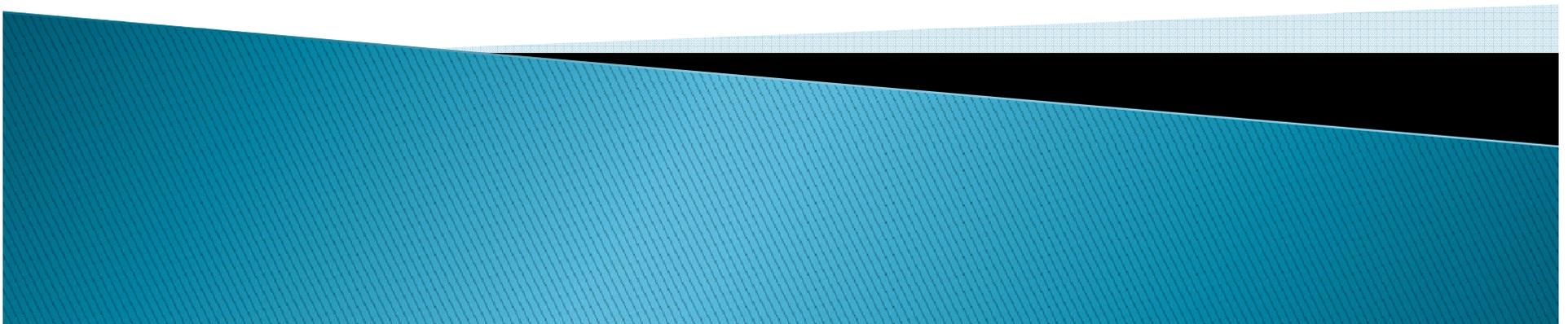


Annual Request for Special Education Funds FY 2012

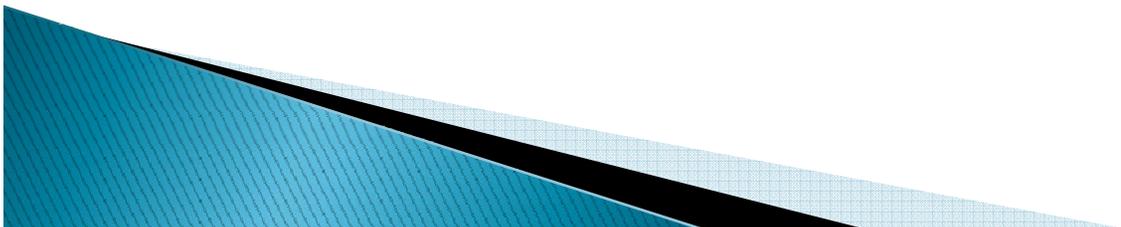
Application Training
June 8, 2011

New Hampshire Department of Education
Bureau of Special Education



Agenda

- Introductions
- Today's Training
 - Completing the FY12 IDEA Entitlement Application in the NH Grants System
 - Online application under the NH Grant System
 - Consolidated application form
 - Attachments
 - Supporting documents—NH Allowable Costs and Activities
 - Approval
 - Reporting



Welcoming Information

NHRECOVERY department of education

STATE OF NEW HAMPSHIRE
American Recovery and Reinvestment Act

NHRECOVERY putting new Hampshire to work

Quick Links: [Hide](#)
[Application Statuses](#)
[Grant Balances](#)
[Report Statuses](#)

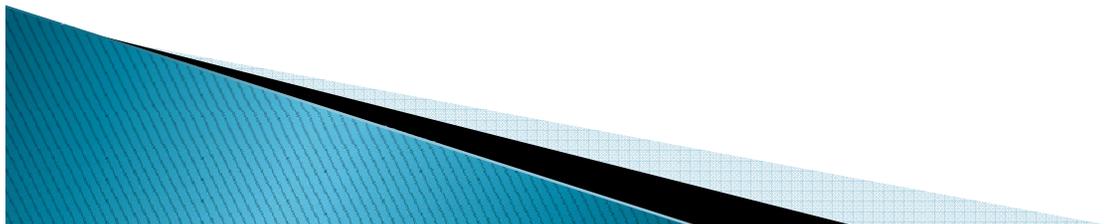
NHDDE Grants System Welcome Mary Lane Selected Fiscal Year: 2010-2011

[Home](#) [LEA Home](#) [Admin](#) [Recovery](#) [Help](#) [myNHDDE](#) [Logout](#)

IDEA - Preschool Consolidated Grant Application for 2 - Inter-Lakes Cooperative SAU Office

PROJECT NO: 12577 [Edit](#)

APPLICATION STATUS: [Approved on 4/15/2011 12:49 PM by tdalrymple](#)



FY'12 Allocations for Each District

- The FY'12 Allocations are the entitlement amounts that will be used in FY'12 requests for federal special education funds.
- These figures reflect the formula that went into effect in FY 2000 IDEA and FY 1997 as described by Code of Federal Regulation Part 300.705.
- [Http://www.education.nh.gov/instruction/special_ed/documents/fy11memo26_partb_entitlements.pdf](http://www.education.nh.gov/instruction/special_ed/documents/fy11memo26_partb_entitlements.pdf).



FY'12 Allocation Amounts

[Edit this grant application...](#) [Attachments \(21\)](#) [Consolidated Agreement](#) [Take Snapshot](#) [Reporting](#) [Status History](#)

ALLOCATION AMOUNT:

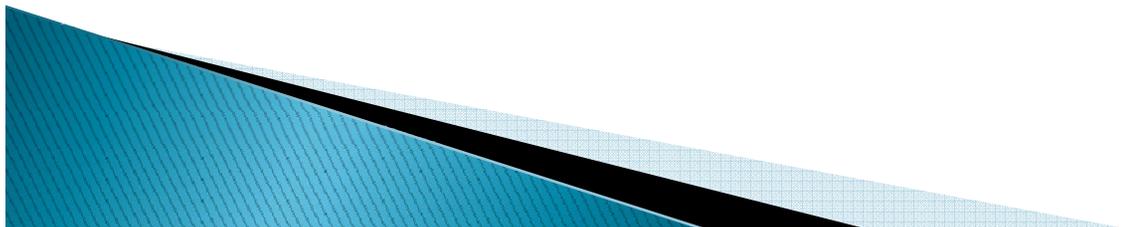
IDEA	\$283,292.06
Preschool	\$4,510.40

BUDGETED AMOUNTS:

IDEA	\$283,292.06
Preschool	\$4,510.40

AMOUNTS PAID:

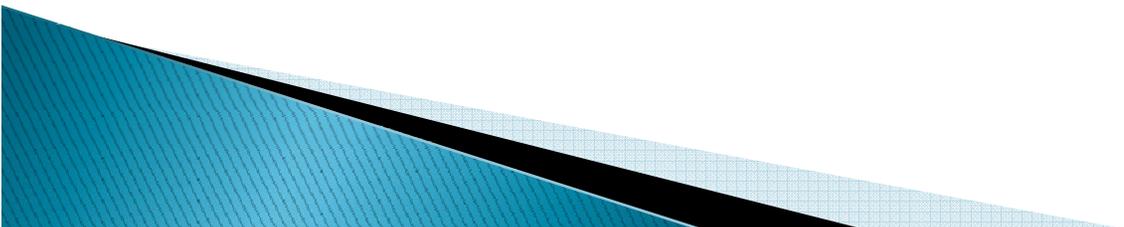
IDEA	\$206,446.89
Preschool	\$4,510.39



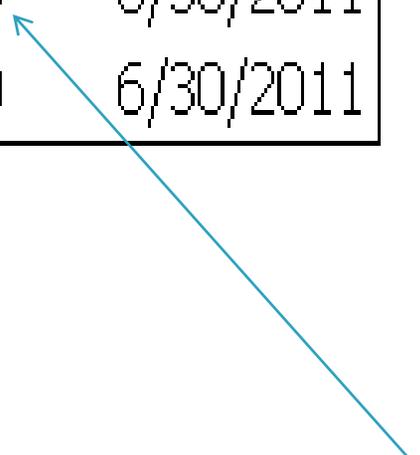
Identifying Information

IDENTIFYING INFORMATION:

	CFDA #:	Start Date:	End Date:
IDEA	84.024A	6/30/2010	6/30/2011
Preschool	84.173A	6/30/2010	6/30/2011

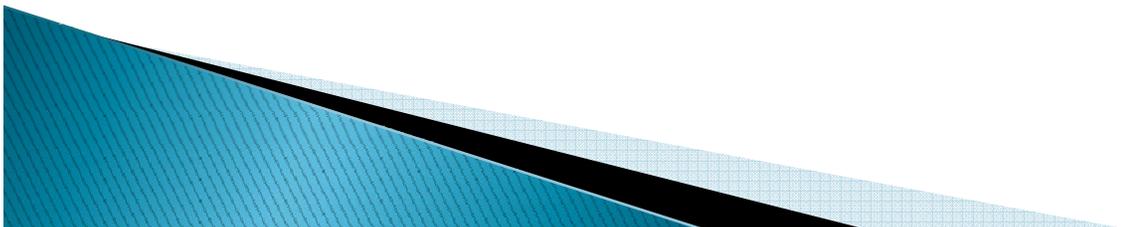


What is the appropriate start date?



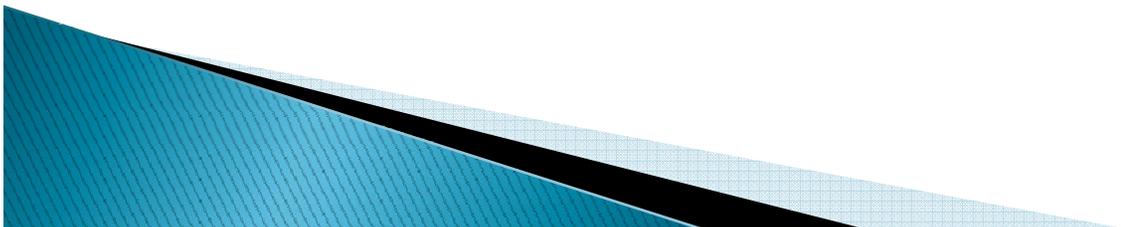
The Start Date

- ▶ The Start Date for the grant cannot be before July 1st of the fiscal year applying for.
- ▶ The actual begin date of the grant is the date the grant is *submitted* unless the grant is submitted before July 1st.
 - **Example:** Grant is submitted June 16, 2011=the Start Date is July 1, 2011.
 - **Example:** Grant application is completed for a July 1st start date but the grant is not submitted until July 15, 2011. The Start Date will be July 15, 2011.



Responsible Agency

- Agency responsible for programmatic and fiscal administration:
 - Name/address
 - Project Manager: Name/Title/Contact information
 - Fiscal Bookkeeper: Name/Title/Contact information



Responsible Agency Section

[Application Statuses](#)
[Grant Balances](#)
[Report Statuses](#)

Agency Responsible for Programatic and Fiscal Administration:

Agency Name: Inter-Lakes Cooperative SAU Office

Agency Address: 103 Main St.

Meredith, NH 03253-5857

Project Manager: Chuck DiCecca

Phone No: (603) 279-3144

Title: Special Education Director

Fax: (603) 279-3044

E-mail: cdicecca@interlakes.org

Fiscal Contact: Maribeth Ryan

Phone No: (603) 279-3144

Title: Federal Funds Bookkeeper

Fax: (603) 279-3044

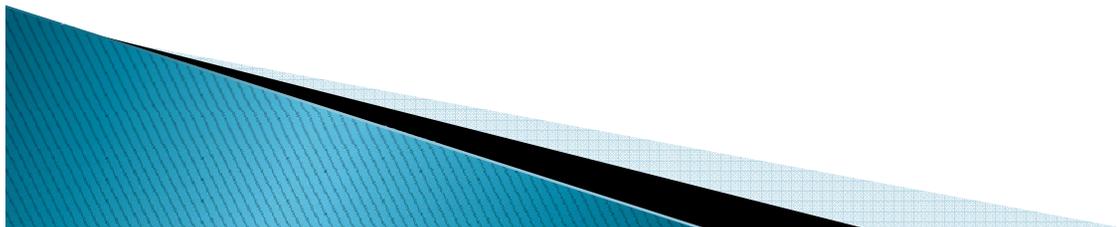
E-mail: maryan@interlakes.org

Contact Person (if different): _____

Phone No: _____

Fax: _____

Contact Email: _____



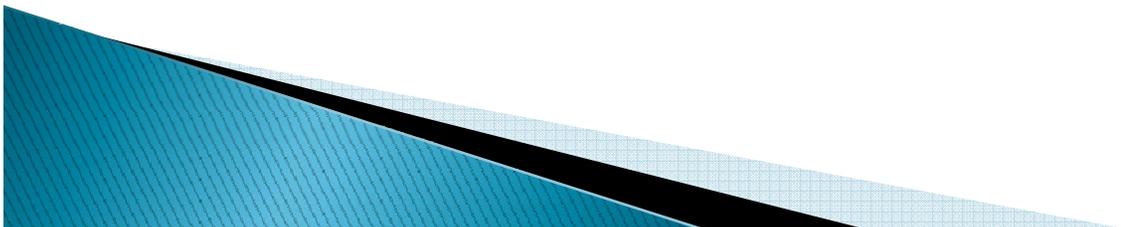
Filing Options

Multiple District SAU

- Submit completed application for each district

Consolidated District SAU or Multiple SAUs

- Submit a Consolidated Application for all or a part of the allocated amount



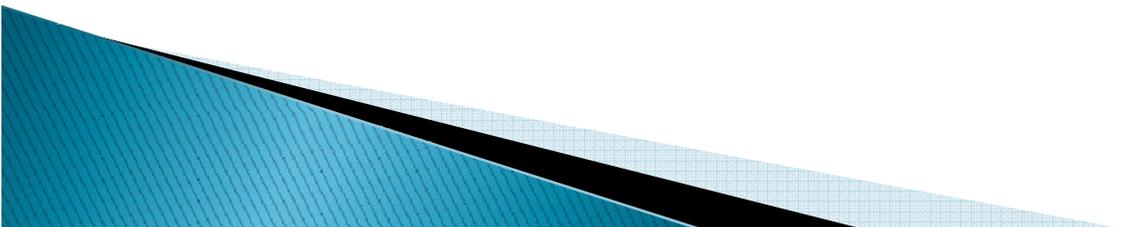
Consolidated Agreement

- ▶ This **agreement** must be completed when the application includes federal Section 611/Section 619 entitlement funds from more than one LEA.
- ▶ For Fiscal Year 2012, the LEAs listed below have agreed to the following: **District Name** will serve as the ADMINISTRATIVE AGENCY for the consolidated application for the following federal funds: IDEA PRESCHOOL
- ▶ **Name of Administrator** will serve as the PROJECT MANAGER for the consolidated application for the federal funds indicated in item #1 above.
- ▶ For Section 611/Section 619 entitlement grants, the services and other items specified in the **consolidated application** will be delivered to each participating district in a manner consistent with the amount of funds allocated to this project by each district.
- ▶ VERIFICATION of the delivery of the services described in this consolidated application will be reported to the State Department of Education as required in an End of the Year Report of Federal Funds Expended and to each of the participating districts at the conclusion of the project. Future allocation of federal funds for any of the participating LEAs is dependent upon all required programmatic and fiscal report being satisfactorily completed and filed.



Consolidated Agreement Form

LEA	Date of School Board Approval	IDEA Amount Allocated By LEA	PRESCHOOL Amount Allocated By LEA	Original Signature of Supt. or Other Authorized Personnel	Date of Signature
	*				*
	*				*
	*				*
	*				*
	*				*
	*				*

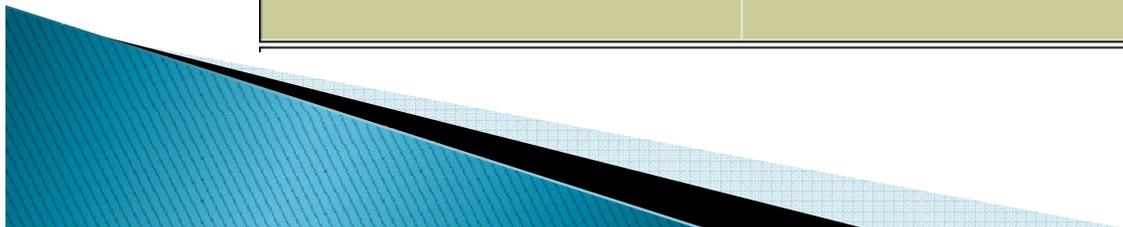


Activity Sample

Activities Entered: 21 [Click HERE to add a new activity...](#)

Quick Links:

ACTIVITY ID: 7666 Edit Delete			
CATEGORY:			
N/A			
PRIORITY:			
School-Age Least Restrictive Environment			
ACTIVITIES:			
To hire one part-time incumbent Speech-Language Pathologist to provide evaluations, coordination, consultation, therapy, report writing and attendance at special education stafings for students with disabilities, as well as case manage preschool students with disabilities.			
PERFORMANCE MEASUREMENT:			
OUTCOME:			
Function Code	Object Code	IDEA	PRESCHOOL
2152 - Speech Pathology Services	110 - Salaries - Regular Employees	\$10,566.62	\$804.13
2152 - Speech Pathology Services	220 - Social Security Contributions	\$964.26	\$73.37
2152 - Speech Pathology Services	232 - State Retirement - Teachers	\$1,010.90	\$76.92
2152 - Speech Pathology Services	260 - Workers' Compensation	\$63.02	\$4.79
Totals:		\$12,604.80	\$959.21

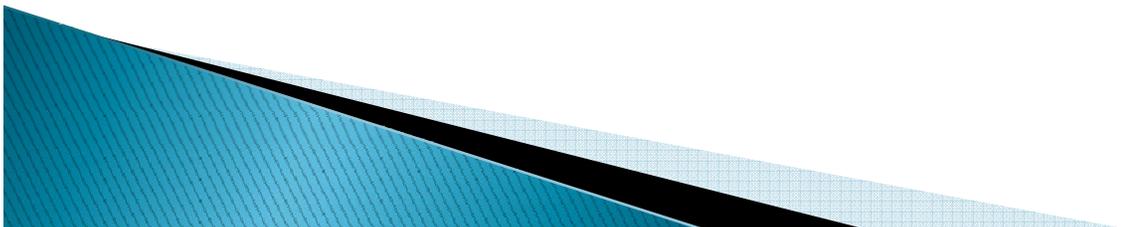


FY'12 Assurances & Process

- FY' 12 Forms located on the NHDOE website include :
 - FY'12 LEA Assurance Parentally Placed Students Placed by Parents in Private School
 - FY'12 NIMAS Assurance
 - FY '12 Assurances Part II
 - FY '12 Charter School/Maintenance of Effort Form
 - FY'12 Assurance Part III
 - FY'12 Object Code List of District Personnel

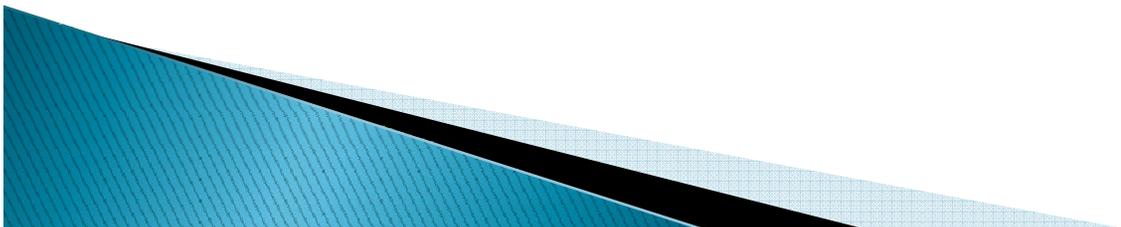
To complete the application with the assurances attached:

- Download FY'12 from the NHDOE website
- Complete document
- Save to a file
- Browse and upload to the application as an attachment



Children Placed by Parents in Private School

- Children with disabilities placed by their parents in private school .
- IDEA is responsible for the private non profit school located in the District – Non Public Non-Profit List
- IDEA Consultation – timely and meaningful
 - Private school representatives
 - Representatives of parents of parentally-placed children with disabilities
 - Design and development of special education and related services
- Determination of proportionate share calculation
- Activities



Frequently Asked Questions about Children Placed by Parents in Private School

- ▶ **Revised Q&A Document on Serving Children with Disabilities Placed by Their Parents at Private School**

Source: U.S. Department of Education, Office of Special Education and Rehabilitative Services - Retrieved May 13, 2011

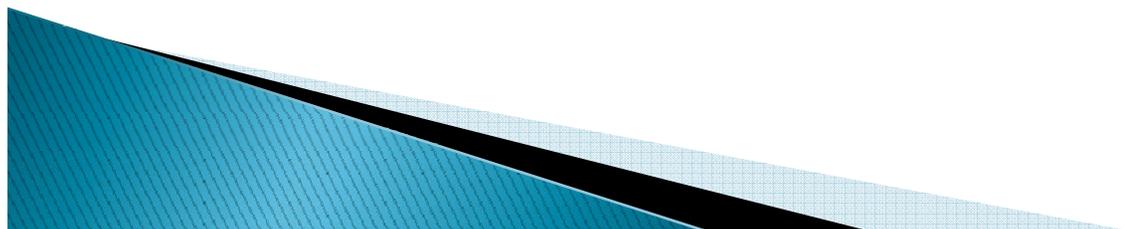
- ▶ The U.S. Department of Education's Office of Special Education and Rehabilitative Services (OSERS) has released a revised document entitled *Questions and Answers On Serving Children With Disabilities Placed by Their Parents at Private Schools* (April 2011). Section "N" applies specifically to preschool children. The document is available online

- ▶ <http://idea.ed.gov/explore/view/p/%2Croot%2Cdynamic%2CQaCorner%2C1%2C>

Frequently Asked Questions

Private School Updates

- ▶ Location of Services and Transportation—addressing how an LEA determines where equitable services are provided and whether transportation is required.
- ▶ Property, Equipment, and Supplies—addressing whether Part B funds for equitable services may be used to place equipment and supplies in a private school or be used for repairs, minor remodeling, or construction of private school facilities.
- ▶ Out-of-State Children with Disabilities—addressing the responsibility for determining and paying for services provided to out-of-State parentally placed private school children with disabilities.
- ▶ Home-Schooled Children with Disabilities—addressing child find and services for children with disabilities who are home-schooled.
- ▶ Children in For-Profit Private Schools—addressing whether children enrolled in a for-profit private school are counted in determining the proportionate share and whether they are eligible to receive equitable services.



Part I: Consultation Consistent with 300.135

I a) List the private (approved nonpublic) schools located within the district. If there are no private schools within the district, please indicate by writing NA. Use additional pages, if necessary.	I b) Did the LEA/district obtain a written affirmation of consultation signed by the representative of the private school? (Yes or No)	I c) Please attach documentation to this application of the district's efforts to consult with the private school if the answer to 1b) is No.

Part II Unexpended funds from prior year

Part II: Unexpended Funds from Prior Year: Funds for Equitable Services for Parentally Placed Children with Disabilities that were Not Expended by the end of FY' 11 (July 1, 2010-June 30, 2011).		
	Calculation to be completed	Comments
II (a) Total Amount of Funds Allocated in FY' 11 as the proportionate share of federal IDEA funds to be expended on equitable services for parentally placed private school children with disabilities	\$	This does not include funds carried over from the previous year, as those funds were required to have already been spent and are no longer available. This is the same figure as the one provided in the FY' 11 entitlement application, page 4, Part III (c).
II (b) Amount FY' 11 Proportional Share Funds Expended by June 30 th , 2011.	\$	This is the amount of funds actually expended (out of the dollars in Part II (a) of this application) on equitable services for parentally placed private school children with disabilities by June 30, 2011.
II (c) Amount of Funds to carryover to FY' 12	\$	This is calculated by subtracting Part II (b) from Part II (a)

Part III: Proportional Share for FY'11 (July 1, 2010-June 30, 2011)

Part III: Proportional Share for FY'12 (July 1, 2011-June 30, 2012) If there are no eligible children in III (a), please indicate by entering "0".		
	Calculation to be completed	Comments
III (a) Total # of eligible parentally-placed children with disabilities attending private schools located in the district. This is <i>not</i> limited to children with disabilities who are receiving services.		Children who have been <i>evaluated and found eligible for special education and/or related services</i> should be included in the calculation. The LEA, after timely and meaningful consultation, must ensure that the count is conducted on any date between October 1, 2010 and December 1, 2010 inclusive. Districts are encouraged to use the date the State conducts the Child Count for children with disabilities.
III (b) Total # of eligible public school children with disabilities (ages 3-21) in the LEA's jurisdiction.		This is the number of eligible children with disabilities the LEA is responsible. This is a one day count for the same year as the count for the private school. This may be the # of children in the district's child count for that year.
III (c) Total number of private and public eligible children with disabilities in the LEA's jurisdiction		Add III (a) and III (b)
III (d) IDEA 611 entitlement amount		Enter the district's entitlement amount for IDEA 611.
III (e) Per child proportional share of funds		Divide the entitlement amount by the total number of private and public eligible children with disabilities. III(d) divided III(c)= III(e)
III(f) Total amount of funds allocated for FY 12		Multiply III(e) times III (a)

Part IV. Total amount of Proportional Share of IDEA Funds

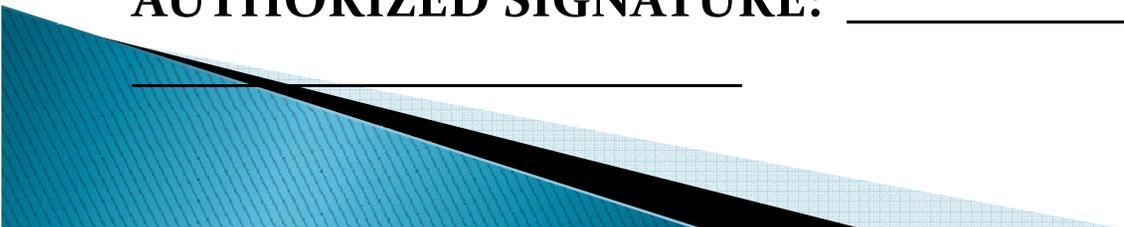
What is the total amount of proportional share of IDEA funds to be expended on eligible parentally-placed children with disabilities attending private schools located in the district?

[II (c) + III (f) = IV] \$ _____

Part V: Authorized Signature

I certify that the above information is complete and accurate for Parts I-IV.

AUTHORIZED SIGNATURE: _____ DATE: _____



Publications

- 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 online at : www.edpubs.org.

**National Instructional Materials Accessibility Center
(NIMAC)**
**National Instructional Materials Accessibility Standard
(NIMAS)**

➤ District will:

Comply with the National Instructional Materials
Access Standard(NIMAS) by choosing to :

Coordinate with the National Instructional Materials
Access Center (NIMAC)

OR

Assure timely provision of instructional materials to
blind persons/other persons with print disabilities

http://www.education.nh.gov/instruction/special_ed/nimas.htm

The LEA will, as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials entering into a written contract with the publisher of the print instructional materials to:

Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Materials Center (NIMAC), electronic files containing the contents of the print instructional materials using the NIMAS standard;

or

Purchase instructional materials from the publisher that are produced in, or may be rendered in, specialized formats.

The LEA (please check one)

----- will participate in NIMAS/NIMAC
or

----- has chosen not to coordinate with the NIMAC, but assures that it will provide instructional materials to students with print disabilities in a timely manner.

I, the undersigned authorized official, do hereby certify that the Statement of Assurance provided herein for the Special Education Grant Application for FY 2012 shall be fully implemented.

Signature of Superintendent/
Authorized Personnel

Name (please type)

School District

Date

Assurance Documentation Section II

10 Assurances

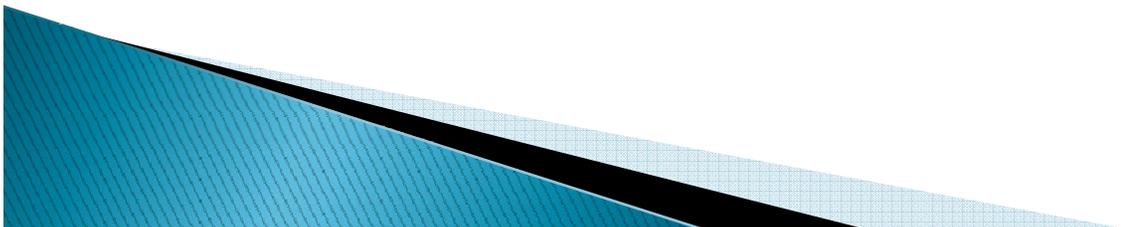
Free Appropriate Public Education (FAPE)

Child Find

Confidentiality

IEPs

Procedural Safeguards



10 Assurances continued

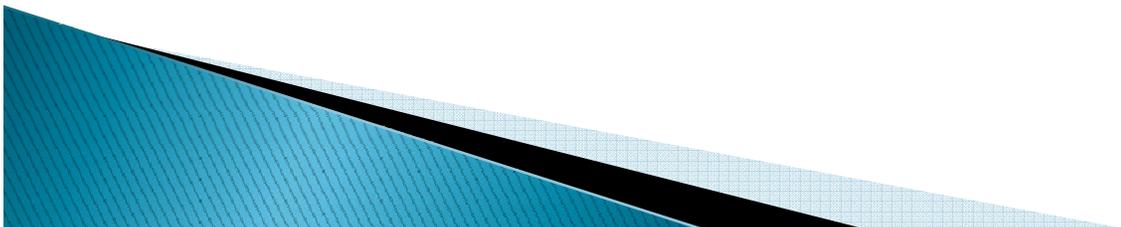
Participation in LRE

Participation in State & District Wide Assessment

Parent Participation in the Special Education Process

Full Educational Opportunity Goal

Compliance with McKinney-Vento Homeless Act



Assurances Information

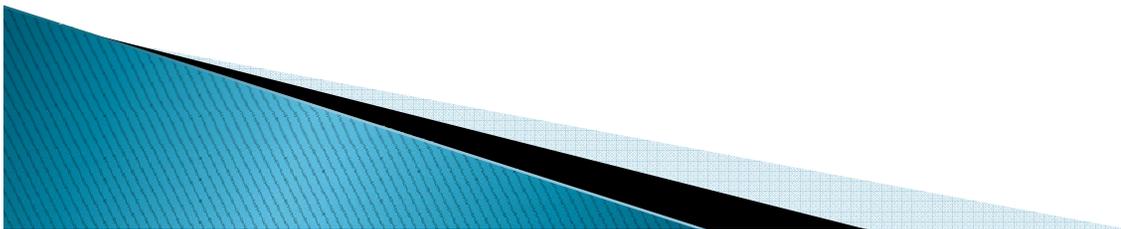
Complete all sections of the Assurances including:

Document name

Date adopted by School Board

Pages where information is found

Document Location within the District



<i>Federal Assurance</i> Do not submit actual document ~ cite location only	Document Name	Date Adopted	Pages	Document Location (e.g. SAU Office)
Free Appropriate Public Education (FAPE)				
Child Find				
Confidentiality				
IEPs				
Procedural Safeguards				
Participation in LRE				
Participation in State & District Wide Assessment				
Parent Participation with Special Education Process				
Full Educational Goal				
Compliance with McKinney- Vento Homeless Assistance Act (42 U.S.C.1143) (300.149 (a) (3))				

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

Charter School:

- ▶ *Open enrollment public school, operated independently of any school board of education.*
- ▶ 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.
- ▶ http://www.education.nh.gov/instruction/school_improve/charter/index.htm

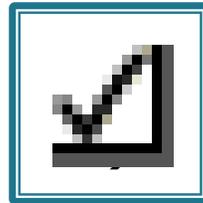
Charter School Form

The LEA must provide information to demonstrate with respect to charter schools that are public school of the LEA the LEA will :

- Serve Children with disabilities attending those schools in the same manner as it serves children with disabilities in its other schools; and
- Provide funds under Part B of the Act to those schools in the same time as it provides funds to its other schools .

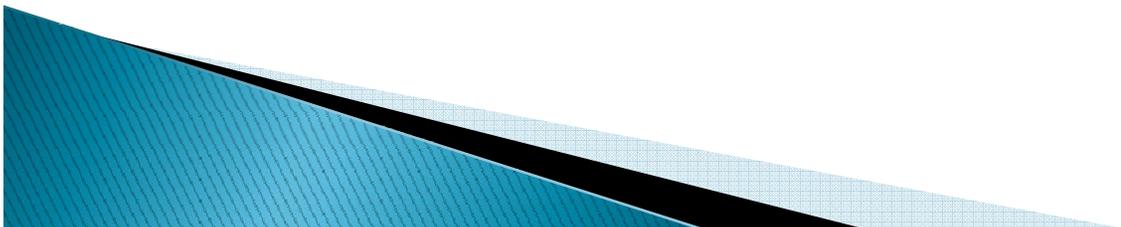
OR

- If there are no charter schools that are public schools of the LEA in the jurisdiction of the LEA, please check the box below:



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)



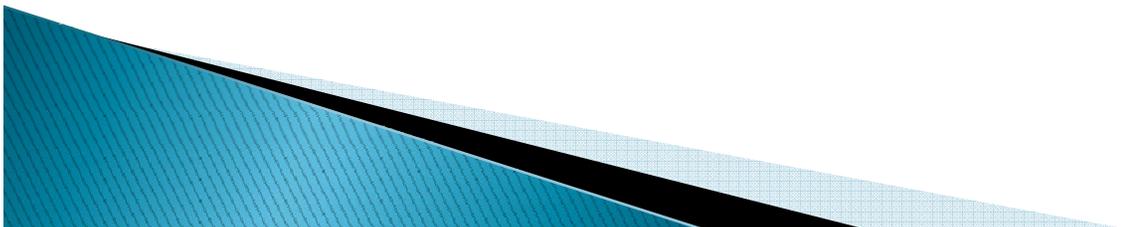
Maintenance of Effort Form

- ▶ **Maintenance of Effort (Non –Supplanting) : Based on Average Per Capita for Special Education**

- ▶ **(a) LEA Name FY 11 Actual Expended Funds FY 12 Budgeted Funds**
_____ \$_____ \$_____

The above computations are based on Local Funds

- ▶ **(b) If budgeted figure for FY 12 is less than the amount of the local funds actually expended for FY 11 for Special Education, *please justify according to the exception to maintenance of effort* .**

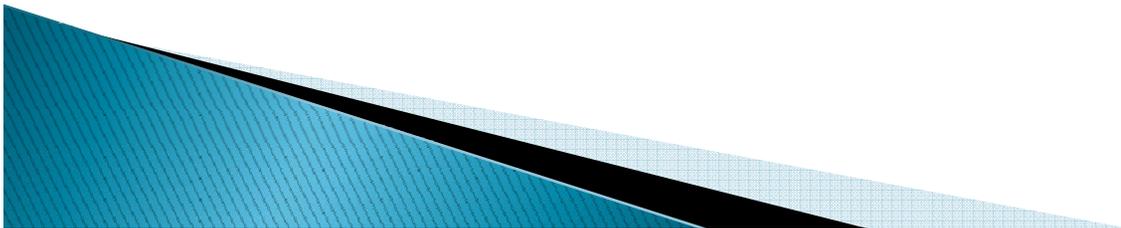


Fiscal Year (FY) 2012 Assurance Documentation

Section III

- ▶ List each separate LEA participating in the request.
- ▶ Superintendent or other authorized personnel must sign and date the form for each LEA participating.
- ▶ All policies, procedures, documents and descriptions of activities, which are referred to in Sections I, II and III of this Annual Request for Federal Special Education Funds are currently operational within each LEA listed below:

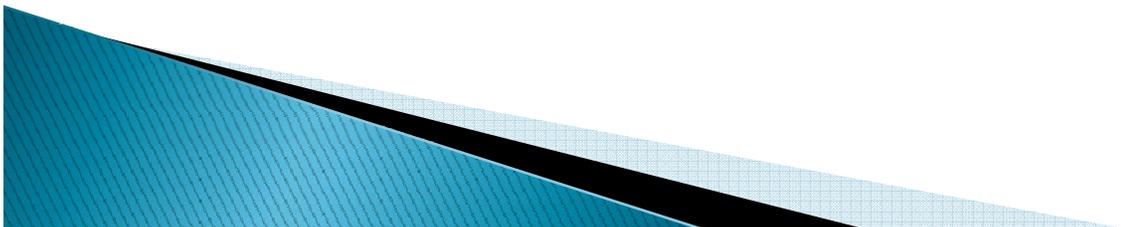
▶ LEA	Signature	Date
Meredith		
Ashland		



Object Code 100

List of District Personnel

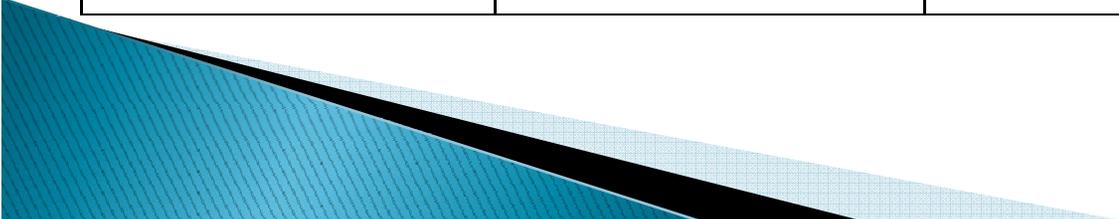
- ▶ The list should include only personnel hired in the District
- ▶ This list should not include contracted individuals.
- ▶ Function code and dollar amount must equal what is listed in the Activity.
- ▶ List title or position not the name of the person.



Object Code 100 List of District Personnel (not contracted)

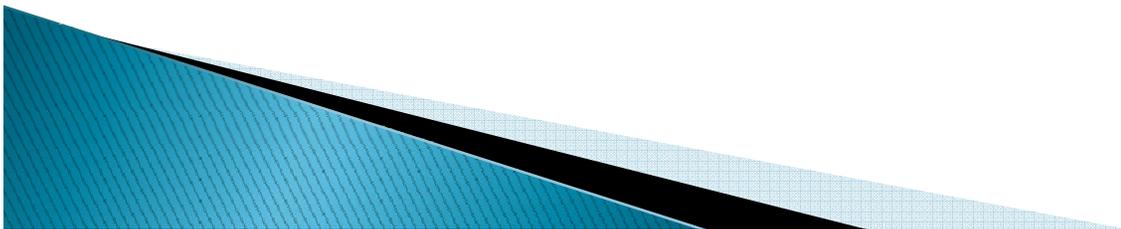
PLEASE TAKE NOTE: The dollar amount *must* equal what is listed in the Activity.
Please list a Title not a name

Function/Object Code	Position Title	Incumbent/Vacant	Dollar Amount



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 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.



FY'12 Contracts

- Contracts less than \$5,000:
Indicate on a project description sheet
- For all contracts:
fiscal agent for federal funds must adhere to the procurement standards described on pages 33 and 34 of the Federal Funds Financial Management Manual.
- Keep original copy of any contract with the financial records of the project.
- Please use object code 300 for this activity.



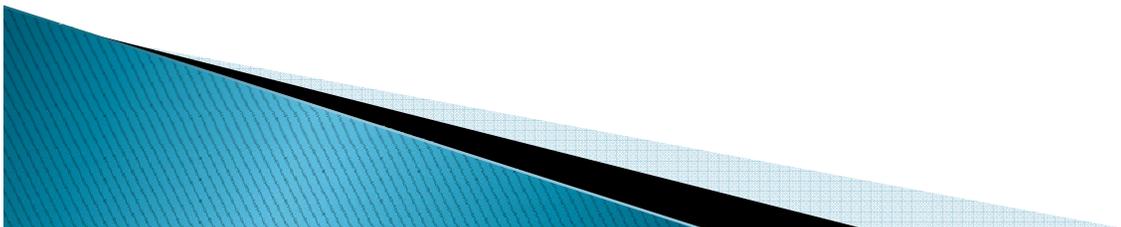
NH Allowable Costs and Activities

The following is a link to access the NH Allowable Costs and Activities Document which includes:

- A list of activities and the status of Allowed, Not Allowed or Possible
- Additional information and special requirements

Click on this link to access the document under the Entitlement Grant heading on the NHDOE website:

http://www.education.nh.gov/instruction/special_ed/entitlement_grant.htm



Approval of the Application

Upon receipt of an application from an LEA, the Bureau of Special Education Consultant will:

Review

Application for necessary components



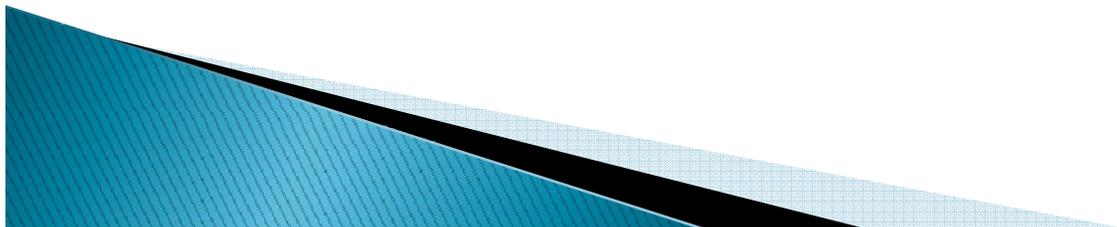
Return

Application to LEA to make edits as necessary



Approve

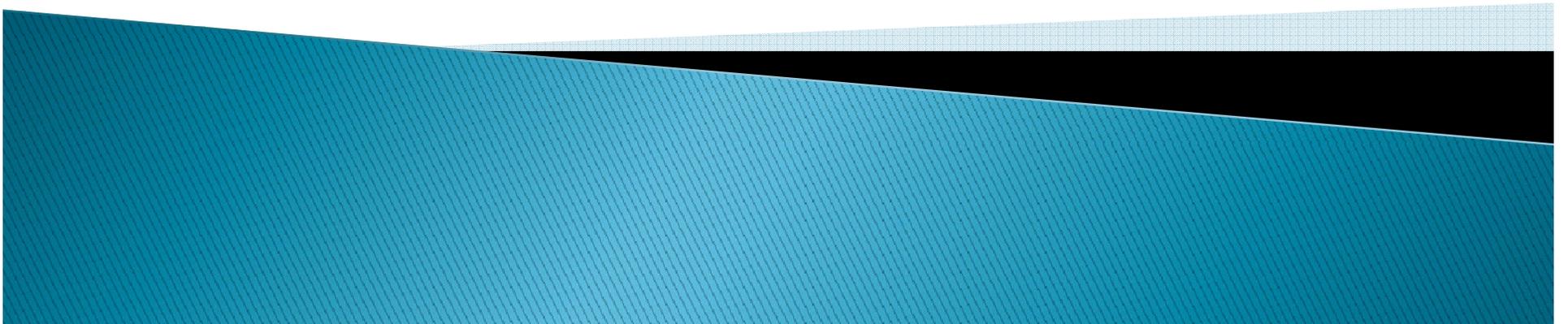
Approve the application when complete



Reporting Process

- LEA submits the reports for payment
- Bureau of Special Education
 - Reviews the invoice report*
 - Returns the report for edits*
 - Approves the payment*
- Office of Business Management
 - Processes the payment*

Questions?



We are here to help!

For assistance with the IDEA Entitlement Grant please contact your assigned NHDOE Education Consultant.

If you are unsure of who your assigned consultant is please call the Main Line at 271-3741.

