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FY-2018 SERVICE PLAN GENERAL INSTRUCTIONS FOR SECTION C

PURPOSE:

The purpose of Section C is to provide the Agency of Education with information on the number of preschool children being provided special education services by school districts and/or supervisory unions and the estimated cost of Preschool Special Education services to be paid by Vermont school districts. This information is needed to provide the Legislature with information for setting the FY-2018 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-2018. A budget entity can be a city/town school district, a union or unified union school district, a joint contract school 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 in the count if they are enrolled in kindergarten. 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 is requested only for FY-2017. It 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 member school districts are paying for individual costs such as aides.

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 3 through 5) for IDEA Part B effective with FY-2017. This includes the cost for special education services to children ages 3 through 5 but not yet enrolled in kindergarten that are required by the child's IEP.

Include all the preschool special education costs anticipated for preschool children regardless of the funding source which would pay for the service. The costs in this section should only be for the

provision of preschool special education required by children's IEPs. It should not be the cost for all preschool education – only those components that are required based on the children's IEPs and only to the extent that the costs are allowed as special education.

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 Agency 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-2017 (July 1, 2016 through June 30, 2017) and estimated numbers for FY-2018 (July 1, 2017 through June 30, 2018). 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. (Only required for FY-2017.)

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-2018 Preschool Special Education Cost:

Estimate costs for preschool special education services for FY-2018 (July 1, 2017 through June 30, 2018) for child find and evaluations for preschool children (3 through 5) under IDEA-B and for EEE services for eligible children (3 through 5).

The cost of 1:1 services for children on IEPs is a special education cost as long as the service is provided as required by the child's IEP. Also the service provider needs to be appropriately licensed or have appropriate credentials for providing the IEP service.

For instructional services provided in a group setting, there are two criteria that need to be met for the services to be considered special education. First the instructional services are allowed only if the Lead Teacher is an Early Childhood Special Educator. Secondly, if the majority of the children being served in the group are on IEPs, then the cost can be considered 100% special education. However, if 50% or less of the children are on IEPs, the portion of the cost of the service allowed is calculated based on the portion of the children in the group that are on IEPs. So if a Early Childhood Special Educator is providing instructional services to a group of five children and only 2 of the children have IEPs, then 40% (2/5) of the cost for that instruction is considered a special education cost.

For other services provided to groups of preschool children, the portion allowed is calculated based on the number of children receiving the service as an IEP service to the total number of children in the group. If physical therapy is being provided to a group of three children and only one of those children has an IEP requiring the services, then 1/3 of the cost of that physical therapy is considered a preschool special education cost.

Function Code/Object Code Categories

This section shows the costs of special education 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-2018 on this sheet. Also itemize the special education cost for FY-2018 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-2018 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.