

FY 2014

Fundamentals of Special Education Finance

OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRETT
STATE DEPARTMENT OF PUBLIC INSTRUCTION

Allocations to LEAs

Federal Allocations
(34 CFR § 300.705)

IDEA ALLOCATIONS
POVERTY
Total Prior Year Enrollment

- ❖ **Base Amount**
 - ❖ Amount LEA would have received in 1999-2000
 - ❖ Currently, based on the October 1, 2011, Child Count (updated for new Charter in 2013)
- ❖ **Population**
 - ❖ 85% of the remainder of the allocation is based on the total prior year relative enrollment of the LEA (public and private schools)
- ❖ **Poverty**
 - ❖ 15% of the remainder of the allocation
 - ❖ Based on the prior year relative poverty level of the LEA (defined as the free and reduced lunch count)

Use of Amounts

34 CFR § 300.202

- ❖ Funds must be used
 - ❖ To pay the **excess costs** of special education and related services
 - ❖ To **supplement** (and not supplant) state and local funds



IDEA Assurances,
LEA Agreement,
and Consolidated
Application



Single Sign On



Single Sign On

Maintenance of Effort

(34 CFR § 300.204)

- ❖ If an LEA receives notification that the MOE requirement has not been met, an opportunity will be provided for the LEA to submit documentation of allowable exceptions under 34 CFR § 300.204.
- ❖ **50% Rule**
 - ❖ If the IDEA Part B allocation received **exceeds** the amount the LEA received the previous fiscal year, the LEA may reduce the level of expenditures by up to 50 percent of the excess.

$$(\$1000 - \$950) \times .50 = \$25$$

Maintenance of Effort

(34 CFR § 300.204)

❖ Exceptions

- ❖ The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel;
- ❖ A decrease in the enrollment of children with disabilities;

Maintenance of Effort

(34 CFR § 300.204)

❖ Exceptions (con't)

- ❖ The termination of the obligation of the agency, consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:
 - ❖ Has left the jurisdiction of the agency;
 - ❖ Has reached the age at which the obligation of the agency to provide Free Appropriate Public Education to the child has terminated; or
 - ❖ No longer needs the program of special education;

Maintenance of Effort

(34 CFR § 300.204)

❖ Exceptions (con't)

- ❖ The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities; or
- ❖ The assumption of cost by the high cost fund operated by the SEA under §300.704(c).

❖ **NO EXCEPTIONS FOR MISCODING**

Maintenance of Effort

(34 CFR § 300.204)

❖ What happens when no exception is met -

- ❖ OSDE-SES will receive list of LEAs failing to meet MOE
- ❖ LEAs are contacted and documentation is requested
- ❖ LEAs failing to meet MOE are issued a citation and State Aid funding is reduced
- ❖ Penalty amounts are sent to USDE.

Oklahoma loses funding!



Time and Effort

Time and Effort

- ❖ Federal regulation requires that any salaries and benefits charged to a federal award(s) must be documented in writing:
 - ❖ Reflect actual time spent on activities of the federal program(s) being charged
 - ❖ The documentation should be signed by the employee and the employee's supervisor
 - ❖ Time and effort reports should be prepared for any staff with salary and benefits that are charged:
 - ❖ Directly to a federal award
 - ❖ Directly to multiple federal awards
 - ❖ Directly to any combination of a federal award and other federal, state or local fund sources

Time and Effort

- ❖ **Single Cost Objective**
 - ❖ A single work activity that may be funded by one or more fund sources
 - ❖ A single federal grant award
 - ❖ Semi-annual time and effort documentation is made in arrears

Semiannual Certification

Date: _____ **Federal Staff Certification**
This is to certify that the following individuals have worked **100%** of their time during the last six months under the cost objective identified below.

First Name	Last Name	Grant	Position	School	Signature
Ima	Worker	621	Co-Teacher	Kimery M.S.	_____
Happy	Camper	641	Resource Teacher	Benton High	_____

Signature of Supervisor: _____ Date: _____

SAMPLE

Time and Effort

❖ Multiple Cost Objectives

- ❖ For employees who have different jobs or are paid with different funds
- ❖ Must reflect an after-the-fact distribution of the actual activity of each employee
- ❖ Must account for the total activity for which each employee is compensated
- ❖ Must be prepared at least monthly and coincide with one or more pay period
- ❖ Must be signed by the employee

Multiple Cost Objective Employee Personnel Activity Report

Marilynville School District Personnel Activity Report

Employee: Chris Eccard

Title: Psychologist

Reporting Period: April 1- 30, 2010

Fiscal Year: 2010

Cost Objective	Program	Distribution of Time	Number of Hours of Time
Special Education	621	15%	26.5
Regular Education	511	70%	123
Regular Education	Non-Federal Activities	15%	26.5
Indirect Time	Vacation / Sick Leave	0%	0

Totals: 100% 176

Supervisor _____

Employee _____

SAMPLE



High Need
Children

High Need Children

- ❖ Tier 1
 - ❖ Out-of-state residential placements (prior OSDE approval required)
- ❖ Tier 2
 - ❖ At least three times the average per pupil expenditure in Oklahoma
 - ❖ At least 10% of the LEA's FY2012 Flow-Through allocation (for all high need children)

Finance Resources

- ❖ <http://ok.gov/sde/finance>
 - ❖ Due dates for financial activities
 - ❖ Special Education Funding Manual
 - ❖ Maintenance of Effort
 - ❖ Time and Effort
 - ❖ High Need Student Application
 - ❖ Sequestration

Important Finance Dates

- ❖ **Opens: First Friday in May;**
 - ❖ Assurances
 - ❖ LEA Agreement
- ❖ **Due: Last Friday in June**
 - ❖ Tier I – Out-of-State Residential Applications
- ❖ **Due: Second Friday of June**
 - ❖ Tier 1 – Out-of-State Residential Applications
- ❖ **Due: Fourth Friday of July**
 - ❖ Tier 2 – High Needs Application
- ❖ **Due: August 1**
 - ❖ Expenditure Reports Due
- ❖ **Due: Fourth Friday of September**
 - ❖ Consolidated Application (Budget)

Contact Information

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