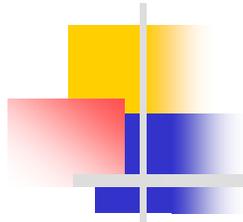
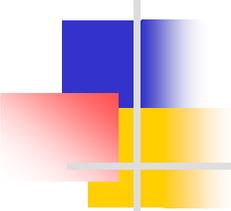


**Annual Request for Special Education  
Funds  
Application Training  
Fiscal Year 2011**



**May 19, 2010**

**New Hampshire Department of Education  
Bureau of Special Education**

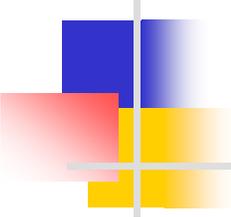


Annual Request for Special Education Funds  
Application Training  
Fiscal Year 2011  
*Agenda*

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## **Introductions**

- Purpose of today's training is to understand how to complete the FY'11 (2010-2011) IDEA Entitlement Application.
- What's New/What's Different
  - Paper Application vs. Web-based Application
  - Children with Disabilities enrolled by their parents in private school
  - Assurances Part II
  - Allowable activities
  - Maintenance of Effort
- Tidbits and Clues for a Quicker Application Process.



Annual Request for Special Education Funds  
Application Training  
Fiscal Year 2011

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- **Paper application – what you need to do to have a start date of July 1,2010~ Please submit:**
  - Cover page
    - Multiple District SAU choices – Separate district applications vs. Consolidated Application
  - Project Description
    - Activities covered by funds expended in July and August, 2010
  - Form 1
- **Web-based version July, 2010**
  - Complete Activity section
  - Submit required assurances

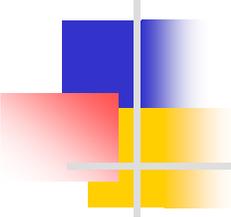
# Annual Request for Special Education Funds Application Training

Fiscal Year 2011 Application ~ Page 2

## *Project Description*

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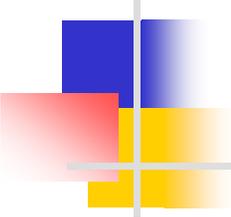
- The Project Description ~ Page 2
  - Activities covered by funds expended in July and August, 2010
  - Priority to be Addressed, Activities, Function/ Object and Amounts.
  - Activities
  
- Priorities ~ New Hampshire Special Education State Performance Plan/Annual Report  
[www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/2008%20SPP%20APR/February2008APRSPP.htm](http://www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/2008%20SPP%20APR/February2008APRSPP.htm)
  
- Instructions Booklet pages 2 through 7



## Annual Request for Special Education Funds Fiscal Year 2011

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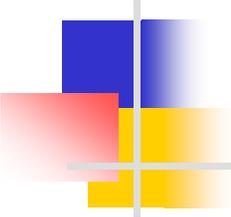
- **Children with disabilities placed by their parents in private school**
  
- **IDEA Responsible Local (LEA)**
  - **LEA where the private school is located** –  
not the LEA of the parent's residence –  
is responsible for ensuring equitable participation.



## Annual Request for Special Education Funds Fiscal Year 2011

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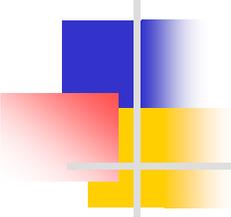
- **Children with disabilities placed by their parents in private school**
  - **IDEA Consultation**
    - To ensure timely and meaningful consultation, each LEA ( or where appropriate, state education agency [SEA] shall consult with
      - private school representatives , and
      - representatives of parents of parentally –placed children with disabilities
- during the design and development of special education and related services



## Annual Request for Special Education Funds Fiscal Year 2011

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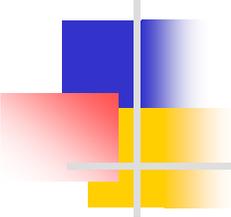
- **Children with disabilities placed by their parents in private school**
- Child find process
  - How parentally-placed private school children suspected of having a disability can participate equitably
  - How parents, teachers and private school officials will be informed of the process



## Annual Request for Special Education Funds Fiscal Year 2011

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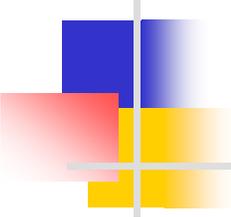
- **Children with disabilities placed by their parents in private school**
- Determination of the **proportionate share of federal funds** available for services under § 300.133 (b), including the determination of how the proportionate share of those funds was calculated.



## Annual Request for Special Education Funds Fiscal Year 2011

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- **Children with disabilities placed by their parents in private school**
- **Consultation process itself**, including how the process will operate throughout the school year to ensure meaningful participation of children identified through the child find process in special education and related services.



## Annual Request for Special Education Funds Fiscal Year 2011

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- **Children with disabilities placed by their parents in private school**

- How, where and by whom special education and related services will be provided for parentally-placed private school students with disabilities including a discussion of:
  - Types of services including direct services and alternate service delivery mechanisms;
  - How special education and related services will be apportioned if funds are insufficient to serve all parentally-placed children; and
  - How and when these decisions will be made.

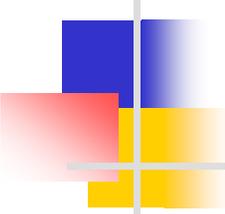
- alternate service delivery mechanisms;

How special education and related services will be apportioned

# Annual Request for Special Education Funds Fiscal Year 2011

## Sample Organizational Chart for Consultation

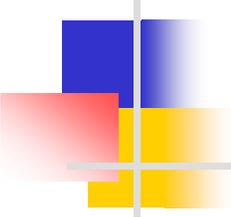
Regulation	Description	Task (Sample)	Action Item (Sample)	Staff Assignment	Completion Date
300.134	The LEA must consult with private school representatives and representatives of parents of parentally placed school children	Develop a working consultation group	Contact appropriate representatives from all private school groups located in LEA (e.g., Catholic Schools Office in Diocese, Montessori, Lutheran, independent, Christian, Jewish, etc...) and invited them to participate in the consultation working group.		



## Annual Request for Special Education Funds Fiscal Year 2011

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- **Children with disabilities placed by their parents in private school -**
- **IDEA Written Affirmation**
  - When timely and meaningful consultation has occurred as required, the LEA obtains a written affirmation signed by representatives of participating private schools.
  - If private school officials do not provide written affirmation within a reasonable period of time, the LEA shall forward documentation of the consultation process to the SEA.



## Annual Request for Special Education Funds Fiscal Year 2011

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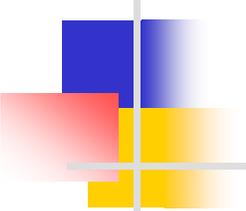
- **US Department of Education-Publication**  
The Individuals with Disabilities Education Act (IDEA)
  - Provisions Related to Children with Disabilities Enrolled by Their Parents in Private Schools
  - Order on line at : [www.edpubs.org](http://www.edpubs.org).

# Children with Disabilities Enrolled by their Parents in Private School

(20 U.S.C.1412(a) (10))

## **Part I. Consultation with Private Schools** (approved non –public with non-profit status).

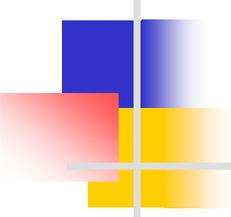
- I (a) LEA must list private schools in their district (approved non- public with non-profit status) See the list Non-Public School List
- I (b) Write Yes or No to indicate if you received a written affirmation of consultation signed by the representative of the private school. Do not send the AOCs.
- I (c) Attach documentation of the district's efforts to consult with the private school when I (b) is no.
- Instructions Booklet page 8



Children with Disabilities Enrolled by their Parents in  
Private School  
(20 U.S.C.1412(a) (10))

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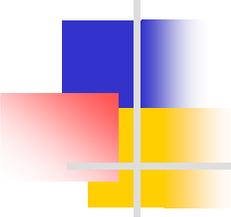
- **Part II – Funds to be carried forward FY'11(2010-2011) for parentally placed children with disabilities**
  - II (a) Enter the Total Amount of Funds Allocated in FY'10 as the proportionate share of IDEA funds.
  - II (b) Amount of Proportional Share Funds expended by June 30, 2010.
  - II (c) Amount of Funds to carry over FY'11 Subtract Part II (b) from Part II(a).
  - Instructions Booklet page 8



## Children with Disabilities Enrolled by their Parents in Private School (20 U.S.C.1412(a) (10))

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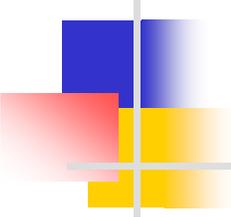
- Part III Proportional Share for FY'11 ( July 1, 2010-June 30,2011)
- III (a) Total # eligible parentally placed children with disabilities attending private, non-profit schools in the district .
- III (b) Total # of eligible public school children with disabilities (ages 3-21) in the LEA's jurisdiction.
- III (c) Total number of private and public eligible children with disabilities in the LEA's jurisdiction.
- III (d) IDEA 611 entitlement amount
- III (e) Per child proportional share of funds . III(d) divided by III ( c)
- III (f) Total amount of funds allocated for FY'11. III( e) times III(a)
  
- Instructions Booklet page 9



## Children with Disabilities Enrolled by their Parents in Private School (20 U.S.C.1412(a) (10))

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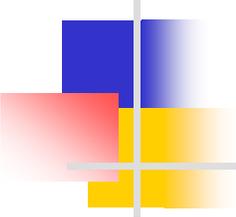
- Part IV. The total amount of proportional share of IDEA funds for FY'11
  - Total amount of proportional share of IDEA Funds to be expended on eligible parentally-placed children with disabilities who attended private non-public schools in the district.
  - Add II (c) Amount of funds to carryover to FY'11 to III (f) Total amount of funds allocated for FY'11
  
- Part V. Authorized Signature
  
- Instructions Booklet page 9



Children with Disabilities Enrolled by their Parents in  
Private School  
(20 U.S.C.1412(a) (10))

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- **Activity Page**
  - Category
  - Priority
  - Activity
  - Function/Object/IDEA –B Amount
  - Instructions Booklet page 9



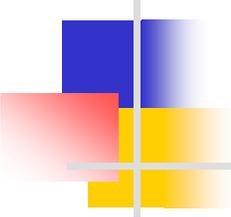
# Assurance Part II

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- Instructions Booklet, page 10



Tell us the date that your district adopted the policy



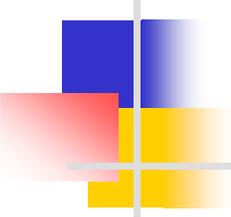
# Allowable Activities

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- Instructions Booklet pages 4-7



- Food
  - Parent meetings
  - Staff meals at Professional Development Conferences
  - Snacks and/or meals for students with disabilities



# Annual Request for Special Education Funds Application Training Fiscal Year (FY) 2011

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- Maintenance of Effort

- An LEA may not use its Part B Funds to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year. 34CFR§300.203(a)
- LEA spends at least the same amount of local and state funds this year for special education as it spent last year, or provides justification for decrease. 34CFR§300.204

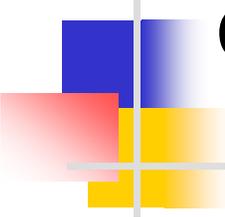
# Annual Request for Special Education Funds Application Training

Fiscal Year 2011 Application ~ Page 2

## *Project Description*

---

- Instructions pages 2 through 7.
- The Project Description ~ Page 2
  - Priority to be Addressed, Activities, Function/ Object and Amounts.
  - Make sure the components of the activity clearly correspond to the function object codes . This speeds up the process.
- Paper application only additional Project Description page 2
  - Number the project description pages 2a,2b, etc.
- Priorities ~ New Hampshire Special Education State Performance Plan/Annual Report  
[www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/2008%20SPP%20APR/February2008APRSPP.htm](http://www.ed.state.nh.us/education/doe/organization/instruction/SpecialEd/2008%20SPP%20APR/February2008APRSPP.htm)



## Coordinated Early Intervening Services (CEIS)

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- A LEA may use *up to 15% total* of:
  - IDEA Part B and Preschool Entitlement funds
- Approved activity
  - for children who are not currently identified as children needing special education or related services.
  - but who need additional academic and behavioral support to succeed in a general education environment.
  - Grades Kindergraten-12, with an emphasis on K-3.
- LEA must document the numbers of students and track those students for two years .
  - Special Education FY '05 Memo # 15
- Instructions Booklet pages 7-8.

## Annual Request for Special Education Funds

### Application Training

Fiscal Year (FY) 2011 Application ~ Page 5

*NIMAS/NIMAC 20 U.S.C. 1412(a)(23), 147(e)*

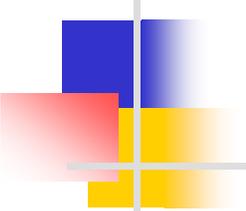
- National Instructional Materials Accessibility Standard (NIMAS) and National Instructional Materials Accessibility Center (NIMAC).
- Special Education FY'06 Memo #23.
- District assurance of participation with NIMAC.
- Or, the District provides assurance that the requirement will be met without NIMAC.
- Instructions Booklet page 11.

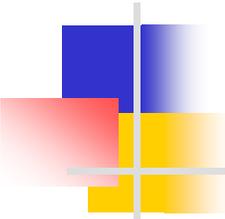
# Annual Request for Special Education Funds

## Application Training

Fiscal Year (FY) 2011

### *Charter School Assurances 20 U.S.C. 1411(e)*

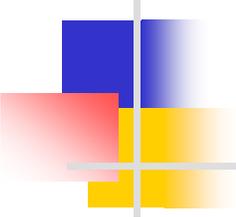
- 
- The LEA must provide information annually to demonstrate with respect to Charter schools of the LEA, the LEA will:
    - (a) Serve children with disabilities attending those schools in the same manner as it serves children with disabilities in its other schools; **and**
    - (b) Provide funds under Part B of the Act to those schools in the same manner, **or**
    - (c) If there are no charter schools that are public schools of the LEA in the jurisdiction of the LEA, please check the box provided.
  - Special Education FY'07 Memo #1, July 12, 2006.
  - Instructions Booklet page10.



Annual Request for Special Education Funds  
Application Training  
Fiscal Year (FY) 2011  
*Charter School Assurances 20 U.S.C. 1411(e)*

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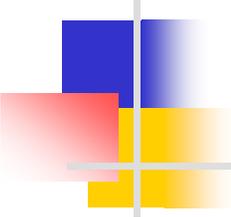
- **“Charter School”** means an open enrollment public school, operated independent of any school board of education to supervise and control Charter school.
  - The New Hampshire State Board of Education is authorized to approve Charter schools.
  - Currently there are no Charter schools that are public schools of the LEA.
  - The child’s LEA of residence remains responsible to provide FAPE.
  - Further information regarding charter schools please refer to :  
[http://www.education.nh.gov/instruction/school\\_improve/charter/index.htm](http://www.education.nh.gov/instruction/school_improve/charter/index.htm).



Annual Request for Special Education Funds  
Application Training  
Fiscal Year (FY) 2011  
*Assurance Documentation Section II*

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- Assurance Part II
  - 12 Assurances
  - Fully complete all sections including page numbers and date adopted
  - Do not submit the actual documents
- Instructions pages 11, 12, &13

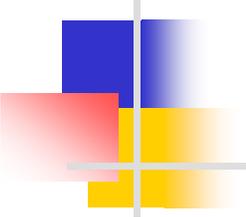


# Annual Request for Special Education Funds Application Training Fiscal Year (FY) 2011

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- **Paper version**

- Bureau of Special Education Grant Approval
  - Review of the Application
- Bureau of Special Education Financial Approval
  - Review of the Form 1 in comparison to Project Description pages
- Instructions pages 14 & 15.



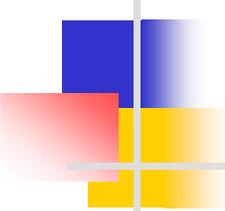
Annual Request for Special Education Funds  
Application Training  
*Fiscal Year (FY) 2011 Contracts*

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### **Purchased Services Contracts and Agreements**

- In cases where the contract or purchased services agreement is negotiated with a sole source of procurement and the aggregate amount of expenditure will exceed \$5,000.00, page 34 of the Federal Funds Financial Management Manual **requires** their submission to the Department of Education for prior approval.
- Contracts LEAs enter into with individual related services providers or private educational agencies or institutions fall into this category when the contract price is greater than \$5,000.00.

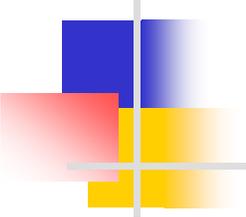
# Annual Request for Special Education Funds Application Training



## *Fiscal Year (FY) 2011 Contracts*

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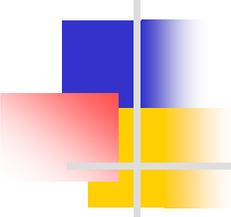
- If the contract amount is less than \$5,000.00 for each individual related services providers or private educational agencies or institutions then please indicate this on the project description page.
- In all contract situations, whether short or long term, negotiated or competitively bid, the fiscal agent for federal funds must adhere to the procurement standards described on pages 33 and 34 of the Federal Funds Financial Management Manual.
- The original copy of any contract must be kept with the financial records of the project.



Completing the Annual Request for Special Education Funds  
Application Training  
Fiscal Year (FY) 2011  
*Tips*

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- Entitlement for IDEA Fiscal Year 2011
  - Part B Entitlements and Preschool Entitlements for each school district.
  - Entitlements should be used in preparation of your request for federal special education funds.
  - These figures reflect the formula that went into effect in Fiscal Year 2000 for IDEA and Fiscal Year 1997 as described by Code of Federal Regulation Part §300.705.
  - Special Education Memo FY'10 Memo # 37

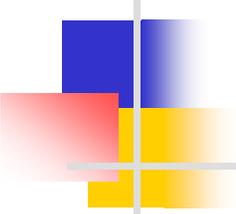


Annual Request for Special Education Funds  
Application Training  
*Fiscal Year (FY) 2011*

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Paper Version – Summer Application

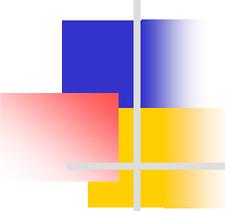
- Instructions pages 14 & 15
- Form 1 – your request for funds
  - You submit to the Bureau of Special Education
- Form 2 – DOE authorization to expend funds
  - The Bureau issues once your application is approved



Annual Request for Special Education Funds  
Application Training  
Fiscal Year 2011  
*Tips ~ Form 1*

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- Instructions page 14
- Front of the Form 1
  - Superintendent or authorized designee original signature on the Form 1 every time you submit changes or revisions.
  - Signature on all pages of the Form 1.
  - **Change #** on the Form 1 is “original” until the project number is assigned by the Department.
- The Fiscal Agent on the Form 1 must be only one of the following:
  - SAU Superintendent or District Treasurer.



# Annual Request for Special Education Funds Application Training Fiscal Year 2011 *Tips & Tidbits Form 1*

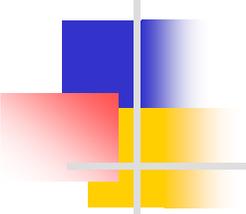
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- **Back of the Form 1**

- The top section and bottom of the Form 1 must equal.
- Provide a description of each Function/Object line of the Form 1 in the bottom section.
- Indirect Costs must be calculated correctly (*rounding up is not allowed*). The amount is based on direct project costs only.

- Instructions pages 14 &15.

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## Annual Request for Special Education Funds Fiscal Year 2011

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Send original and one (1) copy of application, revisions, changes,  
and correspondence to:

Tamela Dalrymple  
New Hampshire Department of Education  
Bureau of Special Education  
Attn: Application for Special Education Funding  
101 Pleasant Street  
Concord ,New Hampshire 03301

Telephone: 271-3741  
Fax: 271-1099