



IDEA and ESCE Project Administration Guidelines

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Eligibility

City, exempted village, local school districts, community schools, county boards of mental retardation/developmental disabilities (MR/DD), and state-supported agencies, may make application for Special Education Part-B Individuals with Disabilities Education Act (IDEA) and Early Childhood Special Education (ECSE) Flow-Thru funds. Educational Service Centers serving as fiscal agents for online CCIP Consolidated Funding Applications are also eligible to make application for Special Education Part-B IDEA and ECSE Flow-Thru funds. Applicant districts are eligible to receive Special Education Part-B IDEA and ECSE Flow-Thru funds by meeting the requirements contained in these guidelines.

Consortium Applications

Multi-district consolidated arrangements may be formed by mutual consent among local educational agencies (LEAs) with one participating district serving as fiscal agent for the administration and fiscal management of Special Education Part-B IDEA and ECSE Flow-Thru funds. The following guidelines apply to consortium applications:

1. The identified fiscal agent for the consortium will complete and file the online CCIP application. Individual members do not need to complete the application.
2. Each participating LEA must complete the consortium application signature page, and forward to the fiscal agent for submission to the Ohio Department of Education (ODE).
3. The fiscal agent district must complete the CCIP Planning Tool to reflect the project activities that will be implemented by each of the participating agencies.

4. Individual participating LEAs do not necessarily have to meet the excess cost requirement provided that the average of the combined per-pupil expenditures for children with disabilities of all participating districts exceed that for all children.
5. Payments of Special Education Part-B IDEA and ECSE Flow-Thru funds under an approved Consolidated Funding Application will be equal to the sum of the entitlements of the participating school districts.
6. Participating LEAs have joint responsibilities for implementing Special Education Part-B IDEA and ECSE Flow-Thru projects with the exception of the administration and disbursement of funds, which is the exclusive responsibility of the fiscal agent.
7. The fiscal agent treasurer in a consortium application is responsible for all the monies and must submit in the CCIP a composite project budget for all anticipated expenditures.
8. The LEA must file monthly Project Cash Requests (PCRs) electronically after the first automatic payment.

Participation of Children with Disabilities Enrolled in Chartered and Non-chartered Nonpublic Schools

Under IDEA 2004, children with disabilities enrolled in chartered and non-chartered nonpublic schools are eligible to receive Special Education Part-B IDEA Flow-Thru benefits through the participating public school district in which the nonpublic school is located when they are provided special education and related services in accordance with state and federal rules and regulations. **ECSE services and funds may be limited to nonpublic schools within the geographic area of the eligible preschool child's district of residence. [District of residence remains the responsible party.]**

The following guidelines apply:

1. The school district where the nonpublic school is located shall consult in a timely and meaningful manner with appropriate representatives of chartered and non-chartered nonpublic schools to discuss the following issues:
 - a. Child find;
 - b. Determination of proportionate amount of IDEA Part-B funds to be used for services;
 - c. How the process will work throughout the year; and
 - d. How, where and by whom special education and related services will be provided.Written documentation of the meeting must be provided to all parties, and must include the agreed upon activities and services to be provided.
2. Eligible children attending the non-public school are to be counted and the number reported to the ODE. The figures are used to calculate the determination of proportionate amount of IDEA funds to be used for special education and related services for eligible nonpublic school children.

3. For FY2008, the amount of Special Education Part-B IDEA Flow-Thru funds that the public school must spend on providing special education and related services to nonpublic school children shall be calculated as follows:

Proportionate Share Calculation for Parentally-Placed Private School Children with Disabilities For Flintstone School District:

Number of eligible children with disabilities in public schools in the LEA	300
Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA	20

Total number of eligible children	320
Federal Flow-Through Funds to Flintstone School District	
Total allocation to Flintstone	\$152,500
Calculating Proportionate Share:	
Total allocation to Flintstone	152,500
Divided by total number of eligible children	320
Average allocation per eligible child	476.5625
Multiplied by the number of parentally placed children with Disabilities	20
Amount to be expended for parentally-placed children with Disabilities	9,531.25

4. The public school district must retain title and continuing administrative direction and control over all property and equipment acquired with Special Education Part-B IDEA ~~and ECSE~~ Flow-Thru funds. Such equipment may be placed in a nonpublic school for the period of time needed to serve children with disabilities. When such equipment is no longer needed to serve children with disabilities, the LEA shall remove it.

Review and Processing of Applications

All applications will be reviewed by the staff of ODE, Office of Federal Programs. If an application is not completed in accordance with the guidelines and policies, the application cannot be approved. Following the review and approval of the application, notice will be sent to the fiscal agent via an e-mail message.

Payment Procedures

A minimum of two weeks should be allowed for processing payment after the application is approved by ODE. The LEA should take this into consideration if actual receipt of Special Education Part-B IDEA and ECSE Flow-Thru funds is necessary to initiate planned activities.

LEA disbursement and payment request schedule:

1. All initial payments, processed automatically by ODE, Office of Federal and State Grants Management, are 10 percent of the allocation.
2. LEAs must file monthly online Project Cash Requests (PCRs) to obtain subsequent payments for Special Education Part-B IDEA and ECSE Flow-Thru funds.

Expenditures for approved Special Education Part-B IDEA and ECSE Flow-Thru funds program activities, which are incurred after the substantially approved date (application submission date showing superintendent approved) prior to the receipt of funds, may be paid from the general fund of the LEA. Upon receipt of the Special Education Part-B IDEA and ECSE Flow-Thru funds, the amount equal to that advanced from the general fund must be returned to the general fund. Special Education Part-B IDEA and ECSE Flow-Thru funds may not be used to fund program activities or expenditures prior to the substantially approved date.

Recordkeeping and Audit Requirements

The following procedures are required for recordkeeping and audit purposes pursuant to the state's responsibility under IDEA. Additional requirements, if any, will be issued by ODE, Office for Exceptional Children (OEC) and Office of Early Learning and School Readiness (OELSR).

1. Development and maintenance of complete official records regarding Special Education Part-B IDEA and ECSE Flow-Thru funds will be the responsibility of the applicant agency. Usually the treasurer's copies are regarded as the official records.

All fiscal records must be maintained in accordance with the Uniform School Accounting System (USAS), applicable circulars, other requirements included in these guidelines, policies, and application, and subsequent Federal audit requirements, if any, issued by OEC

and/or OELSR. (This is NOT applicable to state-operated and state-supported agencies. These agencies should follow their own established record retention schedules.)

2. Upon receipt of ODE approval notification, the treasurer will establish **Fund Code 516**, Special Education Part-B IDEA, and/or **Fund Code 587**, Early Childhood Special Education. The time for obligating these funds extends from July 1 or the substantially approved application date (if later) to June 30 of the succeeding year. Funds may only be obligated after the application is substantially approved.
3. Expenditures charged to the Special Education Part-B IDEA and Early Childhood Special Education Flow-Thru funds account must supplement and not supplant expenditures from state and/or local revenues.
4. Amendments (revisions) to the Consolidated Funding Application must be filed electronically and may NOT be filed until the original application has been approved by ODE.
5. A Final Expenditure Report (FER) must be submitted online following liquidation of all expenditures no later than September 30.
6. All records required for fiscal audit or evaluation of projects funded with Special Education Part-B IDEA and ECSE Flow-Thru funds must be made available upon request.

Fiscal Records

LEAs must maintain copies of all fiscal records. Web (online) versions will suffice as copies. Examples of fiscal records are: ODE approved CCIP application, all revisions, the approved project budget, the Final Expenditure Report, all cooperative agreements, all purchased service contracts, all tuition contracts, certification of personnel employed with federal funds, PCRs, purchase orders, invoices, inventory of all equipment and tangible property purchased with Flow-Thru funds.

Child Count Records

The December 1 disability child count records used to generate the grant award, including the disability child count data report, Inclusion/Exclusion Report, statement of assurance, and copies of students' individualized education programs (IEPs), must be maintained.

The records on file must be maintained for three years after the close of the project.

Reporting Requirements

ODE may withhold payments from any district that does not submit required program and/or fiscal reports (e.g., Final Expenditure Report).

Final Expenditure Report (FER)

The latest date for obligating Special Education Part-B IDEA and ECSE Flow-Thru funds is June 30,. The FER is due at the end of the project, but not later than September 30.

Property Management

A LEA may establish its own property management procedures provided that the following requirements are met:

1. Title to and administrative control of all property, equipment and supplies acquired under this program for use in public and nonpublic schools shall be held by the LEA.
2. The purchase of equipment and supplies with Special Education Part-B IDEA and ECSE Flow-Thru funds is an approvable expenditure when used for the education of existing identified children with disabilities currently being served.
3. Equipment and supplies purchased with Special Education Part-B IDEA and ECSE Flow-Thru funds must be used to provide special education and related services to children with disabilities or evaluation and diagnostic services to children who are eligible under Part B or who are suspected of having a disability. Use of such equipment by non-disabled students is permitted when such use will NOT
 - a) interfere with or decrease the use of the equipment by students with disabilities or result in the exclusion of use of the equipment by students with disabilities who would otherwise use it;
 - b) increase the cost of operating the equipment; or
 - c) shorten significantly the useful life of the equipment.
4. If the LEA agency places any equipment or supplies in the nonpublic school, the LEA must remove the equipment or supplies from a nonpublic school if
 - a) the equipment or supplies are no longer needed for the purposes of the project; and
 - b) removal is necessary to avoid use of the equipment or supplies for other than project purposes.

General

1. The LEA must use funds provided under part B to supplement, and to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Direct services to children with disabilities are the first priority for the expenditures of Flow-Thru monies. When this priority has been met, expenditures for purposes other than direct services may be considered.
2. LEA must be in compliance with the requirements for providing a free appropriate public education to children with disabilities, ages 3 through 21, before Flow-Thru funds may be used for purposes other than providing direct services to these children.

3. Part B funds may be used for the costs of special education and related services and supplementary aids and services provided in a regular class or other education-related setting to a child with a disability in accordance with the individualized education program of the child.
4. IDEA 2004 provides districts flexibility in the use of funds. District may use up to 15 percent of their IDEA Part-B allocation to provide services to students, grades K-12, who have not been identified as a child with a disability, but who need additional academic and behavioral supports to succeed.
5. Consideration should be given to the importance of professional development related to the education of children with disabilities for general, as well as special, educators. Such expenditures may be incorporated into the application's overall budget in accordance with the provisions listed on the Expenditure Information documents for Special Education Part-B IDEA and ECSE.