Individuals with Disabilities Education Act (IDEA)
New Directors Curriculum

Monthly Checklist

July

- ☐ Complete the ePlan User Access form
- ☐ Maintenance of Effort (MOE) review to ensure compliance with LEA finance
- ☐ IDEA Private School Proportionate Amounts (final) will be uploaded into ePlan
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Time and Effort—Semi-Annual Certifications
- ☐ Budget revisions (if necessary)

August

- ☐ **Aug. 15**: *Final Expenditure Report* due—once approved—carry-over funds will be uploaded into ePlan
- ☐ Reimbursement request(s) for High-Cost and State Special Schools Transportation for Special Education Students due. Sign-up for electronic newsletters for *Commissioner Updates for Directors*, *Federal Programs Update*, *Special Education Director Update*, TEIS's *TRI-STARTS Newsletter*, and others from the department as applicable *(Federal Programs Update* newsletters are posted in ePlan > TDOE Resources > Federal Programs and Oversight > FPO Updates)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions (if necessary)

September

- ☐ ACCESS Conference- Chattanooga
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions (if necessary)

October

- ☐ **Oct. 1**: State Special Education Expenditure Report (SSEER) is due
- ☐ On-site Results-based Monitoring begins (selected LEAs)—
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions (if necessary)

November

- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions (if necessary)

December

- ☐ Tennessee Association of Administrators of Special Education (TAASE) Conference in Pigeon Forge
- ☐ Track expenditures for Maintenance of Effort (MOE)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions (if necessary)

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January

- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Time and Effort—Semi-Annual Certifications
- ☐ Budget revisions (if necessary)

February

- ☐ Plan to attend **March** FPO CFA training in each grand division
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions (if necessary)

March

- ☐ **FY28** CFA opens in ePlan
- ☐ Attend at least one CFA training provided by FPO IDEA Oversight Coordinator
- ☐ Plan to attend CFA workshops in each grand division opens in **April**
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions (if necessary)

April

- ☐ Work to complete the **FY28** CFA
- ☐ Attend CFA workshop held by FPO IDEA Oversight Coordinator
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the **end of each month**
- ☐ Budget revisions in **FY27** CFA (if necessary)

May

- ☐ **FY28** CFA due in ePlan
- ☐ CCEIS Monitoring Due in ePlan
- ☐ Time and Effort—Personnel Activity Reports (PARs) due at the **end of each month**
- ☐ Budget revisions in **FY27** CFA (if necessary)

June

- ☐ **June 30: FY28** CFA approved by the department
- ☐ Time and Effort—Personnel Activity Reports (PARs) due at the **end of each month**
- ☐ **FY27** CFA Finalize all budget revisions