

Instructions for Completing Form SE-4096 Special Education Actual Cost Report

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Michigan Department of Education
Office of Special Education

Table of Contents

Introduction.....	3
General Instructions.....	6
Recording Costs	6
General Accounting Information.....	6
Detailed Instructions for the Summary of Special Education Expenditures.....	7
Detailed Instructions for Section 52 Reimbursement.....	8
Detailed Instructions for Section 53a Reimbursement.....	12
Pupil Eligibility	12
Eligible Costs.....	12
Section 53a Transportation	13
Detailed Instructions for Section 51a(7)(b) Itinerant Costs.....	13

INSTRUCTIONS FOR SE-4096 SPECIAL EDUCATION ACTUAL COST REPORT

Introduction

All Local and Intermediate School Districts (public school academies report as a local school district) that employ or contract special education personnel are required to complete the SE-4096 Special Education Actual Cost Report (SE-4096) in the Financial Information Database (FID) to qualify for state special education categorical aid. Local districts that do not operate any special education programs and/or services are able to certify the SE-4096 indicating there is no data to report.

CONTINUING for 2022-23:

The Michigan Department of Education Office of Special Education (MDE OSE) will continue to compare the costs reported by program on the SE-4096 with the membership reported by local districts, public school academies and intermediate school districts on the [DS-4120 Audited Pupil Membership Report](#) (DS-4120). The 2022-23 SE-4096 will be compared to the Fall 2022 General Collection reported on the DS-4120. If costs are reported for a particular special education program, there should be a corresponding FTE membership reported on the DS-4120. If costs for a special education program are reported without a corresponding FTE membership on the DS-4120, districts must explain the discrepancy in a comment in FID. Districts will be asked to explain any discrepancies between the two reports if a comment is not provided.

HIGHLIGHTS for 2022-23:

Continuing for the 2022-23 reporting year, districts are required to break out purchased services expenditures coded under object codes 31xx from the remaining purchased services expenditures coded under 3xxx-4xxx. Purchased services coded under object codes 31xx are to be reported under the Purchased Services Staff column. The remaining purchased services expenditures are to be reported under the Purchased Services Non Staff column.

Allowable expenditures to be reported under the purchased services staff column would include:

Object Code	Definition of Expenditure
3110	Contracted special education instruction staff (PSA and ISD only under the Revised School Code, section 380.1231)
3110	Substitute teacher or aides contracted from a third party entity

Object Code	Definition of Expenditure
3120	Employee training and development services performed by personnel qualified to assist district staff in performing their duties more efficiently (use with function codes 221 and 283 only)
3130	Professional/Technical (contracted audiologist, medical service, psychologist or other student service (reported under the appropriate function code)
3160	Contracted data processing services for central registry only from a non-school third party entity (use with function code 284 only)
3170	Tuition for the Michigan Schools for the Deaf and Blind (use with function code 431 only and only for ISDs)
3170	Hearing officer and mediation fees (use with function code 231)
3190	Other Professional/Technical Services for staff not provided under employee benefits

Refer to the [State Aid and IDEA Part B, Section 611 Allowable Costs](#) for further information and specifics.

Reporting requirements 2022-23:

Section 51a(7)(b) reads as follows:

(b) Beginning with the 2004-2005 fiscal year, a district or intermediate district that employed special education support services staff to provide special education support services in 2003-2004 or in a subsequent fiscal year and that in a fiscal year after 2003-2004 receives the same type of support services from another district or intermediate district shall report the cost of those support services for special education reimbursement purposes under this article. This subdivision does not prohibit the transfer of special education classroom teachers and special education classroom aides if the pupils counted in membership associated with those special education classroom teachers and special education classroom aides are transferred and counted in membership in the other district or intermediate district in conjunction with the transfer of those teachers and aides.

1. This requires that itinerant staff who were employed in one district in 2003-04 and for 2022-23 are employed in another district because of a position transfer have their associated costs reported back to the district where they were employed in 2003-04 for state aid payment purposes.

To accomplish this, the 2022-23 employing district will report the cost for the itinerant staff on pages 1 and/or 2 and then will use page 3 to assign the cost and appropriate staff back to the 2003-04 employing district. These costs will be deducted from the 2022-23 employing district's SE-4096 on page 4. The MDE will add the appropriate costs to the 2003-04 employing district's SE-4096 as a part of the State level review (see the instructions for completing page 4).

2. Section 18 of the State School Aid Act requires each district, public school academy and intermediate district to submit the SE-4096 Special Education Actual Cost Report by the last business day in September. Failure to submit the SE-4096 to the Michigan Department of Education Office of Special Education by the last business day in September may result in the withholding of the district, public school academy or intermediate school district's entire state aid beginning with the next payment due to the entity.
3. District's showing more expenditures attributed to IDEA flowthrough accounts than the amount of grant funds, shall place the excess expenditures under Section 52. Excess amounts are to be apportioned back to the appropriate object code (i.e., salaries, purchased services or supplies). These amounts **are not** to be placed under the Other Expenses column. Excess expenditures from transition grants **may only** be reported on the SE-4096 if they conform to the Allowable Cost Guide for State Aid and IDEA, Part B, Section 611.
4. Aides are reported on the SE-4096 for the amount of time they spend working in special education. All aides working in special education are required to be reported on the SE-4096 by the classroom program assignment, not by pupil disability. Line 1 of the SE-4096 has been titled "LRE Classroom Aides." This line is used to report all individual pupil aides assigned by an IEP to work with a special education pupil in regular education and all Least Restrictive Environment (LRE) aides assigned to a building under the direction and supervision of special education personnel. **Transportation aides are not reported on the SE-4096, but instead are reported on the SE-4094 Transportation Expenditure Report.**
5. Funds transferred to the Michigan Jobs Commission (MRS) for the initiation of a cooperative agreement that is written consistent with the joint agreement between the Office of Special Education and the Michigan Jobs Commission will qualify for state aid. Attach a copy of the agreement for the 2022-23 fiscal year showing the school district will be receiving a dollar in special education services for every dollar transferred to MRS. **These costs are reported under function code 411 and object code 8910 and should be placed on the SE-4096 under function code 231-Board of Education in the Other Expenditures column.**
6. Instructional supplies may not be reported in a lump sum to any of the administrative functions (function code 226 -Supervision and Direction, and function code 241- School Principal). Instructional supplies ONLY need to be prorated to the appropriate program line on a direct usage basis. **Office and administrative supplies continue to be ineligible.**
7. Districts are required to keep documentation to verify all amounts recorded as journal entries charged to supplies or purchased services on the SE-4096.

Such documentation shall be submitted to MDE upon request. Lack of documentation will result in the disallowance of these costs.

General Instructions

1. The SE-4096 shall report costs for the school year July 1 to June 30.
2. Record all amounts of money to the **nearest dollar**.
3. The general classification of objects and expenditures are those which are found in [Bulletin 1022, the Accounting Manual](#) for school districts. The specific items which have been approved for special education reimbursement are shown in the Allowable Cost Document for [State Aid and IDEA Part B, Section 611](#).

Items not listed in the allowable cost guide are not to be included on the SE-4096 without prior MDE approval.

4. The objects of expenditure should be assigned to the program for which the service or supply was acquired on a direct charge basis wherever possible, or by a method of allocation which will provide a reasonable distribution of costs. The allocations once determined should be posted to the program accounts and adjusted from the account in which the original charge was made. Documentation of allocations and prorrations must be maintained for audit purposes and submitted to the MDE upon request.

Recording Costs

General Accounting Information

1. Early Retirement Incentive Payments

These include: (a) lump sum payments, (b) retirement incentive payments spread over the following year, and (c) the purchase of annuities as a retirement. These incentives **do not** qualify for state categorical reimbursement. The early retirement incentive payment plan is developed for the convenience of the school district and is not directly related to providing services to pupils with disabilities.

Stipends or prepaid insurance for personnel who retire early **do not** qualify for categorical reimbursement. These payments are made as an incentive for personnel to retire early and are not part of the ordinary fringe benefits and operational costs of the district.

Payment of unused sick leave is reimbursable to the extent that the sick leave was accrued during service to the categorical program. For example, if an employee worked five years in a general education program and five years in a special education program, the split in the reimbursement for unused sick leave should be 50 percent to each.

2. Expenditure for Repair and Maintenance

Costs for repair or replacement of items such as carpeting, copy machines,

windows, and lavatories are reimbursed as a part of the district's indirect rate. If the district is eligible and chooses to claim direct operation and maintenance for a building, these costs may be included as part of the direct operation and maintenance. Direct operation and maintenance costs plus indirect costs cannot exceed 15 percent of direct costs as specified in Section 51a(7)(a) of the State School Aid Act. District's wishing to claim direct operation and maintenance should contact the Office of Special Education for assistance.

3. Lease Purchase and Rent

Lease purchase of facilities and rent of facilities **are not** reimbursable.

4. Refunds

These are a credit against the year in which the refund is received for the purpose of calculation of costs on this form.

5. Tuition Reimbursement

These costs coded under object code 2310 for employees to return to higher education to complete degree requirements **are not** reimbursable as a necessary cost of special education under state school aid.

Detailed Instructions for the Summary of Special Education Expenditures

Line 1a Total Instructional, Support, and Miscellaneous Costs This total must agree with the Total Section 52 Costs amount reported in the Total Cost column on the Cost List for Section 52.

Line 1b Total Section 51a(7)(b) Itinerant Staff Costs (ISDs Only) This total must agree with the Total Section 52 Itinerant Staff Costs amount reported in the Total Cost column on the Section 51a(7)(b) Itinerant Costs.

Line 1c Allowable Section 52 Expenditures (Line a - Line b) This is the total from line 1a minus line 1b.

Line 1d Itinerant Expenditures Entered by your ISD This total must agree with the Total Section 52 Itinerant Staff Costs amount reported in the Total Cost column on the Section 51a(7)(b) Itinerant Costs. This line is used to add the itinerant staff costs back to the district.

Line 1e Total Section 52 This is the total from line 1c plus line 1d.

Line 2a Total Instructional, Support, and Miscellaneous Costs This total must agree with the Total Section 53a Costs amount reported in the Total Cost column on the Cost List for Section 53a.

Line 2b Total Section 51a(7)(b) Itinerant Staff Costs (ISDs Only) This total must agree with the total Section 53a Itinerant Staff Costs amount reported in the Total Cost column on the 51a(7)(b) Itinerant Costs.

Line 2c Allowable Section 53a Expenditures (Line a - Line b) This is the total from line 2a minus line 2b.

Line 2d Itinerant Expenditures Entered by your ISD This total must agree with the Total Section 53a Itinerant Staff Costs amount reported in the Total Cost column on the Section 51a(7)(b) Itinerant Costs.

Line 2e Total Section 53a This is the total from line 2c plus line 2d.

Line 3 Total Expenditure From Federal Grant Sources Expended During the 2022-23 School Year Both local and intermediate districts must enter the total of allowable expenditures that each entity expended from other state and federal sources. These sources include all Individuals with Disabilities Education Act (IDEA) grants, Section 51a(6), and direct federal grants. These expenditures must be listed by funding source.

IDEA funds must be recorded in a segregated account. If a district's accounting records show more expenditures attributed to IDEA Flowthrough than the amount of grant funds, reallocate the excess expenditures to the Section 52 program. Costs allocated to Section 52 must be accounted for by the appropriate object code. **Do not place these amounts in the Other Expenses column.** Only costs in excess of federal revenue approved in the IDEA grant application may be included on the cost report. The total claimed on the Final Expenditure Report (FER) and the Section 52 page of the SE-4096 cannot exceed the approved IDEA budget.

If a district's accounting records show less expenditures for an IDEA Flowthrough project than the funding received, examine the Section 52 expenditures carefully to determine if any of these Section 52 expenditures can legitimately be reallocated to the grant consistent with the approved grant application. If not, local districts must return the excess federal funds to the intermediate school district. Intermediate districts must return excess funds to the state.

Explanation of Expenditures on Line 3 Please list the source and amount of funds shown on line 3. Sources may be IDEA grants, Section 51a (6), or direct funded federal projects.

Line 4 Total Allowable Expenditures for Special Education This is the total of lines 1e, 2e, and.

Detailed Instructions for Section 52 Reimbursement

1. Cost report is completed in the Financial Information Database (FID).
2. Include all eligible special education expenditures not reported elsewhere. Do not include any expenditures for Section 51a (6) or federal grants identified on the Summary of Special Education Expenditures page.
3. **Column 1/Professional FTE.** Enter the number of full-time equivalency (FTE) for **special education approved** professional personnel hired by the district. The FTE positions should be reported to the nearest tenth (0.0). **If**

no personnel are reported, but there are costs, include an explanation as a comment in FID. Local districts, public school academies and intermediate school districts who contract with a third-party entity for staff other than substitute teachers or aides must report the professional FTE for the contracted staff as well.

4. **Column 2/Aide FTE.** Enter the FTE for aides that qualify for reimbursement and for whom salaries are included in the salaries column. Aides qualify for reimbursement to the extent they spend time working in special education.

Do not include the FTEs for program assistants, interpreters, secretaries, or substitutes in the aides column. The salaries for program assistants and interpreters are reimbursable to the extent that they spend time working in special education. However, they are not considered aides and the FTEs are not to be listed in this column. Secretaries are not considered aides and the FTEs are not to be listed in this column.

Health care aides serving an occupational therapist, physical therapist or school nurse should be reported under function code 213–Health Services. All other aides must be reported by program assignment (classroom) of the pupil to the nearest tenth (0.0).

The split-funding of salaries and wages for aides must be based on records that accurately reflect the work performed. These records must be supported by a system of internal control which provides reasonable assurance the charges are accurate, allowable, and properly allocated. The personnel activity report (PAR) form is no longer required.

5. **Expense Columns.** Enter the cost information on the appropriate function code lines and in the appropriate object code columns– salaries, benefits, purchased services-staff, purchased services-non staff, supplies and materials, and other expenditures.

The salaries column does not include costs for severance or termination payments or other special payments under object code 17xx. Such payments are not costs necessary for the provision of special education programs and services.

The benefits column only includes those employee benefits in the 2100 object code series–insurances, object code 2410-physicals, 2800 object code series–mandatory coverages, and object code 2920-Cash in Lieu of Benefits (refer to Allowable Cost Guide for State Aid and IDEA Part B, Section 611).

The purchased services-staff column only includes costs for staff contracted from a third party entity. A third party entity is NOT another Michigan public school district, public school academy or intermediate

district. Costs in this column are coded under object codes 31xx. (See pages 3-4 of the instructions.)

The purchased services non-staff column is for all other allowable expenditures coded under object codes 3xxx-4xxx. Refer to the Allowable Cost Document for State Aid and IDEA Part B, Section 611.

Capital Outlay continues to be for instructional items only with a single item purchase price of \$5,000 or more. Classroom capital outlay purchases are reported on line 16. Purchases for support personnel are reported on line 37. **A list detailing all capital outlay expenditures must be attached to the SE-4096.**

The other expenditures column includes ONLY costs for dues and fees to professional organizations related to special education, as well as the costs for criminal background checks on special education staff.

Tuition payments, service billings and contracted services between school districts are not allowable costs. Billings between districts for itinerant staff costs are not allowable costs. The operating district will claim state special education categorical aid and deduct it from the cost before billing the contracting district.

6. **Total Cost Column** This column totals line expenses.
7. **Function 122-Section 24** Enter the special education costs for programs approved by MDE and operated on the grounds of a juvenile detention facility or child caring institution funded under Section 24 of the State School Aid Act. The amount reported on this line for Section 52 and Section 53a must agree with the total costs reported and approved on the SE-4824 Actual Cost Report for Public School Districts Approved to Operate Programs on the Grounds of Child Caring Institutions and Juvenile Detention Facilities. MDE will adjust this line, if needed, to match the approved SE-4824.
8. **Total Instructional Costs** This line subtotals all columns for instructional services. The total for capital outlay will be carried forward to the Miscellaneous Costs section under Misc-Capital Outlay.
9. **Total Support Costs** This line subtotals all columns for instructional and non- instructional support services. The total for capital outlay will be carried forward to the Miscellaneous Costs section under Misc-Capital Outlay.
10. **Subtotal – Instructional and Support** This line subtotals total instructional costs and total support costs **minus** capital outlay totals.
11. **Misc - Indirect Costs** This line calculates the district's indirect costs based on the district's state assigned special education indirect cost rate. Indirect cost rates are your district's rate or 15 percent, whichever is less. This line

may be adjusted by MDE if any direct Operations and Maintenance costs are reported.

12. **231 - Board of Ed** Enter allowable costs related to special education hearings other than school attorney fees. This line will also be used by MDE to make any necessary adjustments to the report and is used to report funds transferred to MRS. This line is also used to report unemployment costs to the extent the individual was employed in special education.
13. **Misc - Capital Outlay** This line totals capital outlay related to instructional and support costs. This amount includes only single pieces of equipment costing \$5,000 or more. It is limited to items used solely for instruction of special education pupils. Equipment purchased for use of individual pupil instruction or to provide access to education (wheelchairs, group hearing devices, etc.) may also be included. Refer to the Allowable Cost Guide for State Aid and IDEA Part B, Section 611.

Items such as desks and movie projectors are considered standard equipment for regular education classrooms and are not reimbursable.

An itemized list of equipment claimed on this line must accompany the SE-4096. The list must identify the item, cost, and the purpose or use if not obvious.

14. **261 - Direct Operations and Maintenance** This is limited to programs that are in separate facilities used solely for special education pupils. Districts with an indirect rate of 15 percent or more do not qualify. To be considered for reimbursement, a schedule detailing the costs upon which the direct operation and maintenance is being calculated must be included with the SE-4096. This consists of those activities concerned with keeping the physical plant open, comfortable and safe for use, and keeping the grounds, buildings and equipment in an effective working condition and state of repair. This includes activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools. All utility expenditures such as electricity, heating (metered or bulk supply), water and sewage waste and trash disposal, and telephone charges are also included under this function. Building security is included under this function. More information, including an example, is available upon request from the Office of Special Education.

Enter the amount of direct operation and maintenance costs eligible to be charged. The combined total of the indirect cost and the direct operation and maintenance costs cannot exceed 15 percent of district program costs. Attach worksheets showing details of the calculations.

15. **431 - Tuition-MSD** (INTERMEDIATE SCHOOL DISTRICT ONLY) Enter the total preliminary tuition for pupils attending the Michigan School for the Deaf. This figure may need to be updated when the final tuition billings are complete.
16. **Total Miscellaneous Costs** This line subtotals the miscellaneous costs.

17. **Total Section 52 Costs** This line totals the Subtotal – Instructional and Support and total miscellaneous costs lines.

Detailed Instructions for Section 53a Reimbursement

Pupil Eligibility

Only complete this section if:

1. Section 53a pupils were reported on the special education page of the “2022-23 Pupil Membership Count,” in MSDS for the Fall 2022 count (do not complete for pupils counted as Section 53a on the Spring 2023 count date); or
2. Section 53a Transportation costs were reported on the SE- 4094 Transportation Expenditure Report; or
3. MDE has provided written approval to charge a unique cost for a ward of the state. A copy of the approval must accompany the SE-4096.

Eligible Costs

1. The number of pupils enrolled on the fall pupil count (MSDS) will be the basis for calculating Section 53a instructional costs.
2. As indicated in Section 53a(3) of the State School Aid Act, “only those costs that are clearly and directly attributable to educational programs for pupils described in subsection (2), and that would not have been incurred if the pupils were not being educated in a district or intermediate district, are reimbursable under this section.” Administrative costs related to operating the program including costs related to directors of special education, special education supervisors, special education building principals, secretarial support for special education personnel, transportation supervisors and clerical staff, cost of operating the bus garage and other administrative costs normally incurred by the district are not chargeable to Section 53a. **Program costs that are reimbursed by federal funds are not to be charged to Section 53a.**
3. Reimbursement for classroom programs and supportive services will be calculated based on the proportion of Section 53a pupils enrolled in the program or service, based on the number of pupils and costs for the total program. This is not calculated on a single classroom basis.

For example, a district operating an emotional impairment program has one Section 53a pupil out of a total of 10 enrolled in the program. In this case, 90 percent of the cost will be attributed to Section 52 and 10 percent to Section 53a. The program cost is \$40,000. Ninety percent or \$36,000 is reported as a Section 52 program cost for emotional impairment and the remaining \$4,000 is reported as a Section 53a emotional impairment program cost.

The district's one Section 53a emotional impairment pupil also receives speech. The district provided speech and language services to 100 pupils. Therefore, the district may bill 1 percent of the speech program cost to Section 53a and the other 99 percent to Section 52.

4. Costs unique to services for Section 53a pupils may be added to the proportion of costs billed to Section 53a provided there is a detailed explanation of the costs, and the district has written prior approval from MDE. These include the costs of a special communicative device for pupils or for capital outlay equipment that is used solely by the Section 53a pupil and is not available to other pupils in the district. Capital outlay costs for items which are used by the total program **cannot** be prorated to Section 53a since these costs are not unique to programming for court or state agency placed pupils.

Direct cost for aides assigned to Section 53a pupils, as well as administrative and consultative staff assigned to institutions and nursing homes require written prior approval to be charged to Section 53a.

Section 53a Transportation

Only costs associated with Section 53a pupils receiving "specialized transportation services" qualify. Specialized transportation services are transportation services provided in vehicles for the exclusive use of special education pupils (R388.371).

1. To claim transportation costs under Section 53a, the district must submit the information listed below to MDE with the SE-4096:
 - a. The names of the Section 53a pupils receiving specialized transportation services as of the transportation count week in Fall of 2022;
 - b. The bus number from the bus inventory that each of the above pupils rode on during the count week;
 - c. A copy of the SE-4094, Transportation Expenditure Report, to verify the amount claimed.
2. Place the amount reported on the SE-4094, column 6, Special Education-Section 53a Total Expenditures, on the Cost List for Section 53a, Miscellaneous Costs, 271-Pupil Transport, in the other expenditures column. This amount will be the district's reimbursable cost for Section 53a Transportation.

Detailed Instructions for Section 51a(7)(b) Itinerant Costs

1. Only districts who employed itinerant staff transferred from another district need complete this section.
2. Enter the name of the district who employed the corresponding personnel in 2003-04.
3. Include all eligible special education expenditures related to the itinerant

staff. Do not include any expenditures for Section 51a(6) or federal grants identified on the Summary of Special Education Expenditures page.

4. **Column 1/Professional FTE.** Enter the number of full-time equivalency (FTE) **special education approved** personnel hired by the district who had been employed in another district in 2003-04. The FTE positions should be reported to the nearest tenth (0.0).
5. **Column 2/Aide FTE.** Enter the FTE for aides that qualify for reimbursement and for whom salaries are included in the salaries column. Aides qualify for reimbursement to the extent they spend time working in special education.

Do not include the FTEs for program assistants, interpreters, secretaries, or substitutes in the aides column. The salaries for program assistants and interpreters are reimbursable to the extent that they spend time working in special education. However, they are not considered aides and the FTEs are not to be listed in this column.

Health care aides serving an occupational therapist, physical therapist or school nurse should be reported under function code 213-Health Services. All other aides must be reported by program assignment (classroom) of the pupil to the nearest tenth (0.0).

The split-funding of salaries and wages for aides must be based on records that accurately reflect the work performed. These records must be supported by a system of internal control which provides reasonable assurance the charges are accurate, allowable, and properly allocated. The personnel activity report (PAR) form is no longer required.

6. **Expense Columns.** Enter the cost information on the appropriate function lines and in the appropriate object code column-salaries, benefits, purchased services-staff, purchased services-non staff, supplies, materials, and other expenditures.

The salaries column does not include costs for severance or termination payments or other special payments under object code 17xx. Such payments are not costs necessary for the provision of special education programs and services.

The benefits column only includes those employee benefits in the 2100 object code series-insurances, object code 2410-physicals, 2800 object code series-mandatory coverages, and object code 2920-Cash in Lieu of Benefits (refer to the Allowable Cost Guide for State Aid and IDEA Part B, Section 611).

The purchased services-staff column only includes costs for staff

contracted from a third-party entity. A third-party entity is NOT another Michigan public school district, public school academy or intermediate district. Costs in this column are coded under object codes 31xx. (See pages 3-4 of the instructions.)

The purchased services non-staff column is for all other allowable expenditures coded under object codes 3xxx-4xxx. Refer to the Allowable Cost Document for State Aid and IDEA Part B, Section 611.

The other expenditures column includes ONLY costs for dues and fees to professional organizations, as well as the costs for criminal background checks on staff.

7. **Total Cost Column.** Enter the line totals of expense columns.
8. **Total Section 52 Itinerant Staff Costs** This line is carried over and placed on line 1b or 1d of the Summary of Special Education Expenditures as appropriate.
9. **Total Section 53a Itinerant Staff Costs** This line is carried over and placed on line 2b or 2d of the Summary of Special Education Expenditures as appropriate.