

IDEA SECTION 611 PART B ENTITLEMENT

ePeGS

FY19 PROPORTIONATE SHARE CARRYOVER RELEASE REQUEST Guide



Division of Financial and Administrative Services
Special Education Finance

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INTRODUCTION

The Missouri Department of Elementary and Secondary Education (DESE) has a web-based electronic Planning and electronic Grants System (ePeGS) for applications and reporting requirements of IDEA Part B Entitlement and ECSE (611 and 619) Federal funds. This document is intended to provide guidance and step-by-step instructions for completing the Part B Budget Application. While each section of the guide includes information to consider when completing the budget application, more detailed information regarding Federal funding requirements can be found in the Special Education Fiscal Monitoring Guide and the General Federal Guidance found at <http://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring>.

The additional Part B guides are listed below.

ePeGS Budget Application Guide
ePeGS Payment Request Guide
ePeGS Final Expenditure Report (FER) Guide

These guides may be found at:

<https://dese.mo.gov/financial-admin-services/special-education-finance/special-education-finance-resources>

TECHNICAL ASSISTANCE CONTACTS

Additional assistance is available by contacting the Special Education Finance Technical Assistance Contacts:

Betty Lohmann, Program Specialist
Phone: (573) 751-6904
Email: Betty.Lohmann@dese.mo.gov

Jamie Bax, Data Specialist
Phone: (573) 751-0623
Email: Jamie.Bax@dese.mo.gov

SECTION I
PART B IDEA
PROPORTIONATE SHARE

PROPORTIONATE SHARE INFORMATION

- Proportionate share is the amount of IDEA Part B Section 611 Federal funds the LEA must set aside to provide special education services to parentally-placed private, parochial, and home schooled children with disabilities ages 5-21 who have been evaluated and determined eligible for special education services.
- The LEA where the private/parochial/home school is located is responsible for locating, identifying, and evaluating private/parochial and home schooled students between the ages 5-21 with disabilities.
- Even though parents aren't required to declare home school services until the child is 7 years old, homeschooled children with disabilities between ages 5-7 are also eligible for proportionate share services.
- No parentally-placed private school student 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 services to parentally-placed private school children with disabilities must be made in accordance with the consultation process.

Proportionate Share Current Year Obligation

- DESE calculates an estimated current year proportionate share amount using the current year IDEA Part B Section 611 allocation amount and the following prior year data reported in MOSIS/Core Data Screen 11 (December 1 Child Count):
 - Private and home schooled eligible and served children (ages 5-21) (reported as educational environment of "2100-Parentally Placed Private")
 - Public school children eligible and served (ages 5-21)The estimated current year amount is on the top of the Part B Budget Application, budget grid and can also be found at <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations>. The LEA must budget an amount greater or equal to the proportionate share estimated current year obligation amount in function codes 1224 and/or 2557-SPED on the initial Part B budget application, due July 1.
- If the LEA would like to calculate a more accurate current year proportionate share amount, the LEA can enter the current year IDEA Part B allocation amount and the prior year data listed below into the Proportionate Share Calculation Worksheet found at <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-proportionate-share>.
 - Private and home schooled eligible and served children (ages 5-21)
 - Public school children eligible and served (ages 5-21)
 - Private schooled children eligible but not served (ages 5-21)
 - Home schooled children eligible but not served (ages 5-21)
 - Public school children eligible but not served (ages 5-21)
- The final proportionate share current year obligation amount is calculated on the prior year Part B Final Expenditure Report (FER) based on the current year IDEA Part B Section 611 allocation amount and the following prior year data:
 - Private and home schooled eligible and served children (ages 5-21) (populated from MOSIS/Core Data Screen 11 (December 1 Child Count) educational environment of "2100-Parentally Placed Private")

- Private schooled children eligible but not served (ages 5-21) (entered onto FER Supporting Data page)
- Home schooled children eligible but not served (ages 5-21) (entered onto FER Supporting Data page)
- Public school children eligible and served (ages 5-21) (populated from MOSIS/Core Data Screen 11 (December 1 Child Count))
- Public school children eligible but not served (ages 5-21) (entered onto FER Supporting Data page)
- Once the prior year FER is approved, the LEA must create a budget revision to budget the final proportionate share amount, if different from the estimated amount budgeted on the initial budget application.
- If the LEA does not have a proportionate share obligation or carryover funds and a new student is found eligible during the year, the LEA is not obligated to spend funds to provide services to this student. The LEA will report the new student in MOSIS/Core Data Screen 11 (December 1 Child Count) using the educational environment of “2100-Parentally Placed Private” which will then generate a proportionate share obligation for the next year.

Proportionate Share Carryover

- Proportionate share carryover funds are proportionate share funds the LEA did not spend in the first year of obligation. These unspent funds carry over to the next year and must be budgeted and spent on proportionate share expenditures before any of the proportionate share current year obligation amount is spent.
- A budget revision must be created once the prior year FER is approved to budget any proportionate share carryover funds.
- If the LEA cannot completely spend the carryover funds during the second year having met all requirements in 34 CFR §300.130-148, the LEA should request a release of the unspent funds. Released proportionate share carryover funds can be spent on public students with disabilities within the LEA.
- If proportionate share carryover funds are not expended in the second year either on proportionate share expenditures or, after being released, on public school students with disabilities, the LEA will lose the funds.
- The LEA may request a release of any unspent carryover funds for the following reasons:
 - Parents of private, parochial, or home school students refused services
 - Private/parochial school(s) refused services
 - Student aged-out or graduated from private, parochial, or home school
 - Student no longer attends private, parochial, or home school
 - Proportionate share carryover funds exceeded the amount needed for services provided

Non-Allowable Uses of Proportionate Share Funds

- Proportionate share funds cannot be used to pay for child find, initial evaluation, or reevaluation costs.
- Proportionate share funds cannot be paid directly to the private, parochial, or home school.

- Missouri case law and the Missouri Constitution prohibit the provision of personnel, services, materials, and equipment on the premises of a child's private school unless they are provided in a neutral site.
- Proportionate share funds cannot be used to meet the needs of a private school or the general needs of the students enrolled in the private school.
- Proportionate share funds cannot be used for repairs, construction, or minor remodeling of private school facilities.

Allowable Uses of Proportionate Share Funds

- IDEA does not require a LEA to spend the proportionate share only for direct services. Rather, through the consultation process described in 34 CFR §300.134, a determination must be made about how the available amount of funds will be utilized so the parentally placed private school children with disabilities designated to receive services can benefit from the services offered. Depending on the discussions during the consultation process, local circumstances, and the amount of funds available to expend on services for this population of children, an LEA could determine, after timely and meaningful consultation, that it will provide its population of parentally placed private school children with disabilities with indirect services. These services could include consultative services, equipment, or materials for eligible parentally placed children with disabilities or training for private school teachers and other private school personnel.
- Proportionate share funds must be used to meet the special education and related services needs of parentally placed private school children.
- The provision of equitable services must be provided by employees of the public school or through contract by the public school with an individual, association, agency, organization, or other entity.
- Special education and related services provided to parentally placed private school children must be secular, neutral, and nonideological.
- The LEA may provide transportation for students to receive proportionate share services at a neutral site.
- The LEA must keep title to and exercise continuing administrative control of all property, equipment, and supplies that the public LEA acquires with proportionate share funds for the benefit of private school children with disabilities.
- The LEA may use proportionate share funds to pay for services of an employee of the private school to provide services if:
 - the private school employee performs the services outside of his or her regular hours of private school duties;
 - the services are provided on public school grounds or a neutral site; and,
 - the employee performs the services under public supervision and control.

Spending Additional Non-Federal and Federal Funds

- After all the proportionate share current year and carryover funds have been spent to provide special education or related services to parentally placed private school children with disabilities LEAs may use State, local, or county funds to supplement (in addition to) and in no

case supplant (replace) the Federal proportionate share amount. Additionally, as long as the LEA meets all the other requirements of the IDEA, including providing FAPE to public school children with disabilities, it is permissible for the LEA to spend more than the minimum amount of IDEA Part B Section 611 funds on providing services to children with disabilities placed by their parents in private schools.

- Any supplemental State, local, or county funds spent on proportionate share services must be included in Maintenance of Effort (MOE) under 1224 or 2557-SPED.

Tracking Proportionate Share Expenditures

- LEA staff providing services should have their salaries/benefits prorated and coded separately in the general ledger under 1224 to account for the expenditure. The method of proration must be reasonable and justifiable. LEAs may use the Proportionate Share Services Log Worksheet at <https://dese.mo.gov/financial-admin-services/special-education-finance/part-b-proportionate-share> to determine proration of proportionate share costs.
- Any other proportionate share expenditures (contracted therapy, equipment, etc.) must also be tracked separately and coded under 1224.
- Proportionate share transportation costs must be coded to function code 2557-SPED.
- The LEA must use source code 4, project code 44100 to track the proportionate share expenditures paid with IDEA Part B Section 611 Federal funds.
- If supplemental State, local, or county funds are used for proportionate share costs, the LEA must use source code 3 for State, 1 for local, and 2 for county paid expenditures. A project code of 12210 must be used for expenditures paid with State, local, or county funds.
- More information on coding and tracking proportionate share expenditures can be found at <https://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring>.

Documentation

The following documentation is required to support proportionate share expenditures:

- Student Roster (to include student name, name of private/parochial school, date of evaluation, date services started, type of services being provided, location of services, name of personnel providing services, number of service minutes, and prorated costs.)
- Home School Declarations
- Service Plans
- Consultation Records
- Documentation of Refused Services

More information regarding proportionate share can be found at:

Proportionate Share webpage -

<http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-proportionate-share>

State Plan for Special Education, Part B, Regulation VIII – Private Schools -

<http://dese.mo.gov/governmental-affairs/dese-administrative-rules/incorporated-reference-materials/IDEAPartB-2014>

SECTION II
ACCESSING THE
PROPORTIONATE SHARE
CARRYOVER RELEASE REQUEST

PROPORTIONATE SHARE CARRYOVER RELEASE REQUEST INFORMATION

- Proportionate Share Carryover Release Request in ePeGS are due March 1st each year.
- If the current year estimated expenditures for proportionate share are less than the carryover amount, the LEA may request a release of the unexpended funds.

Example 1: Released Funds	
Carryover Amount (from previous year)	\$60,000
Estimated Expenditures for Current Year	\$50,000
(Carryover Amount – Estimated Expenditures)	\$10,000
Amount Available for Release	\$10,000

- If the current year estimated expenditures for proportionate share are equal to or greater than the carryover amount, the LEA may NOT request a release of any carryover funds.

Example 2: NO Released Funds	
Carryover Amount (from previous year)	\$60,000
Estimated Expenditures for Current Year	\$70,000
(Carryover Amount – Estimated Expenditures)	\$0
Amount Available for Release	\$0

Step 1: Log into the DESE Web Applications

DESE Web Applications URL: <https://apps.dese.mo.gov/webLogin/login.aspx>

Enter User Name and Password, then click Login button.

Note: ePeGS Security Form must be completed for LEA user to access the ePeGS system. The request form will explain the various user access levels. The user must have ePeGS Special Education Part B Authorized Representative permission to be able to submit on behalf of the LEA. Click on the Login Request Forms link in the left navigation.

DESE Secured Web Application Logon

IMPORTANT NOTICE:

Food and Nutrition Services - USER MANAGERS – The Food and Nutrition Services applications are only allowed one Authorized Representative.
Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password:

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, or to reset your password, Click [Forgot Username/Password?]

To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to webappsloginassistance@dese.mo.gov. Staff will respond to your email between the hours of 7:30 - 4:00 p.m. M-F not including holidays.

Still have questions about logging in to Web Applications? You may also send a message to webapphelp@dese.mo.gov providing your name, user id, school district name, phone number, and county-district code with your request or call 573-522-3207. Please speak slowly and distinctly, and spell your first and last name.

Step 2: Select ePeGS



▼ User Applications

▼ DESE Web Applications

- ▷ Annual Report of the County Clerk to the State
- ▷ ARRA
- ▷ Data Collection
- ▷ DESE Payment Management Application
- ▷ Educator Certification System - Request Educa
- ▷ **ePeGS**

Step 3: Select Funding Application Menu

The screenshot shows the ePeGS homepage. At the top left is the Missouri Department of Elementary & Secondary Education logo. Below the logo is a field labeled "District/LEA:". The main content area is titled "ePeGS: Homepage". On the left side, there is a navigation menu with a tree structure. The "Funding Application Menu" is expanded, showing several sub-items. The "Funding Application Menu" button in the main content area is highlighted with a red box.

District/LEA:

ePeGS: Homepage

- ▶ [ePeGS Homepage](#)
- ▼ Funding Application Menu
 - ▷ Current Funds Available
 - ▷ College and Career Readiness
 - ▷ Quality Schools
 - ▷ Special Education
 - ▷ DESE Supervisor Approval
 - ▷ Awaiting Approval
 - ▷ ESEA MOE
- ▶ Report Menu
- ▶ Core Assurances
- ▶ Maintenance
- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

Welcome to ePeGS

Funding Application Menu

Step 4: Select Special Education



District/LEA:

Funding Appli

<ul style="list-style-type: none">▶ ePeGS Homepage▼ Funding Application Menu<ul style="list-style-type: none">▶ Current Funds Available▶ College and Career Readiness▶ Quality Schools▶ Special Education▶ DESE Supervisor Approval▶ Awaiting Approval▶ ESEA MOE▶ Report Menu▶ Core Assurances▶ Maintenance▶ DESE Web Application Menu▶ Logon/Logoff	<ul style="list-style-type: none">College and Career Readines ShowQuality Schools ShowSpecial Education Show
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Step 5: Select Special Education Part B Entitlement



District/LEA:

Funding Appli

<ul style="list-style-type: none">▶ ePeGS Homepage▼ Funding Application Menu<ul style="list-style-type: none">▶ Current Funds Available▶ College and Career Readiness▶ Quality Schools▶ Special Education▶ DESE Supervisor Approval▶ Awaiting Approval▶ ESEA MOE▶ Report Menu▶ Core Assurances▶ Maintenance▶ DESE Web Application Menu▶ Logon/Logoff	<ul style="list-style-type: none">College and Career Readines ShowQuality Schools ShowSpecial Education Hide<ul style="list-style-type: none">• Early Childhood Special Education• Spec Ed Part B Entitlement
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Step 6: Select Year from Dropdown Box

The LEA may access the Budget Application, Payment Request, Proportionate Share Carryover Release Request, or Final Expenditure Report (FER) from the Grant Summary screen.

District/LEA:

Year: 2018-2019 ▼

Funding Application: Spec Ed Part B Entitlement - Grant Summary

<ul style="list-style-type: none">▶ ePeGS Home page▼ Funding Application Menu<ul style="list-style-type: none">▶ Current Funds Available▶ College and Career Readiness▶ Quality Schools▼ Special Education<ul style="list-style-type: none">▼ Spec Ed Part B Entitlement<ul style="list-style-type: none">▶ Budget Application	<ul style="list-style-type: none">Budget Application ShowPayment Request ShowProportionate Share Carryover Release Request ShowFinal Expenditure Report Show
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Step 7: Select Proportionate Share Carryover Release Request

District/LEA:

Year: 2018-2019 ▼

Funding Application: Spec Ed Part B Entitlement - Grant Summary

<ul style="list-style-type: none">▶ ePeGS Home page▼ Funding Application Menu<ul style="list-style-type: none">▶ Current Funds Available▶ College and Career Readiness▶ Quality Schools▼ Special Education<ul style="list-style-type: none">▼ Spec Ed Part B Entitlement<ul style="list-style-type: none">▶ Budget Application	<ul style="list-style-type: none">Budget Application ShowPayment Request Show<li style="border: 2px solid red; padding: 2px;">Proportionate Share Carryover Release Request ShowFinal Expenditure Report Show
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Step 8: Click Create Request to Release Proportionate Share Carryover

Proportionate Share Carryover Release Request [Hide](#)

There are no Proportionate Share Carryover Release Requests at this time. [Create Request to Release Proportionate Share Carryover](#)

SECTION III:
COMPLETING THE
PROPORTIONATE SHARE
RELEASE REQUEST

Step 1: Enter the total number of eligible and served proportionate share students during the current school year.

LEAS MUST COMPLETE THE FOLLOWING SECTION

Enter the Total Number of Eligible and Served Proportionate Share Students

Total number of eligible parentally-placed private/parochial school and home school students with disabilities served in the current school year.

Step 2: Select Yes or No for each option to indicate the rationale for unexpended prior school year proportionate share carryover funds.

At least one option must have Yes selected.

Indicate the Rationale for Unexpended Prior School Year 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

Proportionate Share Carryover funds exceeded the amount needed for services provided. No Yes

Other (described below) No Yes

Step 3: After reading the assurance statement, select Save.

CODING

Once a release of carryover funds has been approved, the district will need to revise the current school year Part B Budget Application. The district should re-budget the anticipated amount of released funds into any function code other than 1224 and/or 2557 SPED-Proportionate Share.

REMEMBER: BUDGET AMENDMENTS MUST BE COMPLETED BY APRIL 30.

District/LEA Comments:

DESE Comments:

ASSURANCES

I certify, by submitting this request, that to the best of my knowledge, 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, I certify that the district will spend less in the current school year proportionate share expenditures than the proportionate share carryover amount from the prior school year and requests a release of those unexpended funds.

Step 4: Submit Proportionate Share Carryover Release form.

CODING

Once a release of carryover funds has been approved, the district will need to revise the current school year Part B Budget Application. The district should re-budget the anticipated amount of released funds into any function code other than 1224 and/or 2557 SPED-Proportionate Share.

REMEMBER: BUDGET AMENDMENTS MUST BE COMPLETED BY APRIL 30.

District/LEA Comments:

DESE Comments:

ASSURANCES

I certify, by submitting this request, that to the best of my knowledge, 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, I certify that the district will spend less in the current school year proportionate share expenditures than the proportionate share carryover amount from the prior school year and requests a release of those unexpended funds.

Step 5: Receive Approval/Disapproval Notification

The LEA will receive an automated email from DESE Special Education Finance indicating if the Proportionate Share Carryover Release form was approved or disapproved. The email will be sent to the special education contact listed on Core Data Screen 3. Please note that DESE Special Education Finance cannot change to whom this information is sent. **The LEA must ensure that contact information reported in August Cycle Core Data Screen 3 is accurate and up-to-date.** If the release form is disapproved, log back in to make necessary corrections and resubmit.

Once the Proportionate Share Carryover Release form is approved, the LEA will need to create a budget revision to budget these funds in another area for special education expenditures.

SECTION IV
CREATING A
BUDGET REVISION

Budget Revision

- Budget revisions must be completed by April 30th each year.

Step 1: Select Create Revision

Once the release form is approved the LEA will need to revise the budget application.

Budget Application [Hide](#)

Version	Status	Create Revision	Activity Log
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Step 2: Revise the Budget Application

On the revised budget application, a checkbox indicating proportionate share prior year carryover funds have been released will show.

- The LEA is allowed to release up to the total amount of prior year proportionate share carryover funds from function code 1224 and/or 2557-SPED and obligate the funds to another function code, such as 1221, for public school students with disabilities.
- The LEA may release only the amount of proportionate share carryover funds that will not be spent in the current school year.
- The proportionate share current year calculation amount in addition to any proportionate share carryover expenditures must remain budgeted under function code 1224 and/or 2557-SPED.

District/LEA: Year:

Funding Application: Spec Ed Part B Entitlement - Budget Grid Version: Revision 3 Status: Created

Part B and ECSE Total Funds Available		<u>\$1,201,852.62</u>	
<u>Part B</u>		<u>Proportionate Share</u>	
*Current Year Regular Part B	\$816,195.20	Current Year Calculation:	\$115,321.80
*Regular Part B Carryover	<u>\$12,970.98</u>	Prior Year Carryover:	<u>\$92,370.64</u>
Total Available:	\$829,166.18	Total Available:	\$207,692.44
*Regular Part B includes CEIS		Proportionate Share Guidance	CEIS Guidance
<u>ECSE</u>			
Current Year ECSE 611	\$141,945.00		
Current Year ECSE 619	\$23,049.00		
Total Available	\$164,994.00		
*Regular Carryover includes CEIS Carryover			
**Total Carryover includes CEIS Carryover and Prop Share Carryover			
<input checked="" type="checkbox"/> Proportionate Share Prior Year Carryover Funds Released			

Restricted Indirect Costs Rate: 1.25 %

Proportionate Share Carryover Amount Spent = \$65,235.88
Carryover amount released & budgeted in 1221 = \$27,134.76 (\$92,370.64 - \$65,235.88)
Current year calculation along with carryover spent must remain budgeted in 1224/2557 = \$180,557.68 (\$115,321.80 + \$65,235.88)

****District must NOT spend \$115,321.80 in 2018-19 to allow these funds to carry over into 2019-20**

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1221 Special Education and Related Services	592110.22	0.00	157849.10	0.00	0.00	0.00	0.00	749959.32
1223 Coordinated Early Intervening Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1224 Proportionate Share Services	143034.68	2100.00	21392.67	14030.33	0.00	0.00	0.00	180557.68
1930 Tuition, Severely Handicapped Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2100 Non Instructional Support Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2200 Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300 Support Services - General Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 Support Services - School Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2500 Transportation and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2553 Contracted Disabled Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2554 District Operated Disabled Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2557-SPED Proportionate Share Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Costs Subtotal	735144.90	2100.00	179241.77	14030.33	0.00	0.00	0.00	930517.00

Administration Costs								
Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	Calculate Indirect Costs							0.00
Administration Costs Subtotal								0.00
GRAND TOTAL	735144.90	2100.00	179241.77	14030.33	0.00	0.00	0.00	930517.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
ECSE 611	\$121,493.00	\$0.00	\$20,452.00	\$0.00	\$0.00	\$0.00	\$0.00	\$141,945.00
ECSE 619	\$21,435.57	\$0.00	\$1,613.43	\$0.00	\$0.00	\$0.00	\$0.00	\$23,049.00
ECSE Total	\$142,928.57	\$0.00	\$22,065.43	\$0.00	\$0.00	\$0.00	\$0.00	\$164,994.00
Part B and ECSE Total Program Cost	\$878,073.47	\$2,100.00	\$201,307.20	\$14,030.33	\$0.00	\$0.00	\$0.00	\$1,095,511.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

Step 3: Submit the Budget Revision

Navigate to the Submittal and Approval page. After all hard errors have been corrected click the Submit button.

Core Assurances	Click link to view and agree to assurances.
Grant Specific Assurances	Click link to view and agree to assurances
Substantially Approved	

Substantially Approved Date:

Step 4: Receive Approval/Disapproval Notification

The LEA will receive an automated email from DESE Special Education Finance indicating if the application was approved or disapproved. The email will be sent to the special education contact listed on Core Data Screen 3. Please note that DESE Special Education Finance cannot change to whom this information is sent. **The LEA must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.** If the budget application is disapproved, log back in to make necessary corrections and resubmit.