Michigan Department of Education Office of Special Education (MDE OSE) **August 2024**
Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP)

Special Education Prior Approval Request Form

Funding Source

Indicate the grant for which you are requesting prior approval of expenditures:

Grant Program Number _____ Fiscal Year _____

☐ IDEA, Part B, Section 611 Flowthrough (Ages 3-21) ☐ State Aid SE-4094 (Ages 0-26)

☐ IDEA, Part B, Section 619 Preschool (Ages 3-5) ☐ State Aid SE-4096 (Ages 0-26)

Proposed Expenditure

See instructions for the documentation and information that is required for each request:

Proposed Cost _____ Function Code _____

☐ Capital Outlay _____ ☐ Out of State Travel _____

☐ Other Expenditure (describe) _____

District/Agency Information

Please provide applicable district/agency information:

LEA/PSA Name (if applicable) _____ District Code _____

ISD Name _____ District Code _____

District/Agency Certification

I certify to the best of my knowledge that all information provided for the prior approval request submitted is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award.

LEA/PSA Representative (if applicable) _____ Title _____

LEA/PSA Representative Signature _____ Date _____

ISD Representative _____ Title _____

ISD Representative Signature _____ Date _____

MDE OSE/MiLEAP USE ONLY

☐ Request Approved ☐ Request Denied

Rationale

Authorized Official _____ Title _____

Authorized Official Signature _____ Date _____

Important Information

Prior approval is required for all expenditures not specifically found in the State Aid & IDEA Part B, Section 611 Allowable Costs; IDEA, Part B, Section 619 Allowable Costs Guide; Transportation Allowable Costs, and Michigan Administrative Rules for Special Education (MARSE) documents.

- Each request requires a separate prior approval form and supporting documentation.
- Approval must be requested annually. Approvals do not transfer to subsequent years.
- District must demonstrate request is allocable, reasonable, and necessary in support of special education.

Instructions

1. **Complete** the Funding Source, Proposed Expenditure, and District/Agency Information on the Prior Approval Form.
2. **Sign and Date** the District/Agency Certification on the Prior Approval Form.
3. **Attach** all required documentation and information indicated below.
4. **Submit** completed Prior Approval Request Form and required documentation and information. If submitting multiple requests, submit individual requests as separate documents.
    a. **State Aid** request forms and required documentation and information is to be submitted as a single document to the Michigan Department of Education (MDE) Office of Special Education (OSE) Financial Manager.
    b. **IDEA Flowthrough and Preschool Grant** request forms and required documentation and information is to be uploaded as a single attachment to the applicable IDEA Flowthrough or Preschool grant application in NexSys.

Required Documentation and Information

Request for Approval Letter on district letterhead signed by the district's Special Education Director, including:

1. Description of request, explanation of intent, reasonableness, and justification for request.
2. Detailed description of how request will directly support children with disabilities or help children with disabilities access their education.
3. Itemized quote and/or expenditure breakdown.
4. As applicable:
    a. Specific location of where requested supplies, materials, or events will be located.
    b. Count and position of personnel.
    c. Job description, required credentials, and Full Time Equivalent (FTE).
    d. Methodology of expenditure proration.

Additional Information or Questions

- For questions regarding IDEA, Part B, Section 611 Flowthrough, State Aid SE-4094 or State Aid SE-4096, contact Nichole Northern, MDE OSE Financial Manager, at NorthernN2@michigan.gov.
- For questions regarding IDEA, Part B, Section 619 Preschool, contact Mark Kuipers, MiLEAP 619 Coordinator, at KuipersM2@michigan.gov.