

**APPROPRIATE USE OF FUNDS FOR
IDEA SECTION 611, PART B & STATE AID**

FREQUENTLY ASKED QUESTIONS

ASSISTIVE TECHNOLOGY (AT)

Question: Can funds be used to reimburse the employment costs for an Assistive Technology Assistant?

Answer: Yes. An AT Assistant could be defined as a non-degreed staff member who consults with LEA staff regarding software and computer uses. This position is fundable to the extent they work with special education teachers related to technology issues. This position should not be listed as a Para-professional.

Funding Sources:

- ARRA Special Education Award

Coding:

- Function Code 225 if specific to classroom, Object Code 1590
- Function Code 284 if providing district-wide support, Object Code 1590

Date Amended/Added: 5/1/2009

Question: Are Assistive Technology Toolkits a reimbursable expenditure?

Answer: Yes. AT Toolkits are reimbursable if purchased for students with IEPs or if purchased for all teachers through a professional development activity. AT Toolkits are not reimbursable if directly purchased for students without IEPs.

Funding Sources:

- IDEA Special Education Regular Award
- ARRA Special Education Award
- State Aid funds may be used only if AT Toolkits are purchased for students with IEPs or for professional development for Special Education Teachers only.

Coding:

- Function Code 122, Object Code 5110 if purchased for students with IEPs
- Function Code 221, Object Code 5110 if part of professional development activity

Date Amended/Added: 5/1/2009

Question: Is the purchase of sound field systems (portable or fixed) an allowable cost?

Answer: Yes. Sound field systems are an allowable cost, but ISDs, LEAs or PSAs must first provide a description (via program design) on how the purchase of a sound field system will benefit students with disabilities.

Funding Sources:

- IDEA Special Education Regular Award (purchase only)
- ARRA Special Education Award (purchase and installation)

Coding:

- Function Code 122, Object Code 51XX, 61XX if \$5,000 or more

Date Amended/Added: 3/24/2010

CONSTRUCTION

Question: Can funds be used for purposes of Construction and Alteration?

Answer: Yes, but ARRA Special Education Award funds ONLY. Please review guidance and process document posted on the MDE, OSE-EIS website.

Funding Sources:

- ARRA Special Education Award

Coding:

- Function Code 455, Object Code 62XX or
- Function Code 456, Object Code 64XX

Date Amended/Added: 7/31/2009

Question: Can funds be used to supplement the construction costs for a School Based Health Center?

Answer: No.

Date Amended/Added: 3/24/2010

DOCUMENT RETENTION AND DESTRUCTION

Question: Can funds be used to scan, organize and/or destroy student records?

Answer: Yes. The funds used for the maintenance of student records should be in proportion to the number of students with IEPs.

Funding Sources:

- ARRA Special Education Award

Coding:

Function Code 284

Date Amended/Added: 3/24/2010

EARLY CHILDHOOD PROGRAMS

Question: Can funds be used for Early Childhood programs and services for children ages Birth – 2?

Answer: No. Funds are allocated for children ages 3 – 21.

Date Amended/Added: 5/1/2009

EARLY INTERVENING SERVICES (EIS)

Question: Can funds be used to provide Early Intervening Services to Children in Preschool, ages 3-5?

Answer: No. EIS is specific to IDEA and is defined as services for students without an IEP in Kindergarten through Grade 12, with an emphasis on Kindergarten through Grade 3.

Date Amended/Added: 5/1/2009

COMPUTERS / TECHNOLOGY / SOFTWARE

Question: Can funds be used to "completely refurbish" a computer lab?

Answer: No. However, purchasing technology for a computer lab to accommodate a student's IEP is reimbursable.

Funding Sources:

- IDEA Special Education Regular Award
- ARRA Special Education Award
- State Aid

Coding:

- Function Code 122, Object Code 5110 if **below** capital outlay threshold of \$5,000 for Federal Funds or \$1,000 for State Funds
- Function Code 122, Object Code 6410 if **above** capital outlay threshold of \$5,000 for Federal Funds or \$1,000 for State Funds

Date Amended/Added: 5/1/2009

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| <p>Question: Can funds be used to purchase computers for Special Education Administrators and their assigned Clerical Support Staff?</p> <p>Answer: Yes. Provided under Permissive Use of Funds, Administrative Case Management, IDEA §613(a)(4)(B). <u>Funding Sources:</u></p> <ul style="list-style-type: none"> • IDEA Special Education Regular Award • ARRA Special Education Award <p><u>Coding:</u></p> <ul style="list-style-type: none"> • Function Code 226, Object Code 5110 if below capital outlay threshold of \$5,000 for Federal Funds • Function Code 226, Object Code 6410 if above capital outlay threshold of \$5,000 for Federal Funds <p>Date Amended/Added: 5/1/2009</p> |
| <p>Question: Can funds be used to purchase computers for Students with IEPs housed in co-taught classrooms?</p> <p>Answer: Yes. Computers and technology are reimbursable in order to accommodate a student's IEP. <u>Funding Sources:</u></p> <ul style="list-style-type: none"> • IDEA Special Education Regular Award • ARRA Special Education Award <p><u>Coding:</u></p> <ul style="list-style-type: none"> • Function Code 122, Object Code 5110 <p>Date Amended/Added: 5/1/2009</p> |
| <p>Question: Can funds be used by an LEA or PSA to purchase student data tracking systems for students with IEPs, such as Zangle or Power School?</p> <p>Answer: Yes. The funds used to purchase student data tracking systems should be in proportion to the number of students with IEPs. <u>Funding Sources:</u></p> <ul style="list-style-type: none"> • ARRA Special Education Award <p><u>Coding:</u></p> <p>Function Code 284 or 285, Object Code 59XX for purchased software, 3450 for license to use software only</p> <p>Date Amended/Added: 5/1/2009</p> |
| <p>Question: Can funds be used to pay for a "Data Warehouse"?</p> <p>Answer: Yes. The funds used to cover the costs of a student data warehouse should be in proportion to the number of students with IEPs enrolled in the district. <u>Funding Sources:</u></p> <ul style="list-style-type: none"> • ARRA Special Education Award <p><u>Coding:</u></p> <ul style="list-style-type: none"> • Function Code 284 <p>Date Amended/Added: 3/24/2010</p> |
| <p>Question: Can funds be used to pay for wireless communication systems?</p> <p>Answer: Yes. The funds used to cover the costs of the set up or installation of a wireless communication system should be in proportion to the number of students with IEPs enrolled in the district. <u>Funding Sources:</u></p> <ul style="list-style-type: none"> • ARRA Special Education Award <p><u>Coding:</u></p> <ul style="list-style-type: none"> • Function Code 225, Object Code 3490 <p>Date Amended/Added: 3/24/2010</p> |

Question: Can funds be used to purchase reading and math intervention software programs to be used for students with IEPs in the general education setting?
Answer: Yes. Software expenses are reimbursable in order to accommodate a student with an IEP.

Funding Sources:

- IDEA Special Education Regular Award
- ARRA Special Education Award

Coding:

- Function Code 122, Object Code 5110

Date Amended/Added: 5/1/2009

Question: Can funds be used to purchase IEP data systems?

Answer: Yes.

Funding Sources:

- IDEA Special Education Regular Award
- ARRA Special Education Award
- State Aid

Coding:

- Function Code 284 or 285, Object Code 59XX for software, 3450 for license only

Date Amended/Added: 7/31/2009

Question: Are Smartboards (with associated computer, LCD & other accessories) and similar technologies a reimbursable expenditure?

- Answer:**
- Smartboards are reimbursable when written into a student's IEP.
 - Smartboards are reimbursable when purchased for a special education classroom for students with IEPs.
 - Smartboards **may** be reimbursable for general education classrooms that also provide instruction for students with IEPs, but only up to an amount allocable to the proportion of students with IEPs.

Funding Sources:

- Special Education Regular Award
- ARRA Special Education Award

Coding:

- Function Code 122, Object Code 51XX

Date Amended/Added: 7/31/2009

Question: Can funds be used to purchase a server that will be used only to house software used for the instructional support of students with disabilities?

Answer: Yes.

Funding Sources:

- ARRA Special Education Award

Coding:

- Function Code 225, Object Code 5XXX or 64XX

Date Amended/Added: 3/24/2010

PLAYGROUND EQUIPMENT

- Question:** Can funds be used to purchase and install **adaptive** playground equipment?
- Answer:** Yes. ISDs, LEAs and PSAs may use funds for the purchase of **adaptive** playground equipment at center based programs or for LEAs or PSAs where there is a model of inclusive education. Adaptive playground equipment may be made available to students with disabilities in order to engage in recess activities with their peers.
- Funding Sources:
- ARRA Special Education Award
- Coding:
- Function Code 219, Object Code 51XX or 61XX
- Date Amended/Added:** 3/24/2010

PROFESSIONAL DEVELOPMENT / TRAINING

- Question:** Can funds be used to support parent/guardian training?
- Answer:** Yes.
- Funding Sources:
- IDEA Special Education Regular Award
 - ARRA Special Education Award
 - State Aid
- Coding:
- Function Code 216 or 331 for Parent Involvement, Object Code 51XX
- Date Amended/Added:** 5/1/2009

- Question:** Can funds be used to provide for Professional Development (PD)?
Can funds be used to reimburse employment costs for non-special education credentialed staff to provide PD services?
Can funds be used to hire “master subject teachers” in content areas to teach other teachers to improve instruction?
Can funds be used to provide PD for all staff members in RtI, Positive Behavior and Literacy Supports?
- Answer:** Yes. Funds may be used to reimburse employment/contracting costs for individuals providing PD. There are no requirements specific to the credentials/certifications of the person providing the PD. In order for the PD to be reimbursable, the skills obtained through the PD must have applicability for students with IEPs.
- Funding Sources:
- IDEA Special Education Regular Award
 - ARRA Special Education Award
- Coding:
- Function Code 221, Object Code will vary on activity (for Instructional staff)
 - Function Code 283, Object Code will vary on activity (for Support staff)
- Date Amended/Added:** 5/1/2009

- Question:** Can funds be used to pay for substitutes to release special education and general education teachers to attend professional development?
- Answer:** Yes. Professional development must be designed to support students with IEPs in the general education setting.
- Funding Sources:
- IDEA Special Education Regular Award
 - ARRA Special Education Award
- Coding:
- Function Code 221, Object Code 1870
- Date Amended/Added:** 5/1/2009

RESPONSE TO INTERVENTIONS (RTI)

Question: How can we use IDEA Regular and IDEA ARRA funds to pay for activities associated with Response to Intervention models?

Answer: **Reimbursable RtI activities:**

- Professional development (PD) around RtI is reimbursable for all staff members; the skills obtained through the PD must have applicability for students with IEPs.
- Reimbursable providers of the training can include staff with general education or special education credentials as well as purchased services.
- Supplies, books and various supports directly utilized in the trainings are reimbursable.
- Reimbursement for other supports such as software tools, which could facilitate district wide assessment after the trainings, should be apportioned between the training and the benefit to the district outside of (or after) the training.
- Program designs for Special Education Teachers in special education classrooms utilizing RtI model techniques of assessment, instruction and interventions are reimbursable.
- IDEA funded Special Education Teachers may provide consultative supports, supporting the Child Find and other evaluation responsibilities.
- Due to IDEA's Child Find and assessment requirements, portions of universal screening activities allocable to students with IEPs would be reimbursable.

Coordinated Early Intervening Services (CEIS)

- Program designs electing to use up to 15% of the Part B allocation for CEIS teachers (general education or special education credentialed) providing interventions are reimbursable. Interventions must be tier 2 and tier 3, within an RtI model and being provided to students k -12 at risk of being identified as needing special education.
- Materials supporting allowable CEIS activities (the increased interventions over and above the core or tier 1 instruction), would also be reimbursable.

NON-Reimbursable RtI activities:

- General RtI model activities such as core curriculum, core assessments, universal screening and direct instructional staff for all students would not be reimbursable.

Funding Sources:

- ARRA Special Education Award
- Special Education Regular Award

Date Amended/Added: 7/31/2009

SALARIES / EMPLOYMENT COSTS

Question: Can funds be used to reimburse the employment costs for Special Education Directors, Supervisors, or Clerical Support Staff?

Answer: Yes. Rule 340.1750, requires ISD Directors of special education to be employed/contracted full-time and LEA Directors must be employed/contracted not less than half-time. Any variations to that would require a Waiver of Administrative Rule. Rule 340.1751, requires Supervisors of special education to be employed/contracted not less than half-time. Secretary/Clerical Support Staff working 100% of their employment in special education.

Funding Sources:

- IDEA Special Education Regular Award
- ARRA Special Education Award
- State Aid

Coding:

- Directors: Function Code 226, Object Code 1170
- Supervisors: Function Code 226, Object Code 1160
- Secretary/Clerical: Function Code 226, Object Code 1620

Date Amended/Added: 5/1/2009

Question: Can funds be used to reimburse employment costs for a Teacher Consultant (TC), without a caseload, to support RtI initiatives?

Answer: Yes. A TC without a caseload may support teachers with RtI initiatives as long as they are providing support to classroom teachers and not working directly with students. TCs working directly with students with an IEP must carry a caseload or the LEA must apply for a waiver.

Funding Sources:

- IDEA Special Education Regular Award
- ARRA Special Education Award

Coding:

- Teacher Consultant: Function Code 218, Object Codes 1250 Salary, 2XXX Benefits
- Non-Teacher Consultant: Function Code 221, Object Code 1250 Salary, 2XXX Benefits

Date Amended/Added: 5/1/2009

Question: Can funds be used to pay for the employment costs to employ a "Data Person"?

Answer: Yes. This position is reimbursable to the extent they work with IDEA data mandates.

Funding Sources:

- ARRA Special Education Award

Coding:

- Function Code 284, Object Codes 1590 Salary, 2XXX Benefits

Date Amended/Added: 5/1/2009

Question: Can funds be used to pay for the employment costs for a part-time non-Special Education credentialed administrator, for example a building Principal, a Technology Director or Assistant Superintendent?

Answer: No. Please reference the State School Aid Act, Section 51a(7)(a).

Date Amended/Added: 3/24/2010

Question: Can funds be used to pay for the employment costs for a part-time non-Special Education credentialed administrator, for example a building Principal?

Answer: No.

Date Amended/Added: 7/31/2009

TRANSPORTATION

Question: Can funds be used to purchase buses?

Answer: Yes, but ARRA Special Education Award funds ONLY. Please review guidance and process document posted on the MDE, OSE-EIS website.

Funding Sources:

- ARRA Special Education Award

Coding:

Function Code 271, Object Code 6610 (Depreciable 6620)

Date Amended/Added: 7/31/2009

TRANSITION

Question: Can funds be used to purchase bus tickets so students can learn to use public transportation?

Answer: Yes. Purchase of bus tickets should be in line with student's IEP goals and objectives.

Funding Sources:

- Reportable on the SE-4094 Transportation Expenditure Report

Date Amended/Added: 3/24/2010

TUITION REIMBURSEMENT (STAFF ONLY)

Question: Can funds be used to reimburse tuition costs for staff?

Answer: Yes, but with ARRA Special Education Award funds ONLY. ISDs and LEAs may use IDEA, Section 611 ARRA funds to **reimburse** Michigan Certified Teachers for tuition costs as related to acquiring special education endorsement or special education personnel approval as outlined in the Michigan Administrative Rules for Special Education. Teachers must currently be working in special education and must successfully complete required course(s) in order to be reimbursed for tuition expenses.

Funding Sources:

- ARRA Special Education Award

Coding:

Function Code 122, Object Code 2310

Date Amended/Added: 3/24/2010

Questions regarding any of the information in this document should be forwarded by email to:

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