



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 14, 2017

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

FROM: Susan Broman, Deputy Superintendent
P-20 System and Student Transitions *SB*

SUBJECT: Special Education Actual Cost Report Form SE-4096 for the 2016-17 School Year

This is to notify all local and intermediate school district (ISD) superintendents and public school academy (PSA) administrators that the Special Education Actual Cost Report, Form SE-4096 for 2016-17 is now a collection within the Center for Education Performance and Information's (CEPI) Financial Information Database (FID) application.

This electronic collection by CEPI replaces the traditional mailing of the form to all local and intermediate districts and PSAs. Information on the FID collections can be found at CEPI's website:

- https://www.michigan.gov/cepi/0,4546,7-113-986_10484---,00.html.
- A [User Guide for the 4096](#) is located under the manuals section, and [instructions](#) and [allowable costs](#) are located under the Help and Training section. Indirect cost rates are pre-populated in the application.

All districts must complete the form to generate their Special Education Headlee Obligation payment under Section 51c of the State School Aid Act. ISDs must obtain and complete the form to generate their Special Education payment under Section 51 of the State School Aid act.

- Local school districts and PSAs need to complete and submit the form to their ISD electronically within the FID by September 18, 2017. **NOTE:** If the local school district or PSA did not operate any special education programs or services during the 2016-17 fiscal year, they need to simply check the box, and submit the form to their ISD.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 517-373-3324

- The ISD will submit its own report and those of its constituent local districts to CEPI by the October 2, 2017 deadline. **NOTE:** The statutory required due date for the SE-4096 is September 30, but since that date falls on a weekend, the report is due to CEPI by midnight on October 2.
- Section 18 of the State School Aid Act imposes a state aid penalty for the failure to submit the Special Education Actual Cost Report by the October 2 deadline.
- The FID is located at <https://cepi.state.mi.us/FID/DIST/loginscreen.aspx>. **NOTE:** If you do not have an account set up, you will need to complete the [FID security agreement form](#) to request access for Financial Forms.

Questions regarding the filing of the SE-4096 or the electronic forms process should be directed to CEPI Customer Support at (517) 335-0505, extension 3.

Questions regarding the completion of the SE-4096 Special Education Actual Cost Report should be directed to Dianne Easterling, Coordinator, Office of Special Education. Ms. Easterling may be reached by calling Office of Special Education, Program Finance at (517) 241-1235, or by e-mail at easterlingd@michigan.gov.

cc: Michigan Education Alliance