

FY-2013 SERVICE PLAN GENERAL INSTRUCTIONS FOR SECTION C

PURPOSE:

The purpose of Section C is to provide the Department of Education with information on the number of preschool children being provided special education services by school districts and/or supervisory unions and the cost of Preschool Special Education services paid by Vermont school districts. This information is needed to provide the Legislature with information for setting the FY-2013 Essential Early Education (EEE) appropriation.

BUDGET ENTITIES:

Section C is to be completed by each budget entity within the supervisory union that is expected to incur special education costs for preschool children for FY-2013. A budget entity can be a city/town school district, a union or unified union school district, a joint contract district or a supervisory union. Depending on how preschool costs are budgeted and paid for in the supervisory union, there may be various combinations of budget entities. Once the Section C's are completed for the budget entities, enter the total from the bottom line of each Section C on the line for that budget entity on Section A, Part 1 in the "Section C" column.

COUNT OF PRESCHOOL CHILDREN SERVED IN SPECIAL EDUCATION:

This section requests information on the anticipated number of children to be served during the current year and the upcoming year. This includes two categories of children. The first category is the count of preschool children (ages 3 through 5) who meet the eligibility requirements for special education and receive EEE services. This does not include children if they are enrolled in kindergarten and receiving their services through the kindergarten program. The second is for children under age 3 who may be referred to your local Family Infant Toddler program (FITP) and undergo an evaluation to determine special education eligibility under IDEA Part C. This count includes all children Birth to 3 that the supervisory union or its member school districts expect to evaluate during each of these years, regardless of the outcome of the evaluation.

The number of children reported should be **an unduplicated count for each supervisory union for each category**. If services are provided by more than one budget entity within the supervisory union, you need to decide how to count the children to avoid duplication. If the supervisory union pays for the basic program staff, it probably makes sense to show the count of children on the supervisory union's Section C even if the towns are paying for individual costs such as aides. A child may be counted in both categories if he/she was evaluated for Part C then later in the year turned three and would start to receive EEE services under an IEP.

PRESCHOOL SPECIAL EDUCATION COST

The cost information included on this report should only reflect the cost of providing EEE services for children determined eligible (ages 3 through 5) **and** for child find and evaluations for children (ages Birth through 5) for IDEA Part C and B. It should not include the 100% of the cost of early education programs that are designed to serve special education and non-special education children. If the budget entity operates a combined early education program, then the costs reported as special education costs need to be calculated as a portion of the early education program based on children served by various program components.

INSTRUCTIONS FOR SECTION C, PART 1 - PRESCHOOL SPECIAL EDUCATION

This is to provide information on the number of preschool children eligible for special education and the cost of providing special education services to those children. This will give the Department information for use during the next Legislative session.

Number 1 – Count of Preschool Children Served:

Enter the number of children expected to be served for FY-2012 (July 1, 2011 through June 30, 2012) and estimated numbers for FY-2013 (July 1, 2012 through June 30, 2013). There are two categories for the children expected to be served:

- a. Age 3 Years up to Age 6 for EEE direct services and
- b. Birth up to Age 3 for evaluations only.

Note: Children are not to be included if they are enrolled as kindergarten students even if under the age of six.

Number 2 – Estimated FY-2013 Preschool Special Education Cost:

Estimate costs for preschool special education services for FY-2013 (July 1, 2012 through June 30, 2013) for child find and evaluations for preschool children (birth through 5) and for EEE services for eligible children (3 through 5). Include all the special education costs anticipated for preschool children regardless of the funding source which would pay for the service. If the budget entity runs an inclusive early childhood program that provides services to children who are eligible as well as typically developing peers, then the cost shown as special education in #2 of Section C need to be calculated based on the portion of the costs that are relate to providing special education for eligible children. For example, if an EEE teacher serves 10 students in a center-based program and it is expected that 3 will be children receiving IEP services, then 30% of the salary and benefits for the position should be included as special education cost.

Function Code/Object Code Categories

This section shows the costs of teachers, aides, and associated costs for the Preschool program to provide children ages 3 through 5 with the service required by their IEPs as well as the cost for child find for children ages birth through 5. A worksheet is included with detailed instructions if assistance is needed to estimate costs by the function/object code breakdowns. A blank line is left if costs are incurred for other function codes. The total is to be entered on the “Total Cost of Preschool Education” line.

The cost of any child determined eligible for EEE services who meets the \$50,000 threshold for extraordinary should be included in the estimated amount for FY-2013 on this sheet. Also itemize the special education cost for FY-2013 for the extraordinary preschool children on Section B, Part 3(a). Costs for EEE services are only eligible for extraordinary reimbursement if:

- (1) the total special education cost for the child is expected to exceed the \$50,000 threshold;
- (2) the costs can only include services provided from the child’s third birthday or later;
- (3) the costs are for EEE services required by the child’s IEP and for the child’s evaluation to determine eligibility and
- (4) the costs are not covered by federal grant funds or grants including the state EEE grant.

Costs to be covered by non-special education revenue or excluded cost

This section is used to subtract out any funds which you expect to cover by non-special education revenue or bill to a different budget entity or the State for the costs shown above. There are three categories provided:

Costs Billed to Other LEAs/State-Placed Student Reimbursement
Non-Special Education Federal Funds such as Evenstart and Title 1; and
Non-Special Education State Funds such as Early Education Initiative.

The “Amount Covered by Non-Special Education Funds” is the total of the three categories listed above it.

FY-2013 Preschool Special Education Cost Net of Non-Special Education Funds

This is computed as the amount entered as “Total Cost of Preschool Education” less “Amount covered by Non-Special Education Funds”. The bottom line should be the costs expected to be covered by Education Spending Grant funds, State EEE funds, and Federal IDEA-B and Pre-School funds.