



## 2022-2023 Early Intervention Grant Final Report Guidance

### Fiscal Responsibility

The Early Intervention Grant (EIG) was made available via House Enrolled Act (HEA) 1001 (2021), Indiana's biennial budget bill, to support early literacy and intervention programming. Recipient corporations and schools must strive to utilize all awarded funds to the fullest extent possible and with fidelity to best support early intervention. Funds must be encumbered by Friday, September 29, 2023 and liquidated by Friday, December 15, 2023. Any unspent funds must be returned to the Indiana Department of Education (IDOE) by Friday, December 15, 2023.

### Allowable Use of Funds

Corporations and schools may use funds to support the following:

- Intervention programs based on the science of reading framework that focuses on the five components of reading and corresponding training to support the implementation. [Indiana's Priorities for Early Literacy](#) offers guidance and suggestions for the implementation of the science of reading.
- A diagnostic assessment or screener that aligns with evidence-based, core reading programs or that is used to identify learning characteristics related to dyslexia and corresponding training to support implementation. Additional information regarding dyslexia screeners can be found on IDOE's [Dyslexia webpage](#).

### Completing the Final Report

1. **Who must complete the final report?** Any corporation that received a distribution from the 2022-2023 Early Intervention Grant is required to submit a [2022-2023 Early Intervention Grant Final Report](#) to IDOE verifying their use of EIG funds. Indiana public school corporations will complete this report at the corporation level. Charter schools and accredited non-public schools (including Choice schools and any diocesan schools) will complete this report at the school level.
2. **When can corporations/schools submit their final report?** The final report form becomes available on Friday, September 29. A corporation or school designee must follow the indicated instructions to complete and submit the final report form no later than 11:59 p.m. ET Friday, December 15.
3. **How can a corporation amend its final report form once submitted?** Please contact IDOE's [Office of Teaching and Learning](#) for assistance if the final report requires amendment.

### Returning Unused Funds

Corporations and schools unable to encumber all distributed funds must complete these steps to return the unused funds to IDOE by Friday, December 15:

1. Complete the [final report](#) and indicate the amount of funds being returned.



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

2. Issue a check made payable to the *Indiana Department of Education* for the amount of funds being returned.
3. Draft a memo on school letterhead outlining the following information:
  - Corporation/school name and four-digit number;
  - Subject line “2022-2023 Early Intervention Grant Unused Funds”
  - Amount of funds being returned; and
  - Reason for returning unused funds.
4. Mail the check and memo to this address for processing:

ATTN: Pam Eustace  
Indiana Department of Education  
100 N. Senate Ave. 9th Floor  
Indianapolis, IN 46204

## Requesting an Extension

Schools that require additional time to complete the [final report](#) or return unused funds may request an extension for good cause only (i.e., to support the best use of funds) by contacting IDOE’s [Office of Teaching and Learning](#) by Friday, December 15, 2023. Requests must include:

- Corporation or school name and number;
- Role of person submitting request;
- Reason for extension;
- Requested date of report submission; and
- Amount of funds expected to be used (response is not binding).

Key Milestones	
Date	Event or Task
Friday, September 29, 2023	Last day to spend funds
	<a href="#">2022-2023 Early Intervention Grant Final Report</a> becomes available
11:59 p.m. ET on Friday, December 15, 2023	<a href="#">2022-2023 Early Intervention Grant Final Report</a> due to IDOE
	Last day to spend allocated funds
	Last day to return unused funds to IDOE