



**Oklahoma Department
of Rehabilitation Services**
OKLAHOMA SCHOOL FOR THE DEAF www.okdrs.gov

Interim Director
Joe Cordova
Commissioners
Lynda Collins
Steve Shelton
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August 27, 2014

Oklahoma State Department of Education
Compliance, Data & Financial Services
2500 North Lincoln, Suite 412
Oklahoma City, OK 73105

Attention: Anita Eccard

Reference: 50-H000 Oklahoma School for the Deaf
Application 2013-2014

Dear Anita,

A notice was sent by email from OSDE on July 30, 2014 that the IDEA-B application deadline was August 1st. I received that email and another email on August 1st notifying me that the submission should be in by 5:00 p.m. on that day OSD met that deadline by submitting the application on that day.

On August 27th the OSD Business Manager entered expenditures in the SDE grants management system, however when attempting to submit the report, the system was locked. After multiple attempts to enter the report, we called SDE and were informed that OSD was locked out, due to missing the due date. We were not aware of a deadline posted on the SDE website; for future, OSD will request assistance on where to find reporting dates on the SDE website.

Please accept the attached Record and Report of Expenditures for the Oklahoma School for the Deaf IDEA-B, projects 621 and 641 as the reimbursement claim.

Plan of action to prevent another occurrence:

- OSD staff will obtain dates of training offered from SDE.
- OSD staff will attend SDE training to obtain essential information and the tools needed to file applications and submit reports timely.
- OSD staff will work closely with SDE staff to assure deadlines are fully understood and met.

We sincerely regret missing the reporting deadline.

Respectfully,

KaAnn Varner, Superintendent
Oklahoma School for the Deaf

