

August 2016

TO: Directors of Approved Special Education Programs (ASEPs)

FROM: Maria Robustelli

RE: Availability of FY2017 IDEA Section 611 and 619 Funding

Please read this memorandum carefully as it contains information and instructions pertinent to the distribution of fiscal year 2017 (FY2017) vendor funding and carryover funds from the Individuals with Disabilities Education Act. (IDEA) Part B, Section 611(a) (2) (A) (Public Law 108-446) for students ages 3 to 21 and Section 619(c) (Public Law 108-446) for students ages 3 to 5.

Federal IDEA funds are granted to New York State, which sub-grants the funds to Local Education Agencies (LEAs) for distribution to their vendors, *i.e.*, Approved Special Education Providers (ASEPs). This memorandum addresses the obligations of the New York City Department of Education (the Department) and ASEPs' responsibilities with respect to distribution and use of the funds. This memorandum 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 funds are ex inconsistent with the approved budget and narrative.

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

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

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 7, 2015) plus any carryover computed by the Department. Carryovers are funds that were identified as unspent in the fiscal year in which they were initially allocated.

IDEA vendor funding for FY2017 is posted on the IDEA page of the Department's website:

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

IDEA GRANT APPLICATION PROGRAM NARRATIVE AND BUDGET (ASEP 10 FORM) DEADLINE: Monday, October 17, 2016 at 4pm

To receive federal IDEA grant vendor funds, ASEPs must submit an application consisting of a budget and narrative on the forms provided by the Department by Monday, October 17, 2016. If the ASEP fails to submit the ASEP 10 form application by the submission deadline, funds will not be released.

The Department will review applications that are submitted on or before the deadline. If questions arise, the Department will ask the ASEP to submit further information. ASEPs should respond to requests within fifteen (15) business days. The Department reserves the right to reject proposed projects in whole or in part if it is determined that criteria as outlined in the FY2017 ASEP 10 instructions for IDEA Vendor Funding have not been met.

ASEPs eligible for FY2015 carryover funding should include those amounts in their total FY2017 ASEP 10 form application. Do not prepare a separate budget for carryover amounts.

If an ASEP is seeking to receive IDEA grant funding under both sections 611 and 619, it must submit a separate ASEP 10 form application for funding under each section.

AMENDMENT TO APPROVED PROGRAM NARRATIVE AND BUDGET (ASEP 10A FORM) DEADLINE: Monday, May 1, 2017 at 4pm

An ASEP must seek to amend its approved budget using the Department's ASEP 10A form under any of the following circumstances:

- Number of personnel positions increased or decreased
- Type of personnel position changed, *e.g.*, a change from art to music instructor
- Addition of a new project, even if approved total costs are not impacted
- Addition/deletion of equipment items having a unit value of \$5,000 or more; and/or
- Increase/decrease in any budget category subtotal by 10 percent or more of the original approved budget or \$1,000, whichever is greater

If an ASEP finds it necessary to amend its approved ASEP 10 form, the ASEP 10A form must be submitted by Monday, May 1, 2017. If an approved budget amendment is required, it must be submitted to NYCDOE for approval before the expense accrues. Failure to obtain prior approval places the ASEP at risk of having the expenditure disallowed.

If an ASEP is seeking to amend an approved ASEP 10 form under both sections 611 and 619, it must submit a separate ASEP 10A form for each section.

FINAL EXPENDITURE REPORT

(ASEP 10F FORM)

DEADLINE: Monday, August 14, 2017 at 4pm

At the close of the IDEA grant year, ASEPs are required to report on the ASEP 10F form all **accrued** expenditures incurred in the categories identified in the approved ASEP 10 form or ASEP 10A form. Final payment will be made only upon receipt, review and approval of the ASEP 10F form by the Department. All reported expenses must be supported in a manner that is consistent with the requirements of the New York State Education Department Reimbursable Cost Manual:

http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/RCM/home.html

If an ASEP is requesting funds approved under both sections 611 and 619, it must submit a separate ASEP 10F form under each section. The failure to submit the ASEP 10F form by August 14, 2017 may cause the funds not to be released. The failure to submit an ASEP 10F form at all may result in recoupment of funds that had already been released.

DISTRIBUTION OF FUNDS

An ASEP's receipt of IDEA vendor funds is contingent upon its timely submission of a Strategic Evaluation Data Collection, Analysis and Reporting (SEDCAR) form, and, thereafter, an approved ASEP 10 and ASEP 10F form and if applicable, an approved ASEP 10A form.

FIRST PAYMENT

The first payment of the IDEA grant year will be issued upon the Department's approval of the ASEP 10 application submitted on or before the Monday, October 17, 2016 deadline and its receipt of IDEA grant funds from the State of New York. The initial payment will be 20% of the ASEP's current year request plus the full amount of the prior year's carryover.

SECOND AND THIRD PAYMENTS (ASEP 25 FORM)

The second and third payments of the IDEA grant year will be processed upon the Department's approval of the ASEP's request for funds on an ASEP 25 form. This form enables ASEPs and the 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.

If an ASEP is requesting funds approved under both sections 611 and 619, it must submit separate ASEP 25 forms under each section. Only the ASEP 25 form provided by the Department on its website will be accepted.

FINAL PAYMENT (ASEP 10F FORM)

If, upon the Department's review of the ASEP 10F form against the ASEP's approved ASEP 10 application, the Department determines that the funds have been spent in accordance with the approval, the Department will calculate the final IDEA payment, if any, and the amount of carryover funds as applicable. Assuming that the ASEP has not exceeded the total approved budget, the final payment will consist of 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 indicated below.

Unspent funds from the FY2017 Grant Year (exclusive of the prior year’s carryover) that are not disbursed by the Department will be carried over to the next grant year only if the ASEP 10 form, the ASEP 10A form (if applicable) and the ASEP 10F form were approved.

IDEA Grant FY2017 funds including carryover will not be released to the ASEP until any IDEA vendor grant 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

FY2017 IDEA Section 611 and 619 Funding Important Dates

PAYMENT	FORM	DEADLINE	DESCRIPTION	SPENDING PERIOD	PAYMENT AMOUNT
NONE	ASEP 10	10/17/16	Narrative and Budget	7/1/16-6/30/17	NONE
1 (+ carryover)	Approved ASEP 10	N/A	Initial Funding	7/1/16-6/30/17	20% FY2017 Funding 100% Carryover
2	ASEP 25	N/A	Request for Additional Funds	Expenses to Date	Not to exceed 25% of Allocation Amount
3	ASEP 25	N/A	Request for Additional Funds	Expenses to Date	Not to exceed 25% of Allocation Amount
N/A	ASEP 10A (if applicable)	5/1/17	Amendment to Approved ASEP 10	N/A	N/A
FINAL	ASEP 10F	8/14/17	Final Expenditure Report	7/1/16-6/30/17	Balance of Allocation Amount

CC: Frank Lanore Angel Lopez Katherine Quinones Louise Kanian Jaime Kraybill
 Ling Tan Andre Hendricks Marlene Malamy Robert Sosa