



Department of
Education

ePlan Application Guide

Best for All District Grants

Tennessee Department of Education | January 2022

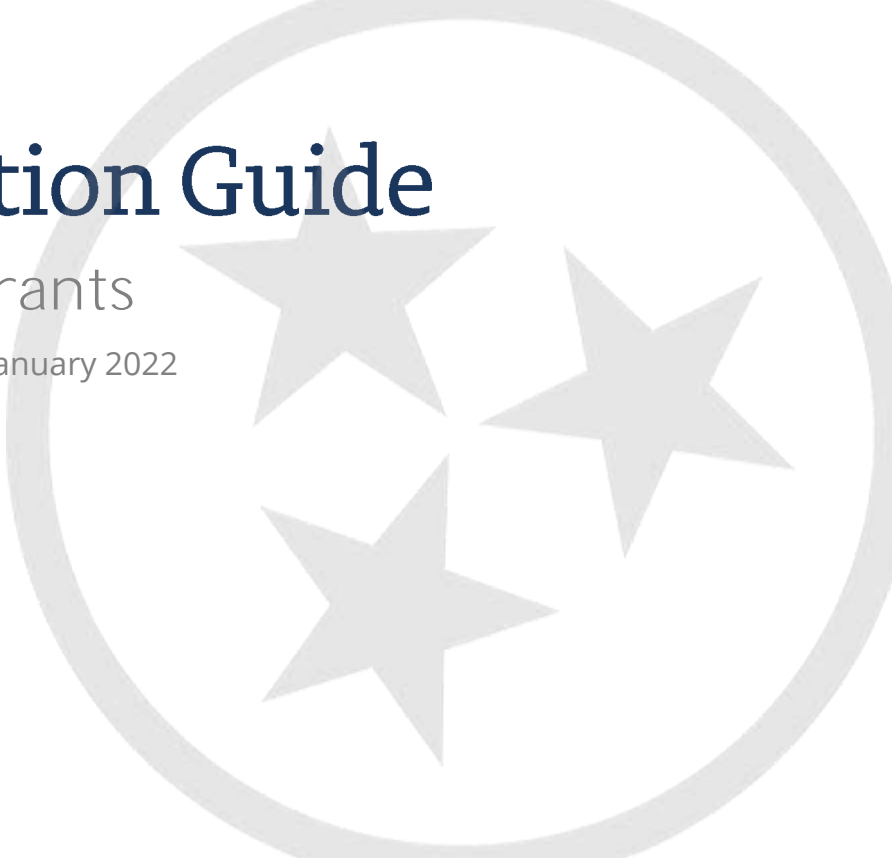


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Introduction

On July 22, 2021 the department announced the Best for All recognition program, sharing benefits awarded to Tennessee school districts that plan to allocate historic amounts of federal COVID-19 relief and stimulus funds directly for student achievement and improving academic outcomes. Districts recognized as Best for All districts will gain access to a host of recognitions, as well as operational and financial benefits, as outlined in this [press release](#).

The first of many benefits available for Best for All districts is an exclusive grant opportunity. Email notification of this opportunity was sent to directors of schools in qualifying districts, and a Grant Award Notice (GAN) for this grant can be located in ePlan in the LEA Document Library > +2022 > +Grant Award Letters > +Best for All.

Congratulations on earning the Best for All District recognition. This guide will assist you in applying for these grant funds in ePlan.

Eligibility

To qualify for the Best for All recognition program, and the Best for All District Grant, a district must:

1. Participate in the TN ALL Corps tutoring grant **and**,
2. Spend at least 50% of its **ESSER 3.0 award amount** (across budgets for ESSER 1.0, 2.0, and 3.0) on activities directly related to improving student academic achievement. Information on expenses that qualify for this criteria can be found below.

Eligibility was determined by reviewing the intent to apply forms submitted by districts for the TN ALL Corps program and based on a review of spending plans submitted to the state for ESSER 1.0, 2.0, and 3.0. Any expenses budgeted in the account codes below were deemed to be considered “activities directly related to improving student academic achievement” and contributed to qualification for the Best for All recognition and grant.

Eligible Account Codes
71100: Regular Instruction Program Includes activities that provide students in grades K-12 with learning experiences to prepare them to become productive citizens, family members, and members of the workforce. Expenditures for instructing students should be recorded in this program.
72210: Support Services- Regular Instruction Program Includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. Activities could include curriculum development, techniques of instruction, child development training, staff training, etc.
71200: Special Education Program Includes activities that provide learning experiences for students having special needs. Services may include educating the gifted and those with learning, emotional, and physical disabilities.
72220: Support Services – Special Education Program Includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students with special needs.

Eligible Account Codes	
71300: Vocational Education Program	The CTE program includes instructional activities that provide students with the opportunity to develop knowledge, skills, and attitudes needed for employment in an occupational area. Includes training in the classroom and in a supervised work environment.
72230: Support Services – Vocational Education Program	Includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences that give students the opportunity to develop the knowledge, skills, and attitudes needed for employment in occupational areas.
73400: Early Childhood Education	Includes activities that address the educational, health, and social service needs of preschoolers who are three and four years of age to prepare them for kindergarten. Includes teachers, assistants, and others assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for preschools.
71150: Alternative Instruction Program	Includes expenses for running an instructional program designated for students who consistently exhibit behavior that disrupts the learning process or is violent in nature. Includes activities for alternative schools programs.
72215: Support Services – Alternative Instruction Program	Activities primarily for assisting alternative school instructional staff in planning, developing, and evaluating the process of providing learning experiences for students in alternative learning environments.
72410: Office of the Principal	Includes activities concerned with directing and managing the operation of a particular school.
73300: Community Services	Includes activities concerned with providing community services to students, staff, or community participants. Could include staff participating in community organizations such as leadership, family resource centers, Families First, extended school programs, etc.

Grant Allocations

Qualifying districts received a grant allocation based on student enrollment in the FY22 Consolidated Funding Application as follows:

District Enrollment	45,000+	9,000-44,999	5,000-8,999	2,000-4,999	0-1,999
Grant Award	\$410,000	\$350,000	\$250,000	\$200,000	\$175,000

Allowable Uses of Funds

Best for All District grant funds may be used flexibly by the district in accordance with allowable expenses for all other district ESSER funds, with the **exclusion of infrastructure expenses**. Please see [Appendix A](#) for a complete list of line items available to be budgeted for this grant. Funds associated with this grant may be spent on qualifying expenses between the period of December 1, 2021 and June 30, 2023.

ePlan User Access

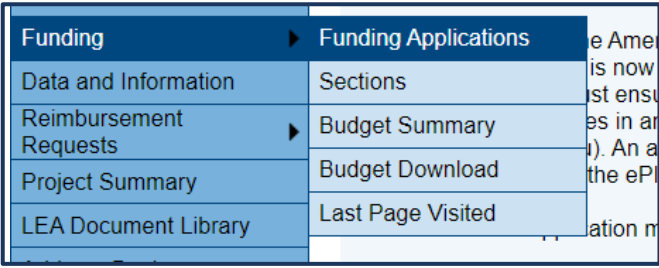

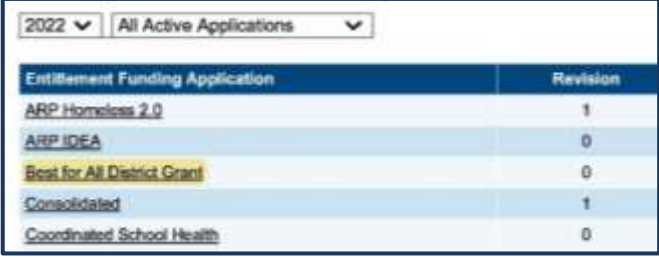
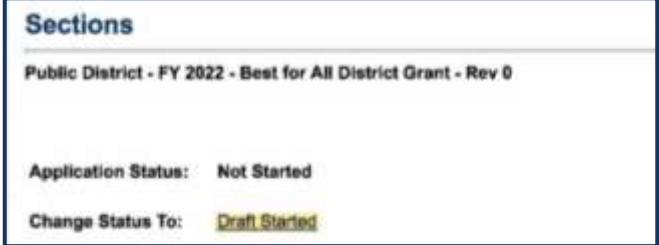
All users must have the correct ePlan user access role to access and complete the Best for All District application. Users with existing ePlan access can verify current user access roles. To view existing access, visit ePlan.tn.gov, navigate to the **Address Book** and **LEA Role Contacts**. Users who had the LEA ESSER

related roles prior to January 1, 2022 were automatically assigned the **LEA Best for All District Grant Director** role.

New ePlan users and existing ePlan users who need to request a **Best for All** user access role must request the additional role using the [ePlan User Access form for LEAs](#). The form can also be accessed by navigating to [eplan.tn.gov > TDOE Resources > User Access Forms > ePlan User Access Form for LEAs](#). Follow the instructions on the form and email the completed form to ePlan.Help@tn.gov.

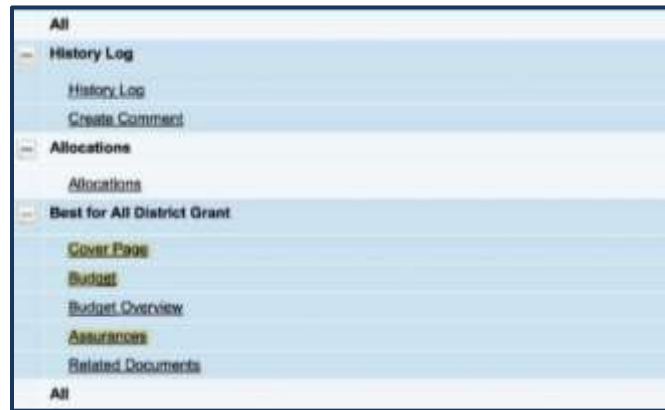
Completing the ePlan Application

Accessing the Application

<p>To navigate to the Best for All grant application from the ePlan homepage, hover over the Funding tab on the left menu bar, then select Funding Applications.</p>	
<p>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.</p>	
<p>Click on Best for All District Grant to access the application.</p>	
<p>To begin the application, next to Change Status To: click on Draft Started.</p>	

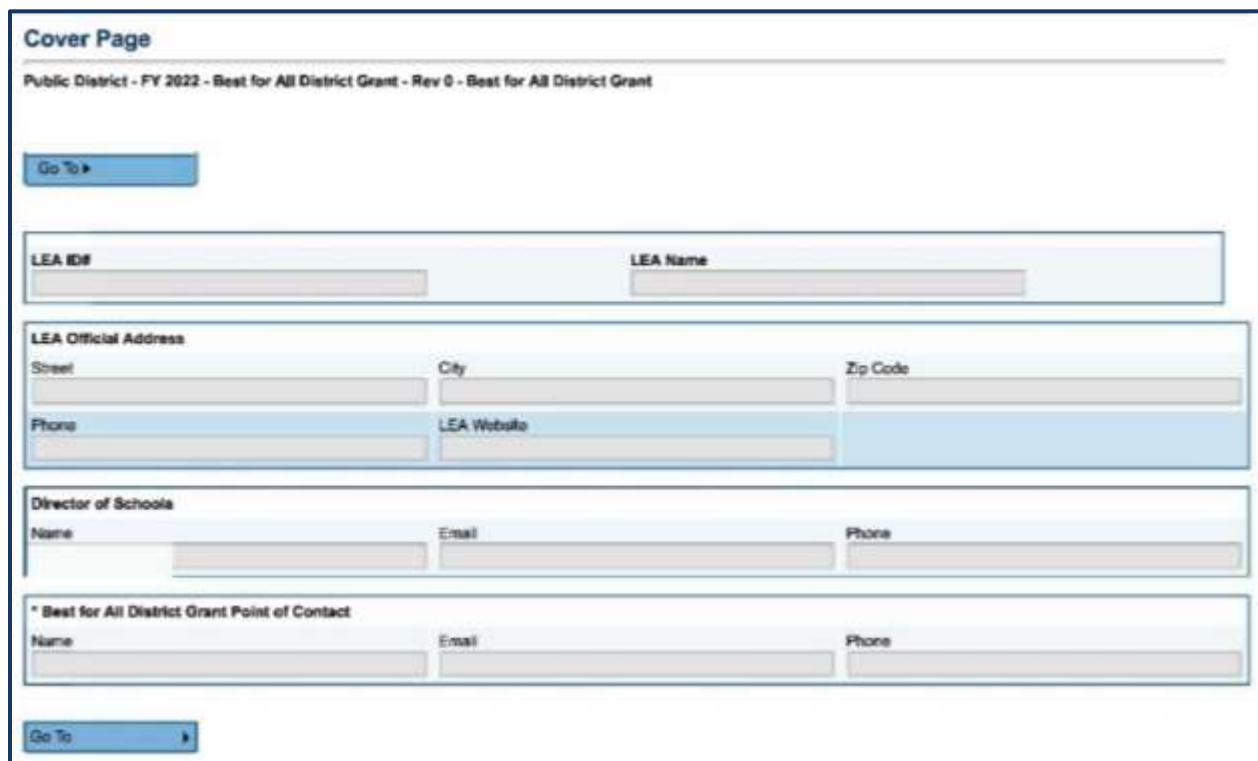
Application Sections

Participating LEAs must complete the following sections of the application: **Cover Page, Budget, and Assurances.**



Cover Page

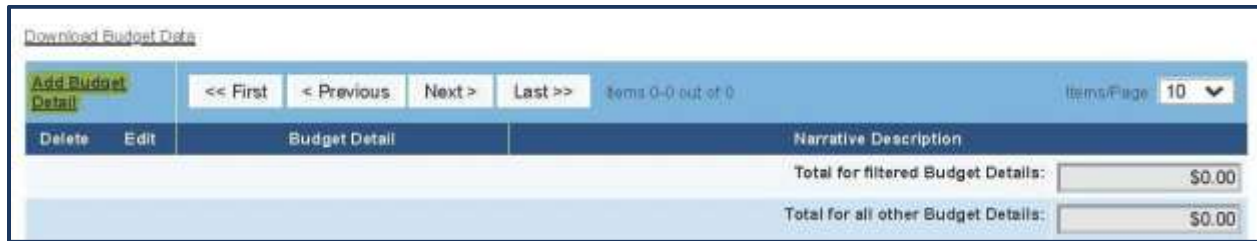
Enter the LEA ID Number, Name, LEA Official Address, and name, email, and phone contact information for the Director of Schools and the Best for All District Grant point of contact. Once all fields are complete, hover over the **Save and Go To** button and click on **Next Page** to proceed to the budget page.

A screenshot of the 'Cover Page' form in the application. The form title is 'Cover Page' and the subtitle is 'Public District - FY 2022 - Best for All District Grant - Rev 0 - Best for All District Grant'. At the top left is a 'Go To >' button. The form contains several input fields: 'LEA ID#' and 'LEA Name' (two wide fields); 'LEA Official Address' section with 'Street', 'City', and 'Zip Code' fields; 'Phone' and 'LEA Website' fields; 'Director of Schools' section with 'Name', 'Email', and 'Phone' fields; and '* Best for All District Grant Point of Contact' section with 'Name', 'Email', and 'Phone' fields. At the bottom left is another 'Go To >' button.

Budget

The Best for All District Grant allows budgeting of the Account Numbers listed in [Appendix A](#).

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, click **Add Budget Detail**. For each budget detail, the account number auto-populates for the account that is being modified. Select the appropriate line item number from the dropdown menu. For a complete list of line items available for budgeting, please see [Appendix A](#).



Delete	Edit	Budget Detail	Narrative Description
			Total for filtered Budget Details: \$0.00
			Total for all other Budget Details: \$0.00

You will not be able to submit your budget without selecting a Focus Area budget tag, and a school type (charter school or traditional public school) tag. Available budget tags are:

- Focus Area
 - Education Technology
 - Staffing
 - Tier I Instruction
 - Summer Learning
 - Tutoring
 - Other Approved Activities
- School Type
 - Charter School
 - Non-Public School
 - Traditional Public School

Add a narrative description for each entry. ePlan auto-populates the Location Code filed with the LEA's name and identification number. If the budget item is specific to a single school, select the school name from the drop down options.

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.

Click Return to 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.

Best for All District Grant Assurances

The below assurances specifically related to this grant will be found in the ePlan application, along with the standard ESSER and State of Tennessee assurances. LEAs must review all program assurance 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 the assurances outlined.

1. Administration of the program, activities, and services covered by this Grant Contract will be in accordance with all applicable state and federal statutes, regulations, and the approved grant application.
2. The Grantee agrees to participate in the TN ALL Corps tutoring program by the start of the 2022-23 school year.
3. The Grantee has met eligibility criteria based on a review completed by the State of spending plans for ESSER 1.0, 2.0, and 3.0. The Grantee shall notify the TDOE of any adjustments to qualifying line items in ESSER 1.0, 2.0, or 3.0 in excess of 20% of the line-item amount. Notification may be sent to Dominique.Davis@tn.gov. The TDOE also reserves the right to monitor Grantee budget revisions for any changes to line items that would make them ineligible for the Best for All Designation as well as these grant funds.
4. The Grantee shall not utilize grant funds for infrastructure costs.
5. The Grantee shall use its own documented procurement procedures which reflect applicable state and local laws and regulations provided that the procurements conform to applicable federal law and regulations.
6. The Grantee shall submit to the TDOE such information, and at such intervals, that the TDOE requires to complete state and/or federal reports.
7. The Grantee shall use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for federal funds received and distributed under this program.
8. The Grantee shall adopt and use proper methods of administering such program, including a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
9. The Grantee shall administer such funds and property to the extent required by authorizing statutes, including the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act.
10. The Grantee shall maintain on-site documentation for all reimbursement requests for a period of five (5) years following the end of the Grant Contract period. The Grantee shall provide such documentation to the TDOE as requested.

Assurances

Public District - FY 2022 - Best for All District Grant - Rev 0 - Best for All District Grant

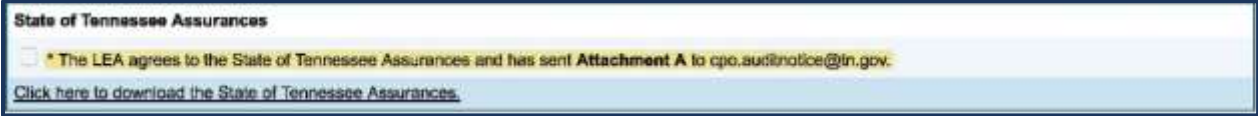
Go To

* The undersigned authorized representative hereby applies for the program funds requested in the application on behalf of the identified LEA (Grantee). These Assurances, together with all application information submitted by the LEA, constitute the "Grant Contract."

The Grantee hereby agrees to the following Assurances:

1. Administration of the program, activities, and services covered by this Grant Contract shall be in accordance with all applicable state and federal statutes, regulations, and the approved application.

Scroll to the bottom of the page to review the standard State of Tennessee assurances. **Check** the second box affirming that Attachment A has been emailed to CPO.AuditNotice@tn.gov. If this has already been done by the LEA in FY22 it does not need to be sent again. Hover over the **Save and Go To** button and click on **Sections**.



The screenshot shows a form section titled "State of Tennessee Assurances". It contains a checkbox followed by the text: "The LEA agrees to the State of Tennessee Assurances and has sent Attachment A to cpo.auditnotice@tn.gov". Below this text is a blue hyperlink that reads "Click here to download the State of Tennessee Assurances".

If all sections are complete, the application will be ready for completion of the approval process.

Appendix A: Recommended Account Numbers and Line Items

Account Number	Common Expenses Type and Line Items*
<p>Regular Instructional Program (71100) The Regular Education Program includes activities that provide students in grades K through 12 with learning experiences to prepare them to become productive citizens, family members, and members of the work force. <i>Expenditures for instructing students should be recorded in this program.</i></p>	<p>71100-116 Teachers* (e.g. interventionists, CSR teachers, etc.) 71100-163 Educational Assistants* 71100-189 Other Salaries & Wages (e.g. bonuses, stipend, interventionists, instructional facilitators, instructional coaches that serve at one school, etc.) 71100-195 Certified Substitutes* 71100-198 Non-certified substitutes* 71100-312 Contracts with Private Agencies (e.g. virtual/on-line/remote learning subscriptions) 71100-429 Instructional Supplies & Materials (e.g. IXL, CASE assessments, paper, workbooks, calculators, etc.) 71100-499 Other Supplies & Materials: (e.g. staplers, pointers, markers, pencils, etc.) 71100-722 Regular Instructional Equipment (e.g. tables, desks, chairs, computers, iPads, printers, items that cost \$100 or more and have a life span of one year or more, and delicate and fragile items such as: Apple TV, Kindles, etc.) 71100-471 Software (e.g. Edgenuity, Ed Galaxy, Achieve 3000, etc.)</p>
<p>Alternative Instruction Program (71150) Alternative Schools Program is an instructional program designated for students who consistently exhibit behavior that is disruptive to the learning process or violent in nature. This program may also serve at-risk youth with special needs. This program includes activities that deal directly with the interaction between teachers and students in an alternative learning environment. Expenditures placed under this series are similar to the 71100 account number, except expenditures for 71150 are earmarked specifically for alternative educational settings.</p>	<p>71150-128 Homebound teachers 71150-311 Contracts with Other School Systems 71150-399 Other Contracted Services (e.g. payments to businesses or other school systems for services related to the instructional program) 71150-429 Instructional Supplies and Materials 71140-430 Textbooks - Electronic 71150-449 Textbooks - Bound 71150-471 Software 71150-499 Other Supplies & Materials (e.g. includes purchases for support of classroom instruction. 71150-790 Regular Instruction Equipment (e.g. computers, desks, chairs, machinery, items that cost \$100 or more and have a life span of one year or more, etc.) <i>NOTE: Since students often attend an alternative program from a number of campuses, much of the cost of their materials such as textbooks should be budgeted to the instructional programs from the school of origin. Therefore, all costs associated with alternative programs may not be recorded in this category. LEAs are expected to track direct costs associated with the program.</i></p>

Account Number	Common Expenses Type and Line Items*
<p>Special Education Program (71200) The Special Education Program includes activities that provide learning experiences for students having special needs. This includes PreK as well as elementary and secondary students. Services include activities for varying needs, including educating the gifted and those with learning, emotional and physical disabilities. A student is educated based on an Individual Education Plan (IEP) developed by a team who addresses the particular needs of the student.</p>	<p>71200-171 Speech Pathologists 71200-310 Contracts with Other Public Agencies 71200-399 Other Contracted Services (e.g. services the LEA may not be able to perform as part of being required by the student IEP) 71200-429 Instructional Supplies and Materials 71200-471 Software 71200-499 Other Supplies and Materials (e.g. may include consumables, replacement of worn-out or deteriorated items that address the unique needs of students to meet IEP requirements, etc.) 71200-725 Special Education Equipment (e.g. specialized desks and chairs, computers and machinery, etc., equipment/materials should have a life span of one year or more)</p>
<p>Vocational Education Program (71300) The Career and Technical Education (CTE) Program includes instructional activities that provide students with the opportunity to develop knowledge, skills, and attitudes needed for employment in an occupational area. Activities include training both in the classroom and in a supervised work environment. Expenditures placed under this series are similar to the 71100 account number, except expenditures for 71300 are earmarked specifically for vocational education programs.</p>	<p>71300-189 Other Salaries and Wages (e.g. CTE teachers to provide students with remote learning) 71300-311 Contracts with Other School Systems 71300-399 Other Contracted Services (e.g. CTE payments to businesses directly related to services for the instructional program) 71300-429 Instructional Supplies & Materials (e.g. repair manuals, tools, wrenches, sockets, drills, etc., materials cost under \$100) 71300-471 Software 71300-730 Vocational Instruction Equipment (e.g. tools and shop resources that cost \$100 or more, socket sets, drills, welders, TIG and aluminum set-ups, air compressors, etc.)</p>
<p>Attendance (72110) Attendance services are activities designed to improve student attendance at school and which attempt to prevent or to solve student problems involving the home, the school, and the community. Attendance also records and reports student information to the state for funding and other statistical needs. Major categories include personnel, benefits, supplies and materials, and other charges</p>	<p>72110-105 Supervisor/Director* 72110-130 Social Workers* 72110-162 Clerical Personnel* 72110-189 Other Salaries & Wages*</p>

Account Number	Common Expenses Type and Line Items*
<p>Health Services (72120) Health Support Services are activities that provide physical and mental health services that are not direct instruction. Services are also provided for appropriate medical and nursing services as required by individual program needs that include medical supplies, materials, and equipment.</p>	<p>72120-105 Supervisor/Director* 72120-131 Medical Personnel* (e.g. nurses, nurse consultants, etc.) 72120-189 Other Salaries & Wages* 72120-499 Other Supplies & Materials (e.g. first aid kits, band-aids, creams, ice packs, gloves, hand sanitizer, disinfecting wipes, other personal protective equipment [PPE]. etc.) 72120-599 Other Charges (e.g. qualified disaster relief payments expenses, reimbursement for food delivery, and home office supplies, etc.)</p>
<p>Other Student Support (72130) Other Student Support includes services to students in addition to attendance and health services. These include guidance services, and evaluation and testing services for Regular Education students, Special Education students, and Vocational Education students.</p>	<p>72130-123 Guidance Personnel (i.e. counselors) 72130-170 School Resource Officer (e.g. SRO for summer programming) 72130-307 Communication (e.g. online platform for two-way communication between teachers and parents) 72130-499 Other Supplies and Materials (e.g. social-emotional learning materials, student books, and journals, teacher books, and materials to support students, etc.) 72130-790 Other Equipment (e.g. interactive panel technology, assistive technology for students, etc.)</p>
<p>Support Services/Regular Instruction Program (72210) Regular Education Program includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, child development and understanding, and staff training.</p>	<p>72210-105 Supervisor/Director* 72210-132 Material Supervisor(s)* 72210-136 Audiovisual Personnel* 72210-137 Education Media Personnel* 72210-189 Other Salaries & Wages* 72210-399 Other Contracted Services 72210-524 In-Service (e.g. professional development) 72210-790 Other Equipment (e.g. tables for social distancing)</p>

Account Number	Common Expenses Type and Line Items*
<p>Support Services/Alternative Instruction Program (72215)</p> <p>Alternative School Instructional Support includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students in alternative learning environments. Activities include curriculum development, techniques of instruction, student development and understanding, and staff training.</p>	<p>72215-123 Guidance Personnel</p> <p>72215-138 Instructional Computer Personnel</p> <p>72215-399 Other Contracted Services (e.g. payments to outside consultants for services to the alternative instructional staff support function)</p> <p>72215-499 Other Supplies and Materials (e.g. supplies for the alternative education instructional support staff)</p>
<p>Support Services/Special Education Program (72220)</p> <p>Special Education Instruction Support includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students with special needs. These activities include curriculum development, techniques of instruction, child development and understanding, and staff training.</p>	<p>72220-124 Psychological Personnel</p> <p>72220-135 Assessment Personnel</p> <p>72220-171 Speech Pathologists</p> <p>72220-196 In-Service Training (intended to pay employees for providing professional development for others)</p> <p>72220-308 Consultants (e.g. such as behavior consultants, etc.)</p> <p>72220-499 Other Supplies and Materials (e.g. additional learning platforms to support progress and mastery of IEP goals; support materials to therapy and intervention, etc.)</p> <p>72250-524 In-Service/ Staff Development (e.g. all costs related to staff development or training for the support of the special education instructional program)</p>
<p>Support Services/Vocational Education Program (72230)</p> <p>Career and Technical Education Instructional Staff Support includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences that give students the opportunity to develop the knowledge, skills, and attitudes needed for employment in an occupational area. These activities include curriculum development, techniques of instruction, child development and understanding, and staff training.</p>	<p>72230-336 Maintenance & Repair Services (e.g. equipment essential to the program)</p> <p>72230-399 Other Contracted Services (e.g. payments to outside consultants for services to the career and technical instructional staff support function)</p> <p>72230-499 Other Supplies and Materials (e.g. materials for CTE instructional support staff)</p> <p>72230-790 Other Equipment (e.g. expenses for initial, additional, and replacement of equipment such as computers, desks, chairs, etc., lifespan of items should exceed one year)</p>

Account Number	Common Expenses Type and Line Items*
<p>Education Technology (72250) Technology services are designed to provide internet and other technical services to support instruction, attendance, health, administration, testing, and other areas as needed. Major categories include personnel, benefits, supplies, materials, and other expenses such as internet connectivity. 72550 should only be used for LEA connectivity/technology infrastructure.</p>	<p>72250-138 Instructional Computer Personnel 72250-330 Operating Lease Payments 72250-350 Internet Connectivity 72250-470 Cabling 72250-471 Software (e.g., Microsoft Teams, WebEx, Zoom, security software, etc.) 72250-499 Other Supplies and Materials (e.g. replacement of items consumed, worn out, or deteriorated through the use in providing tech service) 72250-524 In-Service Staff Development 72250-790 Other Equipment (e.g., LEA infrastructure for connectivity/technology)</p>
<p>Office of the Principal (72410) Office of the Principal includes 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.</p>	<p>72410-189: Other Salaries and Wages (e.g. stipends for additional duties, added summer school responsibilities) 72410-201 Social Security 72410-204 State Retirement 72410-499 Other Supplies and Materials (e.g. expenditures related to the operation of the office of the principal)</p>
<p>Transportation (72710) Transportation includes 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 operation 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.</p>	<p>72710-150 Supervisor* 72710-142 Mechanics* 72710-146 Bus Drivers* 72710-189 Other Salaries & Wages* 72710-729 Vans and Vehicles</p>

Account Number	Common Expenses Type and Line Items*
<p>Food Service (73100) School Nutrition includes activities concerned with providing meals to students and staff in a school or school system. This service area includes the supervision of a staff whose responsibility is to prepare and serve regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.</p>	<p>73100-105 Cafeteria Supervisor/Director* 73100-119 Cafeteria Bookkeeper* 73100-162 Clerical Personnel* 73100-165 Cafeteria Personnel* 73100-189 Other Salaries & Wages 73100-422 Food Cost 73100-499 Other Supplies and Materials (e.g., silverware, disposal containers, portal coolers, etc.) 73100-710 Food Service Equipment (e.g., kiosks, scanners, pin pads, streamers, coolers, etc.)</p>
<p>Community Services (73300) Community Services includes activities concerned with providing community services to students, staff, or community participants. This includes expenditures for system staff participating in community organizations such as leadership, family resource centers, Families First, extended school programs, and community-sponsored activities.</p>	<p>73300-189 Other Salaries & Wages (e.g. supervisor/director, other contracted services) 73300-201 Social Security 73300-204 State Retirement 73300-207 Medical Insurance 73300-212 Employee Medicare 73300-355 Travel 73300-399 Other Contracted Services 73300-499 Other Supplies & Materials (e.g. supplies/materials for the community services program)</p>
<p>Early Childhood Education (73400) The Early Childhood Education Program includes activities that address the educational, health, and social service needs of preschoolers who are three and four years of age to prepare them for kindergarten. The Early Childhood Instructional Support includes teachers, assistants, and others assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for the preschools.</p>	<p>73400-310 Contracts with Other Public Agencies (e.g. contracted student support for early childhood) 73400-399 Other Contracted Services (e.g. services unique to a particular student; amounts paid for services for IDEA early childhood, etc.) 73400-499 Other Supplies & Materials (e.g. support for the early childhood education program for IDEA early childhood.) 73400-790 Other Equipment (e.g. computers, desks, chairs, etc., useful life of items should exceed one year.)</p>