

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

IDEA Excess Cost – Thank you to all districts that have already completed and submitted the FY18 IDEA excess cost worksheets. The worksheets are due to the IDEA grant coordinators no later than Wednesday, **January 31, 2018**. Please keep these points in mind for the FY18 IDEA excess cost worksheet.

- Note the AFR locations in Section D of the excess cost worksheet.
- December 1, 2017 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.

IDEA Grant Periodic Performance Reports – The second quarterly reports are now available in IWAS. The second quarterly report is due **January 30, 2018**. Entities that do not complete and submit the programmatic report in a timely fashion, run the risk of having grant funds frozen. *Districts and cooperatives that are required to submit monthly quarterly reports must complete the reports by the 21st of each month.*

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 10% or \$1,000 in an object code, 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 FY17 must expend at least that minimum amount of IDEA funds. E.g. a grant with \$75,000 in FY17 IDEA carryover funds must expend at least a minimum of \$75,000 IDEA funds in FY18 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 FY19.
- Districts must coordinate with nonpublic schools/known home-school parents to schedule timely and meaningful consultation (TMC) meeting which must occur no later than **May 31, 2018**.
- Please retain copies of the TMC documents as local records and for audit purposes.

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 end date is Thursday, May 31, 2018.
- The last day to submit an amendment to IDEA grants with an extension to August 31 is Wednesday, August 1, 2018.

We hope this information is 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, Felicia Malloy fmalloy@isbe.net .