



FY25 Consolidated Funding Application (CFA) IDEA Training

IDEA Divisional Coordinators

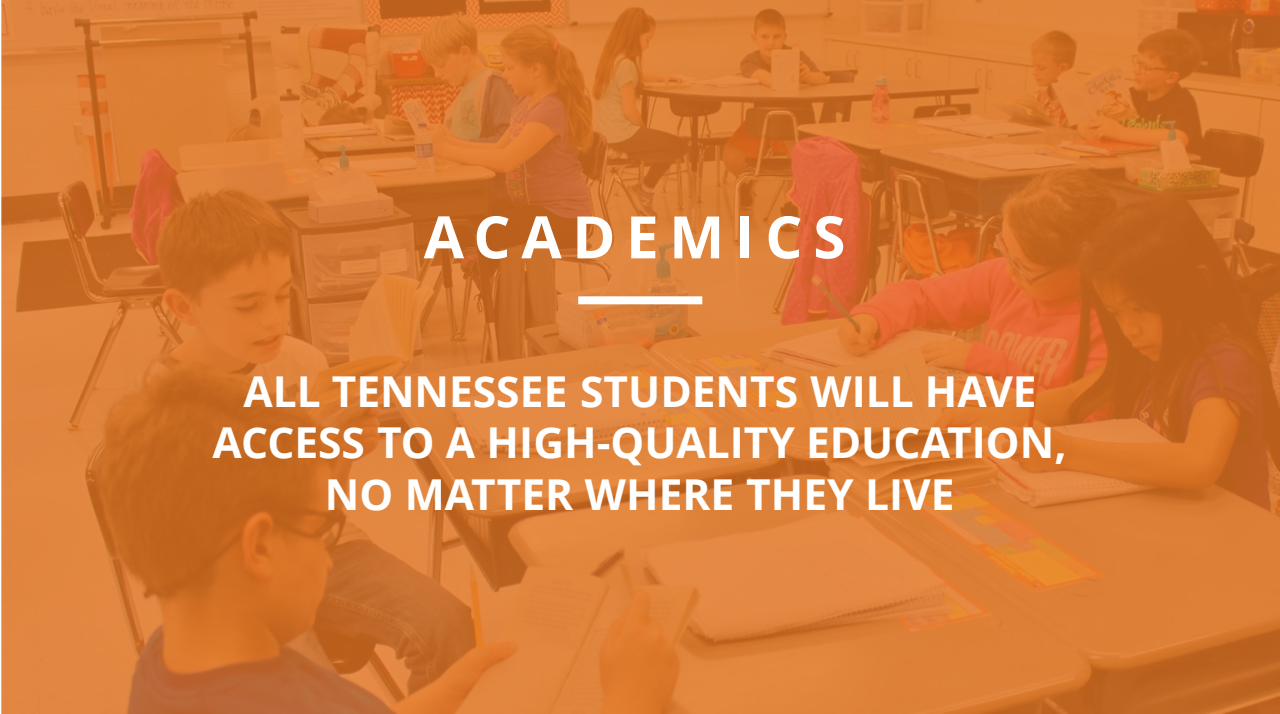
March 2024 | Federal Programs and Oversight





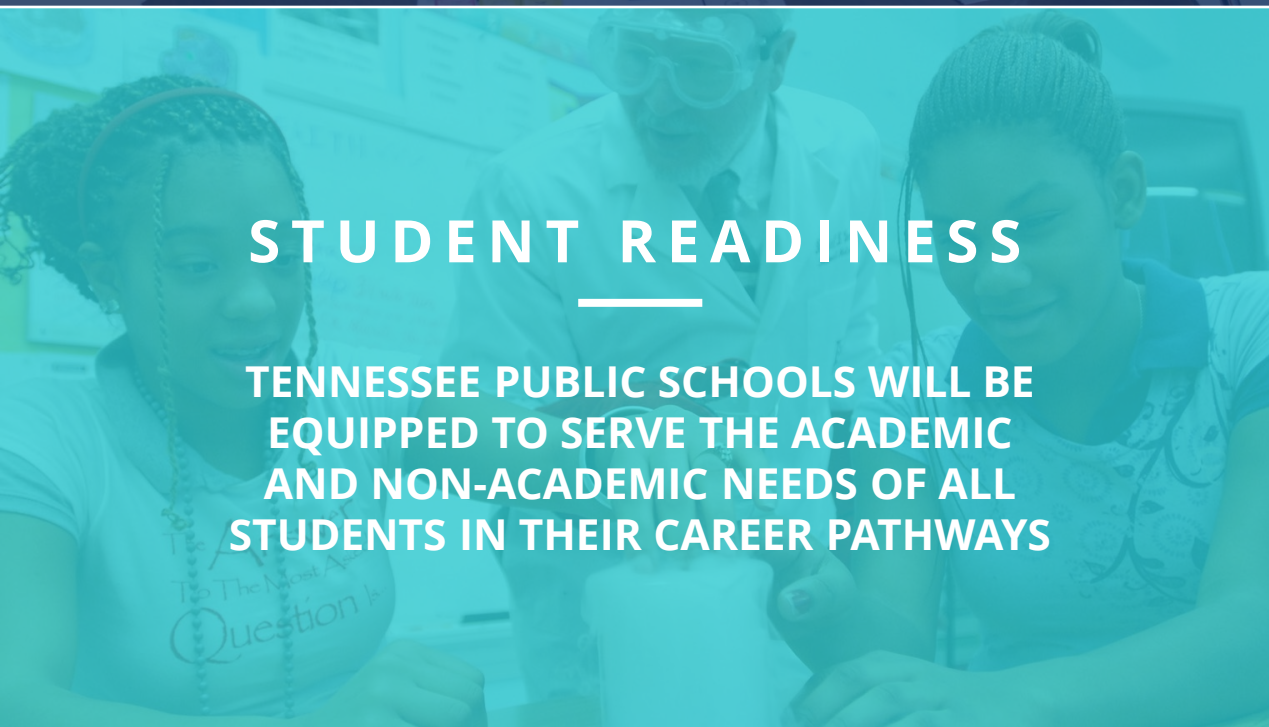
BEST FOR ALL

We will set all students on a path to success.



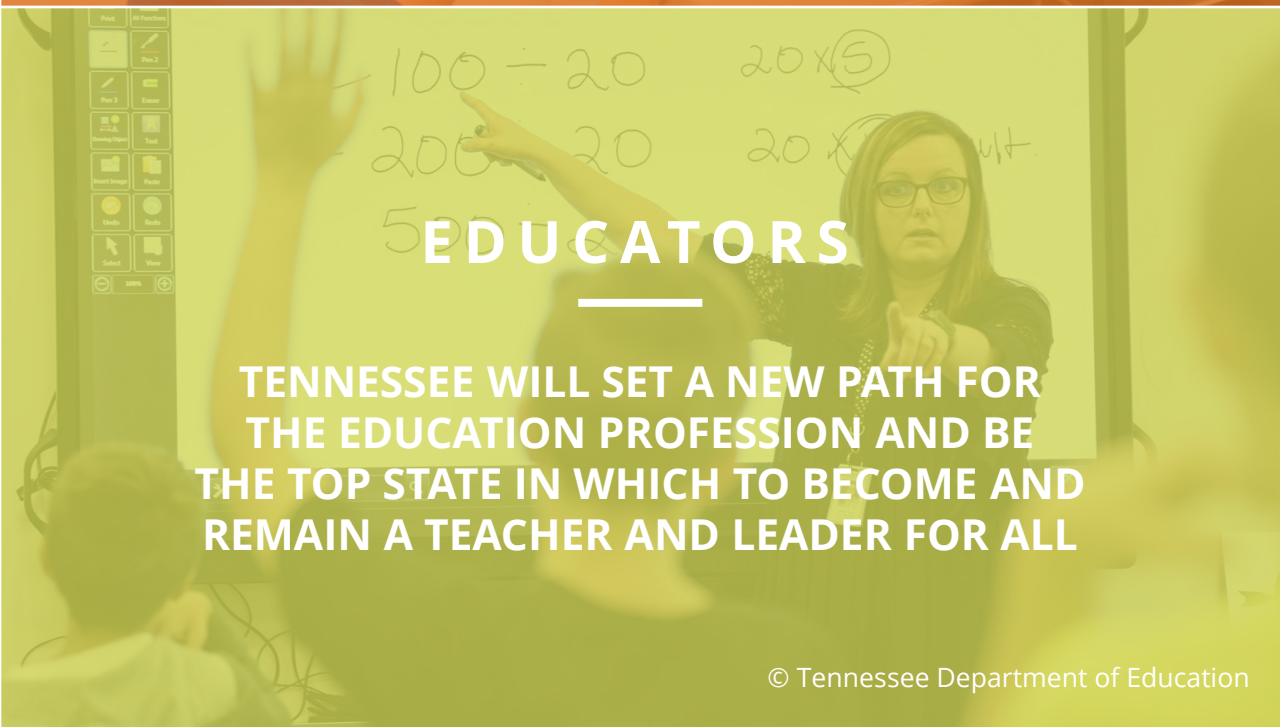
ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

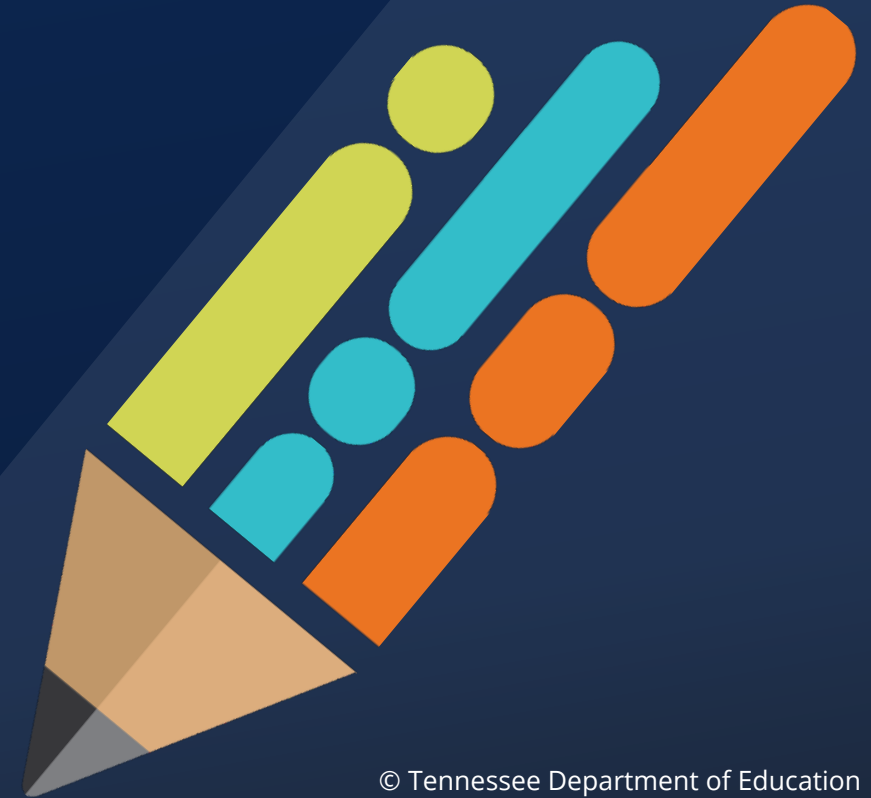


Agenda

- IDEA Requirements
- IDEA Part B
- IDEA Preschool
- CFA Budget Tags
- Cover Page—Testing Dates
- Contacts Page
- Common Mistakes
- Best Practices
- Questions & Closing



Individuals with Disabilities Education Act (IDEA) Requirements





IDEA Requirements

Personnel Details

- All IDEA (Part B and Preschool) and general purpose (GP) special education staff must be identified and broken down into specified categories
- **System-Wide Administration Staff**
 - Generally budgeted in 72220
- **System-Wide Instruction and Support Staff**
 - Central office or assigned to more than one school site and on an irregular schedule
 - Provide direct instructional services to students with disabilities are generally budgeted in 71200
 - Support staff are generally budgeted in 72220
 - All transportation personnel ***must*** be in 72710



IDEA Requirements

Personnel Details

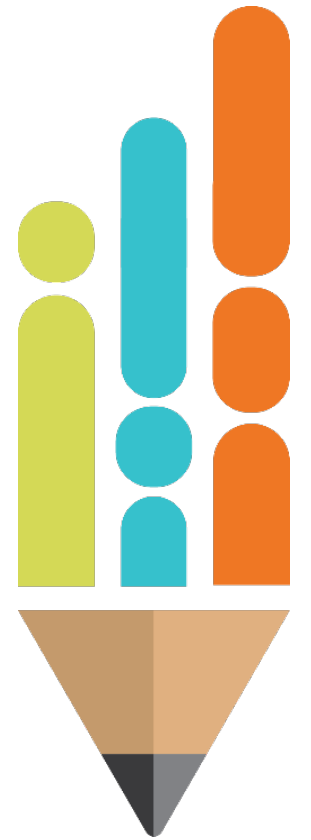
- **Staff listed on school-level tables for teachers and educational assistants must be budgeted in 71200.**
 - School-level 3-5 staff may be budgeted in IDEA Part B **or** IDEA Preschool.
 - School-level 6-21 staff may **only** be budgeted in IDEA Part B.
- **IDEA Preschool Staff**
 - **cannot** be listed on school-level, 6-21 Personnel Details tables.
 - **must** be listed on 3-5 Personnel Details tables.



IDEA Requirements

IDEA Private School Details

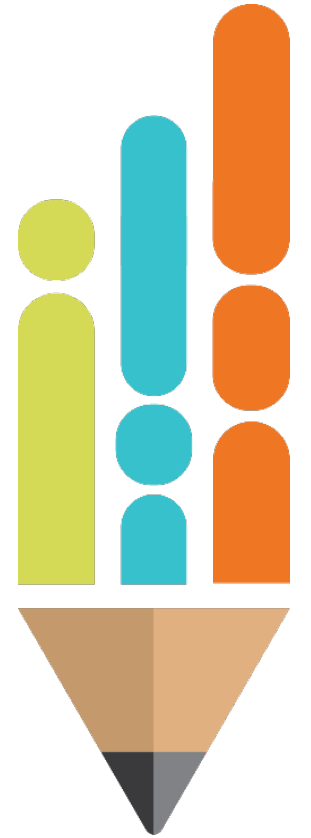
- Completed by all LEAs to indicate whether funds must be reserved for parentally placed or homeschooled students.
- The Tennessee Department of Education (the department) provides an estimated amount to be reserved based on documents submitted by the local education agency (LEA) each December.
 - Use this estimated amount within the CFA.
 - If allocations are updated, the department will update the reserve amount prior to the deadline for final budgets in October.
- Provide information on where funds can be found within the IDEA B and IDEA Preschool budget.
- Enter amounts carried over from the prior year, if any.



IDEA Requirements

Shared Related Documents

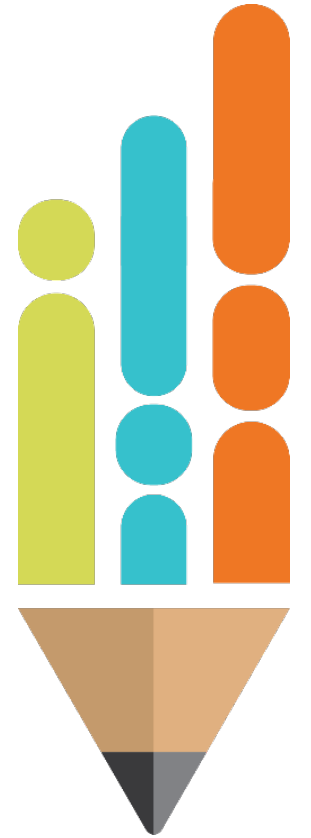
- You do not need to upload to this page; however, uploads from other pages will show on this page.



IDEA Requirements

General Purpose Special Education Budget

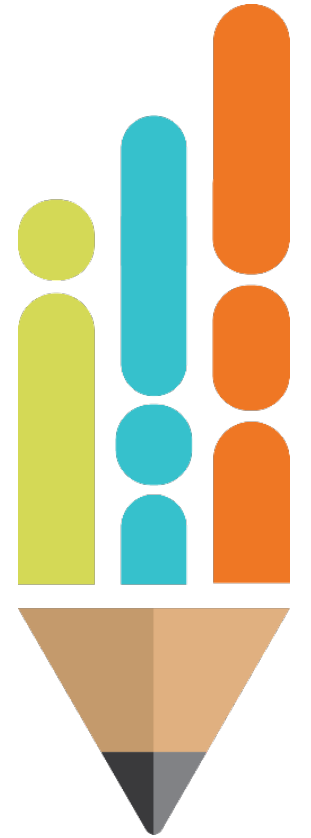
- The GP Special Education Budget must be uploaded on the [General Purpose Special Education Budget](#) page.



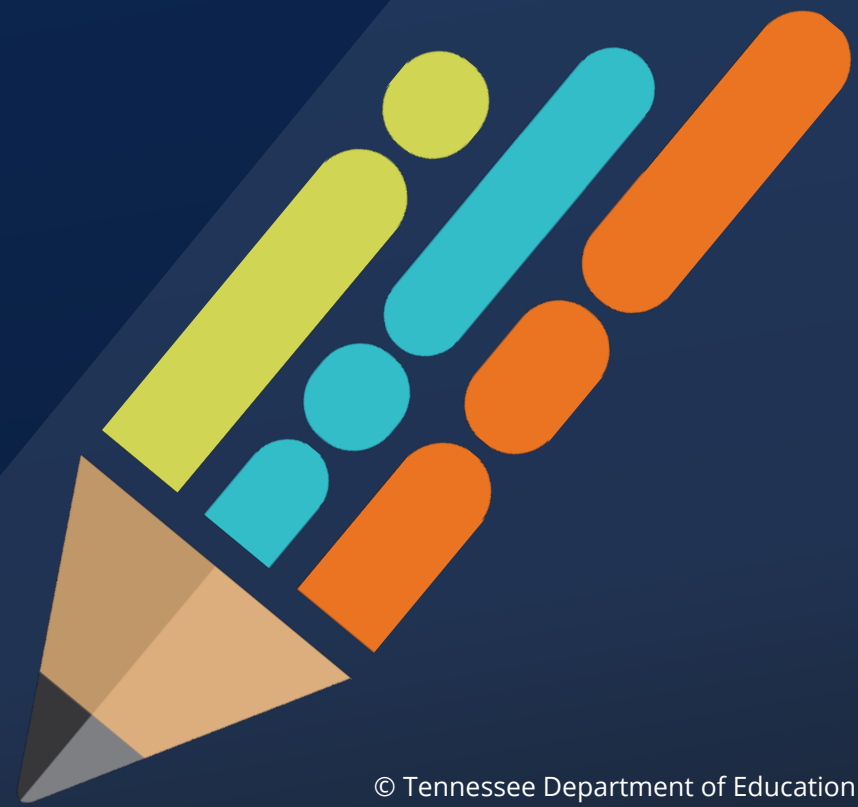
IDEA Requirements

Special Transportation

- If the LEA has students with disabilities receiving special transportation, you will check the box and complete the additional information.



IDEA Part B





IDEA Part B

Equipment Purchases Requiring Prior Approval

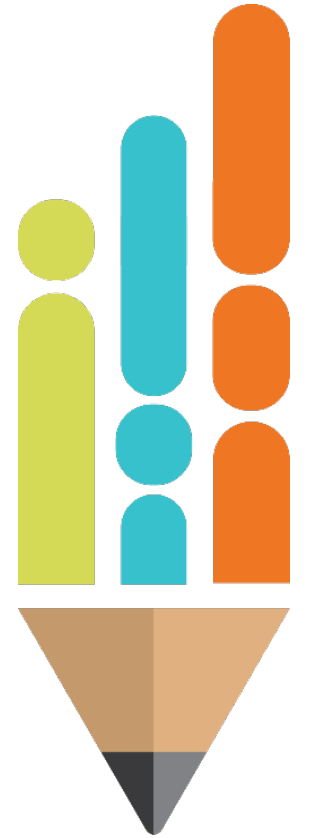
- Definition of equipment:
 - *Useful life of more than one year*
 - *Unit purchase price of \$5,000 or more*
- If no equipment is to be purchased, mark the page **N/A**.



IDEA Part B

Permissive Use Of Funds

- For each of the four sections (A, B, C and D), if participating, click the box and complete the corresponding sections.
 - A. Adjustment to Local Effort;
 - B. School-wide Program (only if participating in the consolidated pilot);
 - C. Coordinated Early Intervening Services (CEIS) – Voluntary; and
 - D. Comprehensive Early Intervening Services (CCEIS) – Mandatory.



IDEA Part B

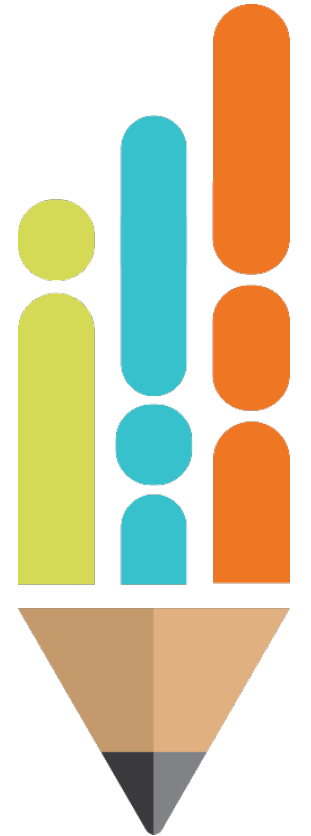
- **Comprehensive Coordinated Early Intervening Services (CCEIS) -Mandatory**
- LEAs identified as significantly disproportionate must upload the following documents **after July 1**:
 - CCEIS Expenditures (Excel version)
 - 141 Statement of expenditures (only for CCEIS)
 - 142 Statement of expenditures (only for CCEIS)



IDEA Part B

Non-Supplanting/Maintenance Of Effort (MOE)

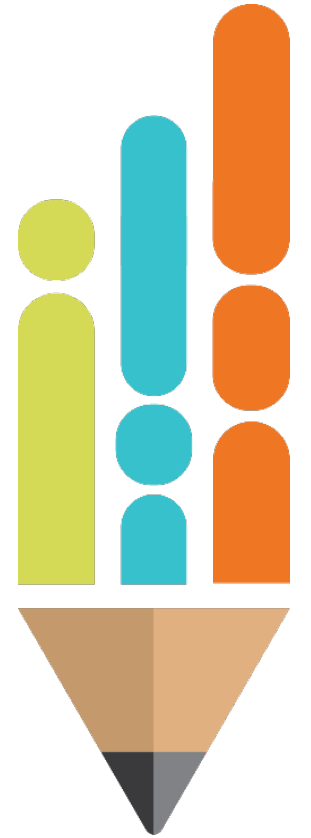
- Select how MOE is demonstrated:
 - State/local funds, or
 - Local funds only
- Initial CFA should be marked as *Projected* in column C where 2023-24 expenditure and student counts are entered [change to *Actual* when the State Special Education Expenditure Report (SSEER) is submitted].
- Projected 2024-25 expenditures ***must*** match the total expenditures listed in the GP special education budget uploaded.
- Upload the following **after July 1:**
 - SSEER must be uploaded on the *Non-Supplanting/Maintenance of Effort* page.



IDEA Part B

Non-Supplanting/Maintenance Of Effort

- If anticipated 2024-25 expenditures are less than prior year expenditures, an explanation is required (Question #7).
 - Allowable expenditure adjustment (*Permissive Use of Funds* option A). This does not include CCEIS.
 - Voluntary departure of special education or related services personnel
 - Decrease in enrollment of students with disabilities
 - Termination of LEA obligation to provide for exceptionally high-cost special education services because the student:
 - Left the LEA
 - Aged out of the LEA program
 - No longer needs the program
 - Termination of costs for long-term purchase
 - Assumption of costs by SEA high-cost fund
- Remaining questions are not completed on the initial CFA



IDEA Part B

- IDEA, Part B, Non-Supplanting/Maintenance of Effort
 - Columns A and B auto-populate from the prior year's CFA.

Expenditures

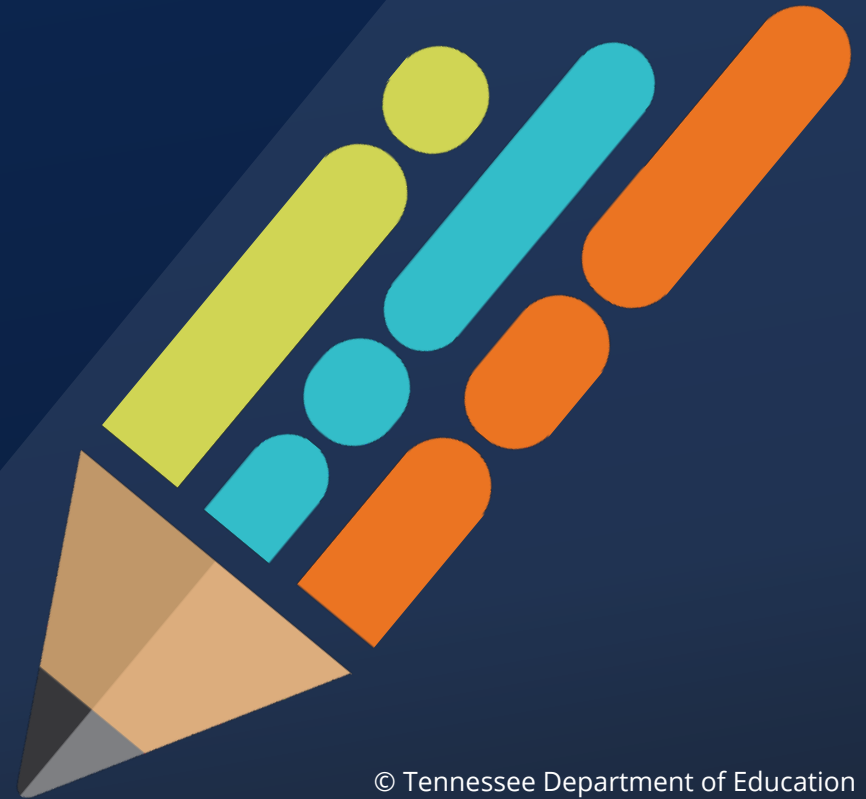
* In order to meet maintenance of effort, the LEA is using:

State/Local Funds

Local Funds Only

Row		A	B	C	D
		2020-21	2021-22	* 2022-23 Projected ▾	2023-24
1	Actual amount expended for students with disabilities (SWD) served (State Special Education Expenditure Report)	\$7,364,245.25	\$8,109,435.36	* \$ 8,245,362.54	
2	Total unduplicated count of disabled students served by the school system (End of Year Report)	1288	1302	* 1,325	
3	Per pupil expenditures (Row 1 divided by Row 2)	\$ 5,717.58	\$ 6,228.44	\$ 6,222.92	
4	System's total enrollment (All Students)			* 6,500.00	
5	Percentage of Special Education Students (Row 2 divided by Row 4)			20.38 %	
6	Projected Expenditures (Total Expenditures General Purpose Funds)				* \$ 8,255,600.00

IDEA Preschool

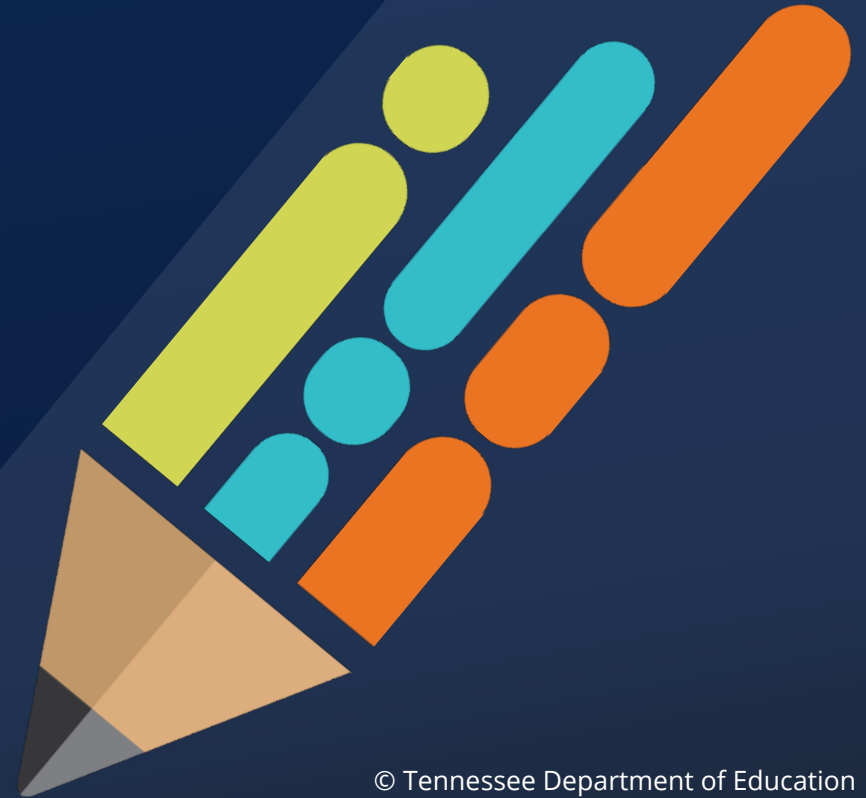


IDEA Preschool

- Same as IDEA Part B, **except** funds must be used for students with disabilities ages 3-5
- Information in the budget narratives must match the Personnel Details in the IDEA Requirements section
- Prior approval for equipment
- Permissive use of funds (A, B & C)



CFA Budget Tags



Budget Tags

- What are they?
- Why did we switch?
- How do budget tags work?





What is a budget tag?

- Identifies the **purpose** of a budget item without relying on a description in a budget narrative.
- Narrows the **focus** on why the money is being spent.
- LEAs can assign **one or more tags** to a budget line item.





Why did we add them?

- To **track** money by tag for the entire grant for all LEAs.
- To rely less on **budget narratives**.
- To save **time and effort**.



How do budget tags work?

- When adding budget line items, LEAs can tag funding related to the **Best for All** strategic priorities: **Academics**, **Student Readiness**, and **Educators**.
 - LEAs that are required to set aside CCEIS funds **must** use the CCEIS budget tag for line items that include CCEIS funds.

Budget Detail		Narrative Description
Account Number:	71200 - Special Education Program	
Line Item Number:	116 - Teachers	
Strategic Plan:	Select Tag	
CCEIS: (Select up to 1 tag(s))	Select Tag	
Optional Program Code:		
Location Code:	Tennessee Public Charter School Commission (987)	
Quantity:	1.00	
Cost:	\$0.00	
Budget Detail Total:	\$0.00	

Budget Narrative Requirements

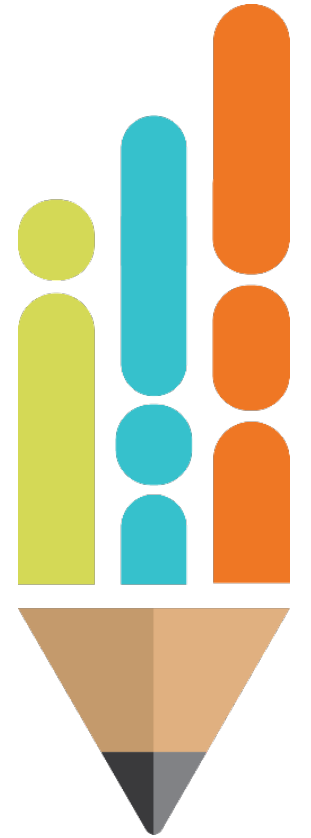
- Budget narratives **must** be specific enough to determine allowability and reasonableness of expenditures:
 - How is it supplemental?
 - How many items are being purchased?
 - What activities are being funded?
 - Who will participate in activities?
 - What students are being targeted for the service?
 - When will activities take place?
 - Are services being contracted? Through whom?
 - **Include examples** of the equipment, materials, and supplies to be purchased.



Budget Narrative Requirements

For Personnel:

- Budget narratives must include position titles and full-time equivalents (FTEs) that match the information on the *IDEA Personnel Details* pages.
- Include details indicating what the staff person will be doing (e.g., after-school activities, summer school, intervention, preschool) unless the position title clarifies this.



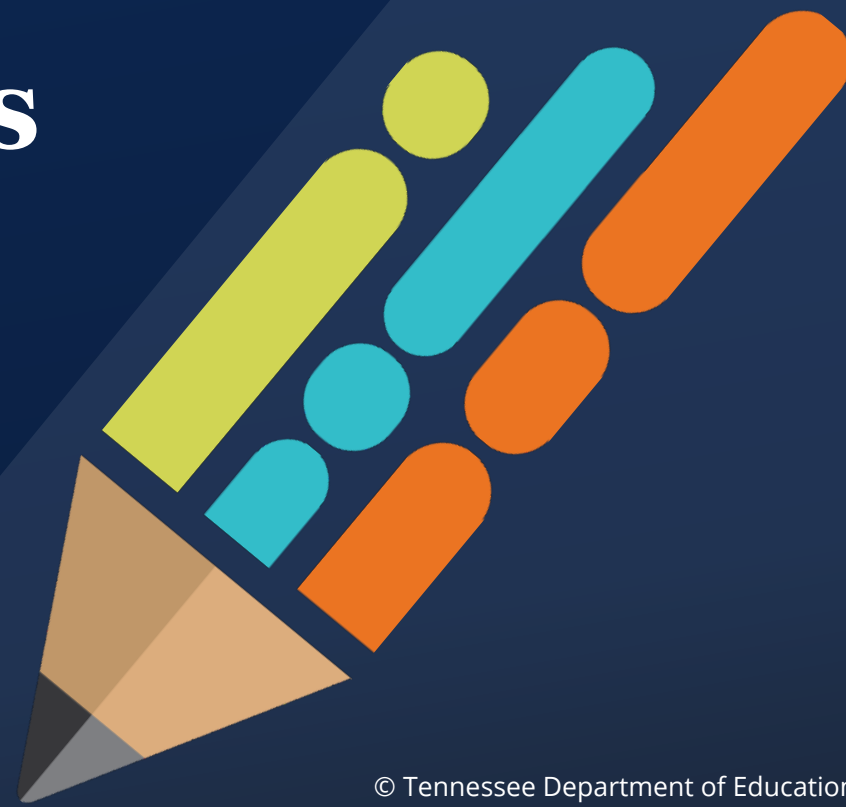
Budget Narrative Requirements

For Professional Development:

- Budget narratives must include, if applicable:
 - Specific professional development to be supported, staff who will participate (position titles, not employee names), and expenses to be paid.



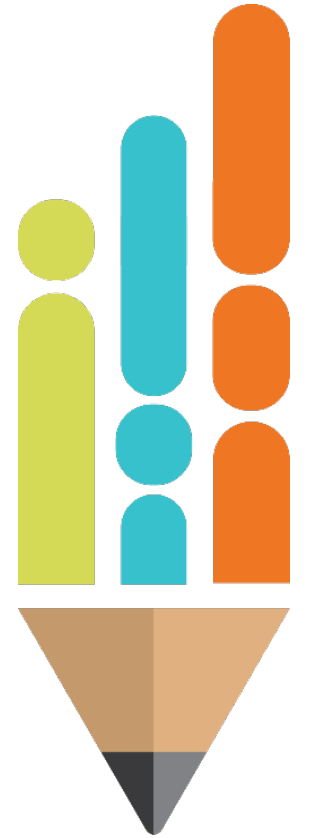
Cover Page—Testing Dates



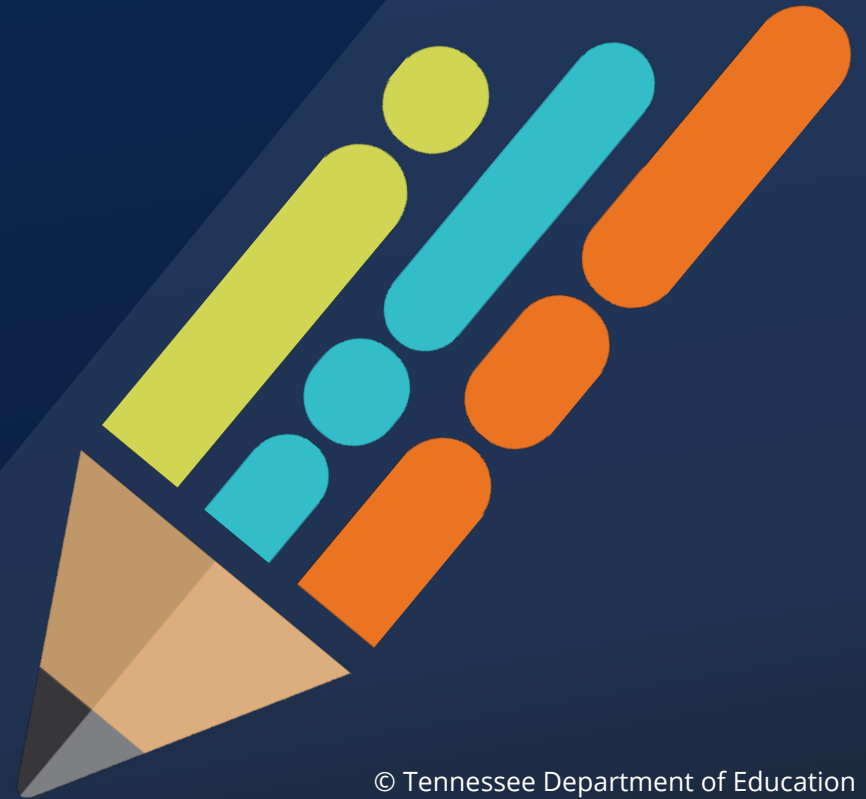
Testing Dates

Note: *These dates are tentative at this time and based on current year dates.*

- **Fall EOC:** Nov. 28 – Dec. 15
- **Spring Grade 2, ACH and EOC:** April 17 – May 2
- **TCAP-Alt and MSAA:** March 14 – April 29
- **WIDA ACCESS ELs:** Feb. 13 – April 3



Contacts Page



Contacts Page- Years of Experience

- Choose the contact for each position within the LEA.
- Indicate the years of experience in the role the contact has in **Tennessee (not just the LEA)**.

Required Contacts	
Type	Contact(s)
ESEA Director (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>
IDEA Director (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>
Title I-A Contact (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>
Title I: N & D Contact (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>
Title II-A Contact (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>

Common Mistakes



Common Mistakes

- IDEA Personnel Chart FTEs don't match the budget narratives.
- Budget narratives lack details.
- Equipment, supplies, and materials are placed in the incorrect budget lines.



Common Mistakes Continued

- Putting teacher/staff actual names- (Omit this information)
- Listing schools in the narratives- (Omit this information)
- Referring to positions by different names in different sections (e.g., “coach” on one page, “consulting teacher” on another)



Common Mistakes Cont.- Budget Line Items

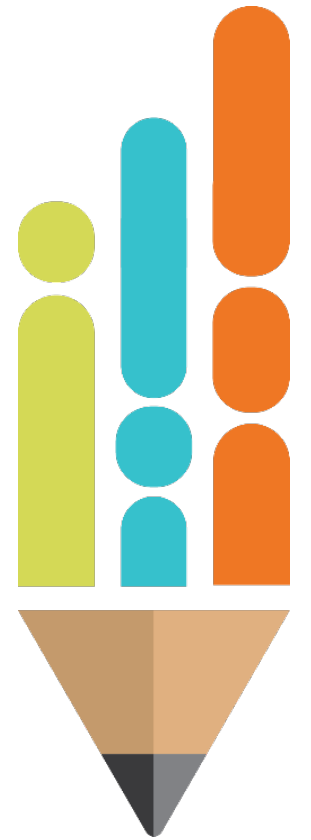
- Misusing line-items **299**, **399**, **499** and **599**

299 Other Fringe Benefits	399 Other Contracted Services	499 Other Supplies and Materials	599 Other Charges
<p>This line is best used for worker's compensation, vision insurance, long-term disability, etc.</p>	<p>This line can <i>only be used</i> for contracted individuals. This must be clearly stated within the budget narrative.</p>	<p>This line is best used with the following:</p> <p>71200: Materials needed within the classroom but not directly instructional items (429). This could include PPE, changing pads, wipes, etc.</p> <p>72220: Admin and support supplies and materials</p>	<p>This line is best used for field trip fees, fees associated with Child Find publications, professional memberships, etc.</p>

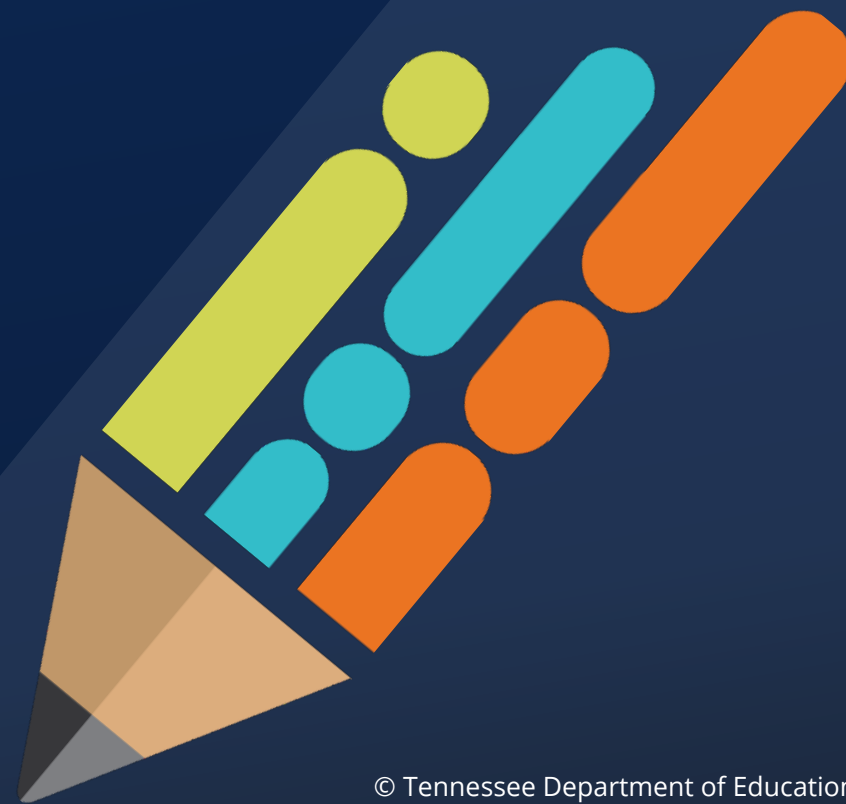


Common Mistakes Cont.

- Contracted services are in **310, 311, and 312** instead of all contracted services being placed in **399**.
- Putting specific dollar amounts for Private School Proportionate Share (PSPS) in budget line items.
- Not putting specific dollar amounts for CCEIS in budget line items.
- Using **72130** instead of **72220**.
- Too much information in fringe benefits.



Best Practices

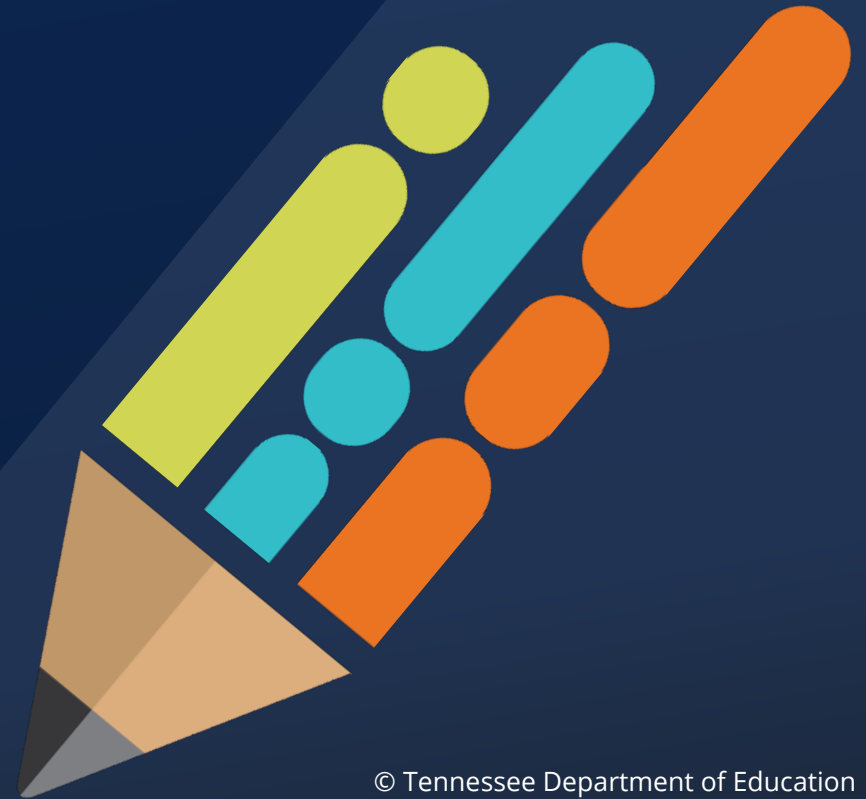


Best Practices

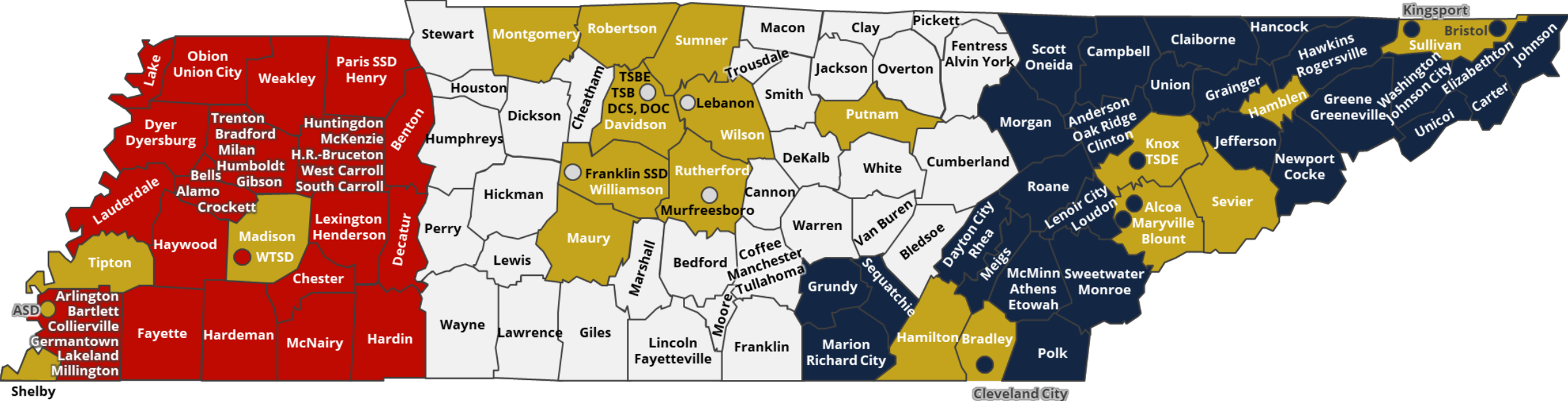
- Overestimate your FTEs for educational assistants.
- While completing the CFA, reference:
 - ePlan’s “Help for Current Page”;
 - the [Technical Application Guide: FY25 CFA](#); and
 - the [Federal Spending Handbook for FY25](#).
- Ensure you have procedures in place for monitoring MOE.



Questions & Closing



Divisional Coordinator Map



West

ESEA: Lynn Dotson
 IDEA: Janet Michelle Mansfield

Middle

ESEA: Alisha Gilmore
 IDEA: Tracey Jones

East

ESEA: Henry LaFollette
 IDEA: Melanie Lamberson

20 Districts with Largest Enrollment

ESEA: Heather Farley
 IDEA: Jamie Eldridge

Contact

- **Jamie Eldridge** | Director of IDEA Oversight
(731) 697-1314
Jamie.Eldridge@tn.gov
- **Janet Michelle Mansfield** | West TN IDEA Oversight Coordinator
(731) 225-3627
Janet.Mansfield@tn.gov
- **Tracey Jones** | Middle TN IDEA Oversight Coordinator
(731) 741-2078
Tracey.Jones@tn.gov
- **Melanie Lamberson** | East TN IDEA Oversight Coordinator
(865) 323-2092
Melanie.B.Lamberson@tn.gov





Thank You!

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Professional Learning Evaluation: Federal Programs and Oversight (FPO)



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1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>