STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
7TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0380

PHIL BREDESEN
GOVERNOR

TIMOTHY K. WEBB, Ed.D.
COMMISSIONER

Memorandum

To: Director of Lewis County Schools

From: Joseph Fisher, Assistant Commissioner

Subject: Comprehensive Application

Date: September 9, 2009

This is to advise you that your school system's 10-01 Comprehensive Application for providing Special Education Services under Tennessee Code Annotated, Section 49-10-302, for IDEA, Part B and Preschool Grant is approved. The 10-01 project expenditures and activities are approved beginning July 1, 2009 and ending September 30, 2010.

Federal funds may be expended in accordance with the 10-01 budget and is approved as follows:

10–01 IDEA – Part B CFDA # 84.027A	$ 447,975.71	10–01 – Preschool Grant CFDA # 84.173A	$ 17,324.48

The LEA is advised that there is a potential maintenance of effort problem for FY'10. Please contact your management consultant to determine the fiscal actions necessary to maintain compliance with IDEA law.

When a substantive change is made in the implementation of the 10-01 project, an amendment subject to review and approval must be submitted. Budget amendments or program addenda are required in any case when the Application is not fully implemented as approved. This includes any changes in policies, procedures, personnel, or use of funds. The appropriate pages of the budget must be amended when there are shifts of more than 10% in any approved account series, when new line items are added, when there is any change in equipment and any changes in personnel. When submitting an amendment, please reference the specific project and amendment number. Please contact your District Management Consultant if you have any questions.

We appreciate the efforts you are making to provide appropriate services to children with disabilities.

jf/bt

cc: Kathi Rowe, Director of Program Management Services
Special Education Supervisor
Division of Fiscal Services
Sandra Albright, Management Consultant
Nan McKerley, Director Administrative Services

LEA

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LEA COMPREHENSIVE APPLICATION FOR SPECIAL EDUCATION SERVICES

Tennessee Code Annotated §49-10-302
Public Law 94-142, as amended
Public Law 105-17, as amended
Public Law 108-446

RECEIVED
JUN 29 2009
MANAGEMENT SERVICES

TO BE COMPLETED BY LOCAL SCHOOL SYSTEM

Compliance Assurance and Statistical Information **July 1, 2009 – September 30, 2010**

School System: Lewis County

Director of Schools: Benny Pace

Benny Pace — Signature — 6-24-09 — Date

E-Mail Address: benny.pace@tennk12.net

Name of Program Contact Person: Anne Moore

E-Mail Address: anne.moore@tennk12.net

Address: 317 South Oak Street
Hohenwald, Tennessee 38462

Telephone No.: (931) 796-4572

TO BE COMPLETED BY THE STATE DEPARTMENT OF EDUCATION

Amount of IDEA, Part B Funds Approved: $ 447,975.71

Amount of Preschool Grant Funds Approved: $ 17,324.48

Permissive Use of Funds Requested for: A B C

Joseph Fisher — Signature (Authorized State Department of Education Official) — 9-9-09 — Date

Must be submitted to your Management Consultant before July 1, 2009.

TCA 49-10-302
Section 612 (a) (11)

ED – 1811/ Rev 1/2009
Department of Education

COMPLIANCE ASSURANCE
And
STATISTICAL INFORMATION
For
SCHOOL YEAR 2009-2010

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NOTE: IF YOU ARE SUBMITTING YOUR FINANCIAL SPREADSHEETS USING THE LOCAL GOVERNMENT SOFTWARE, IN ORDER FOR THE REVIEWER TO DETERMINE THAT FEDERAL FUNDS ARE SUPPLEMENTAL TO THE GENERAL PURPOSE FUNDS, YOU MUST ADD FTEs TO THE JUSTIFICATION PAGES FOR GENERAL PURPOSE, IDEA AND PRESCHOOL.

LEA: Lewis County

COMPLIANCE ASSURANCES FOR USE OF IDEA FUNDS

The applicant hereby certifies to the Commissioner of Education that the representation made in this application properly reflects the projected pupils, personnel, and expenditures to be incurred in the operation of the special education program for pupils with disabilities conducted within the school system, that the expenditures for services and goods will be made exclusively for the benefit of pupils which meet the eligibility criteria established by the Department of Education, and that personnel assignments and other documentation of expenses will be readily available for audit. All records necessary to ensure the correctness of the information provided by the agency will be kept five years beyond the final reporting date and access to such records will be provided to the State Department of Education.

The Local Education Agency (LEA) hereby assures the State Education Agency (SEA) that the LEA meets each of the following conditions:

1. Special Education and Related Services will be provided in compliance with the established Tennessee 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) and who have a current individual 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 children with disabilities who are homeless children, or are wards of the State, and children with disabilities attending private schools within the LEAs jurisdiction, regardless of the severity of their disabilities, and who are 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, T.C.A. §49-10-305 and T.C.A. §49-10-701, 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 § 612(a)(14) and § 2122 of the Elementary and Secondary Education Act of 1965. 613(a)(3)

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)

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)(8)
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. 613(a)(9)
6. Subject to section 613(b)(3), the LEA application submitted to the SDE shall remain in effect until the LEA submits to the SDE 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. TRR&MS 0520-1-9-.03 (3)(a)
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 §612(a)(17), TRR&MS 0520-1-9-03(2)(k)(4)
10. According to Rule 0520-1-9-14(6)(a), procedures for providing an independent education evaluation (IEE) upon parental request have been submitted and approved to the Department of Education. Any future revision to the IEE procedure will be submitted to the Department for approval.
11. According to TCA 9-1-104 (a) & (b) *Maximum class size*, our LEA case load and class size standards have been submitted and approved by the Department. 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 Division of Special Education 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. TRR&MS 0520-1-9-.03 (3)(a)(b)

Benny Pace — 6-24-09

Signature of Director of Schools — Date

LEA: Lewis County

A. Children With Disabilities To Receive Free Appropriate Public Education Services from the School System 2008-2009

DISABILITY	(1) Within School System		(2) Contractual Agreement		(3) Total to Receive FAPE		(4) # Receiving Special Transportation		(5) # Private School Students Placed by LEA Receiving Services		Placed by Parents: (6a) # Private School Students Placed by Parents within system		Placed by Parents: (6b) # Of Private School Students (6a) Served by LEA This School Year	
	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21
Autism	3	7			3	7								
Blind					0	0								
Deaf-Blindness					0	0								
Deafness					0	0								
Developmental Delay	12	13			12	13	1							
Emotional Disturbance		19			0	19								
Hearing Impairments		2			0	2								
Intellectually Gifted		2			0	2								
Language Impairments	2	39			2	39								
Mental Retardation		10			0	10		1						
Multiple Disabilities		6			0	6		3						
Orthopedic Impairments					0	0								
Other - Functional Delay		8			0	8								
Other - Health Impairments		17			0	17		1						
Specific Learning Disabilities		59			0	59								
Speech Impairment	14	21			14	21								
Traumatic Brain Injury					0	0								
Visual Impairments					0	0								
TOTAL	31	203	0	0	31	203	1	5	0	0	0	0	0	0

Grand Total 234

T.C.A.49-10 302 (a)(2)(A)(B)
TRR & MS 0520-1-9-.03 (1)(k)(1)

LEA: Lewis County

B.1 *OPTIONS TO BE PROVIDED** **AGES 3 – 5**

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6**	OPTION 7	OPTION 8***	OPTION 9	OPTION 10	TOTAL
4	26	2	3	5						40

B.2 *OPTIONS TO BE PROVIDED** **AGES 6 -21**

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6**	OPTION 7	OPTION 8***	OPTION 9	OPTION 10	TOTAL
103	45	62	28	45	1	4				288

* This is a **duplicated count** and should reflect both primary and one secondary option of service.

** For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds.

***Since Option 8 includes 2 related services, students reported in Option 8 should not be reported in another Option.

Do not place 0's in columns with no students.

TRR & MS 0520-1-9-.03 (1)(k)

C. FINANCIAL INFORMATION

1. PERMISSIVE USE OF FUNDS

AFTER reading the requirements on the corresponding form, please answer **yes** or **no** to each of the following items (A, B, and C). Any **yes** response requires completion of a corresponding form that follows. If no is answered on all three items, continue completing the application and disregard the attached forms for these permissive programs.

____ **Yes** _x_ No **A.** **Adjustment to Local Effort in Certain Fiscal Years**. IDEA 04 allows a LEA to reduce state and local maintenance of effort by up to 50% of the increase in IDEA funds from the previous year if those funds are used to provide activities authorized under ESEA. If the LEA wishes to reduce MOE, it must use the attached form to calculate the maximum amount available for this purpose (Page 5A) and indicate how these funds will be used (Page 5A(1)).

There are limitations to this adjustment. If the LEA is also electing to take funds under Coordinated Early Intervening Services, this reduces the amount of funds available for the reduction of MOE. Also, any LEA identified as not meeting requirements in the State's APR, is prohibited by law from reducing it maintenance of effort figures.

____ **Yes** _x_ No **B.** **Permissive Use of IDEA funds for Schoolwide Program**. IDEA allows a LEA to use funds to carry out a schoolwide program under Section 1114 of ESEA. If an applicant utilizes these funds, you will report the designated amount for each school and ensure that excess cost and service requirements are met. *(Use form on Page 5B)*

____ **Yes** _x_ No **C.** **Permissive Use of IDEA funds for Coordinated Early Intervening Services.** IDEA allows a LEA to use up to 15% of funds, in combination with other amounts (other than education funds), to develop and implement Coordinated Early Intervening Services, which may include interagency financing structures, for students in kindergarten through grade 12 (with particular emphasis on students in kindergarten through grade 3) who have **not been identified** as needing special education or related services but who need additional academic and behavioral **support to succeed in a general education environment.** *(Use form on Page 5C)*

NOTE: If an LEA is determined to have significant disproportionality based on race and ethnicity utilizing state criteria, the LEA must utilize Coordinated Early Intervening Services (Section 618 (d)(2)(B)). The amount expended by an LEA under Coordinated Early Intervening Services shall count toward the maximum amount of expenditures such LEAs may reduce in Item "A" *Adjustment to Local Effort* (above).

If an applicant utilizes these funds, you must show the calculations on the corresponding form.

.: Lewis County

C. FINANCIAL INFORMATION

2. Estimated Expenditures
Education for Students with Disabilities

ACCOUNT NO 71200	EXPENDITURES INSTRUCTION (71000) SPECIAL EDUCATION PROGRAM (71200)	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
116	Teachers	558,773	13.99	4,000	0.04		
117	Career Ladder Program	4,000	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
127	Career Ladder Extended Contracts		XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
128	Homebound Teachers	5,000	0.15				
162	Clerical Personnel						
163	Educational Assistants	5,748	0.56	173,630	15.77	14,447	1.4
171	Speech Pathologist	83,419	1.73	18,432	0.03		
189	Other Salaries & Wages **(Specify)** Bridges Asst.			1,267	0.01		
195	Certified Substitute Teachers						
198	Non-Certified Substitute Teachers	15,000	1.69				
201	Social Security	41,660	XXXXXXX	12,234	XXXXXXX	896	XXXXXXX
204	State Retirement	41,934	XXXXXXX	20,346	XXXXXXX	1,562	XXXXXXX
206	Life Insurance		XXXXXXX		XXXXXXX		XXXXXXX
207	Medical Insurance	69,481	XXXXXXX		XXXXXXX		XXXXXXX
208	Dental Insurance		XXXXXXX		XXXXXXX		XXXXXXX
210	Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
212	Employer Medicare	9,743	XXXXXXX	2,861	XXXXXXX	209	XXXXXXX
299	Other Fringe Benefits **(Specify)** Workers Comp.		XXXXXXX	1,228	XXXXXXX		XXXXXXX
310	Contracts With Other Public Agencies		XXXXXXX		XXXXXXX		XXXXXXX
311	Contracts With Other School Systems		XXXXXXX		XXXXXXX		XXXXXXX
312	Contracts With Private Agencies		XXXXXXX		XXXXXXX		XXXXXXX
322	Evaluation & Testing		XXXXXXX		XXXXXXX		XXXXXXX
330	Operating Lease Payments		XXXXXXX		XXXXXXX		XXXXXXX
336	Maintenance And Repair Services - Equipment	200	XXXXXXX	1,000	XXXXXXX		XXXXXXX
356	Tuition		XXXXXXX		XXXXXXX		XXXXXXX
369	Contracts for Substitute Teachers - Certified		XXXXXXX		XXXXXXX		XXXXXXX
370	Contracts for Substitute Teachers - Non-		XXXXXXX		XXXXXXX		XXXXXXX
399	Other Contracted Services **(Specify)**		XXXXXXX		XXXXXXX		XXXXXXX
429	Instructional Supplies & Materials	9,500	XXXXXXX	3988.17	XXXXXXX		XXXXXXX
449	Textbooks		XXXXXXX		XXXXXXX		XXXXXXX
499	Other Supplies & Materials **(Specify)**		XXXXXXX		XXXXXXX		XXXXXXX
535	Fee Waivers		XXXXXXX		XXXXXXX		XXXXXXX
599	Other Charges **(Specify)**		XXXXXXX		XXXXXXX		XXXXXXX
725	Special Education Equipment		XXXXXXX	4,000	XXXXXXX		XXXXXXX
71200	**TOTAL EXPENDITURES**	844458	XXXXXXX	~~242937~~ 242986.17	XXXXXXX	17114	XXXXXXX

Special Education Expenses Only
FTE Positions: Full time equivalency – **use two decimals.**
Line item substitutions or additions shall NOT be made.
All personnel must be verified with budget allocation. Do not put numbers in XXX blocks
ROUND TO NEAREST DOLLAR

TRR&MS 0520-1-9-.03 (2) (k) (7)
0520-1-9-.03 (1) (k) (2)
EDGAR Sect 80.20 (a) (2)
(Subpart C (b) (4)

LEA: Lewis County

C. FINANCIAL INFORMATION (Continued)

2. Estimated Expenditures
Education for Students with Disabilities

72220	SUPPORT SERVICES (72000) INSTRUCTIONAL STAFF (72200) SPECIAL EDUCATION PROGRAM STAFF (72220)						
105	Supervisor/Director	54.215	0.9	6.000	0.1		
117	Career Ladder Program	1.000	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
124	Psychological Personnel	62.877		17.330	0.32		
127	Career Ladder Extended Contracts		XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
135	Assessment Personnel			20.874	1		
161	Secretary(s)			32.831	1		
162	Clerical Personnel						
171	Speech Pathologist (Supervisory)						
189	Other Salaries & Wages (Specify)						
196	In-Service Training		XXXXXXX		XXXXXXX		XXXXXXX
201	Social Security	7.322	XXXXXXX	4.776	XXXXXXX		XXXXXXX
204	State Retirement	7.582	XXXXXXX	7.304	XXXXXXX		XXXXXXX
206	Life Insurance		XXXXXXX		XXXXXXX		XXXXXXX
207	Medical Insurance	10.215	XXXXXXX	5.956	XXXXXXX		XXXXXXX
208	Dental Insurance		XXXXXXX		XXXXXXX		XXXXXXX
210	Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
212	Employer Medicare	1.712	XXXXXXX	1.117	XXXXXXX		XXXXXXX
299	Other Fringe Benefits (Specify) Workers Comp.		XXXXXXX	193	XXXXXXX		XXXXXXX
307	Communication		XXXXXXX	2.900	XXXXXXX		XXXXXXX
308	Consultants		XXXXXXX		XXXXXXX		XXXXXXX
330	Operating Lease Payments		XXXXXXX		XXXXXXX		XXXXXXX
336	Maintenance & Repair Services -Equipment	200	XXXXXXX	1.000	XXXXXXX		XXXXXXX
348	Postal Charges		XXXXXXX	1.500	XXXXXXX		XXXXXXX
355	Travel		XXXXXXX	4.000	XXXXXXX		XXXXXXX
399	Other Contracted Services (Specify) OT/PT	4.000	XXXXXXX	59.458	XXXXXXX		XXXXXXX
499	Other Supplies & Materials (Specify) SPED office supplies; Sch.Psych.		XXXXXXX	5.000	XXXXXXX		XXXXXXX
524	In-Service/Staff Development Eval Materials LCSW	500	XXXXXXX	5.500	XXXXXXX		XXXXXXX
599	Other Charges (Specify) Office Copier		XXXXXXX		XXXXXXX		XXXXXXX
790	Other Equipment (Specify) Water Cooler		XXXXXXX		XXXXXXX		XXXXXXX
72220	TOTAL EXPENDITURES	149623	XXXXXXX	175739	XXXXXXX	0	XXXXXXX

Special Education Expenses Only
*FTE Positions: Full time equivalency – use two decimals.
Line item substitutions or additions shall NOT be made.
All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

ROUND TO NEAREST DOLLAR

Lewis County

C. FINANCIAL INFORMATION (continued)

2. Estimated Expenditures for Education for Students with Disabilities

EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
SUPPORT SERVICES (72000) STUDENT TRANSPORTATION (72700) TRANSPORTATION (72710)						
Supervisor/Director						
Mechanic(s)						
Bus Drivers			10,698	1		
Clerical Personnel						
Other Salaries & Wages (Specify) Bus attendant			5,426	1		
In-Service Training						
Social Security		XXXXXXX	1,000	XXXXXXX		XXXXXXX
State Retirement		XXXXXXX	1,743	XXXXXXX		XXXXXXX
Life Insurance		XXXXXXX		XXXXXXX		XXXXXXX
Medical Insurance		XXXXXXX		XXXXXXX		XXXXXXX
Dental Insurance		XXXXXXX		XXXXXXX		XXXXXXX
Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
Employer Medicare		XXXXXXX	234	XXXXXXX		XXXXXXX
Other Fringe Benefits (Specify) Workers Comp.		XXXXXXX	755	XXXXXXX		XXXXXXX
Communication		XXXXXXX		XXXXXXX		XXXXXXX
Contracts with Other School Systems		XXXXXXX		XXXXXXX		XXXXXXX
Contracts with Private Agencies		XXXXXXX		XXXXXXX		XXXXXXX
Contracts with Parents	3,645	XXXXXXX	4,000	XXXXXXX		XXXXXXX
Contracts with Public Carriers		XXXXXXX		XXXXXXX		XXXXXXX
Contracts with Vehicle Owners		XXXXXXX		XXXXXXX		XXXXXXX
Laundry Service		XXXXXXX		XXXXXXX		XXXXXXX
Operating Lease Paymnents		XXXXXXX		XXXXXXX		XXXXXXX
Maintenance & Repair Service -		XXXXXXX		XXXXXXX		XXXXXXX
Medical & Dental Services		XXXXXXX		XXXXXXX		XXXXXXX
Postal Charges		XXXXXXX		XXXXXXX		XXXXXXX
Rentals		XXXXXXX		XXXXXXX		XXXXXXX
Travel		XXXXXXX		XXXXXXX		XXXXXXX
Other Contracted Services (Specify)		XXXXXXX		XXXXXXX		XXXXXXX
Diesel Fuel		XXXXXXX		XXXXXXX		XXXXXXX
Equipment & Machinery Parts		XXXXXXX		XXXXXXX		XXXXXXX
Garage Supplies		XXXXXXX		XXXXXXX		XXXXXXX
Gasoline		XXXXXXX		XXXXXXX		XXXXXXX
Lubricants		XXXXXXX		XXXXXXX		XXXXXXX
Tires & Tubes		XXXXXXX		XXXXXXX		XXXXXXX
Vehicle Parts		XXXXXXX		XXXXXXX		XXXXXXX
Other Supplies & Materials (Specify)		XXXXXXX		XXXXXXX		XXXXXXX
Vehicle & Equipment Insurance		XXXXXXX		XXXXXXX		XXXXXXX
In-Service/Staff Development		XXXXXXX		XXXXXXX		XXXXXXX
Other Charges (Specify)		XXXXXXX		XXXXXXX		XXXXXXX
Administration Equipment		XXXXXXX		XXXXXXX		XXXXXXX
Transportation Equipment		XXXXXXX		XXXXXXX		XXXXXXX
TOTAL EXPENDITURES	3645	XXXXXXX	23656	XXXXXXX	0	XXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – **use two decimals**

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

ROUND TO NEAREST DOLLAR

A: Lewis County

C. FINANCIAL INFORMATION (continued)

3. Estimated Expenditure Summary
Education for Students with Disabilities

ACCOUNT SERIES	EXPENDITURES	GENERAL PURPOSE FUND	IDEA	PRESCHOOL
71150	Alternative Schools			
71200	Special Education Program	844,458	242,986.17	17,114.48
72120	Health Services			
72130	Other Student Support			
72215	Alternative Instruction Program			
72220	Special Education Program Staff	149,623	175,739	
72410	Office of Principal			
72710	Transportation	3,645	23,856	
99100-590	Transfer Out of Funds: Indirect Cost *	XXXXXXX	5394.54 ~~5,443~~	210
99100-590	Permissive Use of Funds:	XXXXXXX	XXXXXXX	XXXXXXX
	A. Adjustment to Local Effort		XXXXXXX	XXXXXXX
	B. School Wide	XXXXXXX		XXXXXXX
	C. Early Intervening Services	XXXXXXX		XXXXXXX
TOTAL EXPENDITURES		997726	447975.71	17324.48

Indirect Cost Rate: 1.23%

Note: Subtract out all expenditures for equipment prior to determining indirect cost amounts.
Do Not include any "Permissive Use of Funds" expenditures when determining indirect cost amounts.

ENERAL PURPOSE FUND TOTAL SHALL MATCH TOTAL ON PAGE 16C

LEA: Lewis County

C. FINANCIAL INFORMATION (continued)

☐ IDEA, PART B ☐ PRESCHOOL GRANT

4. Equipment Purchase Requiring Prior Approval

THIS INCLUDES EQUIPMENT HAVING A USEFUL LIFE OF MORE THAN ONE YEAR **AND** AN ACQUISITION COST OF **$5,000.00** OR MORE PER UNIT.

BUDGET CODES	QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST	JUSTIFICATION FOR PURCHASE OF EACH ITEM
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
			TOTAL	0.00	

DUPLICATE FORM AS NEEDED (COMPUTE GRAND TOTAL MANUALLY)

GRAND TOTAL EQUIPMENT $ _____

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Lewis County

Special Education Instruction Program

	Acct. No. 71200	Description	Justification	
x	116	Teachers	To pay for teachers working with SE students	
	128	Homebound Teachers	To pay for homebound teachers working w/ SE students	
	162	Clerical Personnel	To pay for SE clerical personnel	
x	163	Educational Assistants	To pay for SE educational assistants	
x	171	Speech Pathologist	To pay for SE speech pathologist	
x	189	Other Salaries & Wages **(Specify)**	To pay for Bridges program assistant	
	195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
	198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
x	201	Social Security	Fringe benefits for above salaries	
x	204	State Retirement	Fringe benefits for above salaries	
	206	Life Insurance	Fringe benefits for above salaries	
	207	Medical Insurance	Fringe benefits for above salaries	
	208	Dental Insurance	Fringe benefits for above salaries	
	210	Unemployment compensation	Fringe benefits for above salaries	
x	212	Employer Medicare	Fringe benefits for above salaries	
x	299	Other Fringe Benefits (**Specify**)	Workers Compensation benefits	
	310	Contracts with other Public Agencies	Contract with:	For:
	311	Contracts with other School Systems	Contract with:	For:
	312	Contracts with Private Agencies	Contract with:	For:
	322	Evaluation & Testing	To evaluate and test S. E. students	
	330	Operating Lease Payments (**Specify**)		
x	336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
	356	Tuition	To pay tuition for SE students unable to afford it	
	369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
	370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
	399	Other Contracted Services **(Specify)**		
x	429	Instructional Supplies & Materials	To purchase supplemental supplies/materials for the SE classroom	
	449	Textbooks	To purchase supplementary textbooks for SE students	
	499	Other Supplies & Materials (**Specify**)		
	535	Fee Waivers	To pay fees for SE students that cannot afford them	
	599	Other Charges (**Specify**)		
x	725	Special Education Equipment *	Auditory Trainers (not over $5,000)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Lewis County

Support Services/Special Education Program

	Acct. No. 72220	Description	Justification	
x	105	Supervisor/Director	Pay salary for SE Supervisor/Director	
x	124	Psychological Personnel	To pay salary of SE psychologist	
x	135	Assessment Personnel	To pay salary of SE assessment personnel	
x	161	Secretary(s)	To pay salary of SE secretary	
	162	Clerical Personnel	To pay salary of SE clerks	
	171	Speech Pathologist (Supervisory)	To pay for SE speech pathologist for supervisory services	
	189	Other Salaries and Wages **(Specify)**		
	196	In-Service Training	Pay for training of SE support staff	
x	201	Social Security	Fringe benefits for above personnel	
x	204	State Retirement	Fringe benefits for above personnel	
	206	Life Insurance	Fringe benefits for above personnel	
x	207	Medical Insurance	Fringe benefits for above personnel	
	208	Dental Insurance	Fringe benefits for above personnel	
	210	Unemployment Compensation	Fringe benefits for above personnel	
x	212	Employer Medicare	Fringe benefits for above personnel	
x	299	Other Fringe Benefits **(Specify)**	Workers Compensation benefits	
x	307	Communication	SE communication costs	
	308	Consultants	To pay consultants	For:
	330	Operating Lease Payments **(Specify)**		
x	336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
x	348	Postal Charges	To pay for postal charges for SE programs	
x	355	Travel	Travel for SE support Staff	For:
x	399	Other Contracted Services **(Specify)**	OT/PT; School Psychologist; Social Worker; office copier ; water cooler	
x	499	Other Supplies & Materials **(Specify)**	SPED office supplies; evaluation materials	
x	524	In-Services/Staff Development	Staff development for SE support staff	
	599	Other Charges **(Specify)**		
	790	Other Equipment **(Specify)**		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Lewis County

Transportation

	Acct. No. 72710	Description	Justification
	105	Supervisor/Director **(Specify)**	
	142	Mechanic(s)	
x	146	Bus Drivers	Special Education bus drivers to transport special education students
	162	Clerical Personnel	
x	189	Other Salaries & Wages **(Specify)**	Bus attendant for Special Ed. bus
	196	In-Service Training	In-service training for approved special education personnel above
x	201	Social Security	Fringe benefits for approved personnel above
x	204	State Retirement	Fringe benefits for approved personnel above
	206	Life Insurance	Fringe benefits for approved personnel above
	207	Medical Insurance	Fringe benefits for approved personnel above
	208	Dental Insurance	Fringe benefits for approved personnel above
	210	Unemployment Compensation	Fringe benefits for approved personnel above
x	212	Employer Medicare	Fringe benefits for approved personnel above
x	299	Other Fringe Benefits **(Specify)**	Workers Compensation benefits
	307	Communication	SE communication costs
	311	Contract with Other School Systems **(Specify)**	
	312	Contracts with Private Agencies **(Specify)**	
x	313	Contracts with Parents	
	314	Contracts with Public Carriers	
	315	Contracts with Vehicle Owners	
	329	Laundry Service	
	330	Operating Lease Payments	
	338	Maintenance & Repair Service – Vehicles	Maintenance and repair of special education purchased vehicles
	340	Medical and Dental Services	
	348	Postal Charges	To pay postal charges re: communication
	351	Rentals	
	355	Travel	
	399	Other Contracted Services **(Specify)**	
	412	Diesel Fuel	
	418	Equipment and Machinery Parts	For special education purchased vehicles
	424	Garage Supplies	For special education purchased vehicles
	425	Gasoline	For special education purchased vehicles
	433	Lubricants	For special education purchased vehicles
	450	Tires and Tubes	For special education purchased vehicles
	453	Vehicle Parts	For special education purchased vehicles
	499	Other Supplies & Materials **(Specify)**	
	511	Vehicle & Equipment Insurance	To pay insurance for vehicles and equipment used to transport SE students
	524	In-Service/Staff Development	Staff Development for above approved special education personnel
	599	Other Charges **(Specify)**	
	701	Administration Equipment	
	729	Transportation Equipment	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: Lewis County

PRESCHOOL GRANT

Special Education Instruction Program

	Acct. No. 71200	Description	Justification	
	116	Teachers	To pay for teachers working with SE students	
	128	Homebound Teachers	To pay for homebound teachers working w/ SE students	
	162	Clerical Personnel	To pay for SE clerical personnel	
x	163	Educational Assistants	To pay for SE educational assistants	
	171	Speech Pathologist	To pay for SE speech pathologist	
	189	Other Salaries & Wages **(Specify)**		
	195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
	198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
x	201	Social Security	Fringe benefits for above salaries	
x	204	State Retirement	Fringe benefits for above salaries	
	206	Life Insurance	Fringe benefits for above salaries	
	207	Medical Insurance	Fringe benefits for above salaries	
	208	Dental Insurance	Fringe benefits for above salaries	
	210	Unemployment compensation	Fringe benefits for above salaries	
x	212	Employer Medicare	Fringe benefits for above salaries	
	299	Other Fringe Benefits (**Specify**)		
	310	Contracts with other Public Agencies	Contract with:	For:
	311	Contracts with other School Systems	Contract with:	For:
	312	Contracts with Private Agencies	Contract with:	For:
	322	Evaluation & Testing	To evaluate and test S. E. students	
	330	Operating Lease Payments (**Specify**)		
	336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
	356	Tuition	To pay tuition for SE students unable to afford it	
	369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
	370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
	399	Other Contracted Services **(Specify)**		
	429	Instructional Supplies & Materials	To purchase supplemental supplies/materials for the SE classroom	
	449	Textbooks	To purchase supplementary textbooks for SE students	
	499	Other Supplies & Materials (**Specify**)		
	535	Fee Waivers	To pay fees for SE students that cannot afford them	
	599	Other Charges (**Specify**)		
	725	Special Education Equipment *		

LEA: Lewis County

C. FINANCIAL INFORMATION (continued)
6. General Purpose Funds Only
Non-Supplanting/Maintenance of Effort

a. Expenditures for 2006-2007

Actual amount expended for students with disabilities served (State's Sp Ed Expenditure Report 2006-2007)	$942,275.45
Total unduplicated count of disabled students served by the school system (End of Year Report 2006-2007)	365
Per pupil expenditures 2006-2007 Divide a (1) by a (2)	$2,581.58

b. Expenditures for 2007-2008

1. Actual amount expended for students with disabilities served (State Sp Ed Expenditure Report, 2007 - 2008)	$991,120.10
2. Total unduplicated count of disabled students served by the school system (End of Year Report 2007-2008)	350
3. Per pupil expenditures 2007-2008 Divide b (1) by b (2)	$2,831.77

c. Expenditures for 2008-2009 *

		DOE USE ONLY
1. Actual or projected **(Circle one)** amount expended for students with disabilities served (State Sp Ed Expenditure Report, 2008 - 2009)	$1,001,531.21	$ 1,001,686.18
2. Total unduplicated count of disabled students served by the school system (End of Year Report, 2008-2009)	323	323
3. Per pupil actual or projected expenditures 2008-2009 Divide c (1) by c (2)	$3,100.72	$ 3,101.20
4. System's total net enrollment (All Students)	2,000	
Percentage of S.E. Students (Divide c.2 by c.4)	16%	

d. Projected Expenditures for 2009-2010

(Page 14, Total Expenditures General Purpose Funds)	$997,726

* **NOTE: If c.1. and c.3 are less than b.1 and b.3.** , a maintenance of effort problem has occurred. Please submit documentation that justifies this reduction in expenditures. Acceptable reasons to reduce MOE are provided at 34 CFR Part. 300. 204 *Exception to maintenance of effort.* Funding will be held until this is corrected or justified. **If d. is less than c.1.**, a potential maintenance of effort problem may occur. Work closely with your finance office/management consultant during this school year.

Revised March 2008

Comprehensive Application for Special Education Services Checklist

***Page* -Cover Page**

LEA	SEA	
x☐	☐	ALL items in box labeled "To be Completed by Local School System" have been answered.
x☐	☐	The Director of Schools has signed and dated the plan.

Comments:

Part I –Compliance Assurances

***Pages 1-2* – Compliance Assurances**

x☐	☐	Pages are included.
x☐	☐	Signed and dated by the Director of Schools.

Part II – Statistical Information

***Page 3* – Children with Disabilities to Receive FAPE Services from the School System**

x☐	☐	Name of School System is given at top of page
x☐	☐	Boxes in Column 1 are completed appropriately by primary disability, by age span and are totaled correctly at bottom of page. (May use end of year report as a method of projecting numbers for new fiscal year.)
x☐	☐	For Column 2 include any students served full-time by contractual agreement. The LEA must submit a contract for any full-time Special Education placements to be approved by the Commissioner within 30 days of initiation of the contract. Totals are correct at bottom of column.
x☐	☐	Totals in Column 3 are correct for each disability (column 1 + Column 2) and for each grade span at bottom of page.
x☐	☐	The total 3 – 5 year olds to receive FAPE is the same or less than the total number by option and disability given on page 4.
x☐	☐	The total 6 – 21 year olds to receive FAPE is the same or less than the total number by option and disability given on page 4.
x☐	☐	Column 4 indicates the # of students receiving special transportation and totals are correct. Note: If any students are receiving special transportation, cost for this expense must be included in the appropriate budget page.
x☐	☐	Column 5 includes only those students placed in a private school by the LEA. The totals by age group is correct at the bottom of the column.
x☐	☐	Columns 6(a) and (b) includes only private school children placed by their parents. The totals at the bottom of each column are correct.
x☐	☐	Grand total is correct.

Comments: *The numbers on this page represent an unduplicated count (head count) of students.*

Page 4 – Options to be Provided (Ages 3-5) and (Ages 6-21)

LEA	SEA	
x☐	☐	Name of School System is given at top of page.
x☐	☐	Indicate number of children served by option. This is a **duplicated count** and should reflect both primary and one secondary option of service.
x☐	☐	The total by option and disability either equals the total of Column 3 on Page 3 for 3-5 year olds and 6-21 year olds or is no more than double that number.
x☐	☐	Check total number given for Option 6. For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds..

Comments: *The LEA is strongly encouraged to use the End of Year Report as a guideline for filling out this page. This is a duplicated count (service count) of students served.*

Page 5 – Permissive Use of Funds

LEA	SEA	
x☐	☐	Yes or No is checked for each item on Page 5.
x☐	☐	Use of Funds as Local Funds (5A) worksheet is completed if LEA is requesting this option.
x☐	☐	Use of Funds as Local Funds (5B) worksheet is completed if LEA is requesting this option.
x☐	☐	Use of Funds as Local Funds (5C) worksheet is completed if LEA is requesting this option. Justification page for budget is attached.
	☐	Cover Page of Comprehensive Application is marked indicating Use of Funds to be utilized, if applicable

Pages 6 -13 – Estimated Expenditures

LEA	SEA	
x☐	☐	Name of School System is given at top of page.
x☐	☐	Total expenditures for each budget (General Purpose, IDEA Part B, & Preschool) are calculated correctly.
x☐	☐	FTE positions are given for appropriate personnel line items.
x☐	☐	Check the total number given for Option 6 on page 4. For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds.
x☐	☐	If equipment is over $5,000 per unit being purchased with Part B or Preschool funds, there is a corresponding equipment page.
x☐	☐	All amounts are rounded to the nearest dollar.
x☐	☐	Check contracted services amount against page 3, Column 2. If contracted services are paid from the general purpose budget, the LEA may be eligible for partial reimbursement.
x☐	☐	If special transportation services are indicated on Page 3, appropriate expenditures are included in the budget.
x☐	☐	Total allocations for both Part B and Preschool have been budgeted.
x☐	☐	Any budget code with the description "Other " must be detailed in the plan.

Comments: *Budget code substitutions or additions cannot be made in the budget*

Page 14 – Estimated Expenditure Summary

x☐ ☐ Name of LEA is given at top of page.

x☐ ☐ Budgeted amounts for each account series and fund types have been transferred correctly from each corresponding budget page.

x☐ ☐ Calculations for each fund type (General Purpose, Idea Part B, and Preschool) are correct.

x☐ ☐ Total expenditures for general purpose funds match total on page 16, item c.

x☐ ☐ If the LEA is going to reduce their level of local expenditures of special education services, the correct column is filled in and computed correctly.

x☐ ☐ Total award has been budgeted correctly.

x☐ ☐ Indirect cost has been calculated correctly. Equipment and any monies budgeted under permissive use of funds have been subtracted prior to figuring indirect costs.

☐ Total IDEA, Part B and Preschool amounts have been transferred to the front of the Comprehensive Application.

Calculation for indirect cost: Total Allocation –Any Equipment and/or Permissive Use of Funds= Allocation (less equipment) / Indirect Cost Rate (1.00_ _ or 1.0_ _ _) X Indirect Cost % = Maximum Indirect Cost (See sample attached)

***Page 15* – Equipment List (IDEA & PreSchool only)**

x☐ ☐ Name of School System is listed at top of page. Appropriate budget is checked.

x☐ ☐ Any equipment budgeted under IDEA Part B or Preschool requiring prior approval is accounted for on this page.

x☐ ☐ Budget codes are correct.

x☐ ☐ Description is appropriate for definition of equipment.

x☐ ☐ Quantity, Unit Cost, and Total Cost are correct. (***Unit cost is $5,000 or more***; *see comments below).*

x☐ ☐ Justification is given for each item purchased and is appropriate for the account under which equipment is budgeted. Justification is tied to the child's IEP or needs.

x☐ ☐ Total for page is correct.

x☐ ☐ If more than one page is needed, grand total of equipment is correct.

Comments: Equipment requiring prior approval is defined as property having a useful life of more than one year AND an acquisition cost of $5,000 or more per unit. Minor sensitive equipment are items costing $100 or more with a life expectancy of three years or longer.

Equipment must be kept on inventory. For equipment that is lost, stolen, or no longer useable, a letter of disposition must be addressed to the Director of Program Management Services and submitted to your Management Consultant.

Materials and software are <u>not</u> to be included on this page.

***Pages* – Line Item Justification for the Expenditures of IDEA, Part B & PreSchool Funds**

x☐	☐	There is a justification for each budgeted account number under the Part B or Preschool funds and the account code is marked.
x☐	☐	Account numbers and description of expenditures (complete account name) match the budget.
x☐	☐	Justifications are added for all account codes which say "Specify" and for any items without prewritten justifications
x☐	☐	All equipment costing $100 or more but less than $5,000 is specified on the appropriate justifications page.

Comments: *Do not include FTEs of personnel in the budget justifications—the appropriate FTEs have already been included on the budget pages.*

***Page 16* – Non-Supplanting/Maintenance of Effort**

LEA	SEA	
x☐	☐	Name of School System is listed at top of page.
x☐	☐	Expenditures for items "a" and "b" have been verified for accuracy.
x☐	☐	Item c (1), either actual or projected is circled.
x☐	☐	If actual figures used, amounts are transferred from State Special Education Expenditure Report correctly.
x☐	☐	The total unduplicated count of disabled students served agrees with the June End of Year Report.
x☐	☐	Division is correct.
x☐	☐	If the LEA is not expending more money (total or per pupil) in item "c" than in item "b", a letter, signed by the Director of Schools must be included with justifications and specific expenditure amounts that equal or exceed the difference
x☐	☐	Item "d"—the amount of total expenditures from general purpose funds has been transferred accurately from page 14.
x☐	☐	Amount given in item "d" is greater than amount given in Item c (1). **If no**, LEA is notified of potential maintenance of effort problem.

Calculation of

Indirect Cost (Restricted Rate)

447,975.71	=	_____	=	**447,975.11**	/	1.00 _ _ 1.0_ _ _ 1.0123	x	**1.23**	=	**5,443**
Total IDEA Allocation		**Any Equipment** and/or permissive use of funds		**Adjusted Allocation**		**Ind. Cost**		**Ind. Cost %**		**Max. Indirect Cost**
17,324	-	_____	=	**17,324**	/	1.00 _ _ 1.0_ _ _ **1.0123**	X	**1.23**	=	**210**
Total PS Allocation		Any Equipment and/or permissive use of funds		Adjusted Allocation		Ind. Cost		Inc. Cost %		Max. Indirect Cost

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SAMPLE:

System: Tennessee City Schools
Indirect Cost Rate: 1.23%

8,605,566	-	15,000	=	8,590,566	/	1.0123	=	8,486,185.91	X 1.23%	= 104,380.09
Total IDEA Allocation		Equipment and/or permissive use of funds		Adjusted Allocation		Ind. Cost			Ind. Cost %	Max. Ind. Cost

System: Volunteer County Schools
Indirect Cost Rate: 0.81%

74,152	-	0	=	74,152	/	1.0081	=	73,556.19	X .81%	= 595.81
Total PS Allocation		Equipment And/or permissive use of funds		Adjusted Allocation		Ind. Cost			Ind. Cost %	Max. Ind. Cost