

OKLAHOMA STATE DEPARTMENT OF EDUCATION – SPECIAL EDUCATION SERVICES
IDEA Fiscal Self-Assessment Questions

Please review these questions prior to completing the online survey. The last page of this document includes a list of your team members. You will be asked to upload the page to the survey.

- 1) Does the district have procedures in place to submit Assurances and LEA Agreement by the required due date of July 1st? (answer type - yes/no)
- 2) Did the district submit the IDEA Consolidated Application in a timely manner?
(answer type yes/no)
- 3) Were the prior year closeouts completed and submitted to Special Education Services on or before September 1st? (answer type - yes/no)
- 4) Did the district submit all expenditure reports by the required due date of August 1st?
(answer type - yes/no)
- 5) Late claim submissions must be taken to the Oklahoma State Board of Education for approval. Has your district submitted a late claim in the past five years? (answer type - yes/no/unsure)
- 6) What process does the district use to budget Federal IDEA funds? (answer type – open text)
- 7) What staff are including in making decisions on how to use Federal IDEA funds? (answer type – multiple entry)
 - a. Superintendent
 - b. Director of Special Education
 - c. Other District Administration
 - d. School Administrators
 - e. Other
- 8) List personnel responsible for submitting the online budget application for all projects in the Grants Management System. (answer type – open text)
- 9) Are there valid contracts for each expenditure using Federal IDEA funds identified in the expenditure reports? (answer type - yes/no/unsure)
- 10) Are there written policies and procedures in place that include staff position (s) responsible for developing and awarding contracts? (answer type - yes/no/unsure)
- 11) Do policies and procedures establish that vendors providing the goods have not been suspended or debarred by the state and/or federal government? (answer type - yes/no/unsure)

OKLAHOMA STATE DEPARTMENT OF EDUCATION – SPECIAL EDUCATION SERVICES

- 12) Do contracts include the following: WHO will provide the services, WHAT services will be provided, WHEN the services will be provided and WHERE the services will be provided? (answer type - yes/no/unsure)
- 13) Do contracts include a printed name with a valid signature that is dated and the staff position of the contractor and contractee? (answer type - yes/no/unsure)
- 14) Were Federal IDEA funds used to purchase equipment? (answer type - yes/no/unsure)
- If Yes – Are all equipment purchased with Federal IDEA funds appropriately labeled? (answer type - yes/no/unsure)
 - If Yes – Does the district have policies and procedures in place for the proper disposal of equipment? (answer type - yes/no/unsure)
- 15) Does the district have policies and procedures in place consistent with state policies and procedures that demonstrates to the satisfaction of the SEA that it meets requirements for using Federal IDEA funds? (answer type - yes/no/unsure)
- 16) Are IDEA funds used over and above what the district spends on average for students enrolled at elementary or secondary level? (answer type - yes/no/unsure)
- 17) Does the district use Federal IDEA funds only to supplement, not supplant, the level of funds expended for Special Education and Related Services provided to students with disabilities? (answer type - yes/no/unsure)
- 18) Does the district document expending an equal amount of state and/ or local funds as the previous fiscal year? (answer type - yes/no/unsure)
- 19) Is the district aware that MOE can be met one of two ways (Total of state and/or local expenditures OR State and/or local expenditures per child)? (answer type - yes/no)
- 20) Did the district use one or more of the allowable exceptions to assist in maintaining MOE requirements? (answer type - yes/no/unsure)
- 21) Did the district incur a MOE penalty in the last five years? (answer type - yes/no/unsure)
- If Yes – Explain what steps have been taken to ensure compliance with MOE. (answer type – open text)

OKLAHOMA STATE DEPARTMENT OF EDUCATION – SPECIAL EDUCATION SERVICES

22) Does the district use Federal IDEA funds to pay employee (s) using a single cost objective?

(answer type - yes/no/unsure)

- a. If Yes – Do Time and Effort policies and procedures detail the single federal cost objective requirements for periodic, semi-annual certification (Semi-annual certification covers a period of one year and are completed twice during a twelve month period)? (answer type - yes/no/unsure)
- b. If Yes – Do the Time and Effort policies and procedures include dates of the periods that the district will collect the semi-annual certifications? (answer type - yes/no/unsure)
- c. If Yes – Are the semi-annual certifications signed by the employee or supervisor? (answer type - yes/no/unsure)

23) Does the district use Federal IDEA funds to pay employee (s) using a multi-cost objective?

(answer type - yes/no/unsure)

- a. If Yes – Do Time and Effort policies and procedures detail the multi-cost objective requirements for monthly certification? (answer type - yes/no/unsure)
- b. If Yes – Do Time and Effort policies and procedures include dates of the periods that the district will collect the monthly certifications? (answer type - yes/no/unsure)
- c. If Yes – Are the monthly certifications signed by the employee or supervisor? (answer type - yes/no/unsure)

Team Members for Fiscal Self-Assessment

The self-assessment team should include at least 5 relevant members of your staff, such as: Special Education district staff, principals, teachers, and counselors. Please include additional pages if necessary.

Name	Title	Signature