

June 1 SPED Title VI-B Application User Guide

FY 2019-20



ARKANSAS
DEPARTMENT
OF EDUCATION

Updated May 3, 2018



June 1 Application

- June 1 Applicants include any educational facility receiving Title VI-B funds, section 611 and/or section 619 (Federal Preschool) and State Preschool.
- This includes:
 - School Districts (must complete School Age Parts I, II and III. Preschool, if applicable, Parts I and II)
 - Charters (must complete School Age Parts I, II, and the MOE in Part III and Preschool Parts I and II, if receiving 5 yr old Kg. funds)
 - State Agencies (must complete School Age Parts I, II and the MOE in Part III)
 - Educational Cooperatives (must complete Preschool Parts I and II)



2019-20

- Indistar is used for the SPED June 1 Application and the March 30 CEIS Application.
- For the remainder of the year, SPED Finance sets announced deadlines and pulls COGNOS reports for amendments.
- SPED Finance uploads approved SPED documents throughout the year into Indistar in the **“Uploads from SEA to Districts (SPED)”** folder.
- When districts save SPED Finance forms from Indistar to a computer, it allows the user to have all 2019-20 forms for use during the year without having to visit Indistar.



SPED Finance 2019-20 Timeline

DEADLINE DATE	REQUIRED FORMS	DOCUMENTATION
MARCH 30, 2019 CEIS APPLICATION	<ul style="list-style-type: none"> 19-20 CEIS Application 	<ul style="list-style-type: none"> Approved CEIS application uploaded by ADE in Indistar
June 1, 2019 APPLICATION	<ul style="list-style-type: none"> Part I forms: Intent & Assurances Part II forms: Budget narrative, Request and Report forms Part III online/reviewable forms: PSPS, CEIS, MOE, Intent, and Reminder form 	<ul style="list-style-type: none"> Review/Approval form uploaded by SPED Finance into Indistar
OCT 1, 2019 FIRST AMENDMENT	<ul style="list-style-type: none"> Amend budgets for preliminary allocation amounts: S/L, VI-B, and Medicaid Request and Report forms AFR MOE data in MYSPEd Amend adjusted carryovers PSPS 	<ul style="list-style-type: none"> COGNOS budget report Review/Approval form from SPED Finance
SPRING 2020 AMENDMENT	<ul style="list-style-type: none"> Request forms Amend for final allocation amounts Amend Required CEIS for final allocation 	<ul style="list-style-type: none"> COGNOS budget report/approved amendment
END OF YEAR 2019-20	<ul style="list-style-type: none"> Requests and Reports forms Amend for closing of year 	<ul style="list-style-type: none"> COGNOS budget/AFR reports

Where are the Forms??





<http://indistar.org>

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Log-In With Assigned DISTRICT Password

Please use the **DISTRICT** password only. DO NOT use a school building password.

A screenshot of the Indistar login page. The page features the Indistar logo (a blue star) and the text "Indistar® powered by Academic Development Institute". There are two input fields labeled "Login" and "Password", followed by a blue "LOGIN" button. A search icon and the text "Toll Free 1-800-759-1495 Need Help?" are also visible. The background of the page shows a man in a white shirt and blue tie speaking to a group of people in a classroom setting. Large white text overlaid on the image reads "Bring Your Leadership Team's Vision to Life".

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🔍 Toll Free 1-800-759-1495 Need Help?

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My Dashboard and Complete Forms Tab

- Locate the **COMPLETE FORMS TAB** on the *My Dashboard* page. Scroll down to locate the SPED June 1 Application forms. Click on the forms and Save to File on a district computer.

Indistar® New System Updates Welcome, [edit] [chart] [share]

Back to My Dashboard

- Main Menu
- Home
- Our Direction
 - Update Profile
 - Set Direction
- Our Meetings
 - Manage Meetings
- Success Cycle
 - Assess, Create, Monitor
- Our Progress
 - Reports
 - Feedback
- Resources
- Program Contact
- Tech Support

Our Direction	Our Meetings	Success Cycle	Our Progress
Normative Objectives (Ongoing) 0	Leadership Team Meetings (Last 90 Days) 0	Actions Completed (Last 90 Days) 0	Objectives Met (Last 90 Days) 0
Update Profile	Manage Meetings	Assess, Create, Monitor	View Reports
Set Direction Mission/Goals - Data Review - Select Indicators			View Feedback


Complete Forms ▾ Submissions ▾ Snapshot ▾





School Age June 1 Application Forms

- The June 1, 2019 School Age Application is posted in **three parts** on Indistar under the COMPLETE FORMS tab.
- **Districts** must complete Parts I, II and III.
- **Charters and State Agencies** will complete Parts I, II and only the MOE section of Part III.

<u>*SPED District Forms Section</u>	The following SPED forms are to be completed by all schools (PreK and School-Age) applying to implement Special Education and Related Services. Click here to see instructions for each individual form.
SPED Application Part 1 - PreSchool	See above link for form instructions.
SPED Application Part 2 - PreSchool	See above link for form instructions.
SPED Application Part 1 - School Age	See above link for form instructions.
SPED Application Part 2 - School Age	See above link for form instructions.
 SPED Application Part 3 - School Age	See above link for form instructions.



Part I School Age Application Forms (WORD Document Forms)





Spring School Board Meetings


The June 1 deadline will require a spring School Board meeting for approval of the Application and signature on forms.





Statement of Intent

- The Statement of Intent form must be signed by the district Superintendent and the district School Board President.



**ARKANSAS DEPARTMENT OF EDUCATION
SPECIAL EDUCATION
LOCAL SCHOOL DISTRICT APPLICATION
FOR PART B FUNDS
FOR THE PROVISION OF
SPECIAL EDUCATION AND RELATED SERVICES
FOR SCHOOL YEAR 2019-2020**

Name of Public Agency	LEA Number
Street Address or Mailing Address	City Zip
Name of Contact Person Regarding This Application	Phone Number
E-mail Address (type or print legibly)	DUNS Number

STATEMENT OF INTENT

This application is submitted in fulfillment of Ark. Code Ann. 6-20-2202; the Individuals with Disabilities Education Act (IDEA); and the rules and regulations promulgated by the Arkansas State Board of Education, which are applicable. Upon approval by the Arkansas Department of Education, Special Education Unit, this document shall certify the public agency's authority to expend state and federal funds for the education of children with disabilities in accordance with the assurances, budget, and program of services set forth herein. On this date, the agency has adopted *Special Education and Related Services: Procedural Requirements and Program Standards*, and *Special Education Eligibility Criteria and Program Guidelines for Children with Disabilities, Ages 3-21*, and subsequent rules and regulations adopted by the State Board of Education, as regulations for the administration of the special education program.

The signatures below are verification that the agency has reviewed and adopted the policies and procedures relative to children with disabilities covered in the attached *Special Education Assurances and Agreements*. Any additional policies and procedures adopted by the agency relative to children with disabilities not covered in the *Special Education Assurances and Agreements* are enclosed in this application. The signature of the Board President signifies that the Board has voted approval of the application. Such vote should be recorded in Board meeting minutes and kept on file at the Co-op or District.

Name of Superintendent	Name of Board President
Signature of Superintendent	Signature of Board President
Date Signed	Date Approved by Board

1



Assurances and Agreements

**Special Education
Assurances and Agreements School-Age Services
Fiscal Year 2019-2020**

CERTIFICATION

I, THE UNDERSIGNED AUTHORIZED REPRESENTATIVE, HEREBY CERTIFY THAT THE APPLICANT AGENCY'S GOVERNING BODY HAS ADOPTED THE ABOVE ASSURANCES AND IS AWARE OF REQUIRED ACTIONS BY THE SEA RELATIVE TO DIRECT SERVICES AND LEA COMPLIANCE.

Public Agency Name

LEA #

Director/Superintendent's Signature

Date

- The Superintendent, Co-op or Charter Director must sign and date the Assurances form.



Certification Regarding Lobbying

ED 80-0013

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT	PR/AWARD NUMBER AND OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0013

- This is also a required form that must be signed by the district Superintendent, Co-op, or Charter Director.



Contact Information Sheet

2019-2020 District School Age Contact Information

LEA#/DISTRICT NAME

Superintendent

Phone#

E-mail Address

SP.ED. Supervisor

Phone#

SP.ED Supervisor Cell#

Fax#

E-mail Address

Business Manager

Phone#

E-mail Address

- Please consider **summer** contact information. This will be critical for SPED Finance to contact district staff for corrections during the months of June and July.



Part II School Age Application Forms (EXCEL forms)





June Application Part II Excel Documents

Part II contains the EXCEL documents and are available in Indistar under the COMPLETE FORMS tab. Part II has 9 tabs.

- Tab 1: School Age VIB Budget Narrative
- Tab 2: Federal Preschool VIB Budget Narrative
- Tab 3: State Preschool Budget Narrative
- Tab 4: 19-20 Request to Purchase a Bus
- Tab 5: 19-20 Request for Construction/Renovation
- Tab 6: 19-20 Request to Purchase Equipment
- Tab 7: 18-19 Report of Equipment
- Tab 8: 19-20 Report of Equipment
- Tab 9: 19-20 Request for Travel (Out of State)



June 1 Deadline - Title VI-B, Federal and State Preschool

- The June 1, 2019 Application is for the FY2019-20 Title VI-B (section 611 School Age and section 619 Federal Preschool) and State Preschool.
- The Application is based on the FY2018-19 **Preliminary** amount, since FY2019-20 allocations have not yet been announced.

Commissioner's Memo:

School Age Title VI-B: FIN-19-005, Funding Source 2 only

Federal and State Preschool: FIN-19-005

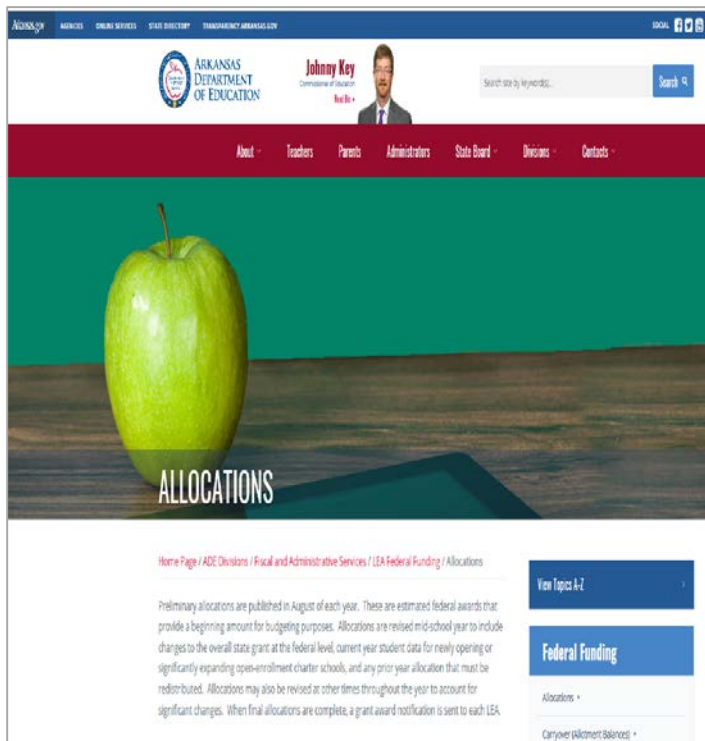
Use the link provided in the Memo to reach the Allocation page.



2018-19 Preliminary Amounts

For the FY2018-19 Preliminary Funding Source 2 amount only please refer to the following:

<http://www.arkansased.gov/divisions/fiscal-and-administrative-services/lea-federal-funding/allocations>



Title VI-B Special Education School Age (SOF 6702)

- 2018-19 Preliminary Allocations (July 2018 - Corrected) (PDF)
- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) (PDF)
- 2017-18 Final Allocations (April 2018 - FIN-18-041) (PDF)
- 2017-18 Revised Allocations (March 2018 - FIN-18-034) (PDF)
- 2017-18 Preliminary Allocations (July 2017 - FIN-18-008) (PDF)
- 2016-17 Final Allocations (May 2017 - FIN-17-050) (PDF)
- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-014) (PDF)

Homeless Children and Youth (SOF 6530)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

Hurricane Education Recovery (SOF 6779)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

Migrant Title I, Part C (SOF 6502)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

21st Century (SOF 6441)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) PDF
- 2017-18 Revised Allocations (February 2018 - FIN-18-031) (PDF)

Federal Preschool Special Education (SOF 6710)

- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) CORRECTED (PDF)
- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) (PDF)
- 2017-18 Final Allocations (April 2018 - FIN-18-041) (PDF)
- 2017-18 Revised Allocations (March 2018 - FIN-18-034) (PDF)
- 2017-18 Preliminary Allocations (July 2017 - FIN-18-008) (PDF)
- 2016-17 Final Allocations (May 2017 - FIN-17-050) (PDF)
- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 REVISED Preliminary Allocations (August 2016 - FIN-17-017) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-012) (PDF)

State Preschool Special Education (SOF 2260)

- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005 - CORRECTED) (PDF)
- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) (PDF)
- 2017-18 Final Allocations (June 2018 - FIN-18-049) (PDF)
- 2017-18 Revised Allocations (March 2018 - FIN-18-034) (PDF)
- 2017-18 Preliminary Allocations (July 2017 - FIN-18-008) (PDF)
- 2016-17 Final Allocations (June 2017 - FIN-17-053) (PDF)
- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 REVISED Preliminary Allocations (August 2016 - FIN-17-018) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-013) (PDF)



Preliminary Allocation Funding Source 2 (Only)

Title VI-B Special Education School Age (SOF 6702)

- 2018-19 Preliminary Allocations (July 2018 - Corrected)
- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) (PDF)
- 2017-18 Final Allocations (April 2018 - FIN-18-041) (PDF)
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- 2016-17 Final Allocations (May 2017 - FIN-17-050) (PDF)
- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-014) (PDF)

Use Funding Source 2 (ONLY).

Homeless Children and Youth (SOF 6530)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

Hurricane Education Recovery (SOF 6779)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

Migrant Title I, Part C (SOF 6502)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

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- 2018-19 Final Allocations (January 2019 - FIN-19-023) PDF
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- 2016-17 Preliminary Allocations (July 2016 - FIN-17-012) (PDF)

State Preschool Special Education (SOF 2260)

- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) **CORRECTED** (PDF)
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- 2017-18 Final Allocations (June 2018 - FIN-18-049) (PDF)
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- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 Revised Preliminary Allocations (August 2016 - FIN-018) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-013) (PDF)



Funding Source 2 (Only)

Arkansas Department of Education FY 2018-19, Title VI-B Preliminary Allocations

Source Code 6702

Revenue Code 45613

DUNS	LEA	District	H027A180018 Funding Source 1	H027A180018 Funding Source 2	Total Allocation
161747444	6040700	Academics Plus Charter School	8,795.58	199,475.17	208,270.75
100685866	1701000	Alma SD	23,838.85	648,491.12	672,329.97
004918363	501000	Alpena SD	3,941.56	124,283.11	128,224.67
100002310	1002000	Arkadelphia SD	13,860.90	416,756.30	430,617.20



Tab 1: School Age Budget Narrative

PROPOSED USE OF TITLE VI, PART B, SECTION 611 SCHOOL-AGE FUNDS										
GRANT PERIOD: JULY 1, 2019 - JUNE 30, 2020										
District LEA#/Name: <input type="text"/> ← Drop down box select your district										
<p>Allocate PROPOSED grant funds to categories. In determining appropriate assignment of items, applicants are strongly encouraged to consult with the individual(s) within the DISTRICT who have responsibility for completing the Annual School Report – Financial Section. List all equipment items costing one thousand dollars (\$1,000) or more. In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others), activities, goods, and services to support in whole or in part with IDEA, Part B, Section 611 grant funds. Enter narrative under object code where funds are budgeted. Include:</p> <ul style="list-style-type: none"> Names of Staff, Position or title, FTE (Full Time Equivalency) Detailed list of supplies, # of classrooms, # of larger priced items to purchase Location of equipment Contracts: Company and Services Provided Do not budget supplies or equipment unless intending to purchase Additional lines and function codes can be added 										
IDEA PART B, TITLE VIB, SECTION 611 SCHOOL-AGE FY2019-20 PROJECTED BUDGET										
	61110	61120	62000	63000	64000	65000	66000	67000	68000	
Speech Therapy (1212)	\$0.00	\$0.00								\$0.00
Narrative	Enter narrative here	Enter narrative here								
Resource Room (1220)										\$0.00
Narrative										
Classroom (1230)										\$0.00
Narrative										
Preschool Special Needs (1290)										\$0.00
Narrative										
Psychological Services (2141)										\$0.00
Narrative										
Physical/Occupational Therapy (2160)										\$0.00
Narrative										
Special Ed Dir (2292)										\$0.00
Narrative										
Transportation (2720)										\$0.00
Narrative										
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00





Tab 2: Federal Preschool Budget Narrative

PROPOSED USE OF TITLE VI, PART B, SECTION 619 FEDERAL PRESCHOOL FUNDS										
GRANT PERIOD: JULY 1, 2019 –JUNE 30, 2020										
District LEA#/Name: <input type="text"/> ←Drop down box select your district										
<p>Allocate PROPOSED grant funds to categories. In determining appropriate assignment of items, applicants are strongly encouraged to consult with the individual(s) within the DISTRICT who have responsibility for completing the Annual School Report – Financial Section. List all equipment items costing one thousand dollars (\$1,000) or more. In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others), activities, goods, and services to support in whole or in part with IDEA, Part B, Section 611 grant funds. Enter narrative under object code where funds are budgeted. Include:</p> <ul style="list-style-type: none"> Names of Staff, Position or title, FTE (Full Time Equivalency) Detailed list of supplies, # of classrooms, # of larger priced items to purchase Location of equipment Contracts: Company and Services Provided Do not budget supplies or equipment unless intending to purchase Additional lines and function codes can be added 										
IDEA PART B, TITLE VIB, SECTION 619 FEDERAL PRESCHOOL FY2019-20 PROJECTED BUDGET										
	61110	61120	62000	63000	64000	65000	66000	67000	68000	
Preschool Special Needs (1290)	\$0.00	\$0.00								\$0.00
Narrative	Enter narrative here	Enter narrative here								
Health Services (2130)										\$0.00
Narrative										
Psychological Testing (2142)										\$0.00
Narrative										
Speech Pathology (2150)										\$0.00
Narrative										
Physical / Occupational Therapy (2160)										\$0.00
Narrative										
Preschool Director (2296)										\$0.00
Narrative										
Narrative										\$0.00
Narrative										\$0.00
Narrative										\$0.00
Narrative										\$0.00
Narrative										\$0.00





Tab 3: State Preschool Budget Narrative

PROPOSED USE OF TITLE VI, PART B, SECTION 619 FEDERAL PRESCHOOL FUNDS											
GRANT PERIOD: JULY 1, 2019 –JUNE 30, 2020											
District LEA#/Name: <input type="text"/> ← Drop down box select your district											
<p>Allocate PROPOSED grant funds to categories. In determining appropriate assignment of items, applicants are strongly encouraged to consult with the individual(s) within the DISTRICT who have responsibility for completing the Annual School Report – Financial Section. List all equipment items costing one thousand dollars (\$1,000) or more. In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others), activities, goods, and services to support in whole or in part with IDEA, Part B, Section 611 grant funds. Enter narrative under object code where funds are budgeted. Include:</p> <ul style="list-style-type: none"> Names of Staff, Position or title, FTE (Full Time Equivalency) Detailed list of supplies, # of classrooms, # of larger priced items to purchase Location of equipment Contracts: Company and Services Provided Do not budget supplies or equipment unless intending to purchase Additional lines and function codes can be added 											
IDEA PART B, TITLE VIB, SECTION 619 FEDERAL PRESCHOOL FY2019-20 PROJECTED BUDGET											
	61110	61120	62000	63000	64000	65000	66000	67000	68000		
Preschool Special Needs (1290)	\$0.00	\$0.00									\$0.00
Narrative	Enter narrative here	Enter narrative here									
Health Services (2130)											\$0.00
Narrative											
Psychological Testing (2142)											\$0.00
Narrative											
Speech Pathology (2150)											\$0.00
Narrative											
Physical / Occupational Therapy (2160)											\$0.00
Narrative											
Preschool Director (2296)											\$0.00
Narrative											
Narrative											\$0.00
Narrative											\$0.00
Narrative											\$0.00
Narrative											\$0.00
											\$0.00





Importance of Budget Narrative

- The Budget Narrative should be a planning budget that reflects what will be spent in the coming year.
- The narratives should be clear and detailed.
- Use last year's expenditures as a guide.
- Please do not bundle expenses under one function code. Use appropriate function codes for each item.
- Explain in detail all supplies.
- Do not use large amounts in supplies unless the intent is to spend this amount. The narrative must explain what will be purchased.
- Professional Development narrative should include amount of staff involved and title of the professional development.
- Travel should be explained. Please include title of staff, how many staff, reason for the travel...
- Remember out-of-state travel must be preapproved by SPED Finance. A Request form should be emailed to SPED Finance if out-of-state travel is included in the budget narrative.



Budget Narrative

- A **Drop Down list of district names** is at the top of each Budget Narrative form for districts to utilize.
- All **function codes must be explained** in the Title VI-B School Age/Preschool and State Preschool Budget Narrative(s).
- For salaries, include **name(s) of staff, FTE, and position title.**
- For contracts, list the **name of company and service(s) provided.** If provider is not known, please state in the narrative.
- For supplies, list examples. This is particularly important for large purchases.
- For equipment (items \$1000 or over), be specific as to the item to be purchased, estimated cost and location or put "See Request form." Complete the Request form and email to SPED Finance.
- For Construction, list a brief general description and also complete the Request for Construction form.
- For purchasing a bus, state in narrative, function 2790/object 67000 and complete the Request to Purchase Bus form.



Tab 1: School Age VI-B Budget Narrative


	A	B	C	D	E	F	G	H	I	J	K	L	M
	IDEA PART B, TITLE VIB, SECTION 611 SCHOOL-AGE FY2018-19 PROJECTED BUDGET												
				61110	61120	62000	63000	64000	65000	66000	67000	68000	
9	Speech Therapy (1212)			\$57,123.00		\$16,568.23			\$2,300.00	\$500.00			\$76,491.23
10	Narrative		T. Swift 1 FTE						travel between campuses and home bound	markers, tablets, post-its, board maker, PECS			
12	Resource Room (1220)			\$147,321.32	\$32,159.63	\$87,563.99	\$1,500.00		\$250.00	\$9,450.00	\$1,500.00		\$279,744.94
13	Narrative		K. Chesney 1 FTE, J... Aldean 1 FTE B. Shelton 1 FTE	D. Parton 1 FTE, C. Underwood .50 FTE		conferences for 2 reource teachers such as LEA Academy, AASEA and Co-op trainings.			Travel for conferences	classroom consumables such as workbooks for 2 classrooms, 8 ipads, 4 chromebooks, markers, bookcase, bean bag chair	Computer table (See Request form)		
16	Preschool Special Needs (1290)						\$7,930.00						\$7,930.00
17	Narrative						OUR Co-op						
19	Psychological Services (2141)						\$12,458.63						\$12,458.63
20	Narrative						ABC Provider						
22	Physical/Occupational Therapy (2160)						\$14,258.00						\$14,258.00
23	Narrative						provider unknown						
25	Special Ed Dir (2292)			\$2,550.00	\$326.79		\$27,369.00	\$1,700.00	\$2,300.00	\$500.00			\$34,745.79
26	Narrative		M. Lambert .15FTE Medicaid clerk. The remainder of her day is spent as a SPED instruactional aide funded by NSLA.			OUR Co-op for shared LEA.	SPED Copier lease	LRP conference (See Request form) Travel for LEA Academy and other conferences in state.		Copier supplies such as paper and toner			
28	Building Improvement (4710)							\$25,000.00					\$25,000.00
29	Narrative							EMS self-contained bathroom renovation. (See Request form)					
31	Subtotal			\$204,444.32	\$34,709.63	\$104,459.01	\$63,515.63	\$26,700.00	\$4,850.00	\$10,450.00	\$1,500.00	\$0.00	\$450,628.59

Narrative goes directly under the amount.



Tab 4: Request for Bus Purchase


- Before purchasing a bus, districts must submit a signed Request form along with bus specifications.
- SPED Finance will forward the Request with bus specifications to the Transportation Unit for approval.
- The bus estimate must be in the budget before approval can be given.

 ARKANSAS DEPARTMENT OF EDUCATION SPECIAL EDUCATION UNIT FY 2019-20 REQUEST FOR SCHOOL BUS PURCHASE FOR STUDENTS WITH DISABILITIES REQUEST FORMS MUST BE PREAPPROVED BEFORE PURCHASE				
District LEA#/Name:		<input type="text"/> ← Drop down box select your district		
*A copy of the school bus specifications must be attached.				
1. Bus purchased with fund source:				
2. Size of bus (number of passenger seats):				
3. Cost of bus:				
4. Will any other funds be used other than the Fund Source in #1 to purchase this school bus?				
5. List all funding sources and the percentage below:				
Fund/Source	Function	Program Code	% of Funding	Estimated Cost
			0.00%	\$ -
6. Number of students transported on this bus with an IEP that requires specialized transportation:				
7. Please provide an explanation of how the bus(s) will be used specifically to transport students with disabilities?				



Tab 5: Request for Construction/Renovation


- Construction/Renovation also needs a preapproved Request form.
- If the project is \$20,000 or more, specifications will need to be provided and SPED Finance will forward the Request with specifications to the Facilities Unit for approval.
- All Construction/Renovation must be in the budget before approval can be given.
- Function codes 4710 and 4720 should be used with object code range 64000.

	<p>ARKANSAS DEPARTMENT OF EDUCATION SPECIAL EDUCATION FY 2019-20 REQUEST FOR SCHOOL CONSTRUCTION, RENOVATION, MODERNIZATION OR REPAIR OF FACILITIES FOR STUDENTS WITH DISABILITIES</p> <p>REQUEST FORMS MUST BE PREAPPROVED BEFORE PROJECT BEGINS</p>
District LEA#/Name	<input type="text"/> ← Drop down box select your district
<p>Submit a request for approval to use funds for CONSTRUCTION; RENOVATION; MODERNIZATION; and/or REPAIRS to the School District's facilities. Please provide a brief description below of the upcoming project, location, reason for the project, and explain how the project will improve your program for students with disabilities. (ATTACH ADDITIONAL PAGE IF NEEDED)</p>	
Description of Project:	
<div style="border: 1px solid black; height: 150px;"></div>	
<p>If the project cost is less than \$20,000, the district must submit plans to the SPED office. If the project cost is more than \$20,000, the building specifications must be submitted to the SPED office. SPED Finance will forward to Arkansas Public School Academic Facilities & Transportation (APSAFT).</p>	
<p>Please attach a scan copy of the building specifications.</p>	



Tab 6: Request for Equipment

- Equipment must be preapproved before purchasing.
- The equipment amount must be included in the budget before approval can be given.



**ARKANSAS DEPARTMENT OF EDUCATION
SPECIAL EDUCATION
FY 2019-20
REQUEST FOR PURCHASE OF EQUIPMENT/TECHNOLOGY
FOR STUDENTS WITH DISABILITIES**

REQUEST FORMS MUST BE PREAPPROVED BEFORE PURCHASE

District LEA#/Name ← Drop down box select your district

(Check funding source below)

VI-B	State/Local	Medicaid	
Federal Preschool	State Preschool	Preschool Medicaid	
	Local ESC(Preschool)	Other	

The amounts listed for each function should be \$1,000 or more per unit.

*****COMPLETE ONE FORM PER FUND/SOURCE*****

ITEM #	FUNCTION	LOC/ RM#	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
TOTAL						\$ -

We certify that the equipment/technology listed above will be used to provide special education and related service to students with disabilities.

Special Ed. Supervisor's Signature

Superintendent's Signature

FY19-20 FED PRESCHOOL (619)

FY19-20 STATE PRESCHOOL


FY19-20 Bus Request

Construction Form FY19-20

Req for Eq



Tab 7: 2018-19 Report of Equipment


 ARKANSAS DEPARTMENT OF EDUCATION SPECIAL EDUCATION ANNUAL FINANCIAL REPORT-----FY2018-19 REPORT OF PREAPPROVED PURCHASES/PROJECTS FOR STUDENTS WITH DISABILITIES						
LEA#		School District:				
Check the funding source(s) listed below that were utilized to purchase the items.						
(Check one below)						
VI-B	State/Local				Medicaid	
Preschool	State Preschool				Preschool Medicaid	
	Local ESC(Preschool)				Other	
The amounts listed for each function should be \$1,000 or more per unit and equal the exact amount on the AFR report.						
ITEM #	FUNCTION, OC/ RM#	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE	
1					\$	-
2					\$	-
3					\$	-
4					\$	-
5					\$	-
6					\$	-
7					\$	-
8					\$	-
9					\$	-
10					\$	-
					TOTAL	\$ -
We certify that the purchases(s)/projects listed above were purchased to provide special education and related service to students with disabilities.						
Special Education Supervisor's Sign				Superintendent's Signatur		
Date				Date		
NOTE: Items must cost at least \$1,000 per unit and meet the criteria listed in the APSCN Financial Accounting Manual. Use a separate sheet for each funding source. The total amount expended for each sheet must equal the total amount spent for the funding source indicated above.						

- After the equipment is actually purchased and the exact expenditure amount is known, this form is sent to SPED Finance.
- The information should match the function and amount on the AFR report.
- Report forms are usually sent to SPED Finance at the October 1 deadline for the previous year.




Tab 8: 2019-20 Report of Equipment

- After the equipment is actually purchased and the exact expenditure amount is known, this form is sent to SPED Finance.
- The information should match the function and amount on the AFR report.
- Report forms are usually sent to SPED Finance at the October 1 deadline, for the previous year.

 ARKANSAS DEPARTMENT OF EDUCATION SPECIAL EDUCATION ANNUAL FINANCIAL REPORT-----FY2019-20 REPORT OF EQUIPMENT/TECHNOLOGY PURCHASED FOR STUDENTS WITH DISABILITIES						
LEA#		School District:				
Check the funding source(s) listed below that were utilized to purchase the items.						
(Check one below)						
VI-B	State/Local				Medicaid	
Federal Preschool	State Preschool				Preschool Medicaid	
	Local ESC(Preschool)				Other	
<u>The amounts listed for each function should be \$1,000 or more per unit and equal the exact amount on the AFR report.</u>						
ITEM #	FUNCTION	LOC/ RM#	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
					TOTAL	\$ -
We certify that the purchase(s)/projects listed above were purchased to provide special education and related service to students with disabilities.						



Tab 9: Request for Travel


ARKANSAS DEPARTMENT OF EDUCATION
SPECIAL EDUCATION FINANCE
FY 2019-20
REQUEST FOR OUT OF STATE TRAVEL
Requires Preapproval

LEA#/NAME: _____

	Fund	Function	Object	% of Funding	Estimated
Title VIB (6702)					
Federal Preschool (6710)					
				0.00%	\$ -

Please include the following information:

1) Title of conference, dates and location

2) Who will be attending, (titles of staff members)

3) Break down of estimated cost (travel, lodging, registration...)

4) How will this conference improve outcomes for students with disabilities and align with staff PGP plan:

Construction Form FY19-20 Req for Equip FY 19-20 Report of Equip FY18-19 Report of Equip FY

- Federal guidance now requires prior approval for out-of-state travel.
- Please make sure the funding for the travel is in the budget and fill in the funding chart on the Request form.
- Email the completed form to SPED Finance.



All Application files for Part I and II will be
emailed to:
spedfinance.indistar@arkansas.gov



The subject line of the email should say LEA# and Name of District,
Charter, State Agency or Coop

The file names will be:

School Age: **SPED1920 Part I or Part II**

Preschool: **ECSPED1920 Part I or Part II**

****Remember to send Part II in excel form.****





Correctional Comments from ADE

When SPED Finance responds with corrections, the correctional comments will be sent to you by email from the person working your file.

The Sped Finance staff will not be responding to you through Indistar. All reviews will come through email.





Past Year Information

Districts are instructed to leave all past year documents in the “**Uploads from SEA to Districts (SPED)**” folder.





Part III School Age Application Forms (Online Forms)





Private School Proportionate Share form

Page 1

- All Districts must complete the PSPS form. If the district has no Private/Home School students, this will be indicated on line 2. When the math is correctly entered and calculated, the Districts with no Private or Home School students will calculate to zero on line 5.
- All Districts must complete each line of the form. Please check for accuracy of math.
- Scroll to the bottom and click “SAVE” or “NEXT AND SAVE”.

PROPORTIONATE PRIVATE SCHOOL SET ASIDE

LEA# _____ DISTRICT NAME _____

Under 34 C.F.R. § 300.133 and Appendix B of the IDEA, each District must set aside and expend, during the grant period, for the provision of special education and related services for the parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the District an amount that is equal to:

(1) A proportionate share of the District’s sub-grant under section 611(f) of the Act and for children with disabilities aged 3 through 21. This is an amount that is the same proportion of the District’s total sub-grant under section 611(f) of the Act as the number of parentally-placed private school or home school children with disabilities aged 3 through 21 enrolled in private elementary schools and secondary schools or home school located in the District is to the total number of children with disabilities enrolled in public and private elementary schools and secondary schools located in the District aged 3 through 21.

Use the formula below to enter information to determine the estimated dollar amount your school District will be required to set aside for parentally placed students in private schools:

1.	Number of eligible children with disabilities in the District (December 1, 2018 Child Count)	
2.	Number of parentally placed and/or home school eligible children with disabilities in private schools or home school located in the district. This includes all parentally placed private and home school students with disabilities including those who do not have a service plan. Use Dec. 1, 2018 Child Count and Private School Survey Questions 4 & 5.	
3.	Total Title VI Part B Application preliminary allocation to the District (FY19 only)	
4.	Average allocation per eligible child (#3 divided by #1)	
5.	Amount to be expended for parentally placed children and home school with disabilities (PSPS)(#4 multiplied by #2)	

1



PSPS

All Districts Must Complete

PROPORTIONATE PRIVATE SCHOOL SET ASIDE

LEA# _____ DISTRICT NAME _____

Under 34 C.F.R. § 300.133 and Appendix B of the IDEA, each District must set aside and expend, during the grant period, for the provision of special education and related services for the parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the District an amount that is equal to:

(1) A proportionate share of the District's sub-grant under section 611(f) of the Act and for children with disabilities aged 3 through 21. This is an amount that is the same proportion of the District's total sub-grant under section 611(f) of the Act as the number of parentally-placed private school or home school children with disabilities aged 3 through 21 enrolled in private elementary schools and secondary schools or home school located in the District is to the total number of children with disabilities enrolled in public and private elementary schools and secondary schools located in the District aged 3 through 21.

Use the formula below to enter information to determine the estimated dollar amount your school District will be required to set aside for parentally placed students in private schools:

1.	Number of eligible children with disabilities in the District (December 1, 2018 Child Count)	
2.	Number of parentally placed and/or home school eligible children with disabilities in private schools or home school located in the district. This includes all parentally placed private and home school students with disabilities including those who do not have a service plan. Use Dec. 1, 2018 Child Count and Private School Survey Questions 4 & 5.	
3.	Total Title VI Part B Application preliminary allocation to the District (FY19 only)	
4.	Average allocation per eligible child (#3 divided by #1)	
5.	Amount to be expended for parentally placed children and home school with disabilities (PSPS)(#4 multiplied by #2)	

All districts must complete.

Complete all calculations. If # of PSPS students is zero, calculation will end in zero.

Click "SAVE" or "NEXT AND SAVE" when completed.



CEIS Form

All Districts Must Complete

Page 2

- For Districts Required to participate in CEIS, please indicate on question #1.
- For Districts NOT participating in CEIS, please indicate with “NO” on question #2.
- For Districts participating voluntarily, please indicate with a YES on question #2.
- Scroll to the bottom and click “SAVE” or “NEXT AND SAVE”.

COORDINATED EARLY INTERVENING SERVICES

LEA# _____ DISTRICT NAME _____

Total VIB, section 611 (School Age) preliminary FY19 allocation (current year only)
\$ _____
Total VIB, section 619 (Preschool) preliminary FY19 allocation (current year only)
\$ _____
Total X15% maximum CEIS amount _____

In this section, the District must provide information on how it plans to meet the Coordinated Early Intervening Services (CEIS) requirements under 34 C.F.R. § 300.226 of the IDEA, if applicable.

1. If the school district has been notified by the Arkansas Department of Education that the district is **required** to set aside 15% of its 2019-2020 Part B Grant award, report the dollar amount which must be set aside for CEIS \$ _____.
2. _____ **NO**, this District **DOES NOT** plan to voluntarily nor is required to set aside any Part B funds for Coordinated Early Intervening Services (CEIS).

_____ **YES**, this District **DOES** plan to voluntarily set aside Part B funds for Coordinated Early Intervening Services (CEIS) in the amount of \$ _____. The district submitted a CEIS application on or before the March 30, 2019 deadline and the program application was approved by ADE SEU.



CEIS Instructions


- If participating in Required or Voluntary CEIS, the district should have already completed and submitted the 2019-20 CEIS Application by the March 30 deadline.
- A district cannot participate in CEIS or use funds according to CEIS until a program application has been approved by the ADE Special Education Unit.



CEIS Amount

Refer to the following link for the FY2018-19 CEIS amount to use on the June 1 Application.

<https://arksped.k12.ar.us/documents/fundingFinance/1819-ceis-max.pdf>

 ARKANSAS DEPARTMENT OF EDUCATION 2018-19 SPECIAL EDUCATION FINANCE UNIT TITLE VI-B PRELIMINARY ALLOCATIONS PRIVATE SCHOOL PROPORTIONATE SHARE Fund/Source Code: 6702 (Title VI-B)							
Program code 268 (Current Year)	Function:	1218	(Consulting Teacher)				
Program code 266 (Previous Year)		1228	(Resource Room)				
		2158	(Speech Pathology)				
		2168	(Physical and Occupational Therapy)				
LEA #	DUNS #	DISTRICT	FY18-19 Preliminary Allocation Funding Source 2	12/31/2017 CHILD COUNT	AVERAGE ALLOCATION PER CHILD	PRIV/HOME SCH COUNT	TOTAL Current yr PSPS Program code 268
101000	92924224	DeWitt School District	\$ 283,244.19	156	\$ 1,815.67	0	\$ -
104000	71260921	Stuttgart School District	\$ 373,361.62	225	\$ 1,659.38	0	\$ -
201000	4918223	Crossett School District	\$ 395,358.43	181	\$ 2,184.30	3	\$ 6,552.90
203000	100003037	Hamburg School District	\$ 415,326.41	194	\$ 2,140.86	0	\$ -
302000	4918280	Cotter School District	\$ 157,461.50	109	\$ 1,444.60	0	\$ -
303000	75648634	Mountain Home School District	\$ 787,484.05	393	\$ 2,003.78	2	\$ 4,007.56
304000	100643501	Norfolk School District	\$ 112,193.71	58	\$ 1,934.37	0	\$ -
401000	4918322	Bentonville School District	\$ 2,736,467.05	1,713	\$ 1,597.47	4	\$ 6,389.88
402000	4918330	Decatur School District	\$ 117,654.30	83	\$ 1,417.52	0	\$ -
403000	4918348	Gentry School District	\$ 306,727.82	186	\$ 1,649.07	0	\$ -
404000	127031607	Gravette School District	\$ 327,152.59	259	\$ 1,263.14	0	\$ -
405000	30416895	Rogers School District	\$ 2,809,195.99	1,911	\$ 1,470.01	34	\$ 49,980.34
406000	10324721	Siloam Springs School District	\$ 680,610.10	555	\$ 1,226.32	13	\$ 15,942.16
407000	128270246	Pea Ridge School District	\$ 341,589.79	250	\$ 1,366.36	3	\$ 4,099.08
440700	29972796	Arkansas Arts Academy	\$ 132,883.28	83	\$ 1,601.00	0	\$ -
442700	79387339	Northwest Classical Academy of AR	\$ 80,654.19	22	\$ 3,666.10	0	\$ -
443700	168488547	Haas Hall Academy (Bentonville)	\$ 38,073.77	0	\$ -	0	\$ -
444700	080147144	Arkansas Connections Academy	\$ 235,850.22	00	\$ 2,358.50	0	\$ -



Maintenance of Effort Eligibility Requirement Form All Districts, Charters, and State Agencies Must Complete

Page 3

- Districts must choose one Test in which to meet Maintenance of Effort for 2019-20.
- Complete only ONE test for 2019-20.
- Scroll to the bottom and click “SAVE” or NEXT AND SAVE”.

**MAINTENANCE OF EFFORT
ELIGIBILITY REQUIREMENT**

LEA# _____ DISTRICT NAME _____

The Arkansas Department of Education (ADE) is required by federal regulation to ensure all school Districts in Arkansas comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school Districts meet a Maintenance of Effort (MOE) obligation.

In order to be eligible to receive a Part B grant award, a District must meet the MOE requirements at 34 CFR §300.203(b) which require that a District, budget in each subsequent year, at least the same amount that it expended in the most recent prior year for which information is available, and expend from year to year, at least the same amount that it expended in the previous year. Estimated budget amounts provided below will allow the District to meet the MOE budget requirement. Determination of whether the District has met the MOE expenditure requirement is made after final actual expenditures have been reported. The District must meet **at least one** of the four “tests” listed below for the MOE budget requirement and for the MOE expenditure requirement.

Provide the total local or the total state plus local expenditure budget for the District’s total special education program for the years designated below. Estimated/projected dollar amounts should be compared to the comparable amounts from actual, final expenditures for the 2017-2018 school year.

COMPLETE ONE TEST ONLY

Local

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR Amount:	\$

Local plus State

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR	\$

Local Per Capita

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR Amount:	\$

Local plus State Per Capita

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR	\$

3



MOE Eligibility Requirement Form

All Districts, Charters, and State Agencies Must Complete

- Complete the Eligibility Requirement as a promise to meet Maintenance of Effort and an intent to spend at least the amount spent in the last completed year (FY2017-18 AFR).
- Choose **one** MOE test to complete, showing how the district intends to meet Maintenance of Effort for FY2019-20.
- Scroll to the bottom and click “SAVE” or “NEXT AND SAVE”.

**MAINTENANCE OF EFFORT
ELIGIBILITY REQUIREMENT**

LEA# _____ DISTRICT NAME _____

The Arkansas Department of Education (ADE) is required by federal regulation to ensure all school Districts in Arkansas comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school Districts meet a Maintenance of Effort (MOE) obligation.

In order to be eligible to receive a Part B grant award, a District must meet the MOE requirements at 34 CFR §300.203(b) which require that a District, budget in each subsequent year, at least the same amount that it expended in the most recent prior year for which information is available, and expend from year to year, at least the same amount that it expended in the previous year. Estimated budget amounts provided below will allow the District to meet the MOE budget requirement. Determination of whether the District has met the MOE expenditure requirement is made after final actual expenditures have been reported. The District must meet **at least one** of the four “tests” listed below for the MOE budget requirement and for the MOE expenditure requirement.

Provide the total local or the total state plus local expenditure budget for the District’s total special education program for the years designated below. Estimated/projected dollar amounts should be compared to the comparable amounts from actual, final expenditures for the 2017-2018 school year.

COMPLETE ONE TEST ONLY

Local

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR Amount:	\$

Local plus State

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR	\$

Local Per Capita

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR Amount:	\$

Local plus State Per Capita

Estimated/projected 2019-2020 Amount:	\$
Final 2017-2018 AFR	\$

3

Click SAVE or NEXT AND SAVE when completed.



MOE Instructions

- If choosing **Local Plus State** as the test to complete for MOE, use the FY2017-18 State/Local AFR expenditure amount available in COGNOS and enter into line # 2.
- Districts received the FY2017-18 AFR reports with the approved October 1 VI-B Amendment. The **FY2017-18 AFR MOE Data Form in MYSPEd** should also have the correct amount for the FY2017-18 AFR.
- The projected amount for FY2019-20 must be equal to or more than the amount in line 2.
- Districts may enter the same amount as the FY2017-18 State/Local AFR or enter an amount that is more.



Page 4 Review Form

All Districts Must Complete

SPED Assurances Part I Review

1. Were all of the following required items from Part I uploaded?

UPLOAD ONLY PAGES SPECIFIED BELOW:

- Statement of Intent (page 1)
- Assurances and Agreements (page 6)
- Certification of Lobbying (page 7)
- Contact Information Sheet (page 8)

Yes

SPED BUDGET NARRATIVE Part II Review

2. Were required Part II excel budget forms uploaded to the appropriate folder? This includes request forms if applicable.

Yes

Part III Review

3. Has the district completed the PSPS form? *All districts must complete.*

Yes

4. Has the district completed the CEIS form? *All districts must complete.*

Yes

5. Has the district completed the MOE form? *All districts must complete.*

Yes

4

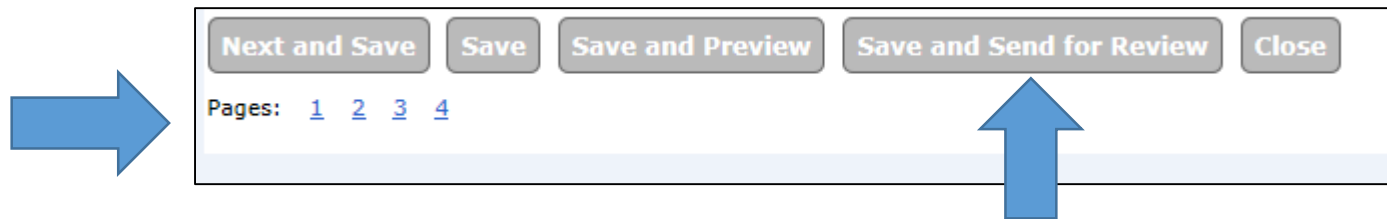
- Page 4 asks the district about Parts I, II, and Part III as a reminder.
- This page also allows for State Reviewer Comment/Corrections for Part I and Part II forms when returned by State in the system.
- Forms on pages 1-3 have “**Reviewer Comments**” at the bottom of each page.

Save and Send for Review when completed.



Features of Online Reviewable Forms

- There are 4 online forms to be completed.
- At the bottom of each form are options for the user.
- Most are self explanatory.
- ***Save and Send for Review*** sends the form to ADE for review.





Approved Application

- When an application, amendment or Request form is approved by SPED Finance, the approved forms are uploaded into Indistar in the “**Uploads from SEA to Districts (SPED)**” folder.
- This folder is for State use only. Please do not delete or add anything to this folder.

Alpena School District Document Upload [Back to Dashboard](#)

5 - files uploaded of 100 - files allowed [Document Upload Instructions](#)

Folder (select a folder to view files)

- Comparability Reports 1 file(s)
- Financial 15-16 6 file(s)
- Financial 16-17 7 file(s)
- Financial Reports 0 file(s)
- Private Schools 1 file(s)
- SPED June 1 Application (Preschool) Parts I & II 0 file(s)
- SPED June 1 Application (School Age) Parts I, II, & III 1 file(s)
- Title I Documents 0 file(s)
- Title II 1 file(s)
- Title III 0 file(s)
- Uploads from SEA to districts 4 file(s)
- Uploads from SEA to districts (SPED) 1 file(s)

Uploads from SEA to districts
4 file(s)

Uploads from SEA to districts (SPED)
1 file(s)

←



Preschool Application Forms





Preschool Applicants

- Districts providing their own preschool services must complete a Preschool Application.
- Charters receiving preschool funds for 5 yr. olds in Kg must complete a Preschool Application.
- Educational Co-ops providing services for participating districts must complete a Preschool Application.





Preschool Forms

- The June 1, 2019 Preschool Application is posted in **two parts** on Indistar under the **COMPLETE FORMS** tab.
- The Preschool Application does not contain any online forms.
- SPED Finance will communicate correctional comments by email for preschool applicants.



Preschool Part I Forms

SPED Preschool June 1 Application Part I (WORD Docs: Intent & Assurances)

- Download and save to computer
- Complete forms
- Deadline June 1, 2019



Preschool Part I Forms (WORD documents)

- Part I and Part II Preschool forms are available under the **COMPLETE FORMS** tab.
- Part I forms contain the Statement of Intent, Assurances and Agreements, and the Certification of Lobbying.
- Co-ops will utilize the multiple signature page for participating Superintendents.
- Part II forms are excel forms including the Federal and State Preschool budget narrative forms.

The screenshot shows the Indistar 3.0 dashboard. The top navigation bar includes 'Choose Site to View', 'Back to My Dashboard', 'Main Menu', 'Home', 'Our Direction', 'Our Meetings', 'Success Cycle', 'Our Progress', 'Resources', 'Program Contact', and 'Tech Support'. The main content area features a grid of four cards: 'Normative Objectives (Ongoing)', 'Leadership Team Meetings (Last 90 Days)', 'Actions Completed (Last 90 Days)', and 'Objectives Met (Last 90 Days)'. Below this is a 'Complete Forms' tab, which is active. The 'Complete Forms' section includes instructions: 'Click on each form to update, save, and/or send for review, if applicable. To submit a copy of the form, please go to 'Submissions'. *This icon denotes a reviewable form.' A table with columns 'Form', 'Status', and 'Description/Instructions' is visible. The footer contains copyright information: '©2000-2017, Academic Development Institute. All Rights Reserved 121 N. Kickapoo St., Lincoln IL 62656 1-800-759-1495'.

Preschool Part II Forms (Excel documents)

- Part II Preschool forms are available under the COMPLETE FORMS TAB.
- Part II forms contain the Budget Narrative for Federal and State Preschool and other SPED Finance forms for 2019-20, such as Request and Report forms for equipment, buses and construction.
- Use the Preliminary 2018-19 preschool allocation amounts as an estimate for the preliminary 2019-2020 preschool budget narratives, both federal and state (FIN-19-005) . Do not add carryover.
- Download Part II excel forms and Save to Computer.
- Complete forms.
- Name completed EXCEL file: **ECSPED1920Part II**
- Deadline June 1, 2019



Commissioner's Memo FIN-19-005 Allocation Page

<http://www.arkansased.gov/divisions/fiscal-and-administrative-services/lea-federal-funding/allocations>

Title VI-B Special Education School Age (SOF 6702)

- 2018-19 Preliminary Allocations (July 2018 - Corrected) (PDF)
- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) (PDF)
- 2017-18 Final Allocations (April 2018 - FIN-18-041) (PDF)
- 2017-18 Revised Allocations (March 2018 - FIN-18-034) (PDF)
- 2017-18 Preliminary Allocations (July 2017 - FIN-18-008) (PDF)
- 2016-17 Final Allocations (May 2017 - FIN-17-050) (PDF)
- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-014) (PDF)

Use 2018-19 Preliminary Allocations.

Homeless Children and Youth (SOF 6530)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

Hurricane Education Recovery (SOF 6779)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

Migrant Title I, Part C (SOF 6502)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)

21st Century (SOF 6441)

- 2018-19 Final Allocations (January 2019 - FIN-19-023) (PDF)
- 2017-18 Revised Allocations (February 2018 - FIN-18-031) (PDF)

Federal Preschool Special Education (SOF 6710)

- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) **CORRECTED** (PDF)
- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) (PDF)
- 2017-18 Final Allocations (April 2018 - FIN-18-041) (PDF)
- 2017-18 Revised Allocations (March 2018 - FIN-18-034) (PDF)
- 2017-18 Preliminary Allocations (July 2017 - FIN-18-008) (PDF)
- 2016-17 Final Allocations (May 2017 - FIN-17-050) (PDF)
- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 REVISED Preliminary Allocations (August 2016 - FIN-17-017) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-012) (PDF)

State Preschool Special Education (SOF 2260)

- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005 - **CORRECTED**) (PDF)
- 2018-19 Preliminary Allocations (July 2018 - FIN-19-005) (PDF)
- 2017-18 Final Allocations (June 2018 - FIN-18-049) (PDF)
- 2017-18 Revised Allocations (March 2018 - FIN-18-034) (PDF)
- 2017-18 Preliminary Allocations (July 2017 - FIN-18-008) (PDF)
- 2016-17 Final Allocations (June 2017 - FIN-17-053) (PDF)
- 2016-17 Revised Allocations (March 2017 - FIN-17-041) (PDF)
- 2016-17 Revised Preliminary Allocations (August 2016 - FIN-018) (PDF)
- 2016-17 Preliminary Allocations (July 2016 - FIN-17-013) (PDF)



Districts, Charters, State Agencies, and Coops will NOT be Uploading Files to Indistar





To Submit to Sped Finance

Name the 2019-20 Application File:

School Age: **SPED1920Part I or Part II**

Preschool: **ECSPED1920Part I or Part II**

Email files to:


Spedfinance.indistar@arkansas.gov





Reminders and Announcements

- SPED Finance will post reminders and announcements on the MYSPEd log-in page.



SPECIAL EDUCATION

Support	Monitoring	Finance	Personnel	Students	Exit
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Welcome, CAPITAL CITY LIGHTHOUSE FKA LIGHTHOUSEACADOFCENTAR, to MySpEd Resource!

Please select the Fiscal Year for previous year announcements.

[Server Maintenance is Complete](#) - 02/18/2019

MySpEd and all Special Education website applications are now back up and running. Thank you.

[Server Maintenance](#) - 02/13/2019

On Monday, February 18th (all day), all applications will undergo maintenance. This includes MySpEd, Surveys, ASTIS, RPR, CIRCUIT, and ESVL Service will return on Tuesday, February 19th at 8 AM, or earlier when maintenance is complete.

Complete maintenance schedule for the 2018-2019 school year is as follows:

- Friday, August 17
- Friday, November 9
- Friday, February 18
- Friday, April 5

******IMPORTANT REMINDERS**** SPED FINANCE JANUARY 2019 - 01/30/2019**

CATASTROPHIC REGISTRY:

- Catastrophic Registry closes February 6. Student demographics cannot be entered after this date. The Registry will reopen February 15 for completion of claims saved and will close May 1.
- If student demographics were entered incorrectly, the district must delete the student and re-enter. This must be completed before February 6.
- The previous year data is now available in the Catastrophic Registry system.
- If the district has students who are considered to be in a self-contained placement being served in the resource classroom, please indicate the 1:15 ratio and explain in the comment section that a self-contained classroom is not available in the district.

EARLY CHILDHOOD SURVEY

- The Early Childhood Survey closes on March 1, 2019. ALL districts must complete the survey.

CEIS APPLICATION DEADLINE:

- Districts participating in CEIS (Coordinated Early Intervention Services) for 2019-2020 will need to complete a program application due March 30. Forms will be posted soon.



Contact Information

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