

# Budget Development and Submission

# Division for Special Education Services and Supports Budget Liaisons

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Malissa Roberts: Program Specialist

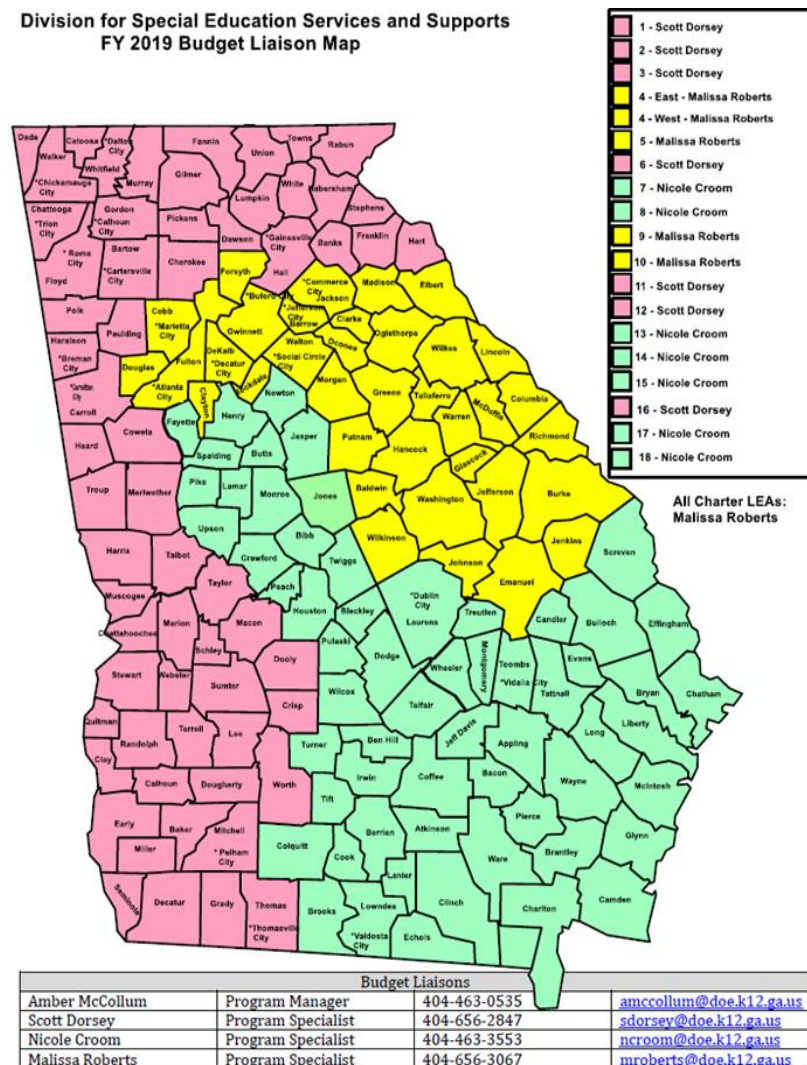
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- ❖ All budget information and resources are located on the Special Education Services and Supports - Budget and Grant Applications Website

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

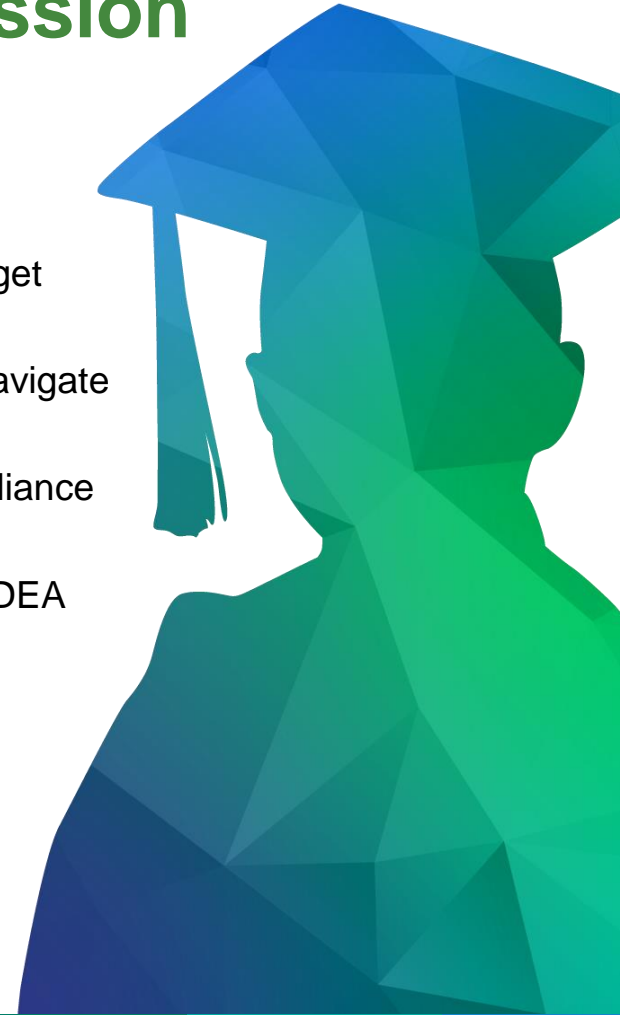
Division for Special Education Services and Supports  
FY 2019 Budget Liaison Map



# Budget Development and Submission

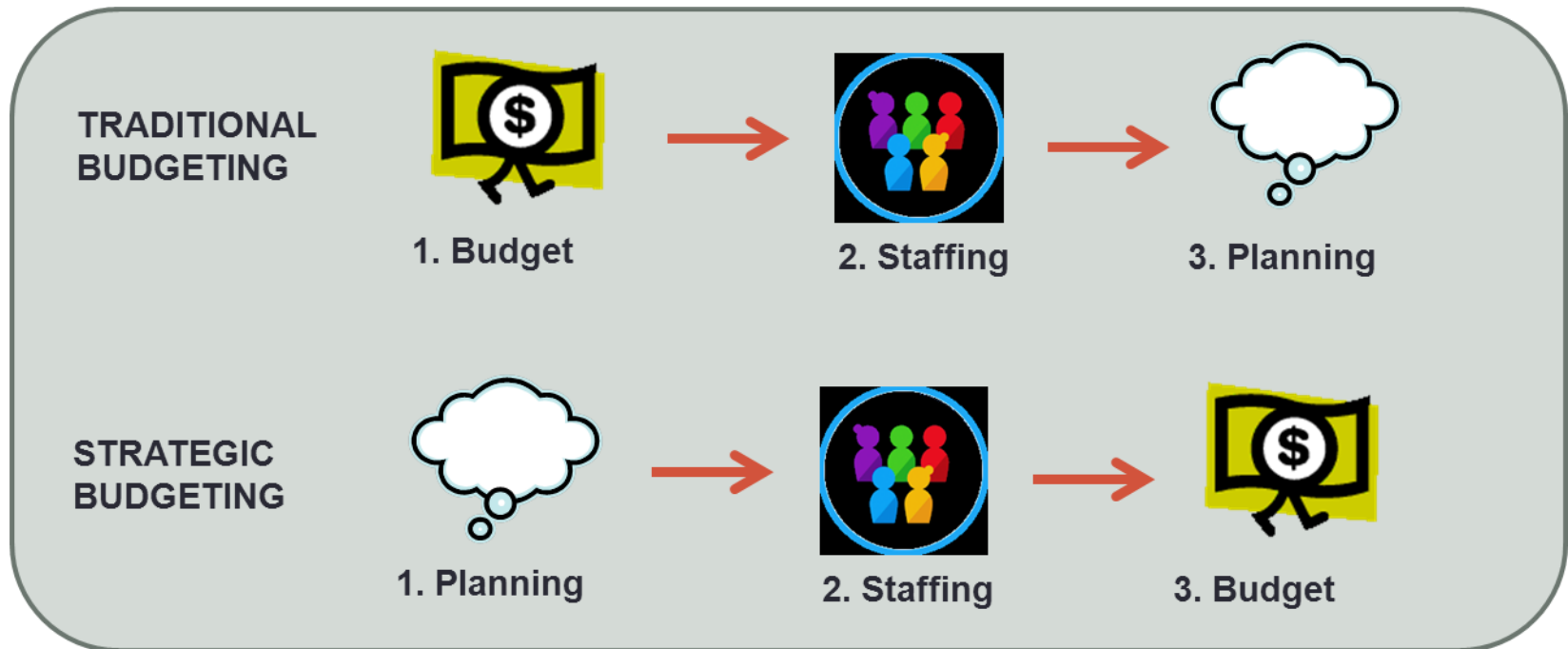
## Learning Objectives

- 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

- “**Budget**” and “**Financial Review**” both contain a link to access QBE Reports



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## Budget & Finance

Accounting

Budget

Financial Review

## Operations

Buses and Transportation

Data Collections

Facilities Management

Internal Support

Infrastructure

School Nutrition

PCGenesis

## Human Resources

DOE Careers

State Employee Calendar

Employment Benefits

Employee Retirement

Teacher Retirement



# 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*

Richard Woods  
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*

**Richard Woods**  
**State Superintendent of Schools**

**Quality Basic Education - Reports**

Appling County 601 ▼

Run Report

Select a System and Click on Run Report

# IDEA Budget Development System Allotment Sheet (State Funds)

2019

Set FY

QBE003 System Allotment Sheets

GO

OFFICIAL

Georgia State Department Of Education

Earnings Sheet for FY 2019

1/9/2019

School System: 601 - Appling County

FY19 Initial Amendment #3

THE BASIC UNIT COST IS DEFINED TO BE THE AMOUNT OF \$2,620.77

Earnings (\$)							Earnings Positions Grades K-12			
DIRECT INSTRUCTIONAL COST	FTE	SALARY	OPERATING	QBE EARNINGS	LESS LOCAL 5 MILLS	STATE FUNDS	Teacher	Subj. Spec	Couns.	Tech. Spec
Kindergarten Pgm	228	1,350,191	17,818	1,368,009	255,933	1,112,076	15.20		0.51	0.21
Kindergarten Early Intr Pgm	18	138,775	1,407	140,182	26,226	113,956	1.64		0.04	0.02
Primary Grade(1-3) Pgm	576	2,754,444	49,478	2,803,922	524,569	2,279,353	33.88	1.67	1.28	0.52
Primary Grd Early Intr(1-3) Pgm	108	772,017	9,277	781,294	148,168	633,126	9.82	0.31	0.24	0.10
Upper Elementary Grd(4-5) Pgm	341	1,244,766	24,013	1,268,779	237,388	1,031,411	14.83	0.99	0.78	0.31
UppElem Grd Early Intr(4-5)	135	965,021	9,507	974,528	182,319	792,209	12.27	0.39	0.30	0.12
Middle Grade(6-8) Pgm	0	0	0	0	0	0	0.00	0.00	0.00	0.00
Middle School(6-8) Pgm	640	2,644,038	45,070	2,689,108	503,089	2,186,019	32.00	1.86	1.42	0.58
High School Gen Educ(9-12)	646	2,220,025	73,386	2,293,411	429,000	1,864,351	28.00		1.44	0.59
STAFF & PROF. DEV	197	771,755	64,656	836,411	156,479	679,932	9.85		0.44	0.18
Students with Disab Cat I	54	501,412	13,444	514,856	96,321	418,535	6.75			0.05
Students with Disab Cat II	14	159,779	1,839	161,618	30,236	131,382	2.15			0.01
Students with Disab Cat III	158	2,341,015	32,264	2,373,279	444,002	1,929,277	31.60			0.14
Students with Disab Cat IV	34	838,060	14,362	852,422	156,480	695,972	11.33			0.03
Students with Disab Cat V	72	668,549	30,414	698,963	130,765	568,198	9.00			0.07
Special Student Category VI	104	646,103	10,464	656,567	122,839	533,758	6.91			0.09
Remedial Education Pgm	75	386,001	4,308	390,309	73,021	317,288	5.00		0.17	0.07
Alternate Education Pgm	37	190,427	2,606	193,033	36,113	156,920	2.47		0.08	0.03
Spec Ed. Itinerant	46	495,219	2,642	497,861	93,142	404,719	6.57		0.10	0.04
Spec Ed. Supplemental Speech				359	75	324				
				9,529	1,763	7,746				
<b>TOTAL DIRECT INSTRUC.</b>	<b>3,483</b>	<b>19,087,627</b>	<b>408,985</b>	<b>19,504,540</b>	<b>3,648,988</b>	<b>15,855,552</b>	<b>241.12</b>	<b>5.22</b>	<b>6.78</b>	<b>3.16</b>
<b>INDIRECT COST</b>										
Central Admin		674,219	0	674,219	126,136	548,083				
School Admin		1,054,454	24,251	1,078,705	201,808	876,897				
Facility M & O			1,037,934	1,037,934	194,181	843,753				
Sub Total (INDIRECT COST)		1,728,673	1,062,185	2,790,858	522,125	2,268,733				
MEDIA CENTER PGM.		438,783	48,589	487,372	91,179	396,193				
20 DAYS ADDITIONAL INSTRUCTION		146,575		146,575	27,422	119,153				
STAFF & PROFESSIONAL DEV				83,629	15,646	67,983				
PRINCIPAL STAFF & PROF. DEV				1,842	345	1,497				
MIDTERM HOLD HARMLESS										
Amended Formula Adjustment						0				
Charter System Adjustment						0				
<b>QBE FORMULA EARNINGS</b>	<b>21,401,658</b>	<b>1,517,759</b>		<b>23,014,816</b>	<b>4,305,705</b>	<b>18,709,111</b>	<b>241.12</b>	<b>5.22</b>	<b>6.78</b>	<b>3.16</b>
<b>CATEGORICAL GRANTS</b>										
Pupil Transportation Pgm (Includes 42 Drivers and bus replacement funds of 0)				666,570		666,570				
Sparsity - Regular				0		0				
Nursing Services				72,568		72,568				
<b>TOTAL EARNINGS FOR QUALITY BASIC EDUCATION</b>				<b>23,753,954</b>		<b>19,448,249</b>				
Education Equalization Funding Grant				0		0				
<b>TOTAL STATE FUNDING ON THIS ALLOTMENT SHEET</b>				<b>23,753,954</b>		<b>19,448,249</b>				
Charter Commission Admin - State						0				
Military Counselors						0				
DCH Direct Payment						0				
State Commission Charter Supplement				0		0				
<b>TOTAL FUNDING ON THIS ALLOTMENT SHEET</b>				<b>23,753,954</b>		<b>19,448,249</b>				

NOTES

- Expenditure controls as set forth in O.C.G.A. Section 20-2-167 are reinstated, subject to each district's approved flexibility contract.
- Health Insurance for Certificated Personnel is funded on a per member per month amount(PM/PM) of \$945.00, for an annual funding amount of \$11,340 in QBE under appropriation in FY 2019 (HB 684).
- Teacher Retirement is funded at 20.90% in QBE in FY 2019 (HB 684).

Total T&E 9,103,069 includes T&E 6,528,889 and HI 2,574,180

# 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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## Safety Matters.

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24/7 SAFETY HOTLINE



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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](#)
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# 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

## Contact Information

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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



## Finance and Business Operations Financial Review

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

### CONTACT INFORMATION

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Fiscal Year:



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#### Introduction

#### Function

Code	Description
★ 1000	<b>INSTRUCTION</b> 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	<b>PUPIL SERVICES</b> 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	<b>IMPROVEMENT OF INSTRUCTIONAL SERVICES</b> 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	<b>INSTRUCTIONAL STAFF TRAINING</b> Activities associated with the professional development and training of instructional personnel. These include such activities as in-service training (including 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	<b>EDUCATIONAL MEDIA SERVICES</b> Activities concerned with directing, managing and operating educational media centers. Included are school libraries, audio-visual services and educational television.
2230	<b>FEDERAL GRANT ADMINISTRATION</b> Activities concerned with the demands of Federal Programs grant management. Federal Indirect Cost Charges should continue to be charged to 2300-880.
2300	<b>GENERAL ADMINISTRATION</b> 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	<b>SCHOOL ADMINISTRATION</b> Activities concerned with overall administrative responsibility for school operations. Included are activities of principals, assistant principals, full time department chairpersons and clerical staff.
2500	<b>SUPPORT SERVICES - BUSINESS</b> 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	<b>MAINTENANCE AND OPERATION OF PLANT SERVICES</b> 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	<b>STUDENT TRANSPORTATION SERVICE</b> 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

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## Finance and Business Operations **Financial Review**

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

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Fiscal Year:



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- 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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**Finance and Business Operations** Financial Review  
Assisting Georgia schools with management of their financial resources for educating students.

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Fiscal Year: 2019

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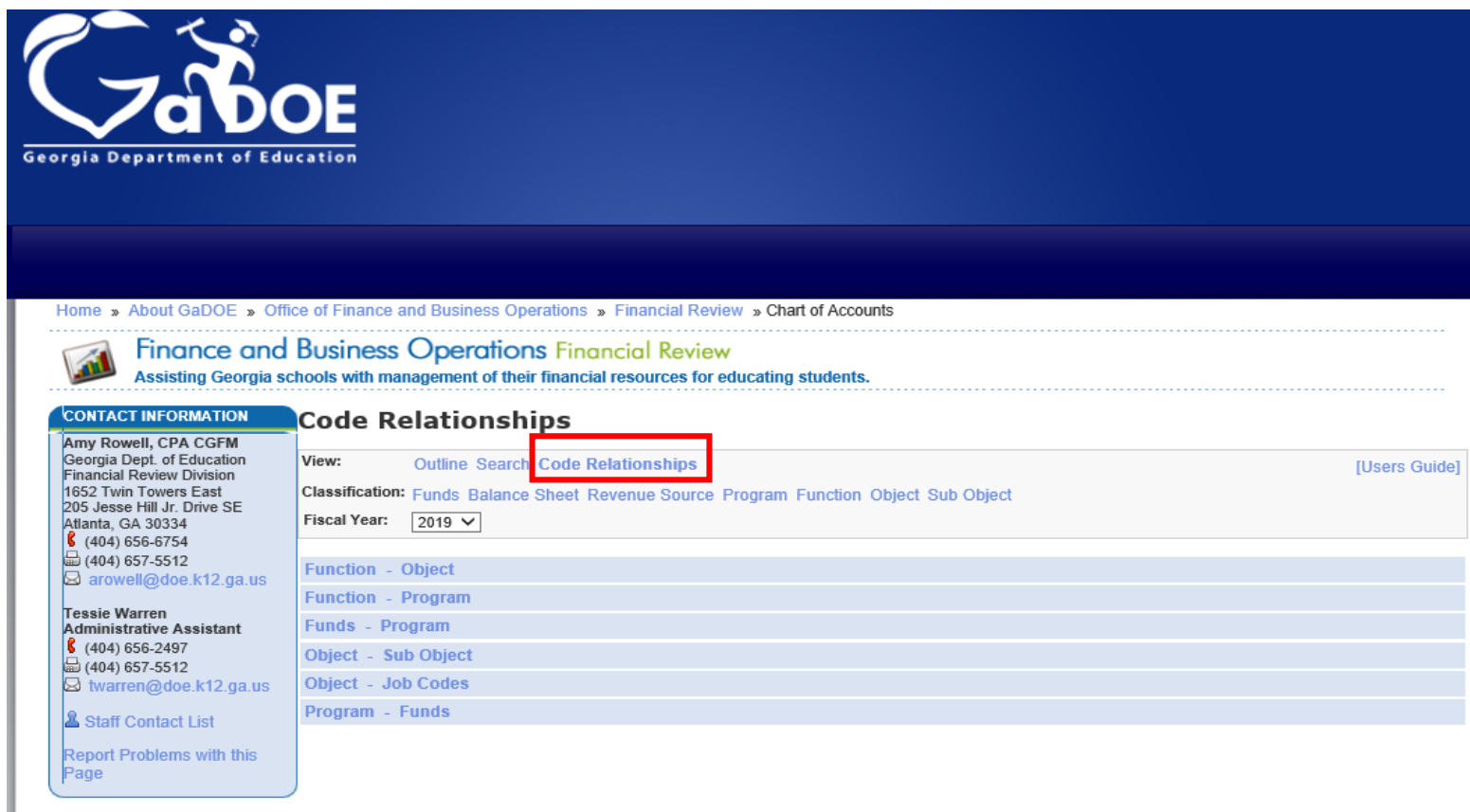
Code	Description
110	TEACHERS The contract salary of full-time and part-time teachers whose employment requires that they hold a valid Georgia teacher certificate.
111	SCHOOL BOARD MEMBERS SALARIES The compensation paid to the members of the local board, if paid through payroll.
112	PREKINDERGARTEN TEACHER 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.



The screenshot displays the GaDOE (Georgia Department of Education) website interface. At the top, the GaDOE logo is visible. Below it, a navigation breadcrumb trail reads: Home » About GaDOE » Office of Finance and Business Operations » Financial Review » Chart of Accounts. The main heading is "Finance and Business Operations Financial Review", with a subtext: "Assisting Georgia schools with management of their financial resources for educating students." On the left, a "CONTACT INFORMATION" sidebar lists Amy Rowell, CPA CGFM (Georgia Dept. of Education Financial Review Division) and Tessie Warren (Administrative Assistant), both with phone numbers and email addresses. The main content area is titled "Code Relationships". It features a "View:" dropdown menu with options: Outline, Search, and Code Relationships (which is highlighted with a red box). To the right of the dropdown is a "[Users Guide]" link. Below the dropdown, there are fields for "Classification:" (with links to Funds, Balance Sheet, Revenue Source, Program, Function, Object, and Sub Object) and "Fiscal Year:" (set to 2019). A list of code relationship types is shown below these fields: Function - Object, Function - Program, Funds - Program, Object - Sub Object, Object - Job Codes, and Program - Funds.

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.

**CONTACT INFORMATION**

Amy Rowell, CPA CGFM  
Georgia Dept. of Education  
Financial Review Division  
1652 Twin Towers East  
205 Jesse Hill Jr. Drive SE  
Atlanta, GA 30334  
(404) 656-6754  
(404) 657-5512  
arowell@doe.k12.ga.us

Tessie Warren  
Administrative Assistant  
(404) 656-2497  
(404) 657-5512  
twarren@doe.k12.ga.us

Staff Contact List

Report Problems with this Page

**Code Relationships**

View: Outline Search **Code Relationships** [Users Guide]

Classification: Funds Balance Sheet Revenue Source Program Function Object Sub Object

Fiscal Year: 2019

Function - Object  
Function - Program  
Funds - Program  
Object - Sub Object  
Object - Job Codes  
Program - Funds



# LUA Chart of Accounts Code Relationships

[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.

### CONTACT INFORMATION

Amy Rowell, CPA CGFM  
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Financial Review Division  
1652 Twin Towers East  
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[Staff Contact List](#)

[Report Problems with this Page](#)

### Relationship: Function - Object

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

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

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

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

### CONTACT INFORMATION

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[Staff Contact List](#)

[Report Problems with this Page](#)

### Relationship: Function - Object

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

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

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



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 → Teaching and Learning → Special Education Services and Supports → Budget, Grants and 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  
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  
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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 GaDOE website interface. On the left, the 'Site Navigation' menu is visible, with 'Exceptional Students' expanded to show 'Consolidated Application'. A red arrow points to the 'Special Education' link in the sub-menu. The main content area shows a 'Surveys' section with tabs for 'New (0)', 'Saved (0)', 'Submitted (10)', 'Approved (10)', and 'Reports'. A message states 'No new surveys available'.

**Site Navigation**

- Home
- Logout
- Exceptional Students**
  - SIDS Support with NO PII
  - Consolidated Application**
    - Administration
    - Application**
      - Title Programs
      - CTAE Programs
      - Special Education**
    - Online Help
    - Reports
    - Manage Public Schools
    - Special Ed Excess Cost
    - Title MOE
    - Special Ed MOE
  - Special Education Annual Reports
  - View Documents
  - Finance Applications
  - SES Student Data Collection
  - Monitoring
  - Message Center
  - Grants Application
  - FOIPA Reports
  - SE Applications Dashboard
  - Special Education IEP
  - Financial Review Application
  - Coordinated Early Intervening Services (CEIS)
  - CLIP State Administration
  - Professional Learning Opportunities (PLO)

**Surveys**

You have (0) new messages.

options |

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

[More](#)

Click on Special Education

# 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**

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

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

**Budget Detail**

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><b>Message :</b> 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><b>Message :</b> Successfully Signed off</p>			
New	Coordinator Signed Off		6/6/2019 11:16:23 AM
<p><b>Message :</b> Successfully Signed off</p>			
New	New	Kamika Morris	4/3/2019 10:17:52 AM
<p><b>Message :</b> 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. On the left is a 'Site Navigation' menu with links like Home, Logout, and a section for 'Exceptional Students' containing various application and report links. The main content area is titled 'Surveys' and shows a table with columns for 'New (0)', 'Saved (0)', 'Submitted (10)', 'Approved (10)', and 'Reports'. Below the table, it states 'No new surveys available' with a 'More' link. A message at the top indicates 'You have (0) new messages.'

The screenshot shows the 'Applying County School System' website for Baxley, GA. It features a navigation bar with various links including SLDS, Parent Portal Support, GUIDE, Resources, TRL, IEP, TKES, Usage Reports, ODS Reports, IIS Dashboard, and Growth. Below this, there is a row of links including Gifted Eligibility, MS Tools, TestPad, Counselor Companion, EL Screener, CLIP, SA Upload, and Logout. An orange arrow points to the 'CLIP' link. At the bottom, there are dropdown menus for 'Historical Dashboard', 'Operational Dashboard', and 'School/District'.

# 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, the 'Site Navigation' menu is visible, with 'Exceptional Students' expanded. Within this menu, 'Consolidated Application' is highlighted with a red box. To its right, a sub-menu lists various options, with 'Special Ed MOE' highlighted by a red box and a red arrow pointing to it. The main content area shows a 'Surveys' section with a table of counts: New (0), Saved (0), Submitted (10), Approved (10), and Reports. A message states 'No new surveys available'.

**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](#)

**Sub-menu for Consolidated Application:**

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

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:  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: <input type="text" value="Met MOE"/> Exception Detail: <input type="text"/>
State and Local Effort	\$4,665,466.13	
FY2 Compared to FY1- Aggregate	\$104,917.60	
<input type="checkbox"/> Adjustment	<input type="text"/>	
<input type="checkbox"/> Exception	<input type="text"/>	
IDEA Amended Effort	<input type="text"/>	
Projected Effort	\$4,770,383.73	

---

**State & Local Average Per Pupil Expenditure**

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

---

**Local Only Aggregate**

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

---

**Local Only Average Per Pupil Expenditure**

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

# IDEA Budget Requirements Special Education “Excess Cost”

The screenshot shows the MyGaDOE website interface. At the top, there is a green header with the Georgia Department of Education logo on the left and the text "Welcome to MyGaDOE" on the right. Below the header, there is a blue navigation bar with a message "You have 0 new messages." and links for "Help - Desktop" and "Online Documentation".

On the left side, there is a "Site Navigation" menu with links for "Home" and "Logout". Below this is a section for "Exceptional Students" with a list of links: "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", and "Professional Learning Opportunities (PLO)".

The "Consolidated Application" link is highlighted with a red box. A red arrow points from this link to the "Special Ed Excess Cost" link in the "Monitoring" section of the menu. The "Special Ed Excess Cost" link is also highlighted with a red box.

In the center of the page, there is a "Surveys" section with a table showing the status of surveys: "New (0)", "Saved (0)", "Submitted (10)", "Approved (10)", and "Reports". Below the table, it says "No new surveys available".

On the right side, there is a "My Favorites" section with a link for "No Favorites" and a "More" link.

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:

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

Both Index's should say Program Manager Signed Off

# IDEA Budget Requirements Cross Functional Monitoring Check

Two ways & locations to verify Cross Functional Monitoring

1. GaDOE Federal Programs Website
2. GaDOE Portal



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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**
- 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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**John Wight**  
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Federal Programs  
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jwight@doe.k12.ga.us

**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 6:00:00)

### Contact Information

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

### Federal Programs' Links

- Complaint/Comment

### External Links

- Elementary and Secondary Education Act (ESEA)
- Every Child Succeeds 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	Bernier 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	Glascok County	State Charter Schools- Coastal Plains Education Charter High School	Rome City

Richard Woods, Georgia's School Superintendent  
September 10, 2018 • Page 1 of 2

# IDEA Budget Requirements Cross Functional Monitoring Check

The screenshot displays the GaDOE website interface. At the top left is the GaDOE logo. A notification bar indicates 'You have (0) new messages.' Below this is a 'Site Navigation' menu with links for Home, Logout, and Exceptional Students. The 'Exceptional Students' section contains a list of links: 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 'Monitoring' link is highlighted with a red box. To the right of the 'Monitoring' link is a sub-menu with the following items: Cross Functional Monitoring, LEA Monitoring OLD 1, LEA Self Monitoring, Reports, and Result Based Monitoring. The 'Cross Functional Monitoring' item is also highlighted with a red box. In the background, the 'Surveys' section is visible, showing tabs for New (0), Saved (0), Submitted (10), Approved (10), and Reports. The 'New (0)' tab is selected, and the text 'No new surveys available' is displayed.

**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)

**Monitoring Sub-menu**

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

**Surveys Section**

options | [icon]

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

[More](#)



# 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**

**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	<a href="#">View Comments</a>
Program Director Signed Off	District Coordinator Signed Off		05/29/2019 11:38:30 AM	<a href="#">View Comments</a>
Program Manager Signed Off	Program Director Signed Off	Zelphine Smith-Dixon	05/21/2019 13:16:05 PM	<a href="#">View Comments</a>
Team Lead Signed Off	Program Manager Signed Off	Amber McCollum	05/17/2019 11:10:31 AM	<a href="#">View Comments</a>
New	Team Lead Signed Off	Scott Dorsey	05/03/2019 13:03:14 PM	<a href="#">View Comments</a>

# 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	EY	
4	IA	
5	EY	
6	GE	
7	Tit	
8	EY	
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 :  
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

**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 :  
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

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.

1000 Function Code Funds  
2213 Function Code Funds  
2100 Function Code Funds  
2210 Function Code Funds  
2300 Function Code Funds  
Total All Funds

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

IDEA Budget	
	35500
	11975
	0
	108855
	0
	\$156,330.00

# 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	No N/A
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?	<input type="checkbox"/>
2. Are IDEA funds used for excess costs of providing special education services only? (CEIS is an exception)	<input type="checkbox"/>
3. Are all expenses incurred allowable when being paid from IDEA funds?	<input type="checkbox"/>
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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
6a. Does the LEA have any local charter schools within its jurisdiction?	<input type="checkbox"/>
6b. If yes, are federal funds distributed to them in the same manner as the public schools? (34 CFR 300.209)	<input type="checkbox"/>
7a. Was the LEA required to use a portion of their allocation to address disproportionality concerns? (P.L.108-446 Section 613 (f)(4))	<input type="checkbox"/>
7b. Were the funds spent in accordance with CEIS regulations?	<input type="checkbox"/>
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?	<input type="checkbox"/>
9a. Does the LEA determine that purchases with federal funds comply with federal cost principles (e.g. necessary, reasonable, and allocable)?	<input type="checkbox"/>
9b. Does the special education director have supervision of purchases?	<input type="checkbox"/>

# 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 shows the SAM website homepage. At the top, there is a header with the SAM logo (System for Award Management) on the left and login fields for Username and Password on the right. Below the login fields are links for 'Forgot Username?', 'Forgot Password?', 'Log In', and 'Create an Account'. A dark blue navigation bar contains links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Below the navigation bar, a red banner indicates that SAM.gov will be down for scheduled maintenance on 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 a list of bullet points. Below the tips, there is a section titled 'Choose Quick Search or Advanced Search' which contains two search options: 'QUICK SEARCH' and 'ADVANCED SEARCH'. The 'QUICK SEARCH' section has a text input field for a search term, examples of search terms, and fields for DUNS Number and CAGE Code searches. The 'ADVANCED SEARCH' section has three buttons: 'ADVANCED SEARCH - ENTITY', 'ADVANCED SEARCH - EXCLUSION', and 'DISASTER RESPONSE REGISTRY SEARCH'. A 'SEARCH' button and a 'Need Help?' link are also present at the bottom of the search section.

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

Username  
Password  
[Forgot Username?](#) [Forgot Password?](#) [Log In](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

**SAM.gov will be down for scheduled maintenance Friday, 03/31/2017, from 8:00 PM to Midnight (EDT).**

### Search Records

**Search Tips to Get Started:**

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

**Choose Quick Search or Advanced Search**

**QUICK SEARCH:**

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

[SEARCH](#) [Need Help?](#)

**ADVANCED SEARCH:**  
Use specific criteria in multiple categories to structure your search.

[ADVANCED SEARCH - ENTITY](#)

[ADVANCED SEARCH - EXCLUSION](#)

[DISASTER RESPONSE REGISTRY SEARCH](#)



# IDEA Budget Amendment Helpful Information

## Audit Trail

Application > Programs

District Name :

District Code :

Fiscal Year :

2019

Program :

Special Ed - Flowthrough - Amendment No. 3

Status :

Approved (Date: 06/11/2019 07:38:39)

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

# 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
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- New Directors Online Course Series

### Contact Information

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#### Craig Geers

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#### John Wight

Director  
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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 ▾

🏠 → 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**  
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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.

## Contact Information

**Zelphine Smith-Dixon, Ed.D.**  
State Director,  
Special Education Services and Supports  
Email: [zsmith@doe.k12.ga.us](mailto:zsmith@doe.k12.ga.us)

[Staff Contact List](#)

## Special Education Implementation: Rules, Manual, and Forms

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

- 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

## Budgets, Grants, Data Collection and Reporting

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





# 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 → 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 Exiters 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

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Special Education Services and Supports  
Data Program Specialist

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# 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
<b>July 2019</b>	<b>FY19</b>		
<b>30</b>	Budget Completion Reports Deadline for all State Grants for FY19	GAORS	
	Continuation of Services Data Opens for Data Entry	SE Applications Dashboard	
<b>July 31</b>	*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
<b>August 2019</b>			
<b>30</b>	*Timelines – Prong 1 (for districts not at 100%)	SE Applications Dashboard	APR Indicators 11 & 12
<b>31</b>	*Continuation of Services Data Deadline for Submission (FY19 Data)	SE Applications Dashboard	
<b>September 2019</b>			
<b>30</b>	Grant Period Ends for Federal IDEA Grants		
<b>October 2019</b>			
<b>1</b>	Budget Submission Deadline – ALL Budgets	Consolidated Application in GaDOE Portal	
<b>1</b>	FTE Cycle 1 Count Day	Data Collections	
	Transmission for CPI Cycle 1 Begins	Data Collections	
<b>22</b>	*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
<b>30</b>	Budget Completion Reports Deadline for IDEA grants for FY19	GAORS	
<b>November 2019</b>			
<b>12</b>	*Timelines – Prong 2 Due (for districts not at 100%)	SE Applications Dashboard	APR indicator 11 & 12
<b>December 2019</b>			
<b>1</b>	Amend IDEA Budgets for CEIS Carryover and Proportionate Share Carryover	Consolidated Application in GaDOE Portal	
<b>January 2020</b>			
<b>1</b>	High Cost Grant (HCG) Applications Available	Submitted via <a href="http://www.gahcf.org">www.gahcf.org</a>	
	Grant for Residential and Reintegration Services (GRRS) Grant Applications Available	Submitted to Amber McCollum	
<b>15</b>	Parent survey Opens	SE Applications Dashboard	APR Indicator 8
<b>31</b>	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
<b>February 2020</b>			
<b>14</b>	Postsecondary Outcomes Opens for Viewing and Download (FY18-19 Exiters)	SE Applications Dashboard	APR Indicator 13
<b>March 2020</b>			
<b>1</b>	<b>MOE Reconciliation Deadline</b>	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	
<b>5</b>	FTE Cycle 3 Count Day	Data Collections	
	Final Transmission Date for FTE Cycle 3 Data, Deadline for Superintendent's Sign-off	Data Collections	
<b>April 2020</b>			
<b>May 2020</b>			
<b>15</b>	Postsecondary Outcomes Opens for Data Entry (FY18-19 Exiters)	SE Applications Dashboard	APR Indicator 14
<b>31</b>	Parent Surveys Completed, Parent Survey Closes	Link on GADOE Website	APR Indicator 8
<b>June 2020</b>			
<b>16</b>	<b>*Final Student Record Submission – Including Special Education Record and GNETS Program Record</b>	Data Collections	APR Indicator 4 Data from Student Safety Level File
<b>15</b>	Deadline for ALL Budget Amendments	Consolidated Application in GaDOE Portal	
<b>30</b>	Grant Period Ends for State Budget and High Cost Grants		
<b>July 2020</b>	<b>NEW FISCAL YEAR – FY21</b>		
<b>30</b>	Continuation of Services Opens for Data Entry	SE Applications Dashboard	
<b>30</b>	Deadline Budget Completion Reports for State Grants and High Cost Grant FY20	GAORS	
	<b>*CEIS FY20 Student Events Data Upload Due; CEIS Plan for FY21 Due</b>	Stand-alone application in GaDOE Portal	
<b>31</b>	<b>*Preschool Exit Data (FY20 Data)</b>	SE Applications Dashboard	APR Indicator 7
	<b>*Postsecondary Outcomes (FY18-19 Exiters)</b>	SE Applications Dashboard	APR Indicator 14
	<b>*Timelines Data (FY20 Data) – Child Find and Early Childhood Transition</b>	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



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in our state.

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 [youtube.com/georgiadeptofed](https://youtube.com/georgiadeptofed)

