



REQUEST TO RELEASE IDEA PART B PROPORTIONATE SHARE CARRYOVER FUNDS

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE
DISTRICT CONTACT	FORM DUE DATE MARCH 1, 2013

INSTRUCTIONS

Refer to page two (2) for information regarding the Purpose, Guidelines, Coding, and Examples regarding the Individuals with Disabilities Education Act (IDEA) Part B Proportionate Share Carryover Funds and the possible release of carryover funds.

FAX the completed form (page one (1) only) by the **Due Date** above to: Special Education Finance at (573) 526-6898.

QUESTIONS: Contact Special Education Finance at (573) 751-0622 or email spedfunding@dese.mo.gov.

Enter the Total Number of Eligible Proportionate Share Students		
Total number of eligible parentally-placed private/parochial school and home school students with disabilities served in 2012-2013		
Indicate the Rationale for Unexpended 2011-12 Proportionate Share Carryover Funds (Select Yes or No for each item below)		
Student(s) no longer attend private/parochial school or home school within district boundaries	No	Yes
Student(s) aged-out/graduated from private/parochial school or home school	No	Yes
Private/parochial school(s) refused services	No	Yes
Parents refused services	No	Yes
More Part B Proportionate Share Carryover funds than what was needed for services	No	Yes
Other (describe below)	No	Yes

ASSURANCES

By signing the below agreement, the Superintendent, to the best of his/her knowledge, assures that the district has complied with the requirements in 34 CFR § 300.130-148 in regard to identifying, evaluating, and serving students with disabilities parentally placed in private schools and the district has consulted with private school representatives and representatives of parents of parentally-placed private school students with disabilities. In addition, the Superintendent, to the best of his/her knowledge, certifies that the district will spend less in 2012-13 proportionate share expenditures than the proportionate share carryover amount from the 2011-12 school year and requests a release of those unexpended funds.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	DATE
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DO NOT WRITE IN THIS BLOCK

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
SPECIAL EDUCATION FINANCE APPROVAL SIGNATURE	DATE

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PURPOSE

Proportionate share funds are a portion of a district's Individuals with Disabilities Education Act (IDEA) Part B funds that must be reserved and spent over a maximum two-year period to provide Special Education services to students in the district's boundaries who are parentally placed in either a private/parochial or home school setting. If the district cannot completely spend these funds by the end of the second year having met all requirements in 34 CFR § 300.130-148, the district should request that the Department release any unspent funds for use in the district's own Special Education program.

GUIDELINES

If the district's anticipated 2012-13 proportionate share expenditures either equal or exceed the 2011-12 proportionate share carryover amount, the district MAY NOT request a release of any carryover funds, and should not complete this form. REMEMBER: CARRYOVER PROPORTIONATE SHARE FUNDS MUST BE SPENT FIRST. Released proportionate share carryover funds should be spent on public students with disabilities within the district.

CODING

Once a release of carryover funds has been approved, the district will need to revise the 2012-13 Part B Budget Application. The district should re-budget the anticipated amount of released funds into any function code other than 1224-Proportionate Share. REMEMBER: BUDGET AMENDMENTS MUST BE COMPLETED BY APRIL 30, 2013.

EXAMPLES

If the current year estimated expenditures for proportionate share are greater than the carryover amount as shown in Example 1, then the district is not eligible to release any funds since older funds must be expended first. However, if the estimated expenditures for proportionate share are less than the carryover amount as shown in Example 2, then the district may release the difference. Any funds remaining from the current year obligation will roll over into the next year as carryover funds.

Example 1	
Carryover Amount (from previous year)	\$50,000
Current Year Obligation (from current year)	\$70,000
Total Available for Proportionate Share	\$120,000
Estimated Expenditures for Current Year	\$60,000
Amount Available for Release	\$0

Example 2	
Carryover Amount (from previous year)	\$50,000
Current Year Obligation (from current year)	\$70,000
Total Available for Proportionate Share	\$120,000
Estimated Expenditures for Current Year	\$40,000
Amount Available for Release	\$10,000