

509-001 New Mexico School for the Arts

Local Application for IDEA-B Funding
IDEA B Basic Entitlement (24106) and Preschool Entitlement (24109)
Signature - Approval Page

This application for IDEA B Entitlement funding was submitted to the local educational agency's (LEA's) local school board or governing authority for approval and the LEA has elected to submit this application for the purpose of maximizing resources in meeting fully all obligations to children with disabilities of the district under the Individuals with Disabilities Education Act Part B.

The 2017-2018 application for IDEA B Entitlement funding was approved on:

In conjunction with this submission, I certify that all assurances, listed in Section I - Public Information and marked as "yes" in Section III Plan of Assurances have been met, or that the LEA has completed, or will complete and submit proof of adoption to the Special Education Bureau (SEB), policies and procedures that are consistent with State policies and procedures established under IDEA B regulations, by no later than June 30, 2017. I further certify that the LEA can make the assurances marked as "yes" in Section III and IV of this application. These provisions meet the requirements of IDEA B as found in Public Law No. 108-446. The LEA or State agency will operate its Part B program in accordance with all of the required assurances. If any assurances have been checked "no", I certify that the LEA or State agency will operate throughout the period of this grant award consistent with the requirements of IDEA, as found in Public Law No. 108-446 and any applicable regulations, and will make such changes to existing policies and procedures as are necessary to bring those policies and procedures into compliance with the requirements of IDEA, as amended, as soon as possible, and not later than June 30, 2017. (34 CFR § 76.104).

Printed/Typed Name and Title of Authorized Representative of the LEA or State Agency:	
Cindy Montoya	
Authorized Representative's Signature (REQUIRED):	Date: 6/1/17
<i>Cindy Montoya</i>	

The Board of Education or Governing Authority for the New Mexico School for the Arts School District, State Chartered Charter School or State Supported Educational Programs provides assurance to the New Mexico Public Education Department (PED), SEB that the applicable Federal, State and local laws and regulations will be met as described in the Local Application for IDEA B Funding. We the undersigned, further certify that all assurances in this application as provided to the PED have been approved by the local Board of Education and/or Charter School Governing Authority.

Board of Education President Signature/Governing Board Signature (REQUIRED):	Date:
<i>Buell Romero</i>	May 24, 2017
Superintendent Signature/Head Administrator Signature (REQUIRED):	Date:
<i>Cindy Montoya</i>	May 24, 2017
Special Education Director Signature (REQUIRED):	Date:
<i>WOM</i>	June 1, 2017
Business Manager Signature (REQUIRED)*:	Date:
<i>Elizabeth Romero</i>	May 24, 2017

* Business Manager acknowledges receipt of the Budget Summary page of this application for the purposes of setting up a correct allocation in OBMS per fund/function.

I represent parents of the LEA. I assure the Department that parents were a part of the development of the IDEA B Entitlement budget for the 2017-2018 School Year.

Parent Representative Signature (REQUIRED):	Date:
<i>Buller</i>	6-1-17

Local Application for IDEA B Funding
IDEA B Basic Entitlement (24106) and Preschool Entitlement (24109)
Sub-Grant Authorization: FFY17 (2017-2018 School Year)
OPTION A (Basic (24106) - Total Preliminary Allocation Only)

Local Educational Agency (LEA):

School Code: 509-001

Assigned Education Administrator (EA):
 EA Phone Number:

2017-2018 IDEA B INITIAL Allocations	
Basic (24106) - Opt. A	\$ 30,144
Preschool (24109)	\$ -

Select the application type from the drop down menu below that best describes the circumstances under which the application is being submitted (in combination with another entity or on behalf of a single entity).

SECTION I - Public Information

The LEA will make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the LEA under the Individuals with Disabilities Education Act (IDEA-B), in accordance with 34 CFR §300.212.

In accordance with Subsection 22-8-11 NMSA 1978, the department shall not approve and certify an operating budget of any school district, state supported educational institution, or state-chartered charter school that fails to demonstrate that parental involvement in the process was solicited.

Please list the names of parents of students that are currently enrolled with disabilities who have a current Individualized Education Program (IEP), who are **not employees of the district or a representative of the Regional Educational Cooperative** (REC) of the LEA who participated in the development of this application. **THIS IS REQUIRED OF ALL LEAs, INCLUDING STATE-SUPPORTED EDUCATIONAL PROGRAMS.**

Name	Phone	E-Mail
Frances Salles	505-231-6181	francesalles@hotmail.com

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SECTION II - Conditional Approval for Current Grant Year

Complete this section **only if** the LEA received conditional approval for the current grant year (2017-2018), select the appropriate statement(s) from each drop-down menu below. Otherwise, **leave blank**.

Conditional Approval Related to Assurances in Section III.B

Conditional Approval Related to Other Issues

Due to time constraints, the LEA is not yet able to upload Board Meeting Agenda and Minutes in WebEPSS but will do so no later than August 30, 2017.

SECTION III - Plan of Assurances

All the applicable assurances sections **must be completed** in SECTION III - Plan of Assurances. If an LEA is found ineligible the LEA will be notified and afforded the opportunity for a hearing in accordance with 34 CFR §300.221.

A. Federal Program General Assurances

Select **Yes** from the drop-down menu next to the applicable statement below: **Only item 1 OR 2 must be selected.**

- | | |
|-----|--|
| Yes | 1. The LEA provides assurances that it meets all eligibility requirements of Part B of the Individuals with Disabilities Education Act (IDEA-B) and the IDEA-B regulations. (20 USC 1413(a); 34 CFR §§ 300.201 through 300.213) These assurances are found in Section III of this Application. The LEA or State agency completed and has already submitted to the New Mexico Public Education Department's (PED) Special Education Bureau (SEB) a formal record of the LEA's School District Board's or Governing Body's adoption of special education policies and procedures that are consistent with State policies and procedures established under 34 CFR §§ 300.101 through 300.163 and §§ 300.165 through 300.174. |
| | 2. The LEA cannot provide assurances for all eligibility requirements of IDEA-B. The LEA has determined that it is unable to make the assurance that it has, in effect, policies and procedures that are consistent with State policies and procedures established under 34 CFR §§ 300.101 through 300.163 and §§ 300.165 through 300.174. However, the LEA assures that throughout the period of this sub-grant award the LEA will operate programs consistent with the requirements of IDEA-B and the IDEA-B regulations. The LEA will make such changes to policies and procedures as necessary to bring itself into compliance with the requirements of IDEA, as amended, as soon as possible, and not later than June 30, 2017. |

B. Other Federal Assurances

The LEA must make the following assurances that it meets each of the conditions required by Part B of the Individuals with Disabilities Education Act, Part B (IDEA-B), (34 CFR §§ 300.201 through 300.213).

Select **Yes** from the drop-down menu for 1a or enter a date for 1b. **Only complete 1 section, 1a OR 1b.**

- | | |
|-----|---|
| Yes | 1a. The LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the State policies and procedures established under the IDEA Part B regulations at 34 CFR §§300.101 through 300.163, and §§300.165 through 300.174. (20 U.S.C. 1413(a)(1); 34 CFR § 300.201) |
|-----|---|

*The signed approved minutes by the Local Board of Education or Governing Council showing approval of the amended policies and procedures are required and must be uploaded in WebEPSS. Submit minutes **only if** the policies and procedures were amended.*

- | | |
|--|---|
| | 1b. If assurance cannot be given for item 1a, please provide date on which applicant will provide proof of amended policies and procedures to the SEB, in order to provide assurance. Date provided may be no later than June 30, 2017. For new state-chartered charter schools no later than December 15, 2017. |
|--|---|

LEAs must provide assurance for Items 2 through 6, 7a or 7b, 8a or 8b, and 9 through 12.

Select Yes for items 2 and 4-6 from each of the drop-down menus, enter an amount in item 3 below:

Yes	<p>2. Amounts provided to the LEA under IDEA-B;</p> <p>(1) will be expended in accordance with the applicable provisions of IDEA-B;</p> <p>(2) will be used only to pay the excess costs of providing special education and related services to children with disabilities, consistent with 34 CFR § 300.202(b) and the calculations specified in the excess cost tab of this funding application; and</p> <p>(3) will be used to supplement State, local, and other Federal funds and not to supplant those funds.</p> <p>(20 U.S.C. 1413(a)(2)(A); 34 CFR § 300.202)</p>
\$ 39,026.64	<p>3. Please enter Maintenance of Effort (MOE) Amount (for the year which auditable numbers are available per 34 CFR § 300.203 (b)) - Except as provided in 34 CFR §§ 300.204 and 300.205, funds provided to the LEA under IDEA- B will not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year.</p> <p>(20 U.S.C. 1413(a)(2)(A); 34 CFR § 300.203)</p>
Yes	<p>4. To the extent the LEA uses IDEA-B funds to carry out a school-wide program under section 1114 of the Elementary and Secondary Education Act, the LEA will use those funds consistent with 34 CFR § 300.206, and the LEA will meet all other requirements of IDEA-B, including ensuring that children with disabilities in school-wide program schools;</p> <p>(1) receive services in accordance with a properly developed IEP; and</p> <p>(2) are afforded all of the rights and services guaranteed to children with disabilities under IDEA-B.</p> <p>(20 U.S.C. 1413(a)(2)(D); 34 CFR § 300.206)</p>
Yes	<p>5. The LEA will ensure that all personnel necessary to carry out Part B of the Act are appropriately and adequately prepared, subject to the requirements of 34 CFR §300.156 (related to personnel qualifications) and section 2122 of the ESEA.</p> <p>(20 U.S.C. 1413(a)(3); 34 CFR § 300.207)</p>
Yes	<p>6. To the extent the LEA uses IDEA-B funds to carry out any of the permissive uses described in 34 CFR § 300.208, such funds will be used consistent with 34 CFR § 300.208.</p> <p>(20 U.S.C. § 1413(a)(4); 34 CFR § 300.208)</p>

Select Yes for 7a OR 7b, as applicable. If not applicable select N/A.

N/A	<p>7a. In carrying out IDEA-B and the IDEA-B regulations with respect to charter schools that are public schools of the LEA, the LEA will:</p> <p>(i) Serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on site at the charter school to the same extent to which the LEA has a policy or practice of providing such services on the site to its other public schools; and</p> <p>(ii) Provide funds under IDEA-B to those charter schools</p> <p>(A) On the same basis as the LEA provides funds to the LEA's other public schools, including proportional distribution based on relative enrollment of children with disabilities; and</p> <p>(B) At the same time as the LEA distributes other Federal funds to the LEA's other public schools, consistent with the State's charter school law.</p> <p>The LEA will be responsible for ensuring that IDEA-B requirements are met in each public charter school that is a school of the LEA, unless State law assigns that responsibility to another entity.</p> <p>(20 U.S.C. 1413(a)(5); 34 CFR § 300.209)</p>
Yes	<p>7b. If a public charter school, chartered by the Public Education Commission (PEC), is an LEA applying for IDEA-B funding under 34 CFR § 300.705, the LEA that is a public charter school will be responsible for ensuring that the IDEA-B requirements are met, unless State law has assigned that responsibility to some other entity.</p> <p>(20 U.S.C. 1413(a)(5); 34 CFR § 300.209)</p>

Select **Yes** for either 8a **OR** 8b. **If 8b is selected a memo describing the applicant's plan of action to accomplish this assurance must be uploaded to WebEPSS along with the application.**

- | | |
|------------|---|
| Yes | 8a. The LEA has chosen to coordinate with the National Instructional Materials Access Center (NIMAC), when purchasing print instructional materials, and will acquire those instructional materials in the same manner, and subject to the same conditions as the SEA under 34 CFR §300.172 and 6.75.4.9 NMAC.
(20 U.S.C. 1413(a)(6); 34 CFR § 300.210) |
| | 8b. Nothing in 34 CFR § 300.210 shall be construed to require an LEA to coordinate with the NIMAC. The LEA has chosen not to coordinate with the NIMAC but assures that it will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.
(20 U.S.C. 1413(a)(6); 34 CFR § 300.210) |

Select **Yes** for Items 9-12, from each of the drop-down menus below: **Yes** is required for all items.

- | | |
|------------|--|
| Yes | 9. The LEA will ensure that children with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities in 34 CFR §300.172(e)(1)(i) or who need materials that cannot be produced from NIMAC files, receive those instructional materials in a timely manner.
(20 U.S.C. 1413(a)(6); 34 CFR § 300.210) |
| Yes | 10. The LEA will provide the PED with information needed to enable the PED to carry out its duties under IDEA-B, including, with respect to 34 CFR § 300.157 and § 300.160, information relating to the performance of children with disabilities participating in programs carried out under IDEA-B.
(20 U.S.C. 1413(a)(7); 34 CFR § 300.211) |
| Yes | 11. The LEA will make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the agency under IDEA-B.
(20 U.S.C. 1413(a)(8); 34 CFR § 300.212) |
| Yes | 12. The LEA will cooperate in the Secretary of the U.S. Department of Education's efforts under section 1308 of the ESEA to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding those children.
(20 U.S.C. 1413(a)(9); 34 CFR § 300.213) |

C. Other Assurances

Select **Yes** for Items 13-20, from each of the drop-down menus below: **Yes** is required for all items.

Yes	<p>13. The LEA assures that any P.L. 81-874 (impact aid) add-on funds which it may receive for the benefit of students with disabilities will be spent in accordance with the federal regulations governing that program.</p>						
Yes	<p>14. Federal Program General Assurances: The LEA has Federal Program General Assurances on file with the PED. The applicant acknowledges that the Federal Program General Assurances are incorporated herein by reference as though fully set forth herein. These assurances include:</p> <ul style="list-style-type: none"> - Assurances - NON-CONSTRUCTION PROGRAMS (if applicable) - General Education Provisions Act Assurances <p>If the applicant does not have the assurances mentioned above on file with the PED, the applicant must submit such signed assurances with this application. Civil rights assurances must be filed with the U.S. Department of Education's Office for Civil Rights (ED's OCR), if the applicant has not filed these assurances with ED's OCR, the applicant will file such assurances.</p>						
Yes	<p>15. The LEA will provide accurate, valid and timely data to the PED deemed necessary by the PED to carry out its duty to determine if significant discrepancies that may exist between the rates of long-term suspensions and expulsions of children with and without disabilities or any other information that may be required by the PED or the U.S. Department of Education.</p> <p>[20 U.S.C. 1412(a)(22), 1418(a); 34 CFR §§ 300.211; 300.640 through 300.646]</p>						
Yes	<p>16. The LEA shall use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for Federal funds.</p> <p>(34 CFR § 76.702)</p>						
Yes	<p>17. As per 6.31.2.11(A)(3) NMAC, each public agency shall develop and implement appropriate policies and procedures to ensure a smooth and effective transition from Part C to Part B programs for preschool children with disabilities within the agency's educational jurisdiction, in compliance with 34 CFR Sec. 300.124. The Part C lead agency must share the directory information of potentially eligible students with their LEA(s). Each LEA and other public agencies as appropriate shall make reasonable efforts to establish productive working relations with local Part C programs and when given reasonable notice shall participate in the transition planning conferences arranged by local Part C providers. The process of sharing this data must be completed in a Memorandum of Understanding (MOU) or Interagency Agreement between both the LEA and Part C lead agency. (Not applicable to State Supported Schools without preschool.)</p>						
Yes	<p>18. LEAs may provide Part B funds, through MOUs, with the tribes to assist them in coordinating child find and providing direct services to preschool children with disabilities aged three through five living on reservations. However, the LEA remains responsible for conducting child find and making a free appropriate public education available to those preschool children. LEAs and public agencies serving preschool children with disabilities on reservations must negotiate equitable arrangements through joint powers agreements or memorandums of understanding or interstate agreements for sharing funding and other resources available for the educational services of the preschool children with disabilities. In order to provide seamless services to the preschool children living on reservations, such agreements shall include provisions with regard to resolving disputes between all parties to the agreement. (A copy of the signed agreement must be submitted with your local IDEA-B sub-grant application. Any revisions made to the agreement must be submitted to the SEB.) Please upload MOUs with tribes to WebEPSS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">List all tribes in the LEAs jurisdiction: (If applicable)</th> <th style="width: 30%; text-align: left;">Date of MOU with listed tribe:</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	List all tribes in the LEAs jurisdiction: (If applicable)	Date of MOU with listed tribe:				
List all tribes in the LEAs jurisdiction: (If applicable)	Date of MOU with listed tribe:						
Yes	<p>19. The LEA provides equitable access and participation in all IDEA program benefits and activities, regardless of gender, race, national origin, color, disability, and age.</p> <p>(20 USC 1228a)</p>						
Yes	<p>20. The LEA provides assurance that there is a process and procedure in place to obtain one time only consent to access Medicaid and private insurance and that there is a yearly review so that notice is given annually to parents that have given the one time consent.</p> <p>(20 USC 1412(a)(12); 34 CFR § 300.154(d)(2)(iv) and (v); 6.31.2.9(B)(7)(b) NMAC</p>						

D. Certifications

The applicant must provide certification for Items 1 AND 2 below. Select Yes from each of the drop-down menus below:

Yes	<p>1. The applicant certifies that no Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. The applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR Part 87 Appendix B)</p>
Yes	<p>2. As required by Executive Order 12549, Department and Suspension, and implemented at 34 CFR Part 85, for prospective participants in all lower tier transactions meeting the threshold and tier requirements stated at 34 CFR Part 85, Section 85.110-</p> <p>A. The applicant certifies that it and its principals:</p> <p>(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;</p> <p>(b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;</p> <p>(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification;</p> <p>(d) have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and</p> <p>B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.</p>

OOY YEAR
ends and provide a <i>description</i>
] and licensed special education
ents involved in special education
iding gifted only
h implementing IEPs for students
ional assistants when related to
the requirements of OMB A-87,
special purpose equipment are
prior approval of the awarding
igin obligating IDEA B funds, and
ive 1 and to be budgeted by the

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Objective 2		UCOA Function Code 2100 - INSTRUCTIONAL SUPPORT	
Basic Fund 24106	Preschool Fund 24109*		
\$	\$	1. Child Find to include private schools and evaluation activities, excluding gifted only	No.
\$	\$	Enter detailed description:	No.
\$	6,128.96	2. Employment of supervisors (**see below) of special education for students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		3. Employment of licensed related service providers who work with students with IEPs, excluding gifted only	Yes, diagnosticians.
\$		Enter detailed description:	No.
\$		4. Employment of other professional staff who directly support students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		5. Employment of support staff who directly work on special education related duties for students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		6. Purchase of educational equipment used in direct instruction of students with IEPs, as per the requirements of OMB A-87, revised (05/10/04), Attachment B, Section (15.b.(2)), which states: "Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of the awarding agency." Therefore, a Request for Equipment Purchase Approval Form is required prior to begin obligating IDEA-B funds, and may be obtained from the SEB website.	No.
\$		Enter detailed description:	No.
\$		7. Contracting for additional related service personnel to directly support students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		8. Contracting for consultants to improve and support special education services for students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		9. Stipends for students with IEPs participating in job readiness and career technical education classes (UCOA Function Code 3300, job classification 1625), excluding gifted only	No.
\$		Enter detailed description:	No.
\$		10. Stipends for non-employees who indirectly support students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		11. Employment for students with IEPs participating in work based learning environments, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		12. Other purchased services related to special education activities for students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		13. Purchase of educational supplies, materials, software, technology and curriculum supporting services and devices for students with IEPs, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		14. Training costs for related service providers and other professional and support staff when training is related to improving opportunities and support for students with IEPs in general education classrooms	No.
\$		Enter detailed description:	No.
\$		15. Transportation costs for students with IEPs related to the implementation of IEP goals, excluding gifted only	No.
\$		Enter detailed description:	No.
\$		16. Travel costs for parents of students with IEPs when travel is related to special education related activities	No.
\$		Enter detailed description:	No.

?	Enter detailed description:	No.
\$	17. Contract with Regional Educational Cooperatives (REC) to provide approved items in objective 2 and to be budgeted by the applicant in 24XXX.2100, 55913 or 24XXX.2200.55913 (Contracts – Interagency/REC)	
	Enter detailed description:	No.

Objective 2 - Budget	Basic - (24106)	Preschool (24109)
Total Budget - Function Code 2100 be budgeted in OBMS)	(these amounts must \$ 6,128.96	\$ -

*Preschool (619) funds can only be used for three-to-five year old programs. This includes Kindergarten programs for students with disabilities.

** Salaries of Superintendents and Charter School Directors to serve as Special Education Supervisors:

- IDEA funds may be used for those positions listed above serving as the supervisor of special education.
 - For those positions listed above serving as the supervisor of special education whose pay is supplemented by IDEA, they must be able to clearly document that IDEA duties are in addition to their regular responsibilities.
 - Certified bi-weekly or monthly time documentation (i.e. Time and Effort Logs or a system of documentation) must be maintained to document the bi-weekly or monthly duties.
 - Time documentation must be submitted with Requests for Reimbursements (RFRs) via OBMS upon request from the NMPED without delay.
 - Contracts must be provided to the SEB for any full-time equivalency (FTE) greater than 1.0 FTE including for additional compensation or stipends above a 1.0 FTE.
 - If included in a single contract, salaries of Superintendents and Charter School Directors to serve as the Supervisor of Special Education must be budgeted and paid for from the Superintendent line item in OBMS. If these duties are covered under a separate contract, salaries of Superintendents and Charter School Directors to serve as the Supervisor of Special Education can be budgeted and paid for from the appropriate line item in OBMS (usually under Coordinator/Subject Matter Experts).
- Considerations:
- LEAs must ensure paying the above listed individuals from IDEA B funds do not negatively impact the LEAs Maintenance of Effort (MOE) and only supplement and not supplant the pay these individuals would otherwise receive.
 - Moving the salary from state to IDEA funds for any of the individuals listed above may be problematic if that position has always been paid with state funds then becomes fully or partially funded from IDEA as this may be an issue of supplanting. LEAs would have to show that the person took on special education supervisor responsibilities they did not have before.
 - For questions, please contact the LEAs assigned Education Administrator.

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Objective 3	UCOA Function Codes: 2200, 2300, 2400, 2500, 2600, 2700, 3100 and 3300 - ALL OTHER ACTIVITIES RELATED TO THE PROVISION OF SPECIAL EDUCATION SERVICES TO STUDENTS WITH IEPs
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If the LEA will require IDEA-B funds for the Function Codes listed below a budget amount and description **must** be included. Descriptions must identify how the activities are related to the provision of special education services to students with IEPs.
Note: The box provided for detailed descriptions will automatically expand as text is added.

Basic - Fund 24106		Preschool - Fund 24109*	
Function 2200 - Support Services - Instruction		Function 2200 - Support Services - Instruction	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description
Function 2300 - Support Services - General Administration		Function 2300 - Support Services - General Administration	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description
Function 2400 - Support Services - School Administration*		Function 2400 - Support Services - School Administration	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description
Function 2500 - Support Services - Central Services		Function 2500 - Support Services - Central Services	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description
Function 2600 - Operation & Maintenance of Plant		Function 2600 - Operation & Maintenance of Plant	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description
Function 2700 - Student Transportation		Function 2700 - Student Transportation	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description
Function 3100 - Food Services Operations		Function 3100 - Food Services Operations	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description
Function 3300 - Community Services Operations		Function 3300 - Community Services Operations	
Budget	\$ -	Budget	\$ -
Description	Enter Detailed Description	Description	Enter Detailed Description

*Preschool (619) funds can only be used for three-to-five year old programs. This includes Kindergarten programs for students with disabilities.

** Salaries of Superintendents and Charter School Directors to serve as Special Education Supervisors:

- IDEA funds may be used for those positions listed above serving as the supervisor of special education.
- For those positions listed above serving as the supervisor of special education whose pay is supplemented by IDEA, they must be able to clearly document that IDEA duties are in addition to their regular responsibilities.
- Certified bi-weekly or monthly time documentation (i.e. Time and Effort Logs or a system of documentation) must be maintained to document the bi-weekly or monthly duties.
- Time documentation must be submitted with Requests for Reimbursements (RFRs) via OBMS upon request from the NMPED without delay.
- Contracts must be provided to the SEB for any full-time equivalency (FTE) greater than 1.0 FTE including for additional compensation or stipends above a 1.0 FTE.
- If included in a single contract, salaries of Superintendents and Charter School Directors to serve as the Supervisor of Special Education must be budgeted and paid for from the Superintendent line item in OBMS. If these duties are covered under a separate contract, salaries of Superintendents and Charter School Directors to serve as the Supervisor of Special Education can be budgeted and paid for from the appropriate line item in OBMS (usually under Coordinator/Subject Matter Experts).

Considerations:

- LEAs must ensure paying the above listed individuals from IDEA B funds do not negatively impact the LEAs Maintenance of Effort (MOE) and only supplement and not supplant the pay these individuals would otherwise receive.
- Moving the salary from state to IDEA funds for of any of the individuals listed above may be problematic if that position has always been paid with state funds then becomes fully or partially funded from IDEA as this may be an issue of supplanting. LEAs would have to show that the person took on special education supervisor responsibilities they did not have before.
- For questions, please contact the LEAs assigned Education Administrator.

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Objective 4 UCOA Fund Code 24112 - VOLUNTARY COORDINATED EARLY INTERVENING SERVICES (CEIS)

Under the 2004 amendments to the IDEA, (34 CFR § 300.226), an LEA *may use up to 15%* of the current year IDEA-B allocation for students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade 3) who **have not been** identified as needing special education or related services but who need additional academic and behavioral support to succeed in the general education environment.

Funds designated for this purpose are to be budgeted under **Fund Code 24112**. If the LEA chooses to budget Fund 24112 a CEIS Plan must be submitted to SEB for approval. SEB written approval of the CEIS Plan is required prior to implementation. Funds set aside for CEIS may not be expended until the CEIS plan has been approved by SEB. [34 CFR 300.205 applies in conjunction with 34 CFR 300.226]. Please refer to guidance memo from Denise Koscielniak, Federal Programs Director, regarding "Technical Assistance: Coordinated Early Intervening Services", dated August 20, 2009. The memo may be accessed on the SEB website. [34 CFR 300.226(d); 20 U.S.C 1413(f)(4); 6.31.2.9(D)(4) NMAC]

The CEIS Plan must explain in detail how funds will be utilized in accordance with 34 CFR § 300.226(b). In addition, the plan must describe the group of students that will be served through CEIS. A proposed budget that sets out the source of funding for each activity identified within the plan is also required. The UCOA must be utilized when providing the budget detail.

Each LEA that develops and maintains a CEIS plan under 34 CFR § 300.226 must annually report to the SEB on:

1. The number of children served under 34 CFR § 300.226 who received early intervening services; and
2. The number of children served under 34 CFR § 300.226 who received early intervening services and subsequently receive special education and related services under Part B of IDEA during the preceding two year period.

The students served under the CEIS program must be reported for the current year and two subsequent years in the Student Teacher Accountability Reporting System (STARS) under the Programs Fact Template, Field 17. Programs Fact Template, Field 17 may only be completed if the student is identified as "CEIS" only in Field 5 of the Programs Fact Template. A final progress report, including each student's progress, and whether or not a student has been referred for special education services, must be submitted to the SEB no later than **June 15 of the current year**. Failure to submit the progress report may delay the LEA's request for CEIS funds the following grant year. Funds designated for this purpose are to be budgeted under Fund Code 24112.

Please select Yes next to item(s) for which the applicant is requesting to budget funds. Items identified below must be budgeted under Fund Code 24112 in OBMS.	
1. Professional development for teachers and other school staff to deliver scientifically based academic instruction and behavioral interventions, including scientifically based literacy instruction, and, where appropriate, training on the use of adaptive and instructional software	
2. Providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction	
Amount to transfer from Fund 24106 to Fund 24112	\$ -
max amount allowed for Voluntary CEIS	\$ 4,522.00
Amount to transfer from Fund 24109 to Fund 24112	\$ -
max amount allowed for Voluntary CEIS	\$ -

Objective 6

UCOA Function Code 2500, Object Code 55912 and Applicable Location Code - LOCAL CHARTER SCHOOL

Objective 6 is only applicable to LEAs that have a local charter school within their educational jurisdiction.

An LEA must comply with certain requirements if it has charter schools within its jurisdiction that are public schools of the LEA. The LEA must serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on site at the charter school to the same extent to which the LEA has a policy or practice of providing such services on the site to its other public schools. The LEA also must provide IDEA-B funds to those charter schools:

- 1) On the same basis as the LEA provides funds to the LEA's other public schools, including proportional distribution based on relative enrollment of children with disabilities; and
- 2) at the same time as the LEA distributes other Federal funds to the LEA's other public schools, consistent with the State's charter school law. The provision of funds to the LEA's local charter schools(s) must be determined on the same basis and at the same time as all the other public schools within the LEA's jurisdiction [34 C.F.R. § 300.209]

In order to verify that LEAs are reserving an adequate amount of their IDEA-B funds for services to students with disabilities who have an IEP (excluding gifted only) in charter schools, necessary to comply with IDEA requirements, the application must include a separate objective that is distinguishable within OBMS for each charter school. Enrollment numbers are to be exclusive of those students who are gifted only, however, a student who is gifted and has a disability would be included in the enrollment figures. Please include a separate calculation for each charter. For LEAs with charter schools that do not open until Fall 2017, an appropriate amount must be based on an estimate of students with IEPs, that are not gifted, who will be served at the charter school. This estimated allocation should be adjusted by the end of December 2017 and based on actual data collected during the actual school year to reflect actual counts of students with disabilities who have an IEP on the 40 Day reporting period. Funds allocated under this section are to be reported to the PED in OBMS by budgeting each charter school allocation under Function Code 2500 (Central Services), Object Code 55912 (Flow-through Grants to Charters) and the applicable Location Code for each local charter school.

Please select **Yes** next to assurances 1 and 2 below. If you cannot select yes to both 1 and 2 you must select **Yes** next to assurance 3 and provide a description of how IDEA-B funds will be distributed to the charter school(s)

1.	District chartered charter schools' initial allocations are included in this application so that funds may be distributed at the same time as the LEA distributes other Federal funds to the LEA's other public schools
2.	Funds will be allocated to district chartered charter schools by a proportional distribution based on relative enrollment of children with disabilities
3.	If funds are not to be disbursed by a proportional distribution based on relative enrollment of children with disabilities please describe how funds are to be distributed in the space below. SEB may require further clarification under this objective before the application may be approved.
Please type clarification on distribution of funds in this box. This box will automatically expand as you type.	

Determining Proportionate Share for Dependent/Local Charter Schools, Basic Allocation (24106):

a	-	Total number of children with disabilities in public schools in the LEA (excluding gifted only)
b	-	Total Local Charter School students with IEPs (ALL Charters, excluding gifted only)
c	-	Proportionate share to Local Charters

d **\$ 30,143.96** IDEA B Allocation (24106)
From Basic Entitlement (24106)

e **\$ -** Average Allocation per child (d / a = e)
\$ - Total Allocation to be distributed to dependent/local charter(s)

1	Local Charter School Name	Select Local Charter
	2016-2017 40 Day	0
		Local Charter School students with disabilities total enrollment (excluding gifted only)
	\$ -	Local Charter's Fund 24106 Total Allocation
For this Local Charter please select Yes next to the item(s) below that will require IDEA-B funds. Items identified below are to budgeted accordingly in OBMS.		
	1. Personnel costs for providing special education service to students with disabilities who have an IEP; except for gifted only	
	2. Training costs for staff involved with providing special education services for students with disabilities who have an IEP; except for gifted only	
	3. Supplies and material costs related to providing special education services for students with disabilities who have an IEP; except for gifted only	
	4. Purchase of educational equipment used in direct instruction of students with disabilities who have an IEP, as per the requirements of OMB A-87, revised (05/10/04), Attachment B, Section (15.b.(2), which states: "Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of the awarding agency." Therefore, a Request for Equipment Purchase Approval Form is required prior to begin obligating IDEA-B funds, and may be obtained from the SEB website.	

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Objective 7	UCOA Fund Code 24115 - PRIVATE SCHOOL
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Objective 7 is only applicable to LEAs that have private schools within their educational jurisdiction.

A. Determining the Proportionate Share for Equitable Participation Services

Under 34 CFR §§ 300.132-300.133, an LEA must spend a proportionate amount of their IDEA Basic Entitlement and, if applicable, Preschool sub-grant funds for special education and related services (“equitable participation services”) to students with disabilities who are parentally placed in private elementary and secondary schools (“equitable participation services”) located in the school district served by the LEA. Students who are gifted only are not to be included in the calculation of private school proportionate share however a student who is gifted and is learning disabled and receiving special education services, would be included in the calculation. Children aged three through five are considered to be parentally-placed private school children with disabilities, only if they are enrolled in a private school that meets the definition of elementary school in 34 CFR § 300.13. New Mexico State law defines an elementary school as “a public school providing instruction for grades kindergarten through eight, unless there is a junior high school program approved by the state board [department], in which case it means a public school providing instruction for grades kindergarten through six.” 22-1-3(A) NMSA 1978.

LEAs must budget their IDEA Basic Entitlement and, if applicable, Preschool Entitlement sub-grant funds accordingly within fund 24115 in order to ensure that they can meet the proportionate share spending requirement under 34 CFR §§ 300.132-300.133. The proportionate share amount is determined using:

- (1) the LEA’s IDEA Basic/Preschool Entitlement sub-grant amount;
 - (a) the count of parentally-placed private school children with disabilities, aged 3 through 21 (or 3 through 5 for the Preschool Grant), attending private elementary and secondary schools located in the LEA (This count must be conducted on the second Wednesday in October.) [34 CFR § 300.133(c)(1)]; and
 - (b) the total number of children with disabilities in the LEA’s jurisdiction aged 3 through 21 (or 3 through 5 for the Preschool Grant) (The second Wednesday in October count is used, i.e. 40 Day).

Appendix B of the IDEA B regulations demonstrates how to determine the proportionate share amount. This information is also included in the 2017-2018 IDEA B General Information & Guidelines which can be found on the SEB website.

IMPORTANT: LEAs must report students in private schools through STARS for the first reporting period, the second Wednesday in October (40 Day). Data regarding students in private schools must be collected through the LEA from STARS as part of the OSEP annual child count.

B. Determining Who Receives Equitable Participation Services

No parentally-placed private school child with a disability has an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school. [34 CFR § 300.137(a)] The LEA’s consultation process must cover a number of topics, including the LEA’s child find activities, the consultation process, and decision-making on the provision of services. Consultation must address how special education and related services will be apportioned if the proportionate share of IDEA B funds are insufficient to serve all parentally-placed private school children. [34 CFR § 300.134] While an LEA cannot refuse to consider the needs of parentally-placed private school children with disabilities, the LEA ultimately decides which students will receive equitable participation services, and an LEA, after meaningful consultation, can decide not to serve some students. [OSEP Letter to Mendelson (Aug. 25, 2007), 49 IDELR 198.]

C. Determining Equitable Participation Services To Be Provided

The LEA’s consultation process must address how, where, and by whom special education and related services will be provided for parentally-placed private school children with disabilities, including a discussion of:

- (1) The types of services, including direct services and alternate service delivery mechanisms; and
- (2) how and when those decisions will be made.

If an eligible parentally-placed private school student is designated to receive services, a services plan must be developed and implemented consistent with the requirements at 34 CFR §§ 300.137-300.139. Equitable participation services must be documented on a written services plan for each eligible student who has been designated by the LEA to receive services. [34 CFR § 300.132(b)] The LEA must:

- (1) initiate and conduct meetings to develop, review, and revise a services plan for the child, in accordance with §300.138(b); and
- (2) ensure that a representative of the religious or other private school attends each meeting. If the representative cannot attend, the LEA shall use other methods to ensure participation by the religious or other private school, including individual or conference telephone calls. The LEA makes the final decision on services to be provided to eligible students. [34 CFR §300.137(b)] Parentally-placed private school children with disabilities may receive a different amount of services than children with disabilities in public schools.

[34 CFR § 300.138]

The services plan must describe the specific special education and related services that the LEA will provide to the child in light of the services that the LEA has determined that it will make available. The services plan must, to the extent appropriate:

- (1) Meet the IEP requirements of 34 CFR §300.320, or for a child ages three through five, meet the IEP requirements of 34 CFR §300.323(b) with respect to the services provided; and
- (2) be developed, reviewed, and revised consistent with IEP procedures described at §§300.321 through 300.324.

The services provided must be provided by personnel meeting the same standards as personnel providing services in the public schools, except that private elementary school and secondary school teachers who are providing equitable services to parentally-placed private school children with disabilities do not have to meet the highly qualified special education teacher requirements.

Equitable participation services may be provided on the premises of private, including religious, schools, to the extent consistent with the law. The consultation process must include a discussion of where services will be provided. The services plan must include transportation costs, in certain situations if necessary for the child to benefit from or participate in the equitable participation services provided by the LEA under IDEA B. These transportation costs may cover transportation:

- (1) From the child's school or the child's home to a site other than the private school; and
- (2) from the service site to the private school, or to the child's home, depending on the timing of the services.

* LEAs are not required to provide transportation from the child's home to the private school. The cost of the transportation included in a services plan may be included in calculating whether the LEA has met the proportionate share requirement of 34 CFR §300.133. [34 CFR § 300.139] Separate documentation is required for the purpose of tracking these funds and prior approval is required.

Equitable participation services must be provided:

- (1) By employees of a public agency; or
- (2) through contract by the public agency with an individual, association, agency, organization, or other entity.

Special education and related services provided to parentally-placed private school children with disabilities, including materials and equipment, must be secular, neutral, and non-ideological. [34 CFR § 300.138(c)(ii)(2)] An LEA may use IDEA B funds to pay for the services of an employee of a private school to provide equitable participation services if:

- (1) The employee performs the services outside of his or her regular hours of duty; and
- (2) the employee performs the services under public supervision and control.

[34 CFR 300.142(b)]

Please select Yes next to the item(s) below that will require IDEA B funds, based on the determination made after completing the required consultation with the Private School Administration. Items identified below must be budgeted in OBMS under Fund Code 24115.	
<input type="checkbox"/>	Employment/contracting of additional special education and related services personnel to deliver direct instruction or to deliver consultation to private school personnel (excluding evaluation services)
<input type="checkbox"/>	Purchase of educational supplies directly related to the service plans of parentally-placed private school students eligible for special education services

IMPORTANT REMINDERS:

Do not include activities for child find and reevaluation activities under this objective, those activities belongs under Objective 2.

Funds allocated to this objective remain with the LEA and cannot flow to the private school. Reimbursements for costs associated with the private school will follow approved LEA fiscal practices.

A public agency must control and administer the funds used to provide IDEA B equitable participation services, and hold title to and administer materials, equipment, and property purchased with those funds for the uses and purposes provided in IDEA B. The public agency may place equipment and supplies in a private school for the period of time needed for the IDEA B program. The public agency must ensure that the equipment and supplies placed in a private school:

- (1) Are used only for Part B purposes; and
- (2) can be removed from the private school without remodeling the private school facility.

The public agency must remove equipment and supplies from a private school if:

- (1) The equipment and supplies are no longer needed for Part B purposes; or
- (2) removal is necessary to avoid unauthorized use of the equipment and supplies for other than Part B purposes.

No funds under Part B of the Act may be used for repairs, minor remodeling, or construction of private school facilities.

[34 CFR § 300.144]

D. Private School Evaluations and Services from the 2016-2017 School Year

IDEA B requires that each LEA maintain in its records, and provide to the SEA, the following information related to parentally-placed private school children covered under §§300.130 through 300.144:

- (1) The number of children evaluated;
- (2) the number of children determined to be children with disabilities; and
- (3) the number of children served.

[20 U.S.C. 1412(a)(10)(A)(i); 34 CFR § 300.132(c)]

Please report the following information for parentally-placed private school students during the 2016-2017 school year:	
<input type="text"/>	Number of students who were evaluated during 2016-2017
<input type="text"/>	Number of students who were found to be eligible for IDEA B in 2016-2017 *
<input type="text"/>	Number of students who were served in 2016-2017 *
* If there is a difference between the number of students found to be eligible for IDEA B and the number of students who were served a written justification must be submitted to the SEB.	

E. Documentation of Private School Consultation

IDEA B requires that a LEA consult with representatives of private schools and parents of parentally-placed private school students during the design and development of special education and related services for students with IEPs, regarding:

- (1) The child find process, including how parentally-placed private school children with disabilities can participate equitably, and how parents, teachers, and private school officials will be informed of the process;
- (2) the determination of the proportionate amount of federal funds available to serve these students, including the determination of how the proportionate share of those funds was calculated;
- (3) the consultation process, including how the process will operate throughout the year to ensure that parentally placed private school students can meaningfully participate in special education and related services;
- (4) how, where, and by whom services will be provided to these students, including a discussion of:
 - (i) the types of services (including direct services and alternate service delivery mechanisms),
 - (ii) how special education and related services will be apportioned if funds are insufficient to serve all parentally-placed private school children; and
- (5) the process by which the LEA will notify, in writing, the reasons why the LEA may choose not to provide services as requested by representatives of private schools.

[20 U.S.C. 1412(a)(10)(A)(iii); 34 CFR § 300.134]

The law also requires that documentation of the Private School Consultation be provided to the state education agency. The form found on the **Private School Consultation** tab is provided for the LEA to meet the requirement for documentation. The Private School Consultation Form must be submitted with the 2017-2018 IDEA B Application.

Determining Proportionate Share for Private Schools:		
a	-	Number of eligible children with disabilities in public schools in the LEA (excluding gifted only)
b	-	Number of parentally-placed eligible children with disabilities in all private schools located in the LEA (excluding gifted only)
c	-	Total number of eligible children (a + b = c)
d	30,144	IDEA B Allocation - Basic Entitlement (24106)
e	-	Average Allocation per child (d ÷ c = e) Total IDEA B Allocation divided by (÷) Total number of eligible children
f	-	Total Allocation to be distributed to Private Schools

Enter the Private School Name and the number of parentally-placed private school students with disabilities enrolled at this Private School during the 2016-2017 school year and Reported on the 40 Day in STARS:

1 Private School Name: Enter Private School Name HERE		
g	0	Number of parentally-placed eligible children with disabilities in this private school (excluding gifted only)
h	-	Average Allocation per child (calculated above)
i	-	Total Amount to be Expended for Parentally-Placed Children with Disabilities at this school (g x h = i) Number of parentally-placed eligible children multiplied by (x) Average Allocation per child

2 Private School Name: Enter Private School Name HERE		
g	0	Number of parentally-placed eligible children with disabilities in this private school (excluding gifted only)
h	-	Average Allocation per child (calculated above)
i	-	Total Amount to be Expended for Parentally-Placed Children with Disabilities at this school (g x h = i) Number of parentally-placed eligible children multiplied by (x) Average Allocation per child

3 Private School Name: Enter Private School Name HERE		
g	0	Number of parentally-placed eligible children with disabilities in this private school (excluding gifted only)
h	-	Average Allocation per child (calculated above)
i	-	Total Amount to be Expended for Parentally-Placed Children with Disabilities at this school (g x h = i) Number of parentally-placed eligible children multiplied by (x) Average Allocation per child

4 Private School Name: Enter Private School Name HERE		
g	0	Number of parentally-placed eligible children with disabilities in this private school (excluding gifted only)
h	-	Average Allocation per child (calculated above)
i	-	Total Amount to be Expended for Parentally-Placed Children with Disabilities at this school (g x h = i) Number of parentally-placed eligible children multiplied by (x) Average Allocation per child

5 Private School Name: Enter Private School Name HERE		
g	0	Number of parentally-placed eligible children with disabilities in this private school (excluding gifted only)
h	-	Average Allocation per child (calculated above)
i	-	Total Amount to be Expended for Parentally-Placed Children with Disabilities at this school (g x h = i) Number of parentally-placed eligible children multiplied by (x) Average Allocation per child

6 Private School Name: Enter Private School Name HERE		
g	0	Number of parentally-placed eligible children with disabilities in this private school (excluding gifted only)
h	-	Average Allocation per child (calculated above)
i	-	Total Amount to be Expended for Parentally-Placed Children with Disabilities at this school (g x h = i) Number of parentally-placed eligible children multiplied by (x) Average Allocation per child

7 Private School Name: Enter Private School Name HERE		
g	0	Number of parentally-placed eligible children with disabilities in this private school (excluding gifted only)
h	-	Average Allocation per child (calculated above)
i	-	Total Amount to be Expended for Parentally-Placed Children with Disabilities at this school (g x h = i) Number of parentally-placed eligible children multiplied by (x) Average Allocation per child