

To: Local Education Agencies

From: Sarah Fields, Senior Fiscal Specialist

Date: March 30, 2020

Subject: Special Education Excess Cost Funding and COVID-19 Related Issues

As Indiana schools and vendors are closed or operating via e-learning due to the COVID-19, the Indiana Department of Education (IDOE) has received several questions regarding the impact on Special Education Excess Cost (SEEC) funding and contracts and the proper procedures to follow. Below is information as it relates to those questions concerning excess cost funding for students with disabilities. Please review the Q & A document and direct any questions to Sarah Fields, sfields@doe.in.gov.

Frequently Asked Questions

FAQ #1: Can we still submit new excess cost applications?

Answer: Yes, both initial applications and re-applications can continue to be submitted.

FAQ #2: In the event of an extended school closure, can ABA services for those students who are typically supported within the school setting receive those services in an alternate location or virtually? If in an alternate location, would it occur at the center, home, or some other setting?

Answer: Yes, the center can still provide services for those students who are typically supported in school with ABA services. If the services are not provided virtually, the location where the services are provided is at the discretion of the LEA.

FAQ #3: I have a student whose placement is currently funded through a SEEC contract. A reapplication to request the continuation of funding their placement is due soon. As a result of recent events, we are having trouble coordinating a date/time to hold the conference with all of the necessary individuals via teleconference. Will there be a penalty or reduction in approved funding if there is a delay in holding a case conference?

Answer: If a LEA has a contract that is ending within the next couple of months, it is possible that the case conference will be held later than it would be under usual circumstances. While you are still expected to hold case conferences (they can be done over the phone if the situation

warrants), do not fear that funding will be lost. SEEC funding will be allowed to continue on the next calendar/instructional day as it is noted in the re-application. As always, be sure that the application is submitted to the IDOE within two weeks of the final case conference whenever it occurs.

FAQ #4: The separate day program where a student is placed has closed, but they are providing services virtually. Will we still receive reimbursement of SEEC funds?

Answer: Yes, as long as services are being provided, SEEC will continue to reimburse for the services. Invoices should be completed as normal to reflect the services that were provided. Ensure that there is documentation to show the days and amount of time the student received the services to submit with the invoice as evidence.

FAQ #5: The separate day program where a student is placed has closed, and *no* services are being provided during the closure. Do I need to submit an invoice? If so, how do I reflect this on the invoice?

Answer: An invoice is required to be submitted on a monthly basis for the lifetime of the contract whether services are provided or not.

- o If any services are provided at all during the month, the invoice should be filled out to reflect what was provided. Remember that only services, rates, and day counts in the exhibit A can be included in the invoice.

- o If no services were provided for the entire month, LEAs are still required to submit an invoice. The budget part of the invoice can be left blank, or the LEA can choose to include a note that no services were provided. The top half of the invoice must still be completed with the following information: date invoice submitted, invoice #, invoice start and end dates, and preparer information.

FAQ #6: The residential facility where a student is placed has been quarantined, and the day school program has been closed. Students are still on campus, and the facility is providing educational services virtually. Will we still receive reimbursement of SEEC funds?

Answer: Yes, LEAs will still submit a monthly invoice in the same way they typically do for room, board, and educational services. If any services in the exhibit A were not provided, they cannot be included in the invoice for reimbursement.

FAQ #7: Faced with long term closures of schools and private vendors due to COVID-19, would SEEC continue to support services provided in that form for ESY if educational services continue to be provided virtually in the summer?

Answer: Yes, ESY services determined to be necessary through a case conference will be supported by SEEC funds whether provided virtually or in person.

FAQ #8: Do the students' IEPs need to be revised to reflect the changes in how services are being provided (or if they are not being provided) due to school and vendor closures?

Answer: Yes, IEPs will need to be revised to show the services students are receiving virtually and to notate if any services were canceled due to COVID-19. Below is a Moodle announcement that was released about added calendar day types to IIEP:

“Two additional calendar day types have been added in Indiana IEP (IIEP) as of March 19, 2020. IIEP now includes “E-Learning Day” and “Canceled- COVID-19” in light of the recent change to school calendars due to COVID-19. When considering timelines, please note that an “E-Learning Day” will count as an instructional day and a “Canceled- COVID-19” will not. Please visit the Indiana IEP Resource Center and look at the “New & Trending” announcements.”