

**Instructions for completing the  
2009-2010  
IDEA Part B and Preschool Application**

**Login Screen**

**2009-2010  
IDEA Part B and PreSchool Application**

**Login Screen**

District :

Password :

Please use [Microsoft Internet Explorer 5.XX or higher](#) to run this application  
Best viewed with 1024x768 resolution  
If you need assistance, please contact Lester Wyer at (208) 332-6916, or [ldwyer@sde.idaho.gov](mailto:ldwyer@sde.idaho.gov)

To enter your district's application, select your district or school from the District drop-down list.

Enter your LEA password and click on . The passwords are the same as they have been for the last several years, but if you do not know the Part B application password please contact Sherry McKnight at 332-6910 or email [SRMcknight@sde.idaho.gov](mailto:SRMcknight@sde.idaho.gov).

On the Welcome page, click on . This will take you to the **Contact Information** page. Each item of information must be completed. Please be sure that all information provided is current and accurate, especially email addresses.

If there are charter schools within your district, the area below will appear on this page. You must select each charter school on the drop-down list and then print the Assurance form for the charter school. The form must be completed with a charter school official, and signed by both the school district and the charter school.

If the charter school receives any flowthrough Part B funds from the district, the charter school budget form must be printed, completed, and signed by a district official and a charter school official.

A copy of both of these signed forms must be mailed to the SDE.

### Assurance for Charter Schools

For each Charter School operating as a public school within your district, a Charter School Assurance form is required with this application. Select **"Print"** for each Charter School on the list below. An Assurance Form and Budget form will be printed for each. The Assurance Form must be completed and signed by an official of both the district and the charter school. The budget form must be completed for Charter Schools that receive IDEA Part B flowthrough funds as a sub-recipient of the district. A copy of the signed budget form should be mailed to the SDE along with the Assurance form.

-----

Two other areas appear at the bottom of this page:

**Is the LEA applying for PreSchool funds?**  Yes  No

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

A few small elementary districts and the charter LEAs do not apply for Preschool funds. If you change the default here to No, you will not see the Preschool budget forms and will not need to complete them.

If you are certain that there are no private schools that meet the IDEA and Idaho definitions of an elementary or secondary private school within the boundaries of the district, check this box.

At any time you are working on this page you may click the  button at the bottom of the page. This ensures that all work you have done to that point is saved before exiting. If you click  your work is saved and you proceed to the Main Menu page.

## IDEA Part B and PreSchool Application 2009-2010

[Return to IDEA Part](#)

[B Contact page](#)

[IDEA Part B  
Budget-Regular  
Allocation](#)

Complete the IDEA Part B Budget forms including the previous year's budget for expenditures and current year regular allocation.

[IDEA Part B  
Budget- ARRA  
Allocation](#)

Complete the IDEA Part B ARRA Budget forms. These funds must be budgeted according to the year in which you expect the expenditures to take place.

[IDEA Preschool  
Budget- Regular  
Allocation](#)

Complete the IDEA Preschool Budget forms including the previous year's budget for expenditures and current year allocation.

[IDEA Preschool  
Budget- ARRA  
Allocation](#)

Complete the IDEA Preschool ARRA Budget forms. These funds must be budgeted according to the year in which you expect the expenditures to take place.

[Maintenance of  
Effort Assurance](#)

Use these forms to indicate actual General Fund Expenditures for Special Education in 2008-2009 and budgeted GF expenditure in 2009-2010 and to report any of the allowable exceptions to maintenance of effort. All forms that have been completed must be printed and signed by an authorized official of the LEA.

[Private School  
Information](#)

Use the first form to list all private schools within the boundaries of the district and to report the required information regarding consultations with the private schools in compliance with IDEA regulations concerning Parentally Placed Private School Children.

[Submit Application](#)

Submit the completed application and print Assurance Pages

[Logout](#)

Logout from this application

Each of the forms that must be completed is displayed in the list on the left of the screen.

## Completing the budget forms


### **IDEA Part B Budget-Regular Allocation**

It is important to complete these forms in order, since any carryover from your 2008-2009 Budgets will be calculated and entered upon the current year's School Age budget form.

### **IDEA Part B School Age Budget for 2008-2009 (includes 2007-2008 Carryover)**

- Complete the Amount Expended column as of 9/30/09 for all budget items. Use the Notes field to explain significant deviations from budgeted amounts.
- You may use the Save button at any point to save your entries to that point. The Save and Continue button will save your work and move you to the next stage of the School Age budget Process.

After completing and saving the IDEA Part B School Age Budget for 2008-2009 you will be asked to answer a pre-budget question regarding use of funds for CEIS before filling out the regular IDEA Part B School Age Flowthrough Budget for 2009-2010

If your LEA intends to use up to 15% of your total allocation for Coordinated Early Intervening Services as authorized in IDEA, check Yes. Enter the amount you are budgeting for CEIS in the Amount field. Then provide a detailed narrative of how the LEA intends to expend these funds for Coordinated Early Intervening services. These narratives must be detailed enough for the SDE to determine if the plan is in compliance with IDEA regulations. If they are not the application will not be approved. Please note that if you budget funds for this purpose, the SDE will require certain information regarding their use and the children served. Note that there is a link to [Allowable Uses](#) above the Narrative field and a  at the top of the page.

- Any amount that you enter on this CEIS budget page will automatically be entered on the **IDEA Part B School Age Flowthrough Budget for 2009-2010** and deducted from the amount remaining to budget for general Special Education purposes.

### **IDEA Part B School Age Flowthrough Budget for 2009-2010**

At the top left of this form, under your LEA name and number, is listed your LEA's current year regular allocation of IDEA Part B funds. This amounts was calculated using the federal funding formula and were posted on the SDE website. Also entered here is any carryover calculated by the system when you completed the IDEA Part B School Age Budget for 2008-2009. Together, these amounts comprise your **Total Budget Amount**. If you budgeted any amounts for CEIS on the previous page, a **Resulting Budget Amount** will be entered here and will determine the total to be budgeted on this page.

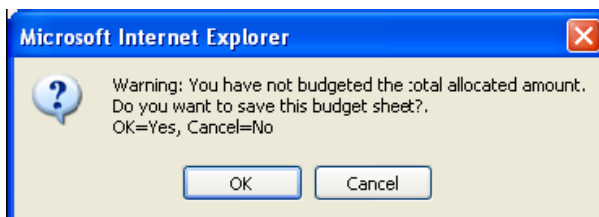
The budget line items on the budget forms are consolidated to include the few that are most often and logically used to account for expenditures of Part B funds. These line items generally correspond to the **Allowable Uses of IDEA Part B funds and Guide to IFARMS Accounting Codes**. Please refer to that document in determining whether a specific cost is allowable. In some cases these budget categories will not correspond directly to accounting codes used by your business office, but all budget items here should correspond to the **Allowable Uses**. In all cases where you have a question about a proposed use that is not answered by the **Allowable Uses**, please contact the Special Education Funding Coordinator at the SDE.

Note that there is a Link to  button to assist you in completing this form.

If your district flows IDEA Part B funds through to a charter school, enter the total amount that will be allocated in the **Charter School Sub-allocation** field. This amount must equal the amount shown on the copy of the Charter School Budget form that you send to the SDE.

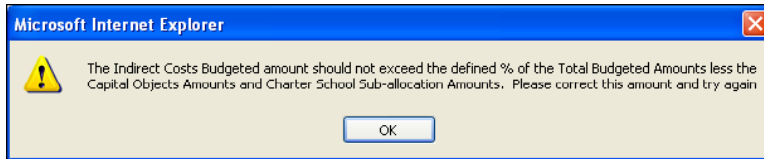
Only LEAs with an indirect cost rate calculated by Public School Finance may charge indirect costs to these awards. If your LEA has an indirect cost rate, that percentage will appear here. You may budget the full percentage of all budgeted expenditures with the exception of Capital Objects and any Charter School Sub-allocation; you may only take, however, indirect costs on actual expenditures as they occur.

You may click **Save** at any time you are working on the budget form and your work to that point will be saved to enable you to return to it a later time. When you have completed the budget form (fully budgeting the Total Budget Amount or the Resulting Budget Amount,) click **Save and Continue**. When you click Save and Continue, the system will analyze the entries that you have made and return error messages if mistakes are found. For example,



indicates that you have not budgeted the entire amount available. You can save the budget, as is, if you choose, but you must return and complete it prior to submitting the application.

The following error message,



indicates that you have budgeted too much for indirect costs and the amount must be corrected before saving the budget form.

When you Save and Continue and no errors are found, you will return to the Main Menu screen. Here you can proceed to IDEA Part B Preschool Budget forms, completing the **IDEA PART B PRESCHOOL BUDGET FOR 2008-2009** for actual expenditures as of September 30 and then the **IDEA PART B PRESCHOOL FLOW THROUGH BUDGET FOR 2009-2010** in the same manner as you completed the School Age budget forms. When finished with the **PRESCHOOL FLOWTHROUGH BUDGET FOR 2009-2010**, click **Save and Continue** to return to the Main Menu page.

### **IDEA Part B SCHOOL AGE ARRA BUDGET 2009-2010 and 2010-2011**

and

### **IDEA Part B PRESCHOOL ARRA BUDGET 2009-2010 and 2010-2011**

These budget forms are included in this year's application for LEAs to budget and track expenditures of the addition Part B and Preschool funding received under the American Recovery and Investment Act. Because we are required to track and report these funds separately, these separate budgets are required. Note, however, that these funds are 2009-2010 funds and must be expended, like all IDEA Part B and Preschool funds, according to the allowable uses of IDEA. These funds are available for expenditure until September 30, 2011.

These budget forms require that you budget the funds in the 2 years during which they are available, 7/1/09 through 9/30/10 and 7/1/10 through 9/30/11 and then, beginning with next year's application, to account for actual expenditures during each of those time periods.

At the bottom of the page, enter the numbers of jobs that the LEA will create or preserve using these funds.

**Depending on how these funds are budgeted on these forms, the LEA may be required to submit to the SDE additional narrative information on select budget items.**

### **Completing Maintenance of Effort Assurance form**

IDEA requires that LEAs budget and expend in each fiscal year, from state and local funds, an amount equal to or greater than the amount expended in the previous year.

The Maintenance of Effort Assurance form and subsequent Maintenance of Effort testing, are the mechanisms by which the SDE verifies that all LEAs comply with the federal regulations.

### **Maintenance of Effort Assurance form.**

The first column is pre-filled with the amount of your LEA's actual expenditures for the 2007-2008 school year on file at the SDE from your Annual IFARMS Financial Report to. Also included in the total of this column are any subsequent adjustments or justification amounts filed and approved with previous Maintenance of Effort Assurances. The December 1, 2007 child count is entered here and the average per pupil expenditure is calculated based on that number.

In the second column enter your LEA's 2008-2009 general fund expenditures for special education in each of the three IFARMS general fund function/program codes listed. The amounts that you enter here should be the same as the amounts reported on the LEA's Annual Financial Report, from audited financial statements, that was submitted to Public School Finance for that year. The amounts entered here will be verified in January after the data is compiled by School Finance from the financial statements submitted to IFARMS. Prefilled in this column is the number of your December 1, 2008 child count. The average per pupil expenditure is calculated for you at the bottom of the column.

The first Maintenance of Effort test of the current year is a preliminary comparison of the amounts supplied by the LEA in column 2 compared to the amounts in column 1. If the Total State & Local Expenditures and/or the Average per pupil Expenditure in column 2 equals or exceed the amount in column 1, the LEA will receive conditional approval of the Maintenance of Effort comparison of these 2 years. This approval will remain in effect until the comparison is made in January or February using the IFARMS amounts. If neither the Total State & Local Expenditures total nor the Average per pupil Expenditure amount in the Budgeted Expenditures column equals or exceeds those amounts in the previous year Actual expenditures column, when you click

Save and Continue

you will be taken to the **Allowances for Exceptions to Maintenance of Effort** screen. If the LEA's reason for the reduction in general fund expenditures for special education is one or more of the allowable exceptions listed here, click **Yes** for each one applicable. You will then need to enter the actual amount of the reduction attributable to that exception. The system will total these amounts and that total will be used by the SDE to make the final determination of the LEAs Maintenance of Effort status. If the reduction is not due to one of the allowable exceptions, the SDE will make a preliminary determination that the LEA has reduced its General Fund expenditures. You will be informed that Title VI-B funds in the amount of the reduction, either in total or on a per-pupil basis, have been placed on hold until the SDE is able to determine, from your Annual Financial Report data, that no reduction has occurred.

In the third column enter your LEAs 2009-2010 Budgeted Expenditures. These amounts should be the same as the amounts submitted to School Finance in July on your LEAs approved budget for the current year.

Finally, enter your best estimate of the number of students that will be counted on December 1, 2009. The system will calculate the per-pupil amount based upon all of the above entries.


Below the Maintenance of Effort calculations, the following check boxes appear with options for justifying, in accordance with IDEA regulations, any reduction in budgeted general fund expenditures in the 2009-2010 school year.

The Maintenance of Effort reduction is attributable to one of the Exceptions to Maintenance of Effort allowed under 34 CFR 300.204. Complete the form: **Allowances for Exceptions to Maintenance of Effort - Budgeted Expenditures**

The LEA excercises authority under 34 CFR 300.205 to reduce the level of expenditures from state and local funds by and amount not to exceed

Enter the actual amount of the MOE reduction under 34 CFR 300.205

The LEA assures that an amount of general funds equal to the amount of the reduction will be used to carry out activities that could be supported with funds under the Elementary and Secondary Education Act and that it will make available, as required by the SDE, information regarding the activities carried out with these funds.

If neither the Total State & Local Expenditures total nor the Average per pupil Expenditure amount in the Budgeted Expenditures column equals or exceeds those amounts in the previous year Actual expenditures column, you should check one of these boxes. If you click the first box, and then click  you will be taken to the **Allowances for Exceptions to Maintenance of Effort** screen. If the LEA's reason for reducing its budgeted general fund expenditures for special education is one or more of the allowable exceptions under 34 CFR §300.204 (click on  at the top of listed here, click **Yes** for each one applicable. You will then need to enter the actual amount of the reduction attributable to that exception. The system will total these amounts and that total will be used by the SDE to make the final determination of the LEAs Maintenance of Effort status.

The second check box this year because of the significant increase in IDEA Part B funding made available by the American Recovery and Reinvestment Act. Any LEA that chooses to reduce its general fund expenditures for special education in 2009-2010 under the provisions of 34 CFR §300.205, must select this box and then enter the actual amount of the budgeted MOE reduction the field provided. The maximum amount allowed in this field is 50% of the increase in Part B (not including Preschool) from 2008-2009.

Both the **Maintenance of Effort Assurance Form** and the **Allowances for Exceptions** to Maintenance of Effort form (if applicable and completed) must be printed and signed by the Superintendent or other appropriate official. After the forms have been completed and saved click  to print. These forms must be mailed to the Division of Student Achievement and School Improvement, Special Education, before final approval of your application.

Note on printing forms: Any of the forms that must be printed and signed should only be printed using the  button! Using this feature will properly format the form to one page with proper signature lines and date areas. Do not use File, Print

or the printer icon at the top of the page! Forms can only be printed properly after saving.

After completing and printing the **Maintenance of Effort** forms, click

Save and Continue

to return the Application Main Menu screen.

### District Information for Parentally-placed private school children form

Unless you have indicated that there are no private schools within the district boundaries by checking the box on the contact page, you must complete this form and at least one private school must be listed. Each private school, including parochial schools, within the district that meets the IDEA definition of an elementary or secondary school must be listed with all information entered, including the total current enrollment of the school, and each school listed must be contacted for consultation. Only those preschools and kindergartens that are part of an elementary school (includes grade 1 or higher) should be included here. Incomplete listings of private schools may cause the district's application to be disapproved.

The district must also complete the calculation of the proportionate share of IDEA Part B and Preschool funding that must be expended for providing services to parentally-placed private school children within the district. A calculator for this purpose has been provided on the SDE website at [http://www.sde.idaho.gov/site/special\\_edu/](http://www.sde.idaho.gov/site/special_edu/).

### Submitting the Application

After completing all required application forms and printing and signing those requiring signatures, you are ready to submit the application. On the Main Menu page click on Submit Application. A message like the one below indicates that all of the forms have not been properly completed.

## **The application is not complete and ready for Final submission**

### **PLEASE NOTE**

The following errors were found, and hence the application cannot be submitted at this time.

- **The School Age Flow-Through funds budget page has not been completed**
- **Maintenance of Effort Assurance page has not been completed**

**Please correct these errors and then submit your application.**

Return to Assurance Page

Return to Main Page

Click on Return to Main Page (do not click on Return to Assurance Page) and complete the necessary forms.

When all required forms have been completed and are ready to submit, you should receive the following message:

**Are you ready to submit your application for review?**

**PLEASE NOTE**

By clicking YES, you are certifying that your application is complete and correct. Your application will be submitted for review.  
No additions or corrections to your data will be possible.

Click on Yes and your application is submitted and a confirmation message will appear that lists the documents that must be printed and signed and returned to the SDE.