

2017-2018 IDEA B Application Checklist and instructions

Application Checklist (FOR PED USE ONLY)

<input type="checkbox"/> Application complete and uploaded in Excel format
<input type="checkbox"/> Signatures provided for Required Signature page.
<input type="checkbox"/> Signed and dated Board Minutes and Agenda <ul style="list-style-type: none">○ If not provided, anticipated date: <input type="text"/>
<input type="checkbox"/> Special Education Policies and Procedures
<input type="checkbox"/> Memorandum of Understanding (MOU) regarding child find (not required for state-chartered charter schools).
<input type="checkbox"/> Signed and dated Private School Consultation Form <ul style="list-style-type: none">○ If N/A, method EA used to confirm there were no private schools: <input type="text"/>
<input type="checkbox"/> CEIS Plan <ul style="list-style-type: none">○ N/A <input type="checkbox"/>

The following documents must be uploaded into WebEPSS for the application to be considered complete and to be eligible for funding:

- Completed 2017-2018 IDEA B Application
- Signed and dated **Required Signature** page (Tab 2 in the application)
- Signed and dated Board Minutes and Agenda (identifying the approval of the IDEA B Application)
- Special Education Policies and Procedures (adopted by the board of education)
- Memorandum of Understanding (MOU) regarding child find for children living on reservations. This MOU is not required of state-chartered charter schools.
- Signed and dated **Private School Consultation Form** (if the LEA has a private school within its jurisdiction the **Private School Consultation Form** is required)
- Plan for Coordinated Early Intervention Services (CEIS) (required for any district or state-chartered charter school participating in mandatory or voluntary CEIS)

Tab 1- Cover Sheet – this sheet **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 the most commonly selected
3. Enter names, phone numbers, and email addresses (if available) of the parents of currently-enrolled students with disabilities participating in special education. These parents, who participated in the development of the application, must not be employees of the LEA.

- 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 2017-2018 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, A41 and A45.
 - a. The *Signature-Approval Page* including **all required signatures** must be scanned and uploaded in Web EPSS along with the 2017-2018 IDEA B Application.

Tab 3: Assurances – This tab **must be** completed. All LEAs are required to provide the needed assurances. All assurances and certifications **highlighted in yellow** must be addressed. ***LEAs that are unable to provide the requisite assurances will not be eligible for IDEA B funding.***

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. The LEA 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 determine its eligibility to apply for IDEA B funds.

- ✓ LEAs must select **Yes** for **Assurances 2 through 6**. Assurances 2 through 6 address IDEA B compliance requirements.
- ✓ **Districts with or without Dependent/Local Charters must 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** will select **Yes** for Assurance **7b**.
- ✓ **All LEAs** must select **Yes** to either **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 select **Yes** for **Assurances 9 through 12**.
 - Assurances 9 through 12 address IDEA B compliance requirements

C. Other Assurances

1. **All LEAs** must 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 LEA is and will continue to follow IDEA B regulations.
 - ii. For LEAs **not receiving Impact Aid** – Selecting Yes to Assurance 13 means that the LEA will follow IDEA B regulations if it were to receive Impact Aid funds for the benefit of students with disabilities.
2. **All LEAs** must 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 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 students enrolled in 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 select **Yes** for **Assurances 19 and 20**.

D. Certifications

1. All LEAs must 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 disabilities 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 2017-2018.
 - 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 2017-2018 IDEA B Application. LEAs required to participate in mandatory CEIS will have the relevant section enabled.

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 2016-2017 40 Day STARS report should automatically populate in cell B41.
 - b. Total Local Charter School students with IEPs from the 2016-2017 40 Day STARS report should automatically populate in cell B42.
 - c. The proportionate share automatically calculates in cell B43
 - d. The LEAs 2017-2018 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 2016-2017 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 **2016-2017**.
3. Enter the number of **students who were found to be eligible for IDEA B** in **2016-2017**.
4. Enter the number of **students served** in **2016-2017**.

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 2017-2018 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 2016-2017 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 2016-2017 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 2017-2018 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 2017.

Note: LEAs are required to compute the Excess Cost Calculation for their **elementary** and **secondary** students with disabilities **separately**. This is a federal requirement of the IDEA-B application and should be done by the business office.

When calculating excess cost, LEAs must use the following definitions included in State law at 22-1-3 NMSA 1978.

Definitions; public schools; classifications

As used in the Public School Code:

- a. “elementary school” means a public school providing instruction for grades kindergarten through eight unless there is a junior high school program approved by the state board [department], in which case it means a public school providing instruction for grades kindergarten through six;
- b. “secondary school” means a public school providing instruction for grades nine through twelve, unless there is a junior high school program approved by the state board [department], in which case it means a public school providing instruction for grades seven through twelve;
- c. “junior high school” means a public school providing a junior high school program approved by the state board [department] for grades seven through nine, or for grades seven and eight; and
- d. “high school” means a public school providing instruction for any of the grades nine through twelve, unless there is a junior high school program approved by the state board [department] for grades seven through nine, in which case it means a public school providing instruction for any of the grades ten through twelve.

1. In OBMS, print an expenditure report for your LEA using the 4th quarter or 12th month of the 2015-2016 school year.

- a. Reports>select report type...>Actuals Report>Actuals Expenditure rollup report
 - b. Budget: Your LEA 2015-2016
 - c. Actuals reporting period: Fourth Quarter (Apr-Jun) or Twelfth Month
 - d. Click on “View Report”
2. Export to Excel
 3. Delete or hide all columns with numbers except YTD
 4. Add columns for Elementary, Secondary, Sum and Notes
 5. Under “Elementary,” indicate the grades included in the calculation for elementary.
Under “Secondary,” indicate the grades included in the calculation for secondary.
 6. Here is an example of a spreadsheet:

State of New Mexico									
Public School Operating Budget - Actuals Expenditure Rollup									
Any LEA 2015-2016 - Fourth Quarter (Apr - Jun) - Expenditure									
Approved									
Fund	Func	Obj	Job Description	YTD	Elementary	Secondary	Sum	Notes	
11000	1000	51100	Operational Instruction Salaries Expense		Grades: K-6	Grades: 7-12			
11	11000	1000	51100	1411 Teachers-Grades 1-12	\$2,137,080.05	1,000,000.00	1,137,080.05	2,137,080.05	
12	11000	1000	51100	1412 Teachers- Special Education	\$244,852.50				
13	11000	1000	51100	1413 Teachers-Ed. Childhood Ed	\$173,891.80				
14	11000	1000	51100	1418 Teachers-Instructional and Technol	\$84,382.11				
15	11000	1000	51100	1418 Teachers-Other Instruction	\$428,095.18				
16	11000	1000	51100	1422 Teachers- Special Education - Other	\$58,794.00				
17	11000	1000	51100	1610 Substitutes-Professional Development	\$4,327.64				
18	11000	1000	51100	1611 Substitutes-Sk. Lease	\$24,849.40				
19	11000	1000	51100	1612 Substitutes-Other Lease	\$33,678.05				
20	11000	1000	51100	1624 Activities-Safety	\$0.00				
21	11000	1000	51100	1711 Instructional Assistants-Grades 1-12	\$36,994.64				
22	11000	1000	51100	1712 Instructional Assistants-Special Education	\$45,512.39				
23	11000	1000	51100	SUBTOTAL Salaries Expense	\$3,272,437.76				
24	11000	1000	51300	Additional Compensation					
25	11000	1000	51300	1411 Teachers-Grades 1-12	\$0.00				
26	11000	1000	51300	1412 Teachers- Special Education	\$0.00				
27	11000	1000	51300	1418 Teachers-Other Instruction	\$4,177.00				
28	11000	1000	51300	1618 Activities-Salaries	\$89,201.00				
29	11000	1000	51300	1621 Summer School/After School	\$5,333.47				
30	11000	1000	51300	1622 Bus Drivers	\$34,727.27				
31	11000	1000	51300	1624 Activities-Safety	\$30,166.09				
32	11000	1000	51300	SUBTOTAL Additional Compensation	\$163,604.83				

This is just an example--enter this information at the top of your own report and indicate the grades included in the calculation for elementary and the grades included in the calculation for secondary.

- All expenditures on OBMS report should be reported on one of the lines on the Excess Cost worksheets.
- [Lines a.+b.-c.+j. (Elementary)] + [Lines a.+b.-c.+j. (Secondary)] = Total YTD Expenditures per OBMS report

For items L and N (student counts) you may use the following:

- L. “Average number of ALL Elementary or Secondary Students enrolled (including SWD)”: use 40 day membership counts for 2016-2017, separated by elementary and secondary grades.
- N. “Total Elementary or Secondary students with disabilities enrolled on the 2016-2017 40th day” = 40D SWD count, separated by elementary and secondary grades.

- Upload your OBMS report clearly indicating the separation of expenses by Elementary and Secondary grades. Be sure to indicate on which line of the Excess Cost worksheet the expense was included. You can do this per subtotal line.

Tab 10: Budget Summary – This tab provides the LEA with the 2017-2018 Initial Allocations and a Summary of the amounts budgeted throughout the 2017-2018 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 2017-2018 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 2017-2018 IDEA B Application.
 - a. IDEA B budgets will not be approved in OBMS if they do not match the amounts from the Budget Summary Tab