

June 18, 2014

TO: Directors of Approved Special Education Programs

FROM: Matt Berlin and Maria Robustelli

SUBJECT: Availability of FY 2014-2015 IDEA Section 611 and 619 Funding

Please read this memorandum carefully as it contains information and instructions pertinent to the distribution of 2014-2015 vendor funding and carryover funds from the Individuals with Disabilities Education Act. (IDEA) Part B, Section 611(a) (2) (A) (Public Law 108-446), ages 3-21 and Section 619(c) (Public Law 108-446), ages 3-5.

Federal IDEA funds are appropriated to New York State, which sub grants the funds to Local Education Agencies (LEA) for distribution to its vendors, *i.e.*, Approved Special Education Providers (ASEP). This memorandum addresses the New York City Department of Education's (Department) obligations and ASEPs' responsibilities with respect to distribution and use of the funds; it is not intended to supersede the terms of ASEPs' contracts or letter agreements. Further, ASEPs are reminded that the receipt and expenditure of IDEA funds must be accounted for separately from tuition and other revenue; that the Department has the right to direct an ASEP to submit documentation in support of its IDEA expenditures; and, that recoupment of funds will be sought where that support is deficient or is not consistent with the approved budget and narrative.

To facilitate the flow of payments, ASEPs should ensure that the budget and narrative complement each other and should adhere to the schedule on the appended calendar. ASEPs must use only the forms provided by the Department on its website:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

A. IDEA Grant Allocation

An ASEP's available funding is based on the state's fixed per capita allocation multiplied by the verified number of eligible Section 611 and/or Section 619 New York City-placed pupils (as of October 2, 2013) plus any carryover computed by the Department.

IDEA vendor funding for Grant Year 2014–2015 is posted on the IDEA page of the Department's website.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

B. Program Narrative and Budget (ASEP-10 Form)

To receive funding from the federal IDEA grant, ASEPs are required to submit to the Department a Program Narrative and Budget on the form provided by the Department. The Department will review the Program Narrative and Budget and may reject projects that do not conform to our published criteria. Programs will then be required to revise their Narratives and Budgets. This will delay payment.

The form and instructions for completing the form are posted on the IDEA page of the Department's website:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

Separate Program Narratives and Budgets must be submitted for Section 611 and Section 619 programs.

C. Amendment to the Approved Budget (ASEP-10A Form)

Amendments are changes to a budget of more than 10 percent of the total budgeted amount or \$1,000, whichever is less. If an ASEP finds it necessary to amend its approved budget, it must request approval on ASEP-10A Form by June 30, 2015 Only the ASEP-10A Form provided by the Department can be used for this purpose.

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

Separate ASEP-10A Forms must be submitted for Section 611 and Section 619 programs.

The completed ASEP-10A Form, signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department by return receipt mail to the address listed on the last page of this memorandum.

D. Distribution of Funds

An ASEP's share of IDEA funds from the Department is based on the number of Department students identified in its SEDCAR as a proportion of the total number of eligible Department students. The payment schedule to ASEPs is contingent on the state's distribution of funds to the Department.

1. First Payment of the Grant Year

The first payment of the IDEA grant year will be issued to approved programs upon the Department's receipt of funding from the State of New York. That initial payment will be 20% of the ASEP's current year request plus the full amount of the prior year carryover.

2. Second and Third Payments (ASEP-25 Form)

The second and third payments will be processed upon approval of a request for funds, submitted on an ASEP-25 Form. This form enables the ASEPs and Department to track the progress in the disbursement of IDEA grant funds. The request for funds should reflect anticipated costs for the next period in an amount not to exceed 25% of the budget exclusive of carryover. A separate ASEP-25 Form is required for section 611 and 619 programs.

Only the ASEP-25 Form published by the Department on its website will be accepted:

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

The completed ASEP-25 Form, signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department by hand or return receipt mailing to the address indicated on the last page of this memorandum.

3. Final Expenditure Report and Final Payment (ASEP-10F)

At the close of the grant year, ASEPs are required to disclose final **accrued** expenditures to the Department on an ASEP-10F Form. This report documents the actual expenses incurred in the categories identified in the ASEP-10 Form/ASEP-10A Form (if any) in support of the IDEA objectives described in the Program Narrative. Final payments will be made only upon receipt, review and approval of the ASEP-10 F Form by the Department.

Only the ASEP-10F Form provided by the Department on its website can be used for this purpose:
<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayableOperations/KeyDocuments/ideagrant.htm>

Separate ASEP-10F Forms must be submitted for Section 611 and Section 619 programs.

The completed ASEP-10F Form, signed by the ASEP's Executive Director/Officer, must be submitted, in the original, to the Department return receipt mailing to the address indicated on the last page of this memorandum between July 1, 2015 and the close of business on **August 14, 2015**. An ASEP's failure to submit the ASEP-10F to the Department by August 14, 2015 will not receive the final payment. If the ASEP submitted a proposed budget/narrative by October 15, 2014 these funds will be included in the next grant year allocation as carryover funds.

If the ASEP-10F Form is approved, the Department will calculate whether a final payment and is owed and/or whether funds will be carried over into the next grant year.

If the total accrued expenditures were less than or equal to the approved budget, the ASEP will be paid the difference between the total disbursements and total accrued expenditures. However, if the ASEP received total disbursements in excess of its accrued expenditures, the ASEP must return the difference in the form of a check made payable to the NYC Department of Education and delivered by return receipt mail to the address listed below.

Unspent grant year funds (exclusive of carryover) that were not disbursed by Department will be carried over to the next grant year only if the ASEP-10 budget, ASEP-10A amendments and the ASEP-10F final expenditure report were approved.

Grant Year 2015 funds including carryover will not be released to the ASEP until any monies owed to the Department are returned.

Questions regarding the procedures described above or concerns relating to the submission of any of the required documentation should be addressed to ASEPSupplFund@schools.nyc.gov .

Forms must be delivered by return receipt mail to:

New York City Department of Education
Division of Financial Operations
Bureau of Non Public School Payables
65 Court Street, Room 1001
Brooklyn, NY 11201
Attention: IDEA Unit

CC: Frank Lanore Angel Lopez Katherine Quinones Louise Kanian
Ling Tan Cynthia Wong Marlene Malamy Robert Sosa

KEY 2014-2015 IDEA GRANT DATES

Payment Number	Required Document	Due Date	Description	Spending Period Covered	Value of Payment
Applic. Deadline	Budget Program Narrative	October 15, 2014	Submit applications for funding	Entire Grant Year	(none)
1 and Carryover Payment	Approved Budget Program Narrative	When DOE is Funded by NY State	Initial funding once DOE is funded	Entire Grant Year	20% of 2015 Funding 100% of Carryover
2	ASEP-25	N/A	Request for Additional Funds	Expenses to Date	Not to exceed 25% of Award
3	ASEP-25	N/A	Request for Additional Funds	Expenses to Date	Not to exceed 25% of Award
N/A	ASEP 10-A (if applicable)	June 30, 2015	Amendments to ASEP 10	N/A	N/A
Final Payment	ASEP 10-F	August 14, 2015	Final Expenditure Report	Entire Grant Year	Balance Due