



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: February 20, 2020

TO: Local and Intermediate School District (ISD) Superintendents
Public School Academy Directors

FROM: Dr. Scott M. Koenigsknecht, Deputy Superintendent 
P-20 System and Student Transitions

SUBJECT: Clarification Regarding Funding for Special Education Secretarial/Clerical
Staff and Paraprofessionals with a Split-Assignment

Beginning with the 2019-20 school year, the Michigan Department of Education's Office of Special Education (OSE) will allow reimbursement of split-funded secretarial/clerical staff who are not utilized full time in special education.

This is the result of Michigan's School-Based Services (SBS) Medicaid Expansion/Caring for Students (C4S). This replaces the previous requirement for secretarial/clerical staff to work 100 percent of the time in special education to be reported on the SE-4096 Special Education Actual Cost Report. This change extends beyond the Medicaid Expansion to include other purposes for split-funding special education secretarial/clerical staff, and only applies to state school aid funds. The use of Individuals with Disabilities Education Act (IDEA), Part B flow-through (secretaries/clerical staff is still not allowable.

Additionally, the OSE continues to allow reimbursement of split-funded paraprofessionals who 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 school aid or IDEA, Part B flow-through funding.

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

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The OSE is in the process of updating the State Aid & IDEA Part B, Section 611 Allowable Costs document, the SE-4096 User Guide, and the SE-4096 Instructions to reflect the change to split-fund secretarial/clerical staff.

These changes directly align with Goal 7 of the MDE's Top 10 in 10 Goals and Strategies by developing an innovative and cohesive state education agency that supports an aligned, coherent education system at all levels (state, ISD, district, and school).

If you have any questions, please contact Sean McLaughlin by email at McLaughlinS@michigan.gov, or by calling 517-241-7123. You may also contact JL Purves by email at PurvesJ@michigan.gov, or by calling 517-241-7081.

cc: Michigan Education Alliance