

2016-2017

Project Application

Procedures

and

Directions

for

IDEA

Part B and Preschool

**PROCEDURES AND DIRECTIONS**

**FOR**

**IDEA PART B AND PRESCHOOL PROJECT APPLICATION**

##### DUE DATE: June 30, 2016

**CHANGES ARE IN RED TEXT WITH THE WORD (NEW).**

BUDGET SUBMISSION PROCEDURES

The following must be mailedto the Mississippi Department of Education (MDE), Office of Special Education (OSE), no later than **June 30, 2016**.

1. Application cover page (BSS-ES-F69)

2. IDEA Coordinating Early Intervening Services Report or District letter stating “CEIS

was not used in the last two years”

3. Private School Participation Form or District Letter stating “No private school or

Services were denied”

4. Certification of IDEA Statement

5. District Bus Letter requesting school bus purchase if applicable

6. Private School Consultation and Affirmation Form

7. Signed Statement of Assurances

8. Executive Summary

## 

## NOTE:

## 1. Original signed Cover Page must be mailed to MDE. Applications will be processed in the

## order in which the Original Cover Page is received or uploaded to SharePoint.

2.All reports (i.e. expenditure reports/Child Find reports/MOE) must be on file and

approved by MDE prior to submission to accounting**.**

3**.** The Cover Page of the Project Application and a copy of the minutes showing board approval

loaded into SharePoint.

4.Districts’ Executive Summary must be approved by MDE prior to submission

to accounting.

5.District superintendents will be notified if applications have not been received

by **September 30, 2016**.

6. Four-column budget pages are the required budget pages***.***

SHAREPOINT REQUIREMENTS

The following documents must be loaded into SharePoint before your application can be processed:

1. Signed Application Cover Page

2. FY 2017 IDEA Part B and Preschool Budget (including projected FY 2016 Carryover funds)

3. FY 2017 IDEA Part B and Preschool Budget Narrative

4. IDEA Coordinating Early Intervening Services (CEIS) Budget (if CEIS is required/elected)

5. Private School Participation Budget Page

6. Equipment List for IDEA (if equipment is budgeted)

7. Equipment List for CEIS (if equipment is budgeted)

8. Equipment List for Private School (if equipment is being purchased)

9. Parental Involvement Procedures with copies of the notification

10. SignedStatement of Assurances and Signed Certification Statement

11. District Policies and Procedures must be uploaded if any new local school district

policies and procedures have been approved by the school board or if previously

approved policies and procedures have been modified

12. Executive Summary

13. Board minutes showing approval of the project application

14. IDEA Coordinating Early Intervening Services Report or District Letter stating

“CEIS was not used in the last two years”

15. Private School Participation Form or District Letter stating “No private school or

Services were denied”

16. Cooperative Agreements (if applicable)

17. General Education Provision Act (GEPA) Statement

18. Bus Letter (if applicable)

19. Excess Cost Calculation Spreadsheet

20. Private School Consultation and Affirmation Form

DIRECTIONS FOR SHAREPOINT SUBMISSION

A. Documents must be uploaded into the designated sub folder

1. **Executive Summary**

2. **Signature Pages**

a. Cover Page

b. Coordinated Early Intervening Services Form or Letter

c. Signed Statement of Assurances

d. Private School Participation Form or Letter

e. Private School Consultation and Affirmation Form

f. Certification of IDEA

g. Bus Letter Request, if applicable

3. **Application**

a. Narrative

b. Equipment list(s)

c. Budget Request Page(s)

4. **Parental Involvement and Copies of Notification**

a. Parental Involvement form

b. Newspaper ads, letters, flyers

5. **Board Minutes, Policies, Cooperative Agreement, Excess Cost and GEPA**

a. Board Minutes

b. New or Revised Board Policies, if applicable

c. Excess Cost Spreadsheet

d. Cooperative Agreement

e. GEPA (General Education Provision Statement)

6. **Amendments**

a. Cover page

b. Narrative

c. Budget pages

d. Equipment lists

**7. Contracts and RFPs (Request for Proposals)**

**8. Expenditure Report**

B. Uploading Procedures

1. Connect to [**https://sharepoint.ors.ms/districts/documents**](https://sharepoint.ors.ms/districts/documents) and enter your password

2. Click on your District folder (SD####)

3. Click on the “Application folder”

4. Click on the “FY 2017 Project Application” folder

5. Click on the appropriate subfolder for the documents you are uploading

6. Click the “Upload” menu item and Choose “Upload Document”

7. Click the Browse button to browse to the document you wish to upload

8. Choose your document from your local computer

9. Click open once you have selected the document to upload and then click “ok”

10. Once the document is uploaded successfully, Click “ok” to finish. You should

now see your document in the 2017 Project Application folder

11. Click your name in the upper-right hand corner and choose “Sign Out”

**NOTE: Documents must be uploaded into the designated folder.**

C. Editing Procedures

1. Connect to [**https://sharepoint.ors.ms/districts/documents**](https://sharepoint.ors.ms/districts/documents) and enter your password

2. Click on your District folder (SD####)

3. Click on the “Application folder”

## 4. Click on the “FY 2017 Project Application” folder

## 5. Click on the appropriate subfolder

## 6. Locate the document you want to delete

7. Hover your mouse to the right of the document you will be deleting

8. Left-click and a menu appears

9. Choose “Delete” from the menu

10. Click “ok” to confirm the delete

11. Upload the corrected document per the instructions listed in B

NOTE: You **must delete** the old documents before you upload the most current document. You **must notify** MDE when you have made and uploaded your corrections.

## I. FISCAL REQUIREMENTS

### A. Budgets for FY 2017 allocations and FY 2016 Carryover. In an effort to provide

### improved assistance, the district/agency is now required to submit their Special Education

### budget to our office. Use the blank Budget Request form provided, which includes all

### required components.

### 

### Local district/agency Business Offices will maintain a copy of each approved budget on file.

### Budget reports, including equipment lists, invoices and other documentation of expenditures, will be reviewed as part of the on-site visit monitoring process in accordance with regulations.

### B. Fiscal Year Timelines for FY 17 IDEA Part B and Preschool Application. IDEA Part B

### Fund 2610 and Preschool Fund 2620 obligation dates are from July 1, 2016, through

### September 30, 2018, for a twenty-seven month period.

**C. Expenditure Reports.** The school district or agency must submit the Annual Expenditure

Report no later than September 30th each year. The form is included in your package. You

must submit the two-column expenditure report form along with the documentation from the

business office.Both reports must be signed and dated by the superintendent, by the

business manager and the supervisor of special education.

**D. Request for Funds.** The school district or agency will be notified via the Funding Alert of the

actual allocation and of the authority to expend funds for IDEA Part B and Preschool. As in

the past, the original project applications are based on a projected allocation; therefore,

Request for Funds will be approved following an amendment to the actual allocation.

* All districts will receive one-third of their Part B allocation initially. The remainder will be awarded after the State’s receipt of its total allocation and/or when all outstanding forms and backup documentation have been received from the district.
* Request for Funds for FY 2017 should be submitted to the Accounts Payable/School Office. Office of Accounting/MDE transfers will be in your bank account three (3) working days prior to the end of the month. The Office of Accounting will utilize the First-In-First-Out (FIFO) payment method.
* It is important to obligate any IDEA balance remaining for Fiscal Year 2015 (FY 2015) grants by September 30, 2016.

**E. Amendments.** The district/agency must have MDE approval to obligate and expend funds.

* Requires superintendent, business manager and special education director signatures to revise budget and change how the district plans to expend funds.
* Do not order equipment, supplies, create new jobs or obligate any funds for any expense unless you have signed approval from the Office of Special Education.

**SHAREPOINT PROCEDURES**

1. Amendments are to be uploaded in the Amendment Folder.

2. Original signed Cover Page must be mailed to MDE and uploaded in SharePoint.

3.The budget page, narrative, and equipment list (if applicable) are to be uploaded to

SharePoint and not mailed to MDE.

**Amend Project as follows:**

* When the actual allocation differs from the projected allocation;
* When a new line item is needed in the project;
* When new equipment items are needed to carry out implementation of the project; and
* When the total allocation increases or decreases.

***NOTE: If you are wanting to explore innovative programs and services that are not addressed in the Sample Budget Narrative, please contact the Division of Program Management for assistance.***

**Amend Salaries as follows:**

* When a salary is prorated, amend the project to reflect actual time spent on specific duties based on the timesheets that were maintained.
* Projected salaries for preschool teachers/language speech personnel must be amended to reflect the actual Mississippi Adequate Education Program (MAEP) percentage approved in the Personnel Snapshot in January. Names of MAEP funded personnel must be indicated in the narrative when amending based on the personnel snapshot.

**Amendment forms are enclosed. Submit the following with each Amendment:**

* **Amendment Cover Page (D1-SES-F52):**

1. Section A: Indicate the district code number.
2. Section B: Print or type the name of the school district or agency.
3. Section C: Indicate whether Part B and/or Preschool funds are being amended.
4. Section D: Indicate the reason for amending the project. If the allocation has decreased because of revision to the Child Count, indicate the revised count. If the allocation has been increased, indicate reasons.
5. Section E: School district signatures. Original signatures are required.

* **Revised Budget:** Complete and submit a revised budget page.
* **Budget Narrative:** Complete a Budget Narrative that briefly describes the change(s).

1. Example: *“All line items remain the same except as follows: . . . ”*

2. List line items on the budget narrative in the order in which they appear on the

budget request form.

3. ONLY describe the changes**. If lines items increase or decrease, you must**

**indicate the reason why.**

4**.** Including unnecessary information will delay the amendment approval process.

Refer to the project application memorandum directions for information

concerning specific line items. Do not separate IDEA from Preschool.

5. ***Address each line item that changed.***

* **Equipment List:** If equipment needs have changed, submit a new Equipment List and **highlight** the new equipment added. The equipment must be in the narrative as well as on the Equipment List.

##### IDEA PART B AND PRESCHOOL

##### DIRECTIONS FOR COMPLETING THE APPLICATION

**II. THE APPLICATION COVER PAGE (BSS-ES-F69):** An explanation to complete each section of the application is provided below. An example is enclosed for your reference.

**District Code Number:** Print or type the assigned district code number.

**School District/Agency’s Name:** Print or type the name of the school district or agency.

**Special Education Supervisor’s Name:** Print or type the name of the Special Education Supervisor.

**Special Education Supervisor’s Signature:** An original signature is required.

**School District Superintendent or Agency Director’s Name:** Print or type the name of the School District Superintendent or Agency Director.

**School District Superintendent or Agency Director’s Signature:** An original signature is required.

**Business Manager’s Name:** Print or type the name of the business manager.

**Business Manager’s Signature:** An original signature is required.

**IDEA Part B:** Complete the FY 2017 Allocation for IDEA, Part B. Indicate the allocation amount by referring to the enclosed Allocation List. Include the projected amount of unexpended funds from FY 2016 under Projected FY 2016 Carryover.

**Preschool:** Complete the FY 2017 Allocation for Preschool. Indicate the allocation amounts by referring to the Allocation List. Include the projected amount of unexpended funds from FY 2016 under Projected FY 2016 Carryover.

**Maintenance of Effort:** Indicate the Maintenance of Effort amounts for FY 2014 and FY 2015 by referring to the Maintenance of Effort List. The amount for FY 2015 must be equal to or larger than FY 2014. Refer to the memorandum regarding Maintenance of Effort.

**Timelines:** Contains an explanation of the timelines for obligation of funds. These timelines are mandated by Federal requirements and cannot be extended by MDE. Annual expenditure report is due by **September 30**.

**Approved:** Is reserved for Mississippi Department of Education use only. When the project application has been processed and approved, the school district/agency will receive a copy of the application cover page indicating preliminary and/or final approval.

**III. ASSURANCES:**

* **STATEMENT OF ASSURANCES.** The school district/agency is required tocomply with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), P.L. 108-446 and any State laws (MS Code, 1972, Annotated) pertaining to the education of students with disabilities. The school district/agency provides an assurance of compliance to State and Federal special education requirements by maintaining a file copy of the assurances. School district/agency should read carefully all of the statements pertaining to the agency’s commitments.

**IV. Department of Education’s General Education Provisions Act**

**(GEPA).** Section 427, Department of Education’s General Education Provisions Act

(GEPA), applies to agencies in order to receive IDEA funding. Section 427 requires the

agency’s application for funds to include a description of the steps the agency proposes to

take to ensure equitable access to and participation in its IDEA-assisted program for students,

teachers and other program beneficiaries with special needs.

* This provision allows agencies discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers prevent your students, teachers, etc. from such access or participation in the Federally-funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy. You should provide a clear description of plans to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, discussed in connection with related topics in the application.
* Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing these projects, applicants for IDEA address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve high standards. Consistent with program requirements and its application, an applicant may use the awarded Federal funds to eliminate identified barriers.

**The following examples may help illustrate how an applicant may comply with Section 427:**

* An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
* An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or Braille for students who are blind.
* An applicant that proposes to carry out an alternate interim setting program for students with behavior problems might describe how the program would be provided.

**V. CERTIFICATION for IDEA Part B and Preschool**. After parent participation

procedures are implemented and approved by the local board, the superintendent or

agency director must sign and date certifying compliance with Individuals with Disabilities

Education Improvement Act of 2004 (IDEA), P.L. 108-446 and any State laws (MS Code,

1972, Annotated) pertaining to the education of students with disabilities. This must be an

original director’s signature. Facsimiles will not be accepted. Stamped signatures will not be

accepted**.** As indicated below the Certification section of the Assurances, the district/agency

must submit any new or revised policies and/or procedure.

**VI. PARENTAL INVOLVEMENT PROCEDURES.** Regulations require parents be provided

the opportunity to participate by providing input on all sections of this application; therefore,

no application is to be approved by the local board or signed by the director without such an

opportunity having been provided for parents. Describe specific procedures that have been

adopted and implemented to involve the parents of children with disabilities in the

development of this project application by completing the “Parental Involvement

Procedures” form ***(all sections must be completed)*** and indicate the cost for those activities

on line 20 of the budget request. Districts must submit documentation to verify that parents

were given an opportunity to participate in providing input in the development of the project

application. ***The dates listed cannot be after the project application was Board approved.***

**VII. EQUIPMENT LIST.** If equipment items are budgeted, complete and include the

EquipmentList. Use the Equipment List form, which addresses all required

components outlined below. Equipment being budgeted must be addressed in the

narrative.

* Equipment Item Name
* Number of pieces of equipment (how many at each site)
* Purposeof equipment (Justification)
* Location (school name, office, etc.)
* Percentage paid from each budget, if prorated **(**IDEA or Preschool**)**
* Estimated cost

### Equipment: Handicapped Accessible Bus: When requesting approval to purchase a handicapped accessible bus, submit a letter of justification signed in by the superintendent. It should include the following information:

* Physical description: new, used, size, number of seats, etc. Is it a full-sized bus or mini-bus?
* Details concerning any special equipment (lifts, ramps, tie downs for wheelchair, seatbelts for preschool, etc.)
* Need: Who will be transported using the bus and why? Describe in detail students using this special bus, when or for what. Daily transportation to and from school, to/from related services, to/from job sites, etc.
* How were these services provided prior to this request?
* What is the total cost of the bus and will the district pay part of the cost?
* Other Expenses: Who will pay for the driver, fuel, insurance, maintenance and upkeep?

### VII. BUDGET NARRATIVE. A blank Budget Narrative form and a Sample Budget

### Narrative are enclosed and can be found on the website. Use the blank Budget Narrative

### form and complete narratives for IDEA Part B and Preschool 2017 and if applicable for

### Coordinated Early Intervening Services (CEIS) Funds and Private School Participation.

* In the upper right hand corner of the Budget Narrative form, indicate the page number.
* List line items in the order in which they appear on the Budget Request form and numbered consistently.
* In the narrative, address each budgeted item by providing a brief, concisedescription of each item. Pertinent information for specific line items is listed below.

#### Line 1: SALARIES. Describe each budgeted salary as outlined below.

IDEA Part B and Preschool funds can only be used to provide services for eligible students with disabilities**.** If a salary is prorated between funding sources, the percentage to be paid from each source must be included in the narrative. If personnel providing services to eligible students are assigned other district responsibilities, no matter how long or short the time, the salaries must be prorated among the fund sources and a breakdown of this proration must be included in the narrative. In addition, an explanation of those district responsibilities must be provided. (All job titles must have an MSIS code and budget strings). Include the names of certified/licensed personnel and the number of contract days.

Personnel Activity Reports (PARs). Remember the statement of assurances signed by the district/agency superintendent states that PARs will be maintained to verify actual time spent on specific duties for all prorated personnel working on multiple cost objectives.

Personnel who are paid wholly or in part and work solely on a single cost objective with Federal funds must complete a semi-annual certification form verifying 100% of their time was on activities authorized by the Federal program.

Sample forms can be found on the OSE website under Grants and Funding.

All copies of the PARs and Semi-Annual Certification forms must be maintained at the district level.

**Example 1:** Proration of salary for the director of the program between IDEA Part B and Preschool funds:

The Budget Narrative would indicate “the salary for the director of the program will be paid as follows: 13% Preschool funds and 87 % Part B funds.” (2610-900-1220-XXX-111-XXX and 2620-900-1220-XXX-111-XXX)

**Example 2:** Proration of salary between IDEA Part B and other funds, based on amount of time spent working with other district responsibilities:

The Budget Narrative would indicate “The salary will be funded at 20% district funds and 80% IDEA Part B funds.” (2610-900-1220-XXX-111-XXX and 1120-900-1220-XXX-111-XXX)

#### Example 3: If only one salary is included and the salary is not prorated:

#### The Budget Narrative would indicate “*Salary for one (1) full-time director of the program, 100% IDEA.”* (2610-900-1220-XXX-111-XXX)

If more than one person is included and the salaries are not prorated, list each person’s title and indicate if the person is full-time or part-time.

Examples are “*Salary for one (1) psychometrist employed full-time and one (1) psychometrist employed 50% of the time…”* or “*Salaries for three (3) full-time teacher assistants.”*

If the salary is prorated, % IDEA; % district, indicate the duties being performed for the district and the duties being performed for IDEA.

The salary percentages should equal to the district time.

An example is salary for a one (1) psychometrist employed 90% district and 10% IDEA funds. (1120-900-1220-XXX-111-XXX and 2610-900-1220-XXX-111-XXX)

If a teacher of three (3) and four (4) year olds, including a language-speech teacher, is addressed in the narrative, a salary breakdown indicating the projected percentage to be paid from Mississippi Adequate Education Program (MAEP) and the percentage paid from other sources must be included in the narrative.

If teacher assistants are funded, a statement certifying that they are supervised by licensed personnel must be included.

**Note:** Remember the funding for any teacher serving three (3) and four (4) year old students including language-speech teachers, must be prorated based on the number of three (3) and four (4) year old students served. MAEP funds a portion of the teacher unit that serves three (3) and four (4) year old students and the remaining portion of the teacher unit must be paid from other sources.

**Projected salaries** for preschool teachers/language speech teachers must be **amended** to actual salaries after actual MAEP has been determined based on the December 1 Child Count.

**Line 2:** **SUBSTITUTE PAY**. This line item should be used for special education teachers and assistant teachers funded by this grant. Substitute pay may be used for special education teachers to attend approved professional development training, workshops, and conferences. Include rate of pay. If the salary is prorated, only the prorated share can be paid.

***NOTE: Substitute pay is not used for absences, personal leave, maternity leave, or sick leave.*** (2610-900-1220-XXX-121-XXX or 2620-900-1220-XXX-121-XXX)

## Line 3: SALARY SUPPLEMENTS. Supplements paid from IDEA Part B or Preschool are to be budgeted as salary under the appropriate function area. Supplements are included in the employee contracts.

## Federal funds may not be used to pay local district supplement.

## The following information must be included in the narrative:

* Number of supplements for each position being paid;
* Reason/rationale for the supplement;
* Amount of each supplement; and
* Equals the line item amount.

**Example:** Speech Pathologist #1 earns an $800 supplement.

$24,800 + $800 (Supplement) = $25,600 (Total Salary)

The Budget Narrative would indicate, “Supplement for additional duties (examples of those additional duties) will be paid for one (1) Speech Pathologist at a cost of $800.00 (supplement).” (2610-900-1220-XXX-111-XXX or 2620-900-1220-XXX-111-XXX)

**Line 4: STIPENDS**. These are Non-Contractual payments paid to employees. Stipends are payments for work outside or not covered in their contract. The rate of pay for the stipends must be included.

Example: A teacher is attending a professional development conference during the summer months. The stipend will be $25.00 per day of the conference.

(2610-900-1220-XXX-111-XXX or 2620-900-1220-XXX-111-XXX)

###### **Line 5: EMPLOYEE BENEFITS.** The following items are included in Employee Benefits:

Social Security Contributions are 7.65%. (2610-900-1220-XXX-220-XXX or 2620-900-1220-XXX-220-XXX)

Retirement Contributions are calculated 15.75***%.*** (2610-900-1220-XXX-230-XXX or 2620-900-1220-XXX-230-XXX)

Social Security and Retirement rates can be combined and addressed as such in the narrative. The only statement necessary in the narrative is ***“Fixed Charges at a rate of 23.40%.”***

The Group Insurance rate is $356.00. The only statement necessary in the narrative is “*Group insurance at a rate of $356/month/person.”* (2610-900-1220-XXX-215-XXX or 2620-900-1220-XXX-215-XXX)

Life Insurance rate is $0.15 per $1000 of salary with a minimum of $30,000 not to exceed $100,000. The only statement necessary in the narrative is “Life insurance at a rate of $0.15/$1000/year.” (2610-900-1220-XXX-215-XXX or 2620-900-1220-XXX-215-XXX)

#### Unemployment Compensation – The agency should contact the business office to determine the specific assessment rates to be charged based on a covered individual’s responsibilities. (2610-900-1220-XXX-240-XXX or 2620-900-1220-XXX-240-XXX)

#### The only statement necessary in the narrative is “Unemployment insurance is being paid at a rate of $ XX.XX.”

#### Workman’s Compensation – The agency should contact the business office to determine the specific assessment rates to be charged based on a covered individual’s responsibilities. The only statement necessary in the narrative is “Workman’s Compensation insurance is being paid at a rate of $ XX.XX.” (2610-900-1220-XXX-260-XXX or 2620-900-1220-XXX-260-XXX)

#### Note: If salaries are prorated between IDEA and other funds, benefits must be prorated based on the proration. The Budget Narrative should state that, “All employee benefits will be prorated according to the portion of the salary paid from each funding source.”

**Line 6: CONTRACTUAL SERVICES.** List specific contractual services indicate that they are licensed personnel and the method of payment (e.g., hourly basis or based upon services rendered). Indicate whether travel and/or subsistence will be paid. (Refer to code sheet for the various functions codes and object codes. Funds codes will still be 2610 & 2620.)

**Example:** “The following who are licensed professionals will be contracted with \_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_ (services for students, services to staff, etc.): a **licensed** \_\_\_\_\_\_\_\_\_\_ (OT, PT, nurse, examiner, psychologist, etc.). Payment will be \_\_\_\_\_\_\_\_\_\_ (based on services rendered, paid hourly, etc.). Travel and subsistence \_\_\_\_\_\_\_\_\_\_ (is, is not) included.”

Be specific in describing consultative services for the district that are not specific to assessment and services for students. Request For Proposals (RFPs) and contracts are required to be in accordance with ***MS Code 27-104-152, Mississippi Accountability and Transparency Act***. (Upload all contracts and RFP into SharePoint)

**Line 7:** EQUIPMENT. IDEA Part B and Preschool Funds only can be used to purchase equipment for a student with a disability. If equipment is to be used by general education personnel or students, the equipment cost must be prorated and a breakdown of this proration should be included in the budget narrative. (Refer to code sheet for the various object codes. Fund codes will still be 2610 & 2620.)

* Equipment is defined as items necessary for the provision of educational services, including items such as instructional equipment; printed, published, and audio-visual instructional materials; sensory, and other technological aids and devices.

#### All equipment items, including computers, locking file cabinets or other

#### such “hardware” must be addressed in the budget narrative.

* Basic classroom equipment, including student desks and chairs that must

be provided for all students, is, in most cases, a local district expense.

* IDEA Part B and Preschool Funds may be used to purchase specialized

equipment needed to meet the individual needs of specific students. Preschool Funds

may be used to purchase age-appropriate activity centers for preschool classes/programs.

#### Computer software is not equipment. Computer software should be included in

#### Supplies line by object code, i.e. office, instruction or evaluation.

* The Equipment Narrative must describe the equipment item(s), the purpose of the equipment (instruction, administration), who will be using the equipment, a justification for why the equipment is needed, and where the equipment will be located. If prorated, include the percentage paid from each budget fund.
* The Equipment List should indicate where each piece of equipment is placed if there is more than one item ordered. (i.e. Computers–quantity of 20, should indicate that there are 10 at high school and 10 at middle school).
* Indicate if shipping/freight charges will be included in the cost of equipment items.

Examples of Budget Narrative Statements:

If the equipment is not prorated between budgets, a sample statement is as follows:

* 1. The following equipment will be purchased for instructional purposes:

One (1) TV/VCR combination located at Midnight Elementary School to be used by special education teachers to show instructional videos to special education students in the special education classroom. Shipping and freight charges are included.

One (1) Foam Toddler Ranch located at Darkness Elementary School for a DD student to assist with sitting. Shipping and freight charges are included.

If the equipment is to be prorated between budgets, a sample statement is as follows:

a) “The following equipment for administration purposes will be purchased:

One (1) Copier located at central office for special education use only to be used for printing

of Individualized Education Programs, (IEPs), Assessment Team Reports, Behavioral

Intervention Plans (BIPs), Functional Behavior Assessments (FBA), etc. Preschool funds will

pay 8% and the remaining 92% will be paid from IDEA, Part B. Shipping and freight charges

are included.”

**Line 8:** **STAFF TRAVEL**. Address travel for district personnel to perform duties within the school district. Describe what services are being provided. (2610-900-XXXX-XXX-580-XXX or 2620-900-XXXX-XXX-580-XXX)

**Lines 9-11: OFFICE, EVALUATION OR INSTRUCTIONAL SUPPLIES**. A separate line item is to be used for office supplies, evaluation supplies and instructional supplies. (Refer to code sheet for the various object codes. Funds codes will still be 2610 & 2620.)

* Computer software is to be included under the appropriate function area,

depending on its use as office, evaluation or instructional.

* If costs are prorated among budgets, a breakdown of this proration must be included in the narrative.

Include the following information in the budget narrative:

* Describe the type of items to be purchased;
* Include the person(s) utilizing supplies (e.g., administrator, evaluator, teacher);
* Include a statement specifying whether shipping/freight charges will be included in the cost of these items; and
* If funds are budgeted for instructional supplies, provide specific information on what will be purchased.

**Line 12: INDIRECT COST RATE.** If the district’s indirect cost rate is charged to IDEA (Part B and/or Preschool Funds), include a separate line item and state the rate for the district’s restricted indirect cost rate. Refer to the Public School Districts Indirect Cost Rates (2016-2017) provided by the Office of School Financial Services. (2610-900-XXXX-XXX-990-XXX or 2620-900-XXXX-XXX-990-XXX)

**Line 13: EQUIPMENT REPAIR/MAINTENANCE.** Indicate if expenses will be paid for general repair/maintenance of equipment and indicate the piece(s) of equipment.

(Refer to code sheet for the various object codes. Fund codes will still be 2610 and/or 2620.)

**Line 14: PRIVATE PLACEMENTS.** Districts are responsible for the first $5,017 (SY2016-17 Base Student Cost pro-rated for allocation) from their State and local funds for each student placed in a private facility. Then $12,543 (2.5 X Base Student Cost $5,017) comes from the State Educable Child appropriation. Any remaining amounts can then be taken from the district’s IDEA Part B. Districts may include the transportation cost for those students in private placement. Indicate the number of students placed in the private facility and the name(s) of the facility. Indicate the transportation rate and the number of students being transported (Refer to code sheet for the various object codes. Fund codes will still be 2610 and/or 2620.)

**Line 15: COMMUNICATION.** Indicate if expenses will be paid for postage, telephone (landline only), and advertisements for Child Find. (Refer to code sheet for the various object codes. Fund codes will still be 2610 and/or 2620.)

**Line 16: STUDENT TRAVEL.** Indicate what transportation cost will be paid for students. Indicate the purpose of the student travel and why the travel is being done***.*** ***Educational field trips are planned instructional activities that appear as part of a teacher’s lesson plans and are tied to a student’s IEP***. State that transportation for special education students will be paid after all State funds have been utilized. Entrance fees/food purchases are unallowable expenses. (2610-900-XXXX-XXX-510-XXX or 2620-900-XXXX-XXX-510-XXX)

**Line 17: COOPERATIVE AGREEMENTS.** If expenses related to a cooperative agreement are being requested, include a copy of the agreement signed by all parties involved; state in the narrative how the funds are being used; the number of students being served; and the rate of pay. (2610-900-1220-XXX-329-XXX or 2620-900-1220-XXX-329-XXX)

**Line 18: COORDINATED EARLY INTERVENING SERVICES (CEIS).** If CEIS funds are being used, it must be specifically detailed in your narrative as to how it is going to be used. If the district is required to reserve funds for CEIS, you must allocate 15% of your grant award for IDEA (Part B and Preschool) or if the district chooses this option under IDEA 2004, only up to 15% of the grant award is allowed. Districts who are choosing to reserve funds for CEIS must state the percentage being allocated. (Use fund codes 2610 or 2620 with function code 2210.)

If your CEIS calculations indicate that significant disproportionally in a racial/ethnic category exists with respect to:

* identification within a disability;
* identification within the child count;
* placement in a particular education setting; or
* discipline

then you will be required to use the maximum 15% coordinated early intervening services (CEIS) option in order for your application to be approved. (34 CFR 300.646)

Funds under this part may be used “to develop and implement coordinated early intervening services” with a particular emphasis on students in kindergarten through grade 3 “who have not been identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment.” Kindergarten students must be 6 years old to participate in the CEIS services.

Funds under this part may not be used to develop and implement coordinated early intervening services for preschool students.

Activities implemented under this section should be concentrated on enhancing direct services to nondisabled “at-risk” children, and may include the following:

A. Professional development for teachers and others who provide direct services to “at-risk” students, “to enable such personnel to deliver scientifically-based academic instruction and behavioral interventions.”

B. Providing educational and behavioral evaluations, services and supports, including scientifically-based literacy instruction.

(H.R. 1350; Sec. 613 (f)) 34 CFR 300.205

If CEIS was required the previous year and a carryover balance remains and CEIS is not required this year, the money budgeted must be used for CEIS. Those districts that elected to use the CEIS funds can re-allocate unused funds to other budget lines but those required to use the 15% **cannot** re-allocate unused funds**.** Also, a report of how many children benefited from CEIS must be included if all money has been expended.

Additionally, districts who expend CEIS funds are required to report, annually, (1) the number of students served and (2) the number of students served who subsequently received special education and related services during the preceding two-year period. A copy of the CEIS Report is included in this application package and a CEIS Tracker Sheet. The CEIS Tracker sheet should be maintained at district level. The CEIS Tracker sheet must be used for those students who received CEIS in school years 14-15 and 15-16.

In determining the CEIS allocation, 15% is required to be calculated from IDEA Part B allocation and Preschool allocation. The total amount (IDEA Part B amount plus IDEA Preschool amount) can be taken from IDEA Part B.

Districts who did not expend CEIS funds in 2014-2015 and 2015-2016 must submit a letter, on their letterhead, signed in by the supervisor of special education, stating that no funds were allocated.

Districts that expended CEIS funds in 2014-2015 and were not required to expend or elected not to expend CEIS funds in 2015-2016 must complete the CEIS reporting form.

**Line 19: PRIVATE SCHOOL PARTICIPATION**. Children with Disabilities Parentally Placed in Private Schools - Private School Participation. IDEA (Section 612(a)(a10)(A)) and *34 CFR Parts 300 and 301 Assistance to States for the Education of Children With Disabilities and Preschool Grants for Children With Disabilities; Final Rule,* Sections 300.130through 300.148(implementing regulations), contain significant changes for parentally-placed private school children with disabilities. Districts are now required to, after timely and meaningful consultation (at least annually) with private school representatives, conduct a thorough and complete Child Find process to determine the number of parentally-placed children with disabilities attending private schools located in the school district. These requirements also obligate the district to spend a proportionate share/amount of IDEA Part B and Preschool funds on the provision of services to those children with disabilities enrolled by their parents in private elementary and secondary schools located within the school district (if they meet the definition of elementary and secondary schools). (Use fund codes 2610 or 2620 with function code 2190)

* Other changes are related to the consultation process, calculation of the proportionate share, and standards applicable to personnel providing equitable services. Please refer to the document entitled *Questions and Answers on Serving Children with Disabilities Placed by their Parents in Private Schools* found on the website.
* Students who are home schooled are considered to be nonpublic. These students may be served if the District has policies that allow for participation in district programs. If the district has policies that allows for participation, these students should be entered in MSIS and included in the child count. A Private School Consultation and Affirmation form must be completed and the home schooled students are included in your proportionate share.
* Districts with policies which do not include participation of home schooled children in district programs are not required to serve them or include them in the proportionate share. A Private School Consultation and Affirmation form is not required.
* Districts must submit an explanation on school district’s letterhead if there is a 10% increase or decrease from the total enrollment numbers reported in the previous school year.

The PRIVATE SCHOOL PARTICIPATION and The Private School Consultation Affirmationforms are required in order to assure that children with disabilities placed by their parents in private schools are counted and provided equitable participation as required by IDEA and its implementing regulations. These forms must be signed and mailed to the Office of Special Education.

**REQUIREMENTS:**

School districts must locate, identify, and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary schools and secondary schools located in the school district.

School districts must ensure timely and meaningful consultation (at least annually) with private school representatives and representatives of parents of parentally-placed private school children with disabilities during the design and development of special education and related services regarding:

How private school children suspected of having disabilities can participate equitably?

How parents, teachers, and private school officials will be informed of the process?

**A. Child Find**

1. School district must locate, identify, and evaluate all children with disabilities who are

enrolled by their parents in private, including religious, elementary schools and

secondary schools located in the school district.

2. The Child Find Process must be designed to ensure:

Equitable participation;

* + Accurate counts; and
  + Activities similar to public school Child Find.

3. Costs for the Child Find activities, including individual evaluations, are not included in

the determination of proportionate shares.

**B. Proportionate share of funds**

1. School district must provide the amount of the proportionate share.

2. School district must provide the calculation of the proportionate share.

3. School district must spend the following:

**a. Ages 3-21,** an amount that is the same proportion of the school district’s IDEA Part B

Allocation as the number of private school children with disabilities aged 3–21 who

are enrolled by their parents in private, including religious, elementary and secondary

schools in the school district, is to the total number of children with disabilities in the

school district ages 3-21.

**b. Ages 3-5,** an amount that is the same proportion of the school district’s IDEA

Preschool Allocation as the number of parentally-placed private school children with

disabilities aged 3-5 who are enrolled by their parents in a private, including religious,

elementary school located in the school district, is to the total number of children with

disabilities in its jurisdiction aged 3-5.

**c.** The proportionate share is calculated by using the previous year’s total child count.

The **Formula** is **(c ÷ d) x a = e.**

Example: PART B

|  |  |
| --- | --- |
| (a) Number of parentally-placed eligible children with  disabilities in private elementary schools and secondary  schools located in the LEA | 20 |
| (b) Total number of eligible children  (District count, ages 3-21) | 300 |
| (c) Total Part B allocation to school district | $304,000 |
| **Calculating Proportionate Share:** |  |
| (c) Total allocation to school district | $304,000 |
| (d) Divided by total number of eligible  children (District count + Private school count = 300 + 20) | 320 |
| Average allocation per eligible child | $950.00 |
| (a) Multiplied by the number of parentally-  placed children with disabilities | 20 |
| (e) Amount to be expended for parentally-  placed children with disabilities | $19,000.00 |

Example: PRESCHOOL

|  |  |
| --- | --- |
| (a) Number of parentally-placed eligible children with  disabilities in private elementary schools and secondary  schools located in the LEA | 5 |
| (b) Total number of eligible children  (District count, ages 3-5) | 24 |
| (c) Total Preschool IDEA allocation to school district | $152,500 |
| **Calculating Proportionate Share:** |  |
| (c) Total allocation to school district | $152,500 |
| (d) Divided by total number of eligible  children (District count + Private school count = 24 + 5) | 29 |
| Average allocation per eligible child | $5,258.62 |
| (a) Multiplied by the number of parentally-  placed children with disabilities | 5 |
| (e) Amount to be expended for parentally-  placed children with disabilities | $26,293.00 |

**d.** In calculating the proportionate amount of Part B and Preschool funds to be provided for private school children with disabilities, the school district must conduct a thorough and complete Child Find process to determine the number of private school children with disabilities attending private schools located within the school district.

**e**. After timely and meaningful consultation (at least annually) with representatives of private schools, the school district must determine the number of children with disabilities attending private schools within the school district. The count must be conducted on any date between October 1 and December 1, inclusive, each year. The count of private school children with disabilities must be used to determine the amount that the school district must spend on providing special education and related services to private school children with disabilities in the next subsequent fiscal year.

**f.** State and local funds may supplement, but in no case supplant, the proportionate amount of Federal funds required to be expended on the private school children with disabilities.

**g.** If a school district has not expended all of the funds for equitable services by the end of a fiscal year, the school district must carryover the previously funds for use on special education and the related services (including direct services) of children with disabilities who are enrolled by their parents in a private, including religious, elementary school located in the school district for one additional year.

**h.** If the private school refuses services or declines its proportionate share, the district is still responsible for reporting the number of students (non-disabled and disabled) that are attending the school. The district must also submit a letter on its letterhead and signed by the superintendent stating that the private school has declined.

**i.** If there are no private schools within the school district’s jurisdiction, the school district is required to submit a letter on its letterhead and signed by the superintendent in stating that there are no private schools within its jurisdiction.

**C. Consultation Process** – School districts must keep documentation of timely and meaningful

consultation (at least annually) with private school representatives.

1. Dates of meetings with private school representative are held, i.e., should, at a

minimum, be held in the fall before December 1 Child Count and in the spring in

preparation for the upcoming year.

2. Process for continued consultation throughout the year.

**D. Provision of special education and related services** – how, where and by whom the special

education and related services will be provided.

* Types of services, including direct services and alternate service delivery processes;
* If funds are insufficient to serve all private school children with disabilities, the method for allocation; and
* The method for how and when decisions will be made regarding the proportionate share of funds.

1. After timely and meaningful consultation (at least annually), the school district must obtain a written affirmation signed by the representatives of the participating private schools. If the private school representatives do not provide the affirmation within a reasonable period of time, the school district must forward the documentation of the consultation process to the Mississippi Department of Education, Office of Special Education.

2. Private school officials have the right to submit a complaint to the Mississippi Department of Education, Office of Special Education, that the school district:

* Did not engage in timely and meaningful consultation; or
* Did not give due consideration to the view of the private school official.

The school district would be required to forward appropriate documentation to the Mississippi Department of Education, Office of Special Education.

3. The school district must provide special education and related services including direct services to the extent consistent with the number and location of children with disabilities who are enrolled by their parents in private, including religious elementary and secondary schools located within the district.

4. Determining equitable services.

* Note: No private school child with a disability has an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school.
* Decisions about the services that will be provided must be made in accordance with the Services Plan.
* The school district must make final decisions regarding services provided to private school children with disabilities.
* The services provided to private school children with disabilities must be provided by personnel meeting the same standards as personnel providing services in the public schools, except that private school teachers who are providing equitable services to

private school children with disabilities do not have to meet the highly qualified special

education teacher requirements.

* Private school children with disabilities may receive a different amount of services than children with disabilities in public schools, i.e., not required to receive the same amount of services.

5. Develop a services plan for each private school child with a disability who has been

designated by the school district in which the private school is located to receive special

education and related services.

* The school district must initiate and conduct meetings to develop, review and revise a services plan for the child;
* The school district must ensure that a representative of the private school attends each meeting and if the representative cannot attend, the school district must use other methods to ensure participation such as individual or conference calls; and
* The services plan must:
  + Meet the requirements of an individualized education program; and
  + Be developed, reviewed and revised consistent with individualized education programs.

6. The LEA is required to serve children aged three through five under the equitable services provisions if the child is enrolled in a private school or facility that meets the definition of an “elementary school’ in the IDEA and State regulations.

* If the child is enrolled in an elementary school as defined in 34 CFR § 300.13, these students would receive services as part of the equitable participation provisions and a service plan would be developed.
* If the child is enrolled in a private school or facility that does not meet the definition of an “elementary school”, the LEA must make FAPE (Free Appropriate Public Education) available to the child. It is the responsibility of the child’s district of residence to provide a FAPE. In this circumstance, services would not be provided under the equitable services provisions and a service plan would not be provided. An Individualized Education Program (IEP) would be developed by the child’s district of residence for these children.
* Parentally place children attending for profit schools are not included in the proportionate share calculation or eligible for equitable services. These students must be identified, located, and evaluated.

7. The equitable services **must be** provided:

* By employees of a public agency after school hours; or
* Through contracts by the local school district with individuals, associations, agencies, organizations or other entities.

*Special education and related services provided must be secular, neutral and nonideological.*

* **May be** provided on the premises of the private schools.
* If appropriate or necessary, transportation must be provided:
* From school or home to the site other than the private school; and
* From service site to private school or home.

*School districts are not required to provide transportation from the child’s home to the private school.*

* The cost of the transportation **may** be used in calculating the requirements for proportionate share for funds.

*Due process is not applicable except under the Child Find Procedures.*

**E. Reporting Requirements** - Maintain records and provide records to the Mississippi

Department of Education of information and data related to:

* The number of children evaluated;
* The number of children determined to be children with disabilities; and
* The number of children served.

**F. Funds**

1. Personnel

* Funds may not be used to benefit the private school, i.e., must not meet the needs of the private school or the needs of students enrolled in the private school.
* Funds may be used to make public school personnel available to provide services if the services are not normally provided by the private school.
* Funds may be used to pay for services of an employee of a private school if the employee performs the service outside of their regular hours of duty and the services are provided under public school supervision and control.
* Funds may not be used for classes that are organized separately on the basis of school enrollment or religion if:
* Classes are at the same site; and
* Classes include children enrolled in public schools and children enrolled in private schools.

2. In General:

* The school district must control and administer funds used to provide special education and related services and hold title to and administer materials, equipment and property purchased for the use of providing special education and related services to private school children.
* The school district may place equipment and supplies in the private school for the period of time needed for the Part B program. The school district must ensure:
* Equipment and supplies are used only for Part B purposes; and
* Can be removed from the private school without remodeling the facility.
* The school district must remove equipment and supplies from a private school if:
* The equipment and supplies are no longer needed for the Part B purpose; or
* The removal is necessary to avoid unauthorized use.
* No funds under Part B may be used for repairs, minor remodeling, or construction of private school facilities.

**Line 20: PARENTAL INVOLVEMENT.** Regulations require parents be provided the

opportunity to participate by providing input on all sections of this application. Describe specific procedures that have been adopted and implemented to involve the parents of children with disabilities in the development of this project application. These activities should be specific to the district, to SPP/APR Indicator 8, and to the activities indicated on the “Parental

Involvement Procedures” form. The cost for those activities is entered on this line item of the budget request page. Districts must submit documentation to verify that parents were given an opportunity to participate in providing input in the development of the project application.The dates listed or parental input cannot be after the project application was approved by the School Board. (Use fund codes 2610 or 2620 with function code 3900)

**Line 21: PROFESSIONAL DEVELOPMENT TRAINING.** Indicate if funds will be used to provide training opportunities for special education staff and special education teachers. Specify the topics of the training being provided, who the targeted audience is, who will provide the training, and how it will be paid. If attending conferences, indicate what staff will be attending and if subsistence, travel, or lodging is included. Do not name specific consultants or individuals or groups.(Refer to Code sheet for the object codes and various function codes. (Use fund codes 2610 or 2620 with function code 2213)

**Line 22: Other.** List any other budgeted expenditures that were not covered in the other line items. The narrative describing the items is to include: (2610-900-XXXX-810-XXX-XXX)

* A brief description of the item;
* Any proration between budgets by percentage; and
* With or by whom the line item will be used, if appropriate.

**IX. Executive Summary.** Districts are to make data-informed determinations of their

effectiveness in meeting State goals through a team-based self-review. All districts

will complete an Executive Summary of its programs for students with disabilities based on the State Performance Plan/Annual Performance Report (SPP/APR) indicators. The executive summary is required to be submitted as part of the district’s project application.

Districts should analyze district data, including record reviews, when appropriate, and develop improvement plans.

The results of the data review based on the SPP/APR indicators should determine how the district will use Federal funds to implement activities that lead to desired results and/or compliance for the SPP/APR indicators.

SPP/APR Data Review

The Executive Summary should include a review of all data from the district’s FFY 2014 SPP/APR District Performance Report and planned activities to address compliance and results targets that were not met for FFY 2013. The data review should be grouped into 4 priority areas:

         FAPE (Indicators 1, 2, 3, 4, 5, 6, 7, and 8)

         Disproportionality (Indicators 9 and 10)

         Child Find (Indicator 11)

         Effective Transition (Indicators 12, 13, and 14)

The Executive Summary should be between 1 and 2 pages (no more than 2 pages). It should include information about how your data was reviewed with stakeholders. It must identify where the most gains have occurred as well as areas for improvement. Commenting on Indicators where targets were met is optional, but comments for Indicators that were not met is required. You must include your district’s actual data for Indicators that were not met. If commenting on Indicators that were met, please identify what activities contributed to that success. When commenting on Indicators that were not met, identify planned activities that the district will employ to assist the district to meet the targets in the future. Stakeholders should assist district in deciding the focus area for the coming years – discuss why you selected the specific area, how you will address the specific area, and how the specific area will assist in meeting the unmet targets in the future.

The Executive Summary and the SPP/APR District Performance Report must be published on your district’s web page under the title of “FY 2017 Special Education Executive Summary and District Summary Report” by October 1, 2016. You can find an example Executive Summary at <http://www.mde.k12.ms.us/special-education/special-education-training/training-powerpoints>.

**X. Excess Cost.** Amounts provided to an LEA under Part B of the Act may be used only to pay the excess costs of providing special education and related services to children with disabilities and must be used to supplement State, local, and other Federal funds. The excess cost requirement prevents an LEA from using funds provided under Part B of the Act (IDEA-B) to pay for all of the costs directly attributable to the education of a child with a disability. Excess costs are those costs that are in excess of the average annual per student expenditure in an LEA during the preceding school year for an elementary school or secondary school student, as may be appropriate. An LEA must spend at least the average annual per student expenditure on the education of an elementary school or secondary school child with a disability before funds under Part B of the Act are used to pay the excess costs of providing special education and related services. Section 602(8) of the Act and §300.16 require the LEA to compute the minimum average amount separately for children with disabilities in its elementary schools and for children with disabilities in its secondary schools. LEAs may not compute the minimum average amount it must spend on the education of children with disabilities based on a combination of the enrollments in its elementary schools and secondary schools. You are required to compute the minimum average amount that must be spent for the education of each of your elementary and secondary school children with disabilities.

Excess Cost Calculations are completed by the Mississippi Department of Education. The Office of Special Education and the Office of School Financial Services calculates the amounts that each LEA must spend before IDEA funds can be used.

**Step 1:**

Total of all expenditures from Local, State and Federal Sources (including Part B) minus Capital Outlay, Debt Services and Transfers.

**Step 2:**

The total amount spent from the sources below is subtracted from the total expenditures

amounts:

a. IDEA, Part B and Preschool;

b. ESEA, Title I and Title II;

c. ESEA, Title III and Title V; and

d. State and local funds for children with disabilities

**NOTE:** These are funds the LEA actually spent, not funds received last year but carried over

for the current school year.

**Step 3:**

The average annual per student expenditure is determined by dividing the total of Month One Net Membership enrollment of students (including its children with disabilities) into the amount computed in Step 2 above. The amount obtained is the minimum amount the LEA must spend for the education of each of its children with disabilities.

**Step 4:**

The total minimum amount of funds to be spent is determined by multiplying the number of children with disabilities with the average annual per student expenditure from the previousschool year obtained in Section 3 above. This is the amount that an LEA must spend before using Part B funds.

**Step 5:**

The total amount spent is determined by adding the total amount spent for funds 1130, 1120, and the total expenditures (which is the amount obtained when you subtract Step 1 from Step 2).

**Step 6:**

To determine if excess cost has been met, the calculation for elementary schools and for secondary schools is computed based on a prorated share. The prorated share is determined by first dividing the total number of elementary students with disabilities by the total number of students with disabilities and then dividing the total number of secondary students with disabilities by the total number of students with disabilities.

The prorated percentage for each grade level (elementary/secondary) is then multiplied by the total amount spent. The product for each grade level is compared to the minimum amount required to be spent for the applicable grade level. If the amount spent is greater than the minimum amount required to be spent for each grade level then the LEA has met excess cost for both grade levels.

If the LEA fails to meet excess cost requirements in either elementary or secondary or both, the LEA will have to submit the difference between the minimum amount that must be spent and the amount actually spent to Mississippi Department of Education.

**Note: Designation of grade levels:**

“Elementary” students are defined Grades K-6 (**Current** December 1 Child Count including students coded as 56 minus students coded as 52 and 62).

“Secondary” students are defined as Grades 7-12 (**Current** December 1 Child Count including students coded as 58 minus students coded as 78).

BLANK FORMS

**Mississippi Department of Education**

Office of Special Education

# IDEA PART B AND PRESCHOOL PROJECT APPLICATION

### Fiscal Year 2017 (FFY16)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A. District Code Number | | | | | B. Agency/School District Name | | |
|  | | | | |  | | |
| C. Name of Supervisor of Special Education(Print or Type) | | | | | D. Signature of Supervisor of Special Education  (Original signature) | | |
|  | | | | |  | | |
| E. Name of Business Manager  (Print or Type) | | | | | F. Signature of Business Manager(Original signature) | | |
|  | | | | |  | | |
| G. Name of Superintendent or Agency Director  (Print or Type) | | | | | H. Signature Superintendent or Agency Director  (Original signature) | | |
|  | | | | |  | | |
| Grants: U.S. Department of Education | | | | | Projected FY 16  Carryover Amount | | FY 17 Allocated Amount |
| I. IDEA, Part B  Fund 2610  Program Title: Special Education-Grants to States | Federal Award Number: H027A160108  CFDA Number: 84.027A | | | | $ | | $ |
| J. Preschool, Part C  Fund 2620  Program Title: Special Education-Preschool Grants | Federal Award Number: H173A160113  CFDA Number: 84.173A | | | | $ | | $ |
| K. Maintenance of Effort | | | | | Fiscal Year 2013-2014 | | Fiscal Year 2014-2015 |
| $ | | $ |
| **Timelines:** When the grant award is released from the Office of Special Education Programs (OSEP), you will be notified via the Funding Alert of the actual allocation and the authority to expend funds. Fiscal Year 2017 funds are approved for obligation July 1, 2016, through September 30, 2018. Annual Expenditure Reports for each fund are due by **September 30**. | | | | | | | |
| TO BE COMPLETED BY THE OFFICE OF SPECIAL EDUCATION: Reviewed by: | | | | | | | |
| L. APPROVED (PRELIMINARY) | | | DATE | APPROVED (FINAL) | |  | |
|  | | |  |  | |  | |
| Director, Bureau of Data and Fiscal Management | | | |  | | DATE | |
|  | |  | |  | |  | |
| State Director, Office of Special Education | | | | | | DATE | |

**IDEA PART B AND PRESCHOOL**

**BUDGET NARRATIVE**

**FISCAL YEAR 2016-2017 (FY17)**

**ENSURE THAT ITEMS ARE NUMBERED ACCORDING TO THE BUDGET REQUEST PAGE. ITEM NUMBERS NOT USED SHOULD HAVE “NONE” LISTED.**

**All line items must include the budget string.**

**NOTE: If the position is for more than one (1) individual, indicate the number in parenthesis. For all positions, include the MSIS code, job title, *object code,* percentage paid from each funding source, number of contract days, name of personnel, briefly describe the duties for each funding source, and indicate the budget string(s).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IDEA Part B and PreschoolBUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: | | | | District Code: | | |
|  | | Total Amount Budgeted: | | | | |
| Item: | | IDEA | | | PRESCHOOL | |
| FY16 Carryover | FY17 | | FY16  Carryover | FY17 |
| 1.Salaries (Positions) (Object Code): | Full/Part Time %: |  |  | |  |  |
| 1.1 |  |  |  | |  |  |
| 1.2 |  |  |  | |  |  |
| 1.3 |  |  |  | |  |  |
| 1.4 |  |  |  | |  |  |
| 1.5 |  |  |  | |  |  |
| 1.6 |  |  |  | |  |  |
| 1.7 |  |  |  | |  |  |
| 1.8 |  |  |  | |  |  |
| 1.9 |  |  |  | |  |  |
|  |  |  |  | |  |  |
| 2. Substitute Pay |  |  |  | |  |  |
| 3. Salary Supplements (Contractual) | |  |  | |  |  |
| 4. Stipends (Non-Contractual) | |  |  | |  |  |
| 5. Employee Benefits | |  |  | |  |  |
| 6. Contractual Services | |  |  | |  |  |
| 7. Equipment | |  |  | |  |  |
| 8. Staff Travel | |  |  | |  |  |
| 9. Office Supplies | |  |  | |  |  |
| 10. Evaluation Supplies | |  |  | |  |  |
| 11. Instructional Supplies | |  |  | |  |  |
| 12. Indirect Cost | |  |  | |  |  |
| 13. Equipment Repair/Maintenance | |  |  | |  |  |
| 14. Private Placements | |  |  | |  |  |
| 15. Communication | |  |  | |  |  |
| 16. Student Travel | |  |  | |  |  |
| 17. Cooperative Agreements | |  |  | |  |  |
| 18. Coordinated Early Intervening Services(up to 15% of Part B and Preschool) | |  |  | |  |  |
| 19. Private School Participation | |  |  | |  |  |
| 20. Parental Involvement | |  |  | |  |  |
| 21. Professional Development Training | |  |  | |  |  |
| 22. Other (Specify) | |  |  | |  |  |
| TOTAL | |  |  | |  |  |

IDEA PART B AND PRESCHOOL

COORDINATED EARLY INTERVENING SERVICES

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: | | | | | District Code: | |
|  | | Total Amount Budgeted: | | | | |
| Item: | | FY 17 | | | | |
| IDEA | | Preschool | | |
| 1. Salaries (Positions/Object Code): | Full/Part Time %: | FY 16 Carryover | FY 17 | FY 16 Carryover | | FY 17 |
| 18.1.1 |  |  |  |  | |  |
| 18.1.2 |  |  |  |  | |  |
| 18.1.3 |  |  |  |  | |  |
| 18.1.4 |  |  |  |  | |  |
| 18.1.5 |  |  |  |  | |  |
| 18.1.6 |  |  |  |  | |  |
| 18.1.7 |  |  |  |  | |  |
| 18.1.8 |  |  |  |  | |  |
| 18.1.9 |  |  |  |  | |  |
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|  |  |  |  |  | |  |
| 18.2. Employee Benefits | |  |  |  | |  |
| 18.3. Contractual Services | |  |  |  | |  |
| 18.4. Equipment | |  |  |  | |  |
| 18.5. Staff Travel | |  |  |  | |  |
| 18.6. Instructional Supplies | |  |  |  | |  |
| 18.7. Professional Development Training | |  |  |  | |  |
| 18.8. Other (Specify) | |  |  |  | |  |
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IDEA PART B AND PRESCHOOL

PRIVATE SCHOOL PARTICIPATION

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| --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: | | | | | District Code: | |
|  | | Total Amount Budgeted: | | | | |
| Item: | | FY 17 | | | | |
| IDEA | | Preschool | | |
| 1.Salaries  (Positions/Object Code): | Full/Part Time %: | FY 16 Carryover | FY 17 | FY 16 Carryover | | FY 17 |
| 19.1.1 |  |  |  |  | |  |
| 19.1.2 |  |  |  |  | |  |
| 19.1.3 |  |  |  |  | |  |
| 19.1.4 |  |  |  |  | |  |
| 19.1.5 |  |  |  |  | |  |
| 19.1.6 |  |  |  |  | |  |
| 19.1.7 |  |  |  |  | |  |
| 19.1.8 |  |  |  |  | |  |
| 19.1.9 |  |  |  |  | |  |
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| 19.2. Employee Benefits | |  |  |  | |  |
| 19.3. Contractual Services | |  |  |  | |  |
| 19.4. Equipment | |  |  |  | |  |
| 19.5. Staff Travel | |  |  |  | |  |
| 19.6. Instructional Supplies | |  |  |  | |  |
| 19.7. Professional Development Training | |  |  |  | |  |
| 19.8. Other (Specify) | |  |  |  | |  |
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| IDEA PART B AND PRESCHOOLEQUIPMENT LIST BUDGET REQUESTFiscal Year 2016-2017 | | | | | | | | | |
| District/Agency Name: | | | | | | | District Code: | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
|  |  |  |  |  |  |  |  |  |  |
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| IDEA PART B AND PRESCHOOL **Coordinated Early Intervening Services (CEIS)** EQUIPMENT LIST BUDGET REQUESTFiscal Year 2016-2017 | | | | | | | | | |
| District/Agency Name: | | | | | | | District Code: | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
|  |  |  |  |  |  |  |  |  |  |
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| TOTAL | | | | | | | |  |  |
| IDEA PART B AND PRESCHOOL **Private School Participation** EQUIPMENT LIST BUDGET REQUESTFiscal Year 2016-2017 | | | | | | | | | |
| District/Agency Name: | | | | | | | District Code: | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
|  |  |  |  |  |  |  |  |  |  |
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| TOTAL | | | | | | | |  |  |

IDEA PART B AND PRESCHOOL

PRIVATE SCHOOL PARTICIPATION

FISCAL YEAR 2016-2017

|  |  |
| --- | --- |
| District/Agency Name: | District Code: |
| Number of total enrollment in private schools **(all students)**  ***(10% increase or decrease from previous year must provide an explanation on district letterhead)*** |  |
| Number of private school children evaluated |  |
| Number of private school children determined to be children with disabilities |  |
| Number of private school children served by the school district |  |

Calculation of Private School Proportionate Share

|  |  |  |
| --- | --- | --- |
|  | IDEA Part B  (Ages 3-21) | IDEA Preschool  (Ages 3-5) |
| Number of private school children with disabilities located in school district |  |  |
| Total number of eligible children with disabilities in school district **(District count)** |  |  |
| Total school district allocation | $ | $ |
| Divided by total number of eligible children with disabilities **(District count plus private school count)** |  |  |
| Average allocation per eligible child | $ | $ |
| Multiplied by the number of private school children with disabilities |  |  |
| Amount to be expended for private school children with disabilities *(to be carried to line 19 of the BUDGET REQUEST form)* | $ | $ |

NOTE: Proportionate share is calculated using the previous year’s Total Child Count.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Superintendent Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of Special Education Date

PRIVATE SCHOOL CONSULTATION AFFIRMATION

SCHOOL YEAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DISTRICT CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

According to IDEA 2004, school districts must engage in timely and meaningful consultation with representatives of private schools and with parents about the provision of special education and related services for parentally-placed private school children attending private schools within the school district’s jurisdiction.

IDEA 2004 requires that the school district request the private school officials to provide written affirmations of a satisfactory consultation process. Private school officials are not required to provide a written statement if they believe the process to be unsatisfactory.

The consultation process must include specific discussion of the following topics:

1. How parentally-placed private school children suspected of having a disability can participate equitably in the Child Find process.
2. How the parents, teachers, and private school officials will be informed of the Child Find process.
3. How the determination of the proportionate share of Federal funds available to serve the children with disabilities was calculated.

d) How the process will operate throughout the school year.

e) How, where, and by whom the special education and related services will be provided.

f) How funds will be apportioned if funds are insufficient. How and when those decisions will

be made.

g) How the local system will provide to the private school officials a written explanation of the

reason why they chose not to provide services directly or through a contract.

|  |
| --- |
| I, the undersigned affirm that timely and meaningful consultation with discussion of items a-g above occurred. |
| Name of Private School: |
| Signature of Private School Official: |
| Date: |

PARENTAL INVOLVEMENT PROCEDURES

**Directions:** In the space provided below, describe procedures implemented to involve the parents of children with disabilities in the development of this project application and up load copies of the documentation of the method(s) used. All sections must be completed. Dates of notification **cannot be** after Board approval.

1. Indicate by checking each applicable box below how parents of children with

disabilities were invited to participate in the development of this application. (Indicate

all that apply.)

|  |  |  |
| --- | --- | --- |
| Check | Method | List Date(s) of Notification |
|  | Newspaper Announcement |  |
|  | Radio Announcement |  |
|  | Television Announcement |  |
|  | Letters to Parents |  |
|  | Leaflets or Flyers |  |
|  | Other (Describe Below) |  |
|  | | |

2. Indicate by checking each area below the format used to elicit parent participation.

(Indicate all that apply.)

|  |  |  |  |
| --- | --- | --- | --- |
| Check | Format | List Date(s) | Total Number  Attending |
|  | Group Public Meeting(s) |  |  |
|  | Individual Parent Meeting(s) |  |  |
|  | Other (Describe Below) |  |  |
|  | | | |

3. Indicate by circling each item below the process used to elicit responses from parents.

a) Distribution of the proposed sections of the application prior to the meeting(s).

b) Notification of availability of required components of the application prior to the

meeting(s).

c) Discussion of each section during the meeting(s).

d) Other (Describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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##### SIGNED STATEMENT OF ASSURANCES

**ASSURANCE STATEMENTS**

The school district/agency is required to certify compliance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), P.L. 108-446 and any and all State laws (MS Code, 1972, Annotated) pertaining to the education of students with disabilities.

1. The school district/agency will determine local in-service needs relative to serving

students with disabilities. Such local in-service needs will be determined through

information from the following: regular educators, paraprofessionals, Title I teachers,

principals, related service personnel and special education teachers. This information

will be used in the development of the district/agency’s overall Professional

Development Plan as required by the State Board of Education and Accountability

Standards and in response to the MDE’s request for information regarding the agency’s

Comprehensive System of Personnel Development. Training on topics determined to

be district/agency needed priorities to ensure the provision of free appropriate

educational services will be provided. In-service sessions planned by the MDE may be

utilized to meet the needs of district/agency personnel; therefore, district/agency

personnel will be provided an opportunity to participate in these sessions.

2. The funds under Part B will not be commingled with State funds. Separate accounting

systems that include an audit trail of the expenditures of the Part B funds will be

utilized in accordance with Section 34 Code of Federal Regulations (CFR) 76.702

(Fiscal control and funding accounting procedures).

3. The funds allocated under Part B will be used only to pay the excess cost of providing

special education and related services to children with disabilities consistent with

Section 300.202 of 34 CFR Final Regulations.

4. Part B funds will be used to supplement State, local and other Federal funds and not to

supplant those funds except as provided in Section 300.203 of 34 CFR Final

Regulations.

5. Except as provided in Sections 300.202 and 300.203 of 34 CFR Final Regulations,

funds under Part B will not be used to reduce the level of expenditures for the

education of children with disabilities made from local funds below the level of those

expenditures for the preceding fiscal year.

6. The amount of Part B funds for any fiscal year utilized to carry out a school-wide

program under section 1114 of the Elementary and Secondary Education Act of 1965

will not exceed:

The amount received by the LEA under Part B of the Act for that fiscal year; divided by the number of children with disabilities in the jurisdiction of the LEA and multiplied by the number of children with disabilities participating in the school-wide program. The funds are subject to the following conditions: The funds must be considered as Federal Part B funds for purpose of the calculations required by Section 300.202 (a)(2) and (a)(3) of the Federal Regulations. The funds may be used without regard to the requirements of Section 300.202 (a)(1) of 34 CFR Final Regulations. All other requirements of Part B of the Act must be met by an LEA using Part B funds in accordance with paragraph (a) of this section, including ensuring that children with disabilities in school-wide program schools receive services in accordance with a properly developed IEP; and are offered all of the rights and services guaranteed to children with disabilities under the Act.

7. The requirements of Part B as addressed in numbers 3-6 above, as well as the

applicable requirements of Part B, will not be violated if the district/agency utilized

Part B funds to:

a. Allow one or more non-disabled children to benefit from special education, related services and supplementary aids and services, for the costs of providing such services in a regular class or other education-related setting to a child with a disability in accordance with the IEP of the child; and/or

b. Develop and implement a fully integrated and coordinated services system in accordance with Section 300.244 of 34 CFR Final Regulations.

8. The district/agency will provide the MDE with correct information and reports relative

to IDEA, Part B and Preschool as requested. The district/agency will provide

information requested relevant to the performance goals for the State and information

required regarding the participation of children with disabilities in general State and

agency-wide assessments. The district/agency will keep such records as are required

and will afford access thereto as the MDE may find necessary to assure their

correctness and to verify any parts of such records.

9. If the LEA has an approved charter school, the LEA will serve children with disabilities attending such schools in the same manner as it serves children with disabilities in its other schools and will provide funds under Part B to those schools in the same manner as it provides those funds to its other schools.

10. Parents of children with disabilities have been involved in the development of the

district/agency’s plan in accordance with the procedures outlined in this application.

11. All documents related to the eligibility of the agency under Part B will be maintained on file and made available to parents of children with disabilities and to the general public.

12. The district/agency will, in the conduct of this program or project, coordinate its

activities with such programs conducted by other agencies in its area.

13. The district/agency adheres to the provisions under Title VI of the Civil Rights Act of

1964, as amended 45 U. S. Code (U.S.C.) 2000d et seq. U. S. Department of

Education: 34 CFR Subtitle B, Parts 100-199, which prohibit discrimination on the

basis of race, color, or national origin in programs and activities receiving Federal

financial assistance.

14. The district/agency adheres to the provisions under Section 504 of the Rehabilitation

Act of 1973, as amended, 29 U.S.C. 794, which prohibit discrimination on the basis of disability in programs and activities receiving Federal financial assistance.

15. The district/agency adheres to the provisions under Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibit discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

16. The district/agency adheres to the provisions under The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibit discrimination on the basis of age in programs or activities receiving Federal financial assistance.

17. The district/agency ensures that all equipment previously purchased using IDEA, Part

B or Preschool funds is on an agency inventory and is being utilized in the provision

of special education services; any deviations from this are explained in an attachment.

18. The district/agency adheres to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): P.L. 108-446 and 34 CFR Subtitle A, Parts 1-99.

19. The district/agency assures that the funds made available under Preschool will only be used for providing services to 3, 4 and 5 year old children with disabilities.

20. The district/agency assures that it will use fiscal control and fund accounting procedures that ensure proper distribution of and accounting for Federal funds. (Office of Management and Budget (OMB) 2 CFR (Cost Principles for State, Local, and Indian Tribes Governments))

21. The district/agency assures that it will submit corrective action plans and clarifications, as requested, in response to final site visit reports for the most recent special education progress monitoring report.

22. The district/agency adheres to the following requirements of Section 436 GEPA, 20 U.S.C., Section 123e, in order to comply with the provisions contained in P.L. 108-446.

a. The district/agency will administer each program in accordance with all statutes,

regulations, program plans and applications applicable to that program.

b. The control of funds under each program and title to property acquired with those

funds will be in a public agency and a public agency will administer those funds and property.

c. The district/agency will use fiscal control and fund accounting procedures that will

ensure proper disbursement of and accounting for Federal funds paid to it under

each program.

d. None of these funds expended under any applicable program will be used to

acquire equipment (including computer software) in any instance in which such

acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

e. The district/agency will provide reasonable opportunities for the participation by

teachers, parents and other interested agencies, organizations and individuals in the planning for and operation of each program.

f. Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public.

g. That, in the case of any project involving construction:

(1) The project is not inconsistent with overall State plans for the construction of facilities and in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary of Education under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities.

(2) The district/agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.

The district/agency will maintain such records, including those pertaining to fiscal audit and program evaluation, and provide access to records upon request to representatives of the MDE or the U.S. Department of Education as such representatives deem necessary to perform their duties.

23. As required by Section 1352, Title 31 of the U.S.C. for persons entering into a grant or cooperative agreement over $100,000, the applicant assures that:

No Federally-appropriated funds have been paid or will be paid by, or on behalf of the recipient, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

If any funds other than Federally-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with a Federal grant or cooperative agreement, the recipient shall complete and submit Standard Form-LLL “Disclosure Form to Report Lobbying” in accordance with its instructions along with the sub-grant application, contract or cooperative agreement to which the disclosure applies. This form is available upon request from the Mississippi Department of Education, Office of Special Education.

The recipient shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grant, contracts under grants and cooperative agreements and subcontracts) and all sub-recipients shall certify and disclose accordingly.

24. The district/agency assures that the regulations pertaining to [Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)] are implemented, as required.

25. The district/agency assures that all State funds received through the Division of School Building and Transportation will be budgeted/expended before Part B and Preschool funds are expended. That is, IDEA Part B and Preschool funds are not being used instead of available State Transportation Funds.

26. The district/agency assures that all State funds available for professional development will be budgeted/expended before Part B and Preschool funds. That is, IDEA Part B and Preschool funds are not being used instead of available State Professional Development Funds.

27. The district/agency assures that IDEA, Part B and Preschool funds will be used to provide tuition or educational assistance to teachers of children with disabilities only if Local/State sources of funding are not available (e.g., tuition free courses).

28. The district/agency assures that a Personnel Activity Report will be maintained on file to verify the percentage of time spent on prorated job responsibilities. If the amount of time actually spent varies from the percentage indicated in the Budget Narrative, quarterly adjustments will be made if variance is more than 10%. Annual adjustments will be made if variance is less than 10%. In the event adjustments are required, the district/agency must amend its IDEA Part B and Preschool Program to capture new prorations to be charged to the program. The district/agency assures that salary and wage charges will be supported by proper time reporting documentation that meets the requirements of OMB Circular 2 CFR.

29. The district/agency assures that all available State Textbook Funds allocated to this agency will have been budgeted/expended before IDEA, Part B and Preschool funds are expended. That is,IDEA Part B and Preschool funds are not being used instead of available State Textbook Funds.

30. The district/agency assures that regulations included in 34 CFR Parts 300 and 301, Assistance to States for the Education of Children With Disabilities and Preschool Grants for Children With Disabilities; Final Rule, (Section 300.130 through 300.148) are being followed to assure participation of children with disabilities enrolled by their parents in private school.

31. The district/agency hereby assures that, pursuant to requirements in IDEA, it will

provide accessible instructional materials to blind students or other students with print disabilities in a timely manner, either by participating in the National Instructional Materials Accessibility Center (NIMAC) and/or by contracting directly with curriculum publishers.

32. The district/agency complies with the guidance listed in IDEA 2004, Section 612(a)(16)(A) which states “In general. – All children with disabilities are included in all general State and district-wide assessment programs, including assessments described under section 1111 of the Elementary and secondary Education Act of 1965, with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs”.

* The district/agency further assures that: A district-wide assessment is one that (1) is required by the local school system, not the State, (2) is given to all students in (a) every grade in all schools or (b) the same grade in all schools that have that grade, and (3) is not used to determine eligibility for special education as required in the Mississippi Department of Education, Office of Special Education Policies and Procedures.
* If a district, or LEA, has an assessment that meets the criteria above, the LEA must take steps to ensure that the following are true:
* Procedures must be in place to ensure that each IEP identifies any individual accommodation(s) that may be needed for a child with a disability to participate in the district-wide assessment(s).
* Alternate assessments must be administered to children with disabilities whose IEP team has determined that they cannot participate in the standard administration of the district-wide assessment(s).
* If the LEA reports publicly the results of its district-wide assessments, it must also report, with the same frequency and detail as it reports on the assessment of nondisabled children, the following:
  + the number of children with disabilities participating in regular assessments and the number of those children with disabilities who were provided accommodations in order to participate in those assessments; (**Note: If N size is 10 or less, the data should be suppressed.)**
* the number of children with disabilities participating in alternate assessments that are aligned with the State’s challenging academic content standards and challenging academic achievement standards;
* the number of children with disabilities participating in alternate assessments based on alternate achievement standards; and
* the performance of children with disabilities on regular assessments and on alternate assessments compared with and included in with the achievement of all children, including children with disabilities, on those assessments.

Printed Name of Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL EDUCATION PROVISIONS ACT (GEPA)**

**Directions:** In the space provided below, briefly describe the steps taken to ensure equitable access to and participation in IDEA.

##### CERTIFICATION FOR IDEA PART B AND PRESCHOOL

##### 

##### FISCAL YEAR 2016-2017

School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The district assurances outlined above are the policies and procedures utilized in the district as stated. Attached as part of this application are any modification of the policies and/or procedures, as well as any additional policies and procedures which impact students with disabilities. Additional policies and/or procedures developed or changes being considered to be approved policies and/or procedures will be submitted to the Mississippi Department of Education for approval prior to implementation.

I do hereby CERTIFY that to the best of my knowledge the information contained in the attached project application is correct and complete. As the district superintendent, I am duly authorized to file this application and my signature below CERTIFIES compliance with the assurance statements as outlined above. I further CERTIFY that the Budget Plan and Budget Narrative represent the commitment of this school district/agency to utilize all IDEA Part B and Preschool funds according to IDEA requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Signature Date

Check the following that applies:

\_\_\_\_\_ There *have* been no new policies and/or procedures developed nor are there any modifications being

considered for approved policies and/or procedures.

\_\_\_\_\_ The following new and/or revised policies and/or procedures are attached for review and approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ The above listed new and/or revised policies and/or procedures have been

provided to parents by: (Circle all that apply)

a. Written communication, i.e. letters, flyers

b. Posted to the district’s webpage

c. Other: (Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IDEA PART B AND PRESCHOOL PROJECT APPLICATION

Mississippi Department of Education

Office of Special Education

# AMENDMENT REQUEST NUMBER: \_\_\_\_\_\_

### Fiscal Year 2017 (FFY16)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. District Code Number | | B. Agency/School District Name | | |
|  | |  | | |
| C. Grants: U.S. Department of Education |  | FY 16  Carryover Amount | | FY 17  Allocated Amount |
| IDEA. Part B  Fund 2610  Program Title: Special Education –Grant to States | Federal Award Number: H027A160108  CFDA Number: 84.027A | $ | |  |
| Preschool, Part C  Fund 2620 Program Title: Special Education –Preschool Grants | Federal Award Number:  H173A160113  CFDA Number: 84.173A | $ | |  |
| D. This amendment is being submitted to request approval for changes to be made to the previously approved budget narrative(s). These changes are needed as follows: | | | | |
| The December 1, 2015 Child Count has been revised to | | | | |
| The carryover amount has decreased due to | | | | |
| The carryover amount has increased due to | | | | |
| Other (Explain) | | | | |
| E. DISTRICT SIGNATURES | | | DATE | |
|  | | |  | |
| Supervisor of Special Education | | | DATE | |
|  | | |  | |
| Business Manager | | | DATE | |
|  | | |  | |
| District Superintendent | | | DATE | |
| TO BE COMPLETED BY THE OFFICE OF SPECIAL EDUCATION: Reviewed by: | | | | |
| APPROVED | | | DATE | |
|  | | |  | |
| Director, Division of Program Management | | | DATE | |
|  | | |  | |
| Director, Fiscal Management | | | DATE | |

IDEA PART B AND PRESCHOOL

Amendment Number \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: | | | | District Code: | | |
|  | | Total Amount Budgeted | | | | |
| Item: | | FY 17 | | | | |
| IDEA | | | Preschool | |
| FY16  Carryover | FY17 | | FY16  Carryover | FY17 |
| 1. Salaries (Positions/Object Code): | Full/Part Time %: |  |  | |  |  |
| 1.1 |  |  |  | |  |  |
| 1.2 |  |  |  | |  |  |
| 1.3 |  |  |  | |  |  |
| 1.4 |  |  |  | |  |  |
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| 1.6 |  |  |  | |  |  |
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| 1.8 |  |  |  | |  |  |
| 1.9 |  |  |  | |  |  |
|  |  |  |  | |  |  |
| 2. Substitute Pay |  |  |  | |  |  |
| 3. Salary Supplements (Contractual) | |  |  | |  |  |
| 4. Stipends (Non-contractual) | |  |  | |  |  |
| 5. Employee Benefits | |  |  | |  |  |
| 6. Contractual Services | |  |  | |  |  |
| 7. Equipment | |  |  | |  |  |
| 8. Staff Travel | |  |  | |  |  |
| 9. Office Supplies | |  |  | |  |  |
| 10. Evaluation Supplies | |  |  | |  |  |
| 11. Instructional Supplies | |  |  | |  |  |
| 12. Indirect Cost | |  |  | |  |  |
| 13. Equipment Repair/Maintenance | |  |  | |  |  |
| 14. Private Placements | |  |  | |  |  |
| 15. Communication | |  |  | |  |  |
| 16. Student Travel | |  |  | |  |  |
| 17. Cooperative Agreements | |  |  | |  |  |
| 18. Coordinated Early Intervening Services(up to 15% of Part B and Preschool) | |  |  | |  |  |
| 19. Private School Participation | |  |  | |  |  |
| 20. Parental Involvement | |  |  | |  |  |
| 21. Professional Development Training | |  |  | |  |  |
| 22. Other (Specify) | |  |  | |  |  |
|  | |  |  | |  |  |
| TOTAL | |  |  | |  |  |

COORDINATED EARLY INTERVENING SERVICES

Amendment Number \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: | | | | | District Code: | |
|  | | Total Amount Budgeted: | | | | |
| Item: | | FY 17 | | | | |
| IDEA | | Preschool | | |
| 1. Salaries (Positions/Object Code): | Full/Part Time %: | FY 16  Carryover | FY 17 | FY16  Carryover | | FY17 |
| 18.1.1 |  |  |  |  | |  |
| 18.1.2 |  |  |  |  | |  |
| 18.1.3 |  |  |  |  | |  |
| 18.1.4 |  |  |  |  | |  |
| 18.1.5 |  |  |  |  | |  |
| 18.1.6 |  |  |  |  | |  |
| 18.1.7 |  |  |  |  | |  |
| 18.1.8 |  |  |  |  | |  |
| 18.1.9 |  |  |  |  | |  |
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|  |  |  |  |  | |  |
| 18.2. Employee Benefits | |  |  |  | |  |
| 18.3. Contractual Services | |  |  |  | |  |
| 18.4. Equipment | |  |  |  | |  |
| 18.5. Staff Travel | |  |  |  | |  |
| 18.6. Instructional Supplies | |  |  |  | |  |
| 18.7. Professional Development Training | |  |  |  | |  |
| 18.8. Other (Specify) | |  |  |  | |  |
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PRIVATE SCHOOL PARTICIPATION

Amendment Number \_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: | | | | | District Code: | |
|  | | Total Amount Budgeted: | | | | |
| Item: | | FY 17 | | | | |
| IDEA | | Preschool | | |
| 1. Salaries (Positions/Object Code): | Full/Part Time %: | FY 16  Carryover | FY 17 | FY 16  Carryover | | FY17 |
| 19.1.1 |  |  |  |  | |  |
| 19.1.2 |  |  |  |  | |  |
| 19.1.3 |  |  |  |  | |  |
| 19.1.4 |  |  |  |  | |  |
| 19.1.5 |  |  |  |  | |  |
| 19.1.6 |  |  |  |  | |  |
| 19.1.7 |  |  |  |  | |  |
| 19.1.8 |  |  |  |  | |  |
| 19.1.9 |  |  |  |  | |  |
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| 19.2. Employee Benefits | |  |  |  | |  |
| 19.3. Contractual Services | |  |  |  | |  |
| 19.4. Equipment | |  |  |  | |  |
| 19.5. Staff Travel | |  |  |  | |  |
| 19.6. Instructional Supplies | |  |  |  | |  |
| 19.7. Professional Development Training | |  |  |  | |  |
| 19.8. Other (Specify) | |  |  |  | |  |
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IDEA PART B AND PRESCHOOL

BUDGET NARRATIVE

FISCAL YEAR 2016-2017 (FY17)

# AMENDMENT REQUEST NUMBER: \_\_\_\_\_\_

All line items remain the same except for the following changes:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IDEA PART B AND PRESCHOOLEQUIPMENT LIST BUDGET REQUESTFiscal Year 2016-2017Amendment Number \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| District/Agency Name: | | | | | | | District Code: | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
|  |  |  |  |  |  |  |  |  |  |
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| IDEA PART B AND PRESCHOOLCOORDINATED EARLY INTERVENING SERVICES (CEIS) **EQUIPMENT LIST BUDGET REQUEST** Fiscal Year 2016-2017Amendment Number \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| District/Agency Name: | | | | | | | District Code: | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
|  |  |  |  |  |  |  |  |  |  |
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| IDEA PART B AND PRESCHOOL **PRIVATE SCHOOL PARTICIPATION** EQUIPMENT LIST BUDGET REQUESTFiscal Year 2016-2017Amendment Number \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| District/Agency Name: | | | | | | | District Code: | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
|  |  |  |  |  |  |  |  |  |  |
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| TOTAL | | | | | | | |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| IDEA PART B AND PRESCHOOLAnnual Expenditure Report Fiscal Year (16) July 1, 2015 - June 30, 2016 DUE: SEPTEMBER 30, 2016 | | | | | | |
| District/Agency Name: | | | | | District Code: | |
|  | | Total Amount Expensed: | | | | |
| Item: | | IDEA | | Preschool | | |
| 1. Salaries (List Positions) | Full/Part Time % | Carryover | FY16 | Carryover | | FY16 |
| 1.1 |  |  |  |  | |  |
| 1.2 |  |  |  |  | |  |
| 1.3 |  |  |  |  | |  |
| 1.4 |  |  |  |  | |  |
| 1.5 |  |  |  |  | |  |
| 1.6 |  |  |  |  | |  |
| 1.7 |  |  |  |  | |  |
| 1.8 |  |  |  |  | |  |
| 1.9 |  |  |  |  | |  |
| 2. Substitute Pay |  |  |  |  | |  |
| 3. Salary Supplements **(Contractual)** | |  |  |  | |  |
| 4. Stipends (Non-Contractual) | |  |  |  | |  |
| 5. Employee Benefits | |  |  |  | |  |
| 6. Contractual Services | |  |  |  | |  |
| 7. Equipment | |  |  |  | |  |
| 8. Staff Travel | |  |  |  | |  |
| 9. Office Supplies | |  |  |  | |  |
| 10. Evaluation Supplies | |  |  |  | |  |
| 11. Instructional Supplies | |  |  |  | |  |
| 12 Indirect Cost | |  |  |  | |  |
| 13. Equipment Repair/Maintenance | |  |  |  | |  |
| 14. Private Placements | |  |  |  | |  |
| 15. Communication | |  |  |  | |  |
| 16. Student Travel | |  |  |  | |  |
| 17. Cooperative Agreements | |  |  |  | |  |
| 18. Coordinated Early Intervening Services | |  |  |  | |  |
| 19. Private School Participation | |  |  |  | |  |
| 20. Parental Involvement | |  |  |  | |  |
| 21. Professional Development Training | |  |  |  | |  |
| 22. (Other) Specify | |  |  |  | |  |
| TOTAL | |  |  |  | |  |

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Signature Date Business Manager’s Signature Date

FISCAL YEAR 14 IDEA Part B

2014-2015 Coordinated Early Intervening Services (CEIS) Report

FISCAL YEAR 16 IDEA PART B

2015-2016 COORDINATED EARLY INTERVENING SERVICES (CEIS) REPORT

District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Grade level of students  K through 12 | Total number of students served  (2015-2016) | Number of students who received CEIS services in 2013-2014 and received special education or related services | Number of students who receive CEIS services in 2014-2015 and/or 2015-2016 and received special education or related services |
|  |  |  |  |
| K |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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| 11 |  |  |  |
| 12 |  |  |  |
| Total Number of Students |  |  |  |

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Supervisor of Special Education Date

Ref: 34 CFR 300 and 301 § 300.226 (d) (1), (2) Early Intervening Services

EXAMPLES

Mississippi Department of Education

Office of Special Education

# IDEA PART B AND PRESCHOOL PROJECT APPLICATION

### Fiscal Year 2017 (FFY 16)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. District Code Number | | B. Agency/School District Name | | |
| 8115 | | Midnight School District | | |
| C. Name of Supervisor of Special Education(Print or Type) | | D. Signature of Supervisor of Special Education  (Original signature) | | |
| Mary Daylight | | Mary Daylight | | |
| E. Name of Business Manager | | F. Signature of Business Manager  (Original signature) | | |
| Roscoe Green | | Roscoe Green | | |
| G. Name of Superintendent or Agency Director  (Print or Type) | | H. Signature of Superintendent or Agency Director(Original signature) | | |
| Audrey Hopeful | | Audrey Hopeful | | |
| Grants: U.S. Department of Education | | Projected FY 16  Carryover Amount | | FY 17 Allocated Amount |
| I. IDEA, Part B  Fund 2610  Program Title: Special Education-Grants to States | Federal Award Number: H027A160108  CFDA Title and Number: 84.027A | $  720,063.00 | | $  1,446,127.00 |
| J. Preschool, Part C  Fund 2620  Program Title: Special Education-Preschool Grants | Federal Award Number: H173A160113  CFDA Title and Number: 84.173A | $  31,065.00 | | $  62,131.00 |
| K. Maintenance of Effort | | Fiscal Year 2013-2014 | | Fiscal Year 2014-2015 |
| $  4,907,420.62 | | $  5,548,048.90 |
| **Timelines:** When the grant award is released from the Office of Special Education Programs (OSEP), you will be notified via the Funding Alert of the actual allocation and the authority to expend funds. Fiscal Year 2017 funds are approved for obligation July 1, 2016, through September 30, 2018. Annual Expenditure Reports for each fund are due by **September 30**. | | | | |
| TO BE COMPLETED BY THE OFFICE OF SPECIAL EDUCATION: Reviewed By: | | | | |
| L. APPROVED BY | | | DATE | |
|  | | |  | |
| Director, Bureau of Data and Fiscal Management | | | DATE | |
|  | | |  | |
| State Director, Office of Special Education | | | DATE | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IDEA PART B AND PRESCHOOLBUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name:  Midnight School District | | | | District Code:  8115 | | |
|  | | Total Amount Budgeted: | | | | |
| Item | | IDEA | | | PRESCHOOL | |
| FY16  Carryover | FY17 | | FY16  Carryover | FY17 |
| 1. Salaries (List Positions/Object codes): |  |  |  | |  |  |
| 1.1Sped Director (111) | FT / 95% |  | 85,000.00 | |  |  |
| 1.2Asst Sped Director (111) | FT/100% |  | 62,000.00 | |  |  |
| 1.3Sped Secretary (113) | FT/100% |  | 37,750.00 | |  |  |
| 1.4Preschool Teacher (111) | FT/5% |  |  | |  | 4,500.00 |
| 1.5Language Speech Teacher (111) | FT/8% |  | 3,400.00 | |  | 8,600.00 |
| 1.6Teacher Assistants (2) (112) | FT/100% |  | 52,000.00 | |  |  |
| 1.7Psychologist (111) | FT/80% |  | 70,000.00 | |  |  |
| 1.8Ed Interpreters (3) (111) | FT/75% |  | 71,000.00 | |  | 10,006.11 |
| 1.9Positive Behavior Spec (111) | FT/85% |  | 55,000.00 | |  |  |
| 2. Substitute Pay |  | 5000.00 | 35,000.00 | | 2,500.00 | 2,500.00 |
| 3. Salary Supplements (Contractual) | | 2000.00 | 8,000.00 | |  |  |
| 4. Stipends (Non-Contractual) | |  | 48,500.00 | | 2,000.00 | 1500.00 |
| 5. Employee Benefits | |  | 150,000.00 | |  | 5,475.00 |
| 6. Contractual Services | | 100,000.00 | 75,000.00 | |  |  |
| 7. Equipment | | 107,620.00 | 0.00 | |  | 5,195.00 |
| 8. Staff Travel | | 81,092.82 | 13,907.18 | | 1,600.00 |  |
| 9. Office Supplies | | 34,000.00 |  | | 1,300.00 |  |
| 10. Evaluation Supplies | | 24,500.00 |  | |  | 1,700.00 |
| 11. Instructional Supplies | | 185,000.00 |  | | 3,081.71 | 7,366.05 |
| 12. Indirect Cost | | 2,347.62 | 30,000.00 | |  |  |
| 13. Equipment Repair/Maintenance | | 10,000.00 | 4,000.00 | | 1,700.00 |  |
| 14. Private Placements | | 75,000.00 | 309,600.00 | |  |  |
| 15. Communication | | 10,756.62 |  | | 2,000.00 |  |
| 16. Student Travel | | 15000.00 | 5,000.00 | | 1,500.00 |  |
| 17. Cooperative Agreements | |  | 8,000.00 | |  |  |
| 18. Coordinated Early Intervening Services (up to 15% of Part B and Preschool) | | 33,079.94 | 216,919.05 | | 8,633.29 | 9,319.65 |
| 19. Private School Participation | |  | 18,216.77 | |  | 5,969.19 |
| 20. Parental Involvement | | 29,166.00 | 5,834.00 | | 6,000.00 |  |
| 21. Professional Development Training | | 5000.00 | 80,000.00 | | 750.00 |  |
| 22. Other (Specify), Dues, Subscription fees | | 500.00 | 2000.00 | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
| TOTAL | | 720,063.00 | 1,446,127.00 | | 31,065.00 | 62,131.00 |

IDEA PART B AND PRESCHOOL

COORDINATED EARLY INTERVENING SERVICES

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | | | |
| District/Agency Name: Midnight School District | | | | | | District Code:  8115 | | |
|  | | Total Amount Budgeted: | | | | | | |
| Item: | | FY 16 | | | | | | |
| IDEA | | | Preschool | | | |
| 1. Salaries (List Positions/Object codes) | Full/Part Time % | FY 16  Carryover | | FY 17 | FY 16  Carryover | | FY 17 | |
| 18.1.1Interventionist Spec (2) (111) |  |  | 100,000.00 | |  | | |  |
| 18.1.2Interventionist Assts (4) (112) |  | 14,000.00 | 28,000.00 | |  | | |  |
| 18.1.3 |  |  |  | |  | | |  |
| 18.1.4 |  |  |  | |  | | |  |
| 18.1.5 |  |  |  | |  | | |  |
| 18.1.6 |  |  |  | |  | | |  |
| 18.1.7 |  |  |  | |  | | |  |
| 18.1.8 |  |  |  | |  | | |  |
| 18.1.9 |  |  |  | |  | | |  |
|  |  |  |  | |  | | |  |
|  |  |  |  | |  | | |  |
| 18.2. Employee Benefits | | 19,079.94 | 58,380.80 | | 5,000.00 | | |  |
| 18.3. Contractual Services | |  |  | |  | | |  |
| 18.4. Equipment | |  |  | |  | | |  |
| 18.5. Staff Travel | |  | 5,000.00 | | 3,633.29 | | |  |
| 18.6. Instructional Supplies | |  | 15,000.00 | |  | | |  |
| 18.7. Professional Development Training | |  | 10,538.25 | |  | | | 9,319.65 |
| 18.8. Other (Specify) | |  |  | |  | | |  |
|  | |  |  | |  | | |  |
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|  | |  |  | |  | | |  |
|  | |  |  | |  | | |  |
| TOTAL | | 33,079.94 | 216,919.05 | | 8,633.29 | | | 9,319.65 |

IDEA PART B AND PRESCHOOL

PRIVATE SCHOOL PARTICIPATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: Midnight School District | | | | | District Code: 8115 | |
|  | | Total Amount Budgeted: | | | | |
| Item: | | FY 17 | | | | |
| IDEA | | Preschool | | |
| 1. Salaries (List Positions/Object codes) | Full/Part Time % | FY 16  Carryover | FY 17 | FY 16  Carryover | | FY 17 |
| 19.1.1 |  |  |  |  | |  |
| 19.1.2 |  |  |  |  | |  |
| 19.1.3 |  |  |  |  | |  |
| 19.1.4 |  |  |  |  | |  |
| 19.1.5 |  |  |  |  | |  |
| 19.1.6 |  |  |  |  | |  |
| 19.1.7 |  |  |  |  | |  |
| 19.1.8 |  |  |  |  | |  |
| 19.1.9 |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
| 19.2. Employee Benefits | |  |  |  | |  |
| 19.3. Contractual Services | |  | 18,216.77 |  | |  |
| 19.4. Equipment | |  |  |  | |  |
| 19.5. Staff Travel | |  |  |  | |  |
| 19.6. Instructional Supplies | |  |  |  | |  |
| 19.7. Professional Development Training | |  |  |  | |  |
| 19.8. Other (Specify) Transportation Cost | |  |  |  | | 5,969.19 |
|  | |  |  |  | |  |
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|  | |  |  |  | |  |
| TOTAL | |  | 18,216.77 |  | | 5,969.19 |

EXAMPLES

IDEA PART B, AND PRESCHOOL

BUDGET NARRATIVE

**FISCAL YEAR 2016-2017 (FY17)**

ENSURE THAT ITEMS ARE NUMBERED ACCORDING TO THE BUDGET REQUEST PAGE. ITEM NUMBERS NOT USED SHOULD HAVE “NONE” LISTED. Note: If the position is for more than one (1) individual, indicate the number in parenthesis. For all positions, include the MSIS code, job title, percentage paid from each funding source, number of contract days, and briefly describe the duties for each funding source. ***For all certified/licensed personnel include the name of the employee, number of contract days, funding source and budget string(s).***

Salaries:

1.1 131001 SPED Director 95% IDEA; 5% District funds. Oversees all

aspects of IDEA rules and regulations for 95% of the time and oversees the

gifted program 5% of the time. Mary Daylight; 230 days; 2610-900-1220-XXX-111-XXX; 1120-900-1220-XXX-111-XXX

1.2 131002 Assistant SPED Director 100% IDEA Assist with all aspects

of IDEA rules and regulations and trains special education staff on IEPs. Audrey Money; 200 days; 2610-900-1220-XXX-111-XXX. Provides trainings to parents on how to compare and explore the different exit options and how a child’s placement affects their exit options. The parental trainings will benefit the results indicators 1 (graduation), 2 (Drop-out), and 14 (Post-Secondary).

1.3 751016 SPED Secretary 100% IDEA; Performs clerical duties. Melvinann Cartel, 200

days; 2610-900-1220-XXX-113-XXX

1.4 132032 Preschool Teacher (1) 5% Preschool and 95% MAEP; Serves

preschool students. Janika Cherry; 180 days; 2620-900-1220-XXX-111-XXX; 1130-900-1220-XXX-111-XXX

1.5 132002 Language-Speech Teacher (1) 3% Preschool; 5% IDEA and 92% MAEP Serves

LS students. Ellen Goodheart; 180 days; 2620-900-1220-XXX-111-XXX; 2610-900-1220-XXX-111-XXX; 1130-900-1220-XXX-111-XXX

1.6 131015 Teacher Assistants (2) 100% IDEA, Provides one-on-one instruction to special

education students under direct supervision of a licensed teacher. 2610-900-1220-XXX-112-XXX

1.7 131003 Licensed Psychologist 80% IDEA (Psychological services for special

education students) and 20% District (Psychological services to general

education students***).*** Lacy Soundness; 200 days; 2610-900-1220-XXX-111-XXX; 1120-900**-**1220-XXX-111-XXX

1.8 131013 Educational Interpreters (3) 25% State EI funds; 65% IDEA; and 10% Preschool

Licensed and Registered; Facilitates educational interpretation for students with

disabilities who have hearing impairments or deafness. Yvonne Xray; Debra Harper,

Roscoe Jenkins; 187 days; 1130-900-1220-XXX-111-XXX; 2610-900-1220-XXX-

111-XXX; 2620-900-1220-XXX-111-XXX

1.9 131016 Positive Behavior Specialist (1); 15% PBS State funds; 85% IDEA; develops

behavioral interventions for students with disabilities. PBS is licensed and approved by

MDE. Louis Armstrong; 200 days; 1130-900-1220-XXX-111-XXX; 2610-900-1220-

XXX-111-XXX

***NOTE: For prorated salaries, documentation of actual time must be on file signed by the employee and the employee’s supervisor.***

**2. Substitute Pay:**

* Substitutes for special education teachers will be paid to attend work related workshops***, at a*** rate of 100.00 per day; and
* Substitutes for preschool teachers in their absence will be paid at the prorated share funded in this project, at a rate of $75.00; and
* Substitutes for assistants in their absence will be paid at a rate of $\_35.00\_.
* 2610-900-1220-XXX-121-XXX and 2620-900-1220-XXX-121-XXX

**3**. **Salary Supplements:**

* Salary supplements in the amount of $\_2500.00\_ will be paid to four (4) Language-Speech Teacher(s) for additional duties to test Preschool students during the summer months or after school hours.

2610-900-2152-XXX-111-XXX

**4. Stipends:**

* Stipends will be paid to selected special education teachers and project funded staff

for work not covered in their contracts. This may include, but not limited to participating in special education committee meetings during non-contractual time. The rate of pay for the stipend is $\_100.00\_ per day.

2610-900-1220-XXX-292-XXX and 2620-900-1220-XXX-292-XXX

**5. Employee Benefits:** All benefits will be prorated in accordance with salary.

* Fixed Charges will be paid at the rate of 23.40.
* 2610 and 2620-900-1220-XXX-220-XXX (SS)
* 2610 and 2620-900-1220-XXX-230-XXX (Ret)
* 1120 and 1130-900-1220-XXX-230-XXX
* Group Insurance will be paid at the rate of $356 per month per person.
* 2610 and 2620-900-1220-XXX-210-XXX
* 1120 and 1130-900-1220-XXX-210-XXX
* Life Insurance will be paid at the rate of $.15/$1,000 per year.
* 2610 and 2620-900-1220-XXX-215-XXX
* 1120 and 1130-900-1220-XXX-215-XXX
* Workman’s Compensation will be paid at the rate of .0049.
* 2610 and 2620-900-1220-XXX-260-XXX
* 1120 and 1130-900-1220-XXX-260-XXX
* Unemployment Compensation will be paid at the rate $.81
* 2610 and 2620-900-1220-XXX-240-XXX
* 1120 and 1130-900-1220-XXX-240-XXX

**6. Contractual Services:** The following professional specialists who are licensed

personnel will be contracted for student assessments and services: Registered Nurse,

Audiologist, Occupational Therapist, Physical Therapist, Licensed Psychologist, and/or

Psychiatrist, Medical Specialist and any other specialist deemed necessary as required to

conduct follow-up evaluations and/to provide related services as specified on the IEP. All

fees will be based on services rendered. Travel expenses will be included. A signed contract

will be on file for each contractor and verification for EPLS (Excluded Parties List System) is also on file. (2610-900 using various function and object codes)

**7. Equipment:** Includes shipping and freight charges.The following equipment

will be purchased:

See attached Equipment List for location, purpose and quantity.

* Midnight County School District will purchase one (1) specially equipped bus with a lift to transport special education students. Bus will be located at the Central Bus Yard. *See attached letter with justification.*

2610-900-XXXX-XXX-774-XXX & 2620-900-XXXX-XXX-774-XXX

* Midnight County School District will purchase one (1) Preschool desk for a physically handicapped student at Midnight Elementary in the special education classroom.

2620-900-XXXX-XXX-735-XXX

* Midnight County School District will purchase five (5) filing cabinets for special education teachers to store special education students’ IEPs. Two (2) will be located at Midnight Elementary in the special education classroom, one (1) at Midnight Middle in the special education classroom and two (2) at Midnight High in the special education classroom. 2610-900-XXXX-XXX-735-XXX & 2620-900-XXXX-XXX-735-XXX
* Midnight County School District will purchase six (6) desk top computers for special education teachers for the development of IEPs. Two (2) will be located at Midnight Elementary in the special education classroom; two (2) at Midnight Middle in the special education classroom and two (2) at Midnight High in the special education classroom. 2610-900-XXXX-XXX-731-XXX & 2620-900-XXXX-XXX-731-XXX
* Midnight County School District will purchase six (6) desk top printers for special education teachers to print IEPs. Two (2) will be located at Midnight Elementary in special education classroom, two (2) at Midnight Middle in the special education classroom and two (2) at Midnight High in the special education classroom.

2610-900-XXXX-XXX-731-XXX & 2620-900-XXXX-XXX-731-XXX

* Midnight County School District will purchase one (1) lap top computer to allow the Special Education Supervisor to have access to special education student records. The lap top computer will be located at Midnight Central office in the Special Education Office. 2610-900-XXXX-XXX-731-XXX

**8. Staff Travel:** In-district travel will be paid for homebound, language/speech teachers,

itinerant teachers and/or other related services providers who will serve students at home or at

alternate locations or multiple school sites as specified on each IEP. Travel expenses will be

paid for special education staff to conduct assessments/evaluations at additional school sites.

2610-900-XXXX-XXX-580-XXX & 2620-900-XXXX-XXX-580-XXX

**9. Office Supplies:** Includes shipping and freight charges.Generaloffice supplies and materials

will be purchased for the administration of the special education program and utilized by the

special education office staff. ***List examples of office supplies.***

***General office supplies:***

2610-900-XXXX-XXX-610-XXX and 2620-900-XXXX-XXX-610-XXX

***Office software:***

2610-900-XXXX-XXX- 611-XXX and 2620-900-XXXX-XXX-611-XXX

**10. Evaluation/Assessment Supplies and Materials:** Includes shipping and freight charges.

Evaluation supplies and materials will be purchased as needed to complete assessments of

initial referrals and reevaluations. ***List examples of evaluation/assessment materials.***

***General Evaluation supplies:***

2610-900-XXXX-XXX-613-XXX and 2620-900-XXXX-XXX-613-XXX

***Evaluation software:***

2610-900-XXXX-XXX- 611-XXX and 2620-900-XXXX-XXX-611-XXX

**11. Instructional Supplies and Materials:** Includes shipping and freight charges.Instructional

supplies and materials will be purchased for use by the instructional personnel in the

provision of special education services to students with disabilities. Instructional Supplies

include: ***List examples of instructional supplies and materials.***

***Instructional supplies:***

2610-900-XXXX-XXX-614-XXX and 2620-900-XXXX-XXX-614-XXX

***Instructional software:***

2610-900-XXXX-XXX- 611-XXX and 2620-900-XXXX-XXX-611-XXX

**12. Indirect Cost:** The Indirect cost rate for the district is \_2.13\_%. **(Use the Restricted Rate**

**and Refer to the Public School Districts Indirect Cost Rates 2016-2017).**

(2610-900-XXXX-XXX-990-XXX)

**13. Equipment Repair and Maintenance:** Includes shipping and freight charges.Expenses

will be paid for the general repair and maintenance of special education equipment as

needed. ***List examples of equipment.***

***Equipment Repair and Maintenance:***

2610-900-XXXX-XXX- 430-XXX and 2620-900-XXXX-XXX-430-XXX

***Maintenance contracts for computer programs:***

2610-900-XXXX-XXX-431-XXX and 2620-900-XXXX-XXX- 431-XXX

**14. Private Placements:** The district will pay the first $4,918 from State and local fund of the total cost for each student placed by the district in a private school facility in order to receive a FAPE. The district has \_23\_ students placed at Shady Creek School. IDEA funds will be used to cover transportation costs at a rate of $\_78.00\_ per student per day**.**

***Transportation costs***

2610-900-XXXX-XXX-510-XXX

**15. Communication:** Communication expenses will include postage, telephone (regular

landline) service and advertising for Child Find.

***Telephone (Landline)***

2610-900-XXXX-XXX-414-XXX and 2620-900-XXXX-XXX-414-XXX

***Postal Services***

2610-900-XXXX-XXX-530-XXX and 2620-900-XXXX-XXX-530-XXX

***Advertising***

2610- 900-XXXX-XXX-540-XXX and 2620-900-XXXX-XXX-540-XXX

**16. Student Travel:** Bus drivers will be paid to transport students with disabilities on

educational field trips and to and from extra curricula activities as indicated in the students’

IEP. Transportation will be provided for students with disabilities to and from job training

centers and job work assignments as part of transition services and community living skills.

The additional cost of special transportation for special education students through private

contracts as needed for a related service such as occupational therapy; physical therapy; or to

and from school due to health reasons will be paid after all State funds have been utilized.

2610 -900-XXXX-XXX-510-XXX & 2620-900-XXXX-XXX-510-XXX

**17. Cooperative Agreement:** The Midnight County School District has a cooperative

agreement with the Tri-County School District to educate students with a Hearing

Impairment. Midnight County School District will pay Tri-County School District

$\_80.00\_\_ per student to participate. There is \_\_\_1\_\_\_\_ students in this program.

2610-900-1220-XXX-329-XXX

**18. Coordinated Early Intervening Services:** *(See Coordinated Early Intervening*

*Services PowerPoint* located on the website) in keeping with the requirements under 618(d) (2), the district is **not required** to provide comprehensive coordinated early intervening services to serve children in the district, particularly children in the groups that were significantly over identified**. However, the district has elected to provide CEIS services and the district will use 15% of its Part B funds.**

Based on the district’s data, the targeted at-risk population will be non-disabled students who scored basic in reading and math in grades 3-6. Activities as specified in 613 (f) (2) will include:

* 18.1.1 902006 Licensed Interventionist Specialists (2) will be employed to develop and implement academic interventions in reading and math to the targeted at-risk population. Sally Helpful, 180 days, 2610-900-2210-XXX-111-XXX; Hope Lives, 200 days; 2610-900-2210-XXX-111-XXX
* 18.1.2. 902007 Interventionist Assistants (4) will be employed to assist the general education teachers in implementing the academic interventions in math and reading to the targeted at-risk group. They will be supervised by the Licensed Interventionist Specialists.

2610-900-2210-XXX-112-XXX

* 18.2 Benefits for the Interventionist Specialists and Interventionist Assistants will be
* Fixed Charges will be paid at the rate of 23.40.
* 2610 and 2620-900-1220-XXX-220-XXX (SS)
* 2610 and 2620-900-1220-XXX-230-XXX (Ret)
* Group Insurance will be paid at the rate of $356 per month per person.
* 2610 and 2620-900-1220-XXX-210-XXX
* Life Insurance will be paid at the rate of $.15/$1,000 per year.
* 2610 and 2620-900-1220-XXX-215-XXX
* Workman’s Compensation will be paid at the rate of .0049.
* 2610 and 2620-900-1220-XXX-260-XXX
* Unemployment Compensation will be paid at the rate $.81.

2610 and 2620-900-1220-XXX-240-XXX

* 18.5 Staff Travel: Travel expenses will be paid for the Interventionist Specialists to travel between schools to conduct observations, consult with teachers of the target-at-risk group. 2610-900-XXXX-XXX-580-XXX and 2620-900-XXXX-XXX-580-XXX
* 18.6 Instructional materials will be purchased such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_to aid in the

implementation of the interventions for the target at-risk group. Shipping and handling charges are included. 2610-900-XXXX-XXX-614-XXX and 2610-900-XXXX-XXX-611-XXX

* 18.7 Professional Development training on researched-based reading and math strategies/interventions will be provided to the teachers of the target-at-risk group. Consultants will be paid a daily rate plus travel expenses.

(2610-900-2213-XXX-327-XXX and 2620-900-2213-XXX-327-XXX

**19. Private School Participation:**

* 19.3 Language speech services will be provided to \_4\_\_ (how many) private school students after school by contractual personnel. 2610-900-2190-XXX-337-XXX (Janika Jones)
* 19.3 Physical therapy services will be provided to \_2\_\_ (how many) private school

students. 2610-900-2190-XXX-337-XXX)

* 19.8 Transportation for \_1\_\_ (how many) private school students will be provided for receipt of speech language services. 2620-900-2190-XXX-510-XXX

**20. Parental Involvement: The a*ctivities included in your narrative should be specific to your school district and to SPP/APR Indicator 8***. Funds for communication, publication and meetings will be budgeted and expended as follows:

2610-900-2823-XXX-325-XXX and 2620-900-2823-XXX-325-XXX

* A website will be developed and updated throughout the year to provide information concerning special education services and contact numbers.
* Brochures from various agencies that promote services to special education students will be printed and distributed at open house and IEP meetings.
* A series of parent involvement training sessions addressing appropriate reading and math activities; transition activities and post-secondary placements.
* Travel reimbursement will be paid for selected parents to attend regional and State meetings promoting parental involvement.

NOTE: STIPENDS TO PAY PARENTS ARE NOT ALLOWED.

**21.** **Professional Development Training:** Professional development training will be

provided to special education teachers and other special education school staff on such topics as IEP development, transition services, eligibility criteria, behavior modification and supports. These trainings will be provided by trained consultants who will be paid a daily rate plus expenses. Special Education teachers and Special Education staff will also attend MDE sponsored training on such topics as Discipline, IEP, MAAECF, Common Core, etc. Registration fees and travel expenses to include subsistence for special education teachers and special education staff attending the training will be provided. These expenses are in addition to the professional development required by the school district.

***Workshops***

2610-900-2213-XXX-327-XXX and 2620-900-2213-XXX-327-XXX

***Travel***

2610-900-2213-XXX-580-XXX and 2620-900-2213-XXX-580-XXX

**22. Other (Specify)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IDEA PART B AND PRESCHOOL**  **EQUIPMENT LIST BUDGET REQUEST**  **Fiscal Year 2016-2017** | | | | | | | | | |
| District/Agency Name: Midnight School District | | | | | | | District Code: 8115 | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
| Bus | 774 | 774 | Instr. | Midnight Bus Barn | 106,000 | 1 | 106,000 | 103,000 | 3,000 |
| Specialized Desk | 735 |  | Instr. | Midnight Elem. | 495 | 1 | 495 |  | 495 |
| Filing Cabinets | 735 |  | Admin | Midnight Elem(2) | 175 | 5 | 875 | 525 | 350 |
|  |  |  |  | Midnight Middle (1) |  |  |  |  |  |
|  |  |  |  | Midnight High (2) |  |  |  |  |  |
| Computers (desktops) | 731 |  | Instr. | Midnight Elem. (2) | 450 | 6 | 2,700 | 1,800 | 900 |
|  |  |  |  | Midnight Middle (2) |  |  |  |  |  |
|  |  |  |  | Midnight High (2) |  |  |  |  |  |
| Printers | 731 |  | Instr. | Midnight Elem. (2) | 225 | 6 | 1,350 | 900 | 450 |
|  |  |  |  | Midnight Middle (2) |  |  |  |  |  |
|  |  |  |  | Midnight High (2) |  |  |  |  |  |
| Laptop | 731 | 731 | Admin | Midnight SPED office | 1,395 | 1 | 1,395 | 1,395 |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| TOTAL | | | | | | | | 107,620 | 5,195 |

IDEA PART B AND PRESCHOOL PROJECT APPLICATION

Mississippi Department of Education

Office of Special Education

# AMENDMENT REQUEST NUMBER: \_\_1\_\_\_

### Fiscal Year 2017 (FFY 16)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. District Code Number | | B. Agency/School District Name | | |
| 8115 | | Midnight School District | | |
| C. Grants: U. S. Department of Education |  | FY 16 Carryover Amount | | FY 17 Allocated Amount |
| IDEA Part B  Fund 2610  Program Title-Special Education-Grant to States | Federal Award Number: H027A160108  CFDA Number: 84.027A | $720,063.00 | | $1, 446,127.00 |
| Preschool Part C  Fund 2620  Program Title-Special Education-Preschool Grants | Federal Award Number: H173A160113  CFDA Number: 84.173A | $31, 065.00 | | $62,131.00 |
| D. This amendment is being submitted to request approval for changes to be made to the previously approved budget narrative(s). These changes are needed as follows: | | | | |
| The December 1, 2015 Child Count has been revised to | | | | |
| The allocation amount has decreased due to | | | | |
| The allocation amount has increased due to | | | | |
| Other (Explain) To purchase more equipment, MAEP actual funding, ESY budget cut, additional personnel, instructional supplies and private placement. | | | | |
| E. DISTRICT SIGNATURES | | | DATE | |
| Audrey Daylight | | | October 2, 2016 | |
| Supervisor of Special Education | | | DATE | |
| Roscoe Green | | | October 5, 2016 | |
| Business Manager | | | DATE | |
| Mary Hopeful | | | October 2, 2016 | |
| District Superintendent | | | DATE | |
| TO BE COMPLETED BY THE OFFICE OF SPECIAL EDUCATION: Reviewed by: | | | | |
| APPROVED | | | DATE | |
|  | | |  | |
| Director, Division of Program Management | | | DATE | |
|  | | |  | |
| Office Director, Division of Fiscal Management | | | DATE | |

IDEA PART B AND PRESCHOOL

Amendment Number \_\_\_\_\_1\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BUDGET REQUESTFiscal Year 2016-2017 | | | | | | |
| District/Agency Name: Midnight School District | | | | District Code: 8115 | | |
|  | | Total Amount Budgeted | | | | |
| Item | | FY 17 | | | | |
| IDEA | | | Preschool | |
| Carryover | FY17 | | Carryover | FY17 |
| 1. Salaries (List Positions/Object Codes) | Full/Part Time % |  |  | |  |  |
| 1.1 Sped Director (111) | FT/95% |  | 85,000.00 | |  |  |
| 1.2 Asst Sped Director (111) | FT/100% |  | 62,000.00 | |  |  |
| 1.3 Sped Secretary (113) | FT/100% |  | 37,750.00 | |  |  |
| 1.4 Preschool Teacher (111) | FT/2% |  |  | |  | 2,300.00 |
| 1.5 Language Speech Teacher (111) | FT /10% |  | 4,400.00 | |  | 9,600.00 |
| 1.6 Teacher Assistants (2) (112) | FT/100% |  | 52,000.00 | |  |  |
| 1.7 Psychologist (111) | FT/80% |  | 70,000.00 | |  |  |
| 1.8 Ed Interpreters (4) (111) | FT/75% |  | 91,000.00 | |  | 12,006.11 |
| 1.9 Positive Behavior Spec (111) | FT/85% |  | 55,000.00 | |  |  |
| 2. Substitute Pay |  | 5,000.00 | 35,000.00 | | 25,00.00 | 25,00.00 |
| 3. Salary Supplements (Contractual) |  | 2,000.00 | 8,000.00 | |  |  |
| 4. Stipends (Non-contractual) | |  | 48,500.00 | | 2,000.00 | 1,500.00 |
| 5. Employee Benefits | |  | 170,000.00 | |  | 3,475.00 |
| 6. Contractual Services | | 128,200.00 | 0.00 | |  |  |
| 7. Equipment | | 107,620.00 | 26,620.00 | |  | 5,195.00 |
| 8. Staff Travel | | 51,092.82 | 13,907.18 | | 1,600.00 |  |
| 9. Office Supplies | | 34,000.00 |  | | 1,300.00 |  |
| 10. Evaluation Supplies | | 24,500.00 |  | |  | 1,700.00 |
| 11. Instructional Supplies | | 186,800.00 | 8,200.00 | | 5,081.71 | 8,566.05 |
| 12. Indirect Cost | | 2,347.62 | 30,000.00 | |  |  |
| 13. Equipment Repair/Maintenance | | 10,000.00 | 4,000.00 | |  | 1,700.00 |
| 14. Private Placements | | 75,000.00 | 335,240.00 | |  |  |
| 15. Communication | | 10,756.62 |  | | 2,000.00 |  |
| 16. Student Travel | | 15,000.00 | 5000.00 | | 1,500.00 |  |
| 17. Cooperative Agreements | |  | 8,000.00 | |  |  |
| 18. Coordinated Early Intervening Services (up to 15% of Part B and Preschool) | | 33,079.94 | 216,919.05 | | 8,633.29 | 9,319.65 |
| 19. Private School Participation | |  | 18,216.77 | |  | 5,969.19 |
| 20. Parental Involvement | | 29,166.00 | 5,834.00 | | 4,000.00 |  |
| 21. Professional Development Training | | 5000.00 | 47,840.00 | | 750.00 |  |
| 22. Other (Specify) Audits, Dues, Subscription fees, ESY | | 500.00 | 7700.00 | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
|  | |  |  | |  |  |
| TOTAL | | 720,063.00 | 1,446,127.00 | | 31,065.00 | 62,131.00 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IDEA PART B AND PRESCHOOL**  **EQUIPMENT LIST BUDGET REQUEST**  **Fiscal Year 2016-2017**  **Amendment 1** | | | | | | | | | |
| District/Agency Name: Midnight School District | | | | | | | District Code: 8115 | | |
| **Item Name** | **IDEA Tag**  **731**  **733**  **735**  **737**  **740**  **774** | **Fixed Asset**  **731**  **733**  **735**  **737**  **740**  **774** | **Purpose** | **Location**  **(number at each site)** | **Unit Cost** | **Quantity** | **Total Amount** | **Total Amount Budgeted** | |
| IDEA | Preschool |
| Bus | 774 | 774 | Instr. | Midnight Bus Barn | 106,000 | 1 | 106,000 | 103,000 | 3,000 |
| Specialized Desk | 735 |  | Instr. | Midnight Elem. | 495 | 1 | 495 |  | 495 |
| Filing Cabinets | 735 |  | Admin | Midnight Elem(2) | 175 | 5 | 875 | 525 | 350 |
|  |  |  |  | Midnight Middle (1) |  |  |  |  |  |
|  |  |  |  | Midnight High (2) |  |  |  |  |  |
| Computers (desktops) | 731 |  | Instr. | Midnight Elem. (2) | 450 | 6 | 2,700 | 1,800 | 900 |
|  |  |  |  | Midnight Middle (2) |  |  |  |  |  |
|  |  |  |  | Midnight High (2) |  |  |  |  |  |
| Printers | 731 |  | Instr. | Midnight Elem. (2) | 225 | 6 | 1,350 | 900 | 450 |
|  |  |  |  | Midnight Middle (2) |  |  |  |  |  |
|  |  |  |  | Midnight High (2) |  |  |  |  |  |
| Laptop | 731 | 731 | Admin | Midnight SPED office | 1,395 | 1 | 1,395 | 1,395 |  |
| **Smart Boards** | **733** | **733** | **Inst.** | **Midnight Elem (2)** | **5324** | **2** | **10,648** | **10,648** |  |
|  |  |  |  | **Midnight Middle (2)** | **5324** | **2** | **10,648** | **10,648** |  |
|  |  |  |  | **Midnight High (1)** | **5324** | **1** | **5,324** | **5,324** |  |
| TOTAL | | | | | | | | 134,240 | 5,195 |

IDEA PART B AND PRESCHOOL

BUDGET NARRATIVE

FISCAL YEAR 2016-2017 (FY17)

# AMENDMENT REQUEST NUMBER: \_\_\_1\_\_\_

All line items remain the same except for the following changes:

1.4 132032 Preschool Teacher, Rose Garden; **Decrease**: Actual MAEP funding changed from 5% Preschool and 95% MAEP to 2% Preschool and 98% MAEP.

1.5 132002 Language-Speech Teacher, MillieShows; **Increase*:*** Actual MAEP funding changed from 3% Preschool, 5% IDEA and 92% MAEP to 4% Preschool, 6% IDEA and 90% MAEP.

1.8 131013 Educational Interpreters. **Suzy Sign;** 180 days, **Increase: *An additional educational interpreter was needed.*** 25% State EI funds; 75% IDEA.

(1130-900-1220-XXX-111-XXX & 2610-900-1220-XXX-111-XXX)

5. Employee Benefits: **Increase** in IDEA and **Decrease** in Preschool due to actual MAEP funding and additional educational interpreter. All benefits will be prorated in accordance with salary.

6. Contractual Services**: Decreased** due to the need for more equipment for special education students.

7. Equipment: **Increased** due to need to purchase Smart Boards for special education students for improving their instructional skills. They will be located as follows: Two (2) will be in the special education classroom at Midnight Elementary, Two (2) will be in the special education classroom at Midnight Middle and one (1) will be located in the special education classroom at Midnight High. Includes shipping and handling charges.

2610-900-XXXX-XXX-733-XXX

8. Staff Travel: **Decreased** due to the need to purchase more equipment for special education students.

11. Instructional Supplies and Materials: **Increased** due to need of more instructional materials for special education students. Includes shipping and handling charges.

14. Private Placements: **Increased** due to an additional student placed at Shady Creek School. The district will pay $4,918 of the total cost for each student placed by the district in a private school facility in order to receive a FAPE. Additional funds have been added to cover transportation costs at a rate of $78.00 per student per day.

20. Parental Involvement: **Decreased** due to the need of more instructional material for Preschool special education students.

21. Professional development training: **Decreased** due to the actual MAEP funding of teachers.

22. Other: