

South Carolina IDEA Application

Carol Propps-Wright

May 2020

The South Carolina Department of Education's Individuals with Disabilities Education Act (IDEA) Applications

IDEA 611

Phase I Application

Phase II Application

IDEA 619

Application

IDEA Grant Application Important Dates

- Applications Sent to Districts May 19, 2020
- Phase I Application Documents due June 5, 2020
- Phase II & 619 Application Documents due June 30, 2020
- Budgets input into GAPS by SCDE no later than July 1, 2020
- Budgets will be approved in GAPS as applications have been reviewed and have met all requirements.

All Grant Application signatures should be in blue ink
Applications should be submitted via email
to: specialservicesfdm@ed.sc.gov

Phase I

Phase I is due to OSES June 5, 2020

Phase I

- Charter School Assurance
- MOE Eligibility
- Excess Cost Assurance
- Assurances, Terms and Conditions

Charter School Assurance

- Assurance that the Local Educational Agency (LEA) serves children with disabilities attending charter schools.
- Assurance that the LEA provides funds under this subgrant to charter schools.

Charter School Assurance

- Local Education Agency name should be filled in and a pdf version of all charter school districts should be included with the application.
- The Charter School Assurance should be signed and dated by both the Superintendent and the Director of Special Education.

Maintenance of Effort (MOE) Eligibility

The Local Education Agency (LEA) MOE Eligibility section allows the state of South Carolina to determine that the LEA budgets, for the education of children with disabilities, at least the same amount as the LEA spent for the purpose from the same source for the most recent fiscal year for which the information is available.

Maintenance of Effort (MOE) Eligibility

- This portion of the grant application should be completed by your District's Chief Financial Officer or Director of Finance.
- Choose method used for calculating your district's MOE (Per Capita Local Funds, Per Capita State and Local Funds, Total Local Funds, or Total State and Local Funds).
- Complete the boxes with the amount of local and state funds that were actually expended on children with disabilities and the **projected/estimated** amount of local and state funds the district has budgeted for children with disabilities for the 2020-21 school year.

LEAs must maintain supporting documentation, including the date and calculations, for audit and monitoring purposes.

MOE Eligibility

- If the district's budgeted amount is not more than, or equal to the actual amount spent on children with disabilities, then please choose one of the justifications listed for why the LEA is budgeting less than the MOE expenditures for the previous year.
- The budgeted figure to be spent on children with disabilities can be an estimate.

MOE Reduction

- If an LEA receives more IDEA Section 611 funds than it received for the previous fiscal year, it may reduce its state and/or local contributions by up to 50 percent of the amount of the increase. An LEA must not have been identified as having significant disproportionality.
- Eligible districts may apply to take an MOE reduction upon prior approval. If your LEA plans to take the MOE reduction please indicate this and the IDEA Grants Administrator will contact you regarding the application process.

Excess Cost Eligibility

- IDEA Part B funds can be used only for expenses above and beyond what is spent on average on an elementary or secondary school student. This ensures that the LEA spends at least as much on children with disabilities as on children without disabilities before using IDEA funds.
- An LEA meets the excess cost requirement if it has spent at least a minimum amount of non-IDEA dollars for the education of children with disabilities.

Excess Cost Eligibility

- To ensure compliance with Excess Cost eligibility, LEAs should perform a preliminary calculation.
- By signing the Assurances, Terms and Conditions, the district assures that it has budgeted and completed the preliminary calculation to ensure compliance with the Excess Cost requirement.

LEAs must maintain supporting documentation, including the date and calculations, for audit and monitoring purposes.

Assurances, Terms and Conditions

- Outlines all legal requirements and responsibilities imposed on the LEA as an award recipient based on federal and state statutes, regulations and policies, government-wide requirements, and IDEA regulations.
- Assurances, Terms and Conditions must be signed before LEA awards can be made.

**Assurances, Terms and Conditions must be signed by LEA's
Superintendent**

Phase II

Phase II is due to OSES June 30, 2020

Phase II

- Grant Award Document (GAN)
- PPPSC/Evidence of Meaningful Consultation
- Coordinated Early Intervening Services (CEIS)
- Comprehensive Coordinated Early Intervening Services (CCEIS)
- PSC Document
- Capital Outlay Document
- Budget Totals Document

Grant Award Notification

- Notifies the LEA of the award amount
- Notifies the LEA of the performance period
- Includes important regulations, data, etc.
- Please sign document with blue ink
- Signed by Superintendent
- Return to OSES via email: specialedservicesfdm@ed.sc.gov

Parentally Placed Private School Children (PPPSC)

Who is a Parentally Placed Private School Child?

- A student who has been unilaterally placed by his parents, at a private school within the LEA's jurisdiction, when FAPE is not an issue.
- The school meets the state's definition of an Elementary or Secondary School. In South Carolina, the lowest grade level for an elementary school is Kindergarten.
- Children with disabilities younger than the age for Kindergarten are not PPPSC.
- In South Carolina, Home-schooled children are considered the same as private school.

PPPSC/Evidence of Meaningful Consultation

Consultation must occur among the LEA, representatives of private schools, and representatives of parents of parentally-placed private school children with disabilities. For home schooled children (when known), this would include Home School Associations and parents themselves.

Although some districts do not have private schools within their jurisdiction, any parent can decide to home school their child, at any time. Therefore, meaningful consultation must occur in all districts.

**LEAs must submit Evidence of Meaningful Consultation
(Newspaper announcements, sign-in sheet, letters, etc.)**

Calculation of Proportionate Share

Ensure Correct Data is used to Calculate:

- The count of eligible PPPSC students used to calculate proportionate share includes all who have been identified as students with disabilities under IDEA, regardless of whether they are receiving equitable services. That count can be taken any time between October 1 and December 1.
- All other data in the PPPSC calculator is taken from the annual Child Count reported to OSES. The Child Count data for this application was submitted October 22, 2019.

PPPSC Expenditures

- LEAs must allocate IDEA funds to equal the proportionate share calculation.
- Child Find activities cannot be included in the PPPSC budget/expenditures.
- If the proportionate share cannot be expended in year one of the allocation, it must be carried forward into year two. Prior to the end of the grant award, any remaining PPPSC funds may be moved into another budget line item, with a budget amendment and FGM approval. The LEA must be able to prove that it has engaged in meaningful consultation before a budget amendment will be approved.

CEIS (Voluntary)

CEIS is voluntary for LEAs that may choose to use up to 15 percent of their Individuals with Disabilities Act Part B (IDEA-B) funds for any fiscal year to develop and implement coordinated, early intervening services (CEIS) for at-risk students in kindergarten through grade 12. The children are not currently identified as needing special education or related services but need additional academic and behavioral supports to succeed in a general education environment (20 USC §1413(f), 34 CFR §300.226). This is an available option to the LEA because they have not been found to have significant disproportionality.

CEIS (Voluntary) Calculation

- Eligible districts may allocate up to 15% of the total of 611 (IDEA) and 619 (Preschool) funds. This is the maximum amount allowable.
- Even though the maximum amount allowable is calculated using both the IDEA 611 and 619 awards, CEIS can come entirely from the 611 grant.

Description of Planned CEIS Funds Expenditures

In this section, please review the allowable CEIS activities listed on the application and describe how the District plans to use CEIS funds.

As you are planning expenditures please remember that CEIS funds can only be used on children who are not currently identified as needing special education or related services.

Reporting Requirements

LEAs that allocate funds for CEIS are required to report to the State and the State is required to report to the US Department of Education the following:

- The number of children served under CEIS who received early intervening services.
- The number of children served under CEIS who received early intervening services and subsequently received special education and related services under Part B of IDEA during the preceding 2 year period.

CCEIS Required

CCEIS is mandatory for an LEA identified as having significant disproportionality based on race or ethnicity. The LEA must reserve the maximum amount of 15 percent of IDEA-B funds to be used for CCEIS. Instructional activities and learning experiences mandatory for LEAs when they are identified as having significant disproportionality in identification, placement, and/or disciplinary removals. These services are provided to students age 3 through grade 12 who are not currently identified as needing special education or related services, but who need additional academic and behavioral supports to succeed in a general education environment. It also serves children currently identified as needing special education or related services (funds can be used primarily but not exclusively for this group).

CCEIS Required (continued)

The LEA will work with the OSES General Supervision staff to design an acceptable plan for CCEIS. This plan will be submitted to Fiscal and Grants Management staff to ensure the LEA budgets at least the minimum amount required under CCEIS.

CCEIS (Mandatory) Calculation

- Districts that have been identified as having significant disproportionality must reserve the maximum amount of 15% of both 611 (IDEA) and 619 (Preschool) funds to be used for CCEIS.
- Even though the 15% that must be reserved is calculated on the total of the IDEA 611 and 619 awards, CCEIS can come entirely from the 611 grant.

CCEIS (Mandatory) Reporting Requirements

LEAs are required to publicly report on the revision of policies, practices and procedures.

Reporting Requirements

LEAs that allocate funds for CEIS are required to report to the State and the State is required to report to the US Department of Education the following:

- The number of children served under CEIS who received early intervening services.
- The number of children served under CEIS who received early intervening services and subsequently received special education and related services under Part B of IDEA during the preceding 2 year period.

Participant Support Costs (PSC)

- Participant Support Costs (PSCs) as defined by the OMB Uniform Guidance are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (State employees not included) in connection with conferences or training projects (2 C.F.R. § 200.75).
- Reminder: Please remember to check the box: The PSCs listed on this worksheet will improve the IDEA Part B program and are reasonable, necessary, and allocable to the IDEA Part B grant.

LEA Participant Support Costs (PSCs)

All PSCs incurred by local educational agencies (LEAs) under IDEA Part B given that the SEA has general supervision responsibilities under IDEA and the OMB Uniform Guidance to review such costs, including the requirement to ensure that all costs “be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.” SEAs are responsible for reviewing prior approval requests for their subgrantees (LEAs) for other areas such as the use of funds for equipment.

LEA Request for Prior Approval of PSCs

On the LEA Request for Prior Approval of Participant Support Costs form, districts should include an itemized list of PSCs for which Prior Approval is Requested under IDEA Part B.

Capital Outlay

- Capital Outlay refers to non-consumable instructional equipment items costing \$5,000 or more for each item or if you buy as a bundle, or package deal, and it's over \$5,000 then it too would have to be capital outlay for federal grants and require prior approval before purchasing.
- The District/Program must obtain approval from the state prior to obligating funds.
- An additional attachment can be submitted with details on the times that will be purchased under Capital Outlay and/or Equipment.
- List total Capital Outlay amount in box provided.

Capital Outlay Purchase Approval

- In order to meet MOE, the LEA must have budgeted and spent at least the same amount in the previous year to provide FAPE.
- Any LEA that has not met MOE eligibility (with allowable exceptions) has the option of requesting a waiver.

Capital Outlay Document

SFY21 Please choose...

Capital Outlay Purchase Approval for IDEA Part B Funds

This form is subject to change based on guidance and directives issued by the U.S Department of Education Office of Special Education Programs (OSEP) and the U.S. Office of Budget and Management (OMB).

Capital Outlay refers to non-consumable instructional equipment items costing \$5,000 or more for each item or if you buy as a bundle, or package deal, and it's over \$5,000 then it too would have to be capital outlay for federal grants and require prior approval before purchasing. The District/Program must obtain approval from the state prior to obligating funds.

A capital outlay log for equipment valued at \$5,000 or more must be maintained. For each purchase indicate the following:

- A description of the purchase including manufacturer's model number.
- Identification number, such as the manufacturer's serial number.
- Identification of the grant under which the recipient acquired the equipment.
- Acquisition date and unit acquisition cost.
- Location, uses, and condition of the equipment.
- All pertinent information of the transfer, replacement, or disposition of the equipment.

Please request Capital Outlay through GAPS and the IDEA Grant Application below. Once the request has been reviewed by the Office of Special Education Services (OSES), OSES will notify the school district of approval or denial by approving the budget GAPS.

Please Note: All equipment, materials, and supplies including computers must be purchased for instructional purposes only. Computers for special education classroom teachers and auxiliary staff are allowable expenditures for IDEA flow-through and Preschool funds.

Please provide in detail the items that will be purchased under Capital Outlay and/or Equipment below:

Capital Outlay amount:

Budget Totals Form

- List in the appropriate boxes Total Operational Budget, Total Capital Outlay, and Total Indirect Costs.
- The Total Project Budget will be calculated for you and should equal the district's total allocation amount.
- Reminder: Indirect costs are not calculated on Capital Outlay.

Budget Totals Document

Please list the amounts requested for the Operational Budget, Total Capital Outlay, Indirect Costs, and the Total Project Budget

SFY21 Please choose... 

Budget Totals

Total Operational Budget	
Total Capital Outlay	\$0.00
Indirect Costs	
Total Project Budget	\$0.00

Please submit the completed and signed IDEA grant application to: SpecialEdServicesFDM@ed.sc.gov

IDEA 619 Application

619 Application is due to OSES June 30, 2020

IDEA 619 Application

Please follow previous directions to complete the IDEA 619 Application.

IDEA Application Submission

All portions of the IDEA Application should be submitted via the following email address.

SpecialEdServicesFDM@ed.sc.gov

Uploading Budget into GAPS

- SCDE Grants Accounting Office will load budgets into GAPS.
- There are 3 roles assigned to GAPS for an LEA to load, approve, and submit to OSES. Roles are determined at the LEA level.
- Districts should allocate funds to appropriate function and object codes in GAPS once budgets are loaded.
- Budgets will be approved by Grants Administrator once applications are approved.
- LEAs should submit claims at least quarterly.
- Budget Amendments/Approvals>Returns are in real time.
- The Office of Special Education Services (OSES) does not approve expenditures.

Other Important OSES FGM Dates (Dates are tentative)

- Financial Aid Request for Reimbursement for period Jan – June 2020 due August 15, 2020
- MOE Calculator – Due January 18, 2021
- Excess Cost Calculator – Due January 20, 2021
- Financial Aid Application – Due 15 days of placement of student
- Financial Aid Request for Reimbursement for period July – December 2020 due February 15, 2021
- Financial Aid Request for Reimbursement for period Jan – June 2021 due August 15, 2021. Financial Aid Reimbursements for the entire year can be submitted August 15, 2021.

Contacts

Michelle Williams Young

Team Lead

smwilliamsyoung@ed.sc.gov

Carol Propps-Wright

Grants Administrator

cpropps-wright@ed.sc.gov