**Initial IDEA Budget Submission Checklist**

- Verify Approved District Consolidated LEA Improvement Plan (CLIP)
- Review Assurances Tab
- Review Special Education FY20 Maintenance of Effort (MOE) Portal to plan for Eligibility and Compliance
- Review the Excess Cost Portal to ensure prior year’s Results and Base calculations are fully approved
- Review the FY20 Cross Functional Monitoring (CFM) Portal to ensure IDEA Fiscal Corrective Action Plans (CAPS) are complete and approved if applicable
- Attach FY22 Maintenance of Effort (MOE) Eligibility Form
- Complete Proportionate Share Tab
- Complete Coordinated Early Intervening Services (CEIS) Tab
- Complete IDEA Fiscal Monitoring Self-Assessment
- Check Suspension and Debarment for any contracted federally paid employee
- Enter detailed expenditures, including specifications for Proportionate Share, CEIS, and Parent Mentor(s) into the IDEA budget
- Enter details about purchases that require prior approval/seek prior approval when needed
  - Upload the Proportionate Share IDEA 611 & 619 ARP Worksheet
  - Upload the CEIS IDEA 611 & 619 ARP Worksheet if Applicable
Common IDEA Budget Considerations (not an all-inclusive list)

- **Personnel**: Teachers, Extended Day Teachers, Extended Year Teachers, Physical Therapist, Speech Therapist, Occupational Therapist, Behavior Therapist, Orientation and Mobility, Paraprofessionals, & Substitutes
- **Benefits**: Teacher Retirement System, FICA, State Health Insurance, Other Employee Benefits
- **Contract Services**: Physical Therapy, Speech Therapy, Occupational Therapy, Behavior Therapist, Psychologist/Diagnostician, Orientation & Mobility
- **Professional Learning**: Purchased Professional and Technical Services.
- **Transportation**: Bus Driver & Bus Monitors
- **Supplies**: specialized equipment, technology supplies, computer software, supplemental textbooks or books and periodicals, CDs, flash or jump drives, parallel cables, and monitor stands. E-readers, including Kindles and iPads
- **Travel**: Expenditures for transportation, meals, hotel, and other expenses associated with staff travel
- **Dues and Fees**: Expenditures for registration fees, dues for systems' or individuals' membership in professional or service organizations
- **IDEA Carryover**: If applicable
- **Coordinated Early Intervening Services (CEIS) Carryover**: If applicable
- **Proportionate Share Carryover**: If applicable