to pay for the extra cost associated with educating students with disabilities.
- Thus, LEAs are required to determine how much it costs to educate a child regardless of disability status, and must pay for those baseline costs with state, local or other federal funds.
- Part B funds may only be spent on costs over and above this baseline.

# Excess Costs

- Generated **separately** for Elementary (PK-8) and Secondary students (9-12)
- Unlike MOE: **Cannot** “pro-rate” costs by grade levels
- Allocations may be pro-rated to separate Elementary and Secondary amounts
- When recording **costs**, do NOT use one percentage for reporting across all expenses. Costs should be recorded throughout the year based on the grade levels that will be using the services provided.
- Example: An IA for a 10th grade student should be recorded in the expenditures for secondary students.

# Excess Costs

**Example: Central Secondary School of Arts is for students in grades 6-12. There are 900 students total in the school. Of the 900 students, 360 are considered to be Elementary students (grades 6, 7, and 8). 540 are Secondary students.**

The total 611 allocation for the school is \$850,600.00. 40% of school is Elementary students, the elementary portion of the allocation would be \$340,240.00.

$$(.40 * \$850,600 = \$340,240.00)$$

The secondary portion would be \$510,360.00.

(This can be pro-rated because it is the allocation and not a cost.)

I Knew That !



# Trivia Time!

# Coordinated Early Intervening Services (CEIS)

Provided to students in kindergarten through 12th grade (with a particular emphasis on grades K-3) who:

- are not currently enrolled in special education programs or services
- need additional academic and behavioral supports to succeed in a general education environment

# CEIS

## **When is an LEA REQUIRED to use Part B funds on CEIS?**

If an LEA is identified as having “significant disproportionality” based on race or ethnicity with respect to:

- the identification of children with disabilities
- the identification of children in specific disability categories
- the placement of children with disabilities in particular educational settings, or
- the incidence, duration, and type of disciplinary actions (including suspensions & expulsions)

34 CFR§ 300.646

**LEAs were notified during the last week of April (2015) if the use of Part B funds on CEIS was mandatory.**

# CEIS

- Mandated LEAs must:
  - expend exactly 15% of 611 plus 619 allocations
  - budget from 611 grant
  - set aside 15% from the allocation to be budgeted in Part 2 of the 611 application
- LEAs who voluntarily use CEIS funds:
  - can budget UP TO 15% (does not have to be exact)
  - can only budget from 611 grant
  - must set aside the allotted amount to be budgeted in Part 1 of the 611 application
- For questions/assistance on CEIS plan, contact Kristan Sievers-Coffer at [ksievers@doe.in.gov](mailto:ksievers@doe.in.gov) or 317.232.0595

# CEIS Monitoring

- Collected quarterly for any LEA using Part B funds for CEIS (mandatory or voluntary)
- Itemizes expenditures & costs to date (by LEA)
- Reports number of students receiving CEIS services & number of students eligible for special education services after receiving CEIS services during reporting period
- Allows LEAs to describe CEIS activities implemented and sustainability for the required two year time period



**Trivia Time!**

**FY 2016**

Last Day to Encumber Funds  
September 30, 2017

**FY 2016**  
(July 1, 2015-  
September 30, 2017)

Final Report Due  
December 15, 2017

Last Day for Reimbursement  
December 15, 2017

**FY 2014**  
(July 1, 2013-  
September 30, 2015)

Last Day to Encumber Funds  
September 30, 2015

**FY 2014 & TA**

Final Report Due  
December 15, 2015

Last Day for Reimbursement  
December 15, 2015

**FY 2015**  
(July 1, 2014-  
September 30, 2016)

**FY 2015**

Last Day to Encumber Funds  
September 30, 2016

Final Reports Due  
December 15, 2016

Last Day for Reimbursement  
December 15, 2016

# Current Grant Cycle

# Important Dates to Remember

## **FY 2014 611 & TA Grants**

September 30, 2015

Last day to encumber funds/modify grants

December 15, 2015

- Last day to file for reimbursement
- Final Reports Due

## **FY 2015 Grants (611 & 619)**

September 30, 2016

Last day to encumber funds/modify grants

December 15, 2016

- Last day to file for reimbursement
- Final Reports Due

# Modifications

- Use template on Learning Connection in folder for the appropriate grant year.
- Cover page and grant number should be included to avoid delays.
- Modification/Reimbursement WebEx posted on Learning Connection.
- Submit to [partbgrants@doe.in.gov](mailto:partbgrants@doe.in.gov).

# Reimbursements

- Use template on Learning Connection in folder for the appropriate grant year.
- Reimbursement form is attached to the end of the modification. Many numbers will auto-fill.
- Modification/Reimbursement WebEx posted on Learning Connection.
- Submit to [specialedpartb@doe.in.gov](mailto:specialedpartb@doe.in.gov).

# Final Reports

- Final reports for the FY 2014 611 & TA grants are due December 15, 2015.
- Use template on Learning Connection in folder for the appropriate grant year.
- Final Report WebEx for FY 14 and TA grants posted on Learning Connection (includes FAQ).
- Submit to [partbgrants@doe.in.gov](mailto:partbgrants@doe.in.gov).

# Fiscal Audit

## EDGAR Inventory List

An inventory list of all equipment purchased with Part B dollars must be kept by LEAs. The list must include:

- Description of the property
- Serial number or other identification number
- Source of the property
- Name of title holder
- Acquisition date and cost of property
- Percentage of federal participation in the cost of the property
- Location, use, and condition of the property
- Disposition date (including the date of disposal and sale price of the property)

# Fiscal Audit Findings

## Semi-Annual Certification Report

- Needed for any employee who:
  - Works solely in special education, and compensation is funded solely from the IDEA Part B grant
  - Works solely in special education, but compensation is funded from both Part B and general funds
  - Works solely in special education, is funded from local or state funds, and is included in maintenance of effort calculations
- Must be prepared at least semiannually (every 6 months)
- Must be signed by the supervisory official having firsthand knowledge of the work performed by the employee
- Should be maintained locally in case of an audit; not collected by State

# Fiscal Audit Findings

## Personnel Activity Reports (PARs)

- Required for personnel who:
  - works part of his/her time on special education and part of his/her time on other cost objective
  - is paid from multiple sources
- Reports must:
  - be completed “after-the-fact”
  - account for the total time the employee is compensated
  - be prepared at least monthly
  - coincide with one or more pay periods
  - be signed by the employee and an administrator or supervisor

# Contacts & Submission Information

## General Questions about **Part B Grants**

- Jen Thompson (317.234.1002) [jthompson@doe.in.gov](mailto:jthompson@doe.in.gov)

## General Questions about **Reimbursements/Finances**

- Tamara Poteet (317.233.5435) [tpoteet@doe.in.gov](mailto:tpoteet@doe.in.gov)

## Application, Modification, Final Report Submissions

[partbgrants@doe.in.gov](mailto:partbgrants@doe.in.gov)

## Reimbursement Submissions

[specialedpartb@doe.in.gov](mailto:specialedpartb@doe.in.gov)

# Questions?

