

REGULATION XI: EARLY CHILDHOOD (ECSE) EXPENDITURE REQUIREMENTS

A. EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) EXPENDITURE REQUIREMENTS

Early Childhood Special Education expenditures must be reported annually through an Expenditure Report for service provided during the previous school year. ECSE reimbursement may be paid through the monthly payment transmittal and may include both state and federal funds.

ECSE expenditures may be claimed under the following categories: contractual expenditures, personnel, equipment, extended school year, leases/capital outlay, operation of plant, professional development, mileage, transportation, start-up costs, supplies/program maintenance.

GENERAL REQUIREMENTS

All expenditures must follow the public agency's procurement guidelines.

Public agencies may not collect or charge tuition costs for allowable ECSE services; however, the public agency may charge for tuition related to general early childhood education that is not part of the Individualized Education Program (IEP).

CONTRACTUAL EXPENDITURES

Placement of students outside of the public agency for instructional services must be through an approved private agency or another public agency. Private agency tuition costs must be prorated if services other than ECSE are included in the tuition cost, unless the other service is part of the IEP goals.

PERSONNEL REQUIREMENTS

ECSE personnel must meet all personnel standards and caseload requirements as stated herein.

EQUIPMENT EXPENDITURES

Equipment is defined as items that have a useful life of at least one year and a cost of \$1,000 or more per unit.

All equipment items purchased with ECSE funds are the property of the public agency's ECSE program and must remain with the program.

All individualized equipment purchases must be IEP driven.

LEASE EXPENDITURES

Leases are allowed for facilities, modular units, buses, vehicles, and office equipment.

Facility lease payments are made in accord with 5 CSR 30-640.200.

CAPITAL OUTLAY

Funding for ECSE Capital Outlay, including but not limited to: facility renovation, facility construction, facility purchase, copiers, and vehicles/buses is not permitted and will not be reimbursed unless the public agency had an approved ECSE capital cost purchase agreement with the Department prior to July 1, 2015.

OPERATION OF PLANT EXPENDITURES

For ECSE programs in stand-alone facilities with no other programs, all utilities and custodial costs may be charged to the ECSE program.

For ECSE programs in facilities with other programs/grades, a prorated portion of the utilities and custodial costs may be charged to the ECSE program.

PROFESSIONAL DEVELOPMENT EXPENDITURES

Teachers, administrators, and other direct services staff (OT, PT, SLPs, Interpreters, etc.) are allotted \$300 per FTE for professional development activities. Part-time staff must be prorated based on these flat rate amounts.

Paraprofessionals are allotted \$150 per FTE for professional development activities. Part-time staff must be prorated based on these flat rate amounts.

START-UP COSTS/NEW CLASSROOMS REQUIREMENTS

Start-up costs of \$10,000 are allotted for a new classroom when the public agency has an increase from the prior year to the current year in either the December 1 Child Count or the End of the Year Count that meets the minimum caseload requirement.

A public agency that previously contracted for ECSE services with a private agency or cooperative and is starting a program in-house may utilize start-up funds even if minimum caseload requirements are not met.

Start-up costs of \$1,200 per FTE are allotted for each new itinerant position that meets minimum caseload requirements.

SUPPLIES/PROGRAM MAINTENANCE EXPENDITURES

The public agency is allotted at a minimum \$75 per the December 1 Child Count or the End of the Year Child Count (whichever is higher).

TRANSPORTATION EXPENDITURES

Public agencies with dedicated ECSE routes may charge the full cost of the bus driver, bus aides, contracted transportation costs, supplies, and equipment to the program. A prorated cost may be charged for mechanics, dispatchers, bus barns, contracted maintenance, and insurance.

Public agencies that do not have dedicated ECSE routes may only charge a prorated portion of the cost for the bus driver, bus aides, contracted transportation (not including maintenance) costs, supplies, and equipment. The public agency may not charge the program for mechanics, contracted maintenance, dispatchers, bus barns, and insurance.