



Nebraska Department of Education
 301 Centennial Mall South, PO Box 94987
 Lincoln, NE 68509-4987

Financial Services - (402) 471-2637
 NDE Helpdesk (402) 471-3151 or 1-888-285-0556

These directions were last updated: October 28, 2015

Consolidated Data Collection
SPECIAL EDUCATION AND SUPPORT SERVICES
FINAL FINANCIAL REPORT SCHOOL AGE STUDENTS (Ages 5-21) (SA FFR) (06-008)

The SPED School Age Final Financial Report is now being collected in the Consolidated Data Collection (CDC) within the NDE Portal. The following document explains how to access the CDC and its functionality.

- 1) First you must access the CDC through the NDE Portal using the [“Instructions for Accessing the Consolidated Data Collection \(CDC\)”](#).

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Available You have access to this online Collection. Please proceed by clicking on the name in Collection Name/Link column.

Status	Activation Code(s)	Collection Name/Link	Note
Available	Edit/Remove	Consolidated Data Collection (CDC)	If you have questions, please contact the help desk at 1-888-285-0556.

Online Enter your Activation Code for access to a collection by clicking on 'Add' under Request.

Status	Activation Code(s)	Collection Name	Note
Closed		Adult Information Management System (AIMS)	Please contact the help desk. 1-888-285-0556.
Available	Add	Annual Financial Report - 2009-2010	
Available	Add	Annual Financial Report - 2010-2011	
Closed		Career Education Assets	
Available	Add	Career Education: Program of Study Portal	
Available	Add	Curriculum Reporting System	Curriculum Collection
Available	Add	Data Reporting System (DRS) Secured Site	

- 2) Complete the required information with the contact information for the SPED School Age Final Financial Report and save.

NDE FORM #06-008

SPECIAL EDUCATION AND SUPPORT SERVICES
FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
(AGES 5 TO 21) 2011-2012

Indicate the person to contact regarding this report. Contact info saved.			
First Name:	Last Name:	Phone (xxx) xxx-xxxx or xxx-xxx-xxxx	E-Mail: (xxx@xxxxxxxx.xxx)
Lori	Adams	402-471-2637	lori.adams@nebraska.gov <input type="button" value="Save"/>

- 3) MAIN MENU - Include only actual allowable expenditures in the appropriate section(s), which have been made in accordance with [92 NAC 51](#).

Each Section of this collection must be completed.

Select "ENTER COSTS", enter expenditures in whole dollars for the sections that are applicable or select "N/A". If entering costs, you must select "Click to Save Data and Complete Page" before leaving. This will put a green mark under the corresponding STATUS column. The status column for all sections must all be marked  before submit and approve.

		STATUS
SPECIAL EDUCATION PROGRAM (01-0-0000) Complete 01-1-0000 through 01-4-0000 in order to complete 01-0-0000		
Owned and Operated Programs (01-1-0000) Complete 01-1-1000 through 01-1-6000 in order to complete (01-1-0000)		
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	Supervisory Services (01-1-1000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	Diagnostic Services (01-1-2000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	Consultative Services(01-1-3000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	Vocational Adjustment Counselor Services (01-1-4000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	Instructional/Therapy/Counseling Services (01-1-5000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	Health Protection/Medically Related Expenditures (01-1-6000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	Contracted Special Education Programs (01-2-0000)	
<input type="button" value="Enter Costs"/>	Deductions (01-3-0000)	
<input type="button" value="Enter Costs"/>	IDEA Funding (01-4-0000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	SUPPORT SERVICES (02-0-0000)	
<input type="button" value="Review Costs"/>	SUMMARY - ALLOWABLE EXCESS COSTS (03-0-0000) (Also Includes Final Financial Report School Age SPED/Costs With Mobile Learning Units)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	CONTRACTED SERVICE AGENCIES AND INDIVIDUAL PROVIDERS (04-0-0000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	SUPPLEMENTARY REPORT OF STAFF SALARIES (05-0-0000)	
<input type="button" value="Enter Costs"/> <input type="button" value="N/A"/>	TUITION RECEIVED FROM CONTRACTING DISTRICT (06-0-0000)	

 = Incomplete  = Completed

- A) **OWNED AND OPERATED PROGRAMS (01-1-0000)** – Full-Time Equivalency (FTE) for professional, clerical and paraprofessional personnel. FTE is defined as the amount of time required to perform an assignment stated as a proportion of full-time position, computed by dividing the amount of time employed by the time normally required for a full-time position.
- i) **Supervisory Services (01-1-1000)** – Enter FTE, salaries, employee benefits, in-service, postage, printing/publications and staff mileage/travel of staff involved in the direct supervision of Special Education (SPED) programs under the provisions of [92 NAC 51](#). Do not include supplies and equipment costs used by staff for administrative purposes



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SPECIAL EDUCATION AND SUPPORT SERVICES
 FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
 (AGES 5 TO 21) 2011-2012
 ST EDWARD PUBLIC SCHOOLS (06-0017-000)

SPECIAL EDUCATION PROGRAMS (01-0-0000)
 OWNED AND OPERATED PROGRAMS (01-1-0000)
 Supervisory Services (01-1-1000)

REPORT AMOUNTS IN WHOLE DOLLARS.

DESCRIPTION	FTE	AMOUNT	TOTAL
01-1-1025 Professional Salaries (110) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-1175 Clerical Salaries (140) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-1225 Employee Benefits (200's) NDE Comments		<input type="text" value="0"/>	
01-1-1250 In-Service (319) NDE Comments		<input type="text" value="0"/>	
01-1-1275 Postage (381) NDE Comments		<input type="text" value="0"/>	
01-1-1300 Printing/Publications (400's) NDE Comments		<input type="text" value="0"/>	
01-1-1450 Staff Mileage (670) NDE Comments		<input type="text" value="0"/>	
01-1-1999 Sub-Total of Lines 01-1-1025 through 01-1-1450			0
TOTAL OWNED AND OPERATED PROGRAMS (01-1-9999)			0
TOTAL SPED PROGRAMS (01-0-9999)			0

Enter comments about this page (optional):

Supervisory Services (01-1-1000) section is complete.

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- (1) Staff included in Line 01-1-1025 Professional Salaries must have an administrator/supervisory certificate with an endorsement in special education. The supervisory capacity of a person at the superintendent or principal levels hired for general public education does not fall under the category of excess costs for Special Education.
- (2) Staff included in Line 01-1-1175 Clerical Salaries must be under direct supervision of supervisory staff included in Line 01-1-1025 Professional Salaries.
- (3) Reimbursement for supervisory services (Line 01-1-1999 plus 01-2-0525) will NOT exceed 8% of the allowable SPED School Age Program costs minus the cost of program supervision.

- ii) *Diagnostic Services (01-1-2000)* – Health and general education screening and analysis of children prior to the provision of a multidisciplinary team evaluation are the fiscal responsibility of the school district/approved cooperative and shall not be submitted to the Department of Education for payment of allowable costs.

Enter FTE, salaries, employee benefits, in-service, postage, printing/publications, supplies, textbooks/instructional materials, equipment & maintenance and staff mileage/travel of staff directly related to SPED Diagnostic Services under the provisions of [92 NAC 51](#).

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NDE P-0101-000-002
 SPECIAL EDUCATION AND SUPPORT SERVICES
 FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
 (AGES 5 TO 21) 2011-2012
 ST EDWARD PUBLIC SCHOOLS [06-0017-000]

SPECIAL EDUCATION PROGRAMS (01-0-0000)
OWNED AND OPERATED PROGRAMS (01-1-0000)
Diagnostic Services (01-1-2000)

REPORT AMOUNTS IN WHOLE DOLLARS.

DESCRIPTION	FTE	AMOUNT	TOTAL
01-1-2025 Professional Salaries (110) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-2175 Clerical Salaries (140) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-2200 Paraprofessional Salaries (140) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-2225 Employee Benefits (200's) NDE Comments		<input type="text" value="0"/>	
01-1-2250 In-Service (319) NDE Comments		<input type="text" value="0"/>	
01-1-2275 Postage (381) NDE Comments		<input type="text" value="0"/>	
01-1-2300 Printing/Publications (400's) NDE Comments		<input type="text" value="0"/>	
01-1-2325 Supplies (410) NDE Comments		<input type="text" value="0"/>	
01-1-2350 Textbooks/Instructional Materials (420) NDE Comments		<input type="text" value="0"/>	
01-1-2425 Equip. & Maintenance (318, 530's, 560's) NDE Comments		<input type="text" value="0"/>	
01-1-2450 Staff Mileage (670) NDE Comments		<input type="text" value="0"/>	
01-1-2999 Sub-Total of Lines 01-1-2025 through 01-1-2450			0
TOTAL OWNED AND OPERATED PROGRAMS (01-1-9999)			0
TOTAL SPED PROGRAMS (01-0-9999)			0

Enter comments about this page (optional):

Diagnostic Services (01-1-2000) section is complete.
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- (1) Staff included in Line 01-1-2025 Professional Salaries must have the primary assignment of providing Diagnostic Services. Salaries of other Special Education professional staff who are involved in Diagnostic Services should also be included at a prorated amount. Staff on this line must meet the certificate requirements in [92 NAC 51](#).
- (2) Staff included on Line 01-1-2175 Clerical Salaries must be under direct supervision of diagnostic staff included in Line 01-1-2025 Professional Salaries.
- (3) Staff included on Line 01-1-2200 Paraprofessional Salaries must serve under the direct supervision of a certificated staff member included in Line 01-1-2025 Professional Salaries.
- (4) Costs included in Line 01-1-2275 Postage, Line 01-1-2300 Printing/Publications, Line 01-1-2325 Supplies, Line 01-1-2350 Textbooks/instructional Materials, Line 01-1-2425 Equipment & Maintenance, and Line 01-1-2450 Staff Mileage/Travel should not include supplies, textbooks, materials and equipment and maintenance costs used by staff for administrative purposes.

- iii) *Consultative Services (01-1-3000)* - Enter FTE, salaries, employee benefits, in-service, postage, printing/publications, and staff mileage/travel of staff directly related to SPED Consultative Services under the provisions of [92 NAC 51](#).

Staff included on Line 01-1-3025 Professional Salaries must have the primary assignment of providing Consultative Services. Salaries of other Special Education professional staff who are involved in Consultative Services should be included at a prorated amount.



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Node: 7-0109-409-002
 SPECIAL EDUCATION AND SUPPORT SERVICES
 FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
 (AGES 5 TO 21) 2011-2012
 ST EDWARD PUBLIC SCHOOLS [06-0017-000]

SPECIAL EDUCATION PROGRAMS (01-0-0000)
OWNED AND OPERATED PROGRAMS (01-1-0000)
Consultative Services (01-1-3000)

REPORT AMOUNTS IN WHOLE DOLLARS.

DESCRIPTION	FTE	AMOUNT	TOTAL
01-1-3025 Professional Salaries (110) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-3225 Employee Benefits (200's) NDE Comments		<input type="text" value="0"/>	
01-1-3250 In-Service (319) NDE Comments		<input type="text" value="0"/>	
01-1-3275 Postage (381) NDE Comments		<input type="text" value="0"/>	
01-1-3300 Printing/Publications (400's) NDE Comments		<input type="text" value="0"/>	
01-1-3450 Staff Mileage (670) NDE Comments		<input type="text" value="0"/>	
01-1-3999 Sub-Total of Lines 01-1-3025 through 01-1-3450			0
TOTAL OWNED AND OPERATED PROGRAMS (01-1-9999)			0
TOTAL SPED PROGRAMS (01-0-9999)			0

Enter comments about this page (optional):

Consultative Services (01-1-3000) section is complete.

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- iv) *Vocational Adjustment Counselor Services (01-1-4000)* - Enter FTE, salaries, employee benefits, in-service, supplies, textbooks/instructional materials, library books/materials, audio-visual materials, equipment & maintenance, and staff mileage/travel of staff directly related to Vocational Adjustment Counselor Services under the provisions of [92 NAC 51](#).

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SPECIAL EDUCATION AND SUPPORT SERVICES
FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
(AGES 5 TO 21) 2011-2012
ST EDWARD PUBLIC SCHOOLS [06-0017-000]

SPECIAL EDUCATION PROGRAMS (01-0-0000)
OWNED AND OPERATED PROGRAMS (01-1-0000)
Vocational Adjustment Counselor Services (01-1-4000)

REPORT AMOUNTS IN WHOLE DOLLARS:

DESCRIPTION	FTE	AMOUNT	TOTAL
01-1-4025 Professional Salaries (110) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-4200 Paraprofessional Salaries (140) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-4225 Employee Benefits (200's) NDE Comments		<input type="text" value="0"/>	
01-1-4250 In-Service (319) NDE Comments		<input type="text" value="0"/>	
01-1-4325 Supplies (410) NDE Comments		<input type="text" value="0"/>	
01-1-4350 Textbooks/Instructional Materials (420) NDE Comments		<input type="text" value="0"/>	
01-1-4375 Library Books/Materials (430) NDE Comments		<input type="text" value="0"/>	
01-1-4400 Audio-Visual Materials (450) NDE Comments		<input type="text" value="0"/>	
01-1-4425 Equip. & Maintenance (318, 530's, 560's) NDE Comments		<input type="text" value="0"/>	
01-1-4450 Staff Mileage (670) NDE Comments		<input type="text" value="0"/>	
01-1-4999 Sub-Total of Lines 01-1-4025 through 01-1-4450			0
TOTAL OWNED AND OPERATED PROGRAMS (01-1-9999)			0
TOTAL SPED PROGRAMS (01-0-9999)			0

Enter comments about this page (optional):

Vocational Adjustment Counselor Services (01-1-4000) section is complete

Click to Save Data and Complete Page Collection Main Previous Page Next Page

- (1) Staff included in Line 01-1-4025 Professional Salaries must have the primary assignment of providing Vocational Adjustment Counselor Services. Salaries of other Special Education professional staff, who are involved in Vocational Adjustment Counselor Services, should also be included at a prorated amount. Staff on this line must meet the certificate requirements in [92 NAC 51](#).
- (2) If claiming SPED reimbursement for Guidance Counselor(s) schools must meet the following criteria:
 - (a) Certification and endorsement as per [NDE Rule 51](#), specifically [92 NAC 010.01D20](#);
 - (b) Delivery of the special education service must be included within the Individual Educational Plan (IEP) as per [NDE Rule 51 \(92 NAC 51 007\)](#), specifically [92 NAC 51 007.07A9](#);
 - (c) Maintenance of time and effort logs supporting the amount of Full Time Equivalency (FTE) claimed for the Guidance Counselor providing the service (such documentation shall be made available to NDE upon request); and
 - (d) Contract for Guidance Counselors reflects the delivery of transition and work study services for students with disabilities.
- (3) Staff included on Line 01-1-4200 Paraprofessional Salaries must serve under the direct supervision of a certificated staff member included in Line 01-1-4025 Professional Salaries.
- (4) Costs included in Line 01-1-4325 Supplies, Line 01-1-4350, Line 01-1-4350 Textbooks/instructional Materials, Line 01-1-4375 Library Books/Materials, Line 01-1-4400 Audio-Visual Materials, Line 01-1-4425 Equipment & Maintenance, and Line 01-1-4450 Staff Mileage/Travel do not include supplies, textbooks and library books/materials, audio-visual materials and equipment/maintenance used by staff for, or associated with, administrative purposes.

- v) *Instructional/Therapy/Counseling Services (01-1-5000)* - DO NOT INCLUDE SUPERVISORY, DIAGNOSTIC, CONSULTATIVE OR VOCATIONAL ADJUSTMENT COUNSELOR COSTS IN THIS SECTION.

Enter FTE, salaries for Instructional Services, Therapy Services, Counseling Services Education Sign Language Interpreter , substitutes, paraprofessional, employee benefits, in-service, supplies, textbooks/instructional materials, library books/materials, audio-visual materials, equipment & maintenance, and staff mileage/travel of staff directly related to Instructional/Therapy/Counseling Services under the provisions of [92 NAC 51](#).

FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
(AGE 5 TO 21) 2011-2012
ST EDWARD PUBLIC SCHOOLS (06-0017-000)

SPECIAL EDUCATION PROGRAMS (01-0-0000)
OWNED AND OPERATED PROGRAMS (01-1-0000)
Instructional/Therapy/Counseling Services (01-1-5000)

REPORT AMOUNTS IN WHOLE DOLLARS

DESCRIPTION	FTE	AMOUNT	TOTAL
01-1-5050 Instructional Salaries (110) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-5075 Therapy Salaries (140) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-5100 Counseling Salaries (110) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-5125 Education Sign Language Interpreter Salaries (110) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-5150 Substitute Salaries (120) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-5200 Paraprofessional Salaries (140) NDE Comments	<input type="text" value="0"/>	<input type="text" value="0"/>	
01-1-5225 Employee Benefits (200's) NDE Comments		<input type="text" value="0"/>	
01-1-5250 In-Service (319) NDE Comments		<input type="text" value="0"/>	
01-1-5325 Supplies (410) NDE Comments		<input type="text" value="0"/>	
01-1-5350 Textbooks/Instructional Materials (420) NDE Comments		<input type="text" value="0"/>	
01-1-5375 Library/Materials (430) NDE Comments		<input type="text" value="0"/>	
01-1-5400 Audio-Visual Materials (450) NDE Comments		<input type="text" value="0"/>	
01-1-5425 Equip. & Maintenance (318, 530's, 560's) NDE Comments		<input type="text" value="0"/>	
01-1-5450 Staff Mileage (670) NDE Comments		<input type="text" value="0"/>	
01-1-5999 Sub-Total of Lines 01-1-5050 through 01-1-5450			0
TOTAL OWNED AND OPERATED PROGRAMS (01-1-9999)			0
TOTAL SPED PROGRAMS (01-0-9999)			0
Enter comments about this page (optional): <input type="text"/>			
<small>Instructional/Therapy/Counseling Services (01-1-5000) section is complete.</small>			
<input type="button" value="Click to Save Data and Complete Page"/> <input type="button" value="Collection Main"/> <input type="button" value="Previous Page"/> <input type="button" value="Next Page"/>			

- Staff included on Line 01-1-5200 Paraprofessional Salaries must serve under the direct supervision of a certificated staff member included in Line 01-1-5050 Instructional Salaries, Line 01-1-5075 Therapy Salaries, 01-1-5100 Counseling Salaries, Line 01-1-5125 Educational Sign Language Interpreter Salaries.
- Costs included in Line 01-1-5250 In-service, Line 01-1-5325 Supplies, Line 01-1-5350 Textbooks/instructional Materials, Line 01-1-5375 Library Books/Materials, Line 01-1-5400 Audio-Visual Materials, Line 01-1-5425 Equipment & Maintenance and Line 01-1-5450 Staff Mileage/Travel. Do not include supplies, textbooks/instructional materials and library materials, audio-visual materials and equipment/maintenance used by staff for, or associated with, administrative purposes.

vi) *Health Protection/Medically Related Expenditures (01-1-6000)*

- (1) Line 01-01-6475- Reimbursement for expenditures of health protection for providers of special education services.
- (2) Line 01-1-06500 - Reimbursement for expenditures of medically related expenditures for purposes of providing IEP services for a student.

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NOTE: P-0109 409-028

SPECIAL EDUCATION AND SUPPORT SERVICES
FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
(AGES 5 TO 21) 2011-2012
ST EDWARD PUBLIC SCHOOLS [06-0017-000]

SPECIAL EDUCATION PROGRAMS (01-0-0000)
OWNED AND OPERATED PROGRAMS (01-1-0000)
Health Protection/Medically Related Expenditures (01-1-6000)

REPORT AMOUNTS IN WHOLE DOLLARS.

DESCRIPTION	FTE	AMOUNT	TOTAL
01-1-6475 Health Protection for Staff NDE Comments		0	
01-1-6500 Medically Related Expenditures for Child NDE Comments		0	
01-1-6999 Sub-Total of Lines 01-1-6475 through 01-1-6500			0
TOTAL OWNED AND OPERATED PROGRAMS (01-1-9999)			0
TOTAL SPED PROGRAMS (01-0-9999)			0

Enter comments about this page (optional):

Health Protection/Medically Related Expenditures Services (01-1-6000) section is complete.

Click to Save Data and Complete Page Collection Main Previous Page Next Page

vii) *Contracted Special Education Programs (01-2-0000)* - Reimbursement for expenditures for Special Education Contracted Services will be considered for payment of allowable costs if the services claimed are approved by the Department of Education within the timelines outlined in [92 NAC 51](#). Refer to [NDE Section 013 in Rule 51](#) for an explanation of allowable costs.

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NOTE: P-0109 409-028

SPECIAL EDUCATION AND SUPPORT SERVICES
FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
(AGES 5 TO 21) 2011-2012
ST EDWARD PUBLIC SCHOOLS [06-0017-000]

SPECIAL EDUCATION PROGRAMS (01-0-0000)
CONTRACTED SPECIAL EDUCATION PROGRAMS (01-2-0000)

The dollar amounts on this form are automatically updated after entering the appropriate information on the Contracted Service Agencies and Individual Providers form (04-0-0000). [Complete the Contracted Service Agencies and Individual Providers form by clicking here.](#)

REPORT AMOUNTS IN WHOLE DOLLARS.

DESCRIPTION	AMOUNT	TOTAL
01-2-0125 Education Sign Language Interpreter NDE Comments	0	
01-2-0200 Paraprofessional NDE Comments	0	
01-2-0250 In-Service NDE Comments	0	
01-2-0475 Health Protection for Staff NDE Comments	0	
01-2-0500 Medically Related Expenditures for Child NDE Comments	0	
01-2-0525 Supervision Services & Mileage NDE Comments	0	
01-2-0550 Diagnostic Services & Mileage NDE Comments	0	
01-2-0575 Consultant Services & Mileage NDE Comments	0	
01-2-0600 Voc. Adjust. Counselor Services & Mileage NDE Comments	0	
01-2-0625 Instructional/Therapy/Counseling Services & Mileage NDE Comments	0	
01-2-0650 Health Services NDE Comments	0	
Total Contracted Services (01-2-9999)		0
TOTAL SPED PROGRAMS (01-0-9999)		0

Enter comments about this page (optional):

Contracted Special Education Programs (01-2-0000) section is complete.

Click to Save Data and Complete Page Collection Main Previous Page Next Page

- (1) Lines 01-2-0125 through 01-2-0650 are populated with data entered in Section 04-0-0000. Complete Section 04-0-0000 by either selecting the link on the Contracted Special Education

Programs (01-2-0000) Section or from the Main Menu enter costs for Contracted Service Agencies and Individual Providers (04-0-0000) Section.

- (a) Enter costs based on the NDE approved rate. Amount claimed cannot be greater than the approved rate and must be supported with appropriate documentation/billings.
- (b) Corresponding billing(s) from costs claimed must be submitted to NDE. The documentation must provide: service code, dates of service, hourly rate, number of hours and total costs.

B) DEDUCTIONS (01-3-0000)

- (1) Line 01-3-0675 Special Education Student FTE – the total of Level II and Level III Student Full-Time Equivalencies (FTEs). Level II and Level III students are receiving more than an aggregate of three (3) hours of special education and related services per week. Include FTE of district students receiving contracted services at other districts/agencies. Do not include FTE of non-district students receiving services at your district. Do not include Supervisory, Diagnostic, Consultative, Vocational Adjustment Counselor or transportation services in the aggregate count of special education hours.
- (2) Line 01-3-0750 Tuition Received – this field is populated upon completing the Tuition Received from Contracted District (06-0-0000) Section. Complete by either selecting the link to complete Tuition Received or from the Main Menu enter costs for Tuition Received from Contracting District (06-0-0000).
- (3) Line 01-3-0075 Receipts Wards of State - if all or part of the costs of educating wards of the state are included in Section 01-1-0000 and/or Section 01-2-0000 of the Special Education and Support Services Final Financial Report for School Age Students, the payments received from the Nebraska Department of Health and Human Services for special education should be reported on Line 01-3-0750 in the school year received.
- (4) Line 01-3-0825 Other/Receipts/Deductions – enter the amount and describe any other receipts or sources of funding for the special education program not included in Line 01-3-0750 or Line 01-3-0800.



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NEB F0199 06/08

SPECIAL EDUCATION AND SUPPORT SERVICES
 FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
 (AGES 5 TO 21) 2011-2012
 ST EDWARD PUBLIC SCHOOLS [06-0017-000]

SPECIAL EDUCATION PROGRAMS (01-0-0000)
DEDUCTIONS (01-3-0000)

REPORT AMOUNTS IN WHOLE DOLLARS.

DESCRIPTION	AMOUNT	TOTAL
01-3-0675 SPED Student FTE (cumulative of SPED FTE for students with an aggregate of more than three hours per week of all SPED services.) See Student FTE Calculations. NDE Comments	FTE <input type="text"/>	
01-3-0700 AAPC: Total AAPC Deduction NDE Comments	8528 <input type="text"/>	
01-3-0725 Total Line 01-3-0675 multiplied by line 01-3-0700 NDE Comments	0 <input type="text"/>	
01-3-0750 Tuition Received. Please note: Once you complete Tuition Received (06-0-0000) the total will automatically be inserted on this line. Click here to complete Tuition Received NDE Comments	0 <input type="text"/>	
01-3-0775 Receipts Wards of State NDE Comments	0 <input type="text"/>	
01-3-0800 IDEA Grant Funding. Please Note: Once you complete the IDEA Funding form (01-4-0000) the amount from Line 01-4-0920 will automatically be inserted here. Click here to complete the IDEA Funding form . NDE Comments	0 <input type="text"/>	
01-3-0825 Other/Receipts/Deductions, specify: NDE Comments	<input type="text"/>	
Total Deductions (01-3-8999) (sum of Lines 01-3-0725 through 01-3-0825)		0
TOTAL SPED PROGRAMS (01-0-9999)		0

Enter comments about this page (optional):

Deductions (01-3-0000) section is complete.

Click to Save Data and Complete Page Collection Main Previous Page Next Page

- C) **IDEA FUNDING (01-4-0000)** – Report the total of IDEA Funds claimed/reimbursed in the Grants Management System (GMS) (include reimbursed and submitted/pending claims for the school year) used for Special Expenditures (School Age Program, Birth to Age Five and Transportation) for the applicable lines 01-4-0910 through 01-4-0960.

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SPECIAL EDUCATION AND SUPPORT SERVICES
 FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS
 (AGES 5 TO 21) 2011-2012
 ST EDWARD PUBLIC SCHOOLS [06-0017-000]

SPECIAL EDUCATION PROGRAMS (01-0-0000)
IDEA FUNDING (01-4-0000)

REPORT AMOUNTS IN WHOLE DOLLARS.

DESCRIPTION	AMOUNT	TOTAL
01-4-0900 IDEA (Enrollment/Poverty & BASE) Funding expended for Special Education during this reporting period. NDE Comments	0	
REPORT IDEA FUNDING FOR ONE OR MORE OF THE FOLLOWING CATEGORIES		
School Age Special Education Program (Ages 5 to 21)		
01-4-0910 Report IDEA (Enrollment/Poverty) funding used for the increase of existing School Age SPED (allowable/reimbursable per 92NAC51) program excess costs over the previous school year. "Excess Cost" must have been budgeted in the Grants Management System (GMS) and included in sections 01-1-xxxx and 01-2-xxxx. School Districts must comply with IDEA maintenance-of-effort requirements to be eligible to include these costs. NDE Comments	0	
01-4-0920 Report IDEA (Enrollment/Poverty & BASE) Funding for School Age SPED program (allowable/reimbursable per 92NAC51) costs and included in section 01-1-xxxx and 01-2-xxxx. NOTE: This is the only item on the IDEA Funding page that will go on the Deductions Page (01-3-0000). Once you complete the amount here, it will automatically fill in line 01-3-0900. NDE Comments	0	
01-4-0930 Report IDEA (Enrollment/Poverty & BASE) Funding for School Age SPED program (allowable per 92NAC51) costs and not included in section 01-1-xxxx and 01-2-xxxx. To include a description of the expenditures reported on line 01-4-0930, complete the "Description of Expenditures Form". The total amount of expenditures will be filled in on this line automatically. Click here to complete the Description of Expenditures NDE Comments	0	
Below Age Five Special Education Program (Ages 0 to 4)		
01-4-0940 Report IDEA (Enrollment/Poverty & BASE) Funding for Below Age Five SPED program (allowable per 92NAC51) costs. (The IDEA funding section of the Final Financial Report for Children With Disabilities Birth to Age Five must be completed to reflect this allocation.) NDE Comments	0	
Special Education Transportation		
01-4-0950 Report IDEA (Enrollment/Poverty & BASE) Funding for School Age SPED Transportation (allowable per 92NAC51) costs. (The IDEA Funding section of the Final Financial Claim Form for Transportation Expenses For Students With Disabilities must be completed to reflect this allocation.) NDE Comments	0	
01-4-0960 Report IDEA (Enrollment/Poverty & BASE) Funding for Below Age Five SPED Transportation (allowable per 92NAC51) costs. (The IDEA Funding section of the Final Financial Claim Form For Transportation Expenses For Students With Disabilities must be completed to reflect this allocation.) NDE Comments	0	
Total IDEA Funds (01-4-9999) (sum of Lines 01-4-0910 through 01-4-0960)	0	

Enter comments about this page (optional):

IDEA Funds (01-4-0000) section is complete.

Click to Save Data and Complete Page | Return to 01-3-0000 Page | Collection Main | Previous Page | Next Page

- D) **SUPPORT SERVICES (02-0-0000)** – Flexible Funding Option for Preventative Support Services. A Support Services Project (Flexible Funding Option) must be approved by NDE Special Populations Office to claim those costs.

- 1) Costs claimed in Line 02-0-9999 Support Services - must be equal to or less than the Flexible Funding Final Report submitted to NDE through the NDE Portal.

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SUPPORT SERVICES (02-0-0000)

Your school district or approved cooperative must have an approved Support Services project (Flexible Funding Option) application and final report to claim costs on Line 02-0-9999

DESCRIPTION	TOTAL
02-0-9999 Support Services - Total (Actual costs of your School District or Approved Cooperative Support Services Project based on expenditure report submitted to the Special Populations Office.) NDE Comments	0

Enter comments about this page (optional):

Support Services (02-0-0000) section is complete.

Click to Save Data and Complete Page | Collection Main | Previous Page | Next Page

- E) **SUMMARY ALLOWABLE EXCESS COSTS (03-0-0000)** – Summarizes costs claimed in the FFR.
 (1) If applicable complete the Mobile Learning Units form on Line 03-2-0000 by selecting the link.

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MOBILE LEARNING UNITS

There are currently no mobile units reported for this district

The following information must be submitted for the current year. Cost Attributable to Special Education Mobile Learning Centers	
Total Cost Attributable to Special Education Mobile Learning Centers <i>(Total includes all mobile units reported above.)</i>	0
Total Cost Attributed to Special Education for Salary and Fixed Charges <i>(Total of salary and fixed charges directly related to the operation of mobile learning centers. DO NOT include salaries and fixed charges associated with instruction. District must maintain records to document Special Education claim.)</i>	<input type="text" value="0"/>
Subtotal <i>(Total of Cost Attributable to Special Education Mobile Learning centers plus total cost attributed to Special Education for salary and fixed charges.)</i>	0
Less Income Received <i>(Income received by your district. Identify Source.)</i>	<input type="text" value="0"/>
Total Claimable Cost <i>(Subtotal Minus Less Income Received)</i>	0

Saves Data and returns to Summary - Allowable Excess Costs (03-0-0000)

- (2) Must select “Click to Save Data and Complete Page”. Otherwise, this section will not be marked as complete.



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 SPECIAL EDUCATION AND SUPPORT SERVICES
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SUMMARY - ALLOWABLE EXCESS COSTS (03-0-0000) (Also includes Final Financial Report School Age SPED/ Costs With Mobile Learning Units)

DESCRIPTION	AMOUNT	TOTAL
03-1-0000 Totals as reported on 01-0-9999 NDE Comments	<input type="text" value="0"/>	
03-2-0000 Total Claimable Costs from FINAL FINANCIAL REPORT SCHOOL AGE SPECIAL EDUCATION FOR ACTUAL COSTS WITH MOBILE LEARNING UNITS (if applicable). (Once you complete the Mobile Learning Unit for, the total will automatically) be inserted on this line. Click here to complete the Mobile Learning Units form. NDE Comments	<input type="text" value="0"/>	
03-3-0000 Totals as reported on 02-0-9999 NDE Comments	<input type="text" value="0"/>	
03-4-0000 Add Lines 03-1-0000, 03-2-0000 and 03-3-0000 NDE Comments	<input type="text" value="0"/>	
03-5-0000 Maximum percentage reimbursement approved by the State for Support Services. NDE Comments	<input type="text" value="5"/>	
03-6-0000 Line 03-4-0000 multiplied by line 03-5-0000 NDE Comments	<input type="text" value="0"/>	
03-7-0000 Smaller of Line 03-3-0000 and Line 03-6-0000 NDE Comments	<input type="text" value="0"/>	
03-0-9999 Total Special Education and Support Services Eligible for Reimbursement (sum of 03-1-0000, 03-2-0000, 03-7-0000)		0

Enter comments about this page (optional):

Summary - Allowable Excess Costs (03-0-0000) is complete

- F) **CONTRACTED SERVICE AGENCY AND INDIVIDUAL PROVIDERS (04-0-0000)** – Reimbursement for expenditures for Special Education Contracted Services will be considered for payment of

allowable costs if the services claimed are approved by the Department of Education within the timelines outlined in [92 NAC 51](#). Refer to [NDE Section 011 in Rule 51](#) for an explanation of allowable costs.

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CONTRACTED SERVICE AGENCIES AND INDIVIDUAL PROVIDERS (04-0-0000)

To Add Providers, Select the Date/year: 2010-2011

Select a Contracted Service Agency or Individual Provider in the appropriate dropdown box below:

Contracted Service Provider
ABILITY BUILDING SERVICES, INC. (950481) Sort by Name Sort by Agencyid

950481 Ability Building Services, Inc.
909 West 23rd Street
Yankton SD 57078
Contact: GLORIA PEARSON
605-663-2516 gpearson@abilitybuildingservices.com

Select a service code and rate:
4008 Pre Vocational Instruction Hourly 63.4700

Service Code	Approve Rate	Enter Rate	Enter Quantity	Select Section Code	Amount
4008	63.4700(H)			--Select--	

Save Record

Click When Completed With This Page

Section 04-0-0000: Contracted Service Agencies and Individual Providers
There are currently no Contracted Service Providers reported for this school year. To add providers, begin above.

- (1) Enter costs based on the NDE approved rate. Amount claimed cannot be greater than the approved rate and must be supported with appropriate documentation/billings.
- (2) Corresponding billing(s) from costs claimed must be submitted to NDE. The documentation must provide: service code, dates of service, service code, rate, quantity and total costs.

G) **SUPPLEMENTARY REPORT OF STAFF SALARIES (05-0-0000)- Must be completed if salaries are being claimed in the Owned-Operated Programs Section (01-1-0000)**

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NDE 7/10/10 400-000

SPECIAL EDUCATION AND SUPPORT SERVICES
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ST EDWARD PUBLIC SCHOOLS (06-0017-000)

SUPPLEMENTARY REPORT OF STAFF SALARIES

Options for submitting the Supplementary Report of Staff Salaries:

1) Select SPED qualified or licensed staff at your district from the drop down list below

2) Add staff not in the list by clicking on "Click to Add Staff Not Listed in Drop Down, or

3) Upload a file containing your Supplementary Report of Staff Salaries by clicking here

--Select--

There is no Supplementary Staff Currently Reported

	Totals Claimed On The Supplementary Report Of Staff Salaries By Type Of Staff	Totals Claimed Under Owned and Operated, By Type Of Staff	Difference
PROFESSIONAL SALARIES	0	0	0
PARAPROFESSIONAL SALARIES	0	0	0
CLERICAL SALARIES	0	0	0
SUBSTITUTE SALARIES	0	0	0
SIGN LANGUAGE INTERPRETER SALARIES	0	0	0

	Totals Claimed On The Supplementary Report Of Staff Salaries By Type Of Staff For Owned & Operated (01-1-1000)	Totals Claimed Under Owned And Operated, Supervisory Services (01-1-1000)	Difference
PROFESSIONAL SALARIES	0	0	0
CLERICAL SALARIES	0	0	0

Please Note: If you claim Professional salaries and Clerical Salaries on the Supplementary Report of Staff Salaries for Supervisory Services, you must also report this amount on the Owned & Operated, Supervisory Services Section on the form (01-1-1000).

- (1) Enter or upload salaries, all staff must have a NDE Staff ID.
- (2) To obtain a NDE Staff ID – sign in to the NDE Portal – [“Student & Staff \(NSSRS\)”](#) tab and select “NDE Staff ID” collection. An activation code is needed and can be provided to you by your District Administrator.

H) **TUITION RECEIVED FROM CONTRACTING DISTRICT (06-0-0000)**

- (1) Select either the Contracted District Agency ID or District Name, for which tuition was received.
- (2) Must enter the FTE and Amount.
- (1) Insert Record (populates the table with the date entered)
- (2) "Click When Completed With This Page", saves the page and returns to the Deductions (01-3-0000) Section

4) "View Summary of Data Submitted" – provides a summary view, of data in the system for printing.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	7/23/2012 10:36:34 AM	cdcadmuser
<input type="button" value="APPROVE"/>	Not Approved	8/6/2012 10:54:22 AM	ladams
<input type="button" value="Print Page"/>			

- 5) SUBMISSION – “SUBMIT” – This acknowledges that you have completed the data and it is ready to be reviewed by your District/ESU Administrator.

Select “Submit” - The status column for all sections must all be marked  before submit and approve.

View Summary of Data Submitted
View Another Organization's Summary

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	7/23/2012 10:36:34 AM	cdcadminuser
<input type="button" value="APPROVE"/>	Not Approved	8/6/2012 10:54:22 AM	ladams
<input type="button" value="Print Page"/>			

- (1) If all sections are not complete a list will display and all sections must be complete before proceeding with the “submit” process.
- (2) If all sections are complete, the following screen appears. This section must be completed and “Submit” selected.



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NDE FORM #08-08

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 GIBBON PUBLIC SCHOOLS (10-0002-000)

<small>Below are the totals for the Owned and Operated Programs (01-1-0000) and Contracted Special Education Programs (01-2-0000). In order to Submit your Final Financial Report for School Age Students, please indicate the costs associated with Elementary and Secondary. (PLEASE NOTE: Totals for Elementary and Secondary costs must match the total of Owned and Operated Programs (01-1-0000) and Contracted Special Education Programs (01-2-0000).</small>	
Owned and Operated Programs (01-1-0000)	0
Contracted Special Education Programs (01-2-0000)	245
TOTAL of Owned and Operated Programs and Contracted Special Education Programs	245
Elementary Costs	<input type="text" value="230"/>
Secondary Costs	<input type="text" value="15"/>
Total of Elementary and Secondary Costs	245
<input type="button" value="Submit"/>	

- (3) A list of errors will display and must be resolved before proceeding with the “Submit” process.
- (4) The “STATUS” and “Date” will populate upon a successful submit of the data. This is **not** a submission to NDE.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Submitted	8/8/2012 2:51:13 PM	cdcadminuser
<input type="button" value="APPROVE"/>	Not Approved	8/6/2012 10:54:22 AM	ladams
<input type="button" value="Print Page"/>			

- 6) SUBMISSION – “APPROVE” – This is the districts submission of the SA FFR to the department. The **deadline for submission is October 31, midnight**. Please refer to [92 NAC 51](#) for information regarding late submission of required forms.

Select “Approve” - The status column for all sections must all be marked  before submit and approve.

NOTE: The “APPROVE” will only display for the person designated as the District Administrator in the CDC.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Submitted	8/8/2012 2:51:13 PM	cdcadminuser
<input type="button" value="APPROVE"/>	Approved	8/8/2012 2:56:28 PM	cdcadminuser
<input type="button" value="Print Page"/>			

- 7) “Print Page” and include this page with the supporting documentation to the Department of Education.

Nebraska Department of Education
Financial Services Section
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509