

IDEA PART B- (Nonpublic)

Program Information – IDEA Part B- (Nonpublic)

Participation of Students with Disabilities in Nonpublic Schools:

Nonpublic schools are schools which provide services to students placed by their parents or legal guardians and are controlled by other than the public authority. The definition includes secular, non-secular, early childhood programs, and home school services.

Responsibility for child find, child count and provision of services to parentally-placed private school students with disabilities is the responsibility of the school district in which the student's private school is located.

Public school district must at least annually conduct a timely meaningful consultation meeting with parent representatives and officials of nonpublic schools, including home schools, which are within their district's jurisdiction. The purpose of the consultation meeting is to provide an opportunity for nonpublic school representatives and parents to participate and provide input into the design and development of special education and related services for children with disabilities attending nonpublic schools.

Timely and meaningful consultation is an on-going process and should address the following:

- a. The child find process, including how parentally-placed nonpublic school children suspected of having a disability can participate equitably; and how parents, teachers, and nonpublic school officials will be informed of the process.
- b. The determination of the proportionate share of federal funds available to serve children with proportionate share of those funds was calculated. The proportionate share calculation is completed annually and provided within the GMS.
- c. The consultation process among the public school district, nonpublic school officials, and nonpublic school parent representatives, including how the process will operate throughout the school year to ensure that these children with disabilities can meaningfully participate in special education services.
- d. A discussion of how, where, and by whom special education services will be provided, including a discussion of: (1) the types of services, including direct services and alternative service delivery mechanisms; (2) how special education services will be apportioned if the proportionate share federal funds are insufficient to serve all eligible children with disabilities parentally-placed in nonpublic schools; and (3) how and when those decisions will be made.
- e. How, if the school district agrees with the views of the nonpublic school officials on the provision of services or the types of services (whether provided directly or through a contract), the school district will provide to the nonpublic school officials a written explanation of the reasons why the public school district chooses not to provide services directly or through a contract.

Upon conclusion of a consultation meeting with nonpublic school representatives and parent representatives, the school district must obtain written affirmation signed by the representatives of the participating nonpublic schools. For additional information regarding Special Education Services to Children with Disabilities (Ages 3-21) Enrolled by their Parents in Nonpublic schools go to: <http://www.education.ne.gov/sped/technicalassist/ServicesNonpublicSchools.pdf>

The school district must provide the following information as it pertains to nonpublic service delivery:

1. Date(s) of Consultation meeting(s) with nonpublic personnel regarding service(s) to be provided to include a list of participants and their positions.
2. Basis used to determine eligibility of services and the method of notification to nonpublic schools.
3. Service(s) to be provided by the district.
4. Signed copy of written affirmation documenting the outcome(s) of the consultation meeting.
5. Location(s) where the services will be provided and the estimated number of students receiving services.
6. Documentation of any differences in program benefits for the public and nonpublic school students.
7. Description of any inservice training provided to professional or para-professional staff.

Staff – IDEA Part B- (Non-Public)

Certificated/Licensed Staff Tabs – These pages are designed to identify, by name, all district-owned certificated/licensed staff funded under this program that are on salary. Do not include contracted staff (these belong under Object Code 300). **Information of Noncertificated Staff, such as paraprofessionals, is entered on a separate page.**

Enter the name of each staff member on salary who will be paid with IDEA Part B- (Nonpublic) funds. Do not include extracurricular pay or employee benefits. Do not include seniority pay differentials that were set aside as administration costs. Include the amount to be paid from cafeteria plans. If salary negotiations are not complete when this application is filed, salaries may be estimated.

Enter staff in the following order:

- Teacher
- Special Education Administrator
- School Psychologist
- Speech/Language Therapist
- Occupational Therapist
- Physical Therapist
- Home/School Liaison
- Sign Language Interpreter
- Other

Enter the Full Time Equivalent (FTE) of staff that will be assigned and funded by IDEA Part B- (Nonpublic). For example, a teacher funded half-time with local dollars and half-time with IDEA Part B- (Nonpublic) would be counted .50 FTE. A half time teacher who only works in IDEA Part B- (Nonpublic) would be .50 FTE.

Multiply the total salary by the percentage listed for each staff and record the IDEA Part B- (Nonpublic) salary in the column title "Amount of Salary Paid" with IDEA Part B- (Nonpublic)

Funds”. Include staff for IDEA Part B- (Nonpublic) summer activities, if applicable. If staff have not yet been hired, write TBA (to be announced) in the name column and amend the application when staff are hired. If funds for substitutes are budgeted, put the word “Subs” in the left-hand Name Column and put the total substitute budget figure in the far right-hand column.

If more lines are needed, click on the ***Additional Entries button or use the upload feature instead of data entry.***

Supervision of special education programs is allowable as an expenditure for up to an amount not to exceed 8% of the school district’s proportionate share special education program budget, minus the cost of program supervision. The cost of a superintendent or a principal, hired for the purpose of supervising general education, shall not be included.

Time and effort logs are required for IDEA Part B- (Nonpublic) staff. The time and effort logs must be maintained or salaries will be disallowed. Reimbursement will be made only for hours that are properly documented.

Contracted Service Agency and Individual Providers:

If the school district intends to contract with an entity other than a public school, the contracting agency/individual must seek and establish with NDE a reimbursable rate(s) for all services provided. School district payment is contingent upon current NDE approved provider status. Costs for contracted services should be budgeted under Object Code 300.

Service agencies/providers wishing to obtain an approved rate may complete the application on-line at: <http://csp.education.ne.gov> or contact:

Jill Weatherly, Program Specialist
NDE, Office of Special Education
Phone: 402-471-2464
jill.weatherly@nebraska.gov

Noncertificated – All district-owned noncertificated staff, including transportation personnel, clerical, bookkeepers, and paraprofessionals that are paid with IDEA Part B- (Nonpublic) funds must be included.

Enter the name of each non-certificated employee to be paid by IDEA Part B- (Non-Public) Funds.

If more lines are needed, click on the ***Additional Entries button or use the upload feature instead of data entry.***

When all staff data has been entered, click the “Calculate Total” button, then save.

Note: The system does not carry this information to the Budget Detail page. The applicant may need to refer back to this page for totals when completing the Budget Detail page. Totals of the salaries on all staff pages must match the total of salaries on the budget detail page.

Operational Equipment/Capital Outlay – IDEA Part B- (Nonpublic)

To bring this guidance in line with the Department’s Program Budgeting, Accounting, and Reporting System for Nebraska School Districts: User’s Manual, the grants management system instructions have been changed. Equipment is any instrument, machine, apparatus, or set of articles that meets ALL of the following:

- a) Under normal conditions of use can be expected to last longer than a year;
- b) Does not lose its identity through fabrication or incorporation into a different or more complex unit;
- c) Is non-expendable (more feasible to repair the item than to replace);
- d) Retains its appearance and character through use;
- e) Is of significant value **and may be**
- f) Small and attractive

Operational equipment items with a unit cost of \$5,000 or more require must be capitalized. In the GMS, only equipment that has a unit cost of \$5,000 or more can be budgeted in Object Code 500 on the Budget Detail page). The Program Budgeting, Accounting, and Reporting System for Nebraska School Districts Users Manual (Nebraska Department of Education, revised annually) is being revised to reflect this guidance.

Operational equipment items with a unit cost of at least \$1,500 must be inventoried although it is prudent to inventory any equipment purchased with IDEA funds that meets the definition above. Recently auditors have added “small and attractive” to the definition of what equipment needs to be inventoried by the public school.

Acquisition cost of an item of purchased equipment means the net invoice unit price of the equipment including the cost of modifications, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as cost of installation, transportation, taxes, duty, or procedure in-transit insurance shall be included or excluded from the unit acquisition cost in accordance with the grantee’s regular accounting practice.

For the purposes of disposing or transferring equipment, current fair market value is determined by obtaining two signed bids from potential purchasers or two appraisals from authorized appraisers for the purpose of disposing of or transferring equipment. When the equipment is being traded in for like or similar equipment used in the same program for the same purpose, the trade in value constitutes the current fair market value of the traded in equipment.

All equipment purchased with IDEA Part B- (Nonpublic) funds regardless of cost must be used to assist children with disabilities and there must be a relationship between the equipment purchased and the student’s Individual Education Plan (IEP) or equitable services plan. Each piece of equipment must be inventoried and visibly identified as purchased with IDEA Part B- (Nonpublic) funds.

Operational Equipment/Capital Outlay purchased to comply with the Americans with Disabilities Act (ADA) of 1990 as amended and all Minor Building Modifications requires district to seek initial and final consultation from the Nebraska Assistive Technology Partnership (ATP):

Lilly Blase, Program Coordinator
3901 North 27th St., Suite 5
Lincoln, NE 68521-4177
Toll Free: 888-806-6287
Phone: 402-471-6051
Fax: 402-471-6052
E-mail: lilly.blase@nebraska.gov

Requests for payment must include a final consultation letter generated by ATP and received by the district.

Lease purchases of equipment are authorized within this program. Lease purchases that span more than one grant period are permissible. Costs can be recovered from more than one period of grant funds. The following provisions should be understood related to such situations:

- ❖ Documentation should be retained by the district that substantiates the decision to enter into a lease purchase agreement rather than a direct purchase;
- ❖ Grant continuation cannot be guaranteed from year to year;
- ❖ Grant recipients must keep financial and programmatic records that document the disbursement of funds associated with the agreement; and
- ❖ Lease purchases must be budgeted as purchased services rather than equipment. *In the current State and Federal Grant Management Requirements and Guidance, (<http://www.education.ne.gov/gms2/index.html>), the Department established consistent guidance for defining and budgeting for equipment purchases for all state and federal grants.*

ALL EQUIPMENT PURCHASED OR LEASED REMAINS THE PROPERTY OF THE PUBLIC SCHOOL.

All IDEA Part B- (Nonpublic) Programs – IDEA Part B- (Nonpublic) requires a description and dollar amount for ALL PROPOSED PURCHASES identified as Capital Outlay (equipment) REGARDLESS OF ITEM COST. This includes the proposed purchase of computers that typically have a unit cost less than \$1,500. Site visitations and/or telephone interviews may be conducted following grant approval to verify that:

- ***Reported Expenditures are for goods and services authorized and received.***
- ***Expenditures are for goods and services accordance with budget and other regulations and requirements (Federal/State Regulations).***
- ***Expenditures are for goods or services that have been recorded correctly as to account, budget category, period and amount.***

Budget Detail – IDEA Part B- (Nonpublic)

On the budget detail page, the applicant will identify the specific activities to be used to support each of the goals from the GOALS AND NEEDS pages. The Budget Summary page will aggregate the data into one budget.

Beneath each goal is a pull-down box (Activity Description). A list of the allowable activities specific to the program are as follows:

Instruction (92 NAC 51-003.63 and 003.64)

Special education instruction is specially designed instruction, provided by qualified teachers, at no cost to the parent to meet the unique needs of a child with a verified disability (includes classroom instruction, home-bound instruction, instruction in hospitals and institutions).

Program Supervision (92 NAC 51-011.02C)

Program supervision is the educational supervision and management of proportionate share education programs by the school district not to exceed 8% of the proportionate share costs. Eligible staff must hold an Administrative or Supervisory certificate and at least one Special Education endorsement or any Special Education Administrative or Supervisory certificate. The cost of a superintendent or principal hired for the purpose of supervising general education is **not** allowable.

Transportation (92 NAC 51-014.01D)

If it is necessary for the child to benefit from or participate in services, a parentally-placed nonpublic child with a disability must be provided transportation from the child's school or the child's home to a site other than the nonpublic school and from the service site to the nonpublic school, or to the child's home, depending on the timing of services. School districts are not required to provide transportation from the child's home to the nonpublic school. The cost of transportation may be included in calculating whether the school district has not met its proportionate share obligation.

Related Services (92 NAC 51-003.54)

Related services includes other supportive services as are required to assist a child with a disability to benefit from special education, and includes, but is not limited to speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, and mobility services, and medical services for diagnostic or evaluation purposes. This includes **para-educators** used to assist certificated/licensed staff in the delivery of special education services. Related services do not include a medical device that is surgically implanted (including cochlear implants).

For each activity, the applicant must indicate the anticipated total cost and then break out the cost by the major object code. **Click on "additional entries" for more budget rows.** **It is required to budget some funds under every goal entered on the five tabs of GOALS AND NEEDS. The system will only accept whole dollar amounts.**

To change an allowable activity, it is necessary to delete the row by checking the Delete Row box and clicking on Save Page. Next, click on Budget Summary – this will refresh the delete action. Click back on the budget detail page to see the refreshed budget detail. The budgeted amount in that row should now appear as "Amount Remaining" at the top of the budget detail page and a new Allowable Activity can be used.

Budget Summary – IDEA Part B- (Nonpublic)

The Budget Summary page lists all of the information from the Budget Detail page. No data can be entered here. **Before leaving the Budget Summary page, check the following:**

- **Object Code 100 matches the amount calculated on all Staff-IDEA Part B- (Nonpublic) pages.**
- **Operational Equipment/Capital Outlay pages were completed if budgeting for equipment in the 400 and/or 500 object codes.**
- **Budget Detail amount must match the Budget Summary amount.**
- **Calculated amount on Staff pages must equal staff salary total on Budget Summary page Object Code 100 column.**

Funds calculated as a result of the previously submitted school district reported titled "NDE Special Populations Office-Proportionate Share Worksheet for Nonpublic Schools" are reported as IDEA Nonpublic- 4412 within the budget summary document. School districts must expend the reported Nonpublic- 4412 funds on this sub-group of students. Any unspent funds must be obligated during a carryover period of one additional year. District may not use Proportionate Share funds for child find or evaluations.