

Initial IDEA Budget Submission Checklist

- Verify Approved District CLIP
- Review Assurances Tab
- Review Special Education FY18 MOE Portal to plan for Eligibility and Compliance
- Review the Excess Cost Portal to ensure prior year's Results and Base calculations are fully approved
- Review the FY19 CFM Monitoring Portal to ensure IDEA fiscal CAPS are complete and approved if applicable
- Attach FY20 MOE Eligibility Form
- Complete Proportionate Share Tab
- Complete CEIS Tab
- Complete IDEA Fiscal Monitoring Self-Assessment
- Check Suspension and Debarment for any contracted federally paid employee
- Enter detailed expenditures, including specifications for Proportionate Share, CEIS, and
Parent Mentor(s) into the IDEA budget
- Enter details about purchases that require prior approval/seek prior approval when needed



Common IDEA Budget Considerations (not an all-inclusive list)

- **Personnel:** Teachers, Extended Day Teachers, Extended Year Teachers, Physical Therapist, Speech Therapist, Occupational Therapist, Behavior Therapist, Orientation and Mobility, Paraprofessionals, & Substitutes
- **Benefits:** Teacher Retirement System, FICA, State Health Insurance, Other Employee Benefits
- **Contract Services:** Physical Therapy, Speech Therapy, Occupational Therapy, Behavior Therapist, Psychologist/Diagnostician, Orientation & Mobility
- **Professional Learning:** Purchased Professional and Technical Services.
- **Transportation:** Bus Driver & Bus Monitors
- **Supplies:** specialized equipment, technology supplies, computer software, textbooks or books and periodicals, CDs, flash or jump drives, parallel cables, and monitor stands. E-readers, including Kindles and iPads
- **Travel:** Expenditures for transportation, meals, hotel, and other expenses associated with staff travel
- **Dues and Fees:** Expenditures for registration fees, dues for systems' or individuals' membership in professional or service organizations
- **IDEA Carryover:** If applicable
- **CEIS Carryover:** If applicable
- **Proportionate Share Carryover:** If applicable