**Annual District Application for Funds under Part B**

**Individuals with Disabilities Education Act (IDEA)**

**SUBMISSION INSTRUCTIONS**

Overview

IDEA Part B Formula Grants are grants awarded annually to assist states in providing a free appropriate public education in the least restrictive environment to children with disabilities ages three through 21. Each year Oregon school districts and agencies submit applications for these funds to help support the provision of special education services.

Oregon Department of Education (ODE) has revised the application document to ensure its IDEA funding processes are aligned with federal and state requirements, focusing on federal and state fiscal requirements for IDEA funds. Unlike past years, the document requests that districts provide information about both its non-federal and federal budget and to specify the amount of non-federal funds budgeted for special education for the 2019-2020 school year.

All districts are required to sign and submit an Annual IDEA District Application. Only **one** Annual IDEA District Application is required from **each** district.

What’s New

With guidance and direction from Office of Special Education Programs (OSEP) and Center for IDEA Fiscal Reporting (CIFR), the Annual IDEA District Application has substantial changes.

* **Districts**: Will no longer accept or refuse IDEA Part B Funds via the IDEA Annual Application. If a District intends to refuse funds, please contact [Rae Ann Ray](mailto:RaeAnn.Ray@ode.state.or.us), 503-947-5722, for further information and instructions.
* **Budget:** Each district must indicate the projected or final amount of General Funds budgeted for special education. Enter the whole dollar amount (do not enter cents) in the appropriate cell. *Note this section must be completed by the authorized representative with fiscal authority for the district.*
* **Consortiums:** Consortium Managers and Member Districts will no longer indicate these relationships on the IDEA Annual Application. This relationship is an agreement that does not fall within the purview of ODE, so all IDEA Part B funds will be distributed to districts only. Consortium managers and members will need to work together to determine next steps for sharing these funds. However, each district must individually meet Maintenance of Effort (MOE).
* **Regional, Oregon School for the Deaf and Long Term Care and Treatment**: Districts will elect to retain or allocate IDEA Funds directly to these services agencies.

Please contact [James Foutch](mailto:james.foutch@state.or.us), 503-947-5776 for questions or further information and instructions.

Instructions

**Page 1**:

* Enter District ID and Name.

**Page 2**:

* MOE Calculation Method: Select the Calculation Method used to determine whether the district met the eligibility (budget) and compliance (expenditure) standards for MOE by any of the four methods permitted by IDEA (i.e., total local funds, total state and local funds, local funds per capita, or state and local funds per capita). Only one Calculation Method is to be selected.
* General Funds Budget: Enter Projected 2019-2020 Budget, or Final 2019-2020 Budget if known (just one, not both). This is code 100 General Funds budgeted for special education. Enter the whole dollar amount (do not enter cents) in the appropriate cell.

**Page 3:**

* Coordinated Early Intervening Services: If the district is *voluntarily* utilizing funds for CEIS, or is *required* to use funds for CEIS:
  + The district must submit additional information found in the IDEA Data Center’s [A Comparison of Mandatory Comprehensive Coordinated Early Intervening Services (CCEIS) and Voluntary Coordinated Early Intervening Services (CEIS)](https://ideadata.org/sites/default/files/media/documents/2018-01/51322_IDC_CEIS_vs_CCEIS_Chart_0.pdf) document.
  + The district will be required to complete and submit to ODE the required data collection forms found on the [District Website](https://district.ode.state.or.us/apps/info/).

**Page 4**:

* Time and Effort Reporting: Select appropriate Time and Effort response. If yes, select appropriate response for disclosure of challenges. For further guidance, see [Time and Effort Q&A](https://district.ode.state.or.us/apps/info/DataCllctnDetail.aspx?id=230&Collection_ID=2221).
* Regional Program Services Funding: Select appropriate Regional Program Services response. Districts will elect to retain or allocate IDEA Funds directly to the Regional Program Services contractor of ODE. Prior to selecting “Yes, the District Management Elects to retain IDEA fund allocations…,” an approved plan to support students who would qualify for regional services **must** be on file with the ODE.
  + *IMPORTANT - How to submit a plan to ODE for approval if district management elects to retain IDEA funds related to Regional Services*:

1. Districts interested in submitting a plan for Regional Services should review the services overview provided by the Regional Management Team, and contact the Regional Services Director, [Kara Williams](mailto:Kara.Williams@ode.state.or.us), 503-947-5728.
2. Plans must be approved and on file with the ODE prior to a submission of claims related to Regional funding.

* Oregon School for the Deaf Services Funding: Select appropriate OSD Services response. Districts will elect to retain or allocate IDEA Funds directly to OSD. If district management elects to retain IDEA funds, district will enter into an agreement with OSD directly. Guidance for this agreement can be found by contacting the OSD Director, [Sharla Jones](mailto:Sharla.Jones@state.or.us), 503-378-3825.

**Page 5:**

* Long Term Care and Treatment Services Funding: Select appropriate LTCT Services response. Districts will elect to retain or allocate IDEA Funds directly to the LTCT. If district management elects to retain IDEA funds, district will enter into an agreement directly with LTCT contractor of ODE, have an approved site plan on file or both if applicable. Please contact [Sam Ko](mailto:sam.ko@state.or.us), 503-947-5747 for guidance for this agreement and site plan.

**Page 8:**

* Select appropriate allocation of IDEA Part B Funds response.

**Page 10:**

* Select appropriate NIMAC response (Option 1 or Option 2)

**Page 10:**

* Select appropriate NIMAC response (Option 3 or Option 4), and list any charter schools in district boundaries.

**Page 11:**

* Enter District ID and Name.
* Signature Required: Printed Name, Title, and Signature of Authorized Representative, and date signed.
* Maintenance of Financial Support: Printed Name, Title, and Signature of Authorized Fiscal Representative, and date signed.

**FINAL STEPS:**

* Review all assurances carefully.
* Be sure to respond to required items (tip – green arrows indicate required responses or action).
* The application is not considered complete unless both Fiscal and Assurance authorized representative(s) for the district/agency have signed page 11.
* Please email scanned or mail original completed and signed Statement of Assurances ***by June 17, 2019***.

|  |  |  |
| --- | --- | --- |
| Email to (preferred): | Or | Mail to: |
| [ODE.IDEAAssurances@ode.state.or.us](mailto:ODE.IDEAAssurances@ode.state.or.us) |  | Mary Aichlmayr  Office of Student Services  Oregon Department of Education  255 Capitol Street NE  Salem, Oregon 97310-0203 |