

2015-2016 IDEA B Application – Instructions

The steps below will guide you through filling out the 2015-2016 IDEA B Application. The application is broken down into separate tabs. The tabs can be found at the bottom of the spreadsheet. The only cells that 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. The **Required Tabs** are labeled in **red**.

- The following documents **must be uploaded** in Web EPSS:
 - Completed 2015-2016 IDEA B Application
 - Signed and dated **Required Signature** page (tab 2 in the application)
 - Board Minutes and Agenda (identifying the Approval of the IDEA B Application)
- The following documents **must be uploaded** in Web EPSS **if there is not a current copy uploaded** with last year's application **or if there has been a revision** to the currently uploaded document:
 - Policies and Procedures (All LEAs)
 - If revisions are made to the Policies and Procedures the LEA must upload the Board Minutes, Agenda and Required Signatures
 - 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** (If the LEA has a Private School within its jurisdiction the **Private School Consultation Form** is required)
 - Coordinated Early Intervening Services (CEIS) Plan (If the LEA chooses to implement a CEIS program)

Tab 1: Cover Sheet – This tab **must** be completed.

1. Select the local educational agency (LEA) from the drop-down menu in cell E5.
 - a. Once the 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 (cell A11).
 - a. **Single Applicant** is most commonly selected.
3. Enter parent names, phone numbers and email address (if available) of students that are currently enrolled with IEPs, who are not employees of the LEA who participated in the development of the application.
 - a. LEAs must demonstrate that parental involvement was solicited during the budget process.

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

1. Enter the date that the 2015-2016 IDEA B Application was approved by the 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 the *Signature - Approval Page*.
4. **Signatures are required** in cells A27, A35, A37, A39, A41 and A45.
 - a. The *Signature - Approval Page* including **all required signatures** must be scanned and uploaded in Web EPSS along with the 2015-2016 IDEA B Application.

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

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

A. Section II – Conditional Approval for Current Grant Year

1. **Select N/A** from both drop-down menus if the LEA did not receive a conditional approval letter from PED.

B. Section III – Plan of Assurances (REQUIRED)

1. **Federal Program General Assurances**

- i. Select **Yes** for 1 (cell B19) **or** 2 (cell B27), as applicable. Do not select Yes for both statements.

2. **Other Federal Assurances**

- i. Select **Yes** for 1a (cell B40) **or enter a date** for 1b (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 chose 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

C. Other Assurances

1. **All LEAs** must be able to **select Yes for Assurances 13 through 20**.

- i. For LEAs **receiving Impact Aid** for the benefit of students with disabilities – Selecting Yes to Assurance 13 assures that the district is and will continue to follow IDEA B regulations.
 - ii. 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.
2. **All LEAs** must be able to **select Yes** for **Assurances 14 through 16**.
 - i. Assurances 14 through 16 address reporting and accountability requirements that the LEA must follow to be in compliance with IDEA B.
3. **All LEAs** must be able to **select Yes** for **Assurances 17 and 18**.
 - i. **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.
 - ✓ 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.
 - The approved MOU must be uploaded in Web EPSS.
 - ii. **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 will coordinate child find and provide direct services to preschool children with disabilities living on reservations, if there is a need.
4. **All LEAs** must be able to **select Yes** for **Assurances 19 and 20**.

D. Certifications

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

Tab 4: Objectives 1 & 2 – The 2015-2016 IDEA B Initial Allocations are identified in cells H19 (Basic) and I19 (Preschool).

1. **Objective 1 / Function Code 1000 Direct Instruction** – Select **Yes** from the drop-down menu next to Item(s) 1 through 8 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 budget amount.
 - a. Enter the budget amount for All Direct Instruction and ESY Objectives (Function Code 1000) in cell E19 for Fund 24106 and cell F19 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 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 budget amount.
 - a. Enter the budget amount for Function Code 2100 in cell E46 for Fund 24106 and cell F46 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 budget amount in column C for Function Codes 2200, 2300, 2400, 2500, 2600, 2700, 3100 and/or 3300.
 - a. If an amount is budgeted under Objective 3 a description identifying how the funds will be used **is required**. Enter the description in the cell below the amount budgeted.

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 in Web EPSS for SEB approval.

1. Select the Item(s) for which the applicant is requesting to budget (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 in 2015-2016.
 - 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 2015-2016 IDEA B 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 (cells B30 and B32) to provide assurance that the allocation and distribution of IDEA B Funds to the Local Charter Schools follows IDEA B regulations.
2. If the LEA cannot answer **Yes** to item 1 and 2 then it must select **Yes** to item 3 (cell B34) and provide detailed clarification on the distribution of funds in cell D37 (this cell will automatically expand if necessary).
3. 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 B41 through B49.
 - a. Total number of children with disabilities from the LEA's 2014-2015 40 Day STARS report should automatically populate in cell B41.
 - b. Total Local Charter School students with IEPs from the 2014-2015 40 Day STARS report should automatically populate in cell B42.
 - c. The proportionate share automatically calculates in cell B43.

- d. The LEAs 2015-2016 IDEA B Basic Fund 24106 Allocation should populate in cell B45.
 - e. The Average Allocation per child will automatically calculate in cell B48.
 - f. The Total Allocation to be distributed to the LEA's dependent/local charter school is automatically calculated in cell B49.
4. Enter the following information for the dependent/local charter school:
- a. Select the Local Charter School Name from the drop-down menu in cell D51.
 - b. Enter the total enrollment of students with disabilities at the Local Charter School from the 2014-2015 40 Day STARS report in cell C52.
 - c. Select **Yes** from the drop-down menu next to Item(s) 1 through 4 that will require IDEA B funds (cells B55 through B58).
 - 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.
- 2. Enter the District's total number of **students evaluated** during **2014-2015**.
- 3. Enter the number of **students who were found to be eligible for IDEA B in 2014-2015**.
- 4. Enter the number of **students served** in **2014-2015**.

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 2015-2016 IDEA B Application.

- 5. Documentation regarding the Private School Consultation is required. The form provided on **Tab 9 - Private School Consultation** tab 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 B153 through B159.
 - a. Total number of children with disabilities from the LEA's 2014-2015 40 Day STARS report should automatically populate in cell B153.
 - b. Total number of parentally-placed eligible children with disabilities in all private schools located in the LEA from the 2014-2015 40 Day STARS report should automatically populate in cell B154.
 - c. The **Total Number of Eligible Children** automatically calculates in cell B155.
 - d. The LEAs 2015-2016 IDEA B Basic Fund 24106 Initial Allocation should populate in cell B157.
 - e. The Average Allocation per child will automatically calculate in cell B159.
 - f. The Total Allocation to be distributed to the Private School(s) is automatically calculated in cell B161.
 - g. Enter the Private School Name and the number of parentally-placed eligible children with disabilities in the Private School.

- i. The Total Amount to be Expended for Parentally-Placed Children with Disabilities at this Private School is automatically calculated.

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 2015.

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 FY13 (**2013-2014** School Year) Total **Actual Expenditures** for **ALL Elementary Students** from all funds.
 - a. Enter the Expenditures from State and local tax funds in cell B34.
 - b. Enter the Expenditures from Federal funds in cell B35.
 - c. Enter the Expenditures for Capital Outlay and Debt Service in cell B36.
 - d. The Total Expenditures for Elementary School Students minus Capital Outlay and Debt Service is automatically calculated in cell B37.
 - e. Enter the 2013-2014 IDEA B Allocation (not including Preschool) in cell B42.
 - f. Enter the 2013-2014 Title I, Part A Allocation in cell B43.
 - g. Enter the 2013-2014 Title III, Parts A and B Allocation in cell B44.
 - h. Enter the FY13 (**2013-2014** School Year) Total Actual Expenditures from State or local funds for children with disabilities in cell B47.
 - i. Enter the FY13 (**2013-2014** 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.
 - j. The Totals from **e** through **i** are also deducted from **d**. Total Expenditures for Elementary School Students.
 - k. The Total Expenditures for **ALL Elementary School Students** is automatically calculated in cell B51.
 - l. Enter the LEA Total Enrollment for **ALL Elementary School Students** enrolled (with or without a disability) in cell C56 from the 2013-2014 40 Day report.
 - m. The **Average Annual per student expenditure** for **ALL Elementary School Students** is automatically calculated in cell C59.
 - n. Enter the LEA **Total Enrollment for Elementary Students enrolled with disabilities** from the **2014-2015** 40 Day report in cell C61.
 - 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 FY13 (**2013-2014** School Year) Total **Actual Expenditures** for **ALL Secondary Students** from all funds.
 - a. Enter the Expenditures from State and local tax funds in cell B73.
 - b. Enter the Expenditures from Federal funds in cell B74.
 - c. Enter the Expenditures for Capital Outlay and Debt Service in cell B75.
 - d. The Total Expenditures for Secondary School Students minus Capital Outlay and Debt Service is automatically calculated in cell B76.
 - e. Enter the 2013-2014 IDEA B Allocation (not including Preschool) in cell B81.
 - f. Enter the 2013-2014 Title I, Part A Allocation in cell B82.
 - g. Enter the 2013-2014 Title III, Parts A and B Allocation in cell B83.
 - h. Enter the FY13 (**2013-2014** School Year) Total Actual Expenditures from State or local funds for children with disabilities in cell B86.
 - i. Enter the FY13 (**2013-2014** 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.
 - j. The Totals from **e** through **i** are also deducted from **d**. Total Expenditures for Secondary School Students.
 - k. The Total Expenditures for **ALL Secondary School Students** is automatically calculated in cell B90.
 - l. Enter the LEA Total Enrollment for **ALL Secondary School Students** enrolled (with or without a disability) in cell C95 from the 2013-2014 40 Day report.
 - m. The **Average Annual per student expenditure** for **ALL Secondary School Students** is automatically calculated in cell B98.
 - n. Enter the LEA **Total Enrollment for Secondary Students enrolled with disabilities** from the **2014-2015** 40 Day report in cell C100.
 - 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 C103.

Tab 10: Budget Summary – This tab provides the LEA with the 2015-2016 Initial Allocations and a Summary of the amounts budgeted throughout the 2015-2016 IDEA B Application. The LEA must be selected on the Cover Page to populate the IDEA B Allocation.

1. The amounts budgeted for Objectives 1 through 8 automatically populate this spreadsheet.
2. The total amounts budgeted for Fund 24106 and Fund 24109 are automatically calculated.
 - a. The Total Budgeted Amount from the 2015-2016 Application for IDEA B is highlighted in **Yellow** on this tab.
3. The LEA is not required to enter any information on the **Budget Summary Tab**.
4. The Budget Summary identifies the amounts that should be budgeted for each Function Code in OBMS based the completed 2015-2016 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.