

Budget Development and Submission

Division for Special Education Services and Supports Budget Liaisons

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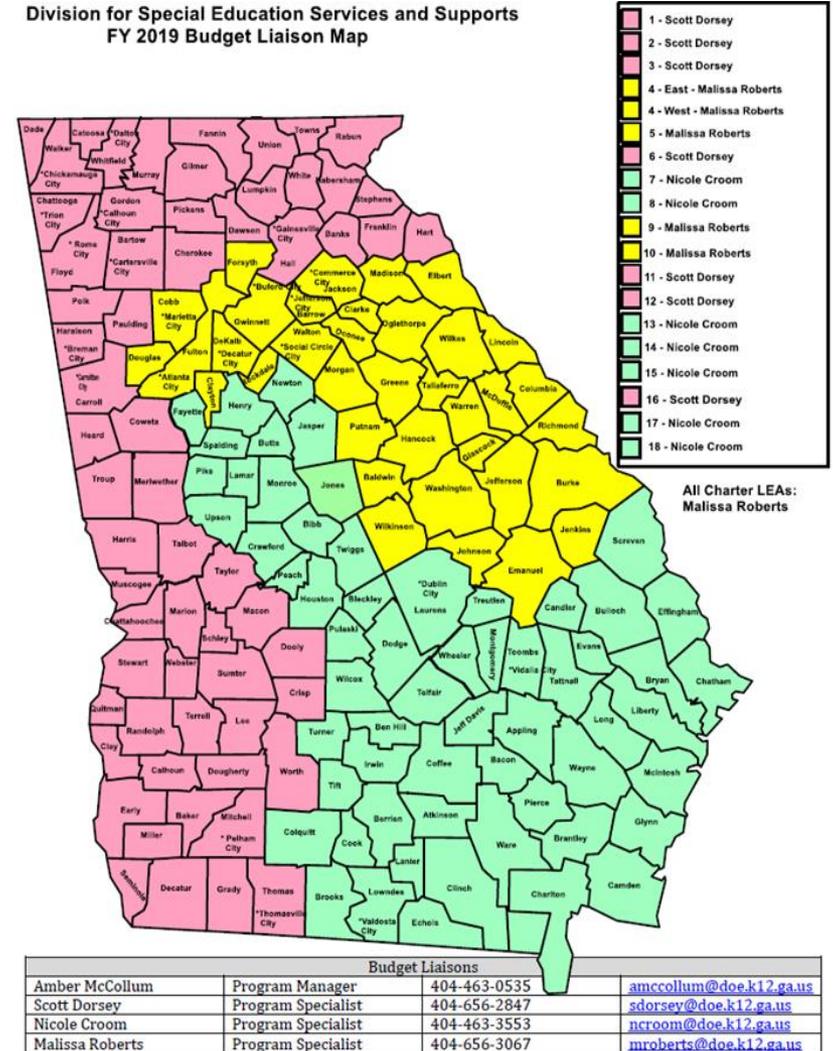
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- ❖ All budget information and resources are located on the Special Education Services and Supports - Budget and Grant Applications Website

Link: [Special Education Service and Supports Budget and Grant Applications](#)

Division for Special Education Services and Supports
FY 2019 Budget Liaison Map



Budget Development and Submission

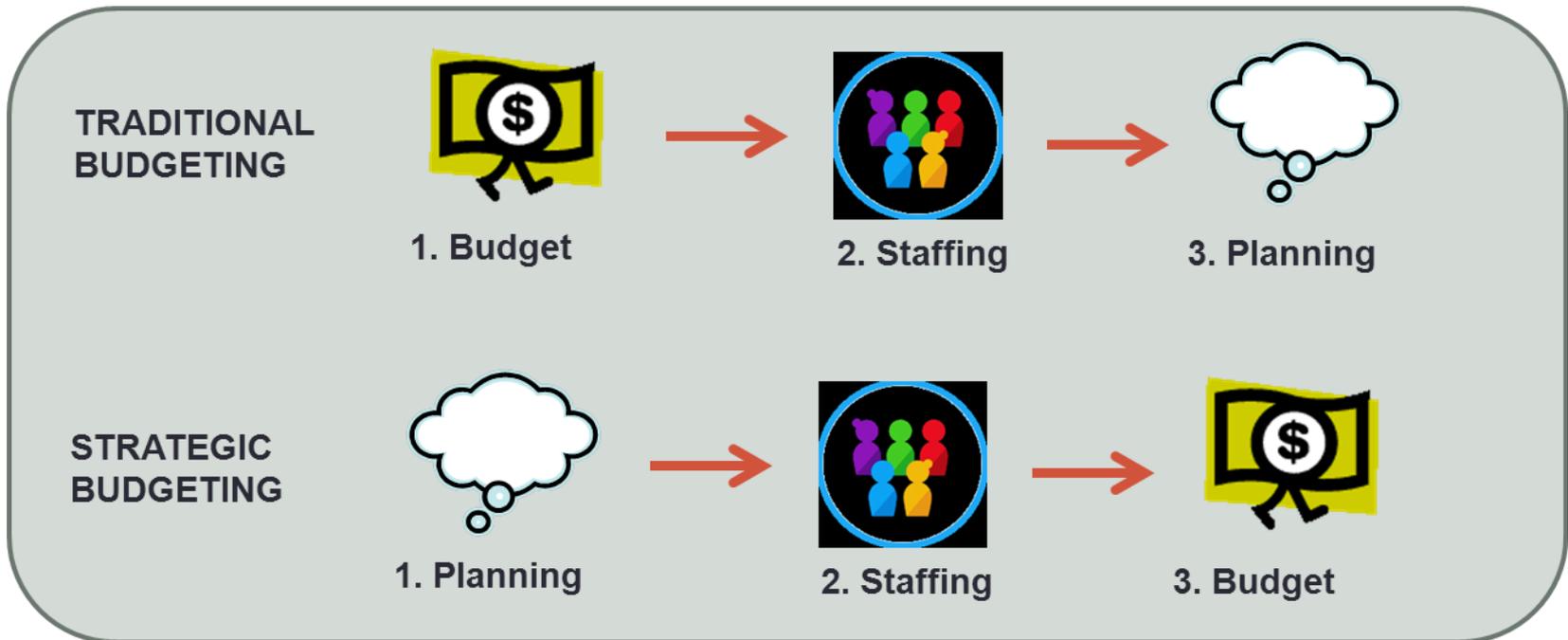
Learning Objectives

- Participants will receive an overview of various special education budget requirements and resources
- Participants will gain a general understanding on how to create and navigate the GaDOE Portal
- Participants will gain a general understanding of the IDEA fiscal compliance requirements
- Participants will gain a general understanding of how to budget their IDEA Flow-through Funds



Budget Development and Submission

- Student outcomes should be at the heart of every prioritization and allocation decision
- Data should drive the determination on how to best allocate funding to meet student needs



IDEA Budget Development and Submission

Special Education Staffing Considerations:

- Teacher IEP Caseloads: District Decision
- Cumulative number of classroom segments that require IEP services:
- ❖ Important Reminder: Identify the different types of services required for each IEP segment: Self-Contained, Resource, Inclusion & Support Services
- Review Special Education Students Enrollment History

Unique caseloads:

- Preschool caseloads
- SLP Caseloads
- Intellectual Disabilities Caseloads



Personnel Caseloads

Does GaDOE provide guidance on Personnel Caseloads? Yes. Guidance can be found on the GaDOE Website

Note: Charter School Systems and Charter Schools should consult with appropriate district personnel.



IDEA Budget Development System Allotment Sheet

Offices & Divisions ▾ Programs & Initiatives ▾ Data & Reporting ▾ Learning & Curriculum ▾ State Board & Policy ▾ Finance & Operations ▾ Contact ▾ Calendar ▾

🏠 → Finance and Business Operations → Budget Services

Budget Services

The mission of the Budget Services division is to provide high-quality, service-oriented, policy-driven support for Georgia students and to parents, educators and other constituents in a timely fashion in the areas of QBE and grant allocations.

Budget Services develops the Department's annual budget requests and tracks the status of the budget request through the legislative cycle. When funds are appropriated we prepare the Annual Operating Budget for use in the Department as well as Local School system allotments for the appropriate time period.

The Budget Services division works with Georgia Department of Education staff by providing training and technical assistance to assist with budgeting and planning for expenditures. Budget Services prepares allocations for funding of the Quality Basic Education Formula based on data collected from local school systems regarding student and staffing, as well for many of the state funded grant programs.

Teacher Salaries

- 2019
- 2018
- 2017
- 2016

Contact Information

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Helpful Links

- **QBE Reports (Allotment Sheets)**
- New QBE Reports
 - Payment Advice and Data Request Reports
- School System Financial Reports
- Governor's Office of Planning & Budget
- Georgia General Assembly
- Georgia House of Representatives Budget Office
- Georgia Senate Budget & Evaluation Office

IDEA Budget Development System Allotment Sheet

2019 ▼ Set FY

QBE003 System Allotment Sheets ▼ GO

Georgia
Department of Education

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State Superintendent of Schools

QBE REPORTS

Instructions

- Select Year from the drop down box above.
- Click **Set FY**.
- Select the desired report from the drop down box above.
- Click **GO**.

NOTE: All the reports will have to be printed using Legal Size paper (8.5"x14") and in Landscape format.

In order to View and Print these reports, Adobe Acrobat Reader should be installed in your computer. If this software is not installed in your computer, then please download a free copy from this site. [Acrobat Reader](#)

IDEA Budget Development System Allotment Sheet

2019 ▼ Set FY

QBE003 System Allotment Sheets ▼ GO

Georgia *Department of Education*

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Quality Basic Education - Reports

Appling County 601 ▼

Run Report

Select a System and Click on Run Report

GaDOE Portal Accounts

How do I create or request a GaDOE portal account?
LEA staff have to sign-up and create an account at MyGaDOE.

Who approves my GaDOE Portal Account request?
Account request pass through multiple approvals; however the district Security Officer has the final approval.

Who determines what GaDOE Portal rights I'm allowed to have?
The District Security Officer approves or rejects LEA staff Portal right request.



GaDOE Portal Account Creation

Where do I go to create a GaDOE portal account?

- Log on to the GaDOE website
- Scroll to the bottom of GaDOE webpage
- Click on the “MyGaDOE” link at the bottom the webpage



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[MyGaDOE](#)

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GaDOE Portal Account

How do I create or request a GaDOE portal account?

- Click on “Or sign up for an account”

MyGaDOE

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- [MyGaDOE Online Guide](#)
- [GaDOE Public Website](#)
- [Information Systems](#)
- [AYP & NCLB](#)
- [Georgia Standards](#)
- [Data Collections](#)
- [Financial Reports](#)
- [Report Card](#)

This website requires Cookies be enabled in your browser.

Click on Link

Local Units of Administration (LUA) Chart of Accounts

When should Directors use the LUA Chart of Accounts?

Directors should use the LUA Chart of Accounts when developing initial budgets and for any budget amendments.

What is the LUA Chart of Accounts used for?

The LUA Chart of Accounts provides Directors financial management resources such as budget Code Relations, Program Codes, Function Codes and Object Codes. This information helps Directors accurately develop a compliant budget.

Where is the LUA Chart of Accounts Located?

The LUA Chart of Accounts is located on the GaDOE website. The following location is easy to access.

- Finance & Operations
 - Financial Review



LUA Chart of Accounts – Location



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Home → Finance and Business Operations → Financial Review

- Financial Review**
- Financial Management of Georgia LUAS Manual
- Preparing Basic Financial Statements
- School System Financial Information

Financial Review

The Financial Review division was established for the purpose of reviewing financial records and accounting of local governing school boards and assisting local units of administration in training personnel in financial and budgetary accounting.

Financial Review is responsible for issuing and updating the chart of accounts utilized by local units of administration (LUAs) in reporting budget and financial data to the Georgia Department of Education.

Budget and Financial Data Reporting

- LUA Chart of Accounts
 - FY 2019 Changes to LUA - Chart of Accounts 6.30.18 FINAL.pdf
 - FY 2020 Changes to LUA - Chart of Accounts 3.1.19.pdf
- Financial Management for Georgia LUAS Manual
- School System Financial Reports
- School System Revenues/Expenditures
- Year End Closing Checklist_FY 2019.pdf
- Tips for Monthly - Closing (Checklist).pdf

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LUA Chart of Accounts Function and Function Codes

What is a budget “Function”?

A group of related activities aimed at accomplishing a major service or regulatory program for which an LUA is responsible. For example, instruction is a function. Broad Category

What is Functional Classification (Function Code)?

Expenditure classification according to the principal purposes for which expenditures are made. Examples are instruction, school administration, pupil transportation, etc.

Is there a document that contains a description of all the Function Codes?

Yes. The LUA Chart of Accounts contains a description of all the Functions.



LUA Chart of Accounts- Function Codes



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Chart of Accounts

View: [Outline](#) [Search](#) [Code Relationships](#)

[\(Users Guide\)](#)

Classification: [Funds](#) [Balance Sheet](#) [Revenue Source](#) [Program](#) [Function](#) [Object](#) [Sub Object](#)

Fiscal Year:



[Expand All](#) [Collapse All](#)

Introduction

Function

Code	Description
★ 1000	INSTRUCTION Instruction includes activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of aides or classroom assistants of any type (clerks, graders, teaching machines, etc.) which assist in the instructional process. Note: Counselors and Technology Specialists funded through QBE are allowable charges to this function for expenditure control purposes.
★ 2100	PUPIL SERVICES Activities designed to assess and improve the well-being of students and to supplement the teaching process. Activities include guidance, counseling, testing, attendance, social work, health services, etc. Also include supplemental payments for additional duties such as coaching or supervising extracurricular activities.
2210	IMPROVEMENT OF INSTRUCTIONAL SERVICES Technical and logistical support activities designed to aid teachers in developing the curriculum, preparing and using special curriculum materials, and understanding the various techniques that stimulate and motivate students. These services facilitate, sustain, and enhance instruction techniques. Includes costs associated with technology personnel (Technology Specialists), contracted support services, systems planning and analysis, systems application development, network support services, and other technology-related costs that relate to the support of instructional activities. Effective FY 2018 – All Instructional Staff Training (professional development) costs will be reported using Function 2213. Training and professional development for other, non-instructional employees should be reported in their respective functions.
★ 2213	INSTRUCTIONAL STAFF TRAINING Activities associated with the professional development and training of instructional personnel. These include such activities as in-service training (including training mentor teachers), workshops, conferences, demonstrations, courses for college credit (tuition reimbursement), and other activities related to the ongoing growth and development of instructional personnel. Training that supports the use of technology for instruction should be included in this code. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured in this function code. All costs should be charged to this code regardless of whether training services are provided internally or purchased from external vendors. It should be noted that the salary of a teacher who is attending training would still be reported in function 1000.
★ 2220	EDUCATIONAL MEDIA SERVICES Activities concerned with directing, managing and operating educational media centers. Included are school libraries, audio-visual services and educational television.
2230	FEDERAL GRANT ADMINISTRATION Activities concerned with the demands of Federal Programs grant management. Federal Indirect Cost Charges should continue to be charged to 2300-880.
2300	GENERAL ADMINISTRATION Activities concerned with establishing and administering policy for operating the LUA. These include the activities of the members of the Board of Education. Local activities in interpretation of the laws and statutes and general liability situations are charged here, as are the activities of external auditors. Also recorded here are activities performed by the superintendent, administrative support personnel and deputy, associate, or assistant superintendent having overall administrative responsibility.
★ 2400	SCHOOL ADMINISTRATION Activities concerned with overall administrative responsibility for school operations. Included are activities of principals, assistant principals, full time department chairpersons and clerical staff.
2500	SUPPORT SERVICES - BUSINESS Activities concerned with the fiscal operation of the LUA, including budgeting, financial and property accounting, payroll, inventory control, internal auditing and managing funds. Also included are purchasing, warehouse and distribution operations, and printing, publishing and duplicating operations.
2600	MAINTENANCE AND OPERATION OF PLANT SERVICES Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. This includes the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools. Property insurance expenditures are recorded in this function.
★ 2700	STUDENT TRANSPORTATION SERVICE Activities concerned with the conveyance of students to and from school and trips to school activities. These activities include supervision of student transportation, vehicle operation, servicing and maintenance, bus monitoring and traffic direction. Transportation insurance expenditures are charged to this function.



LUA Chart of Accounts Object and Object Codes

What is Object?

As used in expenditure classification, this term applies to the specific article purchased or the specific service obtained; for example, clerical salaries would be an object within the object class, personal services.

What is a Object Class (Object Code)”?

Expenditure classification according to the types of items purchased or services obtained; for example, personal services, materials, supplies, and equipment.

Is there a document that contains a description of all the Object Codes?

Yes. The LUA Chart of Accounts contains a description of all the Object Codes.



LUA Chart of Accounts - Object Codes

[Home](#) » [About GaDOE](#) » [Office of Finance and Business Operations](#) » [Financial Review](#) » [Chart of Accounts](#)



Finance and Business Operations **Financial Review**

Assisting Georgia schools with management of their financial resources for educating students.

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Chart of Accounts

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Classification: [Funds](#) [Balance Sheet](#) [Revenue Source](#) [Program](#) [Function](#) **Object** [Sub Object](#)

Fiscal Year:



Introduction

- Personal Services - Salaries
- Personal Services - Benefits
- Purchased Professional & Technical Services
- Purchased Property Services
- Other Purchased Services
- Supplies
- Property
- Other Objects
- Other Uses



Each Object Class contains object codes with descriptions

LUA Chart of Accounts – Object Codes

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Fiscal Year:



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Introduction

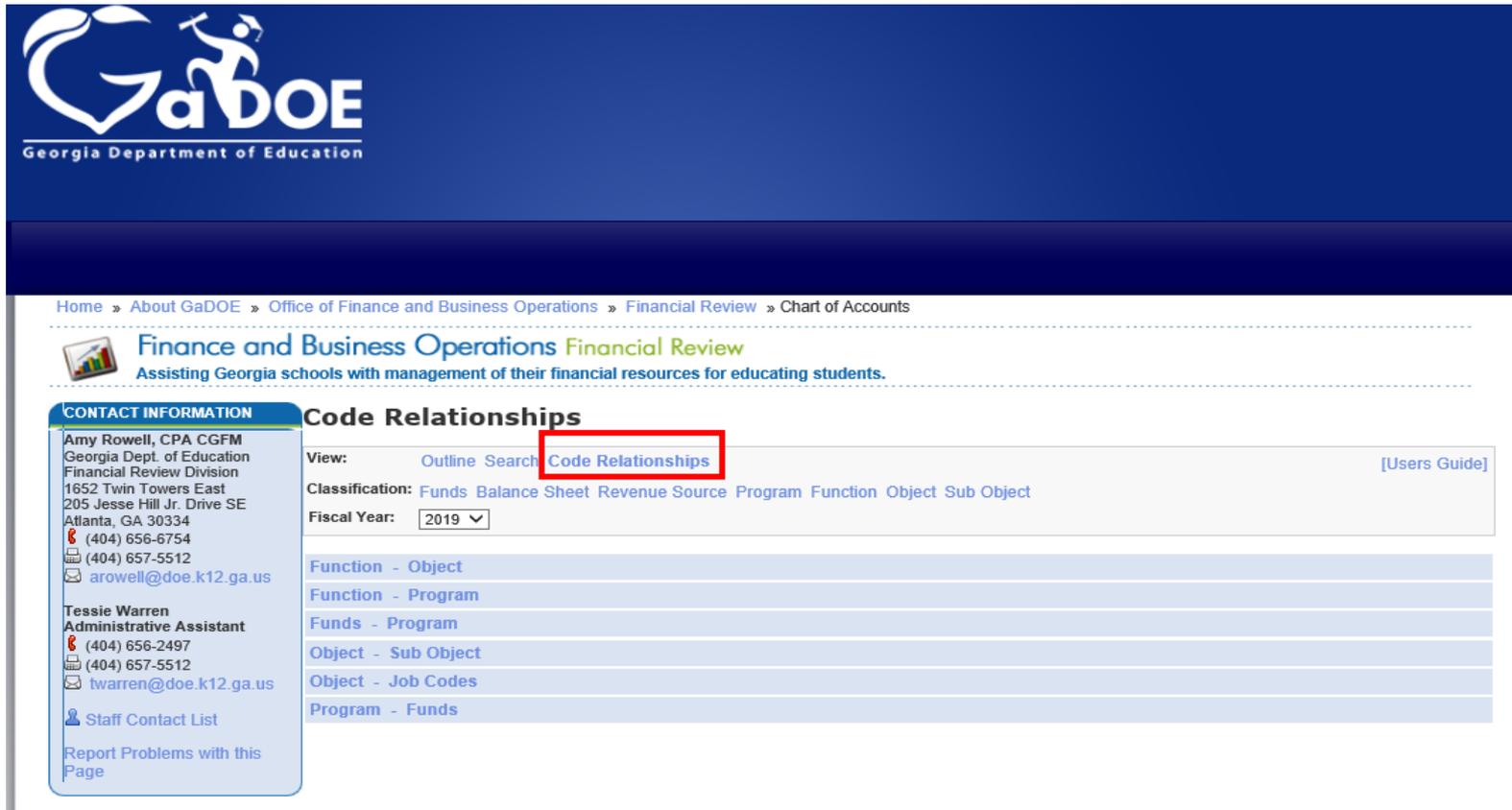
Personal Services - Salaries

Code	Description
110	TEACHERS The contract salary of full-time and part-time teachers whose employment requires that they hold a valid Georgia teacher certificate.
111	SCHOOL BOARD MEMBERS SALARIES The compensation paid to the members of the local board, if paid through payroll.
112	PREKINDERGARTEN TEACHER The contract salary of full-time and part-time teachers or aides. Certified or non-certified teachers and aides of regular education pre-kindergarten students.
113	SUBSTITUTE/TEMPORARY EMPLOYEE Portion of costs for work performed by employees of the school district who are hired on a temporary basis or as a substitute for any certified employee.
114	SUBSTITUTE/TEMPORARY EMPLOYEE Portion of costs for work performed by employees of the school district who are hired on a temporary basis or as a substitute for any non certified/classified employee.
115	EXTENDED DAY - TEACHERS Salaries for a maximum of one hour in addition to the eight-hour work day for teachers to provide students with supplementary services.
116	PROFESSIONAL DEVELOPMENT STIPENDS Funds awarded to qualified certified personnel for having successfully completed formal educational opportunities occurring at any time during the fiscal year outside of an employee's normal contract hours and for which either staff development units (SDUs) or college credits, earned in a regionally-accredited institution, are awarded in accordance with an approved professional development plan.
117	EXTENDED YEAR Additional time worked beyond the regular 190-day contract period.
118	ART,MUSIC,PE SALARIES PAID FOR ART, MUSIC, FOREIGN LANGUAGE, PE SPECIALIST
120	SUPERINTENDENT, RESA DIRECTOR, TECHNICAL INSTITUTE DIRECTOR Contract salary of superintendent, RESA Director or AVTS Director. No other positions may be included in this object.
121	DEPUTY, ASSOC, ASSISTANT, AREA SUPERINTENDENT Administrative officer who assists the chief executive officer of the school system.
130	PRINCIPAL
131	ASSISTANT PRINCIPAL

Object Codes →

LUA Chart of Accounts Code Relationships

All Budget Items must have a Code Relationship, or the budget will be rejected.



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Code Relationships

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Fiscal Year:

- [Function - Object](#)
- [Function - Program](#)
- [Funds - Program](#)
- [Object - Sub Object](#)
- [Object - Job Codes](#)
- [Program - Funds](#)

LUA Chart of Accounts Code Relationships

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Finance and Business Operations **Financial Review**

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Fiscal Year: 2018



- [1000 - INSTRUCTION](#)
- [2100 - PUPIL SERVICES](#)
- [2210 - IMPROVEMENT OF INSTRUCTIONAL SERVICES](#)
- [2213 - INSTRUCTIONAL STAFF TRAINING](#)
- [2220 - EDUCATIONAL MEDIA SERVICES](#)
- [2230 - FEDERAL GRANT ADMINISTRATION](#)
- [2300 - GENERAL ADMINISTRATION](#)
- [2400 - SCHOOL ADMINISTRATION](#)
- [2500 - SUPPORT SERVICES - BUSINESS](#)
- [2600 - MAINTENANCE AND OPERATION OF PLANT SERVICES](#)
- [2700 - STUDENT TRANSPORTATION SERVICE](#)
- [2800 - SUPPORT SERVICES - CENTRAL](#)
- [2900 - OTHER SUPPORT SERVICES](#)
- [3100 - SCHOOL NUTRITION PROGRAM](#)
- [3200 - ENTERPRISE OPERATIONS](#)
- [3300 - COMMUNITY SERVICES OPERATIONS](#)
- [4000 - FACILITIES ACQUISITION AND CONSTRUCTION SERVICES](#)
- [5000 - OTHER OUTLAYS](#)
- [5100 - DEBT SERVICE](#)

LUA Chart of Accounts Code Relationships



Finance and Business Operations Financial Review

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Fiscal Year: 2018



1000

INSTRUCTION

Function Code (1000)

Code	Description
110	TEACHERS
112	PREKINDERGARTEN TEACHER
113	SUBSTITUTE/TEMPORARY EMPLOYEE
114	SUBSTITUTE/TEMPORARY EMPLOYEE
115	EXTENDED DAY - TEACHERS
117	EXTENDED YEAR
118	
140	AIDES AND PARAPROFESSIONALS
141	Salary Of Seretarial Staff
142	Salary Of Clerical Staff
145	INTERPRETER
161	TECHNOLOGY SPECIALIST
164	PHYSICAL/OCCUPATIONAL/MOBILITY/SPEECH THERAPIST
166	YOUNG FARMER TEACHER
172	ELEMENTARY COUNSELOR
173	SECONDARY COUNSELOR
178	Graduation Coach
181	MAINTENANCE PERSONNEL, TRANSPORTATION MECHANIC, OT
191	OTHER ADMINISTRATIVE PERSONNEL
195	Terminal Leave Payments
196	Retirement Incentive Payments

Object Codes

Special Education Service and Supports Budget Resources



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Rules, Manuals & Forms
Special Education Rules
Implementation Manual
Sample Forms
Applications
Eligibility Categories
Autism
Deafblind
Deaf/Hard of Hearing (D/HH)
Emotional & Behavioral Disorder
Intellectual Disabilities
Orthopedic Impairment
Other Health Impairment
Significant Developmental Delay
Specific Learning Disability
Speech Language Impairment
Traumatic Brain Injury
Visual Impairment & Blindness
Budgets, Grants, Data Collection and Reporting
Budget & Grant Applications
LEA Consolidated Application
Data Collection Conference
Annual Reports
State Performance Plan (SPP), Annual Performance Reports (APR) and Annual Determinations
Continuous Improvement
Georgia's Continuous Improvement Monitoring Process (GCIMP)
Disproportionality
Strategic Plan and Federal Indicators

Budget, Grants and Consolidated Application

FY 2020 Allocations

- FY 2019 Final Allocations
- FY 2018 Final Allocations
- Indirect Costs Calculator
- Sample District Budget Worksheet
- Budget Pages
- IDEA Allowable Expenditures

Resources

- FY19 Budget Liaison Map

FY 2020 Consolidated Application

- LEA Consolidated Application Navigation Manual
- Consolidated Application Requirements
 - 2020 IDEA Budget Submission Checklist
- Forms

Maintenance of Effort

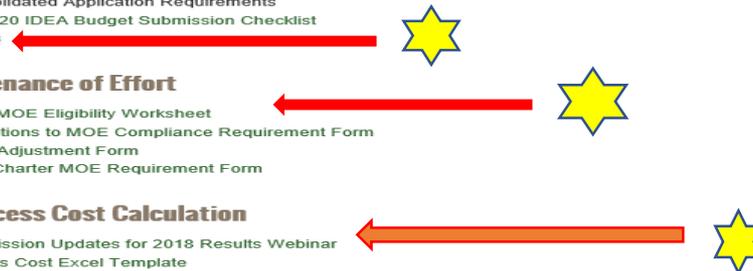
- 2020 MOE Eligibility Worksheet
- Exceptions to MOE Compliance Requirement Form
- MOE Adjustment Form
- New Charter MOE Requirement Form

LEA Excess Cost Calculation

- Submission Updates for 2018 Results Webinar
- Excess Cost Excel Template
- IDEA Excess Cost Handbook

Resources for Guidance

- High Cost and Residential and Reintegration Grant Submission
 - High Cost and Residential and Reintegration Grant Submission PowerPoint
- GLRS and GNETS Fiscal Cross-Functional Monitoring Webinar
- IDEA Fiscal Indicators for Cross-Functional Monitoring Webinar
- FY18 IDEA Budgeting Best Practices and Requirements
- Time and Effort Reporting Powerpoint
- Financial Management Complaints



Special Education Service and Supports Budget Resources (Sample Forms)



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Home → Teaching and Learning → Special Education Services and Supports → LEA Consolidated Application

Rules, Manuals & Forms

Special Education Rules
Implementation Manual
Sample Forms
Applications

Eligibility Categories

Autism
Deafblind
Deaf/Hard of Hearing (D/HH)
Emotional & Behavioral Disorder
Intellectual Disabilities
Orthopedic Impairment
Other Health Impairment
Significant Developmental Delay
Specific Learning Disability
Speech Language Impairment
Traumatic Brain Injury
Visual Impairment & Blindness

Budgets, Grants, Data Collection and Reporting

Budget & Grant Applications
LEA Consolidated Application
Data Collection Conference
Annual Reports
State Performance Plan (SPP), Annual Performance Reports (APR) and Annual Determinations

Continuous Improvement

Georgia's Continuous Improvement Monitoring Process (GCIMP)
Disproportionality

LEA Consolidated Application

Forms

- IDEA Funds for School-wide Programs
- Private/Home School Participation
- Private School Affirmation
- Month by Month Time Log
- Periodic Certification
- Group Periodic Certification
- Purchase or Disposition of Equipment



IDEA Budgets

Creating an IDEA Budget inside the Consolidated Application.

Majority of LEA's have at least three IDEA budgets to complete

1. Special Education-Flowthrough (Federal)
2. Special Ed – Preschool - Regular Project (Federal)
3. Preschool Disability Services (State Grant)



Special Education Consolidated Application (Creating an IDEA Budget)

The screenshot displays the Georgia Department of Education (GaDOE) website interface. On the left is a 'Site Navigation' menu with categories like 'Home', 'Logout', 'Exceptional Students', and 'Consolidated Application'. The 'Consolidated Application' menu is expanded, showing sub-items: 'Administration', 'Application', 'Online Help', 'Reports', 'Manage Public Schools', 'Special Ed Excess Cost', 'Title MOE', and 'Special Ed MOE'. The 'Application' sub-item is further expanded to show 'Title Programs', 'CTAE Programs', and 'Special Education'. A red arrow points to the 'Special Education' link with the text 'Click on Special Education'. The main content area shows a 'Surveys' section with a table of survey counts: New (0), Saved (0), Submitted (10), Approved (10), and Reports. A message states 'No new surveys available'.

Special Education Consolidated Application (Creating an IDEA Budget)

- Select Special Ed – Flowthrough
 - Start entering initial budget expenditures

Program Status

District Name : Carrollton City District Code : 766
 Fiscal Year : 2019

Programs **Planning** Prayer Certification Attachments Audit Trail

Program	Applied As	Budget Status	DC Status	Program Type
PreSchool Disability Services	Single District	Approved	New	Original
Special Ed - Flowthrough	Single District	Approved	New	Original

Budget Application >

District Name :
 Fiscal Year : 2019 District Code : ---
 Status : Approved (Date: 10/02/2018 15:04:12) Program : Special Ed - Flowthrough - Original
Superintendent Sign off date : 09/27/2018 10:33:48

Program Information **Budget** Audit Trail Assurances Programs

Program : Special Ed - Flowthrough

Current FY Allocation : \$987,838.00
 Additional Allocation : \$0.00
 Carry Over : \$0.00
 Total Grant Award : \$987,838.00
 Transfer Amount : \$0.00
 Total Amount to be Budgeted : \$987,838.00

Not Budgeted Funds :

Budget Detail										Show ALL
Fiscal Year	From Program	School	To Sub-Grant	To Program	Function	Object	Units	Price	Amount	Description
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	117	1	\$5,000	\$5,000	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	140	1	\$92,142	\$92,142	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	140	1	\$66,538	\$66,538	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	140	1	\$13,228	\$13,228	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	140	1	\$57,813	\$57,813	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	199	1	\$15,500	\$15,500	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	210	1	\$27,557	\$27,557	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	210	1	\$36,742	\$36,742	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	210	1	\$18,371	\$18,371	
2019	Special Ed - Flowthrough			Special Ed - Flowthrough	1000	220	1	\$7,049	\$7,049	



Consolidated Application (Budget) Budget Approval Flow Process

Budget Approval Flow Process:

1. Coordinator Signs Off (**Coordinator** is the **Special Education Director**)
2. Superintendent Signs Off or Request Revision
3. Program Manager Signs Off or Request Revision (**Program Manager** is **GaDOE Staff**)

Audit Trail

Application > Programs

District Name :

District Code :

Fiscal Year : 2019

Program : Special Ed - Flowthrough - Amendment No. 3

Status : Program Manager Signed Off (Date: 07/01/2019 14:40:13)

Superintendent Sign off date : 06/25/2019 11:14:45

Program Information Budget **Audit Trail** Assurances Programs

Print

Data Collection Audit Trail **Budget Audit Trail**

Click on either Audit Trail Index to view budget audit trail

Audit Trail

Old Status	New Status	Changed By	Changed Date
Superintendent Signed Off	Program Manager Signed Off		7/1/2019 2:40:13 PM
Message : Successfully Signed off			
Coordinator Signed Off	Superintendent Signed Off		6/25/2019 11:14:45 AM
Message : Successfully Signed off			
New	Coordinator Signed Off		6/25/2019 10:07:55 AM
Message : Successfully Signed off			

Special Education Consolidated Application (Budget) Audit Trail (Revision Request)

- Program Manager Request Revision – Revision details are included on the audit trail

Superintendent Signed Off	Program Manager Revision Requested	Scott Dorsey	6/6/2019 12:11:55 PM
<p>Message : Hi, Your budget looks good and is almost finished. Please make the following revisions and then resubmit your budget. "Extra hours salary for one teacher" (1000-110) Change object code 110 to <u>199</u> "substitutes" (1000-300) Change object code 300 to <u>113</u> if these are subs for certified employees/teachers or Change this object code to <u>114</u> if these are subs for paras Thanks, Scott</p>			
Coordinator Signed Off	Superintendent Signed Off		6/6/2019 11:25:24 AM
<p>Message : Successfully Signed off</p>			
New	Coordinator Signed Off		6/6/2019 11:16:23 AM
<p>Message : Successfully Signed off</p>			
New	New	Kamika Morris	4/3/2019 10:17:52 AM
<p>Message : CarryOver, Original Amount, Additional Amount updated by Kmorris@doe.k12.ga.us</p>			

IDEA Budget Requirements



IDEA Budget Requirements

- Verify Approved District CLIP
- Review Assurances Tab
- Review Special Education FY18 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 FY19 CFM Monitoring Portal to ensure IDEA fiscal CAPS are complete and approved if applicable
- Attach FY20 MOE Eligibility Form
- Complete Proportionate Share Tab
- Complete 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

IDEA Budget Requirements Verifying District Approved CLIP

- Verify Approved District CLIP – All LEA CLIP's Applications are submitted to GaDOE through the SLDS Index.

The screenshot shows the GaDOE website interface. At the top left is the GaDOE logo. Below it is a 'Site Navigation' menu with links for Home and Logout. To the right of the navigation is a message: 'You have (0) new messages.' The main content area is titled 'Surveys' and contains a table with the following columns: 'New (0)', 'Saved (0)', 'Submitted (10)', 'Approved (10)', and 'Reports'. Below the table, it states 'No new surveys available' and includes a 'More' link. On the left side of the page, there is an 'Exceptional Students' menu with various options including 'SLDS Support with NO PII', 'Consolidated Application', 'Special Education Annual Reports', 'View Documents', 'Finance Applications', 'SES Student Data Collection', 'Monitoring', 'Message Center', 'Grants Application', 'EOPA Reports', 'SE Applications Dashboard', 'Special Education IEP', 'Financial Review Application', 'Coordinated Early Intervening Services (CEIS)', 'CLIP State Administration', and 'Professional Learning Opportunities (PLO)'.

The screenshot shows the 'Applying County School System' website for Baxley, GA. The header includes the school system name and location, along with a tagline: 'Applying County Schools will be a system of excellence for all learners.' Below the header is a navigation bar with various links: SLDS, Parent Portal Support, GUIDE, Resources, TRL, IEP, TKES, Usage Reports, ODS Reports, IIS Dashboard, and Growth. A secondary row of links includes Gifted Eligibility, MS Tools, TestPad, Counselor Companion, EL Screener, CLIP, SA Upload, and Logout. At the bottom, there are dropdown menus for 'Historical Dashboard', 'Operational Dashboard', and a 'School/District' selector. An orange arrow points to the 'CLIP' link in the secondary navigation bar.

IDEA Budget Requirements Verifying District Approved CLIP

LEAs using the CLIP application in the SLDS complete and submit information online.

Consolidated **LEA Improvement Plan (CLIP)**

[CLIP](#) [SandBox](#) [Data Dashboard](#)

- A. Consolidated Needs Assessment District Report
- B. Parent and Family Engagement Policy
- C. District Improvement Plan
- D. Foster Care Transportation Plan
- E. Title I, Part C ID&R Plan

1. Planning and Preparation

1.1 Identification of Team

1.1.1 1.1.2 1.1.3 1.1.4 1.1.5

Required Team Members

Program	Position/Role	Name ("NA" may be used)
Multiple Program(s)	Superintendent/Assistant Superintendent *	<input type="text" value="Enter some text here"/>

IDEA Budget Requirements Assurances Location

- Assurance Index located inside Consolidated Application
- Superintendent Signs off on Assurances

Assurances

District Name :

Fiscal Year : 2019

Status : Approved (Date: 06/06/2019 12:07:06)

District Code :

Program : Special Ed - Flowthrough - Amendment No. 2

Superintendent Sign off date : 06/06/2019 11:27:55

Program Information Budget Audit Trail **Assurances** Programs

Assurances

Superintendent signed off Assurances on June 06, 2019.

General Assurances :

As a condition of receiving the federal funds for which application is made in this Consolidated Application, the applicant's local board of education (Applicant) assures the following:

1. each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
2. the control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a eligible private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and
3. the public agency, eligible private agency, institution, or organization, or the Indian tribe will administer the funds and property to the extent required by the authorizing statutes;
4. the applicant will adopt and use proper methods of administering each such program, including—
 - a. the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
 - b. the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;
 - c. ensuring interventions purchased with federal funds are evidence-based.
5. the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary, or other Federal officials;
6. the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program; and
7. the applicant will—
 - a. submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program; and
 - b. maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties; and

before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and considered such comment.

IDEA Budget Requirements Maintenance of Effort (MOE) Portal Review

The screenshot displays the GaDOE website interface. On the left is a vertical navigation menu with the following items: Site Navigation (Home, Logout), Exceptional Students (SLDS Support with NO PII, Consolidated Application, Special Education Annual Reports, View Documents, Finance Applications, SES Student Data Collection, Monitoring, Message Center, Grants Application, EOPA Reports, SE Applications Dashboard, Special Education IEP, Financial Review Application, Coordinated Early Intervening Services (CEIS), CLIP State Administration, Professional Learning Opportunities (PLO)), and a Surveys section. The Surveys section contains a table with columns: New (0), Saved (0), Submitted (10), Approved (10), and Reports. Below the table, it states "No new surveys available" and includes a "More" link. A red box highlights the "Consolidated Application" link in the navigation menu, and another red box highlights the "Special Ed MOE" link in the expanded dropdown menu. A red arrow points from the text "Click on Special Ed MOE to enter MOE Portal" to the "Special Ed MOE" link.

Site Navigation

- Home
- Logout

Exceptional Students

- SLDS Support with NO PII
- Consolidated Application
- Special Education Annual Reports
- View Documents
- Finance Applications
- SES Student Data Collection
- Monitoring
- Message Center
- Grants Application
- EOPA Reports
- SE Applications Dashboard
- Special Education IEP
- Financial Review Application
- Coordinated Early Intervening Services (CEIS)
- CLIP State Administration
- Professional Learning Opportunities (PLO)

Surveys

New (0)	Saved (0)	Submitted (10)	Approved (10)	Reports
No new surveys available				

More

Click on Special Ed MOE to enter MOE Portal

IDEA Budget Requirements Maintenance of Effort (MOE) Portal Review

Special Education - Maintenance of Effort

Fiscal Year: 2018 District Name: []

Manage MOE MOE View Attachments

Overall MOE: Met MOE Status Changed by Apply 50% of Local Effort

State & Local Aggregate

For FY ending June 30, 2018	\$4,770,383.73	MOE Status: [Met MOE]
State and Local Effort	\$4,665,466.13	Exception Detail:
FY2 Compared to FY1- Aggregate	\$104,917.60	
<input type="checkbox"/> Adjustment		
<input type="checkbox"/> Exception		
IDEA Amended Effort		
Projected Effort	\$4,770,383.73	

State & Local Average Per Pupil Expenditure

For FY ending June 30, 2018	\$8,626.37	MOE Status: [Met MOE]
State and Local Per Pupil Effort	\$8,348.06	Exception Detail:
FY2 Compared to FY1- Aggregate	\$278.31	
<input type="checkbox"/> Adjustment		
<input type="checkbox"/> Exception		
IDEA Amended Effort		
Projected Effort	\$8,626.37	

Local Only Aggregate

For FY ending June 30, 2018	\$1,560,138.73	MOE Status: [Failed]
Local Effort	\$1,800,172.60	Exception Detail:
FY2 Compared to FY1- Aggregate	(\$240,033.87)	
<input type="checkbox"/> Adjustment		
<input type="checkbox"/> Exception		
IDEA Amended Effort		
Projected Effort	\$1,800,172.60	

Local Only Average Per Pupil Expenditure

For FY ending June 30, 2018	\$2,821.23	MOE Status: [Failed]
Local Per Pupil Effort	\$2,995.30	Exception Detail:
FY2 Compared to FY1- Aggregate	(\$174.07)	
<input type="checkbox"/> Adjustment		
<input type="checkbox"/> Exception		
IDEA Amended Effort		
Projected Effort	\$2,995.30	

IDEA Budget Requirements Special Education “Excess Cost”



Welcome to MyGaDOE

Help - Desktop | Online Documentation

You have 0 new messages.

Site Navigation

- Home
- Logout

Exceptional Students

SLDS Support with NO PIT

Consolidated Application

Special Education Annual Reports

View Documents

Finance Applications

SES Student Data Collection

Monitoring

Message Center

Grants Application

EOPA Reports

SE Applications Dashboard

Special Education IEP

Financial Review Application

Coordinated Early Intervening Services (CEIS)

CLIP State Administration

Professional Learning Opportunities (PLO)

Surveys

New (0)	Saved (0)	Submitted (10)	Approved (10)	Reports
No new surveys available				

My Favorites

No Favorites

[More](#)

- Administration
- Application
- Online Help
- Reports
- Manage Public Schools
- Special Ed Excess Cost
- Title MOE
- Special Ed MOE



Click on Special Ed Excess Cost to enter Excess Cost Portal



IDEA Budget Requirements Special Education “Excess Cost”

Special Education Excess Cost : Base Calculation for Fiscal Year - 2018

Fiscal Year: 2018 District Name: [Dropdown]

Program Manager Signed Off [Dropdown] ← Both Index's should say Program Manager Signed Off

Excess Cost Result Excess Cost Base ←

District School Calculations Audit Trail

Excess Cost FY 2018 Results

Part A - Total Federal, State and Local Expenditures

	Elementary (PK-8)	Secondary (9-12)
2018 School Level Expenditures:	\$24,350,925.10	\$9,808,003.48
2018 School and Program Center, Level Expenditures: (schools, Programs, Centers, etc. that serve both elementary and secondary grades.)	\$0.00	\$0.00
2018 District-wide Level Expenditures:	\$7,868,976.20	\$3,169,446.15
2018 Total Expenditures:	\$32,219,901.30	\$12,977,449.63

IDEA Budget Requirements Cross Functional Monitoring Check

Two ways & locations to verify Cross Functional Monitoring

1. GaDOE Federal Programs Website
2. GaDOE Portal



Search this site...



Richard Woods, Georgia's School Superintendent

Offices & Divisions - Programs & Initiatives - Data & Reporting - Learning & Curriculum - State Board & Policy - Finance & Operations - Contact - Calendar -

Home → School Improvement → Federal Programs

- Federal Programs**
- Title I, Part A Improving Academic Achievement of the Disadvantaged
- Title I, Part A - Academic Achievement Awards
- Title I, Part A - Foster Care Program
- Title I, Part A - Family-School Partnership Program
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Programs for Neglected or Delinquent Children
- Title II, Part A - Supporting Effective Instruction
- Title III, Part A - Language Instruction for English Learners and Immigrant Students
- Title IV, Part A - Student Support and Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B - Rural Education Initiative
- Title IX, Part A - McKinney - Vento Homeless Assistance Act
- English Learner Programs
- Private Schools/Equitable Services/Ombudsman
- Consolidation of Funds
- Professional Qualifications & ESSA In-Field Reporting
- Special Education Services and Supports

Federal Programs

Mission

The mission of Federal Programs is to provide technical assistance, program monitoring and resources to local educational agencies (LEA) to ensure that all children have an opportunity to obtain a high quality education and to achieve proficiency on the state's high academic achievement standards.

Resources

- Federal Programs Monitoring**
- Federal Programs Handbook
- Professional Qualifications and Related Reporting Requirements
- Consolidation of ESSA Administrative Funds LEA Request Form
- Intra District Transfers
- AdvancEd GaDOE Partnership Brochure
- New Directors Online Course Series

Contact Information

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Director
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Shaun Owen
Deputy Chief of Staff
Director of Consolidated Federal Initiatives
[website]
State Ombudsman [website]
404-971-0096
sowen@doe.k12.ga.us

Federal Programs' Links

- Filing Formal Complaints Under ESSA Programs
- State Ombudsman



IDEA Budget Requirements Cross Functional Monitoring Check



Search this site...



Richard Woods, Georgia's School Superintendent

- Offices & Divisions
- Programs & Initiatives
- Data & Reporting
- Learning & Curriculum
- State Board & Policy
- Finance & Operations
- Contact
- Calendar

Home → School Improvement → Federal Programs → Title I, Part A → Title I, Part A → Federal Programs Monitoring

- Federal Programs
 - Title I, Part A
 - Academic Achievement Programs
 - Allocations
 - Committee Of Practitioners
 - Community Eligibility Provision (CEP)
 - Family-School Partnership Program
 - Federal Programs Monitoring**
 - Other Resources
 - Priority, Focus, and Opportunity Schools
 - Private Schools
 - Schoolwide Programs
 - Targeted Assistance Programs
 - Title I Annual Reports
 - Title I Webinars, Workshops and Conferences

Federal Programs Monitoring

Federal regulations and administrative procedures require that the state educational agency (SEA) monitor the implementation of program requirements and the expenditure of federal funds. Monitoring of federal programs is conducted to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Monitoring emphasizes accountability for using resources wisely. It serves as a vehicle for the Georgia Department of Education (Department) to help LEAs achieve high-quality implementation of educational programs.

Georgia Department of Education's Federal Programs monitoring process consists of eight major components:

- Program Requirements
 - Monitoring of Expenditures
 - Single Audit
 - Physical Inventory Monitoring
 - On-Site Monitoring
 - Self-Monitoring
 - Desktop Monitoring of Approved LEA Budgets

Monitoring Resources

- Monitoring Cycles FY18 - FY22**
- FY19 Cross Functional Monitoring Document (8-20-2018)
- FY19 CFM Folder Labels - Optional Use - Avery 5162 - 1.33" x 4"
- FY19 Cross Functional Monitoring Training
- FY19 Cross Functional Monitoring Training Recording
 - Monitoring Overview - Overarching Indicators that Apply to All Programs (starts at 00:01)
 - Individuals with Disabilities Education Act (IDEA) (starts at 1:06:00)
 - Title I, Part A (starts at 1:30:00)
 - Title I, Part A – Parent and Family Engagement (starts at 2:15:00)
 - Title I, Part A – Notice to Parents (starts at 2:45:00)
 - School Improvement Grants (starts at 3:00:00)
 - McKinney-Vento and Foster Care (starts at 3:45:00)
 - Neglected and Delinquent and Rural Education Initiative (starts at 4:15:00)
 - Title IV, Part A (starts at 4:45:00)
 - Title II, Part A (starts at 5:15:00)
 - Equity, Professional Qualifications (starts at 5:30:00)
 - Title III, Part A (starts at 6:00:0)

Contact Information

John Wight
Director
Federal Programs
Phone: 404-463-1857
jwight@doe.k12.ga.us

Federal Programs' Links

- Complaint/Comment

External Links

- Elementary and Secondary Education Act
- Elementary and Secondary Education Act (ESSA)
- Uniform Grant Guidance
- US Department of Education

Click Monitoring Cycles



IDEA Budget Requirements Cross Functional Monitoring (CFM) Check

- District must check GaDOE Portal & verify CFM completion if LEA is listed on the FY19 Monitoring Cycle
- District has finished CFM check if LEA was not listed on FY19 Monitoring Cycle

Georgia Department of Education
Monitoring Cycles
Fiscal Years 2018 - 2022

Cycle 4 (FY18)	Cycle 1 (FY19)	Cycle 2 (FY20)	Cycle 3 (FY21)	Cycle 4 (FY22)
Appling County	Atlanta Public Schools	Bartow County	Atkinson County	Appling County
Bacon County	Baldwin County	Berrien County	Ben Hill County	Bacon County
Baker County	Barrow County	Bleckley County	Bremen City	Baker County
Banks County	Butts County	Brantley County	Catoosa County	Banks County
Bibb County	Calhoun County	Brooks County	Charlton County	Bibb County
Bulloch County	Carroll County	Bryan County	Chickamauga City	Bulloch County
Chattooga County	Carrollton City	Buford City	Clayton County	Chattooga County
Cook County	Commission Charter Schools- Statesboro STEAM Academy	Burke County	Clinch County	Cook County
Early County	Commission Charter Schools- Ivy Preparatory Academy School Gwinnett	Calhoun City	Coffee County	Early County
Evans County	Crawford County	Camden County	Columbia County	Evans County
Fannin County	Dalton City	Candler County	Commerce City	Fannin County
Fayette County	Decatur City	Cartersville City	Commission Charter Schools- Fulton Leadership Academy	Fayette County
Floyd County	Department of Juvenile Justice	Chatham County	Dawson County	Floyd County
Franklin County	Dodge County	Chattahoochee County	Douglas County	Franklin County
Gilmer County	Elbert County	Cherokee County	Echols County	Gilmer County
Glynn County	Hart County	Clarke County	Forsyth County	Glynn County
Habersham County	Jackson County	Clay County	Gainesville City	Habersham County
Heard County	Jefferson City	Cobb County	Hall County	Heard County
Henry County	Jenkins County	Colquitt County	Haralson County	Henry County
Houston County	Johnson County	Commission Charter Schools- Atlanta Heights Charter School	Irwin County	Houston County
Jeff Davis County	Long County	Commission Charter Schools- Coweta Charter Academy	Jasper County	Jeff Davis County
Lincoln County	Liberty County	Commission Charter Schools- Pataula Charter Academy	Jefferson County	Lincoln County
Macon County	Marietta City	Coweta County	Lanier County	Long County
Marion County	Mitchell County	Crisp County	Lee County	Macon County
McDuffie County	Oconee County	Dade County	Morgan County	Marion County
McIntosh County	Pelham City	Decatur County	Muscogee County	McDuffie County
Meriwether County	Pike County	DeKalb County	Newton County	McIntosh County
Miller County	Quitman County	Dooly County	Oglethorpe County	Meriwether County
Monroe County	Rabun County	Dougherty County	Paulding County	Miller County
Murray County	Randolph County	Dublin City	Pierce County	Monroe County
Pickens County	Screven County	Effingham County	Pulaski County	Murray County
Rockdale County	Spalding County	Emanuel County	Putnam County	Pickens County
Rome City	State Charter Schools- Brookhaven Innovation Academy	Fulton County	Richmond County	Rockdale County
Schley County	State Charter Schools- Cirrus Academy Charter	Glascock County	State Charter Schools- Coastal Plains Education Charter High School	Rome City

IDEA Budget Requirements Cross Functional Monitoring Check



You have (0) new messages.

Site Navigation

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[Logout](#)

Exceptional Students

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[Consolidated Application](#)

[Special Education Annual Reports](#)

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[EOPA Reports](#)

[SE Applications Dashboard](#)

[Special Education IEP](#)

[Financial Review Application](#)

[Coordinated Early Intervening Services \(CEIS\)](#)

[CLIP State Administration](#)

[Professional Learning Opportunities \(PLO\)](#)

Surveys

options | [icon]

New (0)	Saved (0)	Submitted (10)	Approved (10)	Reports
No new surveys available				

[More](#)

- Monitoring
 - Cross Functional Monitoring
 - Monitoring
 - LEA Monitoring OLD 1
 - LEA Self Monitoring
 - Reports
 - Result Based Monitoring



IDEA Budget Requirements Cross Functional Monitoring Check

- District **GaDOE Portal check & verify CFM completion** if LEA was listed on the FY19 Monitoring Cycle.
- Review Audit Trail to determine if CFM has been completed

Cross Functional Monitoring

Select School Year: Select District: Select Program:

District Superintendent Signed Off ← Audit Trail will show the following if completed

Dashboard Search Review Indicators **Audit Trail**

Audit Trail

Previous Status	New Status	Changed By	Changed Date	
District Coordinator Signed Off	District Superintendent Signed Off		06/03/2019 15:30:53 PM	View Comments
Program Director Signed Off	District Coordinator Signed Off		05/29/2019 11:38:30 AM	View Comments
Program Manager Signed Off	Program Director Signed Off	Zelphine Smith-Dixon	05/21/2019 13:16:05 PM	View Comments
Team Lead Signed Off	Program Manager Signed Off	Amber McCollum	05/17/2019 11:10:31 AM	View Comments
New	Team Lead Signed Off	Scott Dorsey	05/03/2019 13:03:14 PM	View Comments

IDEA Budget Requirements MOE Eligibility Worksheet Upload

District **must** upload MOE Eligibility Worksheet.

LEA can upload MOE Eligibility Worksheet on the “Attachments” Index or the Program Information “Uploaded Files” Index.

Attachments

District Name :

Fiscal Year : 2019



Group :

Item#	Up	
1	RA	
2	RA	
3	FY	
4	IIA	
5	FY	
6	GE	
7	Tit	
8	FY	
9	RA	

Program Information

District Name :

Fiscal Year : 2019

Status : Approved (Date: 10/02/2018 15:04:12)



Item#	Uploaded File
1	FY19 MOE Eligibility Worksheet.

District Code :

Program :

Superintendent Sign off date :

IDEA Budget Requirements Proportionate Share – Location

How to access Proportionate Share Index. Click on the following Indexes:

- Program Information
- Exceptional Students
- Proportionate Share

District Name : _____ District Code : _____

Fiscal Year : 2019 Program : Special Ed - Flowthrough - Original

Status : Approved (Date: 10/02/2018 15:04:12) Superintendent Sign off date : 09/27/2018 10:33:48

Program Information Budget Audit Trail Assurances Programs

Uploaded Files **Exceptional Students** IDEA Fiscal Monitoring Self Assessment

Proportionate Share CEIS Budget Worksheet

Worksheet: Proportionate Amount of Funds for Private School Children with Disabilities

The amended IDEA 2004 federal regulations require that a proportionate amount of IDEA and Preschool funds must be spent on providing special education and related services to private school children with disabilities unilaterally placed by their parents. The following worksheet allows you to calculate this proportionate amount.

NOTE: With passage of HB 1590, home school children are to be counted and treated as private school children when determining the proportionate share of federal funds. Remember that the parents of these students refused the IEP (FAPE) and placed their child in a private school. **Submit as part of your plan.**

	3-5 Only	3-21
A. Number of eligible private/home schooled children with disabilities not having an IEP:	0	0
B. Number of children with disabilities with IEPs (public, private and home):	41	560
C. Total number of children with disabilities (A + B):	41	560
D. Proportionate Percentage (A / C):	0.00000%	0.00000%
E. Allocation Amount:	\$54,367.00	\$987,838.00
F. Proportionate Amount (D * E):	\$0.00	\$0.00
G. CarryOver Amount:	\$0.00	\$0.00
H. Total Proportionate Amount (F + G):	\$0.00	\$0.00

IDEA Budget Requirements CEIS Budget – If Applicable

District Name : District Code :
 Fiscal Year : 2019 Program : Special Ed - Flowthrough - Original
 Status : Approved (Date: 10/02/2018 15:04:12) Superintendent Sign off date : 09/27/2018 10:33:48

Program Information | Budget | Audit Trail | Assurances | Programs

Uploaded Files | **Exceptional Students** | IDEA Fiscal Monitoring Self Assessment

Proportionate Share | **CEIS Budget Worksheet**

Coordinated Early Intervening Services for High Risk Regular Education Students

I. Coordinated Early Intervening Services (CEIS) Status (Check one only)

Not Applicable This Year
 Required EIS - must use the maximum 15% for IDEA and Preschool
 Optional Usage of EIS (up to 15%)
 Carryover (CEIS)

Initial IDEA: Select from Drop-Down Initial Preschool: Select from Drop-Down

II. CEIS Amount

1. IDEA Initial Allocation (IDEA and Preschool Amount): \$1,042,205.00

2. Maximum Available for CEIS: \$156,330.75

3. Optional usage amount for EIS if less than line 2 (up to 15% may be used): \$0.00

4. EIS Carryover:

III. Narrative Description of CEIS Activities and CEIS Budget Worksheet

A. Narrative description MUST be on file as outlined in the CEIS Documentation Form to include introduction, data analysis, self assessment, CEIS Plan and CEIS budget. Describe how the 15% of the IDEA funds will be used for Early Intervening Services.

Salary for Behavioral Specialist - Facilitates programs and services for schools while assisting principals and school leadership teams in the effective implementation of a systematic approach to supporting the behavioral needs of targeted students

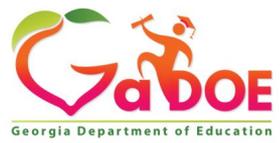
Benefits for Behavioral Specialist - Facilitates programs and services for schools while assisting principals and school leadership teams in the effective implementation of a systematic approach to supporting the behavioral needs of targeted students

B. Use the table below to provide your projected budget expenditures for EIS funds.

Function Code Funds	Amount
1000 Function Code Funds	35500
2213 Function Code Funds	11975
2100 Function Code Funds	0
2210 Function Code Funds	108855
2300 Function Code Funds	0
Total All Funds	\$156,330.00

Director Must Check the Appropriate Box

If Applicable must Complete CEIS Budget Worksheet: This budget should match the Coordinated Early Intervening Services (CEIS) Portal Index Budget.



IDEA Budget Requirements Fiscal Monitoring Self-Assessment

How to access IDEA Fiscal Monitoring Self Assessment . Click on the following Indexes:

- Program Information
- Proportionate Share

District Name :

Fiscal Year : 2019

Status : Approved (Date: 10/02/2018 15:04:12)

District Code :

Program : Special Ed - Flowthrough - Original

Superintendent Sign off date : 09/27/2018 10:33:48

Program Information Budget Audit Trail Assurances Programs

Uploaded Files Exceptional Students **IDEA Fiscal Monitoring Self Assessment**

IDEA: GENERAL BUDGET

Question

1. Does the LEA maintain accounting records for the various IDEA budgets which reflect the line items and amounts approved in each federal application/budget?
2. Are IDEA funds used for excess costs of providing special education services only? (CEIS is an exception)
3. Are all expenses incurred allowable when being paid from IDEA funds?
4. Is documentation on file to detail the proportionate amount of funds spent on services provided to private/home school students with disabilities? (34 CFR 300.133)
5. Is there documentation on file to substantiate an annual meeting with private schools to explain services to students with disabilities with affirmation of attendance? (34 CFR 300.134-5)
- 6a. Does the LEA have any local charter schools within its jurisdiction?
- 6b. If yes, are federal funds distributed to them in the same manner as the public schools? (34 CFR 300.209)
- 7a. Was the LEA required to use a portion of their allocation to address disproportionality concerns? (P.L.108-446 Section 613 (f)(4))
- 7b. Were the funds spent in accordance with CEIS regulations?
8. Are IDEA financial records and supporting documents maintained for 5 years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records?
- 9a. Does the LEA determine that purchases with federal funds comply with federal cost principles (e.g. necessary, reasonable, and allocable)?
- 9b. Does the special education director have supervision of purchases?

No N/A



IDEA Budget Requirements

Check Suspension and Debarments

Suspension and Debarment (2 CFR §200.213)

- Non-federal entities when using federal funds are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180.
- These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
- • 2 CFR §180.220 Procurement contracts included as covered transactions:
- Any vendor whose contract(s) (purchase orders) or subcontract(s) is expected to equal or exceed \$25,000 during the GAN's budget period must be checked against the System for Award Management (SAM) for suspension or debarment (includes contracted tutors)
- Evidence of the verification can be in the form of a date/time stamped print screen, or other digital method that is readily available
 - Website for checking status: System for Award Management (SAM)
 - When micro and small procurements are made with vendors, the LEA shall check the vendor for suspension and debarment when cumulative vendor purchases equal or exceed \$25,000
 - Checking at the \$25,000 threshold should suffice throughout the GAN's budget period (LEAs may check prior to reaching the \$25,000 threshold at their discretion) (2 CFR 180.320)

IDEA Budget Requirements

Check Suspension and Debarments

- If a vendor becomes suspended/debarred after checking SAM, the LEA may choose to continue to use the vendor if the LEA was using the vendor before the vendor was excluded (2 CFR 180.315)
- When sealed bids or competitive proposals are made with vendors (over \$250,000), the LEA must check SAM twice (FAR 9.405(d)(1) and (4))
 - After opening of bids or receipt of proposals
 - Immediately prior to awarding the vendor

IDEA Budget Requirements Check Suspension and Debarments

- Website for checking status: [System for Award Management \(SAM\)](#)

The screenshot displays the SAM.gov website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are input fields for 'Username' and 'Password', with links for 'Forgot Username?' and 'Forgot Password?'. A 'Log In' button and a 'Create an Account' link are also present. Below the login area is a dark blue navigation bar with links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP'. A red warning banner states: 'SAM.gov will be down for scheduled maintenance Friday, 03/31/2017, from 8:00 PM to Midnight (EDT)'. The main content area is titled 'Search Records' and includes 'Search Tips to Get Started' with several bullet points. Below this is a section for 'Choose Quick Search or Advanced Search' with two columns: 'QUICK SEARCH' and 'ADVANCED SEARCH'. The 'QUICK SEARCH' column has a search term input field, 'DUNS Number Search' and 'CAGE Code Search' fields, and a 'SEARCH' button. The 'ADVANCED SEARCH' column has three buttons: 'ADVANCED SEARCH - ENTITY', 'ADVANCED SEARCH - EXCLUSION', and 'DISASTER RESPONSE REGISTRY SEARCH'.

IDEA Budget Amendment Helpful Information

Application > Programs

Audit Trail

District Name :
 Fiscal Year : 2019
 Status : Approved (Date: 06/11/2019 07:38:39)

District Code :
 Program : Special Ed - Flowthrough - Amendment No. 3
 Superintendent Sign off date : 06/10/2019 11:53:44

Program Information Budget **Audit Trail** Assurances Programs

Print

Data Collection Audit Trail **Budget Audit Trail**

Audit Trail			
Old Status	New Status	Changed By	Changed Date
Program Manager Signed Off	Approved	Kamika Morris	6/11/2019 7:38:39 AM
Message : Successfully Signed off			
Superintendent Signed Off	Program Manager Signed Off	Scott Dorsey	6/11/2019 7:30:08 AM
Message : Successfully Signed off			
Coordinator Signed Off	Superintendent Signed Off		6/10/2019 11:53:44 AM
Message : Successfully Signed off			
New	Coordinator Signed Off		6/10/2019 11:28:50 AM
Message : Successfully Signed off			
New	New		6/4/2019 8:56:26 AM
Message : Redistribution of funds.			

← Include Budget Amendment Reason

Federal Programs Manual

Why is the Federal Programs Handbook important to Special Education Directors?

The GaDOE Federal Programs handbook contains all Federal Program Fiscal Requirements, updates and overarching program requirements.

Where is the Federal Programs Handbook Located?

- GaDOE Federal Programs Webpage



Federal Programs Manual - Location

Both links below take you to the same website.

Offices & Divisions	Programs & Initiatives	Data & Reporting	Learning & Curriculum	State Board & Policy	Finance & Operations	Contact	Calendar
Teaching and Learning Curriculum & Instruction Georgia Virtual Learning Student Support Teams Teacher and Leader Support and Development	External Affairs & Policy AskDOE Charter Schools Communications Excellence Recognition Governmental Affairs Policy State Board of Education				Finance & Business Operations Accounting Services Budget Services Facilities Services Financial Review Human Resources Internal Support Pupil Transportation School Nutrition		
Technology Services Data Collections Georgia's Statewide Longitudinal Data System Infrastructure Instructional Technology PCGenesis	School Improvement School and District Effectiveness				Assessment & Accountability Accountability Assessment College and Career Ready Performance Index (CCRPI)		
Career, Technical, Agricultural Education	Federal Programs ← Special Education Services and Supports Title Programs ←				State Schools		

Federal Programs Manual - Location

Offices & Divisions ~ Programs & Initiatives ~ Data & Reporting ~ Learning & Curriculum ~ State Board & Policy ~ Finance & Operations ~ Contact ~ Calendar ~

🏠 → School Improvement → Federal Programs

Federal Programs

Title I, Part A Improving Academic Achievement of the Disadvantaged

Title I, Part A - Academic Achievement Awards

Title I, Part A - Foster Care Program

Title I, Part A - Family-School Partnership Program

Title I, Part C - Education of Migratory Children

Title I, Part D - Programs for Neglected or Delinquent Children

Title II, Part A - Supporting Effective Instruction

Title III, Part A - Language Instruction for English Learners and Immigrant Students

Title IV, Part A - Student Support and Academic Enrichment

Title IV, Part B - 21st Century Community Learning Centers

Federal Programs

Mission

The mission of Federal Programs is to provide technical assistance, program monitoring and resources to local educational agencies (LEA) to ensure that all children have an opportunity to obtain a high quality education and to achieve proficiency on the state's high academic achievement standards.

Resources

- Federal Programs Monitoring
- LEA Consolidated Application
- Federal Programs Handbook
- Professional Qualifications and Related Reporting Requirements
- Consolidation of ESSA Administrative Funds LEA Request Form
- Intra District Transfers
- AdvancEd GaDOE Partnership Brochure
- New Directors Online Course Series

Contact Information

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Phone: 404-463-4156
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John Wight
Director
Federal Programs
Phone: 404-463-1857
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Federal Programs Manual - Location

Offices & Divisions - Programs & Initiatives - Data & Reporting - Learning & Curriculum - State Board & Policy - Finance & Operations - Contact - Calendar -

Home → School Improvement → Federal Programs → Federal Programs Handbook

Federal Programs

Title I, Part A Improving Academic Achievement of the Disadvantaged

Title I, Part A - Academic Achievement Awards

Title I, Part A - Foster Care Program

Title I, Part A - Family-School Partnership Program

Title I, Part C - Education of Migratory Children

Title I, Part D - Programs for Neglected or Delinquent Children

Title II, Part A - Supporting Effective Instruction

Title III, Part A - Language Instruction for English Learners and Immigrant Students

Title IV, Part A - Student Support and Academic Enrichment

Title IV, Part B - 21st Century Community Learning Centers

Title V, Part B - Rural Education Initiative

Title IX, Part A - McKinney - Vento Homeless Assistance Act

Federal Programs Handbook

Federal Programs Handbook

- *Overarching Requirements for All Federal Programs: Consolidated LEA Improvement Plan, Fiscal Requirements, Equitable Services for Private Schools, Inventory Management, Monitoring, Selecting Evidence-Based Interventions (Updated 1.11.2019)*

Program Handbooks

- Title I, Part A - Improving the Academic Achievement of the Disadvantaged
- Title I, Part A - Foster Care Program
- Title I, Part A - Family School Partnership Program
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Programs for Neglected or Delinquent Children
- Title II, Part A - Supporting Effective Instruction
- Title III, Part A - Language Instruction for English Learners & Immigrant Students
- Title IV, Part A - Student Support and Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B - Rural Education Initiative
- Title IX, Part A - McKinney - Vento Homeless Assistance Act
- Individuals with Disabilities Education Act (IDEA)
- Consolidation of Funds Manual
- Georgia PQ and ESSA In-Field Implementation Guide

Contact Information

John Wight

Director

Federal Programs

Phone: 404-463-1857

jwight@doe.k12.ga.us

Resources

Sample Documentation of Evidence-Base (I-III)

Sample Logic Model 1

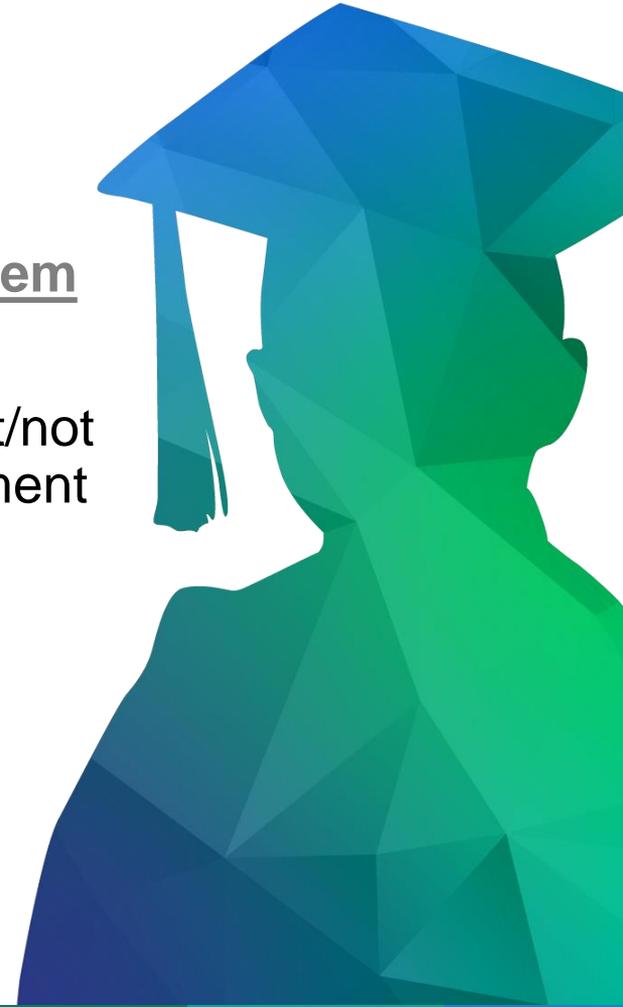
Sample Logic Model 2

Sample Logic Model 3

Sample Logic Model 4

Fiscal Compliance for IDEA

- **Excess Cost: State Reporting Item**
- **Maintenance of Effort (MOE): State Reporting Item**
- **Supplement Not Supplant: Federal Regulation**
Under IDEA, 34 CFR §300.202(a)(3) (supplement/not supplant), IDEA-B funds must be used to supplement State, local, and other Federal funds and not to supplant those funds.



Special Education State Reporting Fiscal Items (Data Collection Due Dates Location)

Where can I find a list of all the required special education data collection state reporting items and due dates?

- **Special Education Services and Supports Webpage**
- ❖ **Note:** These dates are available in multiple places on the GaDOE website.



Special Education State Reporting Fiscal Items (Data Collection Due Dates Location)

Offices & Divisions ▾ Programs & Initiatives ▾ Data & Reporting ▾ Learning & Curriculum ▾ State Board & Policy ▾ Finance & Operations ▾ Contact ▾ Calendar ▾

🏠 → Teaching and Learning → Special Education Services and Supports

Rules, Manuals & Forms

Special Education Rules

Implementation Manual

[Sample Forms](#)

Applications

Eligibility Categories

Autism

Deafblind

Mediation

Due Process Hearings

Due Process Hearing Decisions

Dispute Resolution Parent Guides

Parent Rights

Special Education Legal Aid Providers

IEP Team Meeting Facilitation

Statewide Projects & Initiatives

CEEDAR-GA Project

Special Education Services and Supports

The Georgia Department of Education (Division for Special Education Services and Supports) provides necessary infrastructure and supports for leaders, teachers, and families to meet the whole child needs of each student improving student outcomes and school climate resulting in an increased quality of life and workforce ready future. We must commit to effective collaboration across agencies and school-home partnerships to support local school districts in their efforts to provide special education and related services for students with disabilities.

Special Education Implementation: Rules, Manual, and Forms

- Special Education Rules
- Implementation Manual
- Eligibility Categories
- IEP and Related Services Resources
- Sample Special Education Forms

Budgets, Grants, Data Collection and Reporting

- Budget, Grants, and Consolidated Application
- Data Collection and Reporting ←

Contact Information

Zelphine Smith-Dixon, Ed.D.
State Director,
Special Education Services and Supports
Email: zsmith@doe.k12.ga.us

Staff Contact List

- Transition from High School
- Technical Assistance for Transition
- UDL Live Webinar Schedule

Professional Learning Videos

- ASPIRE Training
- Coaching Training
- Learning Targets Training
- Selecting Evidence-Based Practices to Improve Student Outcomes
- Smart Goals Training
- Student Success Consortia Webinar Videos

Special Education State Reporting Fiscal Items (Data Collection Due Dates Location)

Offices & Divisions ▾ Programs & Initiatives ▾ Data & Reporting ▾ Learning & Curriculum ▾ State Board & Policy ▾ Finance & Operations ▾ Contact ▾ Calendar ▾

Home → Teaching and Learning → Special Education Services and Supports → Data Collection and Reporting

Rules, Manuals & Forms

Special Education Rules
Implementation Manual
Sample Forms
Applications

Eligibility Categories

Autism
Deafblind
Deaf/Hard of Hearing (D/HH)
Emotional & Behavioral Disorder
Intellectual Disabilities
Orthopedic Impairment
Other Health Impairment
Significant Developmental Delay
Specific Learning Disability
Speech Language Impairment
Traumatic Brain Injury
Visual Impairment & Blindness

Data Collection and Reporting

Data Collections Conference

Federal Data Reports

Guidance for District Submissions to the GaDOE

- FY19 Child Find and Early Childhood Transition Timeline Summary Reporting Guidance
- FY19 Continuation of Services Reporting Guidance
- Coordinated Early Intervening Services, Reporting Guidance
- FY19 Postsecondary Outcomes Survey for 2017-2018 Exited Reporting Guidance
- FY19 Preschool Outcomes Reporting Guidance
- FY19 Transition Planning Survey Reporting and Document Upload Guidance

Special Education Annual Reports (Data Sources, Rules, and Definitions)

Special Education Due Dates FY20 ←

State Performance Plan (SPP), Annual Performance Reports (APR) and Annual Determinations

Contact Information

Carol Seay
Special Education Services and Supports
Data Program Specialist

Email: cseay@doe.k12.ga.us



Special Education State Reporting Fiscal Items (Data Collection Due Dates Location)

Georgia Department of Education,
Division of Special Education Services and Supports
Special Education Reports and Data: Due Dates for FY20 (2019-2020 School Year)

Date	Report	Location	Special Notes
July 2019	FY19		
30	Budget Completion Reports Deadline for all State Grants for FY19 Continuation of Services Data Opens for Data Entry	GAORS SE Applications Dashboard	
July 31	*FY20 CEIS Plan and Budget	GADOE Portal and CEIS application	LEAs with Sig Dispro only
	*FY19 CEIS Student Events Data	CEIS application in GaDOE Portal	LEAs with Sig Dispro only
	*Preschool Exit Data (FY19 Data) Submission	SE Applications Dashboard	APR Indicator 7
	*Postsecondary Outcomes (FY17-18 Exiters) Submission	SE Applications Dashboard	APR Indicator 14
	*Timelines (FY19 Data): Child Find and Early Childhood Transition – Data Submission	SE Applications Dashboard	APR Indicators 11 & 12
August 2019			
30	*Timelines – Prong 1 (for districts not at 100%)	SE Applications Dashboard	APR Indicators 11 & 12
31	*Continuation of Services Data Deadline for Submission (FY19 Data)	SE Applications Dashboard	
September 2019			
30	Grant Period Ends for Federal IDEA Grants		
October 2019			
1	Budget Submission Deadline – ALL Budgets	Consolidated Application in GaDOE Portal	
1	FTE Cycle 1 Count Day	Data Collections	
	Transmission for CPI Cycle 1 Begins	Data Collections	
22	*CPI Cycle 1 - Final Transmission Deadline for Superintendent's Sign-off	Data Collections	
	*Student Class – Final Transmission Deadline for Superintendent's Sign-off	Data Collections	
	*FTE Cycle 1 Data Final Transmission Date for Deadline for Superintendent's Sign-off	Data Collections	Data Source for APR Indicators 5, 6, 9 & 10
30	Budget Completion Reports Deadline for IDEA grants for FY19	GAORS	
November 2019			
12	*Timelines – Prong 2 Due (for districts not at 100%)	SE Applications Dashboard	APR indicator 11 & 12
December 2019			
1	Amend IDEA Budgets for CEIS Carryover and Proportionate Share Carryover	Consolidated Application in GaDOE Portal	
January 2020			
1	High Cost Grant (HCG) Applications Available	Submitted via www.gahcf.org	
	Grant for Residential and Reintegration Services (GRRS) Grant Applications Available	Submitted to Amber McCollum	
15	Parent survey Opens	SE Applications Dashboard	APR Indicator 8
31	Deadline for Excess Cost Calculation Submission	Consolidated Application in GaDOE Portal	

Reports listed in RED Used for Local District Determinations for Timely and Accurate Data Submissions

Special Education State Reporting Fiscal Items (Data Collection Due Dates)

Georgia Department of Education,
Division of Special Education Services and Supports
Special Education Reports and Data: Due Dates for FY20 (2019-2020 School Year)

Date	Report	Location	Special Notes
February 2020			
14	Postsecondary Outcomes Opens for Viewing and Download (FY18-19 Exiters)	SE Applications Dashboard	APR Indicator 13
March 2020			
1	MOE Reconciliation Deadline	Consolidated Application in GaDOE Portal	
	Final Date to submit Grant for Residential and Reintegration Services (GRRS) Application	Submitted to Amber McCollum	
	Final Date to Submit High Cost Grant (HCG) Application	Submitted via www.gahcf.org	
5	FTE Cycle 3 Count Day	Data Collections	
	Final Transmission Date for FTE Cycle 3 Data, Deadline for Superintendent's Sign-off	Data Collections	
April 2020			
May 2020			
15	Postsecondary Outcomes Opens for Data Entry (FY18-19 Exiters)	SE Applications Dashboard	APR Indicator 14
31	Parent Surveys Completed, Parent Survey Closes	Link on GADOE Website	APR Indicator 8
June 2020			
16	*Final Student Record Submission – Including Special Education Record and GNETS Program Record	Data Collections	APR Indicator 4 Data from Student Safety Level File
15	Deadline for ALL Budget Amendments	Consolidated Application in GaDOE Portal	
30	Grant Period Ends for State Budget and High Cost Grants		
July 2020			
NEW FISCAL YEAR – FY21			
30	Continuation of Services Opens for Data Entry	SE Applications Dashboard	
30	Deadline Budget Completion Reports for State Grants and High Cost Grant FY20	GAORS	
31	*CEIS FY20 Student Events Data Upload Due; CEIS Plan for FY21 Due	Stand-alone application in GaDOE Portal	
	*Preschool Exit Data (FY20 Data)	SE Applications Dashboard	APR Indicator 7
	*Postsecondary Outcomes (FY18-19 Exiters)	SE Applications Dashboard	APR Indicator 14
	*Timelines Data (FY20 Data) – Child Find and Early Childhood Transition	SE Applications Dashboard	APR Indicator 11 & 12

Reports used for Local District Determination for Timely and Accurate Data Submission

1. Preschool Exit Data (only districts with Preschool Programs will submit this data)
2. Post-secondary Outcome Data (only districts with high school programs who exited students the previous year will submit this data)
3. Timeline Data (Child Find and Early Childhood Transition) – Initial Submission, Prong 1, Prong 2**
4. CEIS Student Events Data (FY20) and FY21 CEIS Plan and Budget (only districts who have Significant Disproportionality will submit student CEIS data and a CEIS plan)**
5. Continuation of Services Data (only district who have SWD with OSS > 10 days and did not provide educational services will submit this data)
6. FTE1 (Full Time Equivalent) – October Submission – Includes Federal Child Count
7. CPI (Certified/Classified Personnel Information) – October Submission
8. Student Class – October Submission
9. Budget Due, Excess Cost Calculation Submission, MOE Reconciliation Deadline**
10. Student Record

** All phases of the these data collections/budget submissions must be submitted by the due date to be considered on time.

Reports listed in RED Used for Local District Determinations for Timely and Accurate Data Submissions



Offering a holistic education to
each and every child
in our state.

www.gadoe.org

   @georgiadeptofed

 youtube.com/georgiadeptofed

