

# State Aid & IDEA Part B, Section 611 Allowable Costs

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Revised June 2017



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## State Aid & IDEA Part B, Section 611 Allowable Costs

Sections 51a, 52, 53a of the State School Aid Act limit categorical reimbursement to costs approved by the Department of Education. Federal flowthrough funds for the Individuals with Disabilities Education Act (IDEA) are appropriated in Section 51a of the State School Aid Act and are subject to the same funding criteria as state funded programs, except where noted.

The following list of items approved to be included as direct costs on the SE-4096, Special Education Actual Cost Report, IDEA Federal Grant application, and Final Expenditure Report (FER). This list also applies to on-grounds juvenile detention programs funded under Section 24 of the State School Aid Act. Items not on this list require prior Department written approval before being charged to the Federal grant or state aid.

**Districts are reminded that costs contracted from another Michigan public school district may not be reported on the SE-4096 and Section 24 SE-4824 cost reports or the IDEA Federal grant budget.**

### Function Code 122-Instruction

Special education classroom salaries. Teacher costs must be reported using one of the program codes from the following table.

Object Code	Program Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1240	110	Mild Cognitive Impairment	Y	Y
1240	120	Moderate Cognitive Impairment	Y	Y
1240	130	Severe Cognitive impairment	Y	Y
1240	140	Emotional impairment	Y	Y
1240	150	Specific Learning Disability	Y	Y
1240	160	Hearing Impairment	Y	Y
1240	170	Visual Impairment	Y	Y
1240	180	Physical & Other Health Impairment	Y	Y
1240	190	Severe Multiple Impairment	Y	Y
1240	191	Early Childhood Special Education	Y	Y
1240	192	Severe Language Impairment	Y	Y
1240	193	Autism Spectrum Disorder	Y	Y

<b>Object Code</b>	<b>Program Code</b>	<b>Program Code Description</b>	<b>2016-17 State Aid Funds</b>	<b>2016-17 IDEA Flowthrough</b>
1240	194	Resource Program	Y	Y
1620	N/A	Secretary/clerical-must work 100% of employment in special education (state funds only)	Y	N
1630	N/A	Aide Salary – (report by program assignment)- Instructional aides must be reported under Function Code 122- Instruction (lines 1-15 on the SE-4096) Note: if aides have a split assignment; personnel activity report (PAR) required (Attachment A)	Y	Y
1690	N/A	Interpreter	Y	Y
1860	N/A	Substitute of temporary aide	Y	Y
1870	N/A	Substitute Teacher (substitutes for IDEA professional development activities are reported under Function Code 221)	Y	Y
1880	N/A	Substitute or temporary clerical (state funds only)	Y	N

## Function Code 122-Purchased Services Staff

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
3110	Contracted instructional services. Approved special education instructional staff must be reported using the program codes on page 1. <b>This is for public school academies and intermediate school districts only. Payments made for tuition are not considered Professional Development and are not an allowable cost.</b>	Y	Y
3110	Substitute teacher or aide contracted from a third party agency. This is for local and intermediate districts and public school academies.	Y	Y
3190	Other Professional/Technical services for staff such as medical consultation not provided under employee benefits.	Y	Y

## Function Code 122–Purchased Services Non–Staff

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
3210	Local Travel for staff traveling between buildings only. Note: In-services/Conference travel is recorded under improvement of Instructions as Function Code 221, Object Code 3220 for instructional staff. In-service/conference travel for support services staff is reported under function code 283, object code 3220. Payments for tuition are not considered Professional Development and are not an allowable cost.	Y	Y
3450	Instructional Software Licenses only (i.e., digital text book subscriptions for special education students, not curriculum choices such as E2020)	Y	Y
3610	Printing for instructional materials on a contracted basis	Y	Y

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
4120	Instructional Equipment and Maintenance is limited to instructional equipment (i.e., hearing aides) used 100% for special education. <b>This does not include repair or replacement costs for copy, fax, or other non-instructional equipment or machines.</b>	Y	Y
4220	Rental of Special education instructional equipment i.e., wheelchairs. <b>This does not include rental of copy, fax, or other non-instructional equipment of machines.</b>	Y	Y
5110	Teaching Supplies and Materials includes consumable items and equipment valued under \$1000 for each piece for state funds and \$5000 for federal funds. Only items used for pupil evaluation or instruction are reimbursable. Included here would be instructional assistive technology toolkits for students with IEPs. Furniture and instructional equipment ordinarily available for regular education pupils are not reimbursable, including items such as desks, chairs, lockers, movies and overhead projectors, smart boards and white boards, and like items. Objects of expenditure should be assigned on a direct charge basis to each program.	Under \$1000 Y	Under \$5000 Y
5210	Textbooks for exclusive special education use including Braille and Talking Book expense.	Y	Y
5310	Library Books are limited to center programs in self-contained special education building and Special Education Learning Material Centers.	Y	Y
5410	Periodicals for special education pupil use only.	Y	Y

### Function Code 122–Capital Outlay (Column 8)

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
64xx	Capital Outlay refers to non-consumable instructional equipment items costs \$1000 or more (for each piece) for state aid and \$5000 or more for each piece (based on the net invoice price of the equipment) and other accessories or apparatus necessary to make the equipment usable for its acquired purpose. Installation costs are not included. Furniture and instructional equipment ordinarily available for regular education pupils such as movie projectors, smart boards and white board, and lab tables are not reimbursable. Computers used 100% in special education classrooms for instruction are reimbursable.	\$1000 Y	\$5000 Y

### Function Code 122–Other Expenses (Column 9)

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
7410	Dues and Fees for special education personnel memberships in professional organizations related to special education, as well as, professional licenses for instructional and support personnel. Criminal background checks and Hepatitis B vaccines are now recorded under Function Code 283, Object 3190 or 7410.	Y	Y



## Function Code 122–Employee Benefits for Instructional Staff Only (Column 10)

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
2100	Insurance i.e, individual health, dental, life and other benefits in the 2100 series.	Y	Y
2410	Physicals, Hepatitis B shots	Y	Y
2800	Retirement, Social Security, Medicaid, and other employee benefits includes in the 2800 series.  <b>Note: Special Allowance coded under 23xx (i.e.: Tuition are not an allowable cost.)</b>	Y	Y
2920	Cash Payments in lieu of benefits in the 2100 series	Y	Y

## Function Code 213–Health Services

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1160	Supervision (must be at least half-time special education)	Y	Y
1410	Physician (when listed as an employee) – for diagnosis or evaluation services only  <b>Note:</b> Services provided by a physician (other than for diagnostic or evaluation purposes are subject to the medical exclusion and not reimbursable (Garret vs. U.S. Supreme Court, March 3, 1999)	Y	Y
1450	Nurse (special education only)	Y	Y
1470	Physical Therapist	Y	Y
1480	Occupational Therapist	Y	Y
1490	Other Technical (Department approval required)	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1630	Aides – includes health care aides serving in the OT, PT, and Nurse <b>Note:</b> If aides have a split assignment; personnel activity report (PAR) required (Attachment A)	Y	Y
1860	Substitute or temporary aide	Y	Y
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y
3130	Professional/Technical contracted audiological medical service, psychologist, or other student services (reported under appropriate function codes).	Y	Y

## Function Code 214–Psychological Services

Object Code	Program Code Description	2014-15 and 2015-16 State Aid Funds	2016-17 IDEA Flowthrough
1430	Psychologist/psychiatrist	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1630	Bilingual Aides under R 340.1793	Y	Y
1860	Substitute or temporary aide	Y	Y
1880	Substitute or temporary clerical	Y	N
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y
3130	Professional/Technical contracted audiological medical service, psychologist, or other student services (reported under appropriate function codes).	Y	Y

## Function Code 215–Speech Pathology and Audiology

Object Code	Program Code Description	2014-15 and 2015-16 State Aid Funds	2016-17 IDEA Flowthrough
1280	Speech and Language Therapist	Y	Y
1490	Audiologist	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1630	Bilingual Aides under R 340.1793	Y	Y
1820	Substitutes for speech audiology	Y	Y
1860	Substitute of temporary aide	Y	Y
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-7000	Series, refer to pages 6-8 or directions (contracted costs from another Michigan public school district may not be reported)	Y	Y
3130	Professional/Technical contracted audiological medical service, psychologist, or other student services (reported under the appropriate function codes).	Y	Y

## Function Code 216–Social Work Services

Object Code	Program Code Description	2014-15 and 2015-16 State Aid Funds	2016-17 IDEA Flowthrough
1440	School Social Work	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1630	Bilingual Aides under R 340.1793	Y	Y
1820	Substitute Social Worker	Y	Y
1860	Substitute of temporary aide	Y	Y
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y
3130	Professional/Technical contracted audiological, medical service, psychologist or other student services (reported under appropriate function codes).	Y	Y

## Function Code 217–Visual Aid Services

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1270	Media specialist for the Visually Impaired	Y	Y
1290	Orientation and Mobility Specialist	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1630	Bilingual Aides under R340.1793	Y	Y
1860	Substitute of temporary aide	Y	Y
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y
3130	Professional/Technical contracted audiological, medical service, psychologist or other student services (reported)	Y	Y

## Function Code 218–Special Education Consultant and Early Childhood Services

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1250	<p>Instructional consultation to include special education teacher consultants and non-classroom early childhood special education instructional staff under Rules 340.1755 and R340.1862. Cost for programs under Rule 1862 apply to state aid only.</p> <p>Teacher consultants functioning under Rule 340.1749. For teacher consultants with a split assignment only the teacher consultant time is reported here.</p> <p>Teacher consultants functioning under Rule 340.1748a without a cost load should be reported under function code 221.</p>	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1630	Aides – may have a split assignment for early classroom programs only; PAR requirement (Attachment A)	Y	Y
1820	Substitute Teacher Consultant	Y	Y
1860	Substitute of temporary aide	Y	Y
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y

## Function Code 219–Other Pupil Services

This includes Transition Coordinator, Music Therapist, Recreation Therapist, Teacher of Homebound/Hospitalized and Other Professional Personnel who qualify under R340.1792 and are not included elsewhere.

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1490	Other Professional Personnel	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1630	Aides – may have a split assignment for early classroom programs only; PAR requirement (Attachment A)	Y	Y
1820	Substitute Teacher Consultant	Y	Y
1860	Substitute of temporary aide	Y	Y
1880	Substitute or temporary clerical (state funds only)	Y	N
1890	Substitute Homebound/ Hospitalized teachers	Y	Y
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y



## Function Code 221–Improvement of Instruction

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1250	Teacher consultants without a student caseload functioning under special education Rule 340.1748a	Y	Y
1870	Substitute Teachers (IDEA professional development activities only)	N	Y
3120	Professional development performed by personnel qualified to assist district staff in performing their duties	Y	Y
3220	Workshops/Conference/Travel (instructional staff only)	Y	Y
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y

## Function Code 226–Supervision and Direction of Instructional Staff

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1120	Assistant Superintendent/ Director of Special Education with the title of Assistant Superintendent (must be at least half-time at the local district or PSA level). ISD Special Education Directors must be full time.	Y	Y
1160	Supervisors must work half of their employment within the entity for reimbursement.	Y	Y
1170	Director of Special Education who is not an Assistant Superintendent (must be at least half-time at the local district or PSA level). ISD Special Education Directors must be full time.	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-4000 & 7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y

## Function Code 231–Board of Education (Purchased Services Only)

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
3170	Hearing Officer and Mediation Fees. Hearing officer fees when an attorney is a hearing officer as required by special education rules. Note: School attorney fees for hearing are not allowable.	Y	Y
3180	Federal audit expenses. Chargeable to the appropriate federal grant provided there is a bill showing actual audit costs. (federal funds only)	N	Y
3190	Professional technical. Hearing officer and mediation fees if an attorney is not used. Court recorders for hearing cost are included here.	Y	Y

## Function Code 241–Office of School Principal

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1160	Special education supervisors acting as principals where the school building is used solely for special education purposes.	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-4000 & 7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y

## Function Code 261–Direct Operation and Maintenance

Limited to facilities used solely for special education where the direct cost method is used. If a district chooses to use this method, the district must include a description of how the direct operation and maintenance is calculated. The district may not charge indirect costs for any special education supportive or related service housed in a facility for which direct operation and maintenance is charged. A description must accompany the SE-4096 and include: (a) a list of all special education programs, support services, and related service personnel housed in the facility; (b) the salary and related costs for each; and (c) the procedure used to deduct these costs from the indirect cost claimed by line item.

Special procedures and examples are available from the Office of Special Education upon request. The combination of direct and indirect totals cannot exceed the limit established in the State Aid Act which is presently 15 percent. (State funds only)

<b>Object Code</b>	<b>Program Code Description</b>	<b>2016-17 State Aid Funds</b>	<b>2016-17 IDEA Flowthrough</b>
1550	Crafts and Trades	Y	N
1620	Other Operation and Services. This is limited to switchboard operator or receptionist in a facility used exclusively for special education.	Y	N
1640	Custodian	Y	N
1670	Laborer	Y	N
2000	Employee Benefits (same as for function 122, see page 10)	Y	N
3000	Purchased Services	Y	N
3800	Utilities	Y	N
3900	Insurance	Y	N
4100	Repair and Maintenance Services	Y	N
4200	Rentals	Y	N
5900	Supplies & Materials for Operation & Maintenance	Y	N

## Function Code 271–Pupil Transportation

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
	This code is used to report costs for federally funded field trips and Department approved Section 53a transportation. Refer to Attachment B, "Use of Federal Funds Under the Individuals with Disabilities Education Act to Reimburse Field Trips." Section 53a transportation expenditures are carried forward from the SE-4094 Transportation Expenditure Report to this line.	Section 53 Transportation Only	Y

## Function Code 281-Planning, Research, Development and Evaluation (Line 35)

Costs limited to those 100% attributable to special education programs and services.

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1180	Special Education approved personnel functioning as planner/ monitors, child find coordinators, or compliance personnel.	Y	Y
1620	Secretary/clerical must work 100% of their employment in special education (state funds only)	Y	N
1880	Substitute or temporary clerical (state funds only)	Y	N
3000-7000	Series, refer to pages 6-8 for directions (contracted costs from another Michigan public school district may not be reported)	Y	Y

## Function Code 283–Staff/Personnel Services

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
3120	Professional development performed by personnel qualified to assist district staff in performing their duties more effectively	Y	Y
3190	Criminal background checks/Hepatitis B vaccines	Y	Y
3220	Workshop/conferences/travel for non-instructional personnel	Y	Y
7410	Criminal background checks/ Hepatitis B vaccines	Y	Y

## Function Code 284–Support Services Technology for ISD Central Registry and IEP Software (Line 35)

Data processing cost related to instructional materials are reported under instructional function. If the district operate their own computer program, an auditable method of billing must be used. Reimbursement is limited to operational costs and may not include purchase or replacement of equipment in the service costs.

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1510	Data Processing Personnel (One secretary/clerk may be federally funded for the central registry at the ISD only)	N	Y
3160	Contract data processing services for central registry only from a non-school entity. Costs cannot include programming charges or overhead costs. They are limited to machine time, keypunch and supplies.	Y	Y
3450	IEP Software	Y	Y

## Function Code 299–Other Support Services

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
4190	Other Purchased Services – room and board for special education students. (state funds only)	Y	N

## Function Code 2XX–Employee Benefits for Support Services Personnel Only (Column 2)

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
2100	Insurance; i.e., individual health, dental, life and other benefits in the 2100 series	Y	Y
2410	Physicals, Hepatitis B shots	Y	Y
2800	Retirement, Social Security, Medicaid and other benefits in the 2800 series  <b>Note: Special Allowances coded under 23xx (ie Tuition) are not an allowable cost.</b>	Y	Y
2920	Cash payments in lieu of benefits in the 2100 series.	Y	Y

## Function Code 331–Community Activities

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
3220	Travel Expenses for Special Education Parent Advisory Committee members.	Y	Y

## Function Code 371–Non Public School Pupils (Used for federal proportionate share requirement)

Services to pupils attending a school established by an agency other than the state, subdivision of the state, or the federal government, which usually is supported primarily by other than public funds.

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
1250	Special Education Teacher Consultant. Must be providing direct services to non-public school pupils.	N	Y
1280	Speech and Language Therapist	N	Y
1430	Psychologist/Psychiatrist	N	Y
1440	School Social Work	N	Y
1470	Physical Therapist	N	Y
1480	Occupational Therapist	N	Y
2100	Insurance; i.e., individual health, dental, life and other benefits in the 2100 series	N	Y
2410	Physicals, Hepatitis B Shots	N	Y
2800	Retirement, Social Security, Medicaid, and other benefits in the 2800 series. <b>Note: Special Allowances coded under 23xx (ie: Tuition) are not an allowable cost.</b>	N	Y
2920	Cash payments in lieu of benefits in the 2100 series	N	Y
3130	Professional/Technical contracted audiological medical service, psychologist, or other student services (reported under appropriate function codes)	N	Y
3210	Local Travel for staff traveling between buildings only.	N	Y



## Function Code 421–Payments to Other Government Units outside the State

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
8310	Tuition for pupils attending public school in another state. This is restricted to either districts that border another state or placements approved under the November 14, 1989 State Board Policy, "Application and Procedure for State Board of Education Authorization for Public Education Agency Placement of a Handicapped Pupil in a Private School." (federal funds only)	N	Y

## Function Code 431–Payments to the State Schools for the Deaf

Intermediate School Districts (ISD) only

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
3710	Tuition for the Michigan Schools for the Deaf may be charged to either state or federal funds. If tuition is charged to the federal grant, Section 54 revenue must be netted out.	Y	Y

## Function Code 441–Payments to Other Governmental Entities

Object Code	Program Code Description	2016-17 State Aid Funds	2016-17 IDEA Flowthrough
8910	<p>Transfers to the Michigan Department of Labor and Economic Growth, Rehabilitation Services, MDLG-RS, related to a cooperative agreement that assures the district receives special education services at least equal to the amount transferred to MDLG-RS, are eligible. Report these costs on line 40, column 8. (state funds only)</p> <p>Transfers to the Department of Health, the Department of Human Services, or other governmental units for cooperative services, are not reimbursable. Section 51a limits reimbursement to “approved special education personnel.”</p>	Y	N

## Technical Assistance

Direct any questions to the Office of Special Education, Program Finance at the following address and telephone numbers:

Michigan Department of Education  
Office of Special Education  
Program Finance  
P.O. Box 30008  
Lansing, MI 48909

**Telephone:** 517-241-1235 or email

**Federal funds:** John Andrejack, [AndrejackJ@michigan.gov](mailto:AndrejackJ@michigan.gov)

**State funds:** Dianne Easterling, [EasterlingD@michigan.gov](mailto:EasterlingD@michigan.gov)

## **Appendices**

### **Attachment A**

4/15/12 Memorandum providing clarification regarding funding for Special Education Paraprofessionals with a split assignment

### **Attachment B**

Use of Federal Funds to Reimburse Field Trip Transportation

### **Attachment C**

Clarification regarding the use of State Aide and Federal Funds under IDEA for Severance Payments and Bonuses

### **Attachment D**

Function Codes to be use for CEIS programs only

## Attachment A (Split Paraprofessional)



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

April 5, 2012

### **MEMORANDUM**

TO: Local and Intermediate School District  
Superintendents and Public School Academy  
Directors

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: Clarification Regarding Funding for Special Education  
Paraprofessionals with a Split-Assignment

Beginning with the 2012-13 school year, the Office of Special Education (OSE) will allow reimbursement of split-funded paraprofessionals that are not utilized full time in the delivery of special education programs, ancillary and other related services for that portion of time spent in the delivery of special education programs and services. Such paraprofessionals may be reimbursed under state or federal funding. The Chart of Allowable Expenditures for State and Federal Reimbursement will be updated shortly to reflect this change.

The decision to begin reimbursement of such personnel was made with significant input from local and intermediate business officials and directors of special education. It is clear that this decision will not impact all districts in the same manner and concerns still remain with appropriate costs being charged against both state aid and the federal grants. The decision is prospective only and such employees will not be reimbursed retroactively.

Districts seeking reimbursement for split funded paraprofessionals must complete a personnel activity report (PAR) for each individual. The PAR must reflect an after-the-fact distribution of the actual activity of each split-funded paraprofessional, must account for the total activity for which the employee is compensated and must be prepared at least monthly coinciding with one or more pay periods.

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Memorandum

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The OSE will randomly select school districts beginning with the 2012-13 school year to verify that split-funded paraprofessionals reported for state or federal reimbursement are completing the required PARs. Any school district, intermediate district or public school academy not completing the PARs or failing to have accurate documentation to support the PARs will be subject to the recoupment of state and federal reimbursement.

If you have any questions, please contact Mr. John Andrejack, Supervisor of Program Finance by email at [AndrejackJ@michigan.gov](mailto:AndrejackJ@michigan.gov), or by calling Program Finance at 517-241-1235.

cc: Michigan Education Alliance

**MICHIGAN DEPARTMENT OF EDUCATION**  
**Office of Special Education**  
**(Revised June 2013)**

## **IDEA Reimbursement of Field Trip Transportation**

Changes in the State School Aid Act starting with the 1989-90 school year allows school district to charge field trips for special education pupils to the above grants. School districts are not allowed to charge transportation costs to special education which were normally reimbursed under Section 58 of the State School Aid Act. Such a transfer of charges would be consider supplantation under federal regulations.

Districts are responsible for identifying transportation costs pertaining to mandatory events or events where attendance is related to the achievement of academic credit. Costs for these activities are reported on the Transportation Expenditure Report (SE-4094). Furthermore, activities that relate to community-based instruction, which are part of a student's curriculum, are recorded as a transportation cost of the SE-4094 and may not be included as a charge against the special education grants.

### **Field Trip Defined**

Field trips are non-mandated and noncredit events, which are considered extra-curricular or co-curricular activities. Instructional activities that are scheduled away from school on a regular basis are not field trips. Examples are as follows:

**Example 1:** Special education students are schedule three mornings a week at a community-based instruction site. Since this is a regular scheduled activity which is part of the special education curriculum for these pupils, it is charged as a transportation cost under Section 58 of the State School Aid Act. These cost for transportation may not be charged to a special education grant.

**Example 2:** A special education class travels to a local civic center to see a dance troupe perform. Since this is not a regularly scheduled part of the curriculum, the costs of transportation may be charge to the special education grant as a field trip.

Questions relating to the reimbursement of field trips with the IDEA grant should be referred to Program Finance, Office of Special Education, Michigan Department of Education, PO Box 30008, Lansing, MI 48909. The telephone number for Program Finance is 517-241-1235.

## Attachment C (Severance)

**MICHIGAN DEPARTMENT OF EDUCATION  
Office of Special Education  
(Revised July 2014)**

### **Handling of Severance Payments and Bonuses**

Clarification of use of State Aide and Federal funds under IDEA for Severance Payments and Bonuses

Severance Payments associated with normal staff turnover are not allowable to be a direct charge for reimbursement under State Aid or IDEA Federal funds.

Bonuses and incentive payments that exceed the contracted salary amounts, regardless of being coded as a salary (17XX) or a benefit (2XXX) are not a requirement under state or federal law for the provision of Special Education programs and services and are not reimbursable for State Aid or IDEA Federal funds.



**MICHIGAN DEPARTMENT OF EDUCATION  
Office of Special Education  
(Revised May 2016)**

## **CEIS Function Codes**

Information regarding the function codes to use for funds provided under Part B of the Individuals with Disabilities Education Act (IDEA) by local educational agencies (LEAS) to develop and implement coordinated early intervening services (CEIS) for student who are not currently identified as needing special education.

### **For Coordinated Early Intervening Services (CEIS) Only:**

Districts may use the following expenditure function codes, if appropriate for their CEIS program:

- 111 Elementary
- 112 Middle / Junior High
- 113 High School