

# Special Education LEA Application for Funds 2011-12 (iGrants Form Package 267)

OSPI/WASA Special Education Conference  
Hotel Murano  
Tacoma, Washington  
August 4<sup>th</sup> & 5<sup>th</sup>, 2011



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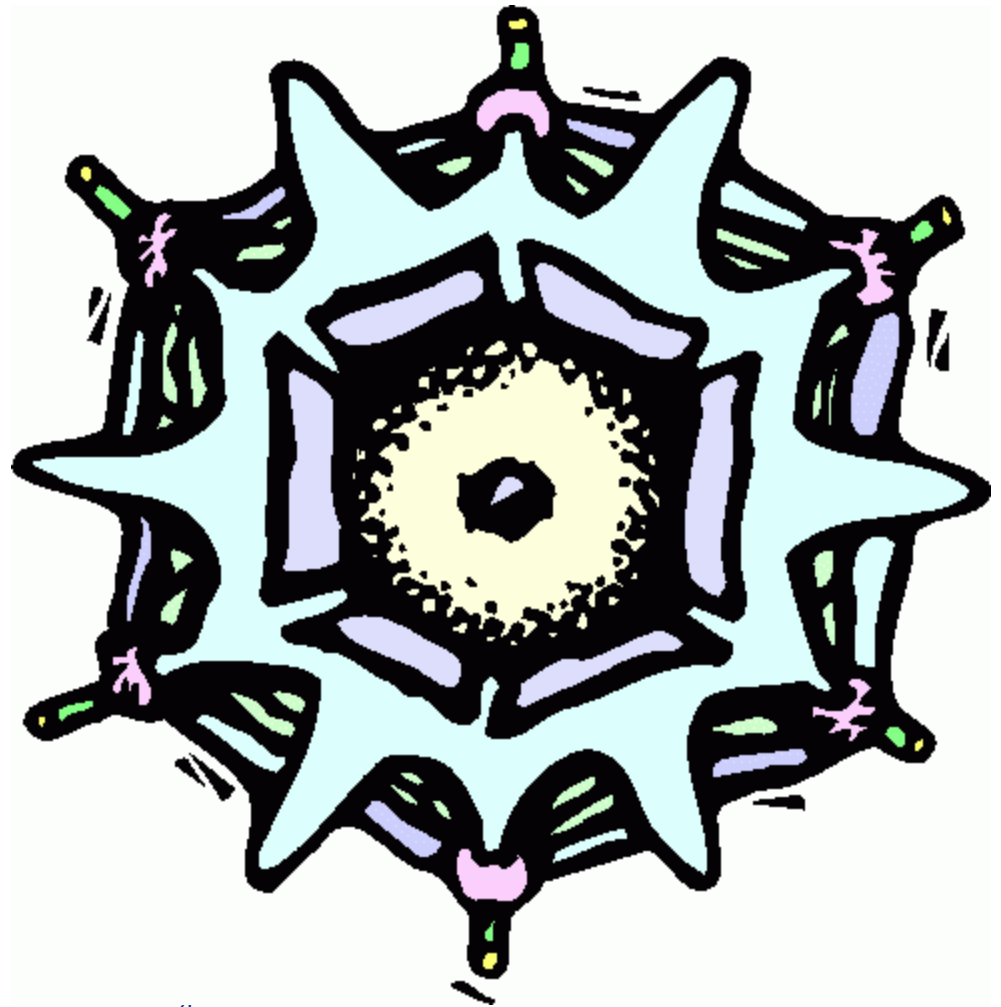
Douglas H. Gill, Ed.D.,  
Director, Special Education

# Today's Topics

- Workshop Agenda
- Warm-Up Activity – Snowball Fight in August! – Part I
- iGrants Overview
- iGrants 267 (IDEA Budget, Assurances, Application Pages 1-6)
- Cool-down Activity – Snowball Fight in August! – Part II

“Snowflakes are one of nature’s most fragile things, but think about what they can do when they stick together!”

# Warm-Up Activity – Snowball Fight in August! – Part I



# iGrants Overview

# Who to Contact for Assistance

## District Security Manager

District Level Contacts are listed under “Obtain User Login Credentials”

- First time users – setting up your account
- Forgotten, lost or expired passwords
- Technical assistance/changing role assignments

## Customer Support

(800) 725-4311 then Option #1 or [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us)

- Assistance for District Security Manager
- All ESDs and other organizations
- Technical assistance for EDS system

# Who to Contact for Assistance

## Program Contacts

See [Profile Page](#) for  
Contact Names and  
Phone Numbers

Contact program staff for ALL program related questions regarding:

- Application content
- Timelines / deadlines
- Budgets
- Appropriate use of funds

## OSPI iGrants Staff

Terri Baker & Jan Burt  
(360) 725-4956

Contact iGrants staff directly ONLY if the Program Contact is not available, or for technical assistance with:

- System malfunction (e.g., iGrants system not saving work)
- Fields in form packages not working (e.g., calculations)

# Who to Contact for Claims Assistance

## Grants Management Claims System Contacts

### **STACI BROOKS**

Director, Grants Management  
(360) 725-6278

[staci.brooks@k12.wa.us](mailto:staci.brooks@k12.wa.us)

### **HOLLY HILL**

Fiscal Analyst  
(360) 725-6281

[holly.hill@k12.wa.us](mailto:holly.hill@k12.wa.us)

### **MICHELLE SARTAIN**

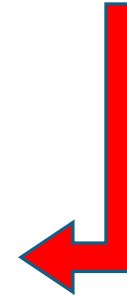
Fiscal Analyst  
(360) 725-6282

[michelle.sartain@k12.wa.us](mailto:michelle.sartain@k12.wa.us)

## I Need To...



- [Login To iGrants](#)  
(All Organization Users and OSPI Staff)
- [Obtain user Login Credentials](#)
- [Get My Questions Answered](#)
- [Get a list of form package contacts](#)



### Message Center:

- [Message Center](#) 15 New

**Alert!**

0 New  
Funding Opportunities



### Topics:

- [Inventory of Form Packages](#)
- [Allocations](#)
- [Indirect Rates](#)
- [Carryover](#)

### Resources:

- [Assurances](#)
- [General Resource Information](#)
- [Other Funding Opportunities](#)

### Customer Service:

- [Take Our Quick Survey](#)
- [Contact Us with Technical Issue](#)

# Sample Content of Message Center

## The Message Center

The message center is divided into the following four categories:

- [New](#) (new messages less than 15 days from posting)
- [Current](#) (messages greater than 15 days from posting)
- [Archived](#) (messages greater than 30 days from posting)
- [Funding Alert](#) (messages marked as competitive funding)

Date: 5/16/11

### Message: 11 (2011-12 System)

The following form package has been added to the list of available iGrants form packages.

#### Special Education IDEA Part B Sections 611 and 619

**Form Package:** 267

**Eligible Subgrantees:** School District

**Purpose:** Provides financial assistance to Local Education Agencies (LEAs) on behalf of students in need of special education and related services.

**Due Date:** 7/1/11

#### Questions? Contact...

Tara Canlett, Fiscal Analyst  
360-725-6075  
tara.canlett@k12.wa.us

# iGrants - Fiscal Period

Frequently districts call to report they can't find a form package, or that something they worked on yesterday is not there today. Before you call for assistance, be sure that you are looking in the correct Fiscal Period.

WASHINGTON STATE  
OSPI Office of Superintendent  
of Public Instruction

iGrants

Fiscal Period 11-12 ▾

Select a Form Package

Report Tool

Group Email

**Form Package Selector** Search

Form Package ID: 267

Organization Name:

Form Package Name:

Form Package: All

**Know who your iGrants Administrator is!  
Just because you “push the send button”  
does NOT mean your iGrant has been sent  
to OSPI.**

107 records displayed

District	OrganizationName	ID	Name	Form Pkg Available Date	Form Pkg Due Date
----------	------------------	----	------	-------------------------	-------------------

# iGrants - Required Pages

Districts **must** complete the **Required Pages** before any form packages can be submitted. Once each page is completed, click on the icon that says “**Mark Completed**” then move on to complete all other tabs. If you have any questions, please contact the Program Manager.

**Required Pages**  
Current Form Package Status: **NotInitiated**

Help | Assurances | District ID | Priv. Sch. Participation | HQT Plan | Transferability | REAP Flexibility

Mark Completed | Save | Print

**PRINT, SIGN AND KEEP THIS PAGE**

**Instructions:** Enter the word Agree and the name of the authorized representative in the fields at the bottom of this page. Completion of this page by the authorized representative indicates an agreement to all applicable assurances listed on this page and in certain form packages contained in the iGrants system, and is considered agreement in writing.

**All program assurance pages, e.g., Title I:** are listed with each of the individual form packages as the first page. The name of the person completing the assurance page and the date will appear in the grid below the moment the Save button on the program assurance page is pressed.

**Non-Program Specific Assurance Pages:** The General Assurance page applies to all federal and state programs in the iGrants system.

**The Certification of Constitutionally Protected Prayer:** The Certification of Constitutionally Protected Prayer applies to all districts that receive federal funds and must be printed, signed, and kept on file. **This section is due October 1st of each year.**

**Protected Prayer Assurance:**  
Authorized Representatives Have Read This Assurance:    
This School District certifies that it has no policy in place that prevents or otherwise denies participation in constitutionally protected prayer in public schools as set forth in the U.S. Department of Educations February 7, 2003 document. [Link To](#)

**General Assurances For All Federal and State Programs:**  
Authorized Representatives Have Read This Assurance:

# Grants - District Contact Information

**IMPORTANT:** Please keep your district contact information up to date. This information is located on the District ID tab in the Required Pages section and on the Contact tab within each form package.



Fiscal Period: 11-12

Required Pages  
Current Form Package Status: **Completed**

Help | Assurances | **District ID** | Priv. Sch. Participation | HQT Plan | Transferability

Set Back to Draft | Save | Print

Use **Add/Edit** button to display a list of available personnel.  
Contact the District Security Manager if the person is not listed.

**Superintendent:** **Add/Edit**

**Name:** Bill Smith

**Address:**

**Phone:**

**Fax:**

**Email:** billsmith@district.org

**Fiscal Officer:** **Add/Edit**

**Name:** Jane Doe

**Address:**

**Phone:**

**Fax:**

**Email:** janedoe@district.org

**Fiscal Officer Alternate:** **Add/Edit**

**Name:** John Wayne

**Address:** 215 Hirschbeck Hgts Rd  
Aberdeen, Washington 98520

**Phone:** 360.538.2010

Help | Begin Review | **Contact** | Application | Budget | Notes

Set Back to Draft | Save | Print

**Title:**

**Last Name:** \*

**First Name:** \*

**Alternate's Last Name:**

**Alternate's First Name:**

**Address:** \*

**City:** \*

**State:** \*

**Zip Code:** \*

**Phone:** \* 999.999.9999 x999

**Alternate's Phone:** (999) 999-9999 x999

**Fax:**

**Email:** \* [Send E-Mail](#)

**Confirm Email:** \*

**Alternate's Email:** [Send E-Mail](#)

**Confirm Alternate's Email:**

Set Back to Draft | Save | Print

# Grants - Profile and Instructions Pages

The Profile Page provides the purpose of the grant as well as other pertinent information such as the OSPI Program Manager's name, fiscal information, application deadlines, etc. The Instructions page provides information on how to complete the application.

Once you have opened the grant you want

Click here to view the **Profile** Page

Click here to view **Instructions** for completing the application

ID	Name	Form Pkg Available Date	Form Pkg Due Date	Current Package Status/Date	Modified by
267	Special Education Section 611 and Section 619 (District Package)	5/16/2011	7/1/2011	Draft	Sped Director

## iGrants System 2011-12 Form Package Profile

iGrants Form Package 267  
Special Education IDEA Part B Sections 611 and 619  
Federal Grant

**OSPI Program Area:**

**Special Education**

**Purpose:** Provides financial assistance to Local Education Agencies (LEAs) on behalf of students in need of special education and related services.

### Application Information

**Board Approval Required:**  
**No**

**Form Package Due Date:**  
**Friday, July 01, 2011 5:00 PM**

**Project Period:**  
**7/1/2011 through 8/31/2012**

### Reference URLs and Materials

[Use of Funds Bulletin](#)

[Grant Award Reporting and Processes for FY 2010-11](#)

[Special Education Program Risk-Based Self-Assessment](#)

[Federal CEIS FAQ \(OSEP Memo July 28, 2008\)](#)

[Special Education Maintenance of Effort Worksheet](#)

[IDEA Part B Budget Information](#)

[Special Education IDEA Tutorial](#)

### Website Addresses

[Special Education/Finance-Grants](#)

### Eligible SubGrantees

School District

### Other Related Information

- Eligible SubGrantees and the term "School District" includes LEAs, Washington State Center for Childhood Deafness and Hearing Loss, and Washington State School for the Blind.
- Allocations include a base allocation and relative population and poverty allocation.
- The form package is due July 1, 2011 for the July 1 spending start date. LEAs that submit after July 1 will receive the spending start date in which all required components are received. The form package is due September 1, 2011 for the September 1 spending start date.

### Fiscal Information

**CFDA#** Code of Federal Domestic Assistance: **84.027A and 84.173A**

#### Funding Amounts

**Authorizing Statute:** PL 108-446

**Carryover Amounts**  
**10% Limit**

**Funding Type:** Federal Grant

#### Indirect Rates

**Funding Source:** Federal

**Budget Revision Deadline:** 8/31/2012

### Program and Revenue Numbers

Program Acct. No:	Revenue Acct. No:	ESD Program Acct. No:	ESD Revenue Acct. No:
24	6124	12	51

### Valid Program Activities

21 - Supervision

22 - Lrn Resources

24 - Guid. Counsel

25 - Pupil Safety

26 - Health Svs.

27 - Teaching

29 - Payment to Dist.

31 - Instructional Professional Development

32 - Instructional Technology

### Contact Information

#### Program Contact

Tara Canlett  
Fiscal Analyst  
360-725-6075  
tara.canlett@k12.wa.us

#### Fiscal Contact

Michelle Sartain  
Grants Analyst  
360.725.6282  
michelle.sartain@k12.wa.us

If you have posted information to the **NOTES** tab that you want the Program Manager to read, you must notify the Manager that a Note exists or it may not be reviewed. The Notes tab also stores sent emails. For example, for the form Package below, **267**, all system-generated emails regarding this form package will be automatically recorded in the Notes section shown here.

WASHINGTON STATE  
**OSPI** Office of Superintendent of Public Instruction

**iGrants**

Fiscal Period: 11-12

267 Special Education IDEA Part B Section 611 and 619  
Current Form Package Status: **Substantially Approved**

Help | Begin Review | Contact | Application | Budget | Approval | **Notes**

Print

Select a Form Package

Report Tool | Group Email

Required Pages

Written By	Written When	Note
Tara Canlett	7/1/2011	Form Package set to Substantially Approved Sent to:



# Grants - Submitting to for OSPI Review

1. If a Program Manager has notified you that a specific page “Needs Work” the icon will be yellow.
2. Once you have completed the requested additional work you can resubmit your page to OSPI for review by clicking on the red “OSPI Review” icon.

2.

1.

267 Special Education IDEA Part B Sections 611 and 612  
Current Form Package Status: **Needs Work**

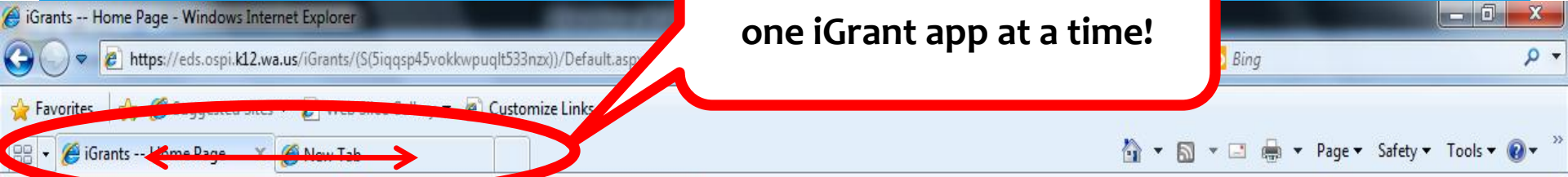
Help    Begin Review    Contact    Application    Budget    Approval    Notes

Page 1    Page 2    Page 3

Save	OSPI Review	Needs Work	Approved	Approve All	Print	Print All	Modified By By Org.	Modified On By Org.	Modified By By OSPI	Modified On By OSPI
							Jane Doe	6/29/2011 11:38 AM	Tara Canlett	6/30/2011 1:44 PM

1.

Do NOT work in more than one iGrant app at a time!



### I Need To...

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(All Organization Users and OSPI Staff)
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- [Get My Questions Answered](#)
- [Get a list of form package contacts](#)



#### Message Center:

- [Message Center](#) 11 New

**Alert!**

0 New  
Funding Opportunities



#### Topics:

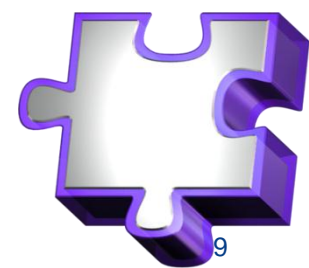
- [Inventory of Form Packages](#)
- [Allocations](#)
- [Indirect Rates](#)
- [Carrvover](#)

#### Resources:

- [Assurances](#)
- [General Resource Information](#)
- [Other Funding Opportunities](#)

#### Customer Service:

- [Take Our Quick Survey](#)
- [Contact Us with Technical Issues](#)



# Special Education Section 611 and Section 619 (District Package) 2011-12

iGrants  
Form Package 267

# Budget Matrices and Assurances – Page 1

- \* Budget matrices must be complete and submitted to OSPI for review.
- \* Assurances must be complete, printed, signed and mailed to the special education office.
- \* Make sure to complete 22a. – indicating whether the district will coordinate with the National Instructional Materials Access Center (NIMAC).



Activity	Total	Object of Expenditure								
		Debit Transfer 0	Credit Transfer 1	Salaries-Certificated 2	Salaries-Classified 3	Benefits & Payroll Taxes 4	Supplies Instr. Resources. & Non-Capitalized 5	Purchased Services 7	Travel 8	Capital Outlay 9
15 Public Relations	\$0		XXXX							
21 Superv. - Instruction	\$0		XXXX							
22 Learning Resources	\$0		XXXX							
23 Principal's Office	\$0		XXXX							
24 Guid. & Counseling	\$0		XXXX							
25 Pupil Mgt. & Safety	\$0		XXXX							
26 Health/Related Serv	\$0		XXXX	25,000		12,737				
27 Teaching	\$0		XXXX		80,000	43,500	5,000			
28 Extracurricular	\$0		XXXX							
29 Pay to School Dists.	\$0	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
31 Instruc. Pro. Dev.	\$0		XXXX							
32 Instructional Tech.	\$0		XXXX	XXXX						
44 Food Services Oper.	\$0		XXXX	XXXX						
62 Grds. Care & Maint.	\$0		XXXX	XXXX						
63 Oper. of Bldg.	\$0		XXXX	XXXX						
64 Maintenance	\$0		XXXX	XXXX						
65 Utilities	\$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
68 Ins. - Except Trans.	\$0		XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX
<b>Budgeted Expenditures</b>	<b>\$166,237</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$80,000</b>	<b>\$56,237</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



Budgeted Indirect Expenditures:	\$2,609
<b>Total Budgeted Expenditures:</b>	<b>\$168,846</b>

<b>FTE Program Staff</b>	<b>Act. 27-2</b>	<b>Act. 27-3</b>	<b>Act. 21-2</b>	<b>Act. 21-3</b>

Comments:

# Page One of Form Package 267

					<b>Modified By</b>	<b>Modified On</b>	<b>Modified By</b>	<b>Modified On</b>
					Bill Smith	6/29/2011 11:38 AM	Tara Canlett	6/30/2011 1:44 PM

Page 1

Tutorial [Special Education IDEA Tutorial](#)

## 2011-12 IDEA Assurances

Print, sign and send this page to:

Tara Canlett  
Special Education, OSPI  
PO Box 47200  
Olympia, WA 98504-7200

## Single Agency Certification

This application is submitted for the following federal programs for students with disabilities:

- Individuals with Disabilities Education Act (IDEA) Part B, Section 611 (3-21)
- IDEA Part B, Section 619 (Preschool, 3-5)

Name of Superintendent: Jane Doe  
Date: 6/29/2011

## Section I Submission Statement for Part B of IDEA

22. The LEA will comply with the State adopted National Instructional Materials Accessibility Standard (NIMAS) for the purpose of providing instructional materials to blind persons or other persons with print disabilities (34 CFR 300.172(e)(2) and WAC 392-172A-6040).

22a. The LEA:  Will  coordinate with the National Instructional Materials Access Center (NIMAC). Whether or not the LEA coordinates with NIMAC, it assures that each child who requires instructional materials in an alternate format will receive these in a timely manner consistent with 20 U.S.C. 1413 (6) (34 CFR 300.210 and WAC 392-172A-06040).

If the LEA has selected "will not" above, please describe in detail how the LEA will ensure that students who are visually impaired or blind; acquire instructional materials in specialized format; ensure instructional materials are provided to the students in a timely manner; and how the LEA will verify the materials meet NIMAS standards:

23. The LEA assures that it will comply with any corrective actions required by OSPI or their designees through the citizen complaint process, due process orders, or integrated sub-receipt monitoring (34 CFR 300.201 and WAC 392-172A-05030, -05105, and -07010).

## Statement

(check this box)



I certify that the LEA has read these assurances and will operate its Part B program in accordance with all of the assurances and submission statement.

The LEA will operate throughout the period of this grant award consistent with the requirements of the IDEA as found in 20 U.S.C. 1400 et seq., 34 CFR Part 300 and WAC 392-172A. The LEA will keep current policies and procedures on file.

In the event that an LEA is not eligible under Part B of the act, or is not complying with corrective actions as a result of monitoring, state complaints, or due process decisions, and the superintendent of public instruction intends to withhold or recover funds in whole or in part, the LEA shall be provided the opportunity for a hearing as provided in WAC 392-172A-06065.

The LEA must upload a completed Federal Excess Cost Verification Template, **Appendix A**, on Page 6 of the LEA Application, to verify compliance with 20 U.S.C. 1413(a) regarding the use of funds under Part B of the IDEA.

I, the undersigned authorized official of the LEA, am designated to submit this application for 2011-12 funds under Part B of the Individuals with Disabilities Education Act (IDEA).

Name of authorized official: Bill Smith  
Position of authorized official: Special Education Director  
Date: 6/29/2011

Signature Line:

# July 1 Spending Start Date

- \* To receive the July 1 spending start date, districts must have completed and submitted all components of the 267 by July 1, 2011 @ 5:00 pm. This includes submitting a hard copy of the signed Assurances, to be received by the OSPI Special Education office on July 1, 2011.

# Hold on Funds

- \* Districts may receive a hold on funds due to the following:
  - \* Any pages in form package 267 have not received final approval 30 days after receiving initial feedback from OSPI.
  - \* Citizen Complaints or Due Process Hearings with overdue corrective actions or Unresolved Audit Issues.

# Page 2 – Use of Funds

- \* Page 2 has six sections related to the use of IDEA Part B funds including Section 611 (3-21) and Section 619 (3-5).
- \* The LEA/ESA spending plan must be approved prior to drawing down federal IDEA funds.
- \* After receiving final approval and during the operational period of the award, modifications to the spending plan may be needed – the LEA/ESA must have approval to obligate and expend funds prior to any change to its plan.

# Section I – Excess Costs

- \* The LEA/ESA must complete the Excess Cost Template on Page 6, **Appendix A**, before accessing either IDEA Part B Sections 611 (3-21) or 619 (3-5) funds.
- \* OSPI has auto-populated all but two of the required data entries:
  - \* District estimated number of elementary & secondary children with disabilities to be served in 2011-12
  - \* District budgeted Program 21 Special Education expenditures for 2011-12

# Section II – Spending Plan Overview

- \* The purposes of IDEA Part B funds are to:
  - \* Ensure that all children with disabilities have available to them a free appropriate public education...
  - \* Ensure that the rights of children with disabilities and their parents are protected;
  - \* Assist states, localities, educational service agencies, and federal agencies to provide for the education of all children with disabilities; and
  - \* Assess and ensure the effectiveness of efforts to educate children with disabilities.

(34 CFR 300.1 and WAC 392-172A)

# Section II – Spending Plan Considerations

- \* Review the results on the most recent LEA/ESA Performance Data Profile in relation to the Washington State Performance Plan
- \* Consider the intended impact of IDEA Part B funds on students with disabilities (See Page 6, **Appendix I**)
- \* There should be a direct correlation between the budget matrices and their corresponding spending plans

# Section II – Spending Plan for Section 611 (3-21)

- \* Indicate the priorities that will be funded with these dollars by checking all appropriate boxes denoting specific funding categories
- \* For each box checked, provide a detailed description of the project(s) or activities for which funds will be used
- \* Description field requirements:
  - \* Explanation of how funds will be used
  - \* Direct relationship to Section 611 budget matrix
  - \* Enough detail for OSPI review and approval

# Section II – Spending Plan for Section 619 (3-5)

- \* Indicate the priorities that will be funded with these dollars by checking all appropriate boxes denoting specific funding categories
- \* For each box checked, provide a detailed description of the project(s) or activities for which funds will be used
- \* Description field requirements:
  - \* Explanation of how funds will be used
  - \* Direct relationship to Section 619 budget matrix
  - \* Enough detail for OSPI review and approval

# Section III – LRE Verification

- \* All LEAs/ESAs must download, complete, and upload the LRE Time Calculator included on Page 6, **Appendix B**.
- \* The purpose of this calculator is twofold:
  - \* To verify that districts are calculating early childhood, elementary and secondary LRE codes uniformly and correctly (SPP Indicators 5 & 6);
  - \* To provide a template that district staff can use to calculate valid and reliable LRE codes of eligible students enrolled on November 1<sup>st</sup> for LRE and child count reporting through CEDARS.
- \* Verify annual LRE calculation by completing and uploading the LRE Calculator, Appendix B on Page 6.

# Section III – LRE Verification Tips

- \* Read all of the information provided on the “Must Read Instructions” tab all the way through before starting data entry on any of the remaining tabs.
- \* You might find it helpful to print out a hard copy of the instructions for quick visual referencing while working within the spreadsheet.
- \* Look for and practice using the hotlinks that can move you directly to and from key components within the worksheets.

# Section III – Tips (continued)

- \* Double check the “District List” tab to identify the required number of students/buildings to be included in the sample – the LEA/ESA must submit the minimum number of samples in order for the application to be approved.
- \* Remember to complete each of the required fields on the tab labeled “Prepared By” before leaving the spreadsheet.
- \* New early childhood (3-5) worksheet added to reflect revised reporting codes in effect 7/1/11.

# Section IV – Additional Allowable Uses of IDEA Part B Funds

- \* Use the drop down menu to indicate whether the LEA/ESA intends to exercise its authority under federal and state regulations to use IDEA Part B funds for either:
  - \* Coordinated Early Intervening Services (CEIS) or
  - \* Title I Schoolwide Programs
- \* Review the description for each element and consult with district colleagues as necessary prior to selecting Y or N

# Section V – Contracted Placements

- \* Identify the eligible special education students placed by the LEA/ESA in a contracted placement indicating:
  - \* Location (Example XYZ School)
  - \* Total number of students in each location
  - \* Eligibility category
- \* Do not include those students currently placed through interdistrict agreements pursuant to chapter 392-135.  
<http://apps.leg.wa.gov/WAC/default.aspx?cite=392-135>

# Section VI – Risk Assessment

- \* Review the Special Education Risk-Based Self-Assessment tool provided on Page 6, **Appendix C** prior to completing this section.
- \* Respond Y or N whether the two specific internal factors related to key personnel are applicable
- \* Complete this section by assessing and identifying internal or external factors that may impede the LEA/ESA's ability to exercise adequate fiscal controls and/or implement compliance and performance requirements.

# Page 3 – Coordinated Early Intervening Services (CEIS)

- \* This page is required **if** the LEA/ESA is planning to use funds for CEIS for students who are currently not identified as needing special education or if the LEA/ESA has used funds for CEIS in the previous two years.
- \* Review all three sections of the Coordinated Early Intervening Services (CEIS) information, including the CEIS calculation before starting.

# Section I – Provision of CEIS

- \* LEAs/ESAs may use up to 15% of their total IDEA Part B allocation, less any amount reduced by MOE (**Appendix D**) to develop and implement CEIS.
- \* Activities for CEIS may include (a) professional development for teachers and other school personnel to deliver scientifically-based academic and behavioral interventions; and (b) provision of educational and behavioral evaluations, services, and supports.

# Section II – CEIS Maximum Allowable Funding Calculations

## Section II IDEA Part B Allocations

Section 611 (3-21) Allocation for this LEA is: \_\_\_\_\_

Section 619 (Preschool, 3-5) Allocation for this LEA is: \_\_\_\_\_

Total IDEA Part B Allocation for this LEA is: \_\_\_\_\_

## Maximum Allowable Funding Calculations

Total LEA's maximum allowable funding for implementing CEIS is: (calculation=15% of total IDEA Part B allocation entered above).  
The LEA may choose to use up to this amount.

Note: While the calculation is based on all available IDEA Part B funds (Sections 611 & 619), the LEA/ESA determines whether to spend CEIS funds from Section 611, Section 619, or both.

# Section III – CEIS Planning & Reporting

- \* Complete the CEIS Planning & Reporting Form (**Appendix E, Page 6**) to:
  - \* Develop a plan for CEIS for the LEA/ESA
    - \* Area of need
    - \* Population(s) being served
    - \* Proposed budget and activities
  - \* Report on CEIS
    - \* Amount expended for approved activities during previous school year
    - \* Number of students served under CEIS
    - \* Number of students served under CEIS who subsequently receive special education and related services

# CEIS Section III – Tips

- \* Remember, CEIS funds cannot be used to benefit currently identified special education students.
- \* Be sure to complete the population type box in the upper right-hand corner of the page.
- \* Active and/or required fields are highlighted in yellow, both data and text fields.
- \* Permanent fields are auto-populated for the LEA/ESA and are protected.
- \* Look for pop-up definition boxes – they have been added to help ensure accuracy.

# Page 4 – Child Find & Proportionate Share

- \* Section I

- \* Provide the name and title of the Confidentiality Designee
- \* Provide the name and title of the Child Find Designee

- \* Section II

- \* IDEA requires that each LEA/ESA spend a proportionate share of the federal special education IDEA Part B funds for services to students receiving special education services who are unilaterally enrolled by their parents in approved private, non-profit elementary or secondary schools (K-12)

# Section II – Private School Student Participation Plan Overview

- \* Determine if there are approved private, non-profit elementary or secondary (K-12) schools located in the district (**Look for the check boxes**)
  - \* If there are, complete the remaining questions on the page including **Appendix G** on Page 6, if applicable.
  - \* If there are not, skip the remaining questions on Page 4 and move on to Page 5.

# Section II – Details for A.

## A. Data Request

1. Identify the number of private school students evaluated during the previous school year.
2. Identify the number of private school students determined to be eligible during the previous school year.
3. Total number of students enrolled in grades K-12 and determined eligible regardless of whether or not the student was served using a service plan or part-time enrolled in the resident district.

(✍ include both count date & number)

# Section II – Details for B

## B. Consultation – Five Required Points of Discussion

1. Child Find
  2. Proportionate Share
  3. Consultation process
  4. Special Education Services
  5. Written Explanation if Disagreement
- \* LEA/ESA must summarize the process used in the design and development of the special education and related services for this population

( if approach differed, address schools separately)

# Section II – Details for C

## C. Written Affirmations

1. Identify number of written affirmations on file and available for review (one for each approved private non-profit elementary or secondary (K-12) school)
2. If LEA/ESA does not have written affirmation for each required consultation, documentation must be uploaded on Page 6, **Appendix G.**

# Section II – Details for D

## D. Calculation of Proportionate Share

### D. Calculation of LEA IDEA Part B Proportionate Share

**\*\*NOTE: LEAs must enter proportionate share carryover from 2010-11 and press ‘Save’.**  
**All other calculations are entered automatically.**

<b>Line 1</b>	Students 3 to 21 years of age (from previous year’s federal Child Count report)
<b>Line 2</b>	Eligible students unilaterally placed in private, non-profit schools (K-12), Section II.A.3
<b>Line 3</b>	Total Students 3 to 21 years of age (Line 1 plus Line 2)
<b>Line 4</b>	LEA 2011-12 Total IDEA Part B Sections 611 and 619 Allocation
<b>Line 5</b>	Line 4 divided by Line 3
<b>Line 6</b>	Line 5 multiplied by Line 2
<b>Line 7</b>	<b>LEA 2010-11 IDEA Part B Proportionate Share Carryover</b>
<b>Line 8</b>	Equals LEA Proportionate Share of federal IDEA Part B (amount to be expended for parentally-placed children with disabilities – Line 6 plus Line 7)

## Section II – Details for E

- \* The LEA/ESA must describe how the LEA/ESA plans to use IDEA Part B proportionate share funds throughout the 2011-2012 school year
- \* There should be a direct correlation between the results of the consultations, the LEA/ESA decision for the provision of special education and related services, and the use of these funds.

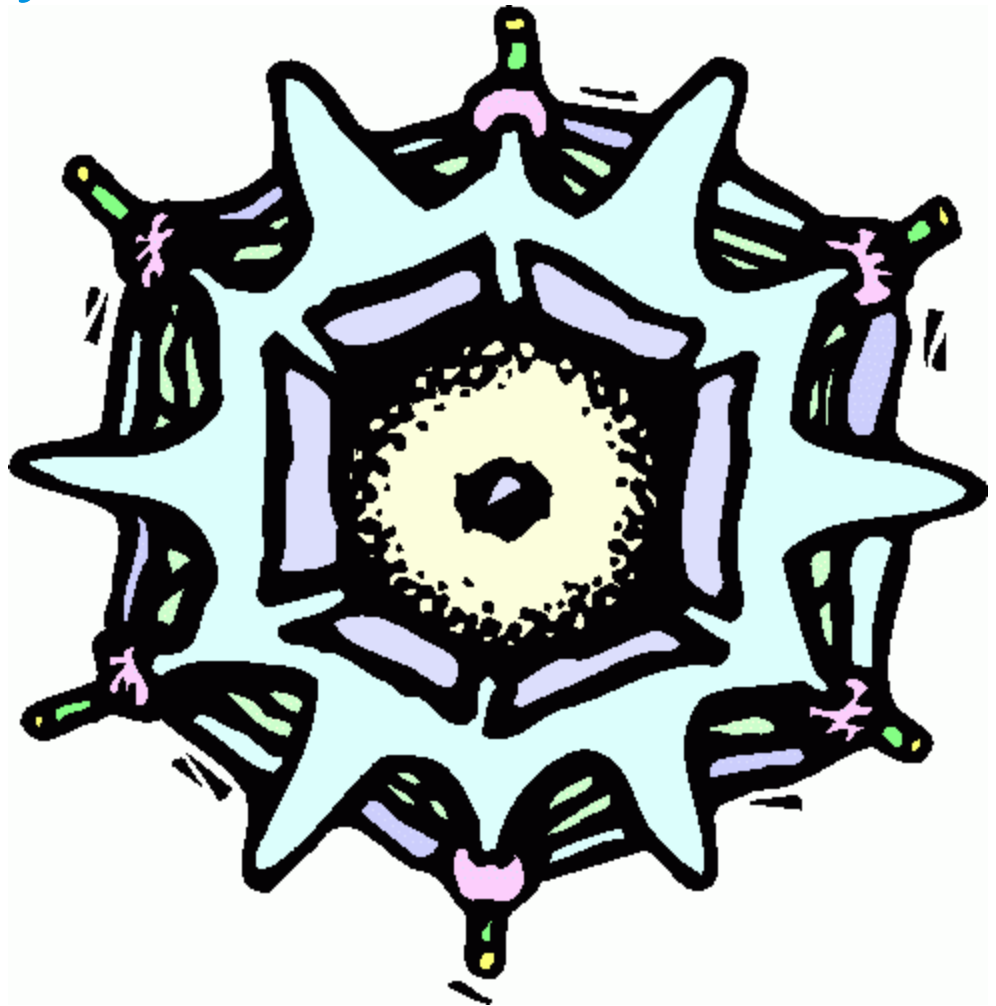
# Page 5 – General Supervision

- \* Complete Section I Due Process (Indicators 15 & 20)
- \* Complete Section II Monitoring (Indicators 4, 5, 9 & 10)
  - \* Download the Review/Revision Worksheet, **Appendix H** on Page 6, to determine if discrepant data are identified
    - \* If yes, the worksheet would need to be completed
- \* Complete Section III Special Education Policies & Procedures
  - \* If the LEA/ESA has modified written policies and procedures since the last submission, describe the changes in the text box and upload copies to Page 6

# Page 6 – Appendices

- \* This page is for downloading and uploading documents that may or may not be required. Each document is listed by Appendix and includes instructions about whether or not the document is required or submittal is based on applicability.
- \* **Special Note: Appendix I Impact Summary**
  - \* The LEA/ESA will need to maintain timely, accurate, and comprehensive fiscal and programmatic records pertaining to budgets, expenditures, compliance, and student outcomes in order to submit a year-end summary report that will be due June 30, 2012.

# Cool-Down Activity – Snowball Fight in August! – Part II



# Comparison of Changes between 2010-11 and 2011-12 LEA Federal Fund Applications:

2010-11 Contents	Status Change	2011-12 Contents
267 Page 1 – Budget & Assurances	Same	267 Page 1 – Budget & Assurances
	New >	267 Page 2 – Use of Funds
267 Page 2 – Child Find & Proportionate Share	Same ☺	267 Page 3 – CEIS (If applicable)
267 Page 3 – CEIS (If applicable)	Same ☺	267 Page 4 – Child Find & Proportionate Share
265 Page 1 – Secondary Transition	< Deleted	
265 Page 2 – Suspension/Expulsion	< Deleted	
265 Page 3 – LRE	< Deleted	
265 Page 4 – Disproportionality	< Deleted	
265 Page 5 – General Supervision	Same	267 Page 5 – General Supervision
265 Page 6 – Word Documents – 5 files	< Deleted	
	New >	267 Page 6 – Appendices (Templates Only)
<b>Total = 9 Content Pages</b>		<b>Total = 5 Content Pages</b>



# For more information...

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- \* Valerie Arnold, Program Supervisor, [valerie.arnold@k12.wa.us](mailto:valerie.arnold@k12.wa.us)
- \* Primary Website Link: <http://www.k12.wa.us/SpecialEd/default.aspx>



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