

# Fiscal Training 2019

September 25, 2019



## Fiscal Training Schedule

Date	Time	Location
Wednesday September 25	9:00-12:00	PaTTAN East
Tuesday October 8	9:00-12:00	PaTTAN Central
Tuesday October 15	1:00-4:00	IU 20
Wednesday October 16	9:00-12:00	IU 29
Monday October 28	12:30-3:30	PaTTAN West
Tuesday October 29	9:00-12:00	IU 4
Thursday October 31	9:00-12:00	IU 26



## Today's Agenda

1. Contingency Funds
2. IDEA-B
3. Significant Disproportionality and CCEIS
4. Act 16
5. APSEM

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## Contingency Funds 2019-2020

Janette Fulton  
Special Education Adviser  
Division of Analysis and Financial Reporting

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## Contingency Funds 2019-2020

### Purpose

To provide additional state funding for the implementation of the IEP for a student with significant disabilities.

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## Contingency Funds 2019-2020

### Applications

**Open - November 18, 2019**

**Close - January 3, 2020**

Only accepted through the online  
Contingency Fund website

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## Contingency Funds 2019-2020

### Applications – General Information

Contingency Fund applications are submitted for the prior school year, 2018-19; and must meet the minimum threshold of \$75,000 for total eligible expenses in order to be considered.

All expenses listed are for the 2018-19 school year and must be extraordinary special education program expenses. Section(e). 24 PS §25-2509.8



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## Contingency Funds 2019-2020

### Application Requirements

- 1) Student's disability
- 2) Student's educational placement (LS, ES, MDS, etc.)
- 3) Student's IEP
- 4) A specific explanation of the extraordinary circumstances
- 5) A brief, narrative background of the student



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## Contingency Funds 2019-2020

### Brief Background

- Provide a description of the student and the extraordinary, educational needs.
- Individual history must be detailed in support of the application.



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## Contingency Funds 2019-2020

### Extraordinary, Educational Needs

- Describe the extraordinary, educational needs of the student.
- Describe the degree (amount) of service.
- Describe the reasons why the degree of service is needed.
- Please be specific.



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## Contingency Funds 2019-2020

### Least Restrictive Environment

- Describe the rationale for the Least Restrictive Environment.
- List detailed information for one-time only expenses related to LRE (special training for personnel, costs related to establishing a new class, etc.).



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## Contingency Funds 2019-2020

### Eligible Expenditures - Examples

- Proportional expenses of the special education teacher (the teacher's actual salary and benefits divided by the number of students assigned to the teacher).
- Proportional costs of the teacher's aide, assigned to the special education class, including specific benefits.
- Full cost of an aide/personal care assistant, assigned to the student.



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## Contingency Funds 2019-2020

### Eligible Expenditures – Examples (cont.)

- Specialized staff training specific to the student (such training must be itemized and documented)
- Consultation
- Nontraditional therapies
- Orientation & Mobility training
- Medical expenses that are specific to the student
  - One to one nursing service
  - Proportional (prorated hourly) time of the school nurse



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## Contingency Funds 2019-2020

### Eligible Expenditures – Examples (cont.)

- Therapy – occupational, physical, speech and language, vision, and hearing
  - When calculating therapy expenditures, use actual expenditures per unit of time.
  - Individual, per hour, and group prorated rates should reflect the amount of services stated on the IEP.



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## Contingency Funds 2019-2020

### Eligible Expenditures – Examples (cont.)

- Tuition expenditures will be accepted for I.U. programs and private programs, including Approved Private Schools.
- The system will automatically calculate the costs for a 4010 student once designated as such on the application (40% of tuition expenditure).



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## Contingency Funds 2019-2020

### Eligible Expenditures – Examples (cont.)

- Transportation expenditures:
  - Extraordinary, such as wheelchair accessible, or other serious health-related measures
  - Transportation outside the LEA
  - Must be itemized and prorated for the individual student



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## Contingency Funds 2019-2020

### Eligible Expenditures

- Describe eligible expenditures in the narrative sections.
- If a prorated expenditure appears to be very high, provide an explanation for the expenditure's calculation.

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## Contingency Funds 2019-2020

### Ineligible Expenditures - Examples

- Extended School Year
- English as a Second Language Instruction
- Residential Expenses
- Compensatory Education Expenses

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## Contingency Funds 2019-2020

### Applications and the IEP

- The IEP, in effect for the school year in which the expenses were incurred, **MUST** be submitted on the date the application is submitted.
- The IEP should support the application by reflecting the program and services listed on the application.
  - Eligible expenditures should be clearly indicated on the IEP.



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## Contingency Funds 2019-2020

### Application Tips

- Only scan and upload the IEP.
- Do not scan and upload the application pages.
- Do not upload the NOREP.



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## Contingency Funds 2019-2020

### State Subsidy

- A state subsidy is built into the application and will automatically be deducted in the calculations.

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## Contingency Funds 2019-2020

### Aid Ratio

The Aid Ratio is based upon sales of taxable real estate, personal income, and the district's weighted average daily membership (WADM).

The Aid Ratio will be automatically applied to applications below \$100,000 (between \$75,000 and \$99,999).

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## Contingency Funds 2019-2020

### Award Information

- Only applications that are over \$75,000 after deductions will be considered for funding.
- The most costly, individual applications will receive funding priority.
- The award process will continue until all available funds are expended.
- The maximum award value is \$150,000.
- Not all eligible applications will be funded.



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## Contingency Funds 2019-2020

### Award History - 2018

- 69 LEAs received funding.
- 35 LEAs received the maximum award of \$150,000.



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## Contingency Funds 2019-2020

### Additional Information

#### [Contingency Fund Guidelines](#)

PDE website> Special Ed.> Funding  
and Fiscal Guidelines



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## Contingency Funds 2019-2020

### CFunds Website

Contingency Funds Request System

<https://apps.leadervservices.com/cfunds>

Username and Password assistance

[cfunds@leadervservices.com](mailto:cfunds@leadervservices.com)



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## Contingency Funds 2019-2020

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## Contingency Funds 2019-2020

For more information on Contingency Funds, please visit PDE's website at  
[www.education.pa.gov](http://www.education.pa.gov)

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## IDEA-B & Uniform Grant Guidance Review

Holly Fan  
Dr. Del Hart



## IDEA-B Review

The following questions are intended to gauge your knowledge of IDEA-B guidelines and Uniform Grant Guidance regulations. This will provide an opportunity to explore some common issues and concerns related to this legislation.

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## IDEA-B Review



<https://bse.participoll.com/>

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### Question #1

A friend of a school district superintendent, who also supplies equipment to the district's football program, decides to show her appreciation to the superintendent by: (select the best answer)

- a) Providing complimentary Penn State football tickets (50-yard line) to the superintendent, for the Ohio State game
- b) Arranging for donuts to be served at the next faculty meeting
- c) Giving a box of chocolates to the superintendent
- d) Treating school employees with a pleasant attitude and friendly disposition
- e) Both b and c

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### Question #2

LEAs need to maintain complete and up-to-date inventory records and procurement documentation for all equipment purchased with IDEA-B section 611 funds if the costs are equal to or greater than \_\_\_\_\_

- a) \$1,000.00
- b) \$5,000.00
- c) \$75,000.00
- d) \$10,000.00

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### Question #3

Time and effort documented, as defined by the Uniform Grant Guidance, specifies that:

- a) Documentation must be maintained, demonstrating that employee salaries are allocable to a federal program.
- b) Documentation is based on accurate records, which reflect work performed.
- c) Documentation is based on employee job descriptions, which will be undertaken in the current fiscal year.
- d) Documentation is based on employee Outlook calendars, with proposed activities throughout the year.
- e) All of the above
- f) Both a and b

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### Question #4

Generally, the salaries of administrative and clerical staff must be treated as indirect costs.

- a) True
- b) False

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### Question #5

Documentation (time and effort) for employees whose salaries are allocable to a federal program must:

- a) Be incorporated into official records.
- b) Be supported by an internal control system, which demonstrates that such expenses are allocable, accurate, and allowable.
- c) Reflect total activity for which the employee is being compensated.
- d) Include all activities (federal and nonfederal).
- e) All of the above
- f) Only a, b, and c

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### Question #6

An LEA that expends \_\_\_\_\_ during the fiscal year in federal awards must have a single audit conducted for that year in accordance with applicable UGG provisions.

- a) \$100,000 or more
- b) \$500,000 or more
- c) \$750,000 or more
- d) Any amount

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### Question #7

A business manager in a school district is using a district credit card to purchase many items, some of which are related to a federal award. The credit card company offers a very small rebate on purchases, and the district receives such credit on its account. The district:

- a) Does not need to credit the federal award, since the rebate amount is less than \$10,000 (micro-purchase threshold in procurement).
- b) Should deny the rebate.
- c) Must credit the correct amount back to the federal award, even though it is minimal.
- d) Should not use credit cards to purchase items for federal awards.

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### Question #8

Uniform Grant Guidance states that for a cost to be allowable, it must be:

- a) Included in the current budget as a direct cost (not indirect).
- b) Necessary
- c) Reasonable
- d) Allocable
- e) All of the above
- f) Only b, c, and d

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### Question #9

You go to Best Buy to purchase a \$450 iPad and learn that they are offering a \$100 rebate on the iPad. You purchase the iPad and get the rebate. How much you charge the federal grant for the iPad?

- a) \$250
- b) \$350
- c) \$450
- d) You may not purchase the iPad from Best Buy as they are not an approved vendor.

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### Question #10

Under which circumstance(s) may an LEA reduce the level of its expenditures below the level of those expenditures for the preceding FY?

- a) Voluntary departure
- b) Decrease in the enrollment of children with disabilities
- c) Termination of costly expenditures for long-term purchases
- d) Termination of an exceptionally, costly obligation to a student with a disability
- e) All of above
- f) Both b and c

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### Question #11

Grantees are obligated to maintain and to properly store adequate, supporting documentation and records for \_\_\_\_\_ years.

- a) 3
- b) 5
- c) 7
- d) 10

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### Question #12

Noncompetitive proposals (non-solicitation) are only appropriate when:

- a) The item is only available from a single source.
- b) There is a public emergency that will not permit a delay in procurement.
- c) The awarding agency expressly authorizes noncompetitive proposals in response to a written request.
- d) Only one vendor bids on the item.
- e) All of these
- f) Only a, b, and c

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### Question #13

Grantees must perform a cost or price analysis in connection with every procurement action greater than \_\_\_\_\_ including contract modifications.

- a) \$100,000
- b) \$150,000
- c) \$200,000
- d) None of above

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### Question #14

Can a school use federal funds to hold a celebratory faculty and administrative party for a retiring school superintendent?

- a) Yes
- b) No

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### Question #15

Documentation of federal funding, as related to federal awards:

- a) Must be in hard copy format
- b) Must be maintained in electronic format in order to conserve resources
- c) May be electronic if the originals were hard copy, provided that certain stipulations are in effect
- d) Must be changed from hard copy to electronic, as soon as possible, in order to guarantee ease of transmission with the USDE

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### Question #16

Is a school able to use federal funds to advertise its programs in various media (newspapers, radio, TV, etc.)

- a) Yes
- b) No
- c) It depends...

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### Question #17

Which of the following are true regarding the documentation of time and effort logs?

- a) They should be signed after the fact (after the activity has occurred).
- b) They must be in hard copy format.
- c) They are able to be signed electronically.
- d) They must be signed monthly.
- e) Both a and c
- f) Only a, b, and d

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### Question #18

An LEA must remit interest, regarding federal grants, above \_\_\_\_\_ annually to Health and Human services.

- a) \$100
- b) \$250
- c) \$400
- d) \$500

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### Question #19

When conducting a survey of LEAs, it has been determined that the #1 audit finding is:

- a) Expending funds outside of the grant period
- b) Lack of policies and procedures
- c) Contracting with a party that has been suspended or debarred
- d) Lack of time and effort documentation

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### Question #20

Can IDEA-B funds be used for nonacademic services (e.g. sports) for students with disabilities?

- a) Yes
- b) No
- c) It depends...

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### Question #21

Concerning grant fraud, the single biggest risk is:

- a) Materially false statements or claims
- b) Conflicts of interest
- c) Procurement process issues
- d) Embezzlement

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### Question #22

The LEA must maintain semiannual certifications signed by employee and/or supervisor for all employees funded from a single cost objective.

- a) True
- b) False

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### Question #23

Favoritism, accepting of gifts between bidder and vendor, products that cannot be located, and sudden and unexplained increases in wealth of an employee are all warning signs of:

- a) Allowability of costs
- b) Cash management
- c) Conflict of interest
- d) Selection policy for technical proposals and designated recipients

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### Question #24

When determining MoE, total spending for each year should include:

- a) Local funds
- b) Local and State funds
- c) Federal funds
- d) a and b
- e) All of the above

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### Question #25

Which written fiscal policies and procedures required under the Uniform Guidance (2 CFR 200) do LEAs need to maintain?

- a) Conflict of Interest Policy
- b) Allowability of Costs Procedures
- c) Cash Management Procedures
- d) Procurement Procedures
- e) Method for Conducting Technical Evaluations of Proposals and Selecting Recipients
- f) All of the above

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## Questions?

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## Contact Information

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For more information on IDEA funding please visit PDE's website at  
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## Today's Agenda

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4. Act 16
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## Comprehensive Coordinated Early Intervening Services(CCEIS) 2019-2020

Jim Tobias  
Fiscal Management Specialist  
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## CCEIS 2019-20

### Background

In December 2016, the Office of Special Education Programs (OSEP) finalized new regulations on significant disproportionality (34 CFR §300.646). These regulations enforce the use of Individuals with Disabilities Education Act (IDEA) funds for mandatory Comprehensive Coordinated Early Intervening Services (CCEIS)...

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## CCEIS 2019-20

### Background (cont.)

...which local education agencies (LEAs) provide upon identification of significant disproportionality and distinguish use of funds for CCEIS from the use of IDEA funds for voluntary Coordinated Early Intervening Services (CEIS).

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## CCEIS 2019-20

### CEIS - Voluntary

LEAs may use up to 15% of IDEA - B funds to develop and to provide CEIS. These funds may not be used for special education.

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## CCEIS 2019-20

### Funding for CCEIS activities

As specified in 34 CFR §300.646, the maximum (15%) amount of IDEA-B funds must be reserved for CCEIS activities, for LEAs identified with significant disproportionality.

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## CCEIS 2019-20

### IDEA Requirements for CCEIS

1. Funds must be used to identify and address the factors contributing to the significant disproportionality, i.e. the LEA must address policies, practices, or procedures it identifies as contributing to the significant disproportionality.

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## CCEIS 2019-20

### IDEA Requirements for CCEIS (cont.)

2. LEAs may use funds to serve children from age 3 through grade 12, particularly, but not exclusively, children in those groups that were significantly overidentified, including children who are not identified as needing special education or related services and children with disabilities.

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## CCEIS 2019-20

### IDEA Requirements for CCEIS (cont.)

3. An LEA may not limit the provision of CCEIS to children with disabilities.

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## CCEIS 2019-20

### 34 CFR §300.646 (d)(1)(ii) Disproportionality

In implementing comprehensive coordinated early intervening services an LEA...must identify and address the factors contributing to the significant disproportionality, which may include, among other identified factors, a lack of access to scientifically based instruction; economic, cultural, or linguistic barriers to appropriate identification or placement in particular educational settings;

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▶ CCEIS 2019-20

### 34 CFR §300.646 (d)(1)(ii) Disproportionality (cont.)

...inappropriate use of disciplinary removals; lack of access to appropriate diagnostic screenings; differences in academic achievement levels; and policies, practices, or procedures that contribute to the significant disproportionality.



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▶ CCEIS 2019-20

### 34 CFR §300.646 (d)(1)(i) Disproportionality (cont.)

In implementing comprehensive coordinated early intervening services an LEA...may carry out activities that include professional development and educational and behavioral evaluations, services, and supports.



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## CCEIS 2019-20

### Allowable CCEIS activities

- Professional development
- Educational and behavioral evaluations
- Educational services and supports
- These activities must “supplement, and not supplant”
- The activities must address factors and policies, practices, or procedures contributing to significant disproportionality.

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## CCEIS 2019-20

### 15% IDEA-B Funds

LEAs should provide invoices to the Intermediate Unit for allowable CCEIS activities.

The Intermediate Unit will reimburse the LEA for such activities.

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## CCEIS 2019-20

### Tracking of CCEIS expenditures

A reporting site, for those LEAs required to reserve 15% of IDEA-B funds for CCEIS expenditures, is being developed. A current email address, for those individuals who are responsible for reporting expenditures, is needed so we can send them a secure link to access the site.



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## CCEIS 2019-20

### Public Reporting

Per federal regulations (34 CFR §300.646), when a local education agency (LEA) is identified with significant disproportionality, the LEA must:

- provide for the review and, if appropriate, revision of policies, procedures, and practices
- publicly report on the revision of policies, procedures, and practices.



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## CCEIS 2019-20

### The effect of CCEIS on MoE

An LEA that is required to reserve the maximum 15 percent of its IDEA-B allocation for CCEIS will not be able to use 34 C.F.R. §300.205(a) to reduce its MOE obligation (50% reduction rule).



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## CCEIS 2019-20

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## CCEIS 2019-20

For more information on Significant Disproportionality, please visit PDE's website at [www.education.pa.gov](http://www.education.pa.gov)

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# Act 16 2019-2020

Holly Fan  
Fiscal Management Specialist  
Division of Analysis and Financial Reporting



## Act 16

### History

- Act 16 of 2000
  - Amended Public School Code
  - Established collection of per-pupil expenditure data
- Act 16 of 2016
  - Amended Public School Code

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# Act 16

## Importance

Act 16 data collection directly affects state special education funding

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# Act 16 Submission

- LEAs that need to submit Act 16 data
  - School District of Residence
  - Charter School
  - Foster Parent Home District (1305)
  
- LEAs that do not to submit Act 16 data
  - APS
  - IU
  - County Prison
  - CTC
  - PRRI
  - SJCI

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## Act 16 Submission (cont.)

- Students that need to be submitted
  - All special education students that receive IEP services
  - Enrolled from July 1 to June 30 for the previous school year
  - Include out-placed
  - Not just those included in the 12/1 count
- Students that do not need to be submitted
  - Wards of State
  - Students educated in state adult and juvenile correctional facilities

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## Act 16 Submission (cont.)

- Students Receiving Services at an APS
  - Codes 01 and 02 (Approved Private School)
  - Only to be used for 4010 Funded Students
- Non-4010 Funded Students
  - 06 (Residential) or 16 (Non-Residential)

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## Act 16 Categories

The total cost of the special education program directed by an IEP

- Category 1 - \$1.00 - \$25,884.67
- Category 2 - \$25,884.68 - \$51,769.36
- Category 3 - \$51,769.37 - \$77,654.04
- Category 4 - \$77,654.05 and over

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## Act 16 Function Codes

1200 – Special Programs – Elementary/Secondary

- Life Skills Support
- Sensory Support
- Emotional Support
- Academic Support (except Gifted)
- Physical Support
- Multi-handicapped Support
- Early Intervention Support
- Special Program – Other Support

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## Act 16 Function Codes (cont.)

### 2100 – Support Services - Students

- Appraisal Services
- Placement Services
- Psychological Testing Services
- Speech pathology and audiology services
- Supervision of Speech Pathology and Audiology Services
- Social Work Services

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## Act 16 Function Codes (cont.)

### 2200 – Support Services – Instructional Staff

- Computer-Assisted Instruction Support Services
- Instruction and Curriculum Development Services
- Instructional Staff professional Development Services

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## Act 16 Function Codes (cont.)

### 2300 – Support Services – Administration

- Legal and Accounting Services
- Office of the Principal Services

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## Act 16 Function Codes (cont.)

### 2400 – Support Services – Pupil Health

- Medical Services
- Nursing Services

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## Act 16 Function Codes (cont.)

### 2700 – Student Transportation Services

- Vehicle Operation Services
- Monitoring Services
- Vehicle Servicing and Maintenance Services
- Nonpublic Transportation
- Other Student Transportation Services

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## Act 16 Function Codes (cont.)

### 2800 – Support Services - Central

- Staff Development Services – Non-Instructional, Certified Staff Only

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# Expenditures

## Itemized Student Services on IEP

1. Instructional Cost per Student
  - Classroom teacher (prorated)
  - Classroom aides (prorated)
  - Para-professional/one-to one aide assigned to specific student (total cost)
  - General education as it applies to special education services.

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# Expenditures (cont.)

2. Related Services Cost per Student
  - Specialized Transportation
    - a) Bus/Van that is required in the IEP for more than one student (prorated)
    - b) Bus/Van required for one specific student (total cost)
  - Speech Group (prorated)
  - Individual services including speech, occupational therapy, physical therapy, vision services, hearing services, orientation and mobility (total cost)
  - One-to-one nurse (total cost)
  - Para-professional, one-to-one aide assigned to specific student (total cost) (if not accounted for elsewhere)

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## Expenditures (cont.)

### 3. Specialized Equipment Cost per Student

- Braille materials specific to student (total cost)
- Assistive technology
- Other equipment required per IEP

**Do not** include the following items in the reported cost per student:

- Management fees
- Non-specialized transportation

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## Common Reporting Issues

- Entering incorrect numbers in PIMS
- Incorrect category
- Improper record keeping
- Calculation errors

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# Record Keeping

				Speech Therapy Hours/ School Year	OT/PT Hours per school year	Social Work Hours per school year	School District Speech Therapy Cost	OT/PT Service	Social Work Costs	Tuition or Other Exp.	RI Services	Sp Ed Classroom Cost	Personal Care Aide Cost	School District General Education Cost Allocation*	Office Rent	SUB-TOTAL COSTS	Billing	Total Costs	
School	First Name	Last Name	Classroom Teacher	Blkg															
XXXX	XXXX	XXXXXX	XXXXXX	WHS	20	10	1,369.40	659.10				32,071.92	35,382.57	889.32	801.36	71,173.67	11927.17	83,100.84	
XXXX	XXXX	XXXXXX	XXXXXX	WHS	20		1,369.40			1,725.99	13,947.17	4,072.16	35,118.16	889.32	801.36	56,197.57		58,197.57	
XXXX	XXXX	XXXXXX	XXXXXX	WHS		10	0.00		758.30			7,186.25	36,251.32	889.32	801.36	45,886.55	5730.85	51,617.40	
XXXX	XXXX	XXXXXX	XXXXXX	WHS			0.00				103.98	32,071.92	0.00	889.32	801.36	33,889.58	11927.17	45,792.75	
XXXX	XXXX	XXXXXX	XXXXXX	WHS	60	20	4,108.20		1,516.60			4,072.16	34,387.63	889.32	801.36	45,775.47		45,775.47	
XXXX	XXXX	XXXXXX	XXXXXX	WHS			0.00					4,072.16	33,741.79	889.32	801.36	39,504.63		39,504.63	
XXXX	XXXX	XXXXXX	XXXXXX	CW	20	15	1,190.00	988.65				15,369.23	6,158.30	802.87	801.36	25,310.41	9732.72	35,043.13	
XXXX	XXXX	XXXXXX	XXXXXX	CW	20	10	1,190.00	659.10				15,369.23	6,158.30	802.87	801.36	24,980.86	9,732.72	34,713.58	
XXXX	XXXX	XXXXXX	XXXXXX	WHS			0.00					11,546.30	4,834.47	889.32	801.36	18,071.45	15,172.88	33,244.33	
XXXX	XXXX	XXXXXX	XXXXXX	CW	60	35	3,570.00	2,308.85				15,369.23	6,158.30	802.87	801.36	29,008.61	4194.33	33,112.94	
XXXX	XXXX	XXXXXX	XXXXXX	CW	40	40	3,570.00	2,638.40				15,369.23	6,158.30	802.87	801.36	29,338.18	2525.26	31,863.42	
XXXX	XXXX	XXXXXX	XXXXXX	WHS	40		2,730.80				48.18	13,492.02	7,194.90	889.32	801.36	25,164.58	5730.85	30,895.43	
XXXX	XXXX	XXXXXX	XXXXXX	WHS	20		1,369.40		758.30			13,102.02	7,194.90	889.32	801.36	24,006.30	6730.86	30,236.16	
XXXX	XXXX	XXXXXX	XXXXXX	CW	60	25	3,570.00	1,647.75	588.88		1,252.63	10,802.54	7,790.57	802.87	801.36	27,256.60	2525.26	29,781.86	
XXXX	XXXX	XXXXXX	XXXXXX	CW	40	20	7,238.00	1,318.20	412.16			23,737.00	0.00	802.87	801.36	29,451.59		29,451.59	
XXXX	XXXX	XXXXXX	XXXXXX	WHS	60	10	5,370.00	659.10	294.40			9,492.67	6,878.13	802.87	801.36	22,498.53	4924.22	29,422.75	
XXXX	XXXX	XXXXXX	XXXXXX	WHS			0.00		750.30			13,492.02	7,194.90	889.32	801.36	23,135.90	5978.84	29,114.74	
XXXX	XXXX	XXXXXX	XXXXXX	WHS			0.00				48.18	13,492.02	7,194.90	889.32	801.36	22,425.18	5978.84	28,404.02	
XXXX	XXXX	XXXXXX	XXXXXX	CW			10	0.00	588.88			9,492.67	6,878.13	802.87	801.36	18,563.94	9732.72	28,296.63	
XXXX	XXXX	XXXXXX	XXXXXX	CW			7	0.00	412.16			9,492.67	6,878.13	802.87	801.36	18,387.19	9732.72	28,119.91	
XXXX	XXXX	XXXXXX	XXXXXX	CW	40		10	2,380.00		588.88			9,492.67	6,878.13	802.87	801.36	20,943.91	4924.22	27,868.13
XXXX	XXXX	XXXXXX	XXXXXX	CW				0.00					9,492.67	6,878.13	802.87	801.36	17,915.03	9732.72	27,707.75
XXXX	XXXX	XXXXXX	XXXXXX	CW	40	25	2,380.00	1,647.75	588.88		48.18	10,802.54	7,790.57	802.87	801.36	24,862.15	2525.26	27,387.41	
XXXX	XXXX	XXXXXX	XXXXXX	CW	40	10	2,380.00	659.10				10,802.54	7,790.57	802.87	801.36	23,236.44	4194.33	27,346.67	
XXXX	XXXX	XXXXXX	XXXXXX	CW	20	10	1,190.00	659.10				23,737.00	0.00	802.87	801.36	27,190.33		27,190.33	
XXXX	XXXX	XXXXXX	XXXXXX	CW	20		1,190.00		588.88			23,737.00	0.00	802.87	801.36	27,120.11		27,120.11	
XXXX	XXXX	XXXXXX	XXXXXX	WHS			0.00				3,042.97	11,546.30	4,834.47	889.32	801.36	21,114.42	5978.84	27,093.26	
XXXX	XXXX	XXXXXX	XXXXXX	CW	20		6.67	1,190.00		392.73			23,737.00	0.00	802.87	801.36	26,923.96		26,923.96
Student Information																			
XXXX																			

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## Act 16 Verification

- If category 2, 3, or 4 increases over 20%, a review is conducted
- The first email is asking if SD or CS made an error and needs to correct data
- If SD or CS can justify in an email that the data was correct, no further action is needed
- If no response is received or if the justification is weak, there will be an on-site review of documentation
- **Deadline for Act 16 verification: Dec. 16<sup>th</sup>, 2019**

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## Worksheet Example

2017-18 ACT 16

STUDENT	TRANS	CAMCO	PCA	TUITION / TEACHER	IU8 PROGRAM	SPEECH	IU EXTRA SERVICES	TOTAL	ACT 16 CATEGORY
[REDACTED]	\$ 8,929.14	\$ 3,284.09	\$ 9,870.68	385.38	\$ 31,323.00	\$ 2,552.94		\$ 56,345.23	3
[REDACTED]	\$ 8,929.14	\$ 2,521.20	\$ 9,870.68	385.38	\$ 31,323.00	\$ 1,912.59		\$ 54,941.99	3
[REDACTED]	\$ 25,696.33	\$ 264.33	\$ -	\$ 19,990.80	\$ 5,097.69	\$ 4,185.72		\$ 55,234.87	3
[REDACTED]		\$ 1,703.06	\$ 47,087.51		\$ 16,467.22			\$ 65,257.79	3
[REDACTED]		\$ -	\$ 41,105.98		\$ 23,541.58			\$ 64,647.56	3
[REDACTED]		\$ 732.03	\$ 53,730.50					\$ 54,462.53	3
[REDACTED]		\$ 2,211.43	\$ 51,835.09		\$ 331.51			\$ 54,378.03	3
[REDACTED]		\$ 1,057.38	\$ 56,006.10					\$ 57,063.48	3
[REDACTED]	\$ 5,560.32	\$ 2,546.52	\$ 34,694.74	\$ 7,549.16	\$ 669.95	\$ 4,229.53		\$ 55,250.22	3

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## If You Need Assistance

- Act 16 resource account:  
[RA-EDSEACY16@PA.GOV](mailto:RA-EDSEACY16@PA.GOV)
- [Act 16 Guidelines \(2019\)](#)
- Complete information on Act 16 and past reports
  - PDE website> Special Ed.> [Funding and Fiscal Guidelines](#)

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## Contact Information

Holly Fan  
Fiscal Management Specialist  
Division of Analysis and Financial Reporting  
Bureau of Special Education  
(717) 346-9644  
[zfan@pa.gov](mailto:zfan@pa.gov)

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## Questions?



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## ▶ Today's Agenda

1. Contingency Funds
2. IDEA-B
3. Significant Disproportionality and CCEIS
4. Act 16
5. APSEM

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# APSEM System

Kelli Franklin  
Fiscal Management Specialist  
Division of Analysis and Financial Reporting



[www.education.pa.gov](http://www.education.pa.gov)

## APSEM

- **A**pproved **P**rivate **S**chool **E**lectronic **M**anagement System
- Electronic processing for 4010 funded students enrolled in an Approved Private School (APS) or Chartered School for the Deaf and Blind (CSDB).

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## APS/CSDB

- Approved Private Schools are private schools, licensed by the State Board of Private Academic Schools.
- The Chartered Schools for the Deaf and Blind, are exempt from licensure.
- Both groups are approved by the Secretary of Education to provide a free appropriate special education for students with severe disabilities.

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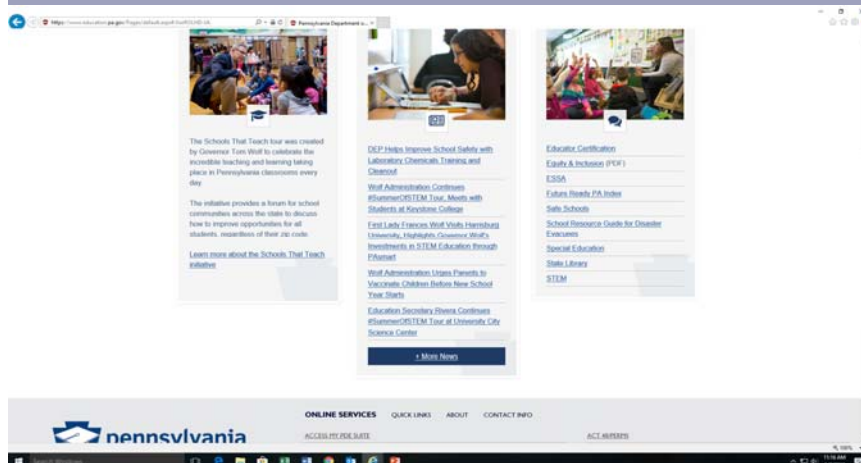
## APS/CSDB FUNDING

- Approved private school and chartered school for the deaf and blind have a limited number of PDE partially funded slots, and students are enrolled on a first-come, first-serve basis.
- If a student has been enrolled into a PDE partially-funded slot, the commonwealth pays 60 percent of the tuition and the responsible local education agency (LEA) pays the remaining 40 percent.

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## Access APSEM

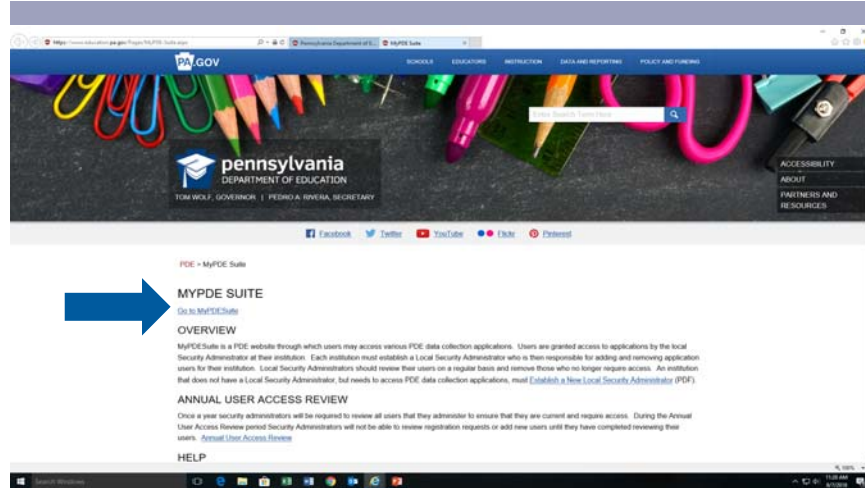


The screenshot shows the Pennsylvania Department of Education website. The main content area is titled "Access APSEM" and displays three columns of news items. The first column on the left is titled "The Schools That Teach tour was created by Governor Tom Wolf to celebrate the incredible teaching and learning taking place in Pennsylvania classrooms every day." The middle column is titled "DEP Index Improves School Safety with Laboratory Chemicals, Training, and Chemical." The right column is titled "Educator Certification Equity & Inclusion (PDE) ESDA." Below these columns is a "More News" button. At the bottom of the page, there is a navigation bar with links for "ONLINE SERVICES", "QUICK LINKS", "ABOUT", and "CONTACT INFO". The Pennsylvania Department of Education logo is also present at the bottom.

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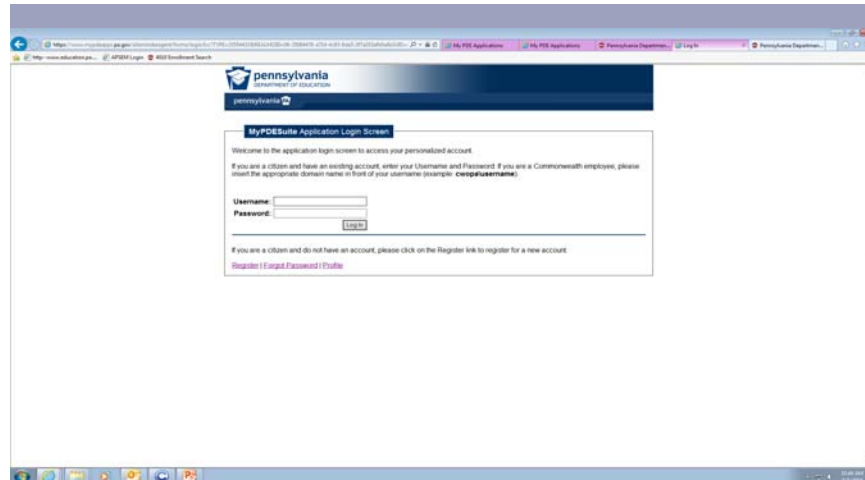
# Access APSEM (cont.)



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# Access APSEM (cont.)



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## Access APSEM (cont.)

User Name:   
 Company:   
 Title:   
 Address:   
 City:   
 State:   
 Zip:   
 Phone:   
 Fax:   
 Email Address:   
 The password must pass these rules:  
 (1) Must be between 8 to 128 characters in length.  
 (2) Do not include any of your user name, your first name, or your last name.  
 (3) The password must pass 3 out of 4 of these rules:  
 (a) One uppercase letter  
 (b) One lowercase letter  
 (c) One numeric number  
 (d) One non-character (such as !, @, %, \*, etc.)  
 Password Strength:   
 Password:   
 Confirm Password:   
 If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.  
 Question:   
 Answer:   
 \* Denotes a required field.  
 Privacy Policy | Security Policy  
 This site works best with Edge or Internet Explorer 11  
 Copyright © 2019, Commonwealth of Pennsylvania. All rights reserved.

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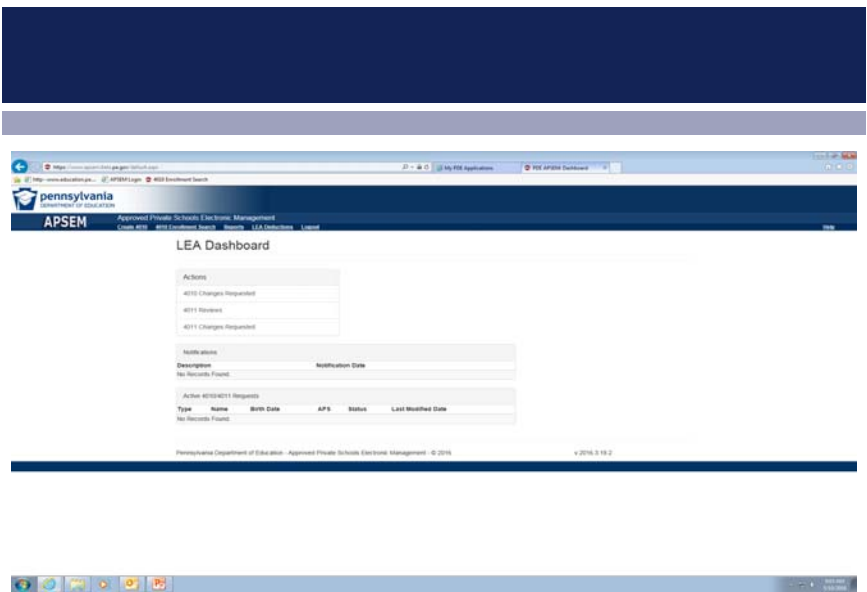
113

## LEA Functions

Create 4010

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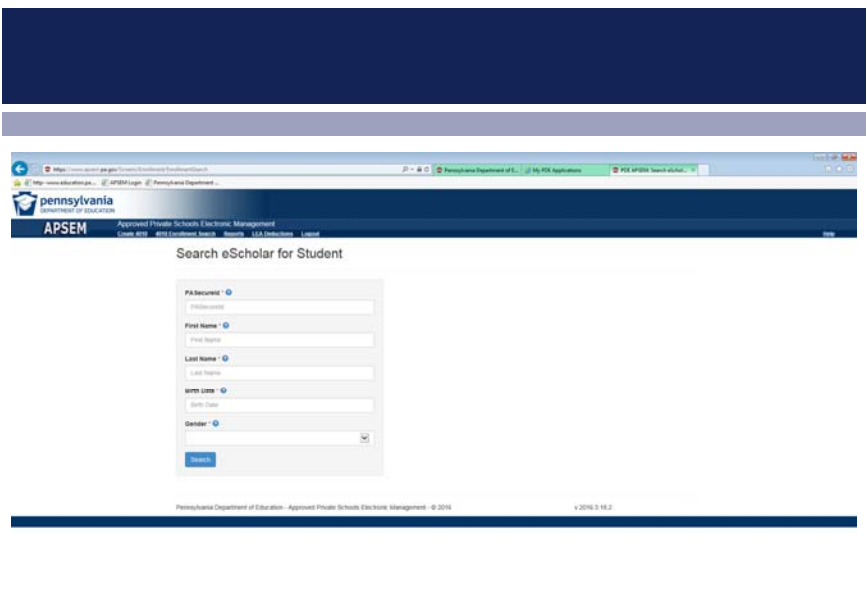


The screenshot shows the APSEM (Approved Private Schools Electronic Management) LEA Dashboard. The dashboard includes sections for Actions (4010 Changes Requested, 4011 Requests, 4011 Changes Requested), Notifications, and a table for Active 4010/4011 Requests. The table has columns for Type, Name, Birth Date, APS, Status, and Last Modified Date. The footer of the dashboard indicates it is the Pennsylvania Department of Education - Approved Private Schools Electronic Management - © 2016, version 3.19.2.

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The screenshot shows the APSEM Search eScholar for Student form. The form includes fields for First Name, Last Name, BIRTH DATE, and Gender, along with a Search button. The footer of the form indicates it is the Pennsylvania Department of Education - Approved Private Schools Electronic Management - © 2016, version 3.19.2.

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# Common Error Message

The screenshot shows the APSEM (Approved Private Schools Electronic Management) interface. The page title is "Search eScholar for Student". The search form includes fields for PA SecureID, First Name, Last Name, Birth Date, and Gender. Below the form, a red error message states: "No Results Found. PA SecureID match not found. Research and correct." The footer of the page includes the Pennsylvania Department of Education logo and the website address www.education.pa.gov.

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The screenshot shows the APSEM (Approved Private Schools Electronic Management) interface. The page title is "Enrollment Information". The form is divided into two main sections: "Student Information" and "Enrollment Information". The "Student Information" section includes fields for PA SecureID, First Name, Middle Name, Last Name, Birth Date, and Gender. The "Enrollment Information" section includes fields for APS Organization, Start Date, Program Type, and Primary Exceptionality. There are also sections for "LEA" (Intending LEA and Ward of State) and "Additional Documents" (NABSEP Document and Acceptance Letter). The form has "Submit Request" and "Cancel" buttons at the bottom. The footer of the page includes the Pennsylvania Department of Education logo and the website address www.education.pa.gov.



## Common Error Message (cont.)


Enrollment Information

Validation Errors:

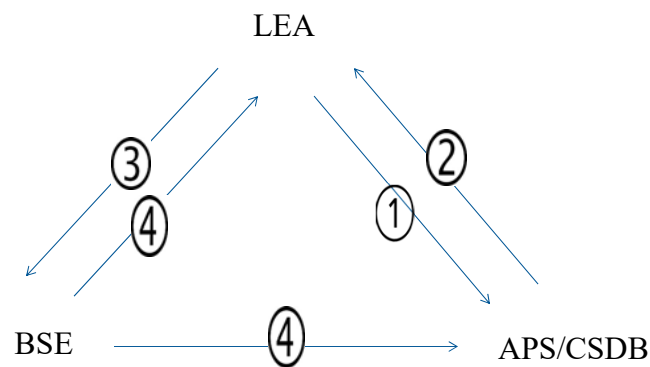
- Costs have been finalized for the specified school year

Student Information	LEA
PASecureId: [REDACTED]	Initiating LEA [REDACTED]
First Name [REDACTED]	Ward of State * <input type="checkbox"/>
Middle Name [REDACTED]	No <input checked="" type="checkbox"/>
Last Name [REDACTED]	Financially Responsible LEA * <input type="text"/>
Birth Date [REDACTED]	Resident SD * <input type="text"/>
Gender [REDACTED]	

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## APSEM 4010 Workflow



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## LEA Dashboard (cont.)

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## LEA Dashboard (cont.)

Manage Enrollment Approval - Changes Requested

Student Name	Birth Date	APSE	APSE Division	Program Type	Effective Date	Actions
[Redacted]	[Redacted]	[Redacted]	MAN	Day	12/1/2016	<a href="#">Make Changes</a>
[Redacted]	[Redacted]	[Redacted]	MAN	Day	2/1/2017	<a href="#">Cancel Request</a>

Showing 1 to 2 of 2 records

Pennsylvania Department of Education - Approved Private Schools Electronic Management - © 2017  
 For: [Redacted] Central SD Approval LEA

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## LEA Dashboard (cont.)

LEA

Indicating LEA: [Redacted]

Word of State: [Redacted]

Word of State Document: [Redacted]

Additional Documents:

ACRPP Document: [Redacted]

Acceptance Letter: [Redacted]

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## LEA Functions

- 4011 Request for Change in Approved Private School Assignment
  - A. Withdrawal
  - B. Change in Program
  - C. Change in LEA or MAWA
  - D. Name Change
  - E. Cancellation
  - F. Ward of State Change

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## LEA Functions

**APSEM**

Approved Private Schools Electronic Management

[Create 4010](#)
[Create 4011](#)
[4010 Enrollment Search](#)
[Reports](#)
[LEA Deductions](#)
[Logout](#)

### 4010 Enrollment Search

**First Name \*** ⓘ

**Last Name \*** ⓘ

**APS Organization \*** ⓘ
 
☒

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4010 Enrollment Search

First Name [REDACTED]  
 Last Name [REDACTED]  
 APS Organization [REDACTED]

Search

Search Results [Export](#) Showing 1 to 1 of 1 records

Name	Birth Date	Gender	4010 Effective Date	APS
[REDACTED]	9/20/14			[REDACTED]

[4010 Enrollment Summary](#)

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4010 Enrollment Summary

Student Information

PS Detail [REDACTED]  
 Student Name [REDACTED]  
 Birth Date [REDACTED]  
 Gender [REDACTED]  
 Primary Caregiver [REDACTED]  
 Ward of State [REDACTED]

Enrollment Information

APS [REDACTED]  
 APS Detail [REDACTED]  
 Program Type [REDACTED]  
 Initiating LEA [REDACTED]  
 Financially Responsible [REDACTED]  
 Resident ID [REDACTED]

Enrollment Periods [Export](#) Showing 1 to 2 of 2 records

Financially Responsible LEA	Division	Program Type	Age Category	Age Category Override	Effective Date	End Date
[REDACTED]					9/20/14	6/30/2015

Modifications

4011 Change Type [REDACTED]  
 Start Date [REDACTED]  
[Search 4011](#)

Type [REDACTED] Effective Date [REDACTED] Status [REDACTED] Date Created [REDACTED]  
[Details](#)

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## APSEM 4011Withdrawal/Cancellation Workflow

LEA

↓

①

↓

↑

②

↑

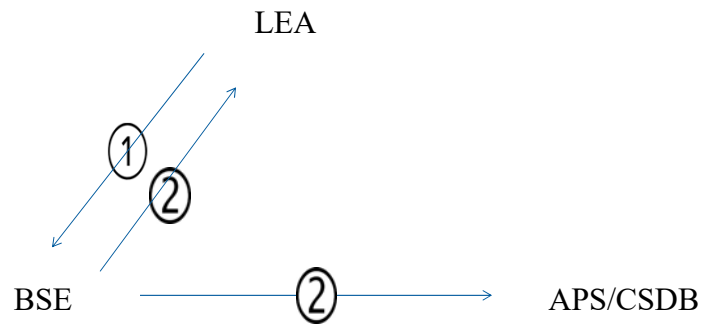
APS/CSDB

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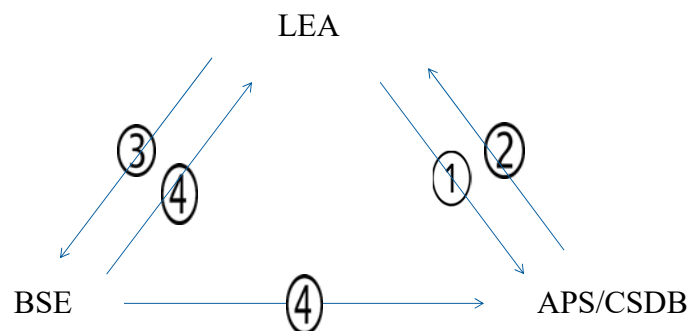
## APSEM 4011 Name Change Workflow



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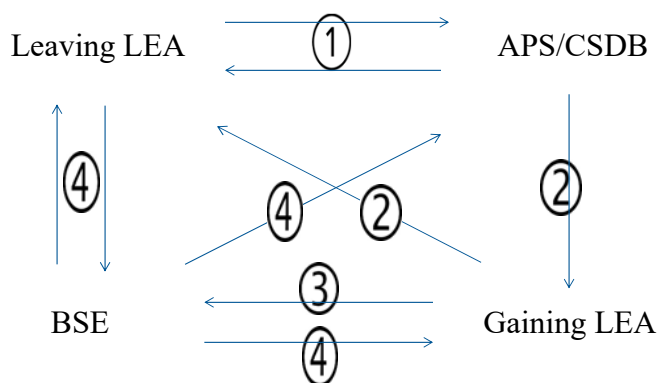
## APSEM 4011 Program/Division Change Workflow



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## APSEM 4011 Change of LEA Workflow



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## LEA Functions (cont.)

- 4010 Enrollment Report
- 4010 Enrollment Deductions
- 4010 Enrollment Search
- Receive Notifications

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## APS/CSDB Functions

- Create Calendar
- 4010 Enrollment Search
- 4010 Enrollment Report
- View Organization Cost
- Receive Reminders and Notifications

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## APS/CSDB Functions (cont.)

- View Active 4010 & 4011 Requests
- 4011 Review
  1. Approve (Agree)
  2. Reject (Disagree)
  3. Request Change

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# APS Dashboard

The screenshot shows the APS Dashboard interface. At the top, there's a navigation bar with the Pennsylvania Department of Education logo and the text 'APSEM Approved Private Schools Electronic Management'. Below this, the main content area is titled 'APS Dashboard'. It features several sections: 'Actions' with links for 'Calendar Changes Requested' and 'AP11 Reviews'; 'Notifications' with a table showing descriptions and notification dates; 'Active AP10/AP11 Requests' with a table listing requests by type, name, birth date, APS, status, and last modified date; and 'Pending Calendar Approvals' with a table for review year, decision, program type, and status. A blue arrow points to the 'APS Dashboard' title in the navigation bar.

Type	Name	Birth Date	APS	Status	Last Modified Date
AP10 Creation				BSE Second Review	9/1/2018 2:58:26 PM
Cancellation				APS Review	9/4/2018 10:02:57 PM
LEA Change				LEA Review	9/21/2018 2:20:53 PM
AP10 Creation				Changes Requested	7/11/2018 5:09:33 PM
AP10 Creation				Changes Requested	9/20/2017 10:04:13 AM

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# APS Dashboard (cont.)

This is a continuation of the APS Dashboard screenshot. A blue arrow points to the 'AP11 Reviews' link in the 'Actions' section. The rest of the interface, including the 'Notifications', 'Active AP10/AP11 Requests', and 'Pending Calendar Approvals' sections, remains the same as in the previous screenshot.

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## APS Dashboard (cont.)

**APSEM** Approved Private Schools Electronic Management  
4010 Enrollment Search Reports APS Management Logout

### Manage Enrollment Modification - APS Review

Enrollment For Approval Showing 1 to 2 of 2 records

Student Name	Birth Date	4011 Type	Effective Date		Details	Approve	Request Changes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		Details	Approve	Request Changes
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		Details	Approve	Request Changes

Pennsylvania Department of Education - Approved Private Schools Electronic Management - © 2019 v 1.0.0.0  
Franklin, Kelle ACLE Tidbiton School Supervisor APS  
Session details: gupghofedancecdpccvng - tkankle Franklin, Kelle Supervisor APS ACLE  
Tidbiton School 1: 47474628-6037-4a6d-631a-c75896104357 300020100

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## APS Dashboard (cont.)

### Withdrawal Details

[Print](#)

Student Information	Enrollment Information
Student Name [REDACTED]	APS [REDACTED]
Birth Date [REDACTED]	Division [REDACTED]
	Program Type [REDACTED]
	4010 Effective Date [REDACTED]

**Details**

Withdrawal Date [REDACTED]

Withdrawal Reason [REDACTED]

**Status History**

Status	Status Date	User	Comment
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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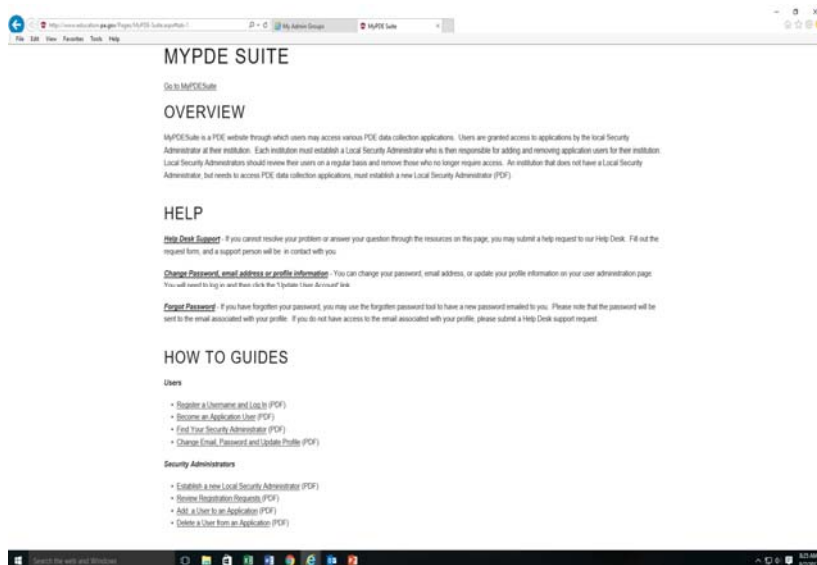
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## If You Need Assistance

- Registration and Log in
- Forgotten your password
- Change your email address and other information
- And More....

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## Helpful Links

- [PDE main page](#)
- [MyPDE Suite](#) (links, guides, and information)
- MyPDE Suite Application [Log-in Screen](#)
- [Directory](#) of Approved Private Schools & Chartered Schools for the Deaf and the Blind

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## Contact Information

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717-783-6135  
[kfranklin@pa.gov](mailto:kfranklin@pa.gov)

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# Questions?



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