

Quick Assist Notes for IDEA Original Application

Original Application - School year open

1. The superintendent must complete the **Unified Grant Profile** on GMS prior to creating the IDEA Consolidated application.
(If Indirect Costs are selected in the Unified Grant Profile, all grants in GMS will need to have Indirect costs on budget pages.)
2. Create the IDEA consolidated application.
3. Look at the Allocations Tab – note the amount of funds allocated for each Funding Source
 - a. If the district is conducting a VOLUNTARY CEIS project, move the funds to CEIS from Base/EP
4. Click on the Goals and Needs tab – look at each subtab (Goal 1, Goal 2, Goal 3, Goal 4) Indicate which application the funds will be used for.
 - Goal 1 = Preschool
 - Goal 2 = School Age
 - Goal 3 is Nonpublic funds and required uploads include:
 - Non-Public Meeting information
 - Meeting notice,
 - Meeting agenda,
 - Sign-in sheet, etc
 - Goal 4 – CEIS (if no CEIS project is being conducted, select Not Applicable)
5. In the upper right-hand corner of the webpage, there is a drop-down box that lists each of the separate Federal funding sources available within the application. Click on the box and select a funding source.
 - a. Click on the **Program Information** tab.
 - i. Type in how the district will be using the funds for this funding source.
 - b. Click on the **Budget** tab.
 - i. Allocate the funds according to how they will be used:
 1. Instruction – Classroom Teachers
 2. Program Supervision
 3. Transportation
 4. Other Related Services (OT, PT, SLP, Nurse...etc
 5. Facility Costs
 6. Contractual Services (NOT Other-related services)
 7. Paraprofessional Salaries

In an original application, the **Staff** tab will not be completed. Staffing pages are **ONLY** completed in the amendment process after the November 1st staff verification is completed.

6. Click on the **Submit** Tab
 - a. Run the consistency check.
 - i. Address any issues that might appear in red letters on the page.
 - b. Submit to Superintendent, who will then submit the application NDE.

IDEA Consolidated Amendment Process – typically completed after November 1st

Amendments may be created for several reasons:

- To add staff (November or later).
- To adjust budgets to align to actual expenditures.
- To allocate carryover funds from the previous year.

Staffing Amendments –

Budget page Function Code 100 total should equal Staffing Page total SPI Codes must align to the appropriate Goal in the system.

7 = Preschool = Goal 1
I = School Age = Goal 2

Verified staff must pull through on the Verified Staffing Pages - code to 1-Instruction
Paraprofessionals pull through on Paraprofessional Page – code to 7-Instruction
Program Supervision staff - code to 2-Program Supervision
Related Service Personnel (OT, PT, SLP etc) code to 4-Other Related Services.
Manual staffing pages are used for Bus Drivers, Short-term substitutes.

(Staff with SPI codes starting with the letter “S” will be claimed in SPEDFRS, not IDEA

For districts adding 20 or more staff members, please use the “document upload” on the manual staffing page to upload a spreadsheet with the staff. Each SPI code should have a separate page using the same information on the Verified Staffing or paraprofessional page.

Budget Amendments –

Budget pages will be adjusted to the appropriate object codes. The Amendment tab and Program information tabs should be updated to indicate what changes were made. Do not delete previous comments in the application.

Carryover Funds Amendments

Districts that did not use all of their previous year’s allocation will receive an email regarding carryover funds when the previous year’s reimbursements have been completed. The carryover funds **will not be seen in the current year’s application until an amendment has been created**. The funds can be found in the prior year’s Final Reimbursement on the line item: “Funds **Transferred to Next Year for Agency**.”

*The district will need to allocate the funds, even if the amount is \$1.00

Non-Public carryover funds are a bit different than Base/EP and Preschool funds. If a district is not able to use the carryover funds for non-public students, please review the following document located on the SPED – Finance website (Carryover conversation starts on page 38)

[NON-PUBLIC SERVICES TO CHILDREN WITH DISABILITIES ENROLLED BY THEIR PARENTS IN NON-PUBLIC SCHOOLS GUIDANCE DOCUMENT](#)

To Start the Amendment Process

1. Click on the Amend Button.
2. In the Upper right-hand corner – select the application that is being amended.
3. Make the changes on the “Budget” page to align to actual expenditures
4. If funds are budgeted in 100’s and 200’s on the budget page. Click on the “Staff” tab to add staff to

the appropriate pages. (Verified/Para or Manual)

5. If Non-Public funds from the previous year are to be used for current year public school costs, go to the "Goals and Needs Tab."
 - a. Click on the Goal 3 Tab.
 - b. Upload the required additional documentation
6. Return to the 6400 application page.
7. Click on the "Amendment Description" tab and note the changes made to the application(s).
8. Click on the "Submit" tab
 - a. Run the Consistency Check
 - b. Address any issues that appear in the red message on the screen.
9. Submit the Application to the Superintendent who will then submit the application to NDE for review.

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