## IDEA Budget Development and Submission





Georgia's Systems of Continuous Improvement





## Division for Special Education Services and Supports Budget Liaisons

### **Budget Liaisons Contact Information:**

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Scott Dorsey: Program Specialist Email: sdorsey@doe.k12.ga.us

Office: 404-656-2847

Nicole Croom: Program Specialist

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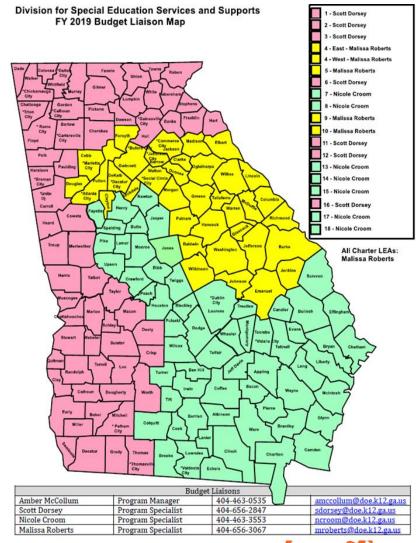
Malissa Roberts: Program Specialist

Email: mroberts@doe.k12.ga.us

Office: 404-656-3067

 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





**Budget Development and Submission** 

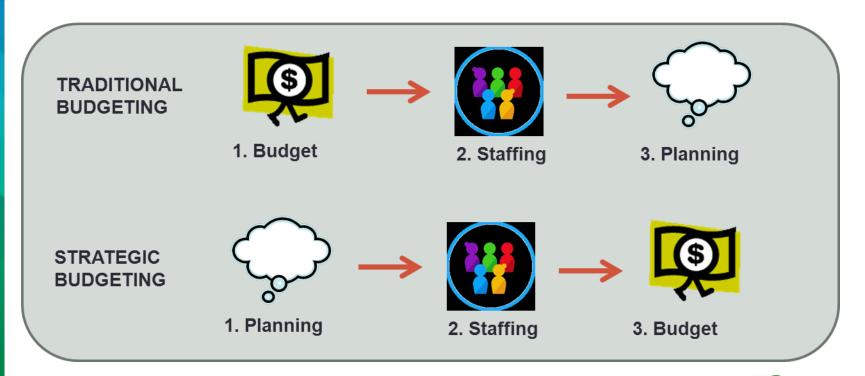
### Learning Objectives

- Participants will gain a general understanding of how to budget their IDEA Flow-through Funds
- Participants will gain a general understanding of the IDEA fiscal compliance requirements
- 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



## **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





## **GaDOE Portal Accounts** Review



### **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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## **IDEA Budget Requirements**





## **IDEA Budget Requirements**

- Verify Approved District CLIP
- Review Assurances Tab
- Review Special Education FY20 MOE Portal to plan for Eligibility and Compliance
- Review the Excess Cost Portal to ensure prior year's Results and Base calculations are fully approved
- Review the FY20 CFM Monitoring Portal to ensure IDEA fiscal CAPS are complete and approved if applicable
- Attach FY21 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

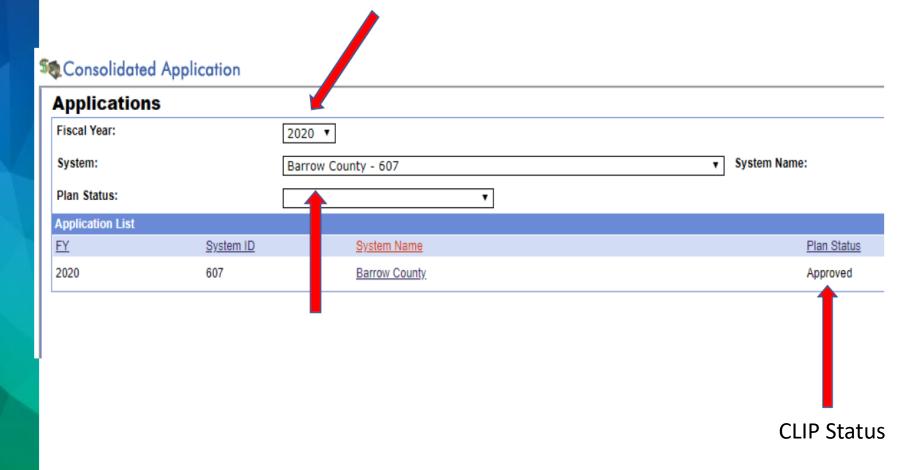


IDEA Budget Creation & the Consolidated Application

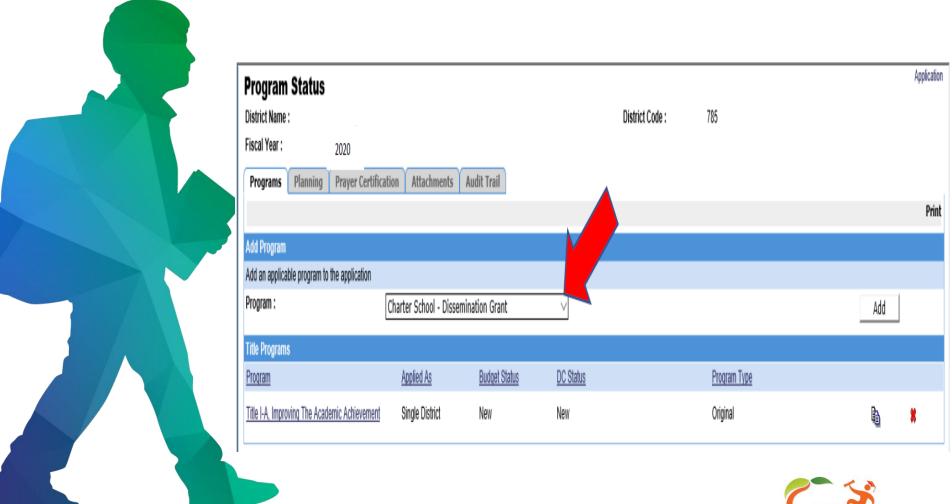




## **LEA Consolidated Application**

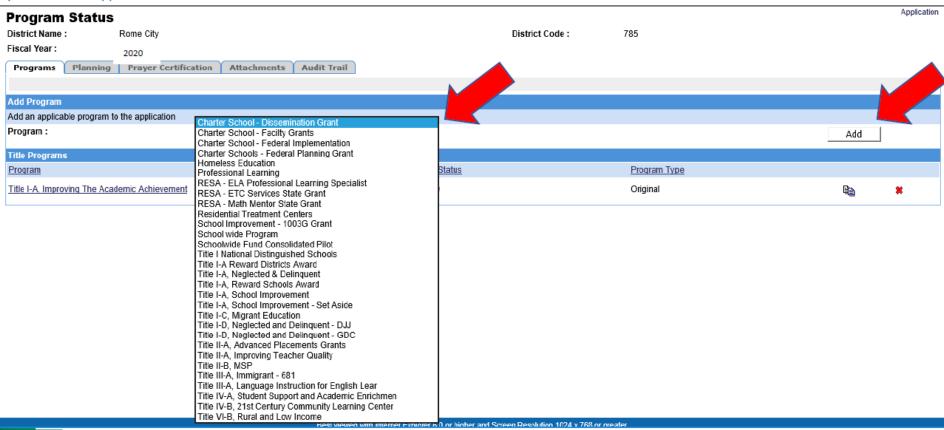








Consolidated Application





### **Program Status**

District Name: 004

Fiscal Year: 2020

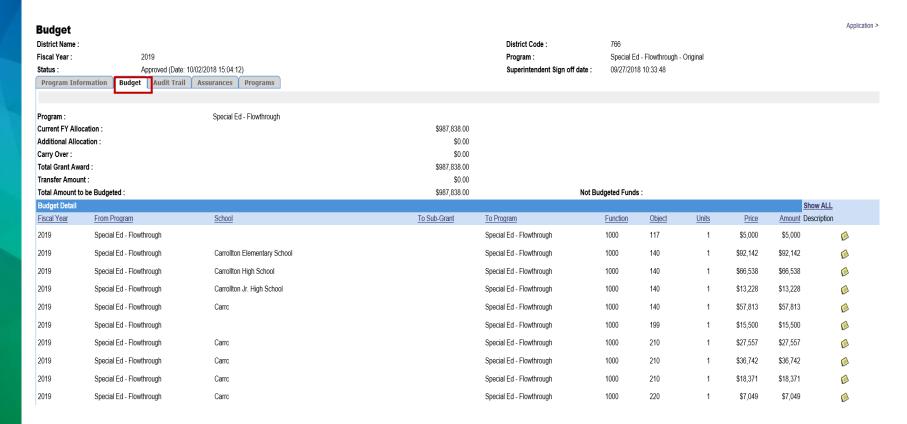
Programs | Planning | Prayer Certification | Attachments | Audit Trail

### **Exceptional Students**

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



- Select Special Ed Flowthrough
  - Start entering initial budget expenditures

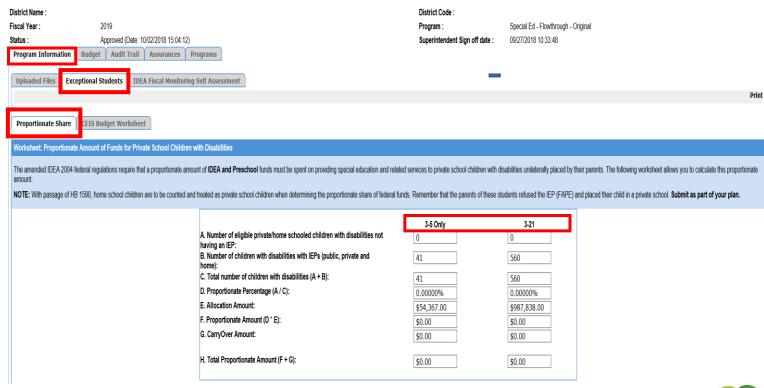




## IDEA Budget Requirements Proportionate Share – Location

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

- Program Information
- Exceptional Students
- Proportionate Share





## IDEA Budget Requirements CEIS Budget – If Applicable

District Name : Fiscal Year : Status : Program Information Budge Uploaded Files Exceptional			District Code : Program : Superintendent Sign off date :	Special Ed - Flowthrough - Original 09/27/2018 10:33:48	
Coordinated Early Intervening Ser	sudget Worksheet vices for High Risk Regular Education Students ervices (CEIS) Status (Check one only)				
Optional Usage of EIS(up to 159 Carryover (CEIS)	Required EIS - must use the maximum 15% for IDEA and Preschool Optional Usage of EIS(up to 15%)  Director Must Check the Appropriate Box				
Maximum Available for CEIS: \$1	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				
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 proje 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 Co Worksheet: This bud	omplete CEIS Budget Iget should match the tervening Services (CEIS) Portal		IDEA Budget  35500 11975 0 108855 0 \$156,330.00	

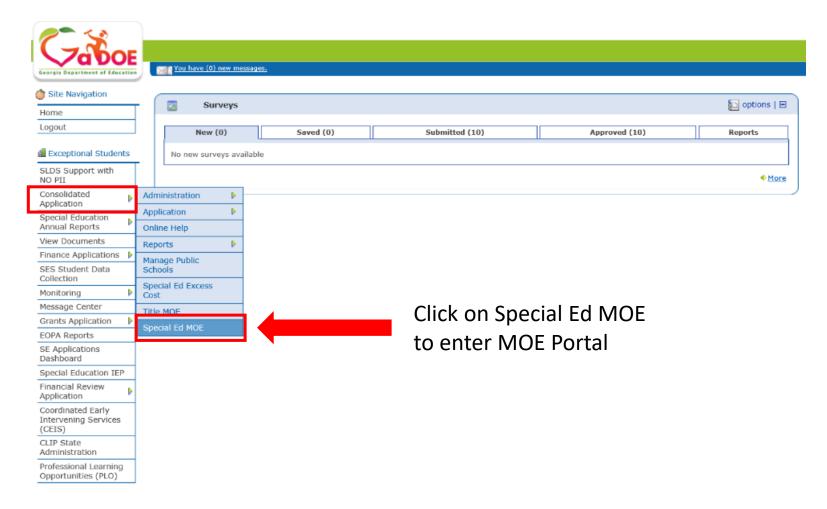




## **Maintenance of Effort**



## IDEA Budget Requirements Maintenance of Effort (MOE) Portal Review





## IDEA Budget Requirements Maintenance of Effort (MOE) Portal Review

ate & Local Aggregate			
For FY ending June 30,2019	\$6,082,433.86	MOE Status:	Met MOE ▼
State and Local Effort	\$5,969,236.28	Exception Detail:	
FY2 Compared to FY1- Aggregate	\$113,197.58		
□Adjustment			
□Exception			
IDEA Amended Effort			
Projected Effort	\$6,082,433.86		
ate & Local Average Per Pupil Ex	xpenditure		
	spenditure \$8,354,99	MOE Status:	Met MOE ▼
For FY ending June 30,2019		MOE Status: Exception Detail:	Met MOE ▼
For FY ending June 30,2019 State and Local Effort	\$8,354.99		Met MOE ▼
For FY ending June 30,2019  State and Local Effort  FY2 Compared to FY1- Aggregate  Adjustment	\$8,354.99 \$8,290.61		Met MOE ▼
For FY ending June 30,2019  State and Local Effort  FY2 Compared to FY1- Aggregate  Adjustment	\$8,354.99 \$8,290.61		Met MOE ▼
For FY ending June 30,2019 State and Local Effort FY2 Compared to FY1- Aggregate	\$8,354.99 \$8,290.61		Met MOE ▼



### IDEA Budget Requirements MOE Eligibility Worksheet Upload

District <u>must</u> upload MOE Eligibility Worksheet. LEA can upload MOE Eligibility Worksheet on the "**Attachments**" Index <u>or</u> the **Program Information** "**Uploaded Files**" Index.

Attachments  District Name:  Fiscal Year: 2019  Programs Planning Prayer Certification Attachments Trail	
Group : General	
Item#	<u>x</u>

Program	Information	
District Name :		District Code :
Fiscal Year :	2019	Program :
Status :	Approved (Date: 10/02/2018 15:04:12)	Superintendent Sign off date :
Program Info	ormation Budget Audit Trail Assurances Programs	
Uploaded Fi	iles onal Students IDEA Fiscal Monitoring Self Assessment	
Item#	Uploaded File	
1	FY19 MOE Eligibility Worksheet	



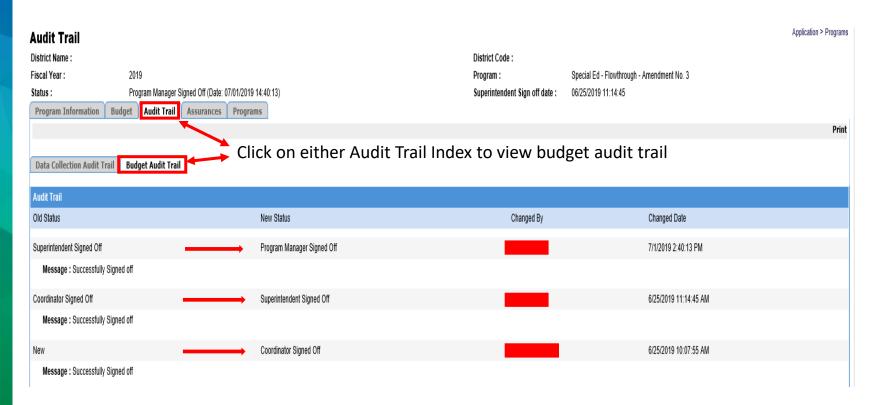
## **Budget Approval Process**



### Consolidated Application (Budget) Budget Approval Flow Process

### **Budget Approval Flow Process:**

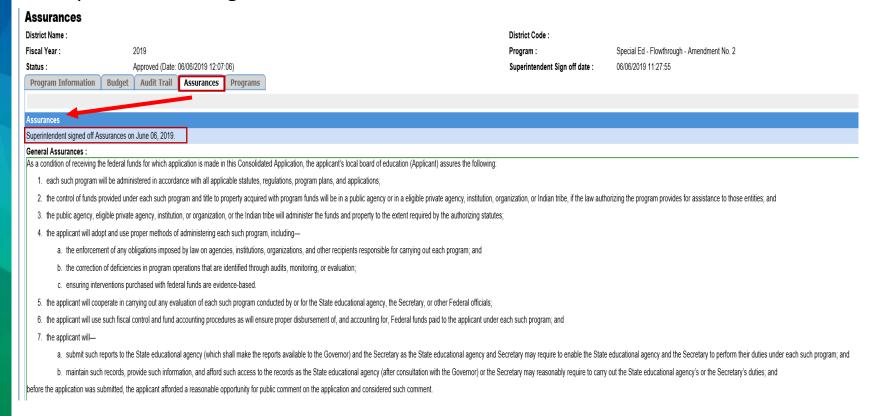
- Coordinator Signs Off (Coordinator is the Special Education Director)
- 2. Superintendent Signs Off or Request Revision
- 3. Program Manager Signs Off or Request Revision (Program Manager is GaDOE Staff)





## IDEA Budget Requirements Assurances Location

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





# **Grant Award Notification Location**





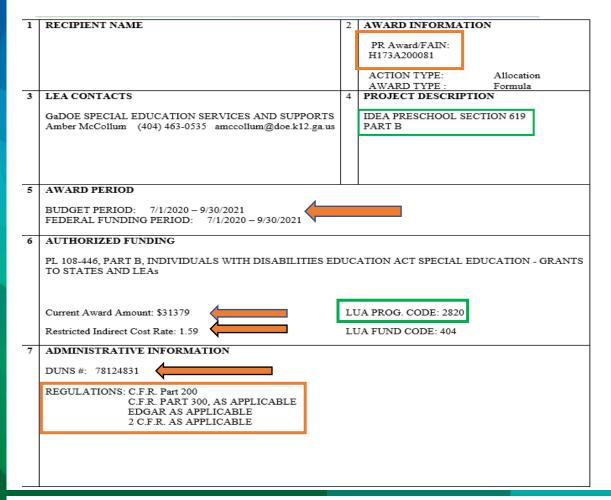
# Grant Award Notification (GAN) Location

Fiscal Yea	ar:	2020		
Progran	ns Planning	g Prayer Certification	Attachments	Audit Trail
Group :	G	Grant Award Notices		
l	_			
Descripti	ion :			
	<u></u>			
Upload Fi	ile :			Browse Upload
ltem#	Uploaded File			
1				
2				
3				
4				
5	_			
6				
7	FY20 619	County GANS.pdf		
8	FY20 611	County GANS.pdf		
9				
10				
11				
12				
13				
14				
15				
16	-			
17				
18				



Consolidated Funding

# Grant Award Notification (GAN) Important Information



- Useful information includes:
  - Award Amount
  - Award Period
  - FAIN
  - Restricted Indirect Cost Rate
  - DUNS
  - LUA Program Code
  - CFDA
  - Contact Information
  - Important attachments







Local Units of Administration (LUA)
Chart of Accounts

### 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

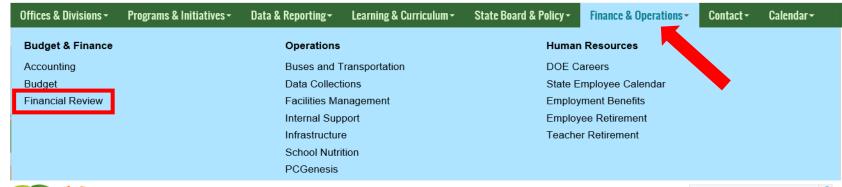


### **LUA Chart of Accounts – Location**



Search this site ... 

Richard Woods, Georgia's School Superintendent





Search this site...







Richard Woods, Georgia's School Superintendent

Offices & Divisions -

Financial Review

Programs & Initiatives -

Data & Reporting Learning & Curriculum - State Board & Policy -

Finance & Operations >

Contact -

Calendar -

→Finance and Business Operations →Financial Review

**Financial Review** 

Financial Management of Georgia LUAS Preparing Basic Financial Statements

School System Financial Information

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

Amy Rowell Director, Financial Review 404-656-2447 arowell@doe.k12.ga.us

Viola Darrington (Atlanta) 404-651-8176 vdarrington@doe.k12.ga.us

Steve Lyle (Atlanta) 404-656-6769 slyle@doe.k12.ga.us

Rhonda Metts (Valdosta) 404-710-9727

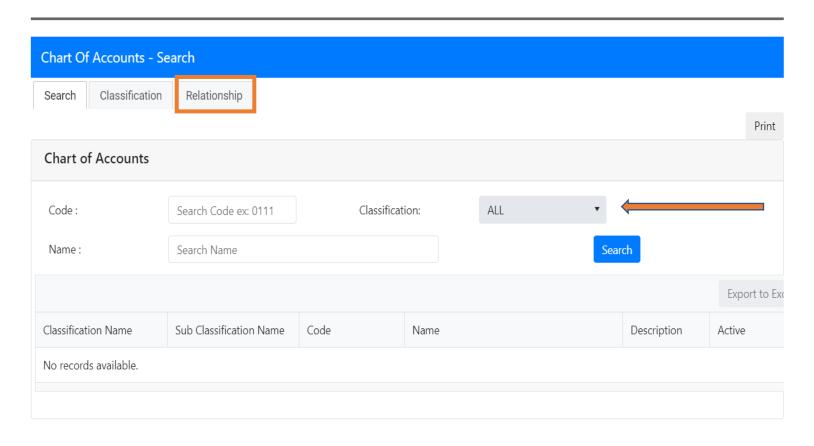
rmetts@doe.k12.ga.us Debara Montgomery

(Atlanta) 404-656-2344 dmontgomery@doe.k12.ga.us



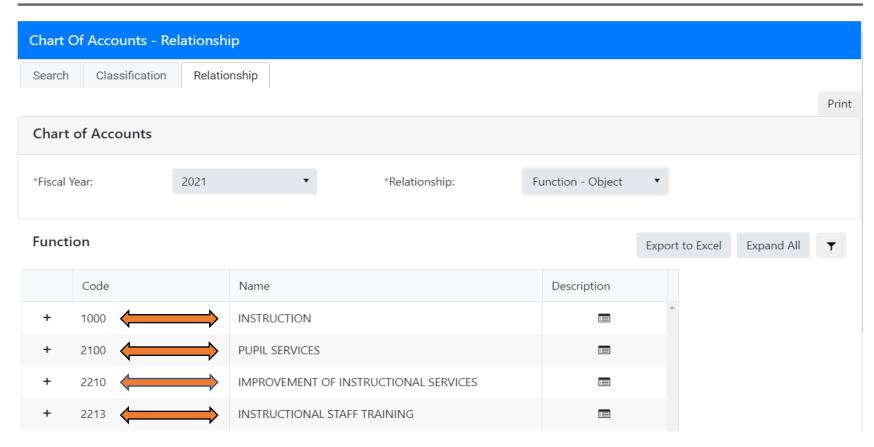


### **Chart of Accounts**



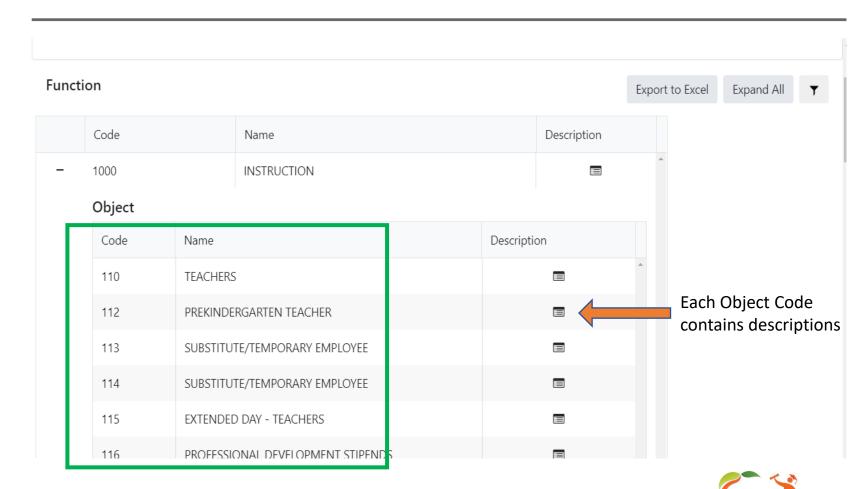


### **Chart of Accounts**





### **Chart of Accounts**





## **IDEA Budget Resources**



## Special Education Service and Supports Budget Resources

#### Rules, Manuals & Forms

Special Education Rules

Implementation Manual

Sample Forms

Applications

#### **Eligibility Categories**

All Eligibility Categories

### 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

Private Schools/Residential Programs

#### Dispute Resolution

Overview

Formal Complaints

### **Budget, Grants and Consolidated Application**

### FY 2020 Allocations

- FY 2020 Final Allocations
- FY 2019 Final Allocations
- Indirect Costs Calculator
- Sample District Budget Worksheet
- Budget Pages
- IDEA Allowable Expenditures

### **FY 2021 Consolidated Application**

- IDEA Budget Submission Checklist
- Forms



### **Maintenance of Effort**

- FY21 MOE Eligibility Worksheet
- Exceptions to MOE Compliance Requirement Form
- MOE Adjustment Form
- New Charter MOE Requirement Form

### **IFA Fxcess Cost Calculation**

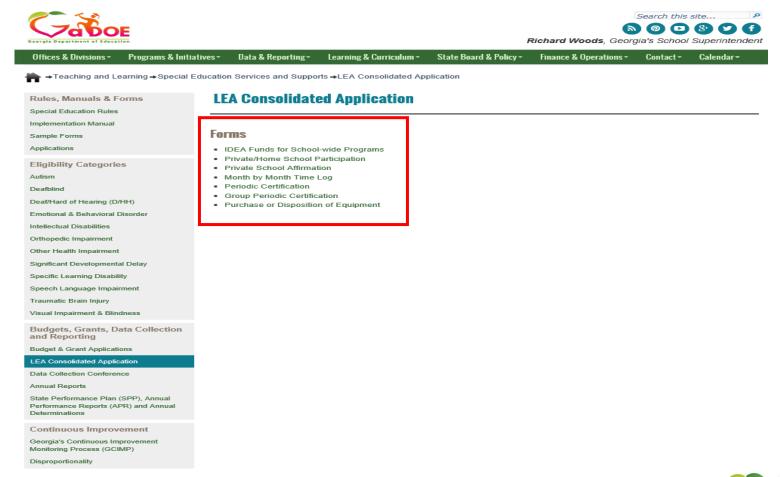
- Submission Updates for 2018 Results Webinar
- Excess Cost Excel Template
- IDEA Excess Cost Handbook

### **Resources for Guidance**

#### Resources

FY19 Budget Liaison Map

## Special Education Service and Supports Budget Resources (Sample Forms)







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

### Questions?

### www.gadoe.org







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youtube.com/georgiadeptofed

