



New IDEA Directors Meeting

FPO IDEA Oversight Coordinators

Federal Programs and Oversight

August 2022



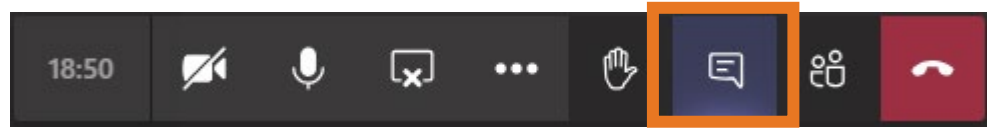


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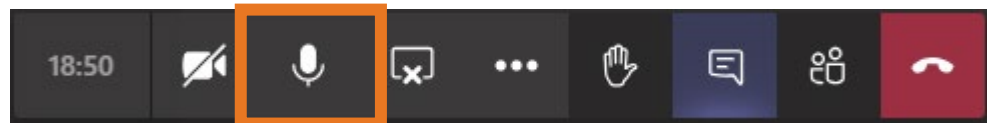


Meeting Norms

- Chat Feature



- Mute/Unmute



2022-23 IDEA Checklists



- Please refer to the attachments:
 - "2022-23 Monthly Checklist"- This is a great document to use as a monthly resource for upcoming due dates and reports that need to be completed.
 - "Quarterly Checklist" - These are broken down by quarters for a closer look into what is due by the 4 quarters.



Icebreaker: Bucket List Activity

- Please take a few minutes to think about one item on your bucket list.
- When you have your item, add it to the chat, and we will discuss it.

ePlan 101



ePlan 101 Overview



▪ LEA Document Library

- Only available for viewing when signed into ePlan
- Contains:
 - LEA-specific documents
 - IDEA grant award letters and documents

▪ TDOE Resources

- Available for public viewing
- Contains:
 - Regional Consultants LEA Assignments
 - ESSA/IDEA Consolidated Funding Application (CFA) Reference Documents
 - ESSA/IDEA Non-public/Private Schools Information & Documents
 - ePlan User Access Form

Consolidated Funding Application (CFA)



Consolidated Funding Application



- The CFA must be completed by each local educational agency (LEA) and includes funds awarded for the following:
 - Title I, Part A;
 - Title I, Part A Neglected;
 - Title I, Part D;
 - Title II, Part A;
 - Title III, Part A;
 - Title IV;
 - Title V, Part B; (Rural & Low-Income Schools); and
 - IDEA (Part B and Preschool).
- The CFA must be reviewed and approved by the Tennessee Department of Education (department).
- Access to the CFA is provided through the department's online funding and planning portal, ePlan (<https://ePlan.tn.gov>).

CFA Highlights



▪ **Budget Revisions**

- Additions, corrections, changes, or deletions for the CFA. LEAs may make as many revisions as necessary during the fiscal year to the budget.

▪ **Personnel Detail Pages**

- System-wide, 6–21, and 3–5 personnel detail pages to list all staff working with students with disabilities hired by the LEA. This does not include contracted personnel that are not directly hired employees.

CFA Highlights–Required Uploads



▪ Required Uploads

– State Special Education Expenditure Report (SSEER)

- The state Special Education Expenditure Report (SSEERs) provides financial expenditures for the instructional and related service needs of special education students from general purpose special education funds.

– Private Schools Services Evaluation

- Federal regulations require that a proportion of your federal funds be used to provide services to children with disabilities in private schools.

CFA Highlights—cont.

- **Maintenance of Effort (MOE)**

- MOE generally refers to a requirement placed upon many federally funded grant programs that the State Education Agency (SEA) and LEAs, demonstrate that the level of State and local funding remains constant from year to year.



CFA Highlights - cont.

- **Final Expenditure Report (FER)**

- Final expenses are completed by the LEA's fiscal department to finalize expenditures for the previous fiscal year.

- **Compensatory Funds**

- Additional funds that have been added to IDEA Part B allocations to be used solely for compensatory education. (These funds must be allocated by June 30, 2023.)



CFA Best Practices



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

CFA Best Practices

- Over-estimate your FTEs for educational assistants.
- Reference your CFA help pages in ePlan, CFA guide, and federal funds guide while completing your CFA.
- Check throughout the year to ensure MOE will be met by budget end (June 30).



CFA Common Mistakes

- IDEA Personnel Chart Full-Time Equivalents (FTEs) not matching the budget narratives
- Budget narratives not detailed enough
- Incorrect budget lines:
 - equipment
 - supplies and materials



CFA Common Mistakes

- Misusing item lines 399, 499, and 599
- Putting teacher/staff actual names
- Identifying positions (titles) differently in different sections of the CFA (i.e., coach on personnel details and consulting teacher in the budget narrative description)



CFA Common Mistakes

- Contracted services now in 310, 311, and 312 instead of all being placed in 399.
- Putting specific amounts for Private School Proportionate Share (PSPS) in budget narrative descriptions.
- Using 72130 instead of 72220
- Too much information in fringe benefits



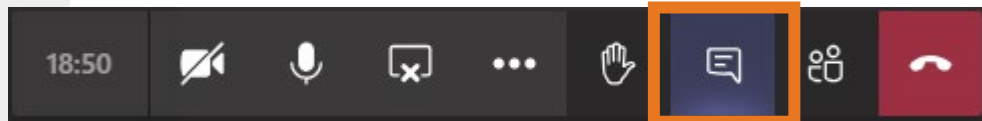
Brain Break





Networking Activity

- Type your LEA's location in the chat.
- Find the LEA that is geographically closest in proximity to your LEA.
- Send that individual a chat telling them what your favorite coffee break snack is.



Important Dates & Reminders



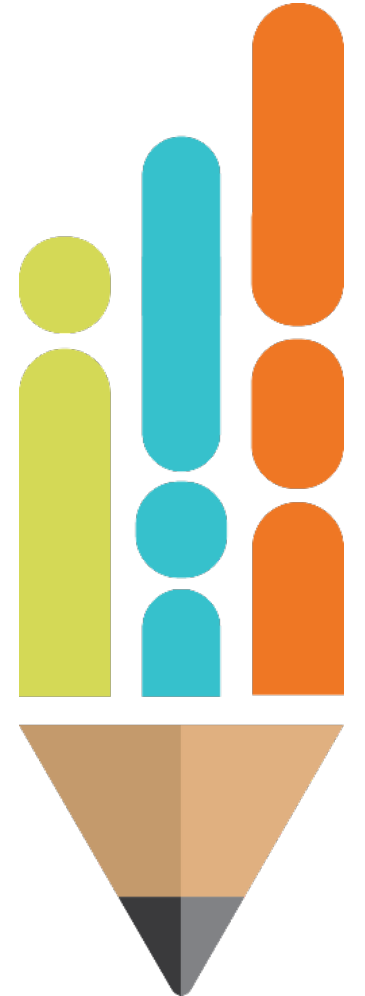
Important Dates First Quarter

- **Monthly:** Time and Effort — Personnel Activity Reports (PARs)
- **Oct. 1:** SSEER, Private Proportionate Share Evaluation Reports, and Comprehensive Coordinated Early Intervening Services (CCEIS), if applicable
- **Nov. 1:** Final Expenditure Report (FER)
- **August to February:** IEP file monitoring



Important Dates for the 2022-23 School Year

- **Nov. 1:** Final FY23 CFA Budget Approval
- **December:**
 - Private Schools Proportionate Amount Calculations
 - Semi-Annual Certifications
- **January:** Special Education Excess Cost Calculations
- **March:**
 - Attend an FPO CFA training for FY24
 - FY24 CFA opens
- **April:** Attend an FPO CFA work session for FY24
- **May 1:**
 - FY24 CFA due
 - Semi-annual certifications
- **June:** Finalize all FY23 budget revisions
- **July 1:** FY24 CFA must be approved by the department



2022-23 New Directors Meetings

- Virtual New Directors Meetings:
 - August
 - September
 - December
 - March



Reminders

- Monthly/quarterly IDEA director's meetings
- Carryover funds
- Time and Effort
- Department Updates—*Federal Programs Update, Special Education Update, Commissioner's Update for Directors*
- IEP file review monitoring (starts in August)



Contacts and Last Thoughts

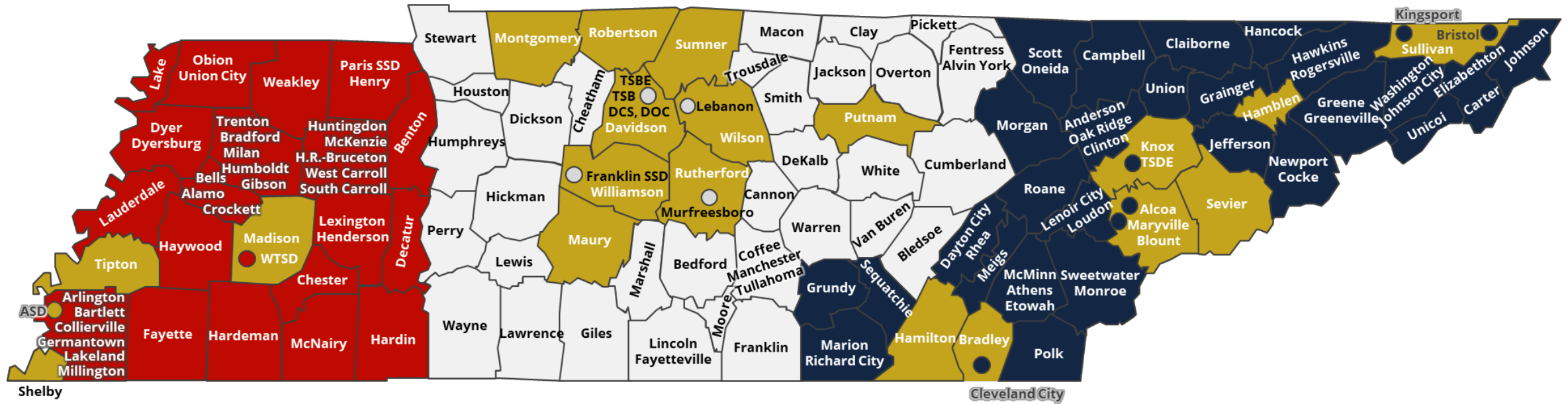


Closing Last Thoughts

- Find a veteran IDEA director in your area and develop a working relationship.
- Meet regularly with your LEA's federal programs director.
- Meet monthly with your LEA's bookkeeper.
- Sign-up for all newsletters that touch your work stream.
- Access your resources at the department (FPO Coordinator, special populations specialist, fiscal consultant, CORE consultants, etc.).



FPO Divisional Coordinator Map



West

IDEA: Janet Michelle Mansfield

Middle

IDEA: Brett Printz

East

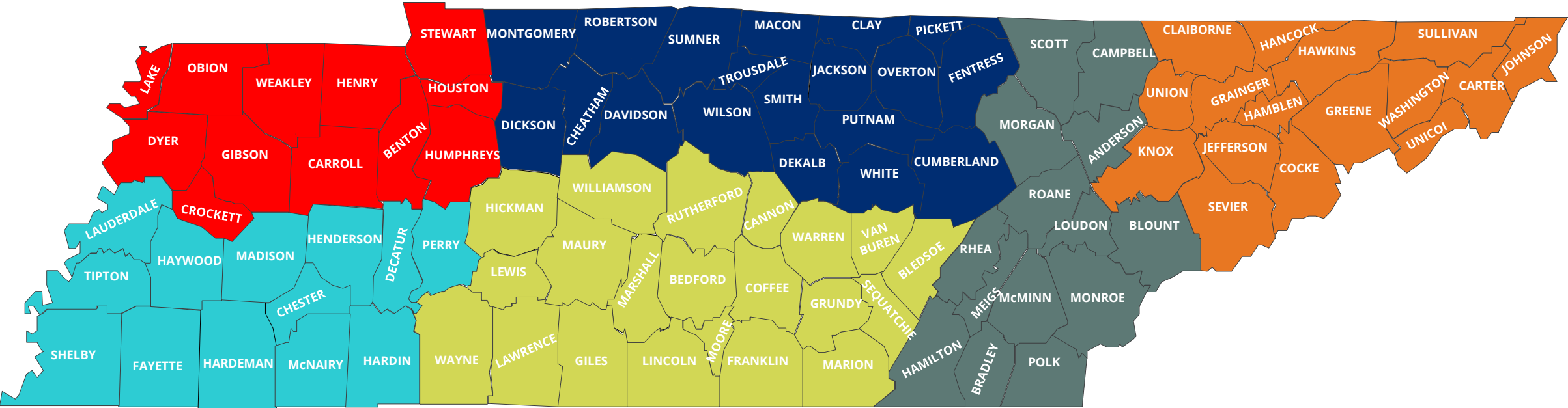
IDEA: Melanie Lamberson

20 Districts with Largest Enrollment

IDEA: Jamie Eldridge

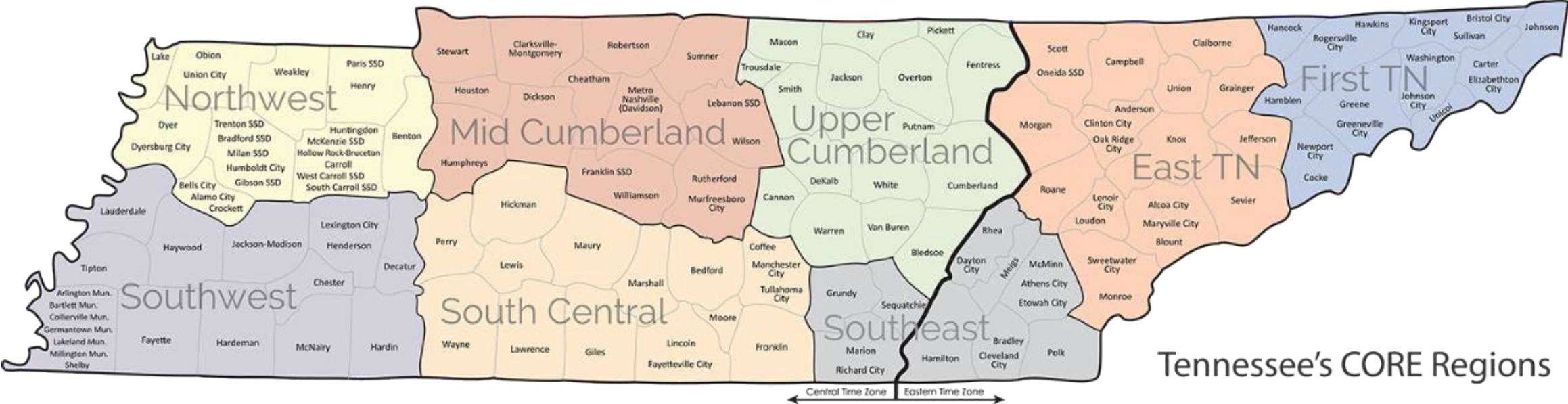
Regional Fiscal Consultant District Map

As of 8/16/2022



1	2	3	4	5	6
<p>Vacant</p>	<p>Holly Kellar Holly.Kellar@tn.gov (731) 991-4234</p>	<p>Rob Mynhier Robert.Mynhier@tn.gov (615) 238-1008</p>	<p>Taffe Bishop Taffe.Bishop@tn.gov (423) 677-1405</p>	<p>Vacant</p>	<p>Jill Lewis Jill.Lewis@tn.gov (629) 259-1645</p>

Center of Regional Excellence (CORE) – SPED Interventionists



Tennessee's CORE Regions

Northwest	Southwest	South Central	Mid Cumberland	Upper Cumberland	Southeast	East Tennessee	First Tennessee
Katie Ward	Beth Meeks	Cindy Ables	Kim Raybon	Jennifer Briggs	Summer Robertson	April Myers	Sharon Potts

Questions?





Contacts

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- **Brett Printz** | Middle TN IDEA Oversight Coordinator
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- **Melanie Lamberson** | East TN IDEA Oversight Coordinator
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Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

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

Please Share your Feedback:

https://stateoftennessee.formstack.com/forms/new_idea_directors_meeting_feedback

SKILLS AND KNOWLEDGE

