



To: Special Education Directors
Business Managers
EEE Coordinators

From: Armando Vilaseca, Commissioner of Education

Date: June 13, 2011

Subject: Maintenance of Effort Information from Supervisory Unions
Participation in IDEA Part C (Early Intervention Program for Infant and Toddlers with Disabilities)

Cc: Karin Edwards, Division Director of Integrated Supports for Learning.
Alice Farrell, Assistant Director for General Supervision and Monitoring
Margaret Schelley, Assistant Director, Special Education and Medicaid Finance
Terri Edgerton, Program Administrator for CIS/EI, AHS

The Department of Education (DOE) and the Agency of Human Services (AHS) are responsible for administration of the IDEA Part C Program grant that helps fund Children's Integrated Services/Early Intervention (CIS/EI); formally known as Vermont's Family Infant Toddler Program (FITP). In order to receive the grant funds each year, Vermont must assure that it will maintain the same level of support from state and local sources from the prior year; this is referred to as "maintenance of effort" (MOE). Vermont must annually calculate the amount of funds being expended on CIS/EI from various sources and report these actual expenditures to the U.S. Department of Education. The Part C Interagency Agreement (IAA) clarifies school district responsibilities for Part C as well as the allowable sources of funds. The Part C IAA was revised and signed by former Commissioner Cate and former AHS Secretary Cynthia LaWare on April 16, 2007. You may locate and download a copy of the Part C IAA at www.dcf.vermont.gov/cdd/early_intervention.

For the current MOE report, please report your supervisory union's expenditures and actual source of funds for FY11 (July 1, 2010 to June 30, 2011). (AHS is also engaged in comparable data collection to determine the funds expended on CIS/EI by other funding sources.)

Using the attached forms and accompanying instructions, please list and describe your supervisory union's FY11 actual expenditures for local Part C activities. Part of this reporting includes staff time. Supervisory union staff performing Part C/CIS/EI activities will need to pro-rate the amount of time that they have spent on Part C. For example, if an essential early educator (EEE) takes part in an initial comprehensive evaluation to determine Part C eligibility for a two year old child, it is necessary to identify the actual time the EEE teacher spent participating in planning meetings and administering the all-domain assessment and then pro-rate the amount of time.

I appreciate the time and effort your supervisory union staff spends to provide the DOE with accurate data on Part C participation. This data collection is required annually and, hopefully, it will be easier for districts to compile this information as we all become more familiar and efficient with the process.

If you have questions while completing the form, feel free to contact Kate Rogers at 828-5115. Please return your completed survey by **September 15, 2011** to:

Kate Rogers, EEE Consultant
Department of Education
120 State Street, Montpelier, VT 05620.

Thank you for your cooperation.