SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION
IDEA Part B and Preschool Application Instructions 101

A Presentation by:

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

Dr. Charlie Silva, Director
IDEA Part B and Preschool Application 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
IDEA Part B and Preschool Application Instructions

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
IDEA Part B and Preschool Application Instructions

Logging into Application

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.
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.
IDEA Part B and Preschool Application Instructions

Tool Box


- **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](mailto:support@sde.idaho.gov) (208) 332-6923
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.

30 minutes inactivity  ➝ System logs you out.

Click the Save button frequently to avoid losing information.
IDEA Part B and Preschool Application Instructions

Completing the Application

**Application Components**

**District Home**

**District Home Info**

- **District Info**
  - Person completing the application:
  - Phone: [format]
  - Email: 

- **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)**

**Save**

The below **REQUIRED** information is generated using your district’s most recent ISSE 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 ISSE Technology Coordinator at RegionalCoordinators@eda.idaho.gov, if you need assistance.

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Name</th>
<th>Phone(s)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Education Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IDEA Part B and Preschool Application Instructions

Completing the Application

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.

IDEA Part B and Preschool Application Instructions
Completing the Application

Application Components

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

Completing the Application

- **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.
IDEA Part B and Preschool Application Instructions

Completing the Application

**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.
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:**

- $0

**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.
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.
### 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Number of children with disabilities served by the LEA as of the date of this application</td>
<td></td>
</tr>
<tr>
<td>B) Number of children with disabilities in the Schoolwide programs</td>
<td></td>
</tr>
<tr>
<td>C) LEA allocation for the current year (sum of SchoolAge and Preschool Allocations)</td>
<td>$, ,</td>
</tr>
<tr>
<td>D) Maximum amount that may be budgeted for the Schoolwide programs</td>
<td>$0</td>
</tr>
<tr>
<td>((B+A)*C)</td>
<td></td>
</tr>
</tbody>
</table>

**E) Enter the Amount Budgeted**

- **$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 34 CFR §300.200 as well as all applicable provisions of Title I of ESEA including 34 CFR §200.26.
IDEA Part B and Preschool Application Instructions
Completing the Application

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.
IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

Private Schools

Private School Calculations

<table>
<thead>
<tr>
<th>Private Schools</th>
<th>Proportionate Share Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td></td>
</tr>
</tbody>
</table>

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

Do **not** report:
- For-profit private schools
- Free-standing preschools
- Free-standing kindergartens.
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).

IDEA Part B and Preschool Application Instructions

Completing the Application

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

Completing the Application

Private Schools - Carryover Issues, Spending, Out of Balance

IDEA Part B Preschool Budget for 2015-2016

<table>
<thead>
<tr>
<th>IFARMS Obj. Code</th>
<th>Description</th>
<th>Amount Budgeted</th>
<th>Amount Expended as of 03/31/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>522-100</td>
<td>Salaries - Teachers and Aides</td>
<td>$279,271</td>
<td>$151,480</td>
</tr>
<tr>
<td>522-200</td>
<td>Benefits - Teachers and Aides</td>
<td>$134,840</td>
<td>$80,994</td>
</tr>
<tr>
<td>522-300</td>
<td>Purchased Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>522-400</td>
<td>Supplies</td>
<td>$1,436</td>
<td>$0</td>
</tr>
<tr>
<td>522-500</td>
<td>Capital Objects</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-100</td>
<td>Salaries - Related Service Personnel</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-200</td>
<td>Benefits - Related Service Personnel</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-300</td>
<td>Purchased Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-400</td>
<td>Supplies</td>
<td>$19,708</td>
<td>$2,151</td>
</tr>
<tr>
<td>616-500</td>
<td>Capital Objects</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-600</td>
<td>Professional Development</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>616-700</td>
<td>Private School Proportionate Share</td>
<td>$1,474</td>
<td>$0</td>
</tr>
</tbody>
</table>

Adjustment to a prior year's carryover

Legal Requirements:

- Indirect Costs - Rate: 1.3%
- Private School Proportionate Share Carryover
- Carryover amount must be fully expended by Sept 30 of current grant period.

Total Budget Amount: $409,952

Allocation Amount: $207,803

Carryover Amount: $202,149

Note: The highlighted values indicate specific budget allocations and carryovers.
Completing the Application

Application Components

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

<table>
<thead>
<tr>
<th>POCATELLO COMMUNITY CHARTER Budgets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assurance</td>
</tr>
<tr>
<td>Save</td>
</tr>
</tbody>
</table>

3 tabs

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.
IDEA Part B and Preschool Application Instructions
Completing the Application

Application Components

**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.

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.

![School Age Budgets](image)

**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.

![IDEA Part B School Age Budget Expenditures](image)

- **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.**
IDEA Part B and Preschool Application Instructions
Completing the Application

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.
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:
  \[
  (\text{Allocation Amount} + \text{Carryover Amount}) - (\text{Charter School Sub allocation amount} + \text{Indirect Costs amount} + \text{Capital Objects amount})) \times \text{indirect cost rate}.
  \]
  *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.
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).

\[ \text{\$100 - \$10} = \text{\$90} \text{, Indirect Cost rate is 5\%. \text{\$90 x 5\%} = \text{\$4.5.} } \]

But....

\[ \text{\$90 + \$10 + \$4.50 = \text{\$104.50} } \text{and that's more than you get.} \]

Algebraically the formula is:

\[ 0.045X + X = 90 \text{ (X is the total amount to budget for things other than capital objects and indirect) } \]

\[ 1.045X = 90 \]

\[ X = \frac{90}{1.045} = 86.12 \text{ (this is the amount to budget and take indirect costs on) } \]

The result is....

\[ 86.12 + 10.00 + 3.88 \text{ (indirect costs) = \text{\$100.} } \]
IDEA Part B and Preschool Application Instructions
Completing the Application

**Application Components**

- 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.

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

<table>
<thead>
<tr>
<th>616-500</th>
<th>Capital Objects</th>
<th>Professional Development</th>
<th>Charter School Sub-allocation</th>
<th>Coordinated Early Intervening Services</th>
<th>Schoolwide</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$35,000</td>
<td>$5,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Indirect Costs - Rate: 3.5%**

- Indirect Costs: $35,000
- Adjustment Amount: Supplemental award, Spring 2010, Previously unbudgeted: $18,195

**Totals**

- $1,245,611

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

Application Components

**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

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

**IDEA Part B School Age Budget**

<table>
<thead>
<tr>
<th>IFARMS Obj. Code</th>
<th>Description</th>
<th>Amount Budgeted</th>
<th>Budget Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>521-100</td>
<td>Salaries - Teachers and Aides</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>521-200</td>
<td>Benefits - Teachers and Aides</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>521-300</td>
<td>Purchased Services</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

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.
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.

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

**Completing the Application**

**Application Components**

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

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.
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.
Completing the Application

Application Components

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

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

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.

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

- FY 2015: $0
- FY 2016: $0

Comment:

The LEA elects to use Local Funds for:

- FY 2016 compliance.
- FY 2017 eligibility.

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

- FY 2015: $0
- FY 2016: $0

Comment:
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.
Completing the Application

**Application Components**

- 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.

*Reported via IFARMS annual report; concurring with Audited Financials*
IDEA Part B and Preschool Application Instructions
Completing the Application

**Application Components**

*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.
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.*
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
Completing the Application

Application Components

- 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.
IDEA Part B and Preschool Application Instructions

Completing the Application

**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.
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.
**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.
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
IDEA Part B and Preschool Application Instructions

Completing the Application

Application Components

- 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.
Refer to Excess Cost regulations for excess cost regulations and regulatory guidance on completing the calculation. Located in the Instruction Manual beginning page 33.
IDEA Part B and Preschool Application Instructions
Completing the Application

Application Components

Comments
Completing the Application

**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.
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
### Submit / Assurance

#### 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:

<table>
<thead>
<tr>
<th>Yes (Assurance is given.)</th>
<th>No (Assurance cannot be given.)</th>
<th>Assurances Related to Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 21 C.F.R. Part 76. Federal funds will be used in accordance with the Code of Federal Regulations 21 C.F.R., Part 200, Subpart D-Post Award Federal Award Requirements, and Subpart E-Cost Principles and Education Department General Administrative Regulations (EDGAR) as applicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The control of funds provided under IDEA and title II 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.</td>
</tr>
</tbody>
</table>
|                           |                                 | 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. |

---

Click on **Submit/Affurance** component link after all corrections are made → Assurance page opens (example)
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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SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION
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.
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:

<table>
<thead>
<tr>
<th>Choose one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 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.</td>
</tr>
<tr>
<td>2. 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.</td>
</tr>
</tbody>
</table>
# IDEA Part B and Preschool Application Instructions

## Completing the Application

### Application Components

#### Self – Assessment Checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Response</th>
<th>Comments</th>
<th>SDE Requested Documentation</th>
<th>Corrective Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COST PRINCIPALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td>Show Hint Description</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
</tr>
<tr>
<td><strong>PROCUREMENT STANDARDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>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.)</td>
<td>Show Hint Description</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
</tr>
<tr>
<td><strong>TIME AND EFFORT REPORTING AND CERTIFICATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td>Show Hint Description</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
<td>Yes/No/N/A</td>
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*Note: This checklist is provided as an example and may not reflect the specific requirements or standards applicable to all LEAs.*
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<td>1. Does the LEA have written policies and procedures that can assure they meet the standards outlined in EOGAR, 2 CFR Part 347.4 and 2 CFR 200 Subpart E 400-475?</td>
<td><a href="#">ShowHelp Description</a></td>
<td><a href="#">Yes</a></td>
<td>Weiser School District Federal Grants Policy and Procedure Manual</td>
<td>Current Plans (check to delete) <a href="#">LEA Policies and Procedures</a></td>
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<td></td>
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<td><a href="#">No</a></td>
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*Note: [LEA Policies and Procedures](#) link for further details.*
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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