



June 1 SPED Title VI-B Application User Guide FY 2021-22



**DIVISION OF ELEMENTARY
& SECONDARY EDUCATION**



Changes For 2021-22



- The VI-B application is now located on the DESE Special Education Website.

<https://dese.ade.arkansas.gov/Offices/special-education/funding-and-finance/vi-b-application>

- All districts must complete the State and Federal Preschool applications.
- Excess Cost forms must be submitted along with the VI-B application.
- There is only two parts this year. Part III from previous years is now included in Part II.



June 1 Application

- June 1 Applicants include any educational facility receiving Title VI-B funds, section 611 (School Age) and/or section 619 (Federal Preschool), State Preschool and State EIDT funds.
- This includes:
 - School Districts must complete:
 - Part I (Signature sheets, which is for both School Age and Preschool)
 - Part II (All four above budgets, PSPS, CCEIS/CEIS and MOE forms. Any equipment forms if needed).
 - Charters must complete:
 - Part I (Signature sheets)
 - Part II (All four above budgets, and the MOE form. Any equipment forms if needed)
 - State Agencies must complete:
 - Part I (Signature sheets)
 - Part II including the MOE form.



Completing the PSPS, CCEIS/CEIS forms before working the VI-B excel budget will help keep the required Title VI-B total correct.



2021-22

- The SPED June 1 VI-B application is located on the DESE Special Education website under Funding and Finance.
- 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.



Part I: Intent and Assurance 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.



Part I: Intent and Assurance Forms



**DIVISION OF ELEMENTARY & SECONDARY EDUCATION
SPECIAL EDUCATION
LOCAL SCHOOL DISTRICT APPLICATION
FOR PART B FUNDS
FOR THE PROVISION OF
SPECIAL EDUCATION AND RELATED SERVICES
FOR SCHOOL YEAR**

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

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

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

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 _____

Ensure the appropriate signatures are obtained.



Contact Information

District School Age Contact Information

LEA#/DISTRICT NAME

Superintendent

Phone#

E-mail Address

Special Education Supervisor

Phone#

E-mail Address

Business Manager

Phone#

E-mail Address

Finance Clerk/Other

Phone#

E-mail Address

- Please ensure we have the appropriate ***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)

Part II contains the following Excel documents and are available on the Special Education website:

- Private School Proportionate Share form
- CCEIS/CEIS form
- MOE form
- School Age VI-B Budget Narrative
- Federal Preschool VI-B Budget Narrative
- State Preschool Budget Narrative
- State EIDT Budget Narrative



- 20-21 Report of Equipment
- 21-22 Request to Purchase Equipment
- 21-22 Report of Equipment
- 21-22 Request to Purchase a Bus
- 21-22 Request for Construction/Renovation
- 21-22 Request for Travel (Out of State)



June 1 Deadline

- The June 1, 2021 Application is for the FY2021-22 Title VI-B (section 611) School Age, section 619 Federal Preschool, State Preschool and State EITD budgets.
- The Application is based on the FY2020-21 ***Preliminary*** amount, since FY2021-22 allocations have not yet been announced.

Commissioner's Memo:

Use the link provided to reach the Allocation page.

<https://dese.ade.arkansas.gov/Offices/fiscal-and-administrative-services/school-funding/allocations>

Title VI-B Special Education School Age	(SOF 6702)	#H027A200018	FIN-21-004
Federal Preschool Special Education	(SOF 6710)	#H173A200021	FIN-21-004
State Preschool Special Education	(SOF 2260)		FIN-21-004
State EITD Preschool Special Ed	(SOF 2262)		FIN-21-004



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 the amount of staff involved and the title of the professional development.
- Travel should be explained. Please include the title of staff, how many staff, the reason for the travel, and anything pertaining to 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 the **name(s) of staff, Full Time Equivalency (FTE), and position title.**
- For contracts, list the **name of the company and service(s) provided.** If the provider is not known, please state in the narrative.
- For supplies, list examples. This is particularly important for large purchases.
- For equipment (items \$1,000 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 the narrative, function 2790/object 67000 and complete the Request to Purchase Bus Form.




Private School Proportionate Share Form

All Districts Must Complete

**IMPORTANT
REMINDER**

Completing this form before working on the VI-B excel budget will help to determine if you should include the amount on line #5 in the budget.

- 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 calculations.

 Private School Proportionate Share 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 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, 2020 Child Count)	0
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, 2020 Child Count and Private School Survey Questions 4 & 5.	0
3	Total Title VI Part B Application preliminary allocation to the District (FY21 only) #H027A200018 CM FIN-21-004	-
4	Average allocation per eligible child (#3 divided by #1)	#DIV/0!
5	Amount to be expended for parentally placed children and home school with disabilities (PSPS) (#4 multiplied by #2)	#DIV/0!



CEIS/CCEIS FORM

All Districts Must Complete



Completing this form before working on the VI-B excel budget will help to determine if you should include the amount on line #1 in the budget

- For districts required to participate in CCEIS, please indicate on question #1.
- For districts NOT participating in CEIS/CCEIS, please indicate with “NO” on question #2.
- For districts participating voluntarily (CEIS), please indicate with a “YES” on question #2.

(CCEIS) COMPREHENSIVE COORDINATED EARLY INTERVENING SERVICES (CEIS) COORDINATED EARLY INTERVENING SERVICES	
LEA # _____	District Name _____
Total VIB, section 611 (School Age) preliminary FY21 allocation (current year only)	
+	
Total VIB, section 619 (Preschool) preliminary FY21 allocation (current year only)	
Total X 15%= maximum CCEIS/CEIS amount	
In this section, the District must provide information on how it plans to meet the Comprehensive Coordinated Early Intervening Services (CCEIS) or 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 Division of Elementary & Secondary Education (DESE) SEU that the district is REQUIRED to set aside 15% of its 2021-2022 Part B Grant award, report the dollar amount which must be set aside for CCEIS \$ _____	
2. _____ NO , this District DOES NOT plan to voluntarily nor is required to set aside any Part B funds for Comprehensive Coordinated Early Intervening Services (CCEIS) or 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, 2021 deadline and the program application was approved by Division of Elementary & Secondary Education (DESE) SEU.	



CEIS/CCEIS Instructions

- If participating in Required CCEIS or Voluntary CEIS, the district should have already completed and submitted the 2021-22 CCEIS/CEIS Application by the March 30 deadline.
- A district cannot participate in CEIS/CCEIS or use funds pertaining to CEIS/CCEIS until a program application has been approved by the DESE Special Education Unit.



CEIS/CCEIS Amount



Refer to the following link for the FY2020-21 CEIS/CCEIS amount to use of the June 1 Application.

<https://arksped.k12.ar.us/documents/fundingFinance/2021-ceis-prelim-max.pdf>

TITLE VI-B Preliminary ALLOCATIONS							
Special Education Finance							
CEIS/CCEIS 15% Maximum Amount							
FY 2020-21							
Function: 1297 only		Program Codes: 264 - Voluntary CEIS Carryover 265 - Voluntary CEIS Current Year 267 - Required CCEIS Carryover 269 - Required CCEIS Current Year					
LEA #	DUNS #	DISTRICT	FIN-21-004 PRELIMINARY 611	FIN-21-004 PRELIMINARY 619	TOTAL	PRELIMINARY 20-21 CEIS 15% MAX	
1	0101000	092924224	DeWitt School District	\$ 285,489.37	\$ 11,646.97	\$ 297,136.34	\$ 44,570.45
2	0104000	071260921	Stuttgart School District	\$ 384,983.11	\$ 19,939.45	\$ 404,922.56	\$ 60,738.38
3	0201000	004918223	Crossett School District	\$ 407,002.39	\$ 31,334.97	\$ 438,337.36	\$ 65,750.60
4	0203000	100003037	Hamburg School District	\$ 419,554.93	\$ 24,270.17	\$ 443,825.10	\$ 66,573.77
5	0302000	004918280	Cotter School District	\$ 171,693.39	\$ 8,480.03	\$ 180,173.42	\$ 27,026.01
6	0303000	075648634	Mountain Home School District	\$ 844,139.90	\$ 38,088.22	\$ 882,228.12	\$ 132,334.22
7	0304000	100643501	Norfolk School District	\$ 113,670.10	\$ 12,308.47	\$ 125,978.57	\$ 18,896.79
8	0401000	004918322	Bentonville School District	\$ 3,047,695.12	\$ 87,177.90	\$ 3,134,873.02	\$ 470,230.95
9	0402000	004918330	Decatur School District	\$ 117,732.87	\$ 4,701.11	\$ 122,433.98	\$ 18,365.10
10	0403000	004918348	Gentry School District	\$ 323,041.56	\$ 8,384.53	\$ 331,426.09	\$ 49,713.91
11	0404000	127031607	Gravette School District	\$ 346,548.20	\$ 10,313.00	\$ 356,861.20	\$ 53,529.18
12	0405000	030416895	Rogers School District	\$ 2,956,296.22	\$ 96,316.52	\$ 3,052,612.74	\$ 457,891.91





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 (FY2019-20 AFR)
- Choose *one* MOE test to complete, showing how the district intends to meet Maintenance of Effort for FY2021-22.

Maintenance of Effort Eligibility Requirement	
LEA # _____	District Name _____
Division of Elementary & Secondary Education (DESE) 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 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 2019-2020 school year.	
Complete ONLY One Test	
Local	
Estimated/projected 2021-2022	\$ _____
Final 2019-2020 AFR Amount	\$ _____
Local plus State	
Estimated/projected 2021-2022	\$ _____
Final 2019-2020 AFR Amount	\$ _____
Local Per Capita	
Estimated/projected 2021-2022	\$ _____
Final 2019-2020 AFR Amount	\$ _____
Local plus State Per Capita	
Estimated/projected 2021-2022	\$ _____
Final 2019-2020 AFR Amount	\$ _____



MOE Instructions

- If choosing **Local Plus State** as the test to complete for MOE, use the FY2019-20 State/Local AFR expenditure amount available in COGNOS and enter into line # 2.
- Districts received the FY2019-20 AFR reports with the approved October 1 VI-B Amendment. The **FY2019-20 AFR MOE Data Form in MYSPEd** should also have the correct amount for the FY2019-20 AFR.
- The projected amount for FY2021-22 must be equal to or more than the amount in line # 2.
- Districts may enter the same amount as the FY2019-20 State/Local AFR or enter an amount that is more.



Sample Budget Narrative

PROPOSED USE OF TITLE VI, PART B, SECTION 611 SCHOOL-AGE FUNDS										
GRANT PERIOD: July 1, 2021-June 30,2022 <input type="text"/> --Drop down box select your district										
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										
IDEA PART B, TITLE IIB, SECTION 611 SCHOOL-AGE FY21-22 PROJECTED BUDGET										
Functions below are examples. Change or insert as needed.	61110	61120	62000	63000	64000	65000	66000	67000	68000	
Speech Therapy (1212)	\$0.00	\$0.00					\$500.00			\$500.00
Narrative	Enter narrative here	Enter narrative here					Supplies for SLP for therapy and for Speech Therapy			
Resource Room (1220)		\$58,418.38	\$20,314.29	\$1,200.00			\$500.00			\$80,432.67
Narrative		1FTE Betty Butler - \$17301.60 / 1FTE Patty Hanper \$26004.58 / 1 FTE Sandy Bender - \$15112.20	1FTE Betty Butler - \$6287.91 benefits / 1 FTE Patty Hanper - \$8224.01 benefits / 1 FTE Sandy Bender - \$5802.36	Substitutes from SubTeach			Supplies for Resource Classroom such as activities, games, supplemental books and materials			
Classroom (1240)		\$16,020.00	\$5,859.74	\$500.00			\$419.60			\$22,799.34
Narrative		1FTE Hailey Rigor	1FTE Hailey Rigor benefits	Substitutes from SubTeach			Supplies for Self-Contained classroom - activities, games, supplemental books and materials			
Other Special Services (2219)	\$152,080.89	\$21,792.00	\$45,525.78				\$950.00			\$220,348.67
Narrative	1FTE Dan Perkins - Due Process Designee - \$62200.89 / 1FTE Missy Rosse - Due Process Designee - \$46430.00 / 1FTE - Dena Bail - Due	1FTE Haily Mitchum - Due Process Secretary - \$21792.00 salary	1FTE Dan Perkins - \$15333.47 / 1FTE - Missy Rosse - \$11914.47 / 1FTE -Dena Bail - \$11464.68 / 1FTE - Haily Mitchum - \$6813.16 - All of these are benefits				Supplies for the due process designee staff and secretary such as paper, office supplies, 3 ring binders, folders, etc.			

Narrative goes directly under the amount.



Preschool Services

- Districts must complete the preschool application (excel budget) regardless of who is providing the service. The district is the responsible fiscal agent.
- Districts that are contracting with Co-ops to provide EC services will be responsible for the budget of State and Federal Preschool funds being provided to the Co-op as **1290-65910 (Preschool-Purchase Services) titled as “Early Childhood services provided by Co-op.”**
- Districts that operate their own EC programs will not change budgeting procedures.
- Co-ops will not be expected to provide State or Federal Preschool Budgets to DESE.
- Charters receiving preschool funds for 5 yr. olds in Kindergarten must complete a Preschool Application (excel budget).



Preschool Budget Narrative if CO-OP Provides the Services


PROPOSED USE OF TITLE VI, PART B, SECTION 619 FEDERAL PRESCHOOL FUNDS									
District LEA#/Name:					<input type="text"/>		-Drop down box select your district		
ARE THE PRESCHOOL SERVICES HANDLED BY YOUR DISTRICT?					<input type="text" value="NO"/>		←Select Yes or No		
<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 619 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 									
IDEA PART B, TITLE VI B, SECTION 619 FEDERAL PRESCHOOL					PROJECTED BUDGET				
<p>Functions below are examples. Change or Insert as needed.</p>									
	6110	61120	62000	63000	64000	65000	66000	67000	68000
Preschool Special Needs (1290)						\$15,000.00			\$15,000.00
Narrative						Early Childhood services provided by Co-op			
									\$0.00
Narrative									
Subtotal	\$0.00	\$0.00				\$15,000.00	\$0.00	\$0.00	\$15,000.00

Co-ops will not provide State or Federal Preschool Budgets to DESE



Request for Equipment

- Equipment (any item over \$1,000) must be preapproved before purchasing.
- The equipment amount must be included in the budget before approval can be given.



**DIVISION OF ELEMENTARY & SECONDARY EDUCATION
SPECIAL EDUCATION**

**REQUEST FOR PURCHASE OF EQUIPMENT/TECHNOLOGY
FOR STUDENTS WITH DISABILITIES**

**AMOUNT OF REQUEST MUST BE BUDGETED BEFORE SENDING IN THE REQUEST FORMS
REQUEST FORMS MUST BE PREAPPROVED BEFORE PURCHASE IS MADE**

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

(Check funding source below)

VI-B	State/Local	Medicaid	
	<input type="text"/>		
Federal	State Preschool	Preschool Medicaid	
Preschool	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						\$ -

Page 1

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



Report of Equipment


DIVISION OF ELEMENTARY & SECONDARY EDUCATION SPECIAL EDUCATION						
ANNUAL FINANCIAL REPORT---						
REPORT OF EQUIPMENT/TECHNOLOGY /BUS 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			
The amounts listed for each function should be \$1,000 or more per unit and equal the exact amount on the AFR report.						
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 purchase(s)/projects listed above were purchased to provide special education and related service to students with disabilities.						
Special Education Supervisor's Signature			Superintendent's Signature			

- Please send the Report of Equipment Form to SPED Finance once equipment purchases are made and the exact expenditure amount is known.
- The information on the form should match the function and amount of the AFR report.



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 and bus specifications to the Transportation Unit for approval.
- The bus estimate must be in the budget before approval can be given.

 DIVISION OF ELEMENTARY & SECONDARY EDUCATION SPECIAL EDUCATION UNIT				
REQUEST FOR SCHOOL BUS PURCHASE FOR STUDENTS WITH DISABILITIES				
AMOUNT OF REQUEST MUST BE BUDGETED BEFORE SENDING IN THE REQUEST FORMS 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? <div style="border: 1px solid black; height: 40px; width: 100%;"></div>				



Request for Out-Of-State Travel

DIVISION OF ELEMENTARY & SECONDARY EDUCATION
SPECIAL EDUCATION FINANCE

REQUEST FOR OUT OF STATE TRAVEL
AMOUNT OF REQUEST MUST BE BUDGETED BEFORE SENDING IN THE REQUEST FORMS
Requires Preapproval

LEA#/ DISTRICT NAME: _____

Title VIB (6702)	Fund	Function	Object	% of Funding	Estimated
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 plans

- Federal guidance requires prior approval for out-of-state travel.
- Please ensure 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.



Request for Construction/Renovation

- Construction/Renovation must be preapproved and requires a 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.

	DIVISION OF ELEMENTARY & SECONDARY EDUCATION SPECIAL EDUCATION
REQUEST FOR SCHOOL CONSTRUCTION, RENOVATION, MODERNIZATION OR REPAIR OF FACILITIES FOR STUDENTS WITH DISABILITIES	
AMOUNT OF REQUEST MUST BE BUDGETED BEFORE SENDING IN THE REQUEST FORMS REQUEST FORMS MUST BE PREAPPROVED BEFORE PROJECT BEGINS	
District LEA#/Name: <input type="text"/>	← Drop down box select your district
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)	
Description of Project:	
<div style="border: 1px solid black; height: 150px;"></div>	
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).	
Please attach a scan copy of the building specifications.	
CHECK 1 OR MORE BELOW:	



Email all June 1 Application files for Part I and II
along with Excess Cost Worksheets to:

spedfinance.indistar@arkansas.gov

The subject line of the email should include the **LEA#** and Name of District, Charter or State Agency.

The file names will be:

School Age: SPED2022 Part I and II

Please **only** send signature pages for Part 1

Please remember to send Part II in **excel format**



Correctional Comments

- Correctional correspondence will be sent from the SPED Finance team through their personal ade.arkansas.gov email.
- The Sped Finance staff will not be responding to you through Indistar. All reviews will come via email or phone call.



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)



Contact Information

SPED Finance staff	phone	email
Mikki Eubank	501-682-4293	mikki.eubank@ade.arkansas.gov
Kim Vogt	501-682-4295	kim.vogt@ade.arkansas.gov
Audrey Forbes	501-682-4223	audrey.forbes@ade.arkansas.gov