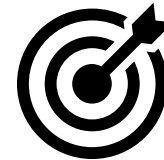


PUTTING STUDENTS FIRST



Knowledge Café May 2024



State Aid and Financial Planning Service

Agenda

2



- SBO Calendar for June 2024
- Kathy's Corner – Section 611/619 grants and Excess Cost Aid – tips on maximizing state/federal aid for special education services provided
- Review of key deadlines related to building aid and getting prepared for 24-25 IDEA grant applications
- Questions and Answers





6/4

June SBO Calendar

6/8



3

Task	Due Date	Filing Requirement	Notes	Priority
Calculate IDEA Section 611 and 619 per student sub-allocations using SED worksheet and prepare provider contracts	6/1	Annually		Recommended Best Practice
Ensure that the application for the new extended school year (July-August) special education program(s) is (are) filed by June 1st. See: ESY Application Procedures	6/1	Annually		Required
Publish bids for new pupil transportation contracts by June 1st (other than for students with disabilities)	6/1	Annually		Required
The Application for Approval of Summer Secondary School Driver and Traffic Safety Education" must be postmarked no later than June 1st (due every 3 years)	6/1	Annually		Required
Budget revoke legal notice (only if proposed 2024-25 budget was defeated in May). The first publication is due 14 days before the revote .	6/4	Annually	If Applicable	Required
Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revoke .	6/4	Annually	If Applicable	Required
Hold Budget Hearing 7-14 days prior to Budget Revote Day . Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.	6/11	Annually	If Applicable	Required



6/6

June SBO Calendar

6/14



4

Task	Due Date	Filing Requirement	Notes	Priority
Mail budget notice to voters the day after the hearing but no later than 6 days before revote day.	6/12	Annually	If Applicable	Required
Statewide budget revote day is June 18, 2024 (third Tuesday of June). If a district decides to adopt a contingency budget, there will be no increase in the tax levy over the prior year. Boards of education are not obligated to hold a second budget vote and may adopt a contingency budget after the voters reject a proposed budget. If the BoE decides to hold a second vote, the legal notice must be published once each week in the two weeks preceding the vote, with the first publication at least 14 days before vote day (June 4, 2024). Hold Budget Hearing no later than seven days before vote day (June 11, 2024) and mail revised budget notice to voters the day after the hearing. BoE must adopt a contingency budget after second budget defeat.	6/18	Annually	If Applicable	Required
File NYS Sales Tax Return for quarterly filers	6/20	Quarterly	The filing requirement for sales tax is based on tax due and is either annual or 4 times per year. Due June 20th for the months of March, April and May if filing on a quarterly basis.	Required
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	6/30	Monthly		Recommended Best Practice

Presentation available at: <https://www.questar.org/knowledge-cafe/>

June SBO Calendar

JUNETEENTH

Celebrate Freedom

JUNE 19

Happy Father's Day

5

Task	Due Date	Filing Requirement	Notes	Priority
Budget Status Reports to Board of Education including revenue and appropriation status reports	6/30	Monthly	Commissioner's Regulations 170.2(p) requires the treasurer to render a budget status report for the BoE and for the use of those staff members assigned responsibility for administration of specific portions of the budget, on at least a quarterly basis (monthly if budget transfers have been made since the last report). The report should include estimated revenues, revenues received to date, and estimated revenues yet to be received, original appropriations, adjustments and transfers, revised appropriations, expenditures, encumbrances, and unencumbered balances. Other information may be included, as necessary.	Required
Cash Flow and Fund Balance - review for accuracy	6/30	Monthly		Recommended Best Practice
Charge back fringe benefits to School Food Service and Special Aid Fund grants/projects	6/30	Annually		Recommended Best Practice
Close any open petty cash funds	6/30	Annually		Recommended Best Practice
Compensated Absences - begin data gathering	6/30	Annually	This information is needed as part of the audit to isolate the cost of what is owed to each employee (based on contractual language) in the event they leave or retire from the school.	Recommended Best Practice
Continuing Employment Notices - to teaching and 10-month non-teaching staff	6/30	Annually	Salary statements (or employment notices) - are not applicable to all school districts. The basic purpose is to give salary information to the employee for the upcoming year, while also assuring a position in the fall (the employee signs off and this prevents claiming unemployment during the summer).	Recommended Best Practice



American
Eagle Day
6/20

Summer
Solstice
6/20



June SBO Calendar

6

Task	Due Date	Filing Requirement	Notes	Priority
Ensure application for approval of bus/vehicle purchase (for any bus/vehicle delivered since January) have been submitted and certified within SAMS	6/30	Semi-Annually	Ensure Superintendent certifies the Bus Purchase Approval before 6/30 to receive one semi-annual payment of aid on the assumed debt service in 2024-25.	Recommended Best Practice
Evacuation drills - 12 total for school year	6/30	Annually		Required
Federal and State Cafeteria Reimbursement Form	6/30	Monthly		Recommended Best Practice
Maintain budget codes to prevent negative balances	6/30	Annually		Required
Monthly Profit/Loss Statements for School Food Service	6/30	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	6/30	Monthly	ERS: Due the 7th day of the month following the report period. TRS: Due within 10 business days after the end of the previous month.	Recommended Best Practice
Pesticide Notification – Notify District Staff and Parents of non-exempt pesticide applications	6/30	Quarterly	Transmit policy, district contact information and form to request inclusion on list of individuals to be notified 48 hours in advance of toxic pesticide applications to parents and district staff. Notification required after the close of summer session, after winter break, after spring break and after the end of each school year. Notification not required for use of pesticides exempt from reporting requirements.	Recommended Best Practice
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	6/30	Monthly	Capital Project Final Cost Reports - prepare any FCRs that are due by June 30th (Early Aid Start Projects, Capital Outlay Exception Aid Projects, and Other Projects with Commissioner Approval Dates prior 7/1/2011). See Appendix H for due dates.	Recommended Best Practice
Prepare for year-end financial statement audit	6/30	Annually		Recommended Best Practice

Presentation available at: <https://www.questar.org/knowledge-cafe/>



June SBO Calendar

6/21



7

Task	Due Date	Filing Requirement	Notes	Priority
Reconcile 2023-24 State Aid received to date	6/30	Semi-Annually	Use SAP's State Aid Reconciliation Template. Available in December 2023 after 2023-24 Output Reports are open to the public.	Recommended Best Practice
Review BOCES invoices for appropriate services and charges	6/30	Monthly		Recommended Best Practice
Review DCERT (LRE assurance) for all continuing 2023-24 10-month private special education placements.	6/30	Annually		Required
Review outstanding checks	6/30	Semi-Annually		Recommended Best Practice
Review STAC Statute of Limitations for June 30th	6/30	Annually	To be included in the August payment, school districts must verify High Cost Public STAC records for the September 2022 - June 2023 period using the DVPUB screen on the STAC Online System. Online verification must be completed by June 30, 2024 to receive current year funding for the 2022-23 school year's costs.	Recommended Best Practice
Revise the prior school year's aid claim, if applicable, by June 30th	6/30	Annually	The statute of limitation allows changes to be considered by SED only if they are received within one year of the close of the school year for which the data is submitted. For example, 2022-23 aid claim data must be amended by June 30, 2024. To qualify for prior year funding, school districts must verify any remaining High Cost Public STAC records for the September 2021 - June 2022 period using the DVPUB screen on the STAC Online System. June 30, 2024 is the final deadline to qualify for additional reimbursement for the 2021-22 school year's costs. A memo with information about all the June 30, 2024 deadlines will be issued in early June	Recommended Best Practice
School District and BOCES: Report all changes to 2023-24 aid claims to affect September final payment of 2023-24 aid.	6/30	Annually	Aid increases generated by submissions after 6/30 will be added to the prior year queue and paid as funds become available.	Required

Presentation available at: <https://www.questar.org/knowledge-cafe/>



6/30

June SBO Calendar



8

Task	Due Date	Filing Requirement	Notes	Priority
School Districts and BOCES: Report all changes to 2022-23 aid claims to receive prior year adjustments.	6/30	Annually	Prior year supplemental payments will be added to the queue and paid as funds become available.	Required
State and Federal Projects - review of expenditures and revenues. Submit FS-25's request for funds to Grants Finance	6/30	Monthly	This is the form that must be submitted to request additional State and Federal grant funds. Districts may only request funds to cover expenses already incurred and 30 days of anticipated expenses. Payments totaling up to 90% of a grant's budget total may be requested	Recommended Best Practice
Submit Internal Audit Exemption certification through the Business Portal by June 30th (if applicable)	6/30	Annually		Required
Summer Repair and Maintenance - set up and work schedule	6/30	Annually		Recommended Best Practice
The last date that SED can accept final cost reports for Pre-Chapter 97 and Capital Outlay Exception projects certified as complete in calendar year 2022 (per the statute of limitations) is June 30, 2024	6/30	Annually		Required
Treasurer's Report	6/30	Monthly	Report on prior month's activities	Required
Verify that all available required financial reports are posted on the district's website if not already completed prior to June 30th	6/30	Annually	School districts are required to provide the public with transparent and comprehensive financial information. These documents should also be posted in a location that makes them easy to find. The required financial reports are: (1) the Original, Adopted Budget, (2) the Final Annual Budget, (3) the External Audit Report and any related CAPs, (4) any OSC Audit Reports and CAPs, and (5) any Board Adopted Multiyear Financial Plans.	Required

Presentation available at: <https://www.questar.org/knowledge-cafe/>



Topics Covered Last May



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- Tips on how best to plan for upcoming Summer 4408 programs
- State Aid Reconciliation
 - How to use the State Aid Reconciliation tool from our website
 - How to verify that your State Aid payments are properly coded
 - How to determine the year-end State Aid receivables
 - How to compare the budgeted State Aid amounts versus actual State Aid for fund balance projections



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Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL

Presentation available at: <https://www.questar.org/knowledge-cafe/>



Kathy's Corner

611/619 Grants Tips on Maximizing State/Federal Aid

Thinking Ahead for the New Year

12

- Ensure that your district is not double-dipping for the 611/619 funds for paraprofessionals that are being claimed for Excess Cost Aid.
- What is your district's review process?
 - ▣ Check staff names against what is being claimed for excess cost aid and the grant.
- If someone is being included in the grant, you cannot include them for Excess Cost Aid.

Review Your Grant Paperwork

13

- Do you have staff from grants that you are claiming for excess cost aid?
 - ▣ Move those staff members so that you can make sure that you are maximizing excess cost aid
- For example:
 - ▣ 1:1 aide is assigned to a student, they should not be included in grant. Instead, the salary and fringes can be included for excess cost.
 - ▣ Self-Contained Classroom Teacher with low enrollment
- Think of a more appropriate person to include in grants
 - ▣ Resource Room Teacher
 - ▣ Related Service Provider who is not listed on a student's IEP
 - ▣ Shared Aide

Communication

14

- Review your grant application this spring/summer.
 - ▣ Who is completing it?
- Move people to utilize aid more efficiently, now is the time to do so.
- In the beginning of the school year, it might be easier to assign positions rather than people.





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Digging into FCR Due Dates and IDEA Grants

What Every SBO Should Understand About Building Aid and IDEA Grants

Presentation available at: <https://www.questar.org/knowledge-cafe/>

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Building Aid and FCRs

Year-End Planning Tips

Final Cost Reports

17

- ❑ Regular Building Aid can start when:
 - ❑ It has been 18 months since Commissioner Approval Date (CAD) (=12/31/22 or earlier date)
 - ❑ SA-139 has been submitted
 - ❑ Certificate of Substantial Completion (CSC) has been submitted
 - ❑ Final Cost Report (FCR) has been submitted
- ❑ Look at your *District Level Prospective Projects Information* report for open projects
- ❑ Available at stateaid.nysed.gov

IMPORTANT INFORMATION ABOUT BUILDING AID

- [2023-24 Aidable Debt Service for projects with debt still outstanding as of 7-1-2022](#)
The above Retro Bond Information link temporarily will redirect users to the 2018-19 BOND LEVEL INFORMATION until the 2023-24 BOND LEVEL INFORMATION page is available.
- [State Aid Building Project Status Report \(SA777\)](#)
- [District Level Prospective Projects Information](#)
- [District Level Assumed Amortization Capital Outlay Details](#)
- [District Level EXCEL Cover Sheet](#)

Where Would You Find Information?

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From *District Level Prospective Projects Information Report*:

PROJECT NUMBER: 0044-014 PROJECT NAME: MIDDLE SCHOOL
VOTER AUTHORIZATION DATE: 05/21/2019 BLD4 ** CHAPTER 97 **

COMMISSIONER APP DATE: 06/02/2021

DATE CONTRACT SIGNED: 06/03/21

FINAL CSC RECEIVE DATE: 00/00/0000


SA-139 RECEIVE DATE: 09/28/2022

FINAL FCR RECEIVE DATE: 00/00/0000

This is a Chapter 97 project. Chapter 97 projects are those with a Commissioner's Approval Date (CAD) on or after 7/1/11. They are subject to aid start rules included in Chapter 97 of the laws of 2011. Chapter 97 projects will not generate Building Aid or display data on this report until the SA-139, FINAL Certificate of Substantial Completion (CSC) and Final Cost Report all have been received and processed by SED. NOTE: Even if all three documents are received and on file, aid start for Chapter 97 projects may still be deferred if the SA-139 was not received in time to be included in the data file frozen in November of the school year prior to the aid year in which Building Aid could otherwise first start.

FCR Template Available from Facilities Planning Website

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG																			
1	FP-FCR 02/2018																																																			
2	 THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW																																																			
3	Office of State Aid, Rm 507 West Hall Education Building, 89 Washington Avenue, Albany, NY 12234																																																			
4	Tel. (518) 474-2977																																																			
5	https://stateaid.nysed.gov																																																			
6																																																				
7																																																				
8	FINAL COST REPORT																																																			
9																																																				
10	A FINAL COST REPORT for every project shall be executed and filed with the Office of State Aid, Attn:																																																			
11	Building Aid Unit, when the approved capital construction project is completed, when all obligations have																																																			
12	been paid, and after the construction account has been closed.																																																			
13																																																				
14	Each such separate capital construction project for which the Commissioner has issued an approval requires																																																			
15	its own separate FINAL COST REPORT.																																																			
16																																																				
17																																																				
18	Read all of the instructions carefully -- they begin on page 2 -- and review the coded expenditure schedule																																																			
19	before attempting to complete the FINAL COST REPORT. If there are questions, or if further explanation or																																																			
20	clarification is needed, contact the Office of Facilities Planning.																																																			
21																																																				
22	1. Name of District																																																			
23																																																				
24	2. County of District																																																			
25																																																				
26	3. Name of Building																																																			
27																																																				
28	4. Facilities Planning Project Control Number																																																			
29	<table border="1" style="width: 100%; text-align: center;"> <tr> <td colspan="4">District Beds Code</td> <td colspan="4">Facility Code</td> <td colspan="4">Project No.</td> <td colspan="4">Review Number</td> <td colspan="4">Approval Date</td> </tr> </table>																																District Beds Code				Facility Code				Project No.				Review Number				Approval Date			
District Beds Code				Facility Code				Project No.				Review Number				Approval Date																																				
30																																																				
31																																																				

[FinalCostReport.xls \(live.com\)](#)

Contacts at Facilities Planning

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Staff Directory

Functional Index

Work Area	Name	Telephone #	E-mail
Facilities Planning		518-474-3906	emscfp@nysed.gov
Building Permits	Anthony Ghent	518-486-2049	anthony.ghent@nysed.gov
Construction Projects		518-474-3906	emscfp@nysed.gov
Fire Safety Inspections	Christopher Wehrman	518-408-1548	firesafety@nysed.gov
Face-to-Face Review Requests	Anthony Ghent	518-486-2049	anthony.ghent@nysed.gov
Letters of Intent	Anthony Ghent	518-486-2049	letterofintent@nysed.gov
NYS Green Ribbon School Program	Kateri Sargen	518-474-6385	nysgreenrib@nysed.gov

Each district is assigned a Fiscal Associate. The list of assignments is available here:

[Fiscal Associate List by District:Facilities Planning:NYSED](#)

Staff List

Name	Title	Telephone	E-mail
Amrock, Suzette	Associate Accountant	518-486-2046	suzette.amrock@nysed.gov
Byron, Jaime	Supervisor, School Business Management	518-474-0016	jaime.byron@nysed.gov
Clark, Wendy	Associate School Business Management	518-474-2380	wendy.clark@nysed.gov
Clinton, Thresa	Office Assistant 1	518-474-3907	thresa.clinton@nysed.gov
Dardanelli, Sandra	Senior Architect	518-473-8992	sandra.dardanelli@nysed.gov
Fiorese, Louis	Senior Architect	518-473-8011	louis.fiorese@nysed.gov
Frey, Stephen	Education Specialist	518-473-8826	stephen.frey@nysed.gov
Ghent, Anthony	Program Aide	518-486-2049	anthony.ghent@nysed.gov
Hart, John	Associate School Business Management	518-474-0722	john.j.hart@nysed.gov
Haynes, Nate	Office Assistant 1	518-473-2857	nathaniel.haynes@nysed.gov
Kosar, Michael	Associate in School Business Management	518-486-2055	michael.kosar@nysed.gov

Have you contracted out the FCR preparation process?

Still important to make sure all change orders are submitted timely for approval.

Building Aid Exceptions

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- ❑ **Capital Outlay Exception Aid (COEA) Projects:**
 - \$100,000 Transfer to Capital Project
 - Emergency Projects
 - Small City Projects (for now)
- ❑ Aid paid using your building aid ratio
 - No reorganization building aid available
- ❑ All aid is paid in year following Schedule G3 reported expenditures
- ❑ Review BLD4 output report line 1 for the eligible expenditures



Building Aid Exceptions

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□ **Early Aid Start (EAS) Projects:**

- Can request building aid to start before FCR and CSC are submitted in certain circumstances:
 - Large project that can't be completed within 18 months
 - Projects delayed due to issues beyond the District's control, e.g., liens, litigation, etc.
 - Work unsatisfactory and corrective action is required
- To receive you must complete the EAS form and obtain Facility Planning's approval
- Aid starts during the project construction period based on estimated cost submitted at time of request of EAS



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234

Telephone: (518) 474-3906

Fax: (518) 486-5918

www.p12.nysed.gov/facplan/

Early Aid Start Request Form

EARLY AID START REQUEST FORM

(Chapter 97 of the Laws of 2011 - only for projects approved 7/1/11 or later)

This form should be used to request that building aid begin in advance of district submission of the Final CSC and/or FCR, but at no time prior to 18 months after a Commissioner's approval date of July 1, 2011 or submission of an SA-139, whichever is later.

Note: DO NOT submit this form in advance of the start of a construction project or at any time prior to 18 months after SED project approval. Not all projects will qualify. Not all requests will be granted. Districts are instructed to make every effort to complete projects within 18 months of Commissioner's approval. See March 2012 Joint State Aid and Facilities Planning Guidance Regarding Chapter 97.

Project Control Number:

[illegible]

School District Name:

Building Name:

Check all that apply: (all choices must be accompanied by a detailed description)

- ☐ The project is a significant construction or renovation that was not designed or intended to be complete within 18 months; or
- ☐ The project is delayed by items beyond the District's control such as liens, litigation, declared natural disaster, or acts of God; or
- ☐ Quality of work is currently unsatisfactory and corrective action is required; or
- ☐ Other

Provide the following information as appropriate (you must complete #1 or #2 and all of #3 through #6):

- 1) Date of Partial Substantial Completion: _____ (attach copy) **-OR-**
- 2) Date of Final Substantial Completion: _____ (attach copy) **-OR-** Date of Estimated Final Substantial Completion: _____
- 3) Estimated Final Cost Based on Current Expenditures: _____
- 4) Estimated Date of Final Completion: _____
- 5) Estimated Date for Submission of Final Cost Report: _____
- 6) Attach preliminary versions of completed "Source of Funds" page (21) and "Summary of Expenditures" page (22) of the Final Cost Report Form indicating which costs cannot be finalized.

For SED use only

☐

Approved

7

Denied

How to Identify These Projects

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Early Aid Start
Projects are
Included in the
*District Level
Prospective
Projects
Information Report*

```
*****
PROJECT NUMBER: 0020-007    PROJECT NAME:
VOTER AUTHORIZATION DATE: 05/21/2019 BLD4    ** CHAPTER 97 **
                                           EARLY AID START APPROVAL DATE: 11/30/2023

          JULY 2023          INTERIM YEARS          JULY 2037
ASSUMED PAYMENTS:           2                      2
DEBT SERVICE:       1,794,100          1,794,100          1,794,100
AMORTIZED PRINCIPAL: 24,018,582    CAPITAL OUTLAY: 6,662,316
CMMSR APP DATE: 03/11/21    DATE CONTRACT SIGNED: 04/16/21 INT RATE: .015000 PPU: 15
    FINAL CSC RECEIVE DATE: 00/00/0000    FINAL FCR RECEIVE DATE: 00/00/0000
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 12/10/2021
*****
```

☐ NYSED Only Form Set:

☐ ST-3 Total Calculations

☐ Capital Outlay Exceptions Approval Form Ready

☐ SED Use Form Fields

Capital Outlay Exceptions
Approval Form lists projects
approved each year

Example of Capital Outlay Exceptions Approval Form

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Capital Outlay Exceptions Approval Form

Note: Only projects eligible as Capital Outlay Exceptions pursuant to Education Law, Section 3602 subdivision 6-f and approved by Facilities Planning as Capital Outlay Exception projects are displayed below.

23-24 ST-3 Capital Fund Schedule G Reported DATA:

1. < \$100,000

Project #: 0001013
Project Name: 2022-23 CAPITAL OUTLAY
Voter Auth: 05/18/2021
Type (BLD, BLD10, BLD3, or BLD4): BLD4
Comm Apprv Date: 06/29/2022
Fac Plan CAP Exception Apprvl (Yes/No): Yes
2022-23 Expense: 94,714
Max Allow: 94,715
Aidable: 94,714
Comment:
If subject to reorg, certificate of apportionment must be on file with SED

2. Small City

Project #:
Project Name:
Voter Auth:
Type (BLD, BLD10, BLD3, or BLD4):
Comm Apprv Date:
Fac Plan CAP Exception Apprvl (Yes/No):
2022-23 Expense:
Max Allow:
Aidable: 0
Comment:

3. Emergency

Project #:
Project Name:
Voter Auth:
Type (BLD, BLD10, BLD3, or BLD4):
Comm Apprv Date:
Fac Plan CAP Exception Apprvl (Yes/No):
2022-23 Expense:
Max Allow:
Aidable: 0
Comment:

Capital Outlay Exception Aid and Early Aid Start Projects FCR Rules

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- ✓ For either type of project, a FCR is still due.
- ✓ It is important to verify that your district has submitted all the FCRs on recent COEA and EAS projects as they have hard due dates.
- ✓ If not done timely, SED can recoup all aid.

Appendix G **Building Project Final Cost Report Due Dates**

Due Dates for Final Building Project Reports and Date of Expiration of Statute of Limitations for Projects Completed in Calendar Year 2020 Through Calendar Year 2025.

Calendar Year of Final Substantial Completion of School Construction Project	School Year in Which Final Building Project Report is Due	Project Report Can be Accepted (Statute of Limitations)
2021	2021-2022	June 30, 2023
2022	2022-2023	June 30, 2024
2023	2023-2024	June 30, 2025
2024	2024-2025	June 30, 2026
2025	2025-2026	June 30, 2027
2026	2026-2027	June 30, 2028



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IDEA Grants

Getting Ready for 2024-25 Section 611/619
Grants

Overview of IDEA Grants

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- ❑ Allocations are available here: [Federal Allocations for Special Education \(IDEA, Section 611 and 619\) : IRS : P-12: NYSED](#)
- ❑ Maintenance of Effort (MOE) Calculator for the 24-25 Eligibility Standard (budget) is part of the 24-25 IDEA grant application
 - You must show that you budgeted in 24-25 (from state and local resources) at least as much as your district spent in 22-23 (what you just reported for 3/31/24)
 - Use MOE Calculator that was just approved and complete Tabs 17, 18, 19 (Columns A-F for Tabs 17 & 19)

Section 611/619 Grants

Who Shares the Money?

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- ❑ The district that serves the SWDs, *and*
- ❑ The Approved Special Education Providers (ASEP) pursuant to Education Law §4410-b, *and*
- ❑ The parentally placed SWD children that attend non-publics in your district, *and*
- ❑ The children attending Article 81 Schools located within the district, *and*
- ❑ The SWD that attend charter schools in your district



Counting the ASEP Students

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SEDCAR - 1 APPROVED SPECIAL EDUCATION PROGRAM REQUEST FOR §4410(b) VENDOR FUNDING FOR 2024-2025 SCHOOL YEAR

To view the description of the report including instructions please [click here](#).

The following types of schools may use this form to request §4410(b) vendor funding from school districts that have Committee on Preschool Special Education (CPSE) or Committee on Special Education (CSE) responsibility for students with disabilities. The use of this form is not mandatory, and schools may develop and use their own form for requesting §4410(b) vendor funding.

- Approved private schools for students with disabilities (preschool and school-age)
- BOCES that operate an approved preschool special education program
- School districts that operate an approved preschool special education program and enroll students from other school districts
- Approved out-of-state schools in which students with disabilities are placed by New York State school districts
- Approved out-of-state schools that provide educational services to students with disabilities placed by New York State courts or social service agencies.



Instructions:

1. Send a completed form, with original signature, to each local education agency (LEA) from which §4410(b) vendor funding for the 2024-2025 school year is requested. NYSed recommends that this form be sent to each LEA by November 24, 2023; however, a subsequent date may be established by each LEA.
2. There is no need to submit a copy of this form to the State Education Department.
3. Submit a list of the names of students comprising the counts reported in Section 3, Tables A and B, to the LEA with the form. This list must be marked "confidential." **Review the list – are they your children?**
4. Retain one copy and any supporting documentation in your school for reference and audit purposes. The required retention period ends on June 30, 2033.
5. If you have any questions about §4410(b) funding, please email your questions to datasupport@nysed.gov.

Report of Eligible Students

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Section 3: Child Counts for Students Residing in LEA Identified in Section 2.

Report the count of students with disabilities ages 3-5 in part A and the count of students with disabilities ages 6-21 in part B.

Age, enrollment, and type of service provided are as of October 4, 2023.

A	<p>Students with disabilities ages 3-5</p> <p>Age, enrollment, and type of service provided are as of October 4, 2023</p> <p>Each student should be included only once in category 1, 2, or 3</p>	<p>Count of SWDs Ages 3-21*</p>	<p>Count of SWDs Ages 3- 5 *</p>
1	Number of preschool students (ages 3-4) provided related services only . Do not report students in this line if they are also receiving other preschool special education programs.		
2	Number of preschool students (ages 3-4) provided a preschool special education program, which includes Special Education Itinerant Teacher (SEIT) services and/or full- or part-time special class or special class in an integrated setting services. These students may also be receiving related services. Please note that if students receive services from more than one provider, only the provider that is designated as the "coordinating provider" may report the student on this form.		
3	Count of school-age students (ages 4-5) attending programs for school-age children.		
	*Note: Students who are ages 3-5 are eligible to be counted under both Ages 3-5 and Ages 3-21		
B	<p>Students with disabilities ages 6-21</p> <p>Age and enrollment are as of October 4, 2023</p>	<p>Count of SWDs Ages 6-21</p>	
1	Count of students with disabilities, ages 6-21		


Age of Children for Each Grant

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- Section 611 grant – Ages 3-21
- Section 619 grant – Ages 3-5
 - Thus 3-5 year-olds are counted for both grants
- Each child attending full time program counted as 1.0 FTE
- Each child attending for related services gets .33 FTE, except:
 - Any municipality which operated an approved special education itinerant service program prior to 7/1/03 for preschool students with a disability who were provided RS only is eligible for a 1.0 FTE. Counties that fall under this exception are: Rockland, Niagara, Otsego, Suffolk and Westchester.

Amounts Are Specific to Each District

33



SED Code	School District	611 Adjusted SWD Count	§4410(b) Minimum Allotment Based on 611 Count	§4410(b) Adjusted Allotment Based on 611 Count	619 Adjusted SWD Count	§4410(b) Minimum Allotment Based on 619 Count	§4410(b) Adjusted Allotment Based on 619 Count
570101040000	Addison C S D	150	\$2,212	\$331,750	15	\$680	\$10,193
410401060000	Adirondack C S D	171	\$2,186	\$373,761	11	\$983	\$10,818
080101040000	Afton C S D	83	\$1,665	\$138,773	7	\$617	\$4,526
142101040000	Akron C S D	221	\$1,719	\$379,332	37	\$205	\$7,508
010100010000	Albany CSD	1,552	\$2,425	\$3,764,699	221	\$813	\$179,833
450101060000	Albion C S D	237	\$2,273	\$539,565	24	\$1,425	\$34,681
140101060000	Alden C S D	196	\$2,167	\$425,449	21	\$613	\$13,086
180202040000	Alexander C S D	106	\$2,075	\$219,311	11	\$1,607	\$17,138
220202040000	Alexandria C S D	72	\$1,910	\$138,181	7	\$748	\$5,482

ASEP Payments – What is Your Funding Source?

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From IDEA Grant Application:

Section II.

LEA CERTIFICATION FOR THE PAYMENT OF FUNDING TO ASEP_s AS REQUIRED BY EDUCATION LAW §4410b

As the authorized representative of the applicant, and by signing the Application Cover Page, I certify that (**check one box only**):

Generally, districts pay the ASEP payments from the federal grants. If so, then vendor contracts should be established.

Get the paperwork started now!



- ☐ The LEA will provide funding to ASEP_s under Education Law §4410-b through vendor contracts with the ASEP_s for those students with disabilities ages 3–21 (Preschool, Kindergarten, and or School-age students) attending non-district special education programs **using IDEA section 611 and/or 619 funds.**
- ☐ The LEA will provide funding to ASEP_s under Education Law §4410-b for those students with disabilities ages 3 – 21 attending such non-district special education programs **using only local funds.**
- ☐ The LEA will provide funding to ASEP_s under Education Law §4410-b for those students with disabilities ages 3 – 21 attending such non-district special education programs **using only state funds.**
- ☐ The LEA will provide funding to ASEP_s under Education Law §4410-b for those students with disabilities ages 3–21 attending such non-district special education programs **using a combination of multiple funding sources (federal / State / local funds).**
- ☐ NOT APPLICABLE (The LEA has no 3–21-year-old Preschool, Kindergarten and/or School-age students attending an SED-approved non-district special education school program.)

AGREEMENT made this ___ day of _____ between the XX School District (hereinafter the Local Education Agency ("LEA")) and the _____ (hereinafter Approved Special Education Provider ("ASEP")).

WITNESSETH:

WHEREAS, the ASEP is an authorized provider of special education services to students with disabilities from July 1, 20XX to June 30, 20XX; and

WHEREAS, New York State has adopted legislation (Chapter 6 of the New York State Laws of 2001, hereinafter "New York State's Flow Through Law") modifying the required procedure for allocating federal IDEA flow-through funds for providers of services to student with disabilities, ages 3-21 (Section 611 of the IDEA) and for students with disabilities ages 3-5 (Section 619 of the IDEA); and

WHEREAS, New York State's Flow Through Law now requires LEAs to sub-allocate federal flow-through monies received from New York State to ASEPs in accordance with section 611 and 619; and

WHEREAS, it is necessary for LEAs and ASEPs to enter into a contract for the purpose of effectuating the above described sub-allocation of Federal Flow Through monies.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. ASEP certifies that it has submitted a request for IDEA Sub-Allocation form to the LEA and it certifies the accuracy of the information contained on said form (SEDCAR-1).
2. ASEP warrants that it is an approved program for the education and instruction of students with disabilities pursuant applicable State and Federal laws.
3. For each student with a disability aged 3-5 (Section 619 students), the LEA agrees to pay the ASEP a per pupil amount (Attachment "A") calculated in accordance with the procedures related to Section 619 students as provided by New York State's Flow Through Law, contingent upon the receipt by the LEA of federal funds sufficient for such purpose.
4. For each student with a disability aged 3-21 (Section 611 Students), the LEA agrees to pay the ASEP a per pupil amount (Attachment "A") calculated in accordance with the procedures related to Section 611 students as provided by New York State's Flow Through Law, contingent upon the receipt by the LEA of federal funds sufficient for such purpose.
5. The payments described above shall be made within thirty (30) days after (a) the LEA receives any portion of its allocation of funds for the current year pursuant to Sections 611 and/or 619 and (b) the LEA receives an application for sub-allocation by the ASEP, whichever occurs later.
6. The ASEP shall submit to the LEA a Final Statement of Expenditures Request for Payment (F-SERP) documenting the ASEPs actual expenditures for eligible purposes and requesting payment of that portion (up to 100%) of the ASEPs remaining balance. The Final Statement of Expenditures/Request for Payment (F-SERP) shall be in the form annexed hereto as Attachment "B" and must be received by the LEA no later than July 31, XY.
7. The LEA shall have the right to examine any and all accounts and records kept by the ASEP in connection with this Agreement in order to audit or verify the legitimacy of the request for allocation of flow-through funds.

8. The ASEP assures and certifies that it operates administers it program in accordance with applicable federal guidelines and standards, including, but not limited to the assurances required to by LEAS and/or ASEPS pursuant to the Individuals With Disabilities In Education Act (20 U.S.C. 1200, et. Seg.), and all referenced assurances set forth therein.
9. ASEP shall not assign, sell or transfer this Agreement or the rights granted herein in any manner without the prior written consent of the LEA, or when necessary, without the approval of the State Education Department.
10. This Agreement constitutes the entire understanding between the parties, and any purported Agreements to the contrary are not binding unless included in a subsequent written Agreement.
11. If any provision of the Agreement shall be determined to be illegal or unenforceable, such determination shall not affect the unenforceability of other unaffected provisions and covenants set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year written.

By _____ (LEA)
Authorized Signature

Date: _____

By _____ (ASEP)
Authorized Signature

Date: _____

Sample agreement with ASEP
Consult your attorney, as appropriate

Attachment "A" – Per Pupil Amount

Provider: _____

School Year: _____

Section 611 Students:

Allocation per Student: \$ _____

Number of Students: _____

Total: \$ _____

Section 619 Students:

Allocation per Student: \$ _____

Number of Students: _____

Total: \$ _____

Grand Total: \$ _____

Sample agreement with ASEP
Consult your attorney, as appropriate

ATTACHMENT "B"

Final Statement of Expenditures/Request for Payment (F-SERP)

Approved Special Education Provider (ASEP) Information

Funding Source: _____

Report Prepared By: _____

ASEP Name: _____

Mailing Address: _____

Provide FS-10 Format		
City	State	Zip Code

Telephone # of
Report Preparer: _____

County: _____

E-Mail Address: _____

INSTRUCTIONS

- ❖ Submit one signed original report to LEA. (XXX CSD, ANYWHERE, NY 11111)
- ❖ Category subtotals must be reported in whole dollar amounts.
- ❖ To be in compliance with applicable audit requirements, complete and accurate records must be maintained by the ASEP.
- ❖ All expenditures must have taken place within the approved funding dates of the project.
- ❖ Certification on page 7 must be signed by Chief Administrative Officer or designee.
- ❖ High-quality computer generated reproductions of this form may be used.
- ❖ Be sure to check your math and carry all subtotals forward to the Summary on Page 7. Simple mathematical errors may result in unnecessary delays in closeout and final payment

Proportionate Share of IDEA Federal Funds for Parentally Placed Students with Disabilities in Nonpublic Schools Located in the School District For the 2023-24 School Year

IDEA requires school districts to provide special education services to students with disabilities who are parentally placed in nonpublic schools which are located in the school district. The information below is provided to assist school districts with the calculation of the proportionate share of IDEA funds under Sections 611 and 619 that should be used to provide special education services to parentally placed students in nonpublic schools which are located in the school district. The numbers of students used in this report are from the data provided by school districts through SIRS in the October 5, 2022 Special Education Snapshot template, specifically by submitting students with Primary Setting codes of SA08 and SA09. Please see memorandum on guidance and procedures for providing special education services to parentally placed students at: <https://www.p12.nysed.gov/specialed/finance/home.html> and guidance on reimbursement claims for the cost of providing special education services to parentally placed non-resident students in nonpublic schools pursuant to Education Law 3602-c- September 2007 at: <https://www.p12.nysed.gov/specialed/publications/policy/reimbursement608.htm>.

Printer Friendly Versions: [pdf](#)  (149 kb) | [excel](#)  (50 kb)

SED Code	School District	IDEA, Section 611		IDEA, Section 619	
		Number of School Age Students with Disabilities in Nonpublic Schools (Ages 4-21)*	Total Amount	Number of School Age Students with Disabilities in Nonpublic Schools (Ages 4-5)**	Total Amount
570101040000	Addison C S D	0	\$0	0	\$0
410401060000	Adirondack C S D	0	\$0	0	\$0
080101040000	Afton C S D	0	\$0	0	\$0
142101040000	Akron C S D	0	\$0	0	\$0
010100010000	Albany CSD	13	\$31,527	1	\$813

Note: Per Pupil Amounts are the Same for ASEP and Parentally Placed Students

Issue for this portion of the grant is related to what happens when there is a different count of children in the current year?

Article 81 School Allotments

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This is not in addition to your district's allocation.

This is an allotment from that allocation.

Individuals with Disabilities Education Act Sections 611 and 619

Article 81 School Allotments for the 2023-2024 Program Year

The calculation of IDEA Section 611 and Section 619 federal funds for each LEA includes counts of students with disabilities placed by the courts, local departments of social services, or other State agencies, and provided educational services pursuant to Article 81 of the Education Law, of each Article 81 school located within the LEA's boundary. The IDEA allocations received by these LEAs include additional funds based on the population of students attending Article 81 schools located in the district.

LEAs with an Article 81 school within its boundaries must provide an amount equal to the additional allocation, identified below, to each Article 81 school.

Use of the SEDCAR-2 form has been discontinued.

Printer Friendly Versions: [pdf](#) (67 kb) | [excel](#) (14 kb)

2023-2024 Program Year

Article 81 School	Article 81 SED Code	Designated LEA	Allotment Under Section 611	Allotment Under Section 619
St. Anne Institute	010100115658	Albany CSD	\$81,705	0
La Salle School	010100115705	Albany CSD	\$46,269	0
Parsons Child and Family Center	010100996557	Albany CSD	\$58,583	0
St. Catherine's Center for Children	010100997791	Albany CSD	\$21,733	0
St. Colman's School	010623995677	North Colonie C S D	\$19,828	0
Childrens Home of Wyoming Conference	030701998858	Chenango Valley C S D	\$48,548	0

\$208,290

Understand What Is Your Total IDEA Funding

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CF365 GRANTS FINANCE PAGE 001
DATE RUN: 04/09/24 PROGRAM SUMMARY OF ALLOCATIONS, BUDGETS AND CARRYOVER

SED CODE: 010100010000 PROJECT YEAR: 2023-2024
AGENCY NAME: ALBANY CITY SD

FUND NAME FUND CODE	CARRYOVER FROM 2022-23 *	ALLOCATION	TRANSFER/ REALLOCATION	TOTAL AVAILABLE	#	APPROVED BUDGET	%	EXCESS	POTENTIAL CARRYOVER INTO 2024-25	WVR
IDEA-PART B, SECTION 611 0032	1,135,598 F	3,796,226	0	4,931,824	3,788,007	0		0	1,143,817	
IDEA-PART B, SECTION 619 0033	46,893 F	180,646	0	227,539	180,356	0		0	47,183	

* = PRIOR YEAR PROJECT IS OPEN (O) OR FINALIZED (F)
= SUBSTANTIALLY APPROVED PROJECT (S). COMPLETE REVIEW IN PROGRESS
% = CURRENT YEAR PROJECT IS OPEN (O) OR FINALIZED (F)

USE YOUR BROWSER BACK BUTTON TO RETURN TO PREVIOUS PAGE
FOR QUESTIONS, PLEASE CONTACT VIA EMAIL GRANTSWEB@NYSED.GOV OR PHONE 518-4



Reconciliation

Allocation for State calculated minimum per pupil allotment (includes ASEP payments and Article 81 allotment)	3,764,699
Allocation for Parentally Placed	31,527
Total	3,796,226

Conclusion

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- ✓ When you develop the FS-10 budget for the Section 611 and Section 619 grants, be sure to exclude staff that can be included in Excess Cost Aid calculations to maximize your state and federal aids.
- ✓ As we get to the end of the school year, it is important to make sure all Building aid related paperwork is complete for aid currently or planned to be received for 2023-24.
- ✓ Now is a good time to gather the student counts for the Section 611 and Section 619 2024-25 grants and to gather information on any eligible exceptions for the 2024-25 MOE Eligibility Standard.
- ✓ We hope you all have successful budget votes!



Questions?

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State Aid and Financial Planning Service

Questar III BOCES
10 Empire State Boulevard
Castleton, NY 12033

518-477-2635

Option 1 (SAP)

<http://sap.questar.org>

twitter.com/qiiisap - @qiiisap



Upcoming dates:

June 26, 2024