



# SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION



**IDEA PART B & Preschool Application Instructions 101**

Idaho State Dept. of Education

# IDEA PART B & Preschool Application Instructions 101

---

Dr. Charlie Silva

**Director of Special Education**

[csilva@sde.idaho.gov](mailto:csilva@sde.idaho.gov)

208-332-6806

Anthony Mukuna

**Funding and Accountability Coordinator**

[amukuna@sde.idaho.gov](mailto:amukuna@sde.idaho.gov)

208-332-6916

Grace Dehner

**Contracts and Fiscal Program Specialist**

[gdehner@sde.idaho.gov](mailto:gdehner@sde.idaho.gov)

208-332-6910



# IDEA PART B & Preschool Application Instructions 101

---



We apologize in advance for not having time to answer questions directly on this webinar

Please submit your questions during this webinar as you would normally and we will contact you individually after the webinar has finished.



# BEFORE YOU BEGIN...CREATE YOUR APPLICATION TOOL BOX

## WHAT YOU WILL NEED TO COMPLETE THE APPLICATION:

1. [WWW.SDE.IDAHO.GOV](http://WWW.SDE.IDAHO.GOV)
2. Access to or have a copy of your 2016 Audited Financial Report and your 2017 Annual reported expenditures
3. Access and assistance from your Business Manager and or Superintendent and or Charter Administrator
4. Copy of the IDEA Part B Application Instruction Manual
5. Copy of IDEA Part B Funding Manual
6. Sign on access to the IDEA Part B Application





Search

# Funding & Fiscal Accountability

## 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](#)
-  [2016-2017 IDEA Part B and Preschool Allocations - Final Estimate](#)
-  [2017-2018 IDEA Part B and Preschool Allocations - Preliminary Estimates - Revised 5-12-17](#)



# LOGGING INTO THE APPLICATION

DEPARTMENTS COMMUNICATIONS



Log On

IDEA Part B and Preschool Application

## Links

Home

IDEA Part B Funding Manual

Application Instructions

## 2017-2018

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](mailto: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](mailto:support@sde.idaho.gov).



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# LOGGING INTO THE 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

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.

1. Select your organization from the drop-down list provided.

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.



# REGISTRATION

## Register

### User Information

You must register with you official organizational email address.

You must select your primary district/organization. Start typing provider and select from drop down list.

Passwords must meet the following complexity requirements:

- Must be a minimum of 6 characters
- Cannot contain 3 or more consecutive characters from your Email
- Must contain three of the following elements:
  - Uppercase letter, lowercase letter, digit, symbol (#,\$,&,etc.)

Email

Name

Organization

Password

Confirm Password

Security Words:



Register

- 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 **Register** button.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# REGISTRATION

---

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



## TIME LIMITS – **SAVE** 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.*



# APPLICATION UPDATE – DISTRICT HOME – Maintenance of Effort Funding Source

## District Home Information

Save

**District Info**

Person completing the application: Penny Lancaster

Phone: 208-634-2161 (xxx-xxx-xxxx format)

E-mail: plancaster@mdsd.org

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 LEA has determined there are no private schools:**

- Check Box if no private schools
- If box remains *unchecked*, LEA must report ALL private schools

**LEA is applying for Preschool Funds:**

- By default, the box is checked
- Uncheck the box if you are NOT applying for Preschool funds

**APPLICATION UPDATE MOE funding Source:**

- The LEA will select the type of funds they will be using to complete the Maintenance of Effort section of the Application.

**MOE Funding Source**

Please select the type of funds the LEA will be using for Maintenance of Effort:

The LEA will be using State and Local Funds for Maintenance of Effort

The LEA will be using Local Funds Only for Maintenance of Effort

**LEA Contacts:**

- All contacts are prefilled with information from your District Directory File submitted via ISEE
- If prefilled info is **INCORRECT** - contact your IT support staff member and submit an updated directory file for your LEA via ISEE and contact your Regional ISEE Coordinator for help with the file

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](mailto:RegionalCoordinators@sde.idaho.gov), if you need assistance.

Role Title	Name	Phone(s)	Email Address
Business Manager	Penny Lancaster	(208) 634-2161 (Main Business)	plancaster@mdsd.org
Special Education Director	Jacob Blair Olson	(208) 634-2161 (Main Business) (208) 325-4433 (Main Business)	jolson@mdsd.org
Superintendent	James Foudy	(208) 634-2161 (Main Business)	jfoudy@mdsd.org



# APPLICATION UPDATE – CHARTER LEAs ONLY – DISTRICT HOME

## CHARTER LEAs

You will find that there is a new check box regarding **619 Funds** located on your Home Page. Check this box if your Charter has identified students with disabilities who are the age of 5 and would like to apply for the available 619 Individuals with Disabilities Education Act (IDEA) Funds.

### District Home Information

---

District Info

Person completing the application:

Phone:  (xxx-xxx-xxxx format)

E-mail:

I certify that I have identified students with disabilities who are 5 years of age and I would like to apply for the available 619 Individuals with Disabilities Education Act funds.



# DISTRICT HOME

---

- District Home Info must be filled in, the MOE Funding Source must be selected and the page must be **SAVED** to unlock and view Application Components Menu on left side of screen.
- Refer to the Parentally-Placed Private School Children – Page 35 of the IDEA Part B Funding Manual PDF:  
<http://sde.idaho.gov/sped/funding/files/idea/resource/IDEA-Part-B-Funding-Manual.pdf>
- Private school Information also found in chapter 9 of the Special Education Manual PDF: <http://sde.idaho.gov/sped/files/shared/2016-Special-Education-Manual.pdf>.



# COORDINATED EARLY INTERVENING SERVICES (CEIS) BUDGET

## Coordinated Early Intervening Services (CEIS) for 2017-2018

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.



# CEIS BUDGET

---

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

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.

## **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 Budget – Page 10 of the IDEA Part B Application Instructions PDF:

<http://www.sde.idaho.gov/sped/funding/files/idea/resource/IDEA-Part-B-Application-Instructions.pdf>



# SCHOOLWIDE PROGRAMS

## Schoolwide Programs under Title I of ESEA for 2017-2018

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)	\$1,058,334
D) Maximum amount that may be budgeted for the Schoolwide programs ((B÷A)xC)	\$0
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, a list of all schoolwide schools in which the funds will be used - including the number of children with disabilities in each school, a list of planned activities, a list of resources utilized, and a description of how the program will be operated and evaluated.)

**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



# SCHOOLWIDE PROGRAMS

---

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

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.

## 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 Programs– Page 11 of the IDEA Part B Application Instructions PDF:  
<http://www.sde.idaho.gov/sped/funding/files/idea/resource/IDEA-Part-B-Application-Instructions.pdf>



# PRIVATE SCHOOLS

- If the district or LEA intends to set-aside IDEA Part B funds for Private Schools, these budgets should be completed prior to completing the School Age Budgets.
- If a school district has not checked the box on the District Home page, indicating that there are no private schools located with the district, this section must be completed.

Click **Add School** at the bottom of tab to list private schools within district.

## DO NOT REPORT:

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

**Private School Calculations for 2017-2018**

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	
CALVARY CHAPEL CHRISTIAN SCHOOL	7/30/0116	72	No	No		<input type="checkbox"/> Delete
CENTENNIAL BAPTIST SCHOOL	7/30/0116	170	No	No		<input type="checkbox"/> Delete
NAMPA CHRISTIAN SCHOOL	7/30/0116	184	No	No		<input type="checkbox"/> Delete
GREENLEAF FRIENDS ACADEMY	7/30/0116	178	No	No		<input type="checkbox"/> Delete
GEM STATE ACADEMY	7/30/0116	115	No	No		<input type="checkbox"/> Delete

Add School



# PRIVATE SCHOOLS

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

Save

## 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
- Includes *ALL* students, not only students who may be eligible for special education services

## Total Number of Students Eligible for Special Education



# PRIVATE SCHOOLS – PROPORTIONATE SHARE CALCULATION

- Complete the calculations 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 and 3-5.
- Calculation for Proportionate IDEA Part B and Preschool funds for private school students is automatically computed in Section E
- Total count of children with disabilities enrolled in district public schools and parentally placed in private schools comes from LEA's [November 2016 Child Count](#)
- System will automatically populate the School Age and Preschool Budget forms

## Private School Calculations for 2017-2018

Private Schools
Proportionate Share Calculation

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, 2016 child count	<input type="text"/>
B.	Count of eligible parentally placed private school students, ages 3-21, as reported on the November 1, 2016 child count.	<input type="text"/>
C.	Percentage of total - B/(A+B)	0.00%
D.	SchoolAge Allocation for 2017-2018	\$768,768
E.	Proportionate amount for private school students - CxD	\$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, 2016 child count	<input type="text"/>
----	--	----------------------



# DISTRICT CHARTER SCHOOLS

Each charter school within that district will be listed in application components on the sidebar menu.

## Assurance

- Check appropriate **Service Provider** button.
- If second button checked, district *must* submit charter school budget.
- **SAVE**

## Prior Year Expenditures

- Enter actual expenditure amounts in each budget category as of June 30th of the current year.
- Note that none of the budget line item amounts that were submitted as part of the previous year's budget can be changed on this 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.

### 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.



# DISTRICT CHARTER SCHOOLS

The SDE does not provide district charter school allocations

## Amount Budgeted

- There is no allocation amount provided on the budget form.
- The allocation amount must be agreed upon by the school district and the charter school.
- It should be a proportionate share of the total district allocation, determined either by enrollment and low-income levels or by child count.

Assurance Prior Year Expenditures Budget

Save

### IDEA Part B Charter Budget for 2017-2018

IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	\$5,000	The total amount of the Charter School allocation will go towards the salary of 1 special education teacher
521-200	Benefits - Teachers and Aides	\$0	
521-300	Purchased Services	\$0	
521-400	Supplies	\$0	

## Budget Narrative

- Each line with a budget amount requires a detailed budget narrative



# SCHOOL AGE BUDGETS

## Prior Year Expenditures

- It is important to complete all expenditures on this form prior to beginning the *Budget* tab.
- Budget line item amounts submitted as part of previous year's budget (Amount Budgeted) *cannot* be changed.
- If you have not completed entering expenditures on the *Prior Year Expenditures* tab, the entire previous year allocation will be shown as carryover on the *Budget* tab.

## Amount Expended as of 6/30/2017

- Enter actual expenditure amounts in each budget category as of June 30th of the current year.
- **If you are reporting expenditures through any other date (e.g. 9/30/20xx) contact your IDEA Administrators: [IdeaAdministrator@sde.idaho.gov](mailto:IdeaAdministrator@sde.idaho.gov) or 208-332-6916**

Prior Year Expenditures
Budget

### IDEA Part B School Age Budget Expenditures for 2016-2017

IFARMS Obj. Code	Description	Amount Budgeted	Amount Expended as of 6/30/2017
521-100	Salaries - Teachers and Aides	\$3,149,931	\$3,149,931
521-200	Benefits - Teachers and Aides	\$2,588,204	\$2,588,204
521-300	Purchased Services	\$16,800	\$16,800
521-400	Supplies	\$10,000	\$10,000
521-500	Capital Objects	\$0	\$0
616-100	Salaries - Related Service Personnel	\$648,132	\$648,132
616-200	Benefits - Related Service Personnel	\$215,878	\$215,878
616-300	Purchased Services	\$80,000	\$80,000
616-400	Supplies	\$55,423	\$55,423
616-500	Capital Objects	\$0	\$0
	Professional Development	\$15,000	\$15,000
	Charter School Sub-allocation	\$78,878	\$78,878
	Coordinated Early Intervening Services	\$0	\$0
	Schoolwide	\$0	\$0
	Private School Proportionate Share	\$18,035	\$18,035
	Private School Proportionate Share Carryover <small>*not included in totals</small>	\$0	\$0
	Indirect Costs - Rate: 1.5%	\$100,000	\$100,000
	Adjustment to a prior year's carryover		\$0
Totals		\$6,976,281	\$6,976,281
Total Carryover			\$0



# SCHOOL AGE BUDGETS

---

Note: the information in this slide also applies to 619 (Preschool) Budgets

## Indirect Costs

- Only LEAs with restricted indirect cost rate may claim indirect costs. These rates are negotiated through Public School Finance each year and subsequently loaded in the application
- 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.
- If the indirect cost rate reflected in the Application is inconsistent with the Public School Finance negotiated rate, please contact your IDEA Administrators: [IdeaAdministrator@sde.idaho.gov](mailto:IdeaAdministrator@sde.idaho.gov) or 208-332-6916

## Adjustment Amount

- In some cases, districts and LEAs will have an Adjustment Amount as the final line item on the previous year budget form, along with a notation of what the adjustment amount is – *usually a supplemental award from expiring Part B funds.*
- 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.



Note: the information in this slide also applies to 619 (Preschool) Budgets

## Total Carryover

- If your carryover to budget ratio is 10% or more, you will receive this error message:

**Error: Expenditure tab - Carryover to budget ratio is 10% or more. Additional responses are required**

- Any budget modifications that are 10% or more require the LEA to apply for a budget revision in writing under 2 CFR Part 200 E Cost Principals 200.308 Revision of Budget Program Plans.

Totals	\$6,976,281	\$6,174,136
Total Carryover		\$802,145

**Your carryover to budget ratio is 11.50%**  
If your carryover to budget ratio is 10% or more, you are required to apply for a budget revision in writing under 34 CFR 80.30, 2 CFR Part 200 E Cost Principals 200.308 Revision of Budget Program Plans.

Please use the field below to explain any budget revisions (>= 10% of total budget) from budget amounts to actual expenditures.

Please confirm:

The LEA has adhered to all budget revision rules as established by I.C. 33-701(9), 33-701(7), 33-357(b), 33-801, 33-402, 63.802A

- The LEA must clearly explain any budget revisions in the comment box and provide assurances by clicking the box stating the LEA adheres to all budget revision rules in order to appease the error message (shown above) and to successfully submit their application



## Part B School Age Budgets

### IDEA Part B School Age Budget for 2017-2018

Allocation Amount	<input type="text" value="\$674,174"/>		
Carryover Amount	<input type="text" value="\$674,174"/>		
Total Budget Amount	<input type="text" value="\$1,348,348"/>		
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"/>
521-500	Capital Objects	<input type="text" value="\$0"/>	<input type="text"/>



# SCHOOL AGE BUDGETS

When entering the current year budgets, refer to *Allowable Uses of IDEA Part B Funds and Guide to IFARMS Accounting Codes* in the [IDEA Part B Funding Manual](#).

## Amount Budgeted

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

## Budget Narrative

- The budget narrative must be detailed enough to adequately indicate the specifics of how the LEA will expend the funds.

### Acceptable Budget Narrative

IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	\$527,743	Salaries of certified special education staff
521-200	Benefits - Teachers and Aides	\$214,099	Benefits for certified special education staff

### Unacceptable Budget Narrative

IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
521-100	Salaries - Teachers and Aides	\$527,743	Salaries
521-200	Benefits - Teachers and Aides	\$214,099	Benefits



# SCHOOL AGE BUDGETS

---

This error message displayed will remain at the top of the School Age Budgets until the full amount has been budgeted.

## Part B 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 for 2017-2018



# APPLICATION UPDATE – CHARTER LEAs ONLY – 619 BUDGETS

- If the checkbox regarding 619 funds on the District Home page is checked, the 619 Budgets section will be activated for that Charter LEA.
- If the box is *unchecked*, 619 Budgets will not appear in the list of components.
- The 619 Budget Section is the same as the Preschool Budget Section for Districts
- If your LEA did not have a 619 budget last year, you will not have a previous year expenditure budget to fill out

**Links**

---

Home

[IDEA Part B Funding Manual](#)

[Application Instructions](#)

---

**2017-2018**

[Change Year](#)

---

**THE SAGE INTERNATIONAL SCHOOL OF BOISE, A PUBLIC CHARTER SCHOOL, INC.**

---

[District Home](#)

[CEIS Budget](#)

[SchoolWide Programs](#)

[School Age Budgets](#)

**[619 Budgets](#)**

[State and Local Maintenance of Effort](#)

### District Home Information

---

**District Info**

Person completing the application:

Phone:  (xxx-xxx-xxxx format)

E-mail:

I certify that I have identified students with disabilities who are 5 years of age and I would like to apply for the available 619 Individuals with Disabilities Education Act funds.

**MOE Funding Source**

**Please select the type of funds the LEA will be using for Maintenance of Effort:**

The LEA will be using State and Local Funds for Maintenance of Effort

The LEA will be using Local Funds Only for Maintenance of Effort

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](mailto:RegionalCoordinators@sde.idaho.gov), if you need assistance.

Role Title	Name	Phone(s)	Email Address



# 619 (PRESCHOOL) BUDGETS

If your LEA did not have a 619 budget last year, you will not have a Previous Year Expenditure Budget to fill out.

## Prior Year Expenditures

- It is important to complete all expenditures on this form prior to beginning the *Budget* tab.
- Budget line item amounts submitted as part of previous year's budget (Amount Budgeted) *cannot* be changed.
- If you have not completed entering expenditures on the *Prior Year Expenditures* tab, the entire previous year allocation will be shown as carryover on the *Budget* tab.

## Amount Expended as of 6/30/2017

- Enter actual expenditure amounts in each budget category as of June 30th of the current year.
- **If you are reporting expenditures through any other date (e.g. 9/30/20xx) contact your IDEA Administrators:**  
[IdeaAdministrator@sde.idaho.gov](mailto:IdeaAdministrator@sde.idaho.gov) or 208-332-6916

Part B Preschool Budgets

Prior Year Expenditures Budget

Save

### IDEA Part B Preschool Budget Expenditures for 2016-2017

IFARMS Obj. Code	Description	Amount Budgeted	Amount Expended as of 6/30/2017
522-100	Salaries - Teachers and Aides	\$11,000	\$2,281
522-200	Benefits - Teachers and Aides	\$2,500	\$461
522-300	Purchased Services	\$2,000	\$152
522-400	Supplies	\$2,154	\$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	\$0	\$0
616-500	Capital Objects	\$0	\$0
	Professional Development	\$0	\$0
	Private School Proportionate Share	\$0	\$0
	Private School Proportionate Share Carryover <small>*not included in totals</small>	\$0	\$0
	Indirect Costs	\$0	\$0
	Adjustment to a prior year's carryover		\$0
<b>Totals</b>		<b>\$17,654</b>	<b>\$2,894</b>
		Total Carryover	\$14,760



# 619 (PRESCHOOL) BUDGETS

When entering the current year budgets, refer to *Allowable Uses of IDEA Part B Funds and Guide to IFARMS Accounting Codes* in the [IDEA Part B Funding Manual](#).

## Amount Budgeted

- Any amounts budgeted on *Private School Proportionate Share Calculation* will be entered on current year School Age Budgets form.
- The same **Error** message as in School Age Budgets will appear and remain on top of this page until the full amount has been budgeted.

## Budget Narrative

- The budget narrative must be detailed enough to adequately indicate the specifics of how the LEA will expend the funds.

### Acceptable Budget Narrative

IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
522-100	Salaries - Teachers and Aides	\$7,232	Salary of special education staff
522-200	Benefits - Teachers and Aides	\$1,000	benefits of special education staff

### Unacceptable Budget Narrative

IFARMS Obj. Code	Description	Amount Budgeted	Budget Narrative
522-100	Salaries - Teachers and Aides	\$7,232	Salary
522-200	Benefits - Teachers and Aides	\$1,000	benefits



- **ONLY** for LEAs electing to report the use of **Local Funds Only** to meet Maintenance of Effort requirements of 34 CFR §300.203.
- The default Maintenance of Effort selection is to report the use of State and Local Funds. We recommend checking to see what funds your LEA reported with last year before proceeding.
- Using the **Local Funds Only** option will prompt enhanced fiscal monitoring of the LEA.



# APPLICATION UPDATE – MAINTENANCE OF EFFORT– Local Funds Only

- In order to submit the Application, an administrator from the SDE must go in and approve the MOE Local Funds Only request.
- This Local Funds Only form must be completely filled out and SAVED before the SDE Administrator may go in and process the request.
- Refer to Page 25 of the Application Instructions document for further information regarding Maintenance of Effort:  
<http://www.sde.idaho.gov/sped/funding/files/idea/resource/IDEA-Part-B-Application-Instructions.pdf>

Local Funds Only Maintenance of Effort Worksheet and Assurance Form - 2017-2018

Local Funds Only Request	Section I Previous Expenditures of Local Funds	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet	
--------------------------	---	----------------------------	-----------------------	---------------------------------	----------------------------	--

**Save**

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

The default Maintenance of Effort section is to report the use of State and Local Funds for the purpose of meeting the Maintenance of Effort requirements of 34 CFR §300.203. If the LEA is reporting the use of State and Local Funds for Maintenance of Effort, do not complete this form.

Local Funds Only is defined by use of IFARMS Revenue Codes 411100-42900 (refer to IFARMS manual).

In order to report Local Funds Only for Maintenance of Effort, you must receive approval from the State Department of Education.

To apply, please complete the below questionnaire.

The LEA has provided proof to SDE, SpEd division that their accounting management system has the ability to track Local Funds separate from State funds:

Yes  
 No

Date the LEA sent proof to SDE, SpEd division that their accounting management system has the ability to track Local Funds separate from State funds:

If using Supplemental Levy dollars to qualify:

The LEA has sent a copy of the ballot and canvass of the vote to Fiscal Accountability Coordinator, SDE SpEd division.

If using Supplemental Levy dollars to qualify, please provide the date you sent a copy of the ballot and canvass of the vote to Fiscal Accountability Coordinator, SDE SpEd division:

If using Supplemental Levy dollars to qualify, please enter the Supplemental Levy amount:

If other Local Funds are used, please identify the funding source:

If other Local Funds are used, please enter the amount:

The LEA has met all of the above requirements and wishes to apply to use Local Funds Only for Maintenance of Effort

Yes  
 No



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# APPLICATION UPDATE – MAINTENANCE OF EFFORT– Local Funds Only

## Section I – Previous Expenditures of Local Funds

- The first three IFARMS amounts on this tab will be pre-populated with the numbers that were submitted on the FY 2016 IFARMS Annual Report. You will need to **DELETE** these amounts as your LEA will enter in the amount of expended Local Funds Only here.
- Once deleted, the Annual Report amounts will not be retrievable if the LEA decides to switch their Maintenance of Effort funding source to State and Local Funds.
- Examine the numbers carefully and if you have any questions or concerns, contact the Special Education Funding Coordinator at the SDE immediately:  
[IdeaAdministrator@sde.idaho.gov](mailto:IdeaAdministrator@sde.idaho.gov) or 208-332-6916

Local Funds Only Maintenance of Effort Worksheet and Assurance Form - 2017-2018

Local Funds Only Request	Section I Previous Expenditures of Local Funds	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet
--------------------------	---	----------------------------	-----------------------	---------------------------------	----------------------------

Save

### Actual Local Funds Expenditures FY 6/30/2016

*Amount of Local Funds only expended for the education of children with disabilities in FY ending 6/30/2016*

IFARMS 100-521: Special Education Program	\$1,663,916
IFARMS 100-522: Special Education Preschool Program	\$84,653
IFARMS 100-616: Special Education Support Services Program	\$1,020,654
<b>Combined Total</b>	<b>\$2,769,223</b>
Other Expenditures as reported on 2016-2017 MOE Assurance	\$0
Medicaid Reimbursements as reported on 2016-2017 MOE Assurance	\$0
Post Annual report adjustments submitted by LEA	\$0
<b>Adjusted Total - MOE threshold for FY 2017</b>	<b>\$2,769,223</b>
Child Count 12/1/ 2015	537
<b>Average Per Pupil Expenditure FY 2016</b>	<b>\$5,156</b>



**SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE**

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

## Local Funds Only Maintenance of Effort Worksheet and Assurance Form - 2017-2018

Local Funds Only Request	Section I Previous Expenditures of Local Funds	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet
--------------------------	---	----------------------------	-----------------------	---------------------------------	----------------------------

Save

### Actual Local Funds Expenditures for FY ended 6/30/2017

Amount of Local Funds only expended for the education of children with disabilities in FY ending 6/30/2017	
IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
<b>Combined Total</b>	<b>\$0</b>
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
<b>Adjusted Total</b>	<b>\$0</b>
Child Count 11/1/ 2016	573
<b>Average Per Pupil Expenditure FY 2017</b>	<b>\$0</b>

## Section II – Expenditures of Local Funds

- This is the compliance section of the Maintenance of Effort Assurance. It is used to determine if the district or LEA has met the MOE expenditure requirement in the most recently ended fiscal year.
- The LEA must report all of its Local Fund expenditures for special education in FY ending 6/30/2017.
- All remaining sections of Local Funds Only Maintenance of Effort are the same as State and Local. Please refer to those slides for direction on the remaining Maintenance of Effort tabs.



# MAINTENANCE OF EFFORT

## State & Local Funds – Section I Annual Report

### This section is pre-filled with:

- Financial information reported in the LEA's Annual IFARMS report for the fiscal year that ended two years prior
- Certain information reported in the MOE Worksheet and Assurance of the previous year's Application
- Child Count from two years prior

Examine the numbers carefully and if you have any questions or concerns, contact the Special Education Funding Coordinator at the SDE immediately:

[IdeaAdministrator@sde.idaho.gov](mailto:IdeaAdministrator@sde.idaho.gov) or 208-332-6916

## State and Local Maintenance of Effort Worksheet and Assurance Form - 2017-2018

Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	Budget Exception Worksheet
<h3>Actual General Fund Expenditures as reported on Annual Report for FY 6/30/2016</h3>				
<p><i>Amounts as submitted on the FY 2016 IFARMS Annual Report and the 2016-2017 MOE Worksheet and Assurance</i></p>				
IFARMS 100-521: Special Education Program			\$10,000	
IFARMS 100-522: Special Education Preschool Program			\$0	
IFARMS 100-616: Special Education Support Services Program			\$0	
<b>Combined Total</b>			<b>\$10,000</b>	
Other Expenditures as reported on 2016-2017 MOE Assurance			\$0	
Medicaid Reimbursements as reported on 2016-2017 MOE Assurance			\$0	
Post Annual report adjustments submitted by LEA			\$0	
<b>Adjusted Total - MOE threshold for FY 2017</b>			<b>\$10,000</b>	
Child Count 12/1/ 2015			39	
<b>Average Per Pupil Expenditure FY 2016</b>			<b>\$256</b>	



**SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE**

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# MAINTENANCE OF EFFORT

## State & Local Funds – Section II Expenditures

- Section used to determine if the district or LEA has met the MOE expenditure requirement in the most recently ended fiscal year.
- The LEA must report all of its general fund expenditures for special education and related services and none that are not excess costs of special education.
- The amounts reported in the first 3 lines should agree with the LEA's audited financial statements and annual IFARMS report.
- Medicaid reimbursements will be entered as they were last year. The new IFARMS code will become effective for next year's application.

### State and Local Maintenance of Effort Worksheet and Assurance Form - 2017-2018

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

Save

#### General Fund Expenditures for FY ended 6/30/2017

Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2017. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report 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
<b>Combined Total</b>	<b>\$0</b>

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)

Exception Amount (from Expenditure Exception worksheet)	\$80,000
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0

**Adjusted Total**

<b>Adjusted Total</b>	<b>\$80,000</b>
-----------------------	-----------------

Child Count 11/1/ 2016

Child Count 11/1/ 2016	2500
------------------------	------

**Average Per Pupil Expenditure FY 2017**

<b>Average Per Pupil Expenditure FY 2017</b>	<b>\$32</b>
--	-------------



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# MAINTENANCE OF EFFORT

## State and Local Maintenance of Effort Worksheet and Assurance Form - 2017-2018

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

Save

### General Fund Expenditures for FY ended 6/30/2017

Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2017. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report 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
<b>Combined Total</b>	<b>\$0</b>

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)	\$80,000
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
<b>Adjusted Total</b>	<b>\$80,000</b>

Child Count 11/1/ 2016	2500
<b>Average Per Pupil Expenditure FY 2017</b>	<b>\$32</b>

## State & Local Funds – Section II *Expenditures*

### 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.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# MAINTENANCE OF EFFORT

State and Local Maintenance of Effort Worksheet and Assurance Form - 2017-2018

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

Save

## Budget Amounts for FY ending 6/30/2018

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2018.

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

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)

	\$3,200
--	---------

Medicaid Reimbursements not previously accounted for in the above functions/program codes

	\$0
--	-----

**Adjusted Total**

	<b>\$3,200</b>
--	----------------

Estimated Child Count - November 2017

	2400
--	------

**Average Per Pupil budgeted amount FY 2018**

	<b>\$1</b>
--	------------

Your LEA qualifies for an allowable budget exception for a decrease in enrollment in the amount of

Do you wish to take this exception?  Yes  No

## State & Local Funds – Section III Budget

### 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.

### 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.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# MAINTENANCE OF EFFORT

## State & Local Funds – Expenditure Exception Worksheet

- Enter the exact amount of any allowable reduction that occurred during the most recent fiscal year in the appropriate box. After all allowable exceptions have been entered, click the **Save** button.

State and Local Maintenance of Effort Worksheet and Assurance Form

Section I Annual Report | Section II Expenditures | Section III Budget | **Expenditure Exception Worksheet** | Budget Exception Worksheet

Save

### 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 2016-2017 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: <i>Note: for termination of staff you must upload documentation including staff member and replacement staff member documentation.</i> <a href="#">Add File</a>	\$80,000
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
<b>Total:</b>	<b>\$80,000</b>

State and Local Maintenance of Effort Worksheet and Assurance Form

Section I Annual Report | **Section II Expenditures** | Section III Budget | Expenditure Exception Worksheet | Budget Exception Worksheet

Save

### General Fund Expenditures for FY ended 6/30/2017

*Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2017. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2017.*

IFARMS 100-521: Special Education Program	\$10,000
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
<b>Combined Total</b>	<b>\$10,000</b>

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
<b>Exception Amount (from Expenditure Exception worksheet)</b>	<b>\$80,000</b>
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
<b>Adjusted Total</b>	<b>\$90,000</b>

Child Count 11/1/2016	2500
<b>Average Per Pupil Expenditure FY 2017</b>	<b>\$36</b>

➤ The **Total** is simultaneously entered and **saved** on the **Expenditure Exception Worksheet** and also on the **Section II Expenditures** tab:



## State & Local Funds – Expenditure Exception Worksheet

For termination of staff you must provide documentation by uploading a file on the Expenditure Exception Worksheet including staff member and replacement staff member documentation:

Section I <i>Annual Report</i>	Section II <i>Expenditures</i>	Section III <i>Budget</i>	Expenditure Exception Worksheet	Budget Exception Worksheet	
-----------------------------------	-----------------------------------	------------------------------	------------------------------------	-------------------------------	--

**Save**

### 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 2016-2017 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:	<input type="text" value="\$80,000"/>
---	---------------------------------------

*Note: for termination of staff you must upload documentation including staff member and replacement staff member documentation.*

**Add File** ←

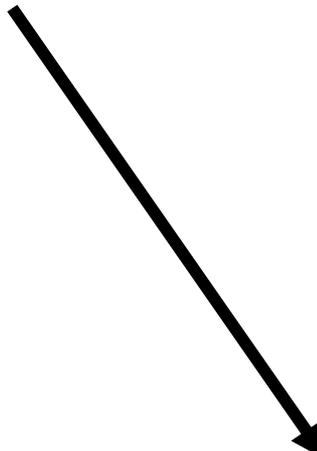


# APPLICATION UPDATE - MAINTENANCE OF EFFORT – Budget Exception

## State & Local Funds – Budget Exception Worksheet

Section I Annual Report	Section II Expenditures	<b>Section III Budget</b>	Expenditure Exception Worksheet	Budget Exception Worksheet
Save				

The enrollment of children with disabilities exception, you must go back to the **Section III Budget tab**. At the bottom of the page, you will see this notice:



### Budget Amounts for FY ending 6/30/2018

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2018.

IFARMS 100-521: Special Education Program	\$0
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
<b>Combined Total</b>	<b>\$0</b>
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
<b>Adjusted Total</b>	<b>\$0</b>
Estimated Child Count - November 2017	0
<b>Average Per Pupil budgeted amount FY 2018</b>	<b>\$0</b>

Your LEA qualifies for an allowable budget exception for a decrease in enrollment in the amount of .  
Do you wish to take this exception?  Yes  No

- If your LEA chooses to accept the exception presented and selects 'Yes' then saves the page, that exception amount will be automatically added to the **Budget Exception Worksheet tab** (see the screen shots on next slide). The MOE eligibility is then re-calculated.
- If your LEA decides to decline the offered exception, select 'No' and this amount will not appear in the Budget Exception Worksheet tab.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# APPLICATION UPDATE - MAINTENANCE OF EFFORT – Budget Exception

Accepting offered allowable budget exception for a decrease in enrollment

State and Local Maintenance of Effort Worksheet and Assurance For

Section I Annual Report	Section II Expenditure	<b>Section III Budget</b>	Expenditure Exception Worksheet	Budget Exception Worksheet
----------------------------	---------------------------	-------------------------------	------------------------------------	-------------------------------

**Save**

### Budget Amounts for FY ending 6/30/2018

Enter your district/LEA's Budgeted General M&O expenditures, from State and Local funds, for FY 2018.

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

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)

	\$3,200
--	---------

Medicaid Reimbursements not previously accounted for in the above functions/program codes

	\$0
--	-----

**Adjusted Total**

	<b>\$3,200</b>
--	----------------

Estimated Child Count - November 2017

	2400
--	------

**Average Per Pupil budgeted amount FY 2018**

	<b>\$1</b>
--	------------

Your LEA qualifies for an allowable budget exception for a decrease in enrollment in the amount of  Do you wish to take this exception?  Yes  No

State and Local Maintenance of Effort Worksheet and Assurance

Section I Annual Report	Section II Expenditures	Section III Budget	Expenditure Exception Worksheet	<b>Budget Exception Worksheet</b>
----------------------------	----------------------------	-----------------------	------------------------------------	---------------------------------------

**Save**

### 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 2017-2018 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: <i>Note: for termination of staff you must upload documentation including staff member and replacement staff member documentation.</i> <a href="#">Add File</a>	\$0
A decrease in the enrollment of children with disabilities:	\$3,200
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
<b>Total:</b>	<b>\$3,200</b>



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# 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

Save

2016-2017 expenditures for all students (including students with disabilities)	Elementary	Secondary
From State and Local funds	\$0	\$0
From Federal Funds	\$0	\$0
<b>Less:</b>		
Amounts expended from federal program allocations (do not include amounts allocated but not expended in the school year and carried over)		
IDEA Part B	\$0	\$0
Title I A	\$0	\$0
Title III A	\$0	\$0
State and local Funds expended specifically for programs under Title I A and Title III A	\$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	\$0	\$0
Any amounts for capital outlay and debt service	\$0	\$0
<b>Net total expenditures for all students</b>	<b>\$0</b>	<b>\$0</b>
<b>Calculation of average 2016-2017 per pupil expenditure for all students (including students with disabilities)</b>		
Fall Enrollment (all students including students with disabilities, as reported to SDE November 2016)	0	0
Spring Enrollment (all students including students with disabilities, as reported to SDE March 2017)	0	0
Average Enrollment, 2016-2017	0	0
Average annual per student expenditure for all students, 2016-2017	\$0	\$0
Total number of children with disabilities served by the LEA in 2016-2017 (November 2016 Child Count)	0	0
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	\$0	\$0

Please refer to Application Instructions document (Page 35) for detailed reporting directions for the [Excess Cost Calculation Worksheet](#)



**SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE**

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# EXCESS COST CALCULATION – POTENTIAL ERROR

**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

Save

2016-2017 expenditures for all students (including students with disabilities)	Elementary	Secondary
From State and Local funds	\$100,000	\$0
From Federal Funds	\$5,000	\$0
<b>Less:</b>		
Amounts expended from federal program allocations (do not include amounts allocated but not expended in the school year and carried over)		
IDEA Part B	\$40,000	\$1,000
Title I A	\$5,000	\$0
Title III A	\$5,000	\$0
State and local Funds expended specifically for programs under Title I A and Title III A	\$55,000	\$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	\$70,000	\$0
Any amounts for capital outlay and debt service	\$0	\$0
<b>Net total expenditures for all students</b>	<b>-\$70,000</b>	<b>-\$1,000</b>
<b>Calculation of average 2016-2017 per pupil expenditure for all students (including students with disabilities)</b>		
Fall Enrollment (all students including students with disabilities, as reported to SDE November 2016)	5000	0
Spring Enrollment (all students including students with disabilities, as reported to SDE March 2017)	0	2500
Average Enrollment, 2016-2017	2500	1250
Average annual per student expenditure for all students, 2016-2017	-\$28	-\$0
Total number of children with disabilities served by the LEA in 2016-2017 (November 2016 Child Count)	0	120
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	\$0	\$0

**State and Local Maintenance of Effort Worksheet and Assurance Form - 2017-2018**

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

Save

**General Fund Expenditures for FY ended 6/30/2017**

Enter your district/LEA's actual General M&O expenditures, from State and Local funds, for FY 2017. These amounts should be the same as the amounts reported on your district/LEA's annual IFARMS report for FY 2017

IFARMS 100-521: Special Education Program	\$10,000
IFARMS 100-522: Special Education Preschool Program	\$0
IFARMS 100-616: Special Education Support Services Program	\$0
<b>Combined Total</b>	<b>\$10,000</b>

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)	\$80,000
Medicaid Reimbursements not previously accounted for in the above functions/program codes	\$0
<b>Adjusted Total</b>	<b>\$90,000</b>
Child Count 11/1/2016	2500
<b>Average Per Pupil Expenditure FY 2017</b>	<b>\$36</b>

If the following error is reported, please refer to Section II of the Maintenance of Effort Worksheet and Assurances form and make corrections as these two corresponding totals should match.

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

Please note this error applies to those LEAs reporting State & Local Funds for Maintenance of Effort (Not Local Funds Only)



**SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE**

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# COMMENTS SECTION

---

This section of the Application should be used by LEAs to communicate directly with IDEA Administrators within their own Application – this is a great resource!



# COMMON APPLICATION ERRORS

- System evaluates all required Application Components and assesses for any uncompleted sections that may contain errors
- In order to successfully submit your Application, all Application Components must be completed without errors.

## Example Error Messages

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



# ASSURANCES

- The LEA must respond **Yes** or **No** to each Assurance.
- Each Assurance must be answered **Yes** before application can be submitted.
- If there are 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](mailto:IdeaAdministrator@sde.idaho.gov) or 208-332-6916.

## 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.



# SELF-ASSESSMENT CHECKLIST

Fiscal Self-Assessment Accountability Checklist					
Question	Description	Response	Comments	SDE Requested Documentation	Corrective Action Required
<b>COST PRINCIPALS</b>					
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?	<a href="#">Show/Hide Description</a>	<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) <a href="#">LEA Policies and Procedures.docx</a>	
<b>PROCUREMENT STANDARDS</b>					
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.)	<a href="#">Show/Hide Description</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure		
<b>TIME AND EFFORT REPORTING AND CERTIFICATION</b>					
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?	<a href="#">Show/Hide Description</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Weiser School District Federal Grants Policy and Procedure		
<b>INVENTORY MANAGEMENT</b>					

- The LEA must respond **Yes**, **No** or **N/A** to each question on the Fiscal Self-Assessment Accountability Checklist before attempting to submit their Application.
- If you have questions please contact the IDEA Administrator [IdeaAdministrator@sde.idaho.gov](mailto:IdeaAdministrator@sde.idaho.gov) or 208-332-6916.



## SUBMIT / ASSURANCES

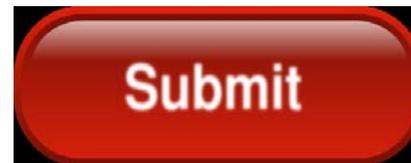
---

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

- 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.



## APPLICATION DUE DATE

---

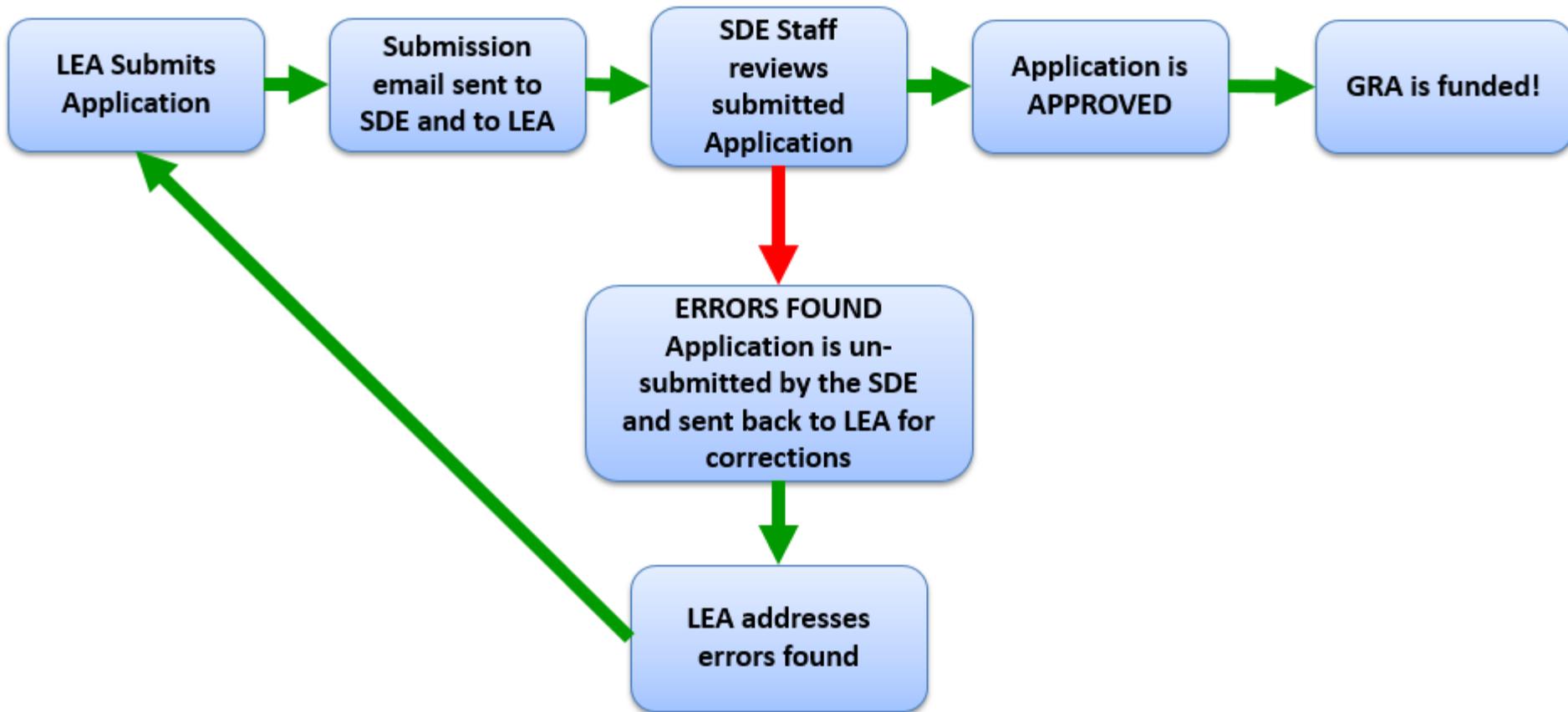
The IDEA Part B and Preschool Application  
is due

**OCTOBER 13, 2017**

Do not wait until the last week. You will probably need more than  
a week to complete the application.



# SDE APPLICATION REVIEW & APPROVAL PROCESS



# QUESTIONS

---

Again, we apologize for not having time to answer questions directly on this Webinar. Please contact us with any questions you may have:

Anthony Mukuna

Funding & Accountability Coordinator

[amukuna@sde.idaho.gov](mailto:amukuna@sde.idaho.gov)

208-332-6916

Grace Dehner

Contracts & Fiscal Program Specialist

[gdehner@sde.idaho.gov](mailto:gdehner@sde.idaho.gov)

208-332-6910





# SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION