



Department of  
**Education**

# Technical Application Guide:

American Rescue Plan (ARP) IDEA

Tennessee Department of Education | July 2021



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# Introduction

The Elementary and Secondary School Emergency Relief (ESSER) Fund under the American Rescue Plan Act (ARPA) of 2021, Public Law 117-2, enacted on March 11, 2021. ARPA ESSER Funding provides a total of nearly \$122 billion to states and local educational agencies (LEAs) to help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students. In addition to ARPA ESSER 3.0 Funding, ARPA includes \$3 billion for special education, \$850 million for the Outlying Areas, \$2.75 billion to support non-public schools, and additional funding for homeless children and youth, Tribal educational agencies, Native Hawaiians, and Alaska Natives.

This manual will focus on the American Rescue Plan (ARP) Funds Supplemental Grant for Individuals with Disabilities Education Act (IDEA). Part B and Part C of the Individuals with Disabilities Education Act (IDEA) authorize assistance to Local Education Agencies (LEAs) to support the provision of special education and related services to children with disabilities and the provision and coordination of early intervention services for infants and toddlers with disabilities and their families, respectively. Section 2014(a) of the American Rescue Plan (ARP) Act of 2021 provided more than \$3 billion in supplemental funding for state Fiscal Year 2022 for the two IDEA formula grant programs.

Funds may be used for all allowable purposes under Part B of IDEA and are subject to all requirements and provisions that apply to IDEA funds, including requirements and provisions under IDEA, EDGAR, and the OMB Uniform Guidance. The funds can be used for all expenses allowed under IDEA, including and emphasizing:

- Providing compensatory services based on IEP team decisions
- Providing support and direct services for Students with Disabilities (SWDs),
- Implementing child find policies and procedures
- Alleviating evaluation backlogs
- Providing Extend School Year (ESY) services as determined on an individual basis by a child's IEP Team to be necessary to provide FAPE
- Providing PBIS supports and mental health services for SWDs
- Improving the use of technology in the classroom and/or in a remote setting for SWDs to enhance learning
- Supporting the use of technology, including technology with universal design principles and assistive technology devices, to maximize accessibility to the general education curriculum
- Implementing transition programs, including coordination of services with agencies involved in supporting the transition of SWDs to postsecondary activities
- Assisting LEAs in meeting personnel shortages including by hiring additional personnel to provide special education and related services and reducing caseloads in key areas
- Supporting capacity-building activities and improving the delivery of services by LEAs to improve results for SWDs
- Developing programming for SWDs who have been expelled from school, in correctional facilities, enrolled in State-operated or State supported schools, and SWDs in charter schools

LEAs received their allocations on July 15, 2021. Allocation details can be found [here](#). The allocations were figured using the same methodology as the regular IDEA Part B and Preschool funds. The application must be reviewed and approved by the state education agency (SEA), the Tennessee Department of Education (department). The ARP IDEA is federal education funding, and therefore the fiscal regulations of Education Department General Administrative Regulations (EDGAR) and Office of Management and Budget (OMB) Guidance apply to implementation including but not limited to procurement, record keeping, and disposition.

The ARP IDEA application can be accessed through the department’s online grants management system, ePlan (<https://eplan.tn.gov>). LEAs use ePlan to access state Basic Education Program (BEP) and federal funds (formula and competitive), develop required LEA and school plans, upload compliance documents, and submit funding reimbursement requests.

This guide provides ePlan users with instructions and best practices for the accurate completion of the ARP IDEA application to ensure the availability of funds by September 2021.

## ePlan User Access

All users must have the correct ePlan user access role to access and complete the ARP IDEA application. Users with existing ePlan access can check their current user access roles. To view existing access, visit [ePlan.tn.gov](https://eplan.tn.gov), navigate to the *Address Book* and *LEA Role Contacts*, and view who is listed with the **LEA ARP IDEA Director** role. Users who had the LEA Elementary and Secondary School Emergency Relief (ESSER) Director or LEA Consolidated Director roles prior to July 2021 were automatically assigned the *ARP IDEA Director* role.

New ePlan users and existing ePlan users who need the new **ARP IDEA Director** User Access role must request the additional role using the [ePlan User Access Form for LEAs](#). Access the form by navigating to [eplan.tn.gov > TDOE Resources > User Access Forms > ePlan User Access Form for LEAs](#). Users do not need to log in to ePlan to access *TDOE Resources* in ePlan. Follow the instructions on the *User Access Form*, then email the completed form to [ePlan.Help@tn.gov](mailto:ePlan.Help@tn.gov) to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

Below are the roles and the order of the status levels specific to the ARP IDEA application process.

ePlan Role	ePlan Function
<b>LEA ARP IDEA Director</b> (Users with the IDEA Director role were automatically assigned this new role) <b>LEA Fiscal Representative</b> <b>LEA Authorized Representative</b>	Click <b>Draft Started</b> (or <b>Revision Started</b> for revisions) Respond to application questions, enter budgets
<b>LEA ARP IDEA Director</b>	Click <b>Draft Completed</b> (or <b>Revision Completed</b> for revisions)
<b>LEA Fiscal Representative</b> (CFO or treasurer)	Click <b>LEA Fiscal Representative Approved</b> (or <b>LEA Fiscal Representative Not Approved</b> ) (may also request funds after ARP IDEA Fund application is approved)
<b>LEA Authorized Representative</b> (Director of Schools)	Click <b>LEA Authorized Representative Approved</b> (or <b>LEA Authorized Representative Not Approved</b> )
<b>TDOE ARP IDEA Consultant</b> (IDEA divisional coordinators)	Click <b>TDOE ARP IDEA Consultant Approved</b> (or <b>TDOE ARP IDEA Consultant Not Approved</b> )
<b>TDOE ARP IDEA Director</b> (TDOE directors)	Click <b>TDOE ARP IDEA Director Approved</b> (or <b>TDOE ARP IDEA Director Not Approved</b> )

After each status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role of the next step in the process. For example, after the *LEA ARP IDEA Director* clicks *Draft Completed*, ePlan automatically sends an email to all users in the LEA who have the role of *LEA Fiscal Representative* and then it moves to *LEA Authorized Representative Approved*. Once the LEA receives the notification email that the ARP IDEA Fund application has been *TDOE ARP IDEA Director Approved*, the allocations will become available for reimbursement.

# ARP IDEA Application Access

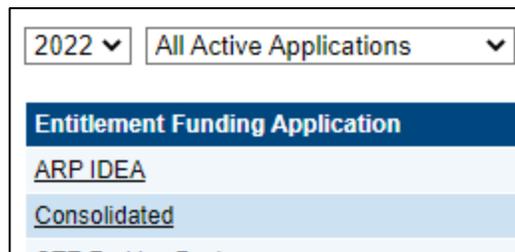
The ARP IDEA application is not visible to LEAs until the department loads funding allocations in ePlan.

Once it is available, navigate to the ARP IDEA application from the ePlan homepage by hovering your mouse over the **Funding** tab on the left menu bar, then selecting **Funding Applications**.

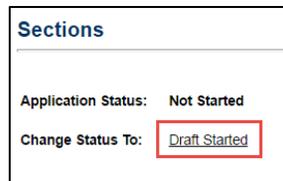


Select the desired fiscal year (2022) in the upper left corner of the screen. Funding applications are stored in ePlan according to the **state fiscal year**. For example, 2022 indicates the 2021–22 school year.

Click **ARP IDEA application** to access the application.



Once the department starts the draft, users with the following access may edit the application: (1) *LEA ARP IDEA Director*, (2) *LEA Fiscal Representative*, and (3) *LEA Authorized Representative*.



# General Funding Application Functionality

## Sections Page

Access each section of the ARP IDEA application from the [Sections page](#). For easy navigation, users may return to the [Sections page](#) by going to the **Funding** tab on the ePlan blue menu bar and selecting **Sections**.

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All	Messages	Print
[-] Cover Page		Print
Cover Page		Print

To submit the ARP IDEA application when complete, click the **Messages** link on the [Sections page](#) in the column labeled *Validation*. This link provides an overview of the validations that ePlan is running behind the scenes.

Items marked *Warning* are validations that users are not required to address prior to submitting the ARP IDEA application. Examples of warnings are not uploading an optional related document or budgeting an entire allocation.

Items marked *Error* are incorrect, and users **must** address each one before submitting the ARP IDEA application.

- Click on the link to the left of the word *Error* to go to the identified page to make corrections. If the LEA does not address all *Error* validations, ePlan will not allow a user to submit the application.

Examples of errors are (1) budgeting for more than the allocation, (2) budgeting more indirect cost than is allowable, (3) not budgeting in a section where there is an allocation, (4) not uploading a required related document, and (5) not responding to a required question.

- Once the user clears all errors, the user with *LEA ARP IDEA Director* access must click **Draft Completed** at the top of the [Sections page](#).
- This generates an email to the *LEA Fiscal Representative* who must review the draft and click **LEA Fiscal Representative Approved** (or **Not Approved**) at the top of the [Sections page](#).

When an application is submitted in the status of **LEA Authorized Representative Approved**, an email notification is sent to the LEA's FPO Divisional Coordinator. A map listing current FPO Divisional Coordinators is available in the **TDOE Resources** section of ePlan.

## Printing in ePlan

Users may print or download a PDF from the [Sections page](#).

- To print the entire application, click the **Print** link across from the word *All* at the top of the [Sections page](#). Print requests do not include any uploaded related documents.
- To print a single page, click on the **Print** link across from the name of the page.
- To print an entire section, click on the **Print** link to the far right of the section name. In the example below, the user is printing the entire **Program Details** section of the ARP IDEA application.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. If necessary, Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate the print job. For larger files, expect an email from the ePlan system when the file is ready to download.
- After ePlan generates the print file, click **Return to Funding Applications**.

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All	Messages	<input type="checkbox"/>
[-] Cover Page		<input type="checkbox"/>
Cover Page		<input type="checkbox"/>
[-] History Log		<input type="checkbox"/>
History Log		<input type="checkbox"/>

ePlan generates a PDF which appears at the top of the page from the **TDOE Resources** menu item in ePlan. The PDF link remains in **TDOE Resources** for five (5) days. Users may use the **Delete** links to remove any print jobs if desired.

TDOE Resources			
Below is your list of Print Requests.			
Print Request Name	Request Date	Expiration Date	
My LEA Contacts Page	4/23/2020 2:28:48 PM	4/28/2020 2:28:48 PM	Delete

## History Log

The *History Log* documents status changes along with the name of the user who prompted the change and the date of the change. Use it to review who submitted or reviewed an application or the date when it was last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use **Create Comment** with caution, as comments remain part of the application’s permanent record and are viewable by the public on approved applications.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click **Save and Go To > Current Page** at the top of the screen to save.
- Contact information for the director of schools and ARP IDEA application Point of Contact

The ARP IDEA application includes a page that provides links to upload external related documents, called *Related Documents*. Headers indicate if the document is required or optional. If a document is required, ePlan prevents submission of the application without an upload.

For the ARP IDEA application, upload the following documents:

## ARP IDEA Checklist

LEAs must review the ARP IDEA Application Checklist for general checklist comments from each application reviewer, if applicable, and for the program section.

- After the LEA submits the application, the department reviews the application and marks each section as **OK**, **Not Applicable**, or **Attention Needed**. If the application contains no items that are marked as *Attention Needed*, the application is approvable.
- If the application contains items that are marked as **Attention Needed**, the application will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked *Attention Needed* and make the necessary changes to those items. Only the checked items in the areas marked *Attention Needed* need correction. Each section marked **Attention Needed** also has a place where the department may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA resubmits the application for approval. If the department determines that the area is correct, **Attention Needed** will be changed to OK by FPO leadership. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of **Not Approved**.
- Applications that contain no items that are marked **Attention Needed** will be approved.

Each section will be designated with one of these statuses:

- **Not Reviewed**: No review occurred.
- **OK**: The section has no corrections and is approvable.
- **Coordinator Reviewed**: The section has been reviewed by the coordinator.
- **Attention Needed**: The section has items that need to have corrections completed.

## Revisions

After approval of the ARP IDEA application, the LEA may revise the application to amend one or more budget or program items.

- To begin a revision, users with the role of *LEA ARP IDEA Director*, *LEA Fiscal Representative*, or *LEA Authorized Representative* may click **Revision Started** at the top of the Sections page.

When the ARP IDEA application is in **Revision Started** status, users may make edits to all programs in the application as needed.

The application process flows in the same manner as the original submission. Until full approval, budget changes do not move into the reimbursement screens.

- Access changes made to an approved application are from the Sections page.
- Users may view any changes made to the application as part of a revision on the generated **Details** link in the **Revision** column on the Sections page.

To view the original application or a prior revision, from the dropdown menu on the Funding Application screen, choose the menu item for *All Approved Applications*.

The page displays all former revisions (approved only).

**Note:** *If there is a current application in progress (not approved), it does not appear in this list. After reviewing prior revisions, remember to return the dropdown selection to **All Active Applications**.*

Application Status: **LEA Authorized Representative Approved**

Change Status To: Revision Started  
 or  
 FER Draft Started

Description ( View Sections Only View All Pages )	Revision	Validation	Print
All	Details	Messages	Print
[-] Cover Page			Print
Cover Page			Print
[-] History Log			Print
History Log			Print
Create Comment			
[-] Allocations	Details		Print
Allocations	Details		Print
Remaining \$827,000.00			

Funding Applications		Revision
Alamo (171) Public District - FY 2017		
2017 ▾	All Approved Applications ▾	
	All Active Applications	
	All Approved Applications	
Entitlement	Last Approved Applications	
Consolidated		4
Consolidated		3
Consolidated		2
Consolidated		1
Consolidated		0

# ARP IDEA Requirements Section

## **Cover Page**

An LEA user must enter the following information:

- The LEA ID number and LEA name
- The LEA official address, phone number, and LEA website address
- Contact information for the director of schools and ARP IDEA application Point of Contact

If any information on this page changes within the school year, an LEA user must update this page.

## **Personnel Details Pages**

- The ARP IDEA Requirements section contains several personnel details pages. For each Personnel details page enter head counts and FTEs by school for the applicable personnel providing special education services to the specified student group. School names and LEA ID-school numbers are prepopulated from information confirmed in the consolidated funding application (CFA).
- If entering data in a column labelled "Other," specify the position title.
- Staff information must be broken down and entered based on funding sources. The head counts, FTEs, and staff titles must match the information provided in the ARP IDEA, Part B and/or ARP IDEA Preschool budget narrative descriptions.

### **IDEA Personnel Details - Systemwide Admin / Instruction & Support**

- Staff members listed in this table are typically personnel working in the LEA's central office, providing administrative oversight of special education programs.
- The positions within this page are typically budgeted in account number 72220.
- Do not include instructional staff in this section, only administrative staff.

### **ARP IDEA (611) Personnel Details – School-level (6-21) – Teachers & Ed Assistants**

- Staff members listed on this page must be budgeted in account number 71200 in the IDEA, Part B (611) or 71150 in an alternative setting.

### **ARP IDEA (611) Personnel Details –School-level (6-21) –Other Positions (Nurses, Psychologists, etc.)**

- Staff members listed on this page are generally budgeted in account series 72220, 72215, and/or 72710 in the IDEA, Part B budget. Other account series that could be used, in limited situations, include 72120, 72130, and 72215.

### **ARP IDEA (619) Personnel Details – School-level (3-5) – Teachers & Ed Assistants**

- Staff members listed on this page must be budgeted in account number 71200 in the IDEA, Part B, IDEA Preschool.

### **ARP IDEA (619) Personnel Details –School-level (3-5)– Other Positions (Nurses, Psychologists, etc.)**

- Staff members listed on this page are generally budgeted in account numbers 72220, 72215, and/or 72710 in the IDEA, Part B or IDEA Preschool. Other account series that could be used, in limited situations, include 72120, 72130, and 72215.

## **ARP IDEA Private School Details Page**

The department determines the proportionate amount of ARP IDEA funds that must be spent on services for parentally-placed students based on information that the LEA submitted December 2020 via the *IDEA Private Schools Parentally Placed Reserve Information & Documents*. This information is uploaded into **TDOE Resources > ARP IDEA**.

- In part 1, indicate whether the LEA is required to reserve a portion of their ARP IDEA funds (IDEA 611 funds [6-21] and/or ARP IDEA 619 funds [3-5]) to provide services to parentally-placed non-public school students, including homeschooled students. All LEAs must check yes or no for both ARP IDEA 611 funds (6-21) and ARP IDEA 619 funds (3-5).
- In part 2, identify account number(s) with line item(s) where these expenditures are located within the ARP IDEA 611 and ARP IDEA 619 budgets. Please do not include any monetary amounts in this table
- In part 3, indicate if the LEA will carry over any prior year non-public/private school proportionate share funds for use in the current year. Identify the estimated amount of carryover funds separately for both IDEA 611 funds (6-21) and IDEA 619 funds (3-5). All LEAs must check yes or no for both IDEA 611 funds (6-21) and IDEA 619 funds (3-5). (For the first year of this application, all LEAs must answer “NO” to this question.)

## **ARP IDEA Shared Related Documents**

Subsequent ARP IDEA applications will include a page that provides links to upload external related documents, called *Related Documents*.

The *Document Template* column provides links to download templates or forms for application items, if applicable. If *N/A* appears in this column, there is no required template for that specific item and LEAs may upload content in any format.

- Download the document template (if applicable), complete the document, and click the **Upload New** link to begin the upload.
- Click the **Choose File** button to browse for the document.
- Upload the document and type a name for the document.
- Click **Create** to upload the document.

The IDEA shared related documents page will be made available in the future to allow for required CCEIS uploads after **July 1, 2022. After this date, LEAs must upload the following documents:**

- *CCEIS Excel Template*
- *141 Statement of expenditures “only for CCEIS”*
- *142 Statement of expenditures “only for CCEIS”*

# ARP IDEA PART B Funds Section

## Budgeting in ePlan

The ePlan process for entering the ARP IDEA application budget is consistent with all other grants in ePlan. Each LEA must have a department-approved budget in ePlan before requesting reimbursement.

### Adding Budget Details on the Budget Page

- To access a budget, click the **Budget** link from the [Sections page](#).
- For each budget line that the LEA plans to use, click [modify](#) located to the left of the account number to open the [Budget Detail](#) page for that line item.
- On the [Budget Detail](#) page for the line item, click [Add a Budget Detail](#).
- For each [Budget Detail](#),
  - The Account Number auto-populates for the line item that is being modified.
  - Select the appropriate line item number from the dropdown menu.
  - Identify the appropriate focus area and most appropriate school type.
  - If desired, enter the Optional Program Codes.
  - Add a narrative description for each entry.
- ePlan auto-populates the Location Code field with the LEA's name and identification number.
- Enter the Quantity and Cost for the Budget detail. The quantity is most commonly 1.00.
- ePlan auto-calculates the Line Item total as Quantity multiplied by Cost.
- Continue to add additional Budget Details as needed for the budget line item. To edit existing Budget details, click the pencil icon. To delete an existing Budget Detail, click the trash can icon.
- Navigate back to the Budget page and repeat this process for each budget line. ePlan auto-calculates the budget totals as budget items and details are entered. ePlan deducts the budgeted amounts from the awarded allocation.
- Once complete, confirm that the amount in the *Remaining* area at the bottom of the [Budget](#) page is \$0.00.

### Budget Filtering:

- Users can filter Budget Details by Account Number, Line Item Number, Location Code, Tags, or Narrative status by using the filtering tool.
- The most useful way to use this tool is by selecting all "Account numbers" and then filtering Budget Details by Tags.
- To use the Tags filter, users must select at least one "School Type" from the bottom of the filter list, and then at least one Focus Type tag.

Filtering - 3 out of 3 Budget Details match selected filters					<a href="#">Show All</a> / <a href="#">Clear All</a>
Account Number	Line Item Number	Location Code	Tags	Narrative	
All	All	All	Focus Area: Addressing...	All	
			School Type: No Tags S...		
			School Type: Charter S...		
			School Type: Tradition...		

### Budget Expectations

Indicate full-time equivalents (FTEs) for all staff paid with grant funds within the budget narratives and match the FTEs within all other areas of the grant application. Items and amounts budgeted must be reasonable and necessary for the implementation of grant activities.

## Major Function Codes

When placing expenditures within the budgets for all grants, use the following guidelines:

- **71150—Alternative Instruction Program:** Expenditures for direct instruction of students K–12 in an alternative instructional setting
- **71200—Special Education Program:** Expenditures for activities that provide learning experiences for students with special needs. Services include activities for varying needs, including educating the gifted and those with learning, emotional, and physical disabilities.
- **72120—Health Services:** Expenditures to provide physical and mental health services that are not direct instruction, including medical and nursing services (i.e., salaries and benefits for providing support for instructional programs in health matters; contracted services for health services for students; supplies, materials, equipment to support health educators; and professional development [PD] costs)
- **72130—Other Student Support:** Expenditures for services to students such as attendance, health services, guidance, evaluation, and testing services for general education students, special education students, and vocational education students.
- **72215—Support Services/Alternative Instruction Program:** Expenditures for planning, developing, and evaluating learning experiences for students in alternative learning environments. Activities include curriculum development, techniques of instruction, student development and understanding, and staff training.
- **72220—Support Services/Special Education Program:** Expenditures for assisting instructional staff in planning, developing, and evaluating the process of providing learning opportunities to students with special needs (K–12 or ages 3–21). This includes activities such as curriculum development, instructional media, coaching, child development, and staff PD (i.e., salaries and benefits for staff providing instructional support services; contracted services for support services; supplies, materials, equipment related to staff support services; and PD)  
**Note:** If it is a single contract with one provider (e.g., LeBonheur) for occupational therapy and physical therapy services, include in 72220.
- **72410—Office of the Principal:** Expenditures include activities concerned with directing and managing the operation of a particular school. Such activities include those performed by the principal, assistant principals, and other assistants while they supervise all operations of the school, evaluate staff, assign duties to staff, supervise and maintain the records of the school, and coordinate school instructional activities with those of the total school system. These activities also include the work of secretarial and clerical staff in support of the teaching and administrative duties.
- **72710—Transportation:** Expenditures include activities concerned with conveying students for regular, vocational, and special educational instruction, as provided by state and federal law. This includes trips between home and school and trips to school activities. Transportation includes operating expenses for system-owned vehicles involved in the transportation function. Vehicle servicing, maintenance, and contracts for transporting services should also be recorded in this category.
- **99100—Transfers Out: Indirect Cost:** Expenditures for use with administration, personnel, and other variable costs incurred by the LEA Effort

## Object Codes

- **100—Personnel Services:** Amounts paid to employees of the LEA
- **200—Employee Benefits:** Amounts paid on behalf of employees for benefits; LEAs must budget benefits within the function in which the corresponding salary is recorded
- **300—Contracted Services:** Amounts paid for services rendered by individuals and/or companies who are not employed by the LEA
- **400—Supplies & Materials:** Amounts paid for items that are consumed, worn out, or deteriorated through use (consumables) such as classroom teaching supplies, office supplies, etc.
- **500—Other Charges:** Amounts paid for goods and services not falling into any other object code classification; funds carried over to the next fiscal year must be budgeted in 599

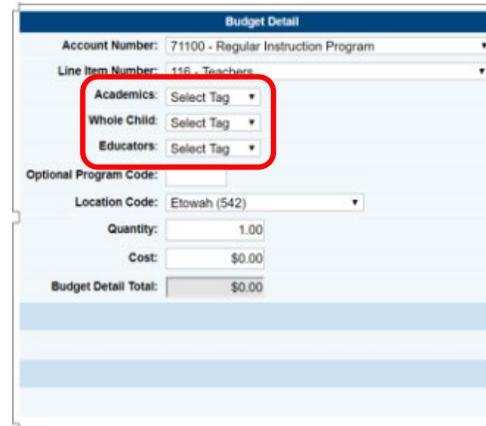
- 524—*In-Service/Staff Development Services*: Amounts paid in relation to PD, including travel expenditures, must be budgeted in this object code. Amounts paid for substitute teachers for personnel attending PD activities cannot be budgeted here.

### Budget Tags

Budget tags are a required step in the FY22 ARP IDEA application to allow reviewers to cross-reference the amount in the budget for each focus area on the *Program Details* page and the *Budget* page. Additionally, the budget narrative will directly be to the right of the line items instead of below the line items.

Tags will identify the **identified focus area** of a budget item without overly relying on the budget narratives and can be used to indicate how the money addresses a specific strategy or initiative.

The FY22 ARP IDEA application *Budget* page will have tags available for the **focus areas as outlined in the department's ARP IDEA application to the U.S. Department of Education**. The **Focus Area** budget tags are shown in the table below.



Focus Areas
Providing Direct Services and Supports for SWDs
Implementing Child Find
Ensuring Technology Accessibility for SWDs
Improving Transition Services for SWDs
Providing for High Cost Student
Additional Programming Placement Needs

LEAs may only assign **one budget tag** to a budget line item. Tags are required to complete this funding application. To use the **budget tag** options for each line item, complete the following:

- **Add** the new line item,
- **Select** the appropriate **focus area**, and
- **Click update** or **create** and move to the next **budget item**.
- The budget tag totals will auto-calculate in the amount boxes in the **Focus Areas** section on the *Program Details* page

LEAs must assign a **secondary tag** to a budget line item to identify the school type. School type tags are required to complete this funding application. School type tag options are: **Charter School or Traditional Public School**.

### Transfers Out and Indirect Cost

Indirect cost represents the expenses of doing business that cannot clearly link to a specific grant, contract, project function, or activity, but are necessary for the general operation of the organization and the activities it performs. These costs cannot contribute directly to any grant because the time and effort spent are not measurable. LEAs may choose to budget for indirect cost for the ARP IDEA Fund application. Indirect cost is available on each *Budget* page in account number 99100 – *Transfers Out*.

Action	Account Number	Total
<a href="#">Modify</a>	71150 - Alternative Instruction Program	\$0.00
<a href="#">Modify</a>	71200 - Special Education Program	\$30,000.00
<a href="#">Modify</a>	72120 - Health Services	\$0.00
<a href="#">Modify</a>	72130 - Other Student Support	\$0.00
<a href="#">Modify</a>	72215 - Support Services/Alternative Instruction Program	\$0.00
<a href="#">Modify</a>	72220 - Support Services/Special Education Program	\$0.00
<a href="#">Modify</a>	72410 - Office of the Principal	\$0.00
<a href="#">Modify</a>	72710 - Transportation	\$0.00
<a href="#">Modify</a>	99100 - Transfers Out	\$0.00
	<b>Total</b>	\$30,000.00
	<b>Adjusted Allocation</b>	\$70,000.00
	<b>Remaining</b>	\$40,000.00

ePlan provides automated information regarding the maximum amount permitted for indirect cost within each grant.

- Eligible funds budgeted in all accounts are totaled at the top of the *Budget* page on the **Total Contributing to Indirect Cost** line.
- Each LEA has an individualized, agreed-upon indirect cost rate that is preloaded into ePlan each year.
- Users cannot exceed the **Maximum Allowed for Indirect Cost**. If the total amount budgeted in account number 99100 is more than the maximum allowed for indirect cost, the LEA receives a validation error and cannot submit the application

## Spending Plan:

ARP IDEA allocations granted through this application must be in alignment with these overarching priorities. The questions below allow LEAs to reflect on the connection to these priorities in each of the focus areas identified.

- The amount of funds to be spent in support of the focus area auto-populates from the information entered on the [Budget](#) page.
- LEAs must answer the open response question for each program where the auto-populated amount is greater than \$0.

<b>1. Providing Direct Services and Supports for SWDs</b>
\$ <input type="text" value="0.00"/> Amount
The amount box auto-populates based on inputs from the Budget Page.
Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

After analyzing and repurposing other funding sources, justify the spending plan for the ARP IDEA funds aligned with the needs and the comprehensive LEA-level plan. For each of the applicable focus areas below, verify the amount, and explain how each focus area addresses the needs. The amounts should not exceed the LEA's allocation.

### 1. Providing Direct Services and Supports for SWDs

- The amount box auto-populates based on inputs from the [Budget](#) page.
- Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 2. Implementing Child Find

- The amount box auto-populates based on inputs from the [Budget](#) page.
- Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 3. Ensuring Technology Accessibility for SWDs (including hardware, software, and connectivity)

- The amount box auto-populates based on inputs from the [Budget](#) page.
- Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 4. Improving Transition Services for SWDs

- The amount box auto-populates based on inputs from the [Budget](#) page.
- Describe the proposed activities and use of funds. Explain how the effectiveness of the activities will be assessed and how these proposed activities align with either the health/safety or academic priority.

### 5. Providing for High Cost Students

- The amount box auto-populates based on inputs from the [Budget](#) page.
- Describe the proposed activities and use of funds. Explain how the effectiveness of the activities will be assessed and how these proposed activities align with either the health/safety or academic priority.

### 6. Additional Programming Placement Needs

- The amount box auto-populates based on inputs from the [Budget](#) page.
- Describe the proposed activities and use of funds. Explain how the effectiveness of the activities will be assessed and how these proposed activities align with either the health/safety or academic priority.

## Program Details

The [Program Details](#) page requires information regarding the program(s) implemented with grant funds. ePlan applications provide a variety of text entry options. Narrative boxes are boxes that allow formatting, including bolding, numbering, and font manipulation. Paste information such as text, tables, pictures, and graphs into narrative boxes. Text boxes are meant for a more concise response and do not allow as much formatting flexibility. It is still possible to paste text into a text box; however, the text may not hold its original formatting. Note that some text boxes have character limits.

### Administration Cost:

LEAs may budget reasonable and necessary costs to manage the federal grant in a compliant and effective manner. LEAs must provide a description of the reasonable and necessary administrative activities and personnel (supplies and equipment used to administer the grant program included). This includes full-time equivalents (FTE) and the amount deducted from the grant.

Budget Only codes 72220 and 99100 are allowable to budget funds for administrative costs. All costs must be administrative in nature (e.g., program director, clerical staff, bookkeeper, or equipment/inventory management salary/benefits; travel for administrative staff; supplies and equipment for administrative offices; professional development (PD) for administrative staff; etc.).

LEAs must include FTEs in budget narratives and must match the FTEs entered into the ARP IDEA Administration Program Details chart on the [Program Details](#) page. LEAs must base FTEs on the percentage of time spent on the cost objective. All expenditures related to the administration of public and non-public programs included in con admin must be budgeted in the con admin budget. No additional administrative costs for programs may be budgeted in the individual program budgets.

### Program Administration

- Choose the appropriate checkbox to indicate if the LEA is utilizing the grant funds to administer ARP IDEA.
- If the LEA is not utilizing grant funds for program administration, provide a summary of how the grant program will be administered, including the title of the staff responsible for the grant administration, the FTE(s), and the other funding sources that will contribute to administrative staff salaries/benefits in the box.

LEAs utilizing grant funds for administration must complete the other questions on this page.

### Systemwide Administration for ARP IDEA Grant Administration

Systemwide Administration for LEAs Using ARP IDEA funds for Direct Administration: Staff in this table are those who work in the central office on the direct administration of the grant. If the LEA is not using ARP IDEA funds for grant administration, do not enter staff in this table.

**Systemwide Administration for Grant Administration - Staff in this table are those who work in the central office on the direct administration of the grant.**  
 Systemwide Administration for LEAs Using ARP IDEA Funds for Direct Administration: Staff in this table are those who work in the central office on the direct administration of the grant. If the LEA is not using ARP IDEA for grant administration, do not enter staff in this table.

	Headcount	FTE
Administration	<input type="text"/>	<input type="text"/>
Resource Specialist	<input type="text"/>	<input type="text"/>
Program/Project Director	<input type="text"/>	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

- Provide a brief description of the reasonable and necessary administrative activities and personnel. This includes the FTE and the amount deducted from the grant.

### Planning:

Reflect on the challenges that the LEA faced during the COVID-19 pandemic. What prioritized needs did the LEA identify during the pandemic for Students with Disabilities?

### Learning Loss and Acceleration:

Provide information on how your LEA is measuring and addressing learning loss. How will ARP IDEA funds support these measures for Students with Disabilities?

## Equipment Purchases Requiring Prior Approval

- Equipment having a useful life of more than one year, with a per-unit purchase price of \$5,000 or more must be approved prior to purchase (2 CFR § 200.313). Identify any items purchased that meet these criteria on this page.
- If no purchases require prior approval, mark this page as “N/A.”
- For each item that requires prior approval, provide the budget codes (account number and line item) under which it will be budgeted, the quantity to be purchased, a description of the item, the unit cost (must be \$5,000 or more), and a justification for the purchase. (The LEA must indicate the need for the item. Why is the equipment necessary?) Justifications must be 500 characters or less.
- All items listed on this page must be in the IDEA, Part B budget, in the account number and budget line indicated.

## Permissive Use of Funds

- **A. Adjustment to Local Effort in Certain Fiscal Years:** Indicate whether the LEA will adjust the amount of state and local funds spent for special education in the prior year to meet maintenance of effort requirements. LEAs may reduce the state and local effort by an amount that equals up to 50 percent of the LEA increase in IDEA funds **if** those funds were spent on allowable ESSA activities [34 CFR § 300.205(b)]. **NOTE:** *LEAs not meeting requirements in the state’s Annual Performance Review (APR) are not permitted to adjust maintenance of effort figures.*
  - If the LEA chose “No” in part A of this page, select “N/A” at the top of the next page, “A. Adjustment to Local Effort.”
  - If the LEA chose “Yes” on part A of this page, complete the information on the corresponding page of the IDEA, Part B application, “A. Adjustment to Local Effort.” (See explanation under the *Adjustment to Local Effort* page of this document.)
- **B. Permissive Use of IDEA funds for School-Wide Program:** Indicate whether the LEA is exercising the option to consolidate funds in one or more Title I school-wide schools and is including IDEA funds in the consolidation.
  - If the LEA chose “No” in part B of this page, select “N/A” at the top of the page in the corresponding part of the IDEA, Part B application “B. School-Wide Program.”
  - If the LEA chose “Yes” in part B of this page, complete the information on the corresponding page of the IDEA, Part B application, “B. School-Wide Program.” (See the explanation under the *School-wide* page of this document.)
- **C. Permissive Use of IDEA funds for Coordinated Early Intervening Services (Voluntary) or Comprehensive Coordinated Early Intervening Services (Mandatory):** Indicate if the LEA is using IDEA funds to develop and implement Coordinated Early Intervening Services (CEIS) for K-12 students (voluntary) or Comprehensive Coordinated Early Intervening Services (CCEIS) for students ages 3-21 (mandatory). LEAs may voluntarily use up to 15 percent of the IDEA, Part B allocation for CEIS (34 CFR § 300.226) or may be mandated to use 15 percent of the IDEA, Part B allocation and IDEA, Part B, Section 619 allocation for CCEIS from the Division of Special Populations and Student Support. If the use of

funds is mandated, funds must be used to provide supplemental supports to students with disabilities and non-disabled students ages 3-21, with a focus primarily on the issue surrounding why the LEA is disproportionate.

- If the LEA chose “No” in either part C – Coordinated Early Intervening Services (CEIS) or part C Comprehensive Coordinated Early Intervening Services (CCEIS) of this page, select “N/A” at the top of the corresponding pages in the IDEA, Part B application, “*C. Coordinated Early Intervening Services*” or “*C. Comprehensive Coordinated Early Intervening Services*”.
- If the LEA chose “Yes” in either part C – Coordinated Early Intervening Services (CEIS) or part C Comprehensive Coordinated Early Intervening Services (CCEIS) of this page, complete the information in the corresponding page, “C. Coordinated Early Intervening Services” or “C. Comprehensive Coordinated Early Intervening Services”. (See the explanation under *Coordinated Early Intervening Services* or *Comprehensive Coordinated Early Intervening Services* section of this document.)

## A. Adjustment to Local Effort

- Select “N/A” if the LEA selected “No” in part A of the *Permissive Use of Funds* page of the IDEA, Part B section. *No other information is required on this page.*
- If the LEA selected “Yes” in part A of the *Permissive Use of Funds* page of the IDEA, Part B section, the information on this page must be completed.

Complete the table in Part A:

- Row 1: Enter the estimated or final IDEA, Part B allocation for the current year (once the final allocation has been uploaded into ePlan, the actual allocation must be used to assure the amounts are allowable).
- Row 2: Enter the final IDEA, Part B allocation for the prior year.
- Row 3: ePlan auto-calculates the amount of the increase in IDEA, Part B funds from the prior year by subtracting row 2 from row 1); **NOTE:** *If the difference is a negative amount, the LEA has **not** experienced an increase in IDEA, Part B funds and cannot adjust maintenance of effort (MOE).*
- Row 4: ePlan auto-calculates the amount the LEA will reduce MOE if it is less than the maximum amount as half of the value of Row 3.
- Row 5: If applicable, enter the amount of funds the LEA is using for CEIS.
- Row 6: ePlan auto-calculates the maximum amount available.
- Row 7: Enter the amount reduced if less than the maximum amount is available

In the Budget and Justifications area, explain how the amount of decreased general purpose special education funds from Part A will be spent in support of ESEA programs. (Once the general purpose special education funds are decreased, the funds are no longer considered general purpose special education funds.)

- List the ESEA Programs under which funds will be used. Separate multiple program names with commas.
- List each expenditure in the table, including the account number, expenditure account name, FTE, and amount budgeted, and justification. Use the “Add Row” feature to provide information about additional expenditures. **NOTE:** *Do not use special education account codes when providing information on the use of funds. The account codes must be general education account codes because these funds are being used to support general education services that are allowable under one or more ESEA programs.*

## B. School-Wide Program

- Select “N/A” if the LEA selected “No” in part B of the *School-Wide Program* page of the IDEA, Part B section.

If the LEA selected “Yes” in part B of the *School-Wide Program* page of the IDEA, Part B section, the information on this page **must** be completed.

	A	B	C	
School Name	IDEA Allocation	No. of SPED Students in LEA	No. of SPED in School-Wide School	(A/B) x C = Amount for School-wide
 <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
<a href="#">Add Row</a>				
			<b>Total:</b>	\$ <input type="text" value="0.00"/>

- Identify the schools that are consolidating IDEA, Part B funds with other federal, state, and/or local funds. For each school, identify the total LEA IDEA, Part B allocation, and the total number of students with disabilities in the LEA and the school. The maximum amount that may be consolidated in a school is auto-calculated and displayed for each school entered. To enter additional schools, click “Add Row.”

### C. Coordinated Early Intervening Services (CEIS)—Voluntary

- Select “N/A” if the LEA selected “No” in subsection C of the *Coordinated Early Intervening Services - Voluntary (CEIS)* page of the IDEA, Part B section.

If the LEA selected “Yes” in subsection C of the *Coordinated Early Intervening Services - Voluntary* page of the IDEA, Part B section, the information on this page **must** be completed.

LEAs that are voluntarily using IDEA, Part B funds for CEIS must calculate the maximum amount permitted. The use of funds for CEIS has a direct impact on the adjustments that LEAs may make to state and local special education expenditures and vice versa. See examples below:

A. Prior Year IDEA B Allocation	B. Current Year IDEA B Allocation	C. Increase from Prior Year (B-A)	D. Max Available for MOE Reduction (C x 50%)	E. Max Available for CEIS (B x 15%)
\$900,000	\$1,000,000	\$100,000	\$50,000	\$150,000

- If the LEA chooses to set aside the maximum amount for CEIS (\$150,000) it **cannot** reduce its MOE. (The amount of CEIS set-aside is more than the maximum allowable MOE reduction.)
- If the LEA chooses to set-aside only \$50,000 for CEIS, it **cannot** reduce its MOE. (The amount of CEIS set-aside is equal to the maximum allowable MOE reduction.)
- If the LEA chooses to set-aside only \$30,000 for CEIS, it **may** reduce its MOE by up to \$20,000. (The CEIS set-aside is \$20,000 less than the maximum allowable MOE reduction.)
- If the LEA chooses **not** to set-aside any funds for CEIS, it **may** reduce its MOE by up to \$50,000. (The maximum allowable MOE reduction is available because no funds have been set-aside for CEIS.)
- If the LEA is voluntarily choosing to set aside IDEA, Part B funds for CEIS, all subsections must be answered.

**1) Funds Available Calculation:** This area calculates the amount of funds allowable to use. The LEA may elect to use up to 15 percent of the IDEA, Part B funds for CEIS. **NOTE:** *If the LEA voluntarily takes up to 15 percent, the funds must be spent from July 1–June 30; any remaining funds must be returned to IDEA for programming.*

**2) Narrative for the Voluntary Use of Funds:** *How were the at-risk students identified?* This narrative must be completed to explain the identification of at-risk students.

**3) Projected Expenditures for Coordinated Early Intervening Services:** This area must be completed by all LEAs using funds for CEIS to identify the expenditures in support of CEIS. General education account codes must be used, as these expenditures are to support regular education students, not students with

disabilities. Expenditures identified here **must** also be included in the IDEA, Part B budget under 99100-590 Transfers Out; place the letters CEIS in the block for “Optional Program Code.”

## ***Comprehensive Coordinated Early Intervening Services (CCEIS)—Mandatory***

- Select “N/A” if the LEA selected “No” in area C of the *Comprehensive Coordinated Early Intervening Services – Mandatory (CCEIS)* page of the **IDEA, Part B section**.

If the LEA selected “Yes” in area C of the *Comprehensive Coordinated Early Intervening Services – Mandatory (CCEIS)* page of the IDEA, Part B section, the information on this page **must** be completed.

LEAs that must use IDEA, Part B funds and IDEA Preschool funds for CCEIS must answer all questions on this page and calculate the maximum amount required for CCEIS correctly.

**1) Funds Available Calculation:** The LEA must use 15 percent of the IDEA, Part B funds and IDEA Preschool funds (611 and 619) for CCEIS. **NOTE:** *If the LEA does not expend all funds required in this area, the remaining funds are carried forward into the following fiscal year.*

### **2) Assurance**

### **3) Areas of Significant Disproportionality and Race/Ethnicity Groups**

**4) Narratives for Use of Funds:** Complete these narratives to explain the disproportionality identified and how funds will be used to improve disproportionality.

**5) Budgets:** LEAs must use CCEIS funds to provide supplemental supports to students with disabilities and/or non-disabled students ages 3-21, with a focus on why the LEA is disproportionate [34 C.F.R. § 300.646(c) and (d)] **NOTE:** *Any funds used for CCEIS services to identify students with disabilities **must** be included in the IDEA budget(s) and must be identified within the appropriate narrative descriptions with the amount indicated. The total must agree with the amount indicated in question 1. The LEA must also have a method of identifying all CCEIS funds to document how the funds are budgeted and expended from IDEA.*

**Projected expenditures for CCEIS funds associated with non-special education students:** This area must be completed by all LEAs using funds for CCEIS to identify the expenditures in support of CCEIS.

**General education account codes must be used.** as these expenditures are to support regular education students, not students with disabilities. Expenditures identified here **must** also be included in the IDEA, Part B budget under **99100-590 Transfers Out** and IDEA, Part B, Section 619 budget under **99100-590 Transfers Out**; place the letters CCEIS in the block for “**Optional Program Code.**”

## **ARP IDEA Preschool Funds**

Follow the instructions for the ARP IDEA Preschool Funds section, **except for the Comprehensive Coordinated Early Intervening Services – Mandatory page.**

# Assurances

LEAs must review all assurances thoroughly. By checking the statement at the top of the page, the user affirms that they have read and understand all requirements and that the LEA assures the state education agency that the LEA meets each of the following conditions.

## **Part 1:**

1. All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, as well as approved policies and rules as established by the Tennessee State Board of Education and the Tennessee Department of Education. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards are available [here](#).
2. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the Tennessee Department of Education, federal legislation, and F&A Accounts Policy 03.
3. Recognize that state approval of an application does not relieve the LEA of its responsibility to comply with all applicable program and fiscal requirements.
4. Grant funds will not be expended in any manner other than as outlined in the budgeted section of the approved grant application will only be made for allowable costs. Any changes to the original budget must be pre-approved by the State before line items are modified. District acknowledges that this program is subject to funds availability and that the State reserves the right to terminate program activities and expenditures for convenience at any time.
5. Use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for federal funds paid to that agency under each program as noted in CMIA 7211R rule.
6. Keep such records, and provide such information to the State, as may be reasonably required for fiscal audit, data reporting, and program evaluation.
7. Program activities, expenditures, and records shall be subject to monitoring by the State. Districts must maintain documentation of all expenditures and should submit this documentation with the final report.
8. Activities should align with the intent and purpose of the ARP IDEA as outlined in Section 2014(a) of the American Rescue Plan (ARP) Act of 2021. Allowable services, activities, and expenditures funded with the IDEA shall be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
9. Special Education and Related Services will be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
10. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance;
11. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; and
12. All regulations, guidelines, and standards issued by the Tennessee Department of Education and U.S. Department of Education under any of these statutes.

## Part 2

1. Special Education and Related Services will be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
2. The LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the State policies and procedures established under §612.
  - a. A free appropriate public education (FAPE) is available to all children with disabilities, as defined under §602(3) who have a current individualized education program (IEP), residing in the state between the ages of 3 through 21, inclusive, including children with disabilities who have been suspended or expelled from school. 612(a) (1)
  - b. The LEA has established a goal of providing full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. 612(a) (2)
  - c. All children with disabilities residing in the LEA, including those who are experiencing homelessness, in foster care, or attending private schools within the LEA's jurisdiction, regardless of the severity of their disabilities, and in need of special education and related services, are identified, located, and evaluated, and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. 612(a) (3)
  - d. An individualized education program (IEP), or an individualized family service plan (IFSP), that meets the requirements of section 636(d), is developed, reviewed and revised for each child with a disability in accordance with section 614(d). 612(a) (4)
  - e. To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. 612(a) (5) (A)
  - f. Children with disabilities and their parents are afforded the procedural safeguards required by §615. 612(a) (6)
  - g. Children with disabilities are evaluated in accordance with subsections (a) through (c) of § 614. 612(a) (7)
  - h. LEAs will comply with §617(c) relating to the confidentiality of records and information. 612(a) (8)
  - i. Children participating in early intervention programs assisted under Part C and who will participate in preschool programs will experience a smooth and effective transition consistent with §637(a) (9). LEAs will participate in transition planning conferences arranged by the Lead Agency under §635(a) (10) and an IEP or, if consistent with sections 614(d) (2) (B) and 636(d), and IFSP will be developed and implemented by the third birthday. 612(a) (9)
  - j. Ensure that all requirements under §612(a) (10) regarding children in private schools are being carried out in a manner consistent with the statute.
  - k. Ensure that all requirements under T.C.A. §49-10-107, regarding Contracts for Special Education Services are being carried out in a manner consistent with the statute.
  - l. The LEA shall ensure that all personnel necessary to carry out this part are appropriately and adequately prepared, subject to the requirements of Sec. 9214 (d)(2) of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act.
  - m. This LEA will either choose to coordinate with the National Instructional Materials Access Center when purchasing print instructional materials in accordance with section 612(a)(23) or will provide instructional materials to blind persons or other persons with print disabilities in a timely manner. 613(a)(6)

- n. The LEA ensures that timely and meaningful consultation has occurred with private schools and the parents of home-schooled special education students.
3. The LEA shall provide the SEA with information necessary to enable the SEA to carry out its duties under this part, including, with respect to Sections 612(a) (15) and 612 (a) (16), information relating to the performance of children with disabilities participating in programs carried out under this part. 613(a) (7)
  4. The LEA shall make available to parents of children with disabilities and to the general public all documents relating to the eligibility of such agency under this part. 613(a)
  5. The LEA shall cooperate under section 1308 of the Elementary and Secondary Education Act of 1965 to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding such children.
  6. Subject to section 613(b) (3), the LEA application submitted to the SEA shall remain in effect until the LEA submits to the SEA such modifications as the LEA determines necessary. 613(b) (2)
  7. Ensure that all requirements under §613(a) (5) regarding treatment of Charter Schools and their students are being carried out in a manner consistent with the statute.
  8. Children with disabilities served with IDEA funds shall be counted in the same manner as children without disabilities to supplement the academic program funds earned and paid from the Basic Education Program.
  9. Funds provided under IDEA will be used to pay the excess cost of providing special education and related services to children with disabilities; shall be used to supplement the State, Local and other Federal funds and not to supplant such funds; and shall not be used, except as provided in §613(a) (2) (B)-(C) to reduce the level of expenditures. §613(a) (2) (A) and 0520-01-09-.09(2)(f)
  10. Sec. 300.502 (a) (1) The parents of a child with a disability have the right under this part to obtain an independent educational evaluation of the child, subject to paragraphs (b) through (e) of this section.
    - o (2) Each public agency must provide to parents, upon request for an independent educational evaluation, information about where an independent educational evaluation may be obtained, and the agency criteria applicable for independent educational evaluations as set forth in paragraph (e) of this section.
    - o (3) For the purposes of this subpart-
      - (i) Independent educational evaluation means an evaluation conducted by a qualified examiner who is not employed by the public agency responsible for the education of the child in question; and
      - (ii) Public expense means that the public agency either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent, consistent with §300.103.
  11. As noted in TCA 49-1-104 (a) & (b) Maximum class size, LEA case load and class size standards have been submitted and approved by the SEA. There have been no changes since the original submission. (The State will review LEA caseload and class size standards for compliance.) Any future LEA updates or revisions will be submitted to the Special Populations division at the SEA for approval and for reference purposes.
  12. Children with disabilities served with IDEA funds have at least the same average amount spent on them, from sources other than Part B, as do the children in the school system taken as a whole. 0520-01-09-.09(2)(c)
  13. Eligibility as a child with a disability pursuant to the IDEA and state disability eligibility standards will be established prior to expenditure of IDEA Part B funds for implementation of school nurse or school health services pursuant to 34 C.F.R. §300.34(c)(13).
  14. Children with healthcare needs or medical conditions of a short duration, temporary nature, or medical conditions that require infrequent school nurse or school health services, and whose educational performance is not adversely affected by such healthcare needs or medical conditions, will not be

certified as eligible pursuant to IDEA and state disability eligibility standards for the purpose of accessing IDEA Part B funds to provide school nurse or school health services for such children.

15. Prior to including school nurse or school health services in an Individualized Education Program (IEP), an IEP Team will determine that the child needs school nurse or school health services to benefit from his or her education and thereby receive FAPE. In making this determination, the IEP Team will consider the child's educational progress.
16. School nurse or school health services will not be included as related services in instances where an IDEA eligible child's healthcare needs or medical condition do not affect his or her educational performance or the receipt of FAPE.
17. The LEA has spent the minimum amount of State and local funds for the education of children with disabilities in elementary and secondary schools prior to using IDEA Part B funds.