



Proportionate Share Guidance and Example

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The *Individuals with Disabilities Education Act* (IDEA) Section 34 CFR 300.131 requires that each local educational agency (LEA)¹ spend a proportion of funds to provide special education and related services for parentally-placed private school children with disabilities.

Steps to Managing Proportionate Share for IDEA Section 611 (Flowthrough Grant) for Children Ages 3-21

1. The intermediate school district (ISD) calculates the proportionate share for the IDEA Flowthrough funds for children ages 3-21 (see page 2).

Note: Separately, the ISD must also calculate the proportionate share for IDEA Section 619 (Preschool grant) for children ages 3-5 (see page 3). The preschool grant is administered by the Office of Great Start. Questions about proportionate share regarding Section 619 of the IDEA should be directed to that office.

2. ISDs work with their LEAs to determine how the requirement will be met. Estimate the amount each LEA or the ISD will spend on providing services (see page 4). Be sure your plan includes the entire proportionate share requirement. Enter the budget into MEGS using function code 371.
3. The ISD and/or LEA must document and track the actual expenses throughout the year. Charges to the Flowthrough Grant must be based on actual expenses incurred (see page 5).
4. The ISD is responsible for meeting the overall requirement in the aggregate. The ISD must set aside funds in the carry over year, if necessary, to meet the requirement.

¹ The IDEA definition of an LEA includes ESAs. Therefore, in Michigan, an intermediate school district (ISD), regional educational service agency (RESA), or educational service agency (ESA) is considered an LEA.



Proportionate Share Calculation

Flowthrough Grant (for children 3-21)

ISD: (Any ISD)
Grant Number: (e.g., 170450)
School Year: (e.g., 2016-17)
Official Fall Count-Prior Year: (e.g., Fall Count 2015)

Number of eligible* children (3-21) with disabilities in public schools within the ISD:	300
Number of parentally-placed eligible* children (3-21) with disabilities in private elementary and secondary schools located within the ISD:	<u>20</u>
Total number of eligible* children:	320
IDEA Flowthrough (Section 611) Funds allocated to the ISD:	\$152,500.00
Total Flowthrough allocation divided by total number of eligible children:	<u>320</u>
Average allocation per eligible child:	\$476.56
Multiply by number of parentally-placed children (3-21) with disabilities:	<u>20</u>
Total Proportionate Share Requirement:	\$9,531.25

* The proportionate share for parentally-placed private school children with disabilities is based on the total number of children eligible to receive special education and related services, not just those served.



Preschool Grant (for children 3-5)

Note: The preschool grant is administered out of the Office of Great Start, and questions should be directed to that office. Below is the calculation per the *Individuals with Disabilities Education Act (IDEA)*.

ISD: (Any ISD)
 Grant Number: (e.g., 170460)
 School Year: (e.g., 2016-17)
 Official Fall Count-Prior Year: (e.g., Fall Count 2015)

Number of eligible* children (3-5) with disabilities in public schools within the ISD:	100
Number of parentally-placed eligible* children (3-5) with disabilities in private elementary schools located within the ISD:	<u>10</u>
Total number of eligible* children:	110
IDEA Preschool (Section 619) Funds allocated to the ISD:	\$50,000.00
Total Preschool allocation divided by total number of eligible children:	<u>110</u>
Average allocation per eligible child:	\$454.55
Multiply by number of parentally-placed children (3-5) with disabilities:	<u>10</u>
Total Proportionate Share Requirement:	\$4,545.45

* The proportionate share for parentally-placed private school children with disabilities is based on the total number of children eligible to receive special education and related services, not just those served.

Example of Budget and Actual Expenditures

Budget

The estimated amounts must be entered in the MEGS using the 371 function code. The total estimated amount must match the required minimum amount for proportionate share.

District	Estimated Amount	Non-Public Schools	Prior Year Count
LEA1	\$3,413.00	3	8
LEA2	\$0.00	0	0
LEA3	\$1,280.00	1	3
LEA4	\$2,133.00	2	5
LEA5	\$1,705.25	1	4
ISD	\$1,000.00	0	0
Total for all districts	\$9,531.25 Enter in MEGS Required amount	7	20

In this example, the ISD is expecting the number of students and types of services to be similar to the previous year.

LEA1 had the most students, so the ISD budgeted the most money for LEA1. LEA2 had no students needing equitable services, so no money is budgeted for LEA2.

The ISD employs a school social worker who provides services for some of the LEAs. Therefore, the budget includes funds for the ISD to pay for the social worker's time.



Actual Expenditures

The actual amounts spent must be entered into MEGS using the 371 function code. If there are funds set aside for year 2 (or year 3), those estimates and actual expenses must also be entered into MEGS during year 2 (or year 3).

District	Estimated Amount 2016-17	Actual Year 1 2016-17	Set Aside Year 2 2017-18	Actual Year 2 2017-18	Total Actual
LEA1	\$3,413.00	\$3,125.00	\$465.00	\$530.00	\$3,655.00
LEA2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LEA3	\$1,280.00	\$1,325.00	\$0.00	\$0.00	\$1,325.00
LEA4	\$2,133.00	\$1,710.00	\$49.25	\$0.00	\$1,710.00
LEA5	\$1,705.25	\$2,065.00	\$0.00	\$0.00	\$2,065.00
ISD	\$1,000.00	\$642.00	\$150.00	\$240.00	\$882.00
Total for all districts	\$9,531.25 Entered in MEGS Required amount	\$8,867.00 Amended in MEGS Requirement not met	\$664.25 Amended in MEGS Amount equals total shortfall	\$770.00 Amended in MEGS Exceeds requirement	\$9,637.00 Exceeds requirement

In this example, the ISD did not meet the overall requirement in year 1. For year 2, the ISD set a budget for the set aside funds that were left over from year 1. (Separately, the ISD set a budget for the new grant funds it received for the 2017-18 school year.)

In year 2, the ISD spent the remaining funds. Because the ISD met all of its public school obligations, the ISD was able to use some additional funds from the Flowthrough Grant and slightly exceed the requirement.

Because the ISD met the requirement in year 2, the ISD did not need to set aside any funds for year 3.

Once the ISD met the requirement, it began to pay for services with the 2017-18 funds.