

SPECIAL EDUCATION FINANCE EPEGS UPDATES



This webinar will begin at 2:00 p.m.

Background music is playing. If you hear the music, you should be able to participate in the webinar without any difficulty.

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- Check to see if your speakers are on, plugged in, and the volume is turned up (not muted).
- Click the “Meeting” tab, then click “Manage My Settings” and then click the “Audio Setup Wizard”. Run through the wizard to test your equipment.
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May 14, 2013

Missouri Department of Elementary
and Secondary Education

Participating in this Webinar

- Today's webinar will be in "listen-only" mode.
- Note that all upcoming DESE webinars will be listed at <http://dese.mo.gov/webinar/>. Be sure to check this page often, as new presentations are made available. Most programs will also send out information about the events to their mailing lists.
- This webinar is being recorded. To find the recording, visit the webinar Web page and click on the "Webinars - Recorded" button.
- Recordings, presentations, and other documents will be posted to the DESE website approximately three days after the event.



Topics

- FY14 Special Education Due Dates
- FY14 Part B Budget Application Changes
- FY14 Payment Request Changes
- FY13 Part B Final Expenditure Report Changes



FY14 Due Dates

Title	Services Year	Due Date
FY14 Part B Budget Application	2013-14	July 1, 2013
FY13 ECSE Expenditure Report	2012-13	Sept. 17, 2013
FY13 Part B FER	2012-13	Sept. 30, 2013
Public Placement Fund Application	2012-13	Oct. 31, 2013
High Need Fund Application	2012-13	Nov. 30, 2013
Readers for the Blind Application	2013-14	Nov. 30, 2013
Request to Release Prop Share Carryover Funds	2013-14	March 1, 2014
FY14 Part B Budget Application Amendments	2013-14	April 30, 2014

FY14 Part B Budget Application

Contents of FY14 Part B Budget Application:

- Budget Grid
- Capital Outlay Page
 - Equipment
 - Non-equipment
- Proportionate Share Release Request Page
(Coming Winter 2013/2014)
- Submittal and Approval

*Note: There will no longer be a Supporting Data Page for the Part B Budget Application



Part B Budget Grid

The following will be displayed on the top of the Budget Grid:

- Funds Available
- Regular carryover amount
- Total carryover amount
- Proportionate Share amounts
- Coordinate Early Intervening Services (CEIS) amounts



Part B Budget Grid

Funds Available:

District Improvement Status

2012-2013: District Improvement Level 3, Corrective Action, Continuing

	Allocations	Special Education Part B Entitlement
1	Original Allocation	\$931,570.00
2	Allocation Adjustments	\$0.00
3	Carryover	\$77,528.29
4	Carryover Adjustments	\$0.00
5	Allocation Sub Total (Line 1 + Line 2 + Line 3 + Line 4)	\$1,009,098.29
	NCLB Consolidated Transfers	Special Education Part B Entitlement

nding Application: Special Education Part B Entitlement - Carryover Details

Carryover Details:

Total 2012-2013 Carryover Into 2013-2014

1	2012-2013 Original Allocation	\$932,959.00
2 +	2012-2013 Allocation Adjustment	\$0.00
3 +	2011-2012 Carryover into 2012-2013	\$227,035.29
4 +	2011-2012 Carryover Adjustment into 2012-2013	\$0.00
5 =	Allocation Sub Total (Line 1 + Line 2 + Line 3 + Line 4)	\$1,159,994.29
6 -	2012-2013 Grand Total Expenditures	\$1,082,466.00
7 =	2012-2013 Regular Carryover into 2013-2014	\$18,278.28
8 =	2012-2013 Prop Share Carryover into 2013-2014 (Special Education Part-B only)	\$59,250.01
9 =	Total 2012-2013 Carryover Into 2013-2014	\$77,528.29

2013-14 Function Codes

Description	Function Code
Special Education and Related Services	1221
Coordinated Early Intervening Services	1223
Proportionate Share Services	1224
Tuition, Severely Disabled Program Within the State	1931
Professional Development	2200
Transportation and Maintenance	2500
Facility Acquisition and Construction	4000



Part B Budget Grid

- The following will be displayed on the bottom of the budget grid:
 - Total Distributed to Schoolwide Pool
 - Proportionate Share Calculation Worksheet
 - Maximum Pool Amount



Funds Available: \$49,270.00
 CEIS Maximum Funds Available: \$7,390.50

Administration Costs Rate: 0.00 % Restricted Indirect Costs Rate: 0.14 %

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	38558.00	0.00	10712.00	0.00	0.00	0.00	0.00	49270.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1931 Tuition, Severely Disabled Program Within State	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
2500 Transportation and Maintenance	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	38558.00	0.00	10712.00	0.00	0.00	0.00	0.00	49270.00

Total Distributed to Schoolwide Pool

[Proportionate Share Calculation Worksheet](#)

Maximum Pool Amount

\$500

Administration Costs

Indirect Costs

0.00

Administration

0.00

Capital Outlay Page

- **Equipment** is tangible, non expendable personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
- **Unit Acquisition Cost** is the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the costs of installation, transportation or taxes should be included in the unit acquisition cost.



Capital Outlay Page: Equipment

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
- ▼ Special Education
 - ▼ Special Education Part B Entitlement
 - ▼ Budget Application
 - ▼ Initial
 - ▶ Budget Grid
 - ▶ **Capital Outlay**
 - ▶ Submittal and Approval
- ▶ Payment Request

Equipment

For information regarding the requirements for equipment records and the physical inventory of equipment, please review the *Equipment and Real Property Management* section of the **Fiscal Guidance for Federal Grant Programs** at: <http://www.dese.mo.gov/fas/documents/fas-GeneralFederalGuidance.pdf>

All equipment items reported on this page must be included in the inventory records maintained by the school district/postsecondary institution.

Area	Description	Unit Cost	Quantity	Total	Del
1221 - Special Education and Related Services	This is the description	2000.00	2	4000.00	X
1223 - Coordinated Early Intervening Services	This is the description	1000.00	1	1000.00	X

Add More Lines

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Capital Costs (Federal Funds) (34 CFR §300.718)

Prior Approval from Special Education Finance is required for Non-Equipment purchased with Part B funds:

- ❑ Alteration / Renovation - changing an existing LEA-owned structure
- ❑ Construction - building a new structure
- ❑ Real Estate - purchasing a structure or land
- ❑ Buses/Vehicles



Capital Outlay Page: Non-Equipment

Non-Equipment - If purchasing multiple vehicles or planning facility projects, sum the costs in the table below and describe each vehicle/facility project in the text boxes below.

Definitions:

Construction: The building of a new structure.

Alteration: The modification of an existing structure. Alterations are only allowed on LEA-owned property.

Renovation: The modification of an existing structure. Renovations are only allowed on LEA-owned property.

Real Estate: The purchase of a structure or land.

Area	Buses/Vehicle Cost	Construction Cost	Alteration/Renovation Cost	Real Estate Cost	Total Cost
2500 Transportation and Maintenance	85000.00	0.00	0.00	0.00	85000.00
4000 Facilities Acquisition and Construction	0.00	0.00	25000.00	0.00	25000.00

Buses/Vehicles:

If purchasing a bus or vehicle, briefly describe the bus that will be purchased, why the bus is needed, and how it will be used. If prorating costs, explain the specific cost proration method (and student counts) used by the LEA to allocate costs. The proration method shall be rational, reasonable, and practical. Any buses /vehicles purchased intended to transport more than 10 students must meet the minimum standards for school buses. The standards are located at:

<http://www.dese.mo.gov/divadm/trans.MinStdIndex.html>

Details specific to Title 1 in the Administrative Manual located at: http://www.dese.mo.gov/divimprove/fedprog/grantmgmnt/publication_and_forms.html

More details specific to Special Education Part B are located at: <http://www.dese.mo.gov/divspeced/Finance/partbentitlement.html>

More details specific to Missouri Preschool Project are located at: <http://www.dese.mo.gov/eel/el/MPP/documents/eel-el-2013-Fy13MPPGuidelines.pdf>

More details specific to Child Care Development Fund Grant are located at: http://www.dese.mo.gov/eel/el/Block_Grant/documents/eel-el-2012-CCDF-FY13Guidelines.pdf

This is the description and justification of the bus purchase.

Capital Outlay Page: Non-Equipment

Provide an estimated project start date: mm/dd/yyyy

Provide an estimated project finish date: mm/dd/yyyy

Provide an estimated final invoice submission date: mm/dd/yyyy

* Please note: If the purchase date is prior to the substantially approval date, the use of funds for this project will not be approved.

UNIFORM FEDERAL ACCESSIBILITY STANDARDS <http://www.access-board.gov/ufas/ufas-html/ufas.htm>

AMERICANS WITH DISABILITIES ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES <http://www.ada.gov>

DAVIS BACON WAGE RATE PROVISIONS <http://www.dol.gov/whd/contracts/dbra.htm>

MO MINIMUM STANDARDS FOR SCHOOL BUSES <http://www.dese.mo.gov/divadm/trans/MinStdIndex.html>

I certify to the best of my knowledge, I agree to comply with specific requirements stated above relating to any construction, alteration/renovation, real estate, or bus/vehicle purchases.

Save

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Capital Outlay Summary	
Area	Subtotal
1221 - Special Education and Related Services	4,000.00
1223 - Coordinated Early Intervening Services	1,000.00
2500 - Transportation and Maintenance	85,000.00
4000 - Facilities Acquisition and Construction	25,000.00

Proportionate Share

(34 CFR §300.130-148)

- ❑ Each District shall reserve and spend a proportionate amount of its Part B Entitlement funds to provide special education services to on parentally-placed private school children with disabilities ages 5-21 who have been evaluated and determined eligible by the district.
- ❑ District where a private school is located is responsible.
- ❑ Districts are also responsible to provide services to home-schooled students with disabilities.



When Must the Funds be Expended?

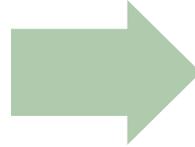
- ❑ The funds must be reserved and expended over a maximum two year period.
- ❑ Any funds NOT expended in the first year must be obligated during a carryover period of one additional year.



Budgeting Proportionate Share Funds

Prior Year FER

- Once the prior year FER has been approved, the district needs to revise the current year Budget Application



Current Year Budget Application

- Revise to include any **current year obligation of proportionate share** and **proportionate share carryover** amount under function code 1224



Proportionate Share Carryover Funds

Carryover funds must be expended first before any of the current year calculation is expended (First in/First Out).

If the district cannot completely spend the carryover funds during the second year having met all requirements in 34 CFR §300.130-148, the district should request a release of the unspent funds.

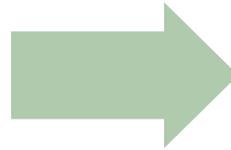
Released proportionate share carryover funds should be spent on public students with disabilities within the district.



Releasing Proportionate Share Carryover Funds

Current Year Budget Application

- Once the release has been approved, the district needs to re-budget the anticipated amount of unexpended funds into any function code other than 1224 on the current year budget application.



Current Year FER

- Remember to include the amount of released proportionate share carryover on FER Supporting Data page.



FY14 Payment Requests

New for 2013-2014:

- ❑ Expenditures will be reported by both object and function code
- ❑ Expenditures in approved object codes may not exceed 10% of the total amount budgeted within the approved program
- ❑ Expenditures outside approved function/object code will not be allowed



10% Variance Example-Payment Request

Expenditures in approved object codes may not exceed 10% of the total amount budgeted within each of the approved programs.

<u>Accounting Manual</u>	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	1224000.00 862090.10	78000.00 92645.82	397214.79 238396.87	31056.00 22467.92	100000.00 86539.09	25000.00 7988.00	0.00 0.00	1855270.79 1310127.80
1223 Coordinated Early Intervening Services	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
1224 Proportionate Share Services	60000.00 47024.21	20000.00 10287.68	20000.00 9087.27	130000.00 87306.01	173938.46 0.00	0.00 0.00	0.00 0.00	403938.46 153705.17
1931 Tuition, Severely Disabled Program Within State	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	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	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	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	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Program Cost Summary	909114.31	102933.50	247484.14	109773.93	86539.09	7988.00	0.00	1463832.97

FY13 Part B Final Expenditure Report

Contents of FY13 Part B Final Expenditure Report (FER):

- FER Grid
- Supporting Data Page
 - Proportionate Share
 - Coordinated Early Intervening Services (CEIS) Reporting Verification Form
- Maintenance of Effort



Part B FER Grid

- Part B FER Grid changes
 - Forfeit Amount of Part B Carryover
 - Assurance statement if LEA chooses to forfeit Part B Carryover funds

- 10% Variance - Expenditures in approved object codes may not exceed 10% of the total amount budgeted within each of the approved programs



	Salaries	Salaries	Benefits	Services	& Supplies	Outlay		
1221 Special Education and Related Services	0.00	28901.00	13366.00	6082.00	0.00	0.00		48349.00
	0.00	28901.00	13366.00	6082.00	0.00	0.00	0.00	48349.00
1223 Coordinated Early Intervening Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1224 Proportionate Share Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	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	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	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Costs Subtotal	0.00	28901.00	13366.00	6082.00	0.00	0.00	0.00	48349.00
	0.00	28901.00	13366.00	6082.00	0.00	0.00	0.00	48349.00

Administration Costs								
Indirect Costs								0.00
								0.00
Administration Costs Subtotal								0.00
								0.00
GRAND TOTAL	0.00	28901.00	13366.00	6082.00	0.00	0.00	0.00	48349.00
	0.00	28901.00	13366.00	6082.00	0.00	0.00	0.00	48349.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

The LEA agrees to forfeit Special Education Part B carryover funds.

\$550.00

FER Supporting Data Page

- Proportionate Share changes
 - Forfeit Amount of Proportionate Share Carryover
 - Assurance statement if LEA chooses to forfeit Proportionate Share Carryover funds

Proportionate Share Expended 2011-2012 [Hide](#)

Proportionate Share Available in 2011-2012

Current year Proportionate Share	1341.86
Carryover from prior year	2810.40
Total Proportionate Share available	4152.26

Proportionate Share Expended and Released in 2011-2012

Part B funds expended on Proportionate Share under function code 1224	576.06
Amount of Released Proportionate Share Carryover Funds	1265.66
Forfeit Amount of Proportionate Share Carryover	968.68

The LEA agrees to forfeit Proportionate Share carryover funds.

Proportionate Share Carryover to next fiscal year	1341.86
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FER Supporting Data Page

- Coordinated Early Intervening Services (CEIS) Reporting Verification Form
 - Report expenditure details to ensure appropriate use of funds on providing CEIS
 - Only include information related to the CEIS portion of the activity on the form

- CEIS Carryover will be calculated



Coordinated Early Intervening Services (34 CFR §300.226)

LEA may use up to 15% of their Part B 611 Allocation to assist students in Kindergarten through Grade 12 not yet identified as needing special education services but who need additional academic and behavioral supports to succeed in the general education environment.

Federal regulations recommend particular emphasis on students in Kindergarten through 3rd grade.

CEIS Website:

<http://dese.mo.gov/divspced/Finance/EarlyInterveningServices.htm>



Coordinated Early Intervening Services

Funding may be used for:

- ❑ Professional development for teachers and other staff to deliver academic instruction and behavioral interventions
- ❑ Direct interventions (educational and behavioral evaluations, services, and supports)
- ❑ Activities aligned with Elementary and Secondary Education Act (ESEA) funded activities; however they must be used to supplement and not supplant funds made available under the ESEA

Examples:

- ❑ Reading or math specialists to work with non-disabled students who have not reached grade-level proficiency in those subjects
- ❑ After-school tutoring for non-disabled students who score below “basic” on statewide assessments



CEIS Reporting Verification Form

Save Print

Add Another Educational / Behavioral Activity

Enter the date the Educational / Behavioral Evaluation, Services or Supports Activity Occured

Enter the Amount of CEIS Funds Expended on Educational / Behavioral Evaluation, Services or Support Activities \$

Funding Type:

Must check 1 below:

- New Activity
- Expanded Activity Paid with CEIS Funds
- Activity Previously Paid With Other Funds (Supplementing)

Identify Who provided the Educational / Behavioral Evaluations, Services or Supports Activity

General Education Teacher(s)	General Education Administrator(s)	Special Education Teacher(s)	Special Education Administrator(s)	Other(s):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe the Educational / Behavioral Evaluations, Services or Supports Activity. How did student(s) Identified for CEIS services benefit from this activity?

* Limit 2,000 characters

Enter the number of Non IEP and IEP students who benefited from the Educational / Behavioral Evaluations, Services and Supports Activity

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
# of Non IEP students	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of IEP students	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Group(s) Benefiting from Educational / Behavioral Evaluations, Services or Supports Activity:

(Check all that apply. At least one must be checked.)

- Asian
- Black
- Hispanic
- Indian
- White
- Hawaiian or Pacific Islander

Save Print

Questions?

Contact the Special Education Finance Section:

- **E-mail:** spedfunding@dese.mo.gov
- **Telephone:** (573) 751-0622

