


Contingency Funds 2017-18




Contingency Funds 2017-2018

Dr. Ronald Wells
Special Education Adviser

www.education.pa.gov

Contingency Funds 2017-18




Point of Clarification

Contingency Fund Applications are for the
Prior School Year 2016-2017

ALL EXPENSES ARE FOR 2016-2017

www.education.pa.gov


Contingency Funds 2017-18



Application Dates

- Beginning November 20, 2017
- Closing January 5, 2018

www.education.pa.gov


Contingency Funds 2017-18


IEP Clarification

The IEP in effect for the school year in which the expenses were incurred, must be submitted on the date the application is submitted

IEP reflects the program and services listed on the Cfund application


www.education.pa.gov

Contingency Funds 2017-18


24 PS §25-2509.8

- Extraordinary special education program expenses. Section (e)

www.education.pa.gov

Contingency Funds 2017-18


- Such special education program or service shall include, but not limited to, the transportation of students with disabilities, services related to occupational therapy, physical therapy, speech and language, hearing impairments or visual impairments; or training in orientation and mobility for children who are visually impaired or blind.

www.education.pa.gov

Contingency Funds 2017-18



Application

- Brief background of the student
- Explain the extraordinary educational needs of the student
- Explain what you have done to ensure this is the least restrictive environment

www.education.pa.gov

Contingency Funds 2017-18



Brief Background

- Provide a description of the student and his/her extraordinary needs
- Individual history should be detailed to support the application
- Quality of content

www.education.pa.gov


Contingency Funds 2017-18



Educational Needs

- What are the extraordinary educational needs of this student?
- What is the degree (amount) of service?
- Why?
- Specific information!

www.education.pa.gov

Contingency Funds 2017-18


Least Restrictive Environment (LRE)

- A brief explanation of why this is LRE
- A more detailed information for one time only expenses related to LRE.
 - Special training for staff
 - Costs related to establishing a new class


www.education.pa.gov

Contingency Funds 2017-18


Things to Avoid



www.education.pa.gov

Contingency Funds 2017-18


- Quoting rules and regulations.
- Noting how much stress this causes the district.
- Providing “canned” information.
- Please do not irritate Dr. Wells during his presentation!

www.education.pa.gov

Contingency Funds 2017-18



Eligible Costs

- Proportional costs of the special education teacher.
 - The teacher's actual salary divided by the number of students assigned to the teacher.
 - The proportional cost of benefits may be calculated and applied in the same manner.

www.education.pa.gov

Contingency Funds 2017-18



- 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 and clearly indicated on the IEP.

www.education.pa.gov

Contingency Funds 2017-18




Related Services

Be sure that related services are clearly stated on the IEP

- Occupational Therapy
- Physical Therapy
- Speech & Language Therapy
- Orientation & Mobility training
- Vision Therapy
- Hearing Therapy


www.education.pa.gov

Contingency Funds 2017-18


Calculating Expenses

- When calculating therapy costs, use actual costs per unit of time.
- Individual per hour and group prorated rates should reflect the amount of services stated on the IEP.


www.education.pa.gov

Contingency Funds 2017-18



Other Costs

- Medical expenses that are specific to the student.
- Specialized staff training specific to the student.
- Consultation.
- Non-traditional therapies.

www.education.pa.gov


Contingency Funds 2017-18


Medical Expenses



www.education.pa.gov

Contingency Funds 2017-18




Examples

- One to one nursing service may be completely claimed for CFunds, if clearly indicated on the IEP.
- A proportional (prorated hourly) cost of the school nurses time if clearly indicated on the IEP.

www.education.pa.gov

Contingency Funds 2017-18




Specialized Training


- Staff training related to the student's IEP
- Documented
- Itemized

www.education.pa.gov


Contingency Funds 2017-18



Coordinate Information




www.education.pa.gov

Contingency Funds 2017-18



Tuition Costs

- Will be accepted for IU programs & private programs including APS's (NOT 4010 approved students).
 - What is included in the tuition?
 - An itemized bill may be requested
- NO RESIDENTIAL COSTS!


www.education.pa.gov

Contingency Funds 2017-18


Transportation Costs




www.education.pa.gov

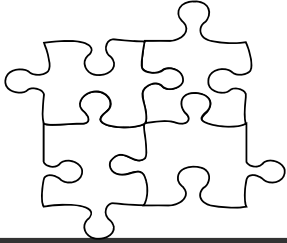
Contingency Funds 2017-18


- Clearly indicated on the IEP
- Extraordinary, such as wheelchair accessible or serious health related.
- Transportation outside the LEA.
- Explained in detail – itemized and prorated for the individual student.


www.education.pa.gov

Contingency Funds 2017-18


Putting it Together




www.education.pa.gov

Contingency Funds 2017-18



Anticipate Questions

- Use the narrative sections to explain the costs.
- For example, if a prorated cost such as salary seems very high, explain in the narrative how this was calculated.

www.education.pa.gov


Contingency Funds 2017-18


Contact Information



- Keep information current.
- Assign the role to someone familiar with the process.


www.education.pa.gov

Contingency Funds 2017-18 

WANTED

- The person whose e-mail address is given as the contact, should be a person who actually receives the e-mail.
- Preferably the person who prepares the application.


www.education.pa.gov

Contingency Funds 2017-18 

Common Mistakes

- IEPs that do not support the application.
- Miscalculated expenses (prorate).
- Requests for residential costs.


www.education.pa.gov


Contingency Funds 2017-18 


Deductions

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

www.education.pa.gov

Contingency Funds 2017-18	
<h3>Scan Notes</h3> <p>*****</p> <ul style="list-style-type: none"> • Do not scan the application pages, only the IEP if requested. • Do not scan the NOREP. • <u>Only</u> scan to an email listed on the website. <p>www.education.pa.gov</p>	

Contingency Funds 2017-18	
<h3>IEP Notes</h3> <p>*****</p> <ul style="list-style-type: none"> • Check the date on the IEP – Is it written for the year matching the application? • Make sure the IEP supports the request. • Present levels, related services and SDI. <p>www.education.pa.gov</p>	

Contingency Funds 2017-18	
<h3>Observations from Previous Years</h3> <p>*****</p> <ul style="list-style-type: none"> • When wheelchair use is noted, there is the assumption that the student is in fact in a wheelchair. • At least part of the day. <p>www.education.pa.gov</p>	

Contingency Funds 2017-18



How Funds are Processed

- Applications reporting the highest eligible costs will receive funding priority in the following manner:
 - Total Eligible Costs.
 - Deduction determined by the State Subsidy.
 - Eligible costs between \$75,000 and \$99,999 will be multiplied by Aid Ratio (formulated based upon the District's Wealth).

www.education.pa.gov

Contingency Funds 2017-18



How Funds are Processed Cont.

- This process will continue until all available funds (\$11,218,150) are expended.
- School Districts or Charter Schools may not receive contingency funds exceeding \$150,000.


www.education.pa.gov

Contingency Funds 2017-18



2016-2017 Contingency Fund Program Statistics

- The Bureau of Special Education received a total of 431 requests for contingency funding.
- 90 requests were funded representing 21% of all requests received.
- 98 LEAs submitted requests.

www.education.pa.gov

Contingency Funds 2017-18

**2016-2017 Contingency Fund Program Statistics**

- 406 requests were above the established threshold of \$75,000.
- 69 LEAs (70% of the participating LEAs) received some funding.
- 41 LEAs (59% of the LEAs receiving funds) received the maximum amount of \$150,000.
- 20 LEAs received the maximum amount (\$150,000) with one application.

www.education.pa.gov

Contingency Funds 2017-18

**For comparison: Requests over \$100,000**

2007-08	13 (3%)
2008-09	28 (7%)
2009-10	34 (9%)
2010-11	58 (18%)
2011-12	50 (16%)
2012-13	55 (23%)
2013-14	59 (24%)
2014-15	89 (All approved applications were over \$100,000)
2015-2016	90 (All approved applications were over \$100,000)
2016-2017	90 (All approved applications were over \$100,000)

Based on the number of approved requests

www.education.pa.gov

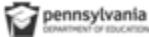
Contingency Funds 2017-18

**Recent Prorate Results**

2004-05	.37 per dollar eligible
2005-06	.19 per dollar eligible
2006-07	.16 per dollar eligible
2007-08	.15 - .85 per dollar eligible
2008-09	.15 - .85 per dollar eligible
2009-10	.15 - .87 per dollar eligible
2010-11	.15 - .88 per dollar eligible
2011-12	.15 - .88 per dollar eligible
2012-13	.15 - .88 per dollar eligible
2013-14	.15 - .89 per dollar eligible (average .46)
2014-15	No Aid Ratio Applied
2015-2016	No Aid Ratio Applied
2016-2017	No Aid Ratio Applied

www.education.pa.gov

Contingency Funds 2017-18




Goals for 2017-18

Emphasize the student specific grant.

Encourage prompt submission of applications.

www.education.pa.gov

Contingency Funds 2017-18




Anticipated Processing Figures

- Only applications that are over \$75,000 after deductions, will be considered for funding.
- The most costly individual applications will receive funding priority.
- Not all eligible applications will be funded.

www.education.pa.gov


Contingency Funds 2017-18





Aid Ratio


A measure of district wealth will be applied to applications below \$100,000 prior to final disbursement, (calculations are based upon sales of taxable real estate, personal income and the district's weighted average daily membership).


www.education.pa.gov


Contingency Funds 2017-18		
SAMPLE #1 (Total Costs)		
Submit New Funds Request for the [] School Year		
Please complete the following application for each eligible student. Fields with an orange background are required.		
Date of Request	<input type="text" value="December 10, 2015"/>	
Contact Person for this request	<input type="text" value="Dr. Joyce Boeman"/>	
Student	First Name	<input type="text" value="Steven"/>
	Last Name	<input type="text" value="Creighton"/>
Primary Disability	<input type="text" value="Multiple Disabilities"/>	
Placement (Not Location)	<input type="text" value="Multiple Dis Support/Part Time"/>	
LRE	<input type="text" value="Public Separate Facility (IU)"/>	
Brief background INCLUDING DISABILITY of the eligible student	<input type="text" value="Steven is diagnosed with multiple disabilities and also experiences limited vision. Steven receives special transportation as well as vision, speech, occupational and physical therapy."/>	
www.education.pa.gov		

Contingency Funds 2017-18		
SAMPLE #1 (Total Costs) cont.		
Specific Request (explain extraordinary circumstances)	<input type="text" value="Steven needs assistance for most physical tasks and movements, requires modifications and adaptations to all curriculum areas utilizing assistive technology."/>	
Explain what you have done to insure this is the Least Restrictive Environment for this student	<input type="text" value="The team has reviewed all options for Steven and believes that his current placement is the least restrictive environment and allows for provisions to ..."/>	
Half-year student	<input type="text" value="No"/>	
School District Contingency Fund Worksheet		
(Enter whole numbers rounded to the nearest dollar; do not enter commas or centers. E.g. 25000)		
Prorated teacher salary	\$	<input type="text"/>
Prorated itemized teacher benefits	\$	<input type="text"/>
Classroom aide prorated salary	\$	<input type="text"/>
Classroom aide prorated itemized benefits	\$	<input type="text"/>
www.education.pa.gov		


Contingency Funds 2017-18		
SAMPLE #1 (Total Costs) cont.		
Itemized therapies e.g.		
One-to-one paraprofessional assignment (PCA)	\$	<input type="text"/>
Occupational therapy	\$	<input type="text"/>
Physical therapy	\$	<input type="text"/>
Speech & Language therapy	\$	<input type="text"/>
Orientation & mobility training	\$	<input type="text"/>
Hearing itinerant services	\$	<input type="text"/>
Vision itinerant services	\$	<input type="text"/>
Other Costs (list/specify)		<input type="text" value="IU #41/587,493"/>
Total - Other costs	\$	<input type="text" value="87,493"/>
Transportation		<input type="text" value="(Pop-up) \$36,000"/>
Transportation amount	\$	<input type="text" value="36,000"/>
Minus-school district state subsidy (previous year)		<input type="text" value="-10,000"/>
Calculated eligible costs	\$	<input type="text" value="113,493"/>
www.education.pa.gov > 45		

Contingency Funds 2017-18		
SAMPLE #2 (Itemized)		
Submit New Funds Request for the [] School Year		
Please complete the following application for each eligible student. Fields with a yellow background are required.		
Date of Request	<input type="text" value="December 10, 2015"/>	
Contact Person for this request	<input type="text" value="Dr. Joyce Boeman"/>	
Student	First Name	<input type="text" value="Steven"/>
	Last Name	<input type="text" value="Creighton"/>
Primary Disability	<input type="text" value="Multiple Disabilities"/>	
Placement (Not Location)	<input type="text" value="Multiple Dis Support/Part Time"/>	
LRE	<input type="text" value="Regular School Building"/>	
Brief background INCLUDING DISABILITY of the eligible student	<input type="text" value="Steven is diagnosed with multiple disabilities and also experiences limited vision. Steven receives special transportation as well as vision, speech Occupational and physical therapy."/>	
www.education.pa.gov		

Contingency Funds 2017-18		
SAMPLE #2 (Itemized) cont.		
Specific Request (explain extraordinary circumstances)	<input type="text" value="Steven needs assistance for most physical tasks and movements, requires modifications and adaptations to all Curriculum areas utilizing assistive technology."/>	
Explain what you have done to insure this is the Least Restrictive Environment for this student	<input type="text" value="The team has reviewed all options for Steven and believes that his current placement is the least restrictive Environment and allows for provisions to."/>	
Half-year student	<input type="text" value="No"/>	
School District Contingency Fund Worksheet (Enter whole numbers rounded to the nearest dollar; do not enter commas or centers. E.g. 25000)		
Prorated teacher salary	\$	<input type="text" value="7,875"/>
Prorated itemized teacher benefits	\$	<input type="text" value="3,563"/>
Classroom aide prorated salary	\$	<input type="text" value="3,500"/>
Classroom aide prorated itemized benefits	\$	<input type="text" value="3,125"/>
www.education.pa.gov		

Contingency Funds 2017-18		
SAMPLE #2 (Itemized) cont.		
Itemized therapies e.g.		
One-to-one paraprofessional assignment (PCA)	\$	<input type="text" value="48,000"/>
Occupational therapy	\$	<input type="text" value="7,200"/>
Physical therapy	\$	<input type="text" value="6,480"/>
Speech & Language therapy	\$	<input type="text"/>
Orientation & mobility training	\$	<input type="text"/>
Hearing itinerant services	\$	<input type="text"/>
Vision itinerant services	\$	<input type="text"/>
Other Costs (list/specific)	\$	<input type="text" value="23,400"/>
Total - Other costs	\$	<input type="text"/>
Transportation	\$	<input type="text"/>
Transportation amount	\$	<input type="text"/>
Minus-school district state subsidy (previous year)	\$	<input type="text" value="36,000"/>
Calculated eligible costs	\$	<input type="text" value="10,000"/>
		<input type="text" value="129,143"/>

Contingency Funds 2017-18



Mr. Pedro Rivera, Secretary
parivera@pa.gov
(717) 783-9780

Ann Hinkson-Herrman, Bureau Director
Bureau of Special Education
Phone: (717) 783-6134
Email ahinksonhe@pa.gov

Sue Leonard, Division Chief
Division of Analysis & Financial Reporting
Phone: (717) 772-1114
Email mleonard@pa.gov

Dr. Ron Wells, Special Education Advisor
Division of Analysis & Financial Reporting
Phone: (717) 783-6882
Email ronwells@pa.gov

www.education.pa.gov
