



**DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES
SPECIAL EDUCATION FINANCE**

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**CHARTER SCHOOL SIGNIFICANT EXPANSION OF ENROLLMENT
Recalculation of IDEA Section 611 (Part B) Allocations**

The purpose of this document is to advise charter schools and charter sponsors of the requirements and procedures related to charter school expansions. A significant expansion is defined as a substantial increase in the number of students attending a charter school due to a significant event that is unlikely to occur on a regular basis, such as the addition of one or more grades or educational programs in major curriculum areas. The term also includes any other expansion of enrollment that the SEA determines to be significant (EDGAR § 76.787). The Missouri Department of Elementary and Secondary Education defines a significant expansion of enrollment as an additional grade level or an increase in school enrollment of 25 or more students.

NOTIFICATION OF EXPANSION

Any significant expansion planned for the upcoming school year must be submitted in writing by the charter's sponsor (Section 160.405.6, RSMo 2011) on sponsor letterhead to the Missouri Department of Elementary and Secondary Education by **March 15**. The letter should be sent to Michele Stichler, Charter Schools Operations Assistant, Office of Quality Schools, Missouri Department of Elementary and Secondary Education by either email (Michele.Stichler@dese.mo.gov) or fax (573-522-1134).

One letter may be submitted if the charter school is adding a grade level, increasing the school enrollment within existing grades by 25 or more students, or both. The charter school sponsor must provide enrollment and poverty data in a format specified by the Office of Quality Schools along with the letter.

The March 15 notification deadline has been set by the Missouri Department of Elementary and Secondary Education to allow the 120 days notice time before the date the charter school is scheduled to open, for those schools planning to open at the beginning of the school year (EDGAR §76.788(a)). Charters that are opening after November 1 but before February 1 of the school year must still provide the Department notification at least 120 days before the opening date of the charter school. However, the charter school will receive a prorated amount of funding based on the number of months or days they will participate in the program as compared to the total number of months or days in the school year (EDGAR § 76.792(b)). Charter schools that open after February 1 of the school year will not receive IDEA Part B funding until the next fiscal year (EDGAR 76.792(c)).

PROCEDURES AND TIMELINE FOR RECALCULATING IDEA PART B ALLOCATIONS

The procedure to recalculate Part B Allocations for significantly expanded charter schools is completed in January following the collection of actual current year December 1, September Enrollment, and Federal Free and Reduced

Lunch count data which is made available in the October Core Data cycle. The Department will also use Community Eligibility Provision (CEP) count data for participating buildings.

1. May/June (prior to expansion): The Department calculates an initial IDEA Part B allocation for the expanded charter school using prior year data. The charter school must submit a Part B budget application in ePeGs no later than July 1.
2. December:
 - (a) The Department sends a letter via email to expanded charter schools requesting the following data be submitted to the Department at spedfunding@dese.mo.gov by December 15:
 - i. List of new December 1 child count IEP students (including MOSIS numbers) being served in the current year by the expanded charter school
 - ii. LEA where each new IEP student was served during the prior year or the student's domicile district
 - iii. Date of the first day of the school year of the expanded charter
 - (b) After December 15, the Department pulls the actual current year December 1 child count from Core Data screen 11—Special Education Student Counts by Age – which were entered into the MOSIS December Student Core by the LEA, the current year September Enrollment Count and the current year Federal Free and Reduced Lunch Count from the October Core Data cycle, and the Community Eligibility Provision (CEP) data submitted to Food and Nutrition Services in the Division of Financial and Administrative Services in April of the prior year, if applicable.

Note: The number of IEP students submitted to spedfunding@dese.mo.gov must match the number reported in core data for the current year December 1 child count or there may be a delay in the expanded charter school receiving the revised IDEA Part B allocation.

3. January (within five months of the expansion of the charter):
 - (a) The Department calculates revised allocations for significantly expanded charter schools based on actual current year data.
 - (b) The Department creates a budget revision and notifies significantly expanded charter schools of revised allocations.
 - (c) Charter schools must amend their Part B Budget Application in ePeGs to re-budget amounts.

SPECIAL EDUCATION FEDERAL FUNDING IDEA PART B CALCULATION

Allocations are calculated using the sum of these three calculations:

- **Base:** The base amount is calculated using the data provided by December 15 from the expanded charter school. A proportionate share of base amount funding will be reallocated from the previous educating LEAs to the expanded charter school.

- **Population:** September Enrollment (last Wednesday in September head count of all resident and nonresident students in grades PK through 12 enrolled in the attendance center reported on Core Data screen 16). This is referred to in Core Data as the “October” cycle.
 - **Population Formula:** LEA September Enrollment multiplied by the current year Part B statewide “Increase for Population Rate” = LEA Population Amount
- **Poverty:** Federal Programs Head Count of children ages 5-17 (as of late September) who reside in the LEA and whose eligibility has been documented in the “October” cycle of Core Data. CEP count provided to Food and Nutrition Services in the Division of Financial and Administrative Services in April will also be used for participating buildings.
 - **Poverty Formula:** LEA September Free/Reduced Lunch Count and/or CEP count multiplied by the current school year Part B statewide “Increase for Poverty Rate” = LEA Poverty Amount

ELIGIBILITY REQUIREMENTS FOR IDEA PART B FUNDS

- **Assurances**—LEAs providing services to students with disabilities must submit annual assurances to the Department regarding their compliance with the applicable Federal and State statutes and regulations. This is done through the Part B Budget Application in ePeGs.
- **Excess Cost Requirement**—LEAs must spend the same amount of local and State funds on special education students as it does on regular education students before accessing IDEA Part B federal funds. The Department will compute the Excess Cost calculation each year and notify the LEA if it has not met this requirement.
- **Maintenance of Effort/Non-Supplant**— Maintenance of Effort (MOE) is the amount of local, or State and local funds LEAs must spend in support of special education. There are two components to MOE, the eligibility standard and the compliance standard. The eligibility standard indicates LEAs must budget at least the same amount or more for special education as they spent for the most recent fiscal year for which information is available, unless allowable exceptions or adjustments apply, in order to be eligible for the next fiscal year grant award. The compliance standard indicates LEAs must not reduce the level of expenditures for special education below the level of expenditures from the previous fiscal year unless allowable exceptions or adjustments apply. The Charter School’s first year of operation, or the amount established in 2010-11, whichever is later, becomes the base year for Maintenance of Effort.
 - Exceptions to Maintenance of Effort (MOE)
 - Voluntary Departure of Special Education Staff
 - Decrease in Enrollment of Children with Disabilities
 - Termination of a Costly Obligation for a Specific Child
 - Termination of a Costly Long-Term Purchase
 - Assumption of the Cost by the High Need Fund
 - Adjustments to MOE:
 - LEAs may reduce their MOE threshold by taking advantage of an adjustment. IDEA allows the LEA to reduce their MOE by 50% of the increase in total allocations from the prior to current year Part B Allocation.

PERMISSIVE USE OF IDEA PART B FUNDS

- Costs of Special Education and Related Services.
- Supplementary Aids and Services (aids, services, and other supports that are provided in regular education classes, other education-related settings, and in extracurricular and nonacademic settings, to enable children with disabilities to be educated with nondisabled children to the maximum extent appropriate in accordance with IDEA regulations §§ 300.114 through 300.116).
- Administrative Case Management (appropriate technology for recordkeeping, data collection, and related case management activities of teachers and related services personnel providing services described in the IEP of children with disabilities, that is needed for the implementation of those case management activities).
- Coordinated Early Intervening Services (CEIS): LEAs may use up to 15% of their Part B Allocation for Kindergarten - Grade 12 students not yet identified as needing special education services but need additional academic and behavioral supports to succeed in the general education environment.
- Special Education buses (prior Department Approval).
- Construction/Renovation of Special Education facilities (prior Department approval).

ADDITIONAL INFORMATION

SPECIAL EDUCATION FINANCE CHARTER SCHOOLS CONTACT:

Cathy Ellingsworth, Program Specialist

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Part B Federal Expenditure Requirements Resources are available in the Special Education Fiscal Monitoring Guide at <http://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring>.

A step by step guide for accessing the IDEA Part B Funds through ePeGS is available under ePeGs Training Guide Series at <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations>.