

The IDEA grant team is providing a few mid-year reminders for districts and cooperatives. Please share this information with the district and cooperative staff who work with the IDEA grants.

**Webpage Address Change** – Please note the new address/link for the IDEA grant webpage. <https://www.isbe.net/Pages/IDEA-Part-B-Grant-Program-Information.aspx>

**IDEA Excess Cost** – Thank you to all districts that have already completed and submitted the FY17 IDEA excess cost worksheets. The worksheets are due to the IDEA grant coordinators no later than Tuesday, **January 31, 2017**. Please keep these points in mind as you complete the FY17 IDEA excess cost worksheet.

- THE IDEA EXPENDITURE DETAIL REPORT FORM WAS ELIMINATED
- Note the AFR locations in Section D of the excess cost worksheet.
- Changes were made to the Excess Cost Check (Section H) to ensure that districts receive credit for their state/local special education expenditures. Do not be alarmed if the positive comparison is larger than in previous years, that is expected (not an error).
- Please do not let the new cutoff date for the Child Count delay submitting the excess cost worksheets. The new cutoff date for the IDEA Child Count data has caused some confusion, as it now also falls on January 31, 2017. As in past years, that should not have any impact on the completion and submission of the IDEA excess cost worksheets. December 1, 2016 Child Count is needed to complete Section G, line 52 of the IDEA excess cost worksheet. However, we do not require the final, verified data for that line. The data that districts submit to ISBE in December is sufficient for the IDEA excess cost worksheet. The final, verified Child Count data will NOT be available on January 31, as in previous years, and that is OK.

**Coordinated Early Intervening Services (CEIS) Reporting** – Any district that budgeted and expended FY16 IDEA grant funds for CEIS purposes must complete the CEIS Reporting page of the FY17 IDEA grant. If your district is required to complete the CEIS Reporting page and has not yet done so, please submit an amendment as soon as possible, but no later than **February 28, 2017**.

**Review of the IDEA Grants** - We encourage districts/cooperatives to conduct regular review of their IDEA grant applications and IDEA spending.

- Amend the grant to update previously vacant positions that were noted as “vacant” or “TBD.”
- Amend the grant to include new expenditures and/or expenditure changes, including increases of 20% or \$1,000 in an expenditure line, so that the grant correctly reflects the districts spending.
- Ensure that at least 5% of the IDEA funds were **expended** (not just budgeted) for professional development activities (function code 2210).
- Grants with carryover funds from FY16 must expend at least that minimum amount of IDEA funds. E.g. a grant with \$75,000 in FY16 IDEA carryover funds must expend at least a minimum of \$75,000 IDEA funds in FY17 to avoid losing the carryover funds.

**Nonpublic Proportionate Share**

- Each district providing nonpublic proportionate services to eligible students must track the proportionate share funds expended and any unexpended proportionate share funds that will carry-over into FY18.
- Districts must coordinate with nonpublic schools/known home-school parents to schedule timely and meaningful consultation meeting which must occur no later than **May 31, 2017**.
- ISBE no longer collects the TMC documents from all districts every year. Please retain copies of the TMC documents in local records, unless requested by ISBE as part of the audit process..

**Maintenance of Effort (MOE)**– As always, districts and cooperatives are encouraged to monitor spending to ensure maintenance of local spending and the use of IDEA grants as supplemental funds. We anticipate that the MOE compliance worksheets will again be available/mailed in April. Any districts/cooperatives with negative MOE should work toward resolving the MOE issue as soon as possible. Pam Jurkoshek, MOE Consultant, will be available as early as April to provide assistance with MOE issues.

**Final Amendments** – Amendments to the IDEA grants can be submitted up to 30 days before the end of the grant.

- The last day to submit an amendment to IDEA grants with a standard June 30<sup>th</sup> end date is Wednesday, May 31, 2017.
- The last day to submit an amendment to IDEA grants with an extension to August 31<sup>st</sup> is Tuesday, August 1, 2017.

We hope these tips are beneficial in completing the IDEA grant process and meeting required timelines. Please contact your IDEA grant coordinator with any questions by telephone at 217/782-5589 or email: Tammy Greco [tgreco@isbe.net](mailto:tgreco@isbe.net), Felicia Malloy [fmalloy@isbe.net](mailto:fmalloy@isbe.net) .