

2016-2017 IDEA B Local Application – Instructions

The steps below will guide you through completing the 2016-2017 IDEA B Local Application. The application is broken down into separate tabs. The tabs can be found at the bottom of the Excel spreadsheet. The only cells that will require information are highlighted in **yellow** throughout the application. To access the drop-down menus throughout the application click on the **yellow** cell and the drop-down arrow will appear on the right. The excel spreadsheet tabs that are highlighted in **Red** must be printed, signed and scanned, then uploaded to Web EPSS, separately from the application.

- The following documents **must be uploaded** in Web EPSS:
 - Completed 2016-2017 IDEA B Local Application
 - Signed and Dated **Required Signature** page (tab 2 in the application)
 - Board Minutes and Agenda (identifying the Approval of your IDEA B Application)
- The following documents **must be uploaded** in Web EPSS **if there is not a current copy uploaded** in Web EPSS **or if there has been a revisions** to the most current uploaded document:
 - Policies and Procedures (All LEAs)
 - If revisions have been made to your Policies and Procedures the LEA **Must** upload the Board Minutes, Agenda and Required Signatures addressing these revisions.
 - Memorandum of Understanding (MOU), if applicable
- The following documents **must be uploaded** in Web EPSS, **if applicable to the LEA**:
 - Signed and Dated **Private School Consultation Form** (tab 9 in the application) PLEASE NOTE: If the LEA has a Private School within its jurisdiction the **Private School Consultation Form** is required.
 - Coordinated Early Intervening Services (CEIS) Plan (tab 6 in the application) PLEASE NOTE: **This form is required only if the LEA chooses to implement a CEIS program.** The plan **must be** approved prior to implementation of the CEIS program.

Tab 1: Cover Sheet – This tab **MUST** be completed by ALL LEAs.

1. Select your Local Educational Agency (LEA) from the drop-down menu in cell E5.
 - a. Once your LEA is selected, the allocation and other data specific to the LEA selected will populate throughout the application. This will assist you in completing the application.
2. Select the application type from the drop-down menu in cell A16.
 - a. **Single Applicant** is most commonly selected.
3. Enter the Names, Phone Numbers and Email Address (if available) of the parents of students that are currently enrolled with IEPs, who are not employees of the LEA, who have participated in the development of the 2016-2017 application.
 - a. LEAs are required to demonstrate that parental involvement was solicited during the budget process.

Tab 2: Required Signatures – This tab **must be** completed, printed, and **signed** by ALL LEAs.

1. Enter the date that the 2016-2017 IDEA B Application was approved by your school board or governing authority in cell H11.

2. Enter the Name and Title of the Authorized Representative for the LEA in cell A25.
3. Print this *Signature - Approval Page* (tab 2 in the application)
4. **Signatures are required** in all of the grey signature boxes, cells A27, A35, A37, A39, A41 and A45.
 - a. The *Signature - Approval Page* including **all required signatures** must be scanned and uploaded to Web EPSS along with the completed 2016-2017 IDEA B Application.

Tab 3: Assurances – This tab **must** be completed.

All Assurances and Certifications highlighted in **yellow** must be addressed.

1. Section II – Conditional Approval for Current Grant Year
 - a. **Select N/A** from both drop-down menus cell B8 and B11 **If the LEA *did not* receive a conditional approval letter from PED.** Do Not leave Section II blank.
2. Section III – Plan of Assurances **(REQUIRED)**
 - a. **Federal Program General Assurances**
 - i. Select **Yes** for 1 in cell B19 **or** 2 in cell B27, as applicable. **Do Not select Yes for both statements.**
 - b. **Other Federal Assurances**
 - i. Select **Yes** for 1a in cell B40 **or Enter a Date** for 1b in cell A47, as applicable.
 - ii. LEAs **Must** provide assurance that it is in compliance with the IDEA B requirements. By selecting **Yes** to **Assurances 2 through 20** the LEA will demonstrate its compliance with the IDEA B regulations and determines its eligibility to apply for IDEA B funds.
 - ✓ LEAs **Must** be able to **select Yes** for **Assurances 2 through 6**. Assurances 2 through 6 address IDEA B compliance requirements.
 - ✓ **Districts with or without Dependent/Local Charters Must** be able to select **Yes** to **7a**.
 - **Districts with a Dependent/Local Charter** – Selecting Yes to 7a assures that the district has a Dependent/Local Charter and it will follow the IDEA B regulations with respect to Dependent/Local Charters.
 - **Districts without a Dependent/Local Charter** – Selecting Yes to 7a assures that the district will follow the IDEA B regulations if a dependent/local charter school opens up within the district.
 - **State Chartered Charter Schools** will select **N/A for 7a**.
 - ✓ **Districts will select N/A for 7b**.
 - **State Chartered Charter Schools Must** be able to select **Yes** for Assurance **7b**.
 - ✓ **All LEAs Must** be able to select **Yes** to 8a **or** 8b.
 - 8a is most commonly selected
 - Selecting Yes to 8a means that the LEA agrees to coordinate with NIMAC if there is a need for instructional materials for the blind or other persons with print disabilities.
 - Selecting Yes to 8b means that the LEA chooses not to coordinate with NIMAC and must submit a plan of action outlining how they will provide

instructional materials for the blind or other persons with print disabilities if necessary.

- ✓ LEAs **Must** be able to **select Yes** for **Assurances 9 through 12**.
 - Assurances 9 through 12 address IDEA B compliance requirements

3. Other Assurances

a. All LEAs **Must** be able to **select Yes** for **Assurances 13 through 20**.

i. **Assurance 13**

- ✓ For LEAs **receiving Impact Aid** for the benefit of students with disabilities – Selecting Yes to Assurance 13 assures that the District is currently and will continue to follow IDEA B regulations.
- ✓ For LEAs **Not receiving Impact Aid** – Selecting Yes to Assurance 13 means that the district will follow IDEA B regulations if it were to receive Impact Aid funds for the benefit of students with disabilities.

ii. **Assurances 14 through 16**.

- ✓ Assurances 14 through 16 address reporting and accountability requirements that the LEA **Must** follow to be in compliance with IDEA B.

iii. **Assurances 17 and 18**.

- ✓ LEAs **with a Preschool Program**:
 - Selecting Yes to **Assurance 17** means that the LEA agrees to have appropriate policies and procedures for transition from Part C to B programs for preschool children with disabilities within the LEAs jurisdiction.
 - The approved Memorandum of Understanding (MOU) **Must** be uploaded in Web EPSS.
- ✓ LEAs **that Do Not currently have a need for a Preschool Program**:
 - Selecting Yes to **Assurance 17** means that the LEA agrees to develop and implement the appropriate policies and procedures for transition from Part C to B programs for preschool children with disabilities within the LEAs jurisdiction, if there is a need.
- ✓ Selecting Yes to **Assurance 18** means that the LEA agrees to coordinate Child Find and provide direct services to preschool children with disabilities living on reservations, if there is a need.
 - The approved MOU must be uploaded in Web EPSS.

b. All LEAs **Must** be able to **select Yes** for **Assurances 19 and 20**.

4. Certifications

a. All LEAs **Must** be able to **select Yes** to **Certifications 1 and 2**.

Tab 4: Objectives 1 & 2 – This tab is used to identify the IDEA B budget for Funds 24106 (Basic) and 24109 (Preschool).

1. **Objective 1 / Function Code 1000 Direct Instruction And Extended School Year** – Select **Yes** from the drop-down menu next to Item(s) 1 through 8. **ONLY SELECT those items that your LEA** plan to budget for that will require IDEA B funds for Fund 24106 (Basic) and/or Fund 24109 (Preschool). If **Yes** is selected for items 1 through 8 the LEA **Must** include the total budget amount.
 - a. Enter the total budget amount for All Direct Instruction and ESY Objective 1 (Function Code 1000) in cell E18 for Fund 24106 and cell F18 for Fund 24109.
 - i. The amount budgeted for **Objective 1** must be budgeted under **Function Code 1000** in OBMS.
2. **Objective 2 / Function Code 2100 Instructional Support** – Select **Yes** from the drop-down menu next to Item(s) 1 through 17. **ONLY SELECT those items that your LEA** plan to budget for that will require IDEA B funds for Fund 24106 (Basic) and/or Fund 24109 (Preschool). If **Yes** is selected for items 1 through 17 the LEA must include the total budget amount.
 - a. Enter the total budget amount for Function Code 2100 in cell E43 for Fund 24106 and cell F43 for Fund 24109.
 - i. The amount budgeted for **Objective 2** must be budgeted under **Function Code 2100** in OBMS.

Tab 5: Objective 3 – **Must** be filled out if the LEA chooses to budget any other activities related to the provision of special education services to students with IEPs that are **not** identified within Objectives 1 or 2.

1. Enter a total budget amount in column C for Fund 24106 (Basic) under Function Codes 2200, 2300, 2400, 2500, 2600, 2700, 3100 and/or 3300 and column F for Fund 24109 (Preschool).
 - a. If an amount is budgeted under Objective 3 a **detailed description** identifying how the funds will be used **is Required**. Enter the detailed description in the cell below the amount budgeted.

NOTE: The box provided for detailed descriptions will automatically expand as text is added.

Tab 6: Objective 4 – Voluntary CEIS – This tab is only applicable to LEAs that are planning to utilize IDEA B Funds for a CEIS Program. **IF an LEA chooses to budget IDEA B Funds for a CEIS Program in Fund 24112**, a CEIS plan **Must** be uploaded to Web EPSS for SEB approval.

1. Select the Item(s) for which the applicant is requesting to budget in cell B33 or B36.
2. Enter a budget amount in E38 and/or E40
 - a. The maximum amount allowed for CEIS is identified in cell D39 from Fund 24106 and D41 from Fund 24109.
3. If an amount is budgeted for CEIS the LEA **Must** identify the number of students to be served by CEIS during the 2016-2017 SY.
 - a. The total number of students that will be served with CEIS funds must be entered in cell G41.

Note: Objective 5 – Mandatory CEIS is **not** included in the standard 2016-2017 IDEA B Application. If you have been identified as an LEA Required to have a CEIS program please contact your assigned EA for a revised application.

Tab 7: Objective 6 - Dependent Charters – This tab is only required for LEAs with Dependent/Local Charter Schools.

1. LEAs must select **Yes** from the drop-down menus for items 1 and 2 in cells B31 and B33 to provide assurance that the allocation and distribution of IDEA B Funds to the Local Charter Schools follows IDEA B regulations.
 - a. If the LEA cannot answer **Yes** to item 1 and 2 then it **Must** select **Yes** to item 3 in cell B35 and provide detailed clarification on the distribution of funds in cell D38 (this cell will automatically expand as text is added, if necessary).
2. Determining Proportionate Share for Dependent/Local Charters – The **Average Allocation per child** and the **Total Allocation to be distributed** to the Dependent/Local Charter **are calculated** for each LEA with a Dependent/Local Charter in cells B49 and B50.
 - a. Enter the total number of children with disabilities from the LEA's 2015-2016 40 Day STARS report in cell B42.
 - b. Enter the total number of Local Charter School students with IEPs from the 2015-2016 40 Day STARS in cell B43.
 - c. The proportionate share will automatically calculate in cell B44.
 - d. The LEA's 2016-2017 IDEA B Fund 24106 (Basic) Allocation will populate in cell B46.
 - e. The Average Allocation per child will automatically calculate in cell B49.
 - f. The Total Allocation to be distributed to the LEA's Dependent/Local Charter school(s) will automatically calculated in cell B50.
3. Enter the following information for the Dependent/Local Charter school:
 - a. Select the Local Charter School Name from the drop-down menu in cell D52.
 - b. Enter the total enrollment of students with disabilities at the Local Charter School from the 2015-2016 40 Day STARS report in cell C53.
 - c. Select **Yes** from the drop-down menu next to Item(s) 1 through 4 that will require IDEA B funds in cells B57 through B63.
 - d. Step 4 **Must be repeated** for each Local Charter School, if multiple Local Charter schools are included in the application.

Note: The Total Amount Allocated to the Local Charter School(s) identified in the application must be budgeted in OBMS under Fund 24106, Function Code 2500, Object Code 55912 and the applicable Location Code for the Local Charter school.

Tab 8: Objective 7 - Private School(s) – This tab is only applicable to LEAs with Private Schools within its jurisdiction.

1. Select **Yes** from the drop-down menu(s) next to the item(s) that will require IDEA B funds in cell B93 and B95.
2. Enter the District's total number of **students evaluated** during **2015-2016** in cell B126.
3. Enter the number of **students who were found to be eligible for IDEA B in 2015-2016** in cell B127.
4. Enter the number of **students served in 2015-2016** in cell B128.

Note: If there is a difference between the number of students found eligible and the number of students served, a written justification **Must** be submitted along with the 2016-2017 IDEA B Local Application.

5. Documentation regarding the Private School Consultation is Required. The form provided on **Tab 9 - Private School Consultation** was created to meet this requirement. The form must be completed, signed, scanned and uploaded in Web EPSS.
6. Determining Proportionate Share for Private Schools – The **Average Allocation per child** and the **Total Allocation to be distributed** to the Private School(s) **are calculated** for each LEA with a Private School in cells B159 and B161.
 - a. Enter the total number of children with disabilities from the LEA's 2015-2016 40 Day STARS report in cell B153.
 - b. Enter the total number of parentally-placed eligible children with disabilities in all private schools located in the LEA from the 2015-2016 40 Day STARS report in cell B154.
 - c. The **Total Number of Eligible Children** automatically calculates in cell B155.
 - d. The LEAs 2016-2017 IDEA B Fund 24106 (Basic) Initial Allocation should populate in cell B157.
 - e. Enter the Private School Name (column C) and the number of parentally-placed eligible children with disabilities in the Private School (column B).
 - i. The Total Amount to be Expended for Parentally-Placed Children with Disabilities at this Private School is automatically calculated once the number of parentally-placed eligible children with disabilities in the Private School is entered.

Note: The Total Amount Allocated to the Private School(s) identified in the application must be budgeted in OBMS under Fund 24115.

Tab 9: Objective 8 - Excess Cost – The Excess Cost tab **Must be completed** by **ALL LEAS** except State Chartered Charter Schools opening in the Fall of 2016.

Note: LEAs Are Required to compute the Excess Cost Calculation for its **elementary** and **secondary** students with disabilities **separately**.

Elementary School Excess Cost Requirement –

1. Enter the FY15 (**2014-2015** School Year) Total **Actual Expenditures** for **ALL Elementary Students** from all funds.
 - a. Total Elementary School Expenditures
 - i. a. Enter the Expenditures from State and Local tax funds in cell B34.
 - ii. b. Enter the Expenditures from Federal funds in cell B35.
 - iii. c. Enter the Expenditures for Capital Outlay and Debt Service in cell B36.
 - iv. d. The Total Expenditures for Elementary School Students minus Capital Outlay and Debt Service is automatically calculated in cell B37.
 - b. Other Deductions
 - i. e. Enter the Total Expenditures from 2014-2015 IDEA B Allocation (not including Preschool) in cell B42.
 - ii. f. Enter the Total Expenditures from 2014-2015 ESEA Title I, Part A Allocation in cell B43.
 - iii. g. Enter the Total Expenditures from 2014-2015 ESEA Title III, Parts A and B Allocation in cell B44.

- iv. h. Enter the FY15 (**2014-2015** School Year) Total Actual Expenditures from State or local funds for children with disabilities in cell B47.
- v. i. Enter the FY15 (**2014-2015** School Year) Total Actual Expenditures from State or local funds for programs under ESEA, Title I, Part A, and Title III, Parts A and B in cell B48.
- vi. k. The Total Expenditures for **ALL Elementary School Students** is automatically calculated in cell B51.
- c. Determining Excess Cost
 - i. l. Enter the LEA Average Enrollment for **ALL Elementary School Students** enrolled (with or without a disability) in cell C56.
 - ii. m. The **Average Annual per student expenditure** for **ALL Elementary School Students** is automatically calculated in cell B59.
 - iii. n. Enter the LEA **Total Enrollment for Elementary Students with disabilities** enrolled from the **2015-2016** 40 Day report in cell C61.
 - iv. o. The **minimum amount of state funds that the LEA Must spend for the education of children with disabilities enrolled in the LEA's Elementary Schools before using IDEA B funds to cover the Excess Costs** is automatically calculated in cell B64.

Secondary School Excess Cost Requirement –

- 1. Enter the FY15 (**2014-2015** School Year) Total **Actual Expenditures** for **ALL Secondary Students** from all funds.
 - a. Total Secondary School Expenditures
 - i. a. Enter the Total Expenditures from State and local tax funds in cell B73.
 - ii. b. Enter the Total Expenditures from Federal funds in cell B74.
 - iii. c. Enter the Total Expenditures for Capital Outlay and Debt Service in cell B75.
 - iv. d. The Total Expenditures for Secondary School Students minus Capital Outlay and Debt Service is automatically calculated in cell B76.
 - b. Other Deductions
 - i. e. Enter the Total Expenditures from 2014-2015 IDEA B Allocation (not including Preschool) in cell B81.
 - ii. f. Enter the Total Expenditures from 2014-2015 ESEA Title I, Part A Allocation in cell B82.
 - iii. g. Enter the Total Expenditures from 2014-2015 ESEA Title III, Parts A and B Allocation in cell B83.
 - iv. h. Enter the FY15 (**2014-2015** School Year) Total Actual Expenditures from State or Local funds for children with disabilities in cell B86.
 - v. i. Enter the FY15 (**2014-2015** School Year) Total Actual Expenditures from State or Local funds for programs under ESEA, Title I, Part A, and Title III, Parts A and B in cell B87.
 - vi. k. The Total Expenditures for **ALL Secondary School Students** is automatically calculated in cell B90.
 - c. Determining Excess Cost

- i. l. Enter the LEA Average number of **ALL Secondary School Students** enrolled (with or without a disability) in cell C95.
- ii. m. The **Average Annual per student expenditure** for **ALL Secondary School Students** is automatically calculated in cell B98.
- iii. n. Enter the LEA **Total Enrollment for Secondary Students with disabilities** enrolled from the **2015-2016** 40 Day report in cell C100.
- iv. o. The **minimum amount of state funds that the LEA must spend for the education of children with disabilities enrolled in the LEA's Secondary Schools before using IDEA B funds to cover the Excess Costs** is automatically calculated in cell B103.

Tab 10: Budget Summary – This tab provides the LEA with the 2016-2017 Initial Allocations and a Summary of the Amounts Budgeted in the 2016-2017 IDEA B Application through Objectives 1-4.

NOTE: The LEA name must be selected on the Cover Page to populate the IDEA B Allocation.

1. The amounts entered in Objectives 1 through 8 will automatically populate the Budget Summary spreadsheet.
2. The total amounts budgeted for Fund 24106 (Basic) and Fund 24109 (Preschool) are automatically calculated based on the information entered under Objectives 1 through 8.
 - a. The Total Budgeted Amount from the 2016-2017 Local IDEA B Application is highlighted in **Yellow** on this tab.
 - b. The LEA is not required to enter any information on the **Budget Summary Tab**, this tab is automatically generated.
3. The Budget Summary identifies the amounts that should be budgeted for each Function Code in OBMS based the completed 2016-2017 Local IDEA B Application.
 - a. IDEA B budgets will not be approved in OBMS if it does not match the amounts from the Budget Summary tab.