



**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.

Any significant expansion planned for the upcoming school year must be submitted in writing by your sponsor (Section 160.405.6, RSMo 2011) to the Missouri Department of Elementary and Secondary Education by **April 1** of that year. The submission should be on sponsor letterhead. The letter should be sent to Amber Wiegand, Charter Schools Operations Assistant, Office of Quality Schools, Missouri Department of Elementary and Secondary Education by either email (Amber.Wiegand@dese.gov.mo) or fax (573-522-1134).

SIGNIFICANT EXPANSION BY ADDITION OF A GRADE LEVEL

If the charter school is adding a grade level, the letter should state “the University of ____ has approved the expansion of ABC Charter School (____-____) (county-district code) to include grade ____ for the Fall of 2014. The expected enrollment in the additional grade will be ____ students. Current enrollment is ____; the anticipated expansion enrollment is:____.”

SIGNIFICANT EXPANSION BY INCREASE IN ENROLLMENT WITHIN EXISTING GRADES

If the charter school is going to increase their school enrollment within existing grades by 25 or more students, the letter should state, “the University of ____ has approved the expansion of ABC Charter School (____-____) to include ____ additional students in grades ____-____, for a total school enrollment of _____.”

SIGNIFICANT EXPANSION BY ADDITION OF A GRADE LEVEL AND INCREASE IN ENROLLMENT

If the LEA is expanding by adding a grade level and increasing enrollment in existing grades, one letter may be submitted. The letter must indicate in two separate paragraphs the grade expansion enrollment number and the increase in enrollment number in existing grades.

The April 1 deadline has been set by DESE to allow the 120 days notice time before the date the charter school is scheduled to expand, for those schools planning to expand at the beginning of the school year (EDGAR

§76.788(a)). However, for those charter schools that are expanding between November 1 and February 1 of the school year, notification must still be made at least 120 days before the date of the expansion, and the 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(a)). Additionally, those charter schools that expand after February 1 of the school year may also receive a prorated amount of funds (EDGAR 76.792(b)).

PROCEDURES AND TIMELINE FOR RECALCULATING PART B ALLOCATIONS

The procedure to recalculate Part B Allocations for significantly expanded charter schools is completed in the fall, following the collection of actual September Enrollment and actual Federal Free and Reduced Lunch count data which is made available in the October Core Data cycle.

1. Early November: The Department pulls the actual September Enrollment Count and the actual Federal Free and Reduced Lunch Count from the October Core Data cycle.
2. Late November:
 - (a) The Department calculates revised allocations for significantly expanded charter schools.
 - (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 to re-budget amounts.

SPECIAL EDUCATION FEDERAL FUNDING (PART B) CALCULATION

Allocations are calculated using the sum of these three calculations:

- **Base:** The base amount is calculated using the number of pupils with IEPs during the first year the charter school was established. Unless the Federal Law changes, this amount will never change even if the count of students with disabilities change.
 - **Base Amount Formula:** LEA students with disabilities December 1 child count multiplied by \$518.60 = LEA School Base Amount
- **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.
 - **Poverty Formula:** LEA September Free/Reduced Lunch Count multiplied by the current school year Part B statewide “Increase for Poverty Rate” = LEA Poverty Amount

ELIGIBILITY REQUIREMENTS FOR 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 DESE Web Applications.
- **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 federal funds. LEAs not meeting the Excess Cost requirement are not eligible to receive a Part B award the following year. The Department will compute the Excess Cost Calculation each year and notify LEA if they have not met this requirement.
- **Maintenance of Effort/Non-Supplant**—LEAs must spend the same amount in or more from state and/or local sources that they spent the previous year on students with disabilities unless an allowable exception or adjustment applies; and the LEA must budget the same amount or more from state and/or local sources for the following year. The Charter School's first year of operation 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 PART B IDEA 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

KANSAS CITY CHARTER SCHOOLS CONTACT:

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ST. LOUIS CHARTER SCHOOLS CONTACT:

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Part B Federal Expenditure Requirements Resources are available under Part B Fiscal Guidance on our web page: <http://dese.mo.gov/divspeced/Finance/FiscalMonitoring.html>.

A step by step guide for accessing the IDEA Part B Funds through ePeGS is available under ePeGs Training Guide Series on our web page: <http://dese.mo.gov/divspeced/Finance/partbfunding.html>.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.