Office of Special Education

Administrative and Clerical Staff Direct Cost Determination

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LEA Name: |  |  | LEA Contact Name: |  |
| LEA Contact Phone: |  |  | LEA Contact Email: |  |

Salaries of administrative and clerical staff should be treated as “indirect’ costs unless all the following criteria are met:

* Such services are integral to the activity.
* Individuals can be specifically identified with the activity.
* Costs are also not recovered as indirect costs.

Please complete the following section to assist the Office of Special Education to determine if the staff the LEA is seeking to charge directly to the IDEA Part B Grant, are direct costs. Attach a list of staff covered by indirect costs.

**Employee 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name | | Employee Title | | | | | Budget Number | | | | Duties | | |
|  | |  | | | | |  | | | |  | | |
| Explain how the services provided by this employee are integral to the IDEA B activities of the LEA. | |  | | | | | | | | | | | |
| Explain how this employee can be specifically identified with the IDEA B activities of the LEA. | |  | | | | | | | | | | | |
| Costs for this employee are also not recovered (reimbursed) as indirect costs? | | Yes |  | No |  | If Yes, explain: | | |  | | | | |
| ***Office of Special Education Use ONLY*** | | | | | | | | | | | | |
| Reviewed by |  | | | | | | | Approved | | Disapproved | | Reason(s) Disapproved |
| Title |  | | | | | | |  | |  | |  |

**Employee 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name | | Employee Title | | | | | Budget Number | | | Duties | | |
|  | |  | | | | |  | | |  | | |
| Explain how the services provided by this employee are integral to the IDEA B activities of the LEA. | |  | | | | | | | | | | |
| Explain how this employee can be specifically identified with the IDEA B activities of the LEA. | |  | | | | | | | | | | |
| Costs for this employee are also not recovered (reimbursed) as indirect costs? | | Yes |  | No |  | If Yes, explain: | | |  | | | |
| ***Office of Special Education Use ONLY*** | | | | | | | | | | | | |
| Reviewed by |  | | | | | | | Approved | | | Disapproved | Reason(s) Disapproved |
| Title |  | | | | | | |  | | |  |  |