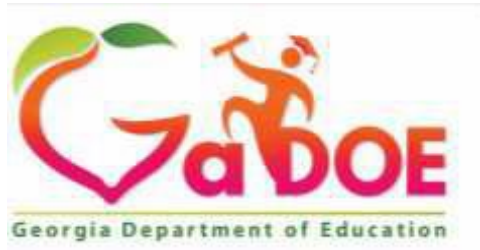


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FY 24 Initial IDEA Budget Submission Checklist

- **Verify Approved District Consolidated LEA Improvement Plan (CLIP).**
- **FY22 Maintenance of Effort (MOE) Portal:** Review Special Education MOE portal and plan for eligibility and compliance.
- **Excess Cost Portal:** Review portal to ensure prior year's Results and Base calculations are fully approved.
- **FY23 Cross Functional Monitoring (CFM):** Review the CFM Portal to ensure IDEA Fiscal Corrective Action Plans (CAPS) are complete and approved (if applicable).
- **FY24 Maintenance of Effort (MOE) Eligibility Form:** Complete and upload MOE Eligibility form into the Consolidated Application, IDEA 611 Budget, Program Information).
- **Proportionate Share:** Complete the proportionate share tab in the 611 and 619 grant budgets in the Consolidated Application (IDEA 611 and 619 budgets Program Information).
- **Comprehensive Coordinated Early Intervening Services (CCEIS) Tab:** Complete the CCEIS tab in the 611 grant budget in the Consolidated Application; mark NA if not applicable.
- **IDEA Fiscal Self-Assessment:** Complete the IDEA Fiscal Self-Assessment that is in the 611 grant budget in the Consolidated Application.
- **Review Assurances Tab.**
- **Suspension and Debarment:** Check all federally paid contracted employees and/or vendors to verify transactions with these entities are allowable.
- **Enter detailed expenditures**, including amounts for Proportionate Share and CCEIS, into the IDEA budget. Make certain Proportionate Share and CEIS/CCEIS are clearly labeled in budget.
- **Enter details about purchases** that require prior approval/seek prior approval when needed.



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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, 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 (CCEIS) Carryover:** If applicable
- **Proportionate Share Carryover:** If applicable