



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION





IDEA Part B and Preschool Application Instructions 101

A Presentation by:

Wendy Lee
Funding and Accountability Coordinator
Idaho State Department of Education
Division of Federal Programs
Special Education

Dr. Charlie Silva, Director



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

OVERVIEW

IDEA Part B and Preschool Application 101

Before You Begin....



IDEA Part B and Preschool Application Instructions

Tool Box



What you will need to complete the application:

1. Access to or have a copy of your 2016 Audit Final Report and your Annual reported expenditures
2. Access and assistance from your Business Manager and or Superintendent and or Charter Administrator
3. Copy of the IDEA Part B Application Instruction Manual
4. Copy of IDEA Part B Funding Manual
5. Sign on access to the IDEA Part B Application



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IDEA Part B and Preschool Application Instructions Tool Box



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[IDEA Part B and Preschool Application](#) | →

Fiscal/IDEA Allocations

- 2014-2015 IDEA Part B and Preschool Allocations
- 2015-2016 IDEA Part B and Preschool Allocations – Preliminary Estimates
- 2016-2017 IDEA Part B and Preschool Allocations – Preliminary Estimates - revised 4-15-16



IDEA Part B and Preschool Application Instructions

IDEA Part B and Preschool Application

DEPARTMENTS COMMUNICATIONS

 **IDAHO**
STATE DEPARTMENT OF EDUCATION

[Log On](#)

IDEA Part B and Preschool Application

Links

- Home
- IDEA Part B Funding Manual
- Application Instructions

2016-2017

- Change Year

Actions

- Select District

▼ **At A Glance**

IDEA Part B and Preschool Application

Welcome to Idaho's IDEA Part B and Preschool Application. This is the school district and LEA application for flowthrough funding under the Individuals with Disabilities Education Act (IDEA), Part B, Section 611 and Section 619 (Preschool).

The application for IDEA Part B and Preschool flowthrough funds is open for submission. Applications may be submitted at any time until October 1st. Applications submitted after that date will not be accepted. After submission of the application and approval by SDE, LEAs may retroactively fund allowable costs incurred after July 1 of the current year.

If you have not used the SDE Application Portal before, please create an account on the [Registration](#) page.

If you have questions about the application or filling out the forms, please contact the Idaho IDEA Administrator at IdeaAdministrators@sde.idaho.gov.

If you are encountering errors while using the IDEA application, please contact the IT Help Desk at support@sde.idaho.gov.



<https://apps.sde.idaho.gov/IDEA>

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IDEA Part B and Preschool Application Instructions

Logging into Application

Welcome to the Idaho State Department of Education Log On Screen

Please select your appropriate Organization from the drop down list, per the instructions below.

- Students – select the “Student” option
- Employees of the State Dept. of Education – select “SDE”
- District users – select your respective District name
- If your District name is not present – select “Other”
- All other users (including non-District) – select “Other”

-- Select Organization --

Continue to Sign In

1 - Select your organization from the list above.

2 - Sign in with your username and password. If you don't have an account, you may create your account by clicking the [Registration](#) link.

Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the [Registration](#) page. There is also a page to assist you if you [lost your password](#).

Account Information

User name:

Password:

Sign In

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.



IDEA Part B and Preschool Application Instructions

Registration

- Use your official district or organization email account as your user name.
- Passwords must be at least 6 characters.
- Enter the Security Words.
- Click the **Create** button.



The screenshot shows the 'Register User' form for the Idaho State Department of Education. The form includes the following fields and instructions:

- User Information**
 - Instructions: "You must use your official district or organization email account as your user name. Passwords must be at least 6 characters, and contain at least three of the following elements: lowercase letter, uppercase letter, digit, symbol. In addition, the Password cannot contain your name, or 3 or more consecutive characters from your Name."
 - Fields: User Name, Name, Password, Confirm Password, Primary District/Org (dropdown menu), Security Words.
- Security Words**
 - Instructions: "Type the two words."
 - Image: A CAPTCHA image showing the words "tousli" and "Constitution".
 - Field: A text input box for the security words.
- Create** button



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IDEA Part B and Preschool Application Instructions

Tool Box



- User sign On information Page 3 of the Application Instructions PDF: <http://www.sde.idaho.gov/sped/funding/files/idea/resource/IDEA-Part-B-Application-Instructions.pdf>
- **Important:** Special Education Staff do not assign user rights. Superintendents, Delegates, IT Directors assign district roles
- IT Help Desk can assist with any sign on issues: support@sde.idaho.gov
(208) 332-6923



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IDEA Part B and Preschool Application Instructions

Important Information - Time Limits and Saving Your Work



Once logged into the Application, there is a limited time period of inactivity:

25 minutes inactivity  System issues 5 minute warning that session will expire.

Re-enter login information to stay logged into the system.

30 minutes inactivity  System logs you out.

*Click the **Save** button frequently to avoid losing information.*



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

District Home

important boxes to select!

District Home Info

District Info

Person completing the application:

Phone: (xxx-xxx-xxxx format)

E-mail:

LEA is applying for PreSchool funds

The school district has determined that there are no private schools located within the boundaries of the district. *(If the district checks this box, it is not necessary to complete the private school form. However, if the SDE determines that there are private schools within the district, the district's application may be disapproved)*

The below **REQUIRED** information is generated using your district's most recent ISEE Directory Program Contacts file submission. Any changes, additions, or deletions must be made by resubmitting these files *which can be done at any time*. Please contact your Region's ISEE Technology Coordinator at RegionalCoordinators@sde.idaho.gov, if you need assistance.

Role Title	Name	Phone(s)	Email Address
Business Manager			
Special Education Director			
Superintendent			



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

District Home

District Home Info must be completed & saved to view [Application Components](#) on left side of screen.

Person completing the Application

- Enter primary contact.

LEA is applying for PreSchool funds

- By default, the box is checked.
- Uncheck box if *not* applying for PreSchool funds.
- Box is *not* visible for Charter LEAs.

The school has determined there are no private schools.....

- Check box if no private schools.
- If box *unchecked*, district must report all private schools.



Refer to the [Parentally-placed Private School Children](#) section in the [IDEA Part B Funding Manual](#) and [Chapter 9](#) of the [Idaho Special Education Manual 2007](#).



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

District Home

Business Manager, Special Education Director & Superintendent

- Prefilled with your Business Manager, Special Education Director & or Superintendent information. This information comes from your District Directory File submitted via ISEE

NOTE – If prefilled information is incorrect:

- *Contact your IT support staff member, and submit an updated directory file for your district via ISEE and contact your Regional ISEE Coordinator for help with the file.*



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IDEA Part B and Preschool Application Instructions

Important Information

Application Components

2016-2017

Change Year

**BOISE
INDEPENDENT
DISTRICT**

District Home

CEIS Budget

SchoolWide Programs

Private Schools

ANSER CHARTER SCHOOL
(0819)

School Age Budgets

Preschool Budgets

Maintenance of Effort

Excess Cost Calculation

Comments

Submit/Assurance

Self-Assessment Checklist

Once district information is entered and saved, the components of the IDEA Application are listed along the left side of the screen.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

CEIS Budget

- *Complete prior to completing the School Age Budgets.*
- *Amounts are automatically entered on current year School Age Budget as line item amount.*

Schoolwide Programs

- *Complete prior to completing the School Age Budgets.*
- *Amounts are automatically entered on current year School Age Budget as line item amount.*



Refer to the **CEIS** section in the [IDEA Part B Funding Manual](#).
Refer to the **Schoolwide** section in the [IDEA Part B Funding Manual](#).



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

CEIS Budget, Schoolwide, Private Schools

CEIS- Coordinated Early Intervening Services – LEA can set aside up to 15% of the IDEA Part B and Preschool to develop and implement early intervening services – contact SDE for more information as there are accountability and reporting requirements.

Schoolwide Programs- SDE does not encourage consolidating IDEA Part B funds in schoolwide programs, and such consolidations are rarely approved. Problematic with IDEA Part B funds, nationwide issue. Works for some Title programs, but not commonly ever used for IDEA.

Private Schools- Only approved non profit private schools, who are on the populated approved drop down list can be reported.

- *Complete all three sections prior to completing the School Age Budgets.*
- *Amounts are automatically entered on current year School Age Budget as line item amount.*



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

CEIS Budget

Coordinated Early Intervening Services (CEIS)

If the LEA will use up to 15% of its total allocations of IDEA Part B funds for CEIS, complete the sections below.

Amount budgeted:

CEIS Plan Narrative:

(The plan provided here must be detailed and in alignment with the allowable uses of Part B funds for CEIS and Suggested Activities.)

Assurances: By budgeting amounts for Coordinated Early Intervening Services the LEA provides assurance that it will submit to the SDE in subsequent years, the following information regarding the children served using these funds.

- The number of children who receive CEIS in the current school year.
- The number of those children who subsequently receive special education and related services
 - Within the first year
 - Within the second year

The LEA further ensures that it will submit or have available for review, as required by the SDE, all documents and information required to demonstrate compliance with federal regulations regarding the implementation of CEIS using IDEA Part B funds and that IDEA Part B funds will be used to supplement and not supplant other funds used for these purposes including funds made available under the ESEA for these purposes.



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Completing the Application

Application Components

CEIS Budget

Amount budgeted

- Enter no more than 15% of the total allocations.

CEIS Plan Narrative

- Enter detailed narrative.
- CEIS Plan will be carefully reviewed.

Assurances

- Final section is assurance that LEA must provide if Part B funds are budgeted for this purpose.



Refer to the *CEIS* section in the [IDEA Part B Funding Manual](#).



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Schoolwide Programs

Schoolwide Programs under Title I of ESEA for 2016-2017

If the LEA will use IDEA Part B funds for Schoolwide Programs, complete the section below to calculate the maximum amount that may be used for Schoolwide Programs

A) Number of children with disabilities served by the LEA as of the date of this application	<input type="text"/>
B) Number of children with disabilities in the Schoolwide programs	<input type="text"/>
C) LEA allocation for the current year (sum of SchoolAge and Preschool Allocations)	<input type="text" value="\$, ."/>
D) Maximum amount that may be budgeted for the Schoolwide programs ((B÷A)×C)	<input type="text" value="\$0"/>
E) Enter the Amount Budgeted	<input type="text" value="\$0"/>

Schoolwide Plan Narrative (The plan must include a detailed description of how these funds will be used to support the schoolwide plan and a list of all schoolwide schools in which the funds will be used, including the number of children with disabilities in each school.)

Assurances: By budgeting amounts for Schoolwide Programs under Title I of ESEA, the LEA provides assurance that it will comply with all applicable provisions of 34CFR §300.206 as well as all applicable provisions of Title I of ESEA including 34CFR §200.26.

Save



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Schoolwide Programs

Section A – E

- Complete sections to calculate maximum amount.

Schoolwide Plan Narrative

- List all schoolwide schools where funds will be used.
- Describe how funds will support schoolwide plan.

Assurances

- Final section is assurance that LEA must provide if Part B funds are budgeted for this purpose.



Refer to the *Schoolwide* section in the [IDEA Part B Funding Manual](#).



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Private Schools

Private School Calculations

Private Schools

Proportionate Share Calculation

Save

The district has contacted the following private schools located within the district for the purpose of conducting consultations with representatives of the private school and representatives of parents of children with disabilities within the private school for the purpose of provision of special education and related services to children with disabilities enrolled by their parents in private schools. In compliance with IDEA Part B regulations, the district must contact and list here ALL private schools within the district that meet the definition of Elementary or Secondary Schools in 34 CFR Section 300.13 and/or Section 300.36.

Private School	Most Recent Date Contacted by District	Total Current Enrollment (all students)	School representative participated in consultations	Signed Affirmation of Consultation on file	Grades Served
----------------	--	---	---	--	---------------

Add School

Click **Add School** button to list private schools within district.

Do **not** report:

- For-profit private schools
- Free-standing preschools
- Free-standing kindergartens.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Private Schools

Private School

- Be sure school selected is correct.

Date Contacted by District

- Enter most recent contact date made to initiate consultation.

Total Current Enrollment

- Enter total current enrollment.
- This is for ALL students (eligible & non-eligible for special education services).

Add Private School	
Private School	--Select School--
Most Recent Date Contacted by District (mm/dd/yyyy)	<input type="text"/>
Total Current Enrollment (all students)	<input type="text" value="0"/>
Number of students identified as eligible for special ed or related services	<input type="text" value="0"/>
A school representative participated in consultations	<input type="checkbox"/>
Signed Affirmation of Consultation on file	<input type="checkbox"/>

Save



Refer to the *Parentally-placed Private School Children* section in the [IDEA Part B Funding Manual](#) and [Chapter 9 of the Idaho Special Education Manual 2007](#).



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IDEA Part B and Preschool Application Instructions

Completing the Application

Private Schools

- Calculation for Proportionate IDEA Part B and Preschool funds for private school students is computed
 - Enter amounts in lines A and B
 - System will automatically calculate the amount and populate the School Age and Preschool Budget forms

Refer to the *Parentally-placed Private School Children* section in the [IDEA Part B Funding Manual](#) and [Chapter 9 of the Idaho Special Education Manual 2007](#).



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Save

Calculation of proportionate IDEA Part B and Preschool funds for private school students with disabilities

Complete the following calculation to determine the proportionate amount of IDEA Part B funds to be used for the provision of services to parentally placed private school children with disabilities, ages 3-21

A.	Total count of children with disabilities, ages 3-21, enrolled in district public schools from the November 1, 2015 child count	<input type="text"/>
B.	Count of eligible parentally placed private school students, ages 3-21, as reported on the November 1, 2015 child count.	<input type="text"/>
C.	Percentage of total - $B/(A+B)$	0.00%
D.	SchoolAge Allocation for 2016-2017	\$4,859,717
E.	Proportionate amount for private school students - $C \times D$	\$0

Complete the following calculation to determine the proportionate amount of IDEA Part B funds to be used for the provision of services to parentally placed private school children with disabilities, ages 3-5

A.	Total count of children with disabilities, ages 3-5, enrolled in district public schools from the November 1, 2015 child count	<input type="text"/>
B.	Count of eligible parentally placed private school students, ages 3-5, from the November 1, 2015 child count	<input type="text"/>
C.	Percentage of total - $B/(A+B)$	0.00%
D.	Preschool Allocation for 2016-2017	\$215,259
E.	Proportionate amount for private school students - $C \times D$	\$0

Any of the above amounts remaining as of 9/30/2017, must be obligated for the provision of services to parentally placed private schools in the next year.

IDEA Part B and Preschool Application

Completing the Application

Private Schools- Carryover Issues, Spending, Out of Balance

School Budgets

Prior Year Expenditures Budget

IDEA Part B Preschool Budget Expenditures for 2014-2015

IFARMS Obj. Code	Description	Amount Budgeted	Amount Expended as of 6/30/2015
522-100	Salaries - Teachers and Aides	\$279,271	\$151,480
522-200	Benefits - Teachers and Aides	\$134,840	\$80,994
522-300	Purchased Services	\$0	\$0
522-400	Supplies	\$1,436	\$0
522-500	Capital Objects	\$0	\$0
616-100	Salaries - Related Service Personnel	\$0	\$0
616-200	Benefits - Related Service Personnel	\$0	\$0
616-300	Purchased Services	\$0	\$0
616-400	Supplies	\$19,708	\$2,151
616-500	Capital Objects	\$0	\$0
	Professional Development	\$0	\$0
	Private School Proportionate Share	\$1,474	\$0
	Private School Proportionate Share Carryover <i>*not included in totals</i>	\$345	\$0
	Indirect Costs - Rate: 1.3%	\$3,095	\$3,050
	Adjustment to a prior year's carryover		\$0
	Totals	\$439,824	\$237,675
	Total Carryover		\$202,149

IDEA Part B Preschool Budget for 2015-2016

Allocation Amount	\$207,803		
Carryover Amount	\$202,149		
Total Budget Amount	\$409,952		
IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
522-100	Salaries - Teachers and Aides	\$294,711	Aides and increment payments
522-200	Benefits - Teachers and Aides	\$88,603	HDLV Persi Fica
522-300	Purchased Services	\$0	
522-400	Supplies	\$20,000	Preschool snacks, supplies
522-500	Capital Objects	\$0	
616-100	Salaries - Related Service Personnel	\$0	
616-200	Benefits - Related Service Personnel	\$0	
616-300	Purchased Services	\$0	
616-400	Supplies	\$0	
616-500	Capital Objects	\$0	
	Professional Development	\$0	
	Private School Proportionate Share	\$0	
	Private School Proportionate Share Carryover <i>Carryover amount must be fully expended by Sept 30 of current grant period.</i>	\$1,474	
	Indirect Costs - Rate: 1.3%	\$5,164	
	Total	\$409,952	

IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

District Charter Schools

- Each charter school in district will be listed in application components.

3 tabs

POCATELLO COMMUNITY CHARTER Budgets

Assurance Prior Year Expenditures Budget

Save

The School District and Charter School understand that the Idaho State Department of Education awards IDEA Part B Federal Special Education flowthrough funds only to school districts and LEAs. The provisions of the charter determine how funds or services are made available to the Charter School for providing special education services to students attending the Charter School.

Service Provider

- The above Charter School's charter states that the District will provide all special education services to students with disabilities who are enrolled in the charter school. The District will retain all IDEA Part B funds for the provision of those services. (Completion of the Budget form is NOT required)
- The above Charter School's charter states that the Charter School will provide or contract for all special education services. The District will flow-through to the Charter School all IDEA Part B funds for which the Charter School is eligible. (Completion of the Budget form IS required)

The chartering School District and Charter School agree that the School District is fully responsible for the appropriate use of these funds in compliance with all state and federal regulations, established special education policies and procedures, and the IDEA Part B Funding Manual.

If any of these funds are flowed through to the Charter School by the School District, the Charter School will submit, to the School District, a budget that indicates fully how these funds will be used for the provision of special education services. The entire amount flowed through to the charter will be entered as a single line item on the District's IDEA Part B School Age budget.

The School District will make these funds available to the Charter School in accordance with federal cash management regulations, utilizing a grant reimbursement system similar to the system whereby the SDE provides funds to school districts.

Assurance

Check appropriate **Service Provider** button.

If second button checked, district *must* submit charter school budget.

Prior Year Expenditures

To be added next year.

Budget

Next page...



When entering amounts on any of the budget forms, enter numbers only. Do not enter commas, dollar signs, decimals, etc. The system will automatically format the amounts.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

District Charter Schools

Amount Budgeted

- Allocation amount is agreed upon by district and charter school.
- District and charter school determine budget amounts.
- SDE does *not* provide district charter school allocations.

Budget Narrative

- Each line with budget amount requires detailed budget narrative.

Save

IDEA Part B Charter Budget

IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	<input type="text" value="\$0"/>	<input type="text"/>
521-200	Benefits - Teachers and Aides	<input type="text" value="\$0"/>	<input type="text"/>
521-300	Purchased Services	<input type="text" value="\$0"/>	<input type="text"/>
521-400	Supplies	<input type="text" value="\$0"/>	<input type="text"/>
616-100	Salaries - Related Service Personnel	<input type="text" value="\$0"/>	<input type="text"/>
616-200	Benefits - Related Service Personnel	<input type="text" value="\$0"/>	<input type="text"/>
616-300	Purchased Services	<input type="text" value="\$0"/>	<input type="text"/>
616-400	Supplies	<input type="text" value="\$0"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	



Refer to the *Parentally-placed Private School Children* section in the [IDEA Part B Funding Manual](#) and [Chapter 9 of the Idaho Special Education Manual 2007](#).

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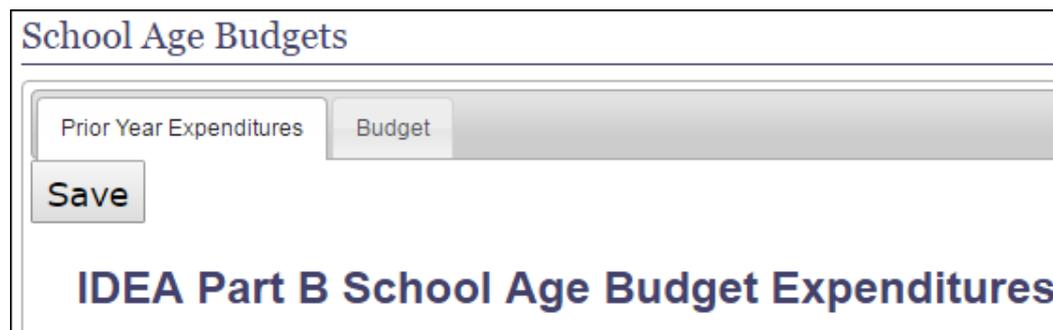
IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

School Age Budgets

- Any amounts budgeted on **CEIS Budget form**, **Schoolwide Programs form**, and **Private School Proportionate Share Calculation** will be entered on current year **School Age Budgets form**.



Prior Year Expenditures

- The *Prior Year Expenditures* tab automatically calculates carryover and moves carryover amount to current year budget.
- Complete all expenditures on this form prior to beginning *Budget* tab.



- When entering amounts on any of the budget forms, enter numbers only.
- Do not enter commas, dollar signs, decimals, etc.
- The system will automatically format the amounts.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

School Age Budgets – Prior Year Expenditures (continued)

Amount Expended as of 6/30/2016

- Enter actual expenditure amounts as of June 30th of current year.
- Budget line item amounts submitted as part of previous year's budget *cannot* be changed on this page.
- If line item varies by 10% or more of total budget amount without SDE preapproval, enter detailed explanation.

Submitting form is LEA's assurance of accuracy of its financial status.



- Review expenditure amounts and resulting carryover carefully.
- This form serves as LEA's financial status report.

IDEA Part B School Age Budget Expenditure

IFARMS Obj. Code	Description	Amount Budgeted	Amount Expended 06/30/2016
521-100	Salaries - Teachers and Aides	\$687,044	\$0
521-200	Benefits - Teachers and Aides	\$242,169	\$0
521-300	Purchased Services	\$5,000	\$0
521-400	Supplies	\$10,000	\$0
521-500	Capital Objects	\$40,000	\$0
616-100	Salaries - Related Service Personnel	\$66,882	\$0
616-200	Benefits - Related Service Personnel	\$17,321	\$0
616-300	Purchased Services	\$80,000	\$0
616-400	Supplies	\$4,000	\$0

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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

School Age Budgets – Prior Year Expenditures (continued)

Indirect Costs

- Only LEAs with restricted indirect cost rate may claim indirect costs on form. These rates are negotiated through Public School Finance each year and that rate is subsequently prepopulated on form
- The system will *not* allow entry of amounts in excess of the total allowable.
- When working with your budget, speak with your Business manager if needing rate.
- Indirect costs rates are computed as follows:
(Allocation Amount + Carryover Amount) – (Charter School Sub allocation amount + Indirect Costs amount + Capital Objects amount) * indirect cost rate.
Example to follow on the next slide...

Adjustment Amount

- If total expenditures reported add up to at least the amount of this adjustment, carryover into the current year will be increased by this amount.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

School Age Budgets – Prior Year Expenditures - Indirect Cost Rate Example

Indirect Costs Computation

(Allocation Amount + Carryover Amount) – (Charter School Sub allocation amount + Indirect Costs amount + Capital Objects amount) * indirect cost rate.

Example:

A district has an allocation (A) of 100 and \$10 is budgeted for capital objects (C).

$\$100 - \$10 = \$90$, Indirect Cost rate is 5%. $\$90 \times 5\% = \4.5 .

But....

$90 + 10 + 4.50 = 104.50$ and that's more than you get.

Algebraically the formula is:

$.045X + X = 90$ (X is the total amount to budget for things other than capital objects and indirect)

$1.045X = 90$

$X = 90 / 1.045 = 86.12$ (this is the amount to budget and take indirect costs on)

The result is.....

$86.12 + 10.00 + 3.88$ (indirect costs) = \$100.



IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

School Age Budgets – Prior Year Expenditures *(continued)*



- Review expenditure amounts and resulting carryover carefully.
- This form serves as LEA's financial status report.
- Submitting form is LEA's assurance of accuracy of its financial status.

616-500	Capital Objects	\$35,000	\$0
	Professional Development	\$5,000	\$0
	Charter School Sub-allocation	\$0	\$0
	Coordinated Early Intervening Services	\$0	\$0
	Schoolwide	\$0	\$0
	Indirect Costs - Rate: 3.5%	\$35,000	\$0
	Adjustment Amount: Supplemental award, Spring 2010. Previously unbudgeted	\$18,195	
	Totals	\$1,245,611	\$0
	Total Carryover		\$1,245,611

Notes: Please use the field below to explain any significant change (> 10% of total budget) from budget amounts to actual expenditures.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

IDEA Part B and Preschool Application Instructions

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School Age Budgets

The **Error:** message displayed will remain at the top of form until full amount has been budgeted.

Fields populated:

Allocation Amount
Carryover Amount
Total Budget Amount

Submitting form is LEA's assurance it will only expend Part B for the excess costs of special education.



Refer to the [Allowable Uses of IDEA Part B Funds and Guide to IFARMS Accounting Codes in the IDEA Part B Funding Manual](#).



School Age Budgets

Prior Year Expenditures Budget

Save

- Error: Budget tab - Total budgeted amount must equal the total amount available

IDEA Part B School Age Budget

Allocation Amount	<input type="text" value="\$100,000"/>		
Carryover Amount	<input type="text" value="\$87,611"/>		
Total Budget Amount	<input type="text" value="\$187,611"/>		
IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	<input type="text" value="\$0"/>	<input type="text"/>
521-200	Benefits - Teachers and Aides	<input type="text" value="\$0"/>	<input type="text"/>
521-300	Purchased Services	<input type="text" value="\$0"/>	<input type="text"/>

IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

School Age Budgets – Prior Year Expenditures (continued)

Amount Budgeted

- Each line item with a budget amount requires a budget narrative.

Budget Narrative

- Provide detailed specifics of how the LEA will expend funds

School Age Budgets

Prior Year Expenditures
Budget

Save

- Error: Budget tab - Total budgeted amount must equal the total amount available

IDEA Part B School Age Budget

Allocation Amount	<input type="text" value="\$100,000"/>		
Carryover Amount	<input type="text" value="\$87,611"/>		
Total Budget Amount	<input type="text" value="\$187,611"/>		
IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	<input type="text" value="\$0"/>	<input style="width: 100%; height: 30px;" type="text"/>
521-200	Benefits - Teachers and Aides	<input type="text" value="\$0"/>	<input style="width: 100%; height: 30px;" type="text"/>
521-300	Purchased Services	<input type="text" value="\$0"/>	<input style="width: 100%; height: 30px;" type="text"/>



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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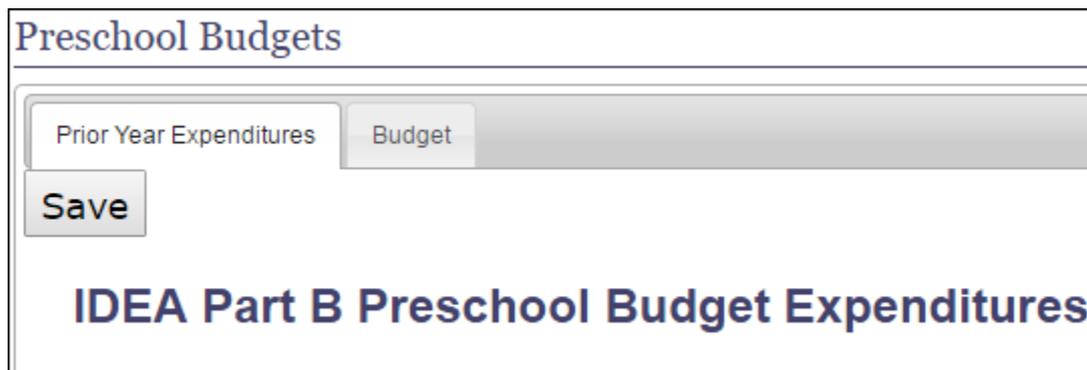
IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Preschool Budgets

- If district checked the **LEA is applying for Preschool funds** box on District Home page, the Preschool Budgets will be activated for all school districts.



Prior Year Expenditures

- The *Prior Year Expenditures* tab automatically calculates carryover and moves carryover amount to current year budget.
- Complete all expenditures on this form prior to beginning *Budget* tab.

Budget

next pages...



- *When entering amounts on any of the budget forms, enter numbers only.*
- *Do not enter commas, dollar signs, decimals, etc.*
- *The system will automatically format the amounts.*

SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Preschool Budgets

Amount Expended as of 6/30/2016

- Enter actual expenditure amounts as of June 30th of current year.
- Budget line item amounts submitted as part of previous year's budget *cannot* be changed on this page.

Preschool Budgets

Prior Year Expenditures Budget

Save

IDEA Part B Preschool Budget Expenditures

IFARMS Obj. Code	Description	Amount Budgeted	Amount Expended as of 6/30/2016
522-100	Salaries - Teachers and Aides	\$294,711	\$0
522-200	Benefits - Teachers and Aides	\$88,603	\$0
522-300	Purchased Services	\$0	\$0
522-400	Supplies	\$20,000	\$0
522-500	Capital Objects	\$0	\$0
616-100	Salaries - Related Service Personnel	\$0	\$0
616-200	Benefits - Related Service Personnel	\$0	\$0

Submitting form is LEA's assurance of accuracy of its financial status.



- *Review expenditure amounts and resulting carryover carefully.*
- *This form serves as LEA's financial status report.*



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Preschool Budgets Continued

Indirect Costs

- Only LEAs with restricted indirect cost rate may claim indirect costs on form.
- The system will *not* allow entry of amounts in excess of the total allowable.
- If line item varies by 10% or more of total budget amount without SDE preapproval, enter detailed explanation.

616-500	Capital Objects	\$35,000	\$0
	Professional Development	\$5,000	\$0
	Charter School Sub-allocation	\$0	\$0
	Coordinated Early Intervening Services	\$0	\$0
	Schoolwide	\$0	\$0
	Indirect Costs - Rate: 3.5%	\$35,000	\$0
	Adjustment Amount : Supplemental award, Spring 2010. Previously unbudgeted	\$18,195	
	Totals	\$1,245,611	\$0
	Total Carryover		\$1,245,611

Notes: Please use the field below to explain any significant change (> 10% of total budget) from budget amounts to actual expenditures.



IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Preschool Budget

The **Error**: message displayed will remain at top of form until full amount has been budgeted.

Fields pre-populated:

- Allocation Amount
- Carryover Amount
- Total Budget Amount

Preschool Budgets

Prior Year Expenditures Budget

Save

- Error: Budget tab - Total budgeted amount must equal the total amount available
- Error: Expenditure tab - Indirect Cost expenditure amount exceeds maximum amount allowed

IDEA Part B Preschool Budget

Allocation Amount	\$27,030
Carryover Amount	\$2,874
Total Budget Amount	\$29,904

Completing the Preschool Budget is your assurance that you will only expend Preschool funds for excess costs of special education and related services for children with disabilities for ages 3 through 5 years old.



Refer to *Allowable Uses of IDEA Part B Funds and Guide to IFARMS Accounting Codes* in the [IDEA Part B Funding Manual](#).

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IDEA Part B and Preschool Application Instructions

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Application Components

Preschool Budget

Amount Budgeted

- Each line item with a budget amount requires a budget narrative.

Budget Narrative

- Provide detailed specifics of how the LEA will expend funds for allowable, excess costs of special education and related services.

Indirect Costs

- Only LEAs with a restricted indirect cost rate for the current year may claim indirect costs on the Preschool budget.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Maintenance of Effort

Local Funds Only (contact SDE for approval)

Section I (Prefilled from prior year Audit reports)

Section II *Expenditures* -(use *Annual Report and or Audit Report to complete*)

Section III *Budget* – (*estimated budget for this year*)

Expenditure Exception Worksheet (prior year exceptions)

Budget Exception Worksheet (this year's exceptions)



IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Maintenance of Effort – Local Funds Only

You will select Local Funds only if you intend on not using any state apportionment funding for MOE, and have contacted SDE in advance! Otherwise complete Sections II, & III

Local Funds Only	Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet
------------------	----------------------------	----------------------------	-----------------------	------------------------------------	-------------------------------

Save

Report of Local Funds Only for IDEA Part B Maintenance of Effort

Complete this form ONLY if the LEA elects to report Local Funds only for the purpose of meeting the Maintenance of Effort requirements of 34 CFR §300.203

The LEA elects to use Local Funds for:

FY 2016 compliance.
 FY 2017 eligibility.

The LEA elects to use Local Funds for:

FY 2016 compliance.
 FY 2017 eligibility.

Local Funds Expended
Amount of Local Funds only *expended* for the education of children with disabilities in:

FY 2015:
FY 2016:

Comment:

The LEA elects to use Local Funds for:

FY 2016 compliance.
 FY 2017 eligibility.

Local Funds Expended
Amount of Local Funds only *expended* for the education of children with disabilities in:

FY 2015:
FY 2016:

Local Funds Budgeted
Amount of Local Funds only *budgeted* for the education of children with disabilities in:

FY 2017:

Comment:



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Maintenance of Effort – Section I Annual Report

The numbers in this section cannot be changed.

This section is pre-filled with:

- Financial information reported by submitted LEA's Annual Audit to Public School Finance.
- Child Count from two years prior.



Concerns/Questions: Contact SDE
Special Education Funding Coordinator.

Maintenance of Effort Worksheet and Assurance Form					
Local Funds Only	Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Worksheet
Save					
Actual General Fund Expenditures as reported on Annual Report					
<i>Amounts as submitted on the FY 2015 IFARMS Annual Report and the 2015-2016 MOE Worksheet and Assurance</i>					
IFARMS 100-521: Special Education Program			\$14,714,902		
IFARMS 100-522: Special Education Preschool Program			\$727,917		
IFARMS 100-616: Special Education Support Services Program			\$7,046,870		
Combined Total			\$22,489,689		
Other Expenditures as reported on 2015-2016 MOE Assurance			\$0		
Medicaid Reimbursements as reported on 2015-2016 MOE Assurance			\$0		
Post Annual report adjustments submitted by LEA			\$0		
Adjusted Total - MOE threshold for FY 2016			\$22,489,689		
Child Count 12/1/2014			2810		
Average Per Pupil Expenditure FY 2015			\$8,003		



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

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Application Components

Maintenance of Effort – Section II Expenditures

- Compliance section of Maintenance of Effort Assurance.
- LEA must report all general fund expenditures and excess costs for special education and related services.
- Amounts reported in first 3 lines should agree with amounts reported on LEA's audited financial statements and annual IFARMS report.
- If discrepancy, amounts reported on Annual Report will be used to determine MOE compliance.

Local Funds Only	Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Worksheet
Save				
General Fund Expenditures for FY				
<i>Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2016. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2016</i>				
IFARMS 100-521: Special Education Program		\$0		
IFARMS 100-522: Special Education Preschool Program		\$0		
IFARMS 100-616: Special Education Support Services Program		\$0		
Combined Total		\$0		
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above				
Professional Development		\$0		
Transportation Costs		\$0		
Other (Describe below)		\$0		
Exception Amount (from Expenditure Exception worksheet)		\$0		
Medicaid Reimbursements not previously accounted for in the above functions/program codes		\$0		
Adjusted Total		\$0		
Child Count 11/1/2015		2953		
Average Per Pupil Expenditure FY 2016		\$0		

Reported via IFARMS annual report; concurring with Audited Financials



IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Maintenance of Effort – Section II Expenditures (Continued)

IFARMS 100-521, 100-522, 100-616

- Enter total of LEA's expenditures in first 3 lines.

Combined Total

- System automatically calculates combined total.

Professional Development, Transportation Costs, Other

- If expenditures unaccounted for in one of 3 codes above, enter amounts in appropriate category.
- If Other, describe expenditures and how they are excess costs of special education.

Local Funds Only	Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Worksheet
Save				
General Fund Expenditures for FY				
<i>Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2016. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2016</i>				
IFARMS 100-521: Special Education Program				\$0
IFARMS 100-522: Special Education Preschool Program				\$0
IFARMS 100-616: Special Education Support Services Program				\$0
Combined Total				\$0
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above				
Professional Development				\$0
Transportation Costs				\$0
Other (Describe below)				\$0
Exception Amount (from Expenditure Exception worksheet)				
				\$0
Medicaid Reimbursements not previously accounted for in the above functions/program codes				
				\$0
Adjusted Total				\$0
Child Count 11/1/ 2015				2953
Average Per Pupil Expenditure FY 2016				\$0



IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Maintenance of Effort – Section II Expenditures (Continued)

Medicaid Reimbursements

- Enter amount *only* if one or more of IFARMS function /program amounts is *not* net of Medicaid reimbursement.
- Amount entered is automatically subtracted from Adjusted Total

If blank, LEA is providing assurance that it is in compliance.

Local Funds Only	Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Worksheet
Save				
General Fund Expenditures for FY				
<p><i>Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2016. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2016</i></p>				
IFARMS 100-521: Special Education Program				\$0
IFARMS 100-522: Special Education Preschool Program				\$0
IFARMS 100-616: Special Education Support Services Program				\$0
Combined Total				\$0
<p>List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above</p>				
Professional Development				\$0
Transportation Costs				\$0
Other (Describe below)				\$0
<p>Exception Amount (from Expenditure Exception worksheet)</p>				
Medicaid Reimbursements not previously accounted for in the above functions/program codes				\$0
Adjusted Total				\$0
Child Count 11/1/2015				2953
Average Per Pupil Expenditure FY 2016				\$0



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IDEA Part B and Preschool Application Instructions

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Maintenance of Effort – Section II Expenditures (Continued)

Child Count

- Prefilled.
- Used to calculate the **Average Per Pupil Expenditure** field.

If neither **Adjusted Total** nor **Average Per Pupil Expenditure** is equal to or greater than corresponding amount in **Section I Annual Report**, a warning message will be displayed (example):

THE LEA DOES NOT MEET THE MOE COMPLIANCE REQUIREMENT,
EITHER IN TOTAL EXPENDITURES OR PER PUPIL EXPENDITURES
Total MOE Compliance Failure: \$22,489,689



General Fund Expenditures for FY

Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2016. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2016

IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
Combined Total	\$0
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above	
Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
Exception Amount (from Expenditure Exception worksheet)	\$0
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
Adjusted Total	\$0
Child Count 11/1/2015	2953
Average Per Pupil Expenditure FY 2016	\$0

THE LEA DOES NOT MEET THE MOE COMPLIANCE REQUIREMENT,
EITHER IN TOTAL EXPENDITURES OR PER PUPIL EXPENDITURES
Total MOE Compliance Failure: \$22,489,689

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Application Components

Maintenance of Effort – Section II Expenditures (Continued)

Allowances for Exceptions to Maintenance of Effort Actual Expenditures

The district's Maintenance of Effort Assurance form indicates that the actual expenditures for Special Education services in school year 2015-2016 are less than those expenditures in the previous year. IDEA Part B includes certain exceptions to the Maintenance of Effort requirement (34 CFR §300.204) that allow for reductions in expenditures by the LEA.

Indicate below if your district's reduction in expenditures is attributable to any of the following. Enter the amount of the reduction in the appropriate field.

The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel:	\$0
<input type="checkbox"/> A decrease in the enrollment of children with disabilities:	\$0
The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child—	
Has left the jurisdiction of the LEA:	\$0
Has reached the age at which the obligation to provide FAPE to the child has terminated:	\$0
No longer needs the program of special education:	\$0
The termination of costly expenditures for long-term purchase, such as the acquisition of equipment or the construction of school facilities:	\$0
Total:	\$0

- Complete form if district or LEA can claim one or more allowable exceptions to MOE.
- Enter exact amount of allowable reduction.
- Click Save button:
 - Total calculated and transferred to **Section II Expenditures** tab.
 - MOE compliance re-calculated.

If warning message disappears, LEA has met the MOE compliance requirement.



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IDEA Part B and Preschool Application Instructions

Completing the Application

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Maintenance of Effort – Section III Budget (Continued)

IFARMS 100-521, 100-522, 100-616

- Enter budget amounts for each of 3 codes.

Combined Total

- System automatically calculates combined total.

Professional Development, Transportation Costs, Other

- If expenditures unaccounted for in one of 3 codes above, enter amounts in appropriate category.
- If Other, describe expenditures and how they are excess costs of special education.

Budget Amounts for FY ending

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2017.

IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
Combined Total	\$0
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above	
Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
Exception Amount (from Budget Exception worksheet)	\$0
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
Adjusted Total	\$0
Estimated Child Count - November 2016	0
Average Per Pupil budgeted amount FY 2017	\$0



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

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Application Components

Maintenance of Effort – Section III Budget (Continued)

- Eligibility component of Maintenance of Effort section.
- To be eligible, LEA must budget “at least the same total or per capita amount” as it expended, *from state and local or local funds only*, in the previous fiscal year.

Budget Amounts for FY ending

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2017.

IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
Combined Total	\$0

List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above

Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
Exception Amount (from Budget Exception worksheet)	\$0
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
Adjusted Total	\$0
Estimated Child Count - November 2016	0
Average Per Pupil budgeted amount FY 2017	\$0



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Maintenance of Effort – Section III Budget (Continued)

Medicaid Reimbursements

- Enter projected amount of Medicaid reimbursements not accounted for in the IFARMS function/program codes.
- Amount entered is automatically subtracted from **Adjusted Total**.

If blank, LEA is providing assurance that it is compliance.



Budget Amounts for FY ending

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2017.

IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
Combined Total	\$0

List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above

Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
Exception Amount (from Budget Exception worksheet)	\$0
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
Adjusted Total	\$0
Estimated Child Count - November 2016	0
Average Per Pupil budgeted amount FY 2017	\$0

SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Maintenance of Effort – Section III Budget (Continued)

Child Count

- Enter best estimate of LEA's current child count.
- Used to calculate the **Average Per Pupil budgeted amount** field.

If neither **Adjusted Total** nor **Average Per Pupil budgeted amount** is equal to or greater than corresponding amount in **Section II Expenditures**, a warning message will be displayed (example) :

THE LEA DOES NOT MEET THE MOE ELIGIBILITY REQUIREMENT,
EITHER IN TOTAL BUDGETED AMOUNT OR PER PUPIL
BUDGETED AMOUNT
Total Budgeted MOE Reduction: \$100,000

Budget Amounts for FY ending

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2017.

IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
Combined Total	\$0
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above	
Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
Exception Amount (from Budget Exception worksheet)	\$0
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
Adjusted Total	\$0
Estimated Child Count - November 2016	0
Average Per Pupil budgeted amount FY 2017	\$0



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IDEA Part B and Preschool Application Instructions

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Maintenance of Effort – Budget Exception Worksheet

- Complete form if district or LEA can claim one or more allowable exceptions to MOE.
- Enter exact amount of allowable reduction.
 - **New Allowable Deduction:** A decrease in enrollment of children with disabilities.
 - *Call me for assistance in computing the cost of the exiting students*
- Click **Save** button:
 - ➔ **Total** calculated and transferred to **Section III Budget** tab.
 - ➔ MOE eligibility re-calculated.



If warning message disappears, LEA has met the MOE eligibility requirement.

Allowances for Exceptions to Maintenance of Effort Budgeted Expenditures

The district's Maintenance of Effort Assurance form indicates that the expenditures budgeted for Special Education services in school year _____ are less than those expenditures in the previous year. IDEA Part B includes certain exceptions to the Maintenance of Effort requirement (34 CFR §300.204) that allow for reductions in expenditures by the LEA.

Indicate below if your district's reduction in expenditures is attributable to any of the following. Enter the amount of the reduction in the appropriate field.

The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel:	\$0
<input type="checkbox"/> A decrease in the enrollment of children with disabilities:	\$0
The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child—	
Has left the jurisdiction of the LEA:	\$0
Has reached the age at which the obligation to provide FAPE to the child has terminated:	\$0
No longer needs the program of special education:	\$0
The termination of costly expenditures for long-term purchase, such as the acquisition of equipment or the construction of school facilities:	\$0
Total:	\$0

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IDEA Part B and Preschool Application Instructions

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Maintenance of Effort – Excess Cost Calculation

Excess Cost Calculation For School Districts and LEAs

As required by IDEA 2004, Section 602(8) and 34 CFR §300.16 and Appendix A to 34 CFR Part 300



Refer to [Excess Cost regulations](#) for excess cost regulations and regulatory guidance on completing the calculation. Located in the Instruction Manual beginning page 33.

2015-2016 expenditures for all students (including students with disabilities)	Elementary	Secondary
From State and Local funds	\$1,980,085	\$1,755,924
From Federal Funds	\$82,923	\$73,535
Less:		
Amounts expended from federal program allocations (do not include amounts allocated but not expended in the school year and carried over)		
IDEA Part B	\$57,307	\$57,306
Title I A	\$131,319	\$110,000
Title III A and B	\$0	\$0
State and local Funds expended specifically for programs under Title I A and Title III A and B	\$0	\$0
State and local funds expended specifically for providing services to children with disabilities. The total of amounts entered here <i>must equal</i> the Adjusted Total on the Maintenance of Effort Section II Expenditures Form	\$37,273	\$37,273
Any amounts for capital outlay and debt service	\$0	\$0
Net total expenditures for all students	\$1,837,109	\$1,624,880
Calculation of average 2015-2016 per pupil expenditure for all students (including students with disabilities)		
Fall Enrollment (all students including students with disabilities, as reported to SDE November 2015)	183	160
Spring Enrollment (all students including students with disabilities, as reported to SDE March 2016)	190	162
Average Enrollment, 2015-2016	186.5	161
Average annual per student expenditure for all students, 2015-2016	\$9,850	\$10,092
Total number of children with disabilities served by the LEA in 2015-2016 (November 2015 Child Count)	17	13
Total minimum amount of funds the LEA must spend for the education of children with disabilities in elementary and secondary schools before using IDEA Part B funds	\$167,450	\$131,196



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Comments



IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Submit / Assurance

Click on **Submit/Assurance** component link

→ System validates all required Application Components.

→ If incomplete sections OR any errors, an error list displays ([example](#))

The below listed errors need to be corrected before your application can be submitted.

Excess Cost

- Excess Cost Worksheet has not been completed

Maintenance of Effort

- Maintenance of Effort forms have not been completed

PreSchool Budget

- Budget tab - Total budgeted amount must equal the total amount available

Private Schools

- Private School Section has not been completed

SchoolAge Budget

- School Age Budget form has not been completed

Self-Assessment Accountability Checklist

- Self-Assessment Accountability Checklist has not been completed



All Application Components must be completed without errors.



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COMMON ERROR MESSAGE

If the following error is reported, please refer to **Section II** of the Maintenance of Effort Worksheet and **Assurances form**. Make corrections as these two corresponding totals should match (see below) **Error: Excess Cost funds for services to children with disabilities does not match the Maintenance of Effort Expenditures Adjusted Total**

NOTE – Once corrected, make sure to **SAVE the corrected worksheets under both Maintenance of Effort & Excess Cost Calculation in Section II**

Excess Cost Calculation For School Districts and LEAs

As required by IDEA 2004, Section 602(8) and 34 CFR §300.16 and Appendix A to 34 CFR Part 300

• Error: Excess Cost funds for services to children with disabilities does not match the Maintenance of Effort Expenditures Adjusted Total

2015-2016 expenditures for all students (including students with disabilities)	Elementary	Secondary
From State and Local funds	\$104,451,050	\$89,815,932
From Federal Funds	\$8,202,484	\$7,053,197
Less:		
Amounts expended from federal program allocations (do not include amounts allocated but not expended in the school year and carried over)		
IDEA Part B	\$2,752,524	\$2,366,855
Title I A	\$2,470,588	\$2,124,422
Title III A and B	\$93,828	\$80,682
State and local Funds expended specifically for programs under Title I A and Title III A and B	\$0	\$0
State and local funds expended specifically for providing services to children with disabilities. The total of amounts entered here must equal the Adjusted Total on the Maintenance of Effort Section II Expenditures Form	\$12,091,976	\$1,039,771
Any amounts for capital outlay and debt service	\$0	\$0
Net total expenditures for all students	\$95,244,618	\$91,257,399
Calculation of average 2015-2016 per pupil expenditure for all students (including students with disabilities)		
Fall Enrollment (all students including students with disabilities, as reported to SDE November 2015)	13917	12048
Spring Enrollment (all students including students with disabilities, as reported to SDE March 2016)	14003	11960
Average Enrollment, 2015-2016	13960	12004
Average annual per student expenditure for all students, 2015-2016	\$6,822	\$7,602
Total number of children with disabilities served by the LEA in 2015-2016 (November 2015 Child Count)	1717	1093
Total minimum amount of funds the LEA must spend for the education of children with disabilities in elementary and secondary schools before using IDEA Part B funds	\$11,713,374	\$8,308,986

Maintenance of Effort Worksheet and Assurance Form - 2016-2017

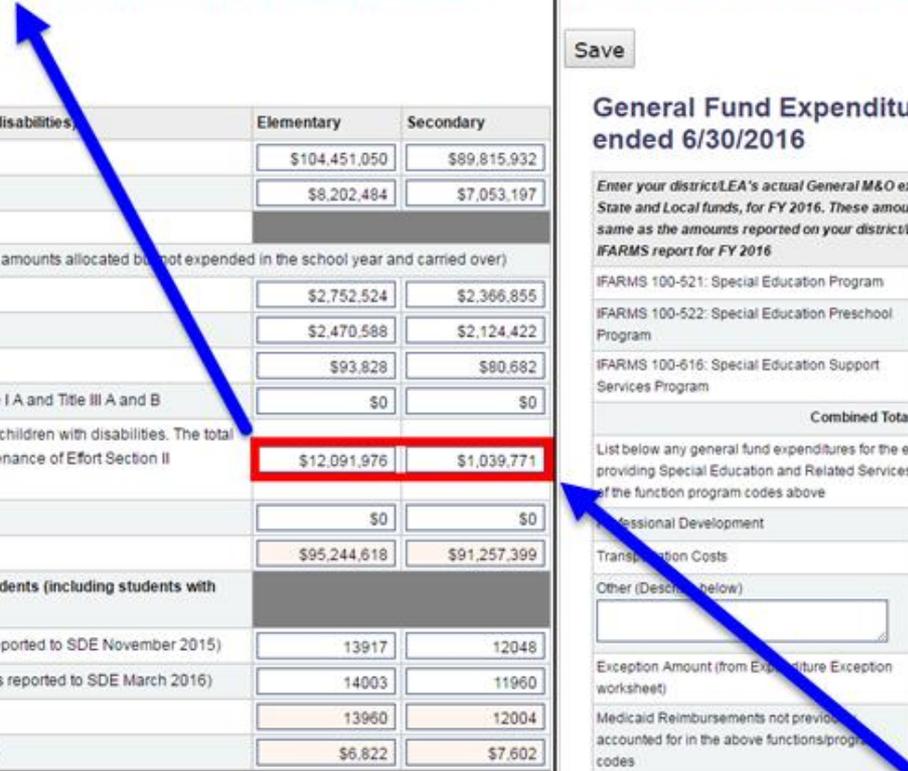
Local Funds Only | Section I Annual Report | Section II Expenditures | Section III Budget | Expenditure Exception Worksheet | Budget Exception Worksheet

• Error: Excess Cost funds for services to children with disabilities does not match the Maintenance of Effort Expenditures Adjusted Total

General Fund Expenditures for FY ended 6/30/2016

Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2016. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2016

IFARMS 100-521: Special Education Program	\$14,714,902
IFARMS 100-522: Special Education Preschool Program	\$727,917
IFARMS 100-616: Special Education Support Services Program	\$7,046,870
Combined Total	\$22,489,689
List below any general fund expenditures for the excess costs of providing Special Education and Related Services not included in one of the function program codes above	
Professional Development	\$0
Transportation Costs	\$0
Other (Describe below)	\$0
Exception Amount (from Expenditure Exception worksheet)	\$0
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
Adjusted Total	\$22,489,689
Child Count 11/1/2015	2810
Average Per Pupil Expenditure FY 2016	\$8,003



IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Submit / Assurance

Click on **Submit/Assurance** component link *after all corrections are made*

→ Assurance page opens (example)

A. Assurances.

The LEA, pursuant to Part B and Section 619 of the Individuals with Disabilities Education Act, 2004 Amendments (IDEA), hereby makes the following assurances:

Yes (Assurance is given.)	No (Assurance cannot be given.)	Assurances Related to Policies and Procedures
<input checked="" type="radio"/>	<input type="radio"/>	The LEA will comply with all applicable provisions of the Individuals with Disabilities Education Act (IDEA), Part B and Section 619 (Preschool), 2004 Amendments, all applicable State laws, policies and procedures for special education, and such other provisions as the State Department of Education may require under the authority of IDEA.
<input checked="" type="radio"/>	<input type="radio"/>	The board of directors or trustees has adopted the 2007 Idaho Special Education Manual and all subsequent revisions (the current revision is 2016) as its set of policies and procedures for special education and has on file, available for inspection, the minutes of the meeting at which the adoption took place.
<input checked="" type="radio"/>	<input type="radio"/>	The LEA assures that it will comply with all Federal statutes, regulations, program terms and conditions of the Federal award. In addition the LEA assures that it will comply with all applicable provisions of 34 C.F.R. Part 76. Federal funds will be used in accordance with the Code of Federal Regulations 2 (C.F.R.) Part 200, Subpart D-Post Federal Award Requirements, and Subpart E-Cost Principles and Education Department General Administrative Regulations (EDGAR) as applicable.
<input checked="" type="radio"/>	<input type="radio"/>	The control of funds provided under IDEA and title to property acquired with program funds will be in the LEA and the LEA will properly administer the funds and property as required by the authorizing statutes.
<input checked="" type="radio"/>	<input type="radio"/>	The LEA will adopt and use proper methods of administering programs authorized under IDEA, including – a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out the program; and b) the correction of deficiencies in the program operations that are identified through audits, monitoring or evaluation.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Submit / Assurance

- The LEA must respond **Yes** or **No** to each Assurance.
- Each Assurance must be answered **Yes** before application can be submitted.
- If no private schools within the district, *Assurance for Parentally Placed Private School Children* may be answered **Yes**.
- If you cannot answer **Yes** to each assurance, contact the IdeaAdministrator@sde.idaho.gov or 208-332-6910.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Submit / Assurance

When you are ready to submit the finished Application, the “Submit/Assurances” link on the main page will take you to the application’s Assurances pages.

- You *must* respond to each individual Assurance, **Yes** or **No**.
- You are *not* required to Sign and Print the Assurances form.
- When all Assurances have been answered **Yes**, the **Save and Submit** button is activated.



Click **Save and Submit** button:

- Application submitted and transferred to SDE.
- System-generated email notifies submitter and SDE the Application was successfully submitted.



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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Submit / Assurance

Save and Submit button is greyed out and won't let you submit, go back to the assurances and make sure all are marked including the following selection:

		<p>Choose one:</p> <ol style="list-style-type: none"><input type="radio"/> The LEA adopts the National Instructional Materials Accessibility Standard for the purposes of providing instructional materials to blind persons or other persons with print disabilities and will coordinate with the National Instructional Materials Access Center (NIMAC), when purchasing print instructional materials and will acquire those instructional materials in the same manner, and subject to the same conditions as the SDE under 34 CFR §300.172.<input checked="" type="radio"/> The LEA chooses not to coordinate with the NIMAC, but will provide instructional materials to blind persons or other persons with print disabilities in a timely manner and ensures that children with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities in 34 CFR §300.172(e)(1)(i) or who need materials that cannot be produced from NIMAS files, receive those instructional materials in a timely manner.
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SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Self – Assessment Checklist

Fiscal Self-Assessment Accountability Checklist					
Question	Description	Response	Comments	SDE Requested Documentation	Corrective Action Required
COST PRINCIPALS					
1. Does the LEA have written policies and procedures that can assure they meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR 200 Subpart E 400-475?	Show/Hide Description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure Manual	Current Files (check to delete) LEA Policies and Procedures.docx	
PROCUREMENT STANDARDS					
2. Does the LEA have written policies and procedures which reflect applicable State, Local, and tribal regulations that ensure that its procurement mechanism conforms to the Federal procurement standards outlined in 2 CFR Part 200 Subpart D 317-332? (If your LEA and/or the SDE procurement guidelines are more restrictive than the listed Federal guidelines then use the LEA, or state guidelines.)	Show/Hide Description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure		
TIME AND EFFORT REPORTING AND CERTIFICATION					
3. Does the LEA have in place time and effort reporting that complies with the requirement of 2 CFR 200.430, 200.403(a), and OMB Circular A-87?	Show/Hide Description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure		
INVENTORY MANAGEMENT					



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Self – Assessment Checklist

Fiscal Self-Assessment Accountability Checklist					
Question	Description	Response	Comments	SDE Requested Documentation	Corrective Action Required
COST PRINCIPALS					
1. Does the LEA have written policies and procedures that can assure they meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR 200 Subpart E 400-475?	Show/Hide Description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure Manual	Current Files (check to delete) LEA Policies and Procedures.docx	
PROCUREMENT STANDARDS					
2. Does the LEA have written policies and procedures which reflect applicable State, Local, and tribal regulations that ensure that its procurement mechanism conforms to the Federal procurement standards outlined in 2 CFR Part 200 Subpart D 317-332? (If your LEA and/or the SDE procurement guidelines are more restrictive than the listed Federal guidelines then use the LEA, or state guidelines.)	Show/Hide Description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure		
TIME AND EFFORT REPORTING AND CERTIFICATION					
3. Does the LEA have in place time and effort reporting that complies with the requirement of 2 CFR 200.430, 200.403(a), and OMB Circular A-87?	Show/Hide Description	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure		
INVENTORY MANAGEMENT					



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IDEA Part B and Preschool Application Instructions

SDE Application Review/Approval

Review

- SDE staff reviews IDEA Part B and Preschool Application.
- Person completing the Application will be notified by e-mail when review is complete.
- Select “**Comments**” link on main screen.
- Review SDE comments.

Revisions

- Access to Application will be re-opened by SDE if revisions are required.
- Contact IdeaAdministrator@sde.idaho.gov or 208-332-6910 to re-open Application.
- Use “**District Replies**” box in “**Comments**” section to provide information to SDE.

Approved

- Once SDE approves your application, you will receive auto generated email notification with an award letter for both IDEA Part B and Preschool Applications
 - GRA will be funded at this time.



- Live Application Review: see me afterward and we can arrange to look at your application and or a completed application.



Special Education Funding Contact Information:



Dr. Charlie Silva
Director

csilva@sde.idaho.gov

Phone: (208) 332-6806

Wendy Lee
Funding and Accountability Coordinator

wlee@sde.idaho.gov

Phone: (208)332-6916

Grace Dehner
Contracts & Funding Specialist

gdehner@sde.idaho.gov

Phone: (208) 332.6910

Website: http://www.sde.idaho.gov/site/special_edu/



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