



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
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SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 24, 2010

MEMORANDUM

TO: Intermediate School District Directors of Special Education
Intermediate School District Business Managers

FROM: *Andrejack*
John A. Andrejack, Supervisor, Program Finance
Office of Special Education and Early Intervention Services

SUBJECT: Documenting Contracted Services Full Time Equivalency on
the 2010-2011 Special Education Flowthrough Application

For the 2010-2011 Special Education Flowthrough application, Intermediate School Districts (ISDs), Local Education Agencies (LEAs), and Public School Academies (PSAs), will notice a new field in the line item detail behind the Budget Detail page. In order to more accurately account for staff contracted to work in schools, the Michigan Department of Education, Office of Special Education and Early Intervention Services (MDE, OSE-EIS) has made an addition to the line item budget detail, requesting to know whether purchased services are actually for Contract Staffing.

Therefore, beginning with the 2010-2011 application cycle, ISDs, LEAs and PSAs are being asked to breakout purchased services in to two distinct areas, "Contract Staffing 31xx" and "Other". Contract staffing could be defined as any person that is providing a service to an ISD, LEA or PSA.

In addition, the MDE, OSE-EIS is requesting that when purchased services are for contracted staff that an indication is made as to the total Full Time Equivalency for the position(s). Costs for the contracted staffing should still be documented in the purchased services box (as indicated below) but as mentioned, costs for the contracted staff should still be entered in purchased services box in the line item detail.

If you have any questions or concerns with regard to this change in the coding of expenditures, please do not hesitate to contact me by phone at (517) 241-1235 or by email at AndrejackJ@Michigan.gov.

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Flowthrough - Regular Budget Item (oi)

Select the appropriate Function Code Indicate the year of budget item.
 for this budget item: * *

Enter a Component Number for this budget item:
*

Select Flexible Funding option, if applicable. For Purchased Services, select the type:
* *

Provide a specific description for this budget item. Function Code description selected in the
 drop down menu or the heading(s) of the box: *
*

If this budget item is personnel related, enter the person's designated function (i.e. PPI Aide, TMI teacher,
 Speech Therapist):

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is
 Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the Quick Link: Add
 Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, 4000)	Supplies & Materials (5000)	Capital Outlay (6000)	Other Expenses (7000)
<input type="text" value="\$183"/> *	<input type="text" value="\$590"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If Salaries, enter the FTE:

FTE (Professionals)	<input type="text"/>
FTE (Reimb. Aides)	<input type="text" value="1"/>
Total FTE	<input type="text" value="1"/>