

***Special State Reserve Grant Funds
for Children with Disabilities***

Procedures and Instructions

Fiscal Year 2019-2020

Contact for additional information and questions:

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The references listed below are information and directions to guide the Public School Unit (PSU) with completing the Special State Reserve Grant Funds (SSRF) application for children with disabilities and submitting updated information throughout the year.

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Procedures for Requesting and Reverting Special State Reserve Grant Funds

Special State Reserve Grant Funds (SSRF) for children with disabilities, age three to 21, are not intended to replace any existing state, federal or local exceptional children funds.

All **applications must be submitted via the on-line application**. The link for the application is located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu. Paper applications will not be accepted for the 2019-2020 school year. EC Division personnel will review applicant students' supporting documentation in ECATS. If additional information is needed, the PSU EC Director/Coordinator will be contacted.

Applications **must be submitted within 60 days** of the student's first day of attendance or the date of the documented change in condition. The last day to submit an application is May 15, 2020. The on-line application provides the EC Division with a date and time stamp of the applications submitted.

The on-line application and update form include signature fields for the EC Director/Coordinator, Finance Officer and Superintendent. See Fiscal Requirements for details.

Basis of Application Approval: SSRF are available only in the student's **initial year of enrollment in the PSU**. Approval is based on availability of funds and the documented high cost needs of the students with disabilities presented. The funding description for these funds in PRC 063 is "Reserve-Severely Handicapped" which further emphasizes that funds are for students with a high level of need. The funding requests in the application must be supported by documentation for the personnel or equipment requested. Exceptional Children (EC) Division personnel reviewing applications for approval will review documents in ECATs to verify funding requests. If additional information is needed, the EC Director/Coordinator will be contacted.

A child who was enrolled in the PSU during the previous year may be eligible for SSRF if he/she has experienced a **change in condition** that results in an IEP team putting in place additional services after assessments or other documentation have been reviewed. The change is not expected and could not have been anticipated.

- Two examples of a change in condition:
 - A child was not identified as an exceptional child, but due to an injury and the completion of the eligibility process, was found eligible by an Individualized Education Program (IEP) Team. Due to the child's level of need, a personal care assistant is required in order for the child to attend school. As a result of the changes, the child is identified as an exceptional child and has documented high cost needs that the PSU was not financially prepared to address.
 - A child was identified as an exceptional child, but after reviewing reevaluation documentation, the IEP team has determined that the child is in need of a 1:1 spoken language facilitator. The PSU had not anticipated the need for the additional personnel and, therefore, had not planned for the expense of the spoken language facilitator's salary.

Student Ineligibility: A student will be considered ineligible for SSRF if any of the following apply to the child and PSU:

- Student does not present with having high needs as per responses on application.
- There is not sufficient documentation to support funding request.
- There is not sufficient documentation demonstrating that necessary interventions, resources and supports have been put in place to address the student's needs.
- Student has been enrolled for more than sixty (60) calendar days (application must be submitted within the 60 days), or submission date is beyond the sixty (60) calendar days of the IEP team meeting documenting the change in condition.

- Enrolled during the previous school year but does not meet eligibility requirements under a change in condition.
- Received any of the following funds in the previous school year in the current PSU:
 - Special State Reserve Funds (PRC 063)
 - Average Daily Membership (ADM)
 - State Exceptional Children Funds
 - Behavioral Support Funds (PRC 029)
 - Out-of-District Funds
 - Federal IDEA, Part B, 611/619
 - Risk Pool Program Funds (PRC 114)
 - Group/Foster Home Funds (PRC 060 & 032)
 - Developmental Day Funds (PRC 063)
 - Community Residential Funds (PRC 063)
- Received any of the following funds in current school year in the current PSU:
 - Behavioral Support Funds (PRC 029)
 - Out-of-District Funds
 - Risk Pool Program Funds (PRC 114)
 - Group/Foster Home Funds (PRC 060 & 032)
 - Developmental Day Funds (PRC 063)
 - Community Residential Funds (PRC 063)

Funding requests must consider projected and actual costs of personnel benefits, the need for substitute personnel and the child's historical attendance (frequent absences decrease costs of some services). If a student is enrolling after the school year has begun, request is to be based upon financial need for months remaining in the school year. When costs are overestimated, the number of children state-wide who benefit from grant funds decreases, resulting in children who are denied funding due to lack of funds.

- Prorating costs for classroom teachers or other school staff cannot be used in the calculation of the cost of special education and related services.
- SSRF are student specific grant dollars; therefore, **personnel** whose salaries are funded with SSRF can work only with the child who is named in the SSRF application. If the child withdraws from the PSU, personnel funded with SSRF can no longer be supported with those funds. The maximum period of employment for personnel salaries funded via an approved SSRF application is the ten (10) calendar months for the PSU receiving the funding. Entry-level salaries noted in the current state salary schedule are to be used when requesting personnel funds. Locally provided benefits and supplements are not fundable expenditures.
- **Contractor** compensation fund requests are not to exceed the portion of the contractual compensation amount for the services provided to the student named in the application.
- Prorating costs for school staff cannot be used in the calculation of the cost of special education services.
- SSRF cannot to be used to support special educational methodologies, create new classes, provide transportation, and/or purchase consumable materials. Costs must show excess in personnel required, assistive technology and specialized equipment, etc.

Equipment requests must include an invoice from the vendor or purchase order that lists items needed and prices; the application will allow for attaching an electronic copy of the invoice or purchase order. An equipment request must be student specific, and it will be verified by EC Division personnel using student information available in ECATS. If additional information is needed, the PSU will be contacted. Consumable supplies are not a fundable expenditure.

Any equipment purchased for a student with SSRF must accompany the student if the student transfers to another PSU in North Carolina. If the student moves out of North Carolina, the equipment remains with the PSU.

Approval notification will be provided via a memo to the Exceptional Children Program Director/Coordinator. The memo will state the exact amount allocated and how the allocated funds can be spent.

- These funds are student specific and can only be used as specified in the approval memo and as described in the original application.
- Notification of funds to be allocated will be sent to the School Allotment Section. The finance officer will receive an allotment revision report indicating the amount approved under PRC 063 (traditional PSUs) or PRC 036 (Charter PSUs).

Denial of request: All requests will be reviewed by the Exceptional Children Division. If the request is denied, the PSU will be notified via a memo sent to the Exceptional Children Program Director/Coordinator indicating the reason for denial.

Amendment of Requests: If amendments are needed in a student's original application or budget, the PSU must send a password protected email to specialgrants@dpi.nc.gov requesting the amendment. If there is a need to reuse or revert funds, the PSU must notify the EC Division by submitting the *Special State Reserve Grant Funds Update Form*. The PSU will receive a notification of approval or denial of these requests.

Withdrawals or changes in services: The Exceptional Children Division must be notified of any change in the student's status, eligible services, or withdrawal no later than **ten (10) calendar days** after the change by submitting the *Special State Reserve Grant Funds Update Form*. If the student has withdrawn and additional time is needed due to outstanding invoices for payment of services, an explanation can be provided in the narrative section of the form.

Reverting Funds: Funds are to be reverted any time during the school year when it is known that some or all funds will not be needed. When funds are reverted early, they can be reallocated to benefit a child whose application was previously denied due to lack of funds. Any unused funds must be returned by submitting *Special State Reserve Grant Funds Update Form*.

SSRF may revert for various reasons. Several examples follow:

- The student approved for funds no longer needs the services designated on the application (e.g. student withdraws, student is placed homebound or child's day has been modified).
- The student no longer needs the level of services specified in the initial application (e.g. 1:1 no longer needed).
- The IEP Team determines the student no longer qualifies for services.
- The student had many absences and a contractor is invoiced only for days the child attends school.
- As a PSU conducts quarterly reviews of expenditures, it is realized that funds will be remaining.

Reuse of Funds: Unless approved by the Exceptional Children Division, funds cannot be used for another student or for a student's application that was not funded due to unavailability of funds (all funds were allocated). Request for reuse of funds for another student with an approved application on file with the EC Division may be made submitting the *Special State Reserve Grant Funds Update Form*. The PSU's EC Director/Coordinator will receive a notification of approval or denial for the request.

Validation Visits: The Exceptional Children Division may schedule a validation visit to verify the use of Special State Reserve Grant Funds.

- PSU selection for visits may be targeted based on risk factors or SSRF application requests. Selection may also be random. A visit for validation of Special State Reserve Grant Funds may be combined with a visit for Risk Pool Program Grant Funds.
- Visits are typically scheduled to take place during 3rd and 4th quarter after the bulk of applications have been received and funds have been allocated.
- The PSU will provide an escort for the visiting EC Division Consultant to assist with traveling to the school(s) where the students are in attendance, checking in at school, introductions of staff, etcetera.
- The visit will include interviews with staff paid with SSRF, meeting the students benefitting from the funds, and a review of each student's expenditures

- PSU will need to provide a copy of an official financial report showing expenditures. If it is determined that funds were not spent as per application approval and SSRF parameters, PSU will receive written notification of any corrective action that will need to be taken, along with due date for submitting corrections.
 - Corrective action may include repayment of funds.
- At the conclusion of the visit, depending on time available, a brief meeting may take place to provide the EC Director /Coordinator general information about the visit.
- The PSU will receive written notification of the closure of the visit when the PSU is compliant or when the corrective action issues are resolved.

Reference II

Fiscal Requirements for Special State Reserve Funds

- The on-line application and update form include fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. The PSU representative completing the application will be submitting the names of the individuals in these positions, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the student in need, application process, funding parameters of the grant, fiscal requirements associated with the grant funds, along with any other pertinent details prior to submitting the grant application. Each name field in the application is associated with specific certifications that the PSU agrees to by submitting the application and receiving any funds that are allotted if the application is approved. The PDF of the application included with this manual provides details of the certifications.
- Special State Reserve Funds are student specific. The amount provided for the student named in the application must be used for only him/her. Without appropriate approval, funds designated for one student cannot be used for another student's expenses, even when the other student is also a recipient of Special State Reserve Grant Funds.
 - Funds may only be used for services described in the original application. Any amendments to the application and budget must be submitted to the EC Division via email to specialgrants@dpi.nc.gov. The PSU will receive notification of approval or denial of the request.
- Costs for special education and related services must be for direct services to the student named in the application. Funds cannot be used to support other students. Examples:
 - During the period of time a student is receiving related services funded via SSR funds, other students cannot participate in the therapy session.
 - If a personal care assistant is funded via SSR funds, the assistant cannot serve in the role as a classroom teaching assistant. Furthermore, the assistant cannot serve as a substitute when the child is absent unless paid from a funding source other than SSR funds.
- Special State Reserve Funds are not to be used to support special educational methodologies, create new classes, provide transportation, and/or purchase consumable materials. Costs must show excess in personnel required, assistive technology and specialized equipment, etc.
- These funds may not be used to contract for special education and/or related service(s) to serve the child outside the PSU.
- Special State Reserve Funds cannot be used for reimbursement of past year's expenses.
- The *Special State Reserve Grant Funds Update Form* is required from all PSUs receiving Special State Reserve Grant Funds to provide a detailed update on the student's status. Failure to submit the form may prevent the PSU's participation in Special Project Grant funding for the following year.

- If a student's status has changed (e.g. the student is no longer enrolled or services are no longer needed), the form is to be submitted no later than ten (10) calendar days after the change.
 - For students who are enrolled through the end of the school year, the update must be submitted on or before June 30th.
- PSUs are encouraged to conduct quarterly reviews of expenditures to monitor funding balances. If it is noted that there are unspent funds, these should be reverted or reused early on. When requests for reversions or reuse of funds are submitted too late in the year, other children may not be able to benefit from funds.
- All unused and unencumbered funds will revert on June 30th of each year.

Instructions for Completing the Special State Reserve Grant Funds Application Form

The Special State Reserve Grant Funds application is accessed via the EC Division website under the Finance and Grants tab. Select Applications.

When viewing the Special State Reserve Grant Funds web page, this manual and the links to the on-line application and on-line *Special State Reserve Grant Update Form* are included. The completed on-line application must be submitted within 30 calendar days of the student's first day of attendance or IEP meeting documenting the student's change in condition. Paper copies of the application and update form will no longer be accepted.

A PDF of the application and update form is included at the end of this manual for reference. The PDF will ensure the user will have necessary information on hand to successfully complete the application.

The on-line application will not allow the user entering data to return to a previous page; therefore, it will be crucial to enter correct and complete information. If the application is incomplete or data is not correct when it is submitted, the application will not be considered received by the EC Division.

Printing the application summary after it is submitted is recommended. Once the application is summary is closed, the PSU will no longer have access to the summary.

Submitting documents that are not located in ECATS: The PSU will need to attach to the application documents that support a student's needs but are not included with the student's information in ECATS. Two examples are health care plan and FBA/BIP. The following naming convention must be used to save the document prior to upload:

PSUnumber_PowerSchoolNumber_DocumentName
Example: 010_5551123_healthcareplan

Materials/Equipment Request: The PSU will need to attach invoice or purchase order from company equipment will be purchased. The following naming convention must be used to save the document prior to upload:

PSUnumber_PowerSchoolNumber_DocumentName
Example: 010_5551123_quote

The *Special State Reserve Grant Funds Update Form* has four specific purposes:

- to revert funds early when the PSU realizes there will be unspent funds,
- to reuse funds within the PSU (request to apply unspent funds toward another SSRF eligible student),
- to report a withdrawal of a SSRF recipient,
- to provide an update at the end of the year.
-

When submitting the *Special State Reserve Grant Funds Update Form*, the user entering information will need to know the amount of funds the student received as per the memo and allotment, how much has been spent on the student's eligible expenses, how much the student will need (if any) to pay for services until the end of the year, and how much money the PSU is reverting or requesting to reuse toward another SSRF eligible student.

Submitting updates of withdrawn students: If a student's status has changed (i.e., the student is no longer enrolled or services are no longer needed), the *Special State Reserve Grant Funds Update Form* is to be submitted no later than ten (10) calendar days after the change.

For students who are enrolled through the end of the school year, the *Special State Reserve Grant Funds Update Form* must be submitted on or before June 30th.

Certification and signatures: The application and update form include fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. The PSU representative completing the application or update form will be submitting the names of the individuals in these roles, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the applications.

PDF Sample of SSR Application and Update Form

Part I

**2019-20
Special State Reserve Funds Application**

Resources:

Questions:

Jamie Davis

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NCDPI-Exceptional Children Division

6356 Mail Service Center

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PART I: Local Education Agency (LEA) Information

Region Name:

LEA Name:

EC Director/Coordinator Name:

EC Director/Coordinator Email:

EC Director/Coordinator Phone:

EC Director/Coordinator Fax:

PowerSchool Student ID:

Student's PowerSchool Enrollment Date:

Name, city and state of school system child last attended:

Is this application being submitted due to a "Change in Condition?"

- ☐ Yes
- ☐ No

PART III: Child's Needs and Services

PART III: Child's Needs and Services - Check appropriate boxes and complete narrative sections.

Are the child's needs for which funds are being requested documented?

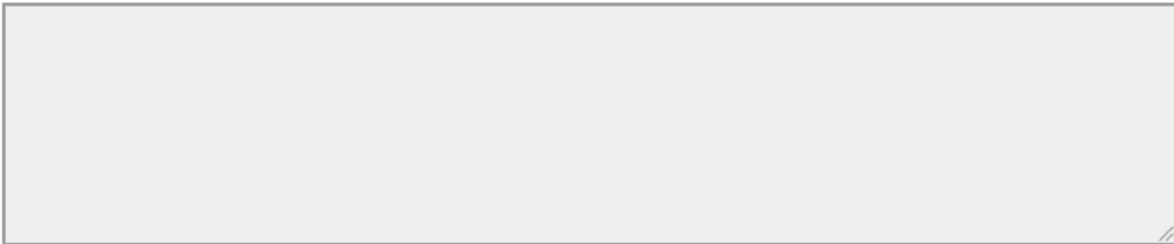
- ☐ Yes
- ☐ No

How do the child's needs present as atypical, high cost needs that are unexpected?

Is the LEA requesting funds for personnel to support the child's needs?

- ☐ Yes
- ☐ LEA is not requesting personnel

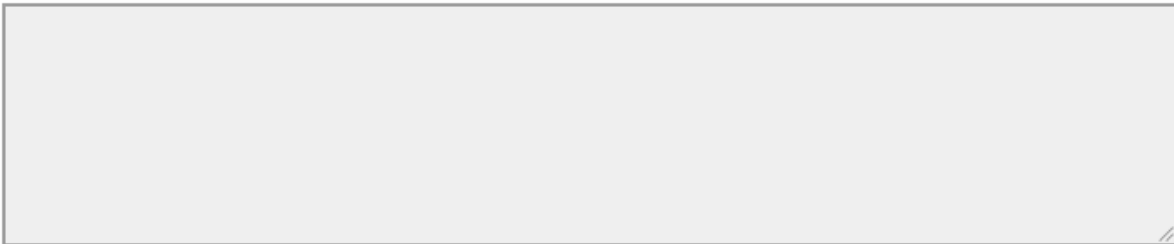
Describe and provide examples of the child's needs and/or behaviors and how the requested need for personnel is supported by current documentation



If the child requires adult assistance during the school day, has the person been hired/contracted?

- ☐ Yes
- ☐ No

If no, explain why the person has not been hired/contracted. Also provide a description of how the IEP is being implemented without the necessary personnel in place.



In order to attend school, does the child have communication needs requiring a 1:1?

- ☐ Yes - Braille
- ☐ Yes - Interpreter
- ☐ Yes - Language Facilitator
- ☐ Yes - Deaf Blind Intervener
- ☐ No

In order to attend school, does the child require medical care provided by a 1:1?

- ☐ Yes - RN
- ☐ Yes - LPN
- ☐ Yes - CNA
- ☐ Yes - Personal Care Assistant
- ☐ No

Does the child require a 1:1 personal assistant for toileting? Examples include: assistance with being lifted and seated on toilet, supervision during the period of time when seated on the toilet, assistance with cleaning self after toileting, diaper changes, etc.

- ☐ Yes
- ☐ No

Provide description of need:

Does the child require a 1:1 personal assistant for feeding? Examples include: child cannot put food in his/her mouth, special dietary needs that make self-feeding not possible, child requires pureed food, child has a feeding tube, etc. Assistance with opening food packages is not considered a feeding need.

☐ Yes

☐ No

You answered Yes to Does the child require a 1:1 personal assistant for feeding? Examples include: child cannot put food in his/her mouth, special dietary needs that make self-feeding not possible, child requires pureed food, child has a feeding tube, etc. Assistance with opening food packages is not considered a feeding need.

Provide description of need:

Does the child require a 1:1 personal assistant for safety? Examples include self-injurious behaviors, flight-risk, danger to others, etc.

☐ Yes

☐ No

You answered Yes to: Does the child require a 1:1 personal assistant for safety? Examples include self-injurious behaviors, flight-risk, danger to others, etc.

Provide description of need:

Does the child require a 1:1 personal assistant for extreme behaviors associated with socialization, redirection, frequent reminders, coaching and/or modeling appropriate behaviors for social settings?

☐ Yes

☐ No

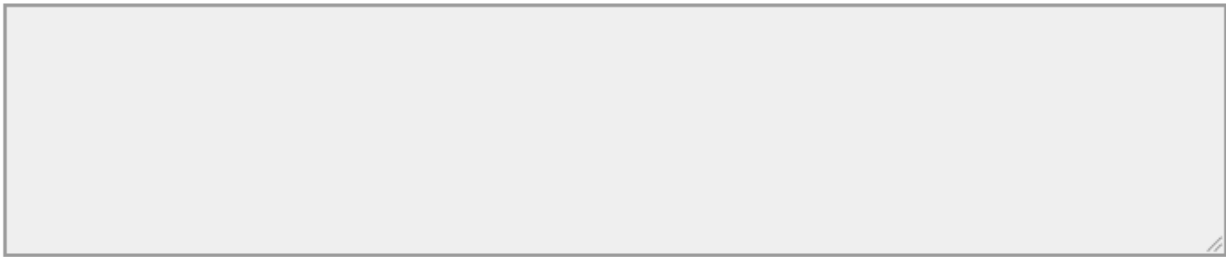
You answered Yes to: Does the child require a 1:1 personal assistant for extreme behaviors associated with socialization, redirection, frequent reminders, coaching and/or modeling appropriate behaviors for social settings?

Provide description of need:

Does the child have a current Functional Behavior Assessment and a current Behavior Intervention Plan?

- ☐ Yes
- ☐ No

Describe the behavioral strategies that have been implemented to meet the child's needs, to include implementation and impact of MTSS and PBIS:



Does the child receive:

- ☐ Occupational Therapy
- ☐ Physical Therapy
- ☐ Speech/Language Therapy
- ☐ Orientation & Mobility
- ☐ Audiology Services

Does the child's IEP include the use of supplemental aids and/or assistive technology to access educational services?

☐ Yes

☐ No

List items used by child that are noted in the IEP:

1

2

3

4

5

Are funds for child specific supplemental aids, assistive technology and/or equipment being requested?

*Consumable materials or supplies, classroom materials and curriculum cannot be funded with Special State Reserve Funds.

☐ Yes

☐ No

Note: Attach invoice or official quote from company equipment will be purchased. Screen shot of catalog page or website shopping cart will not suffice as official quote.

!! NAME THE FILE - PowerSchoolID_LEANAME_Invoice/Quote (ex: 125635_Alamance_Quote)

If the LEA considered other strategies and existing resources but chose to not implement them, describe why they were not used:

Provide additional comments or information not included previously (if any):

PART IV: Funds Requested

Describe the financial impact the child's needs have on the LEA.

Enter the amount requested for the student in the following areas. All requested funds must be supported by documentation in the IEP or other appropriate documentation.

5210 063 121 EC - Salary - Teacher

0

5210 063 122 EC - Salary - Interim Teacher - Non Cert

0

5210 063 133 EC - Salary - Psychologists

0

5210 063 141 EC - Salary - TA - Other

0

5210 063 142 EC - Salary - TA - NCLB

0

5210 063 144 EC - Salary - Interpreter/Braillist/Translator

0

5210 063 145 EC - Salary - Therapist

0

5210 063 147 EC - Salary - Bus Monitors

0

5210 063 148 EC - Salary - Non-Certified Instructor

0

5210 063 162 EC - Substitute Pay - Reg. Absence

0

5210 063 165 EC - Substitute Pay - Non-Teaching

0

5210 063 167 EC - Tchr. Asst. Pay - Reg. Absence

0

5210 063 199 EC - Overtime Pay	0
5210 063 211 EC - Employer's Soc Sec - Regular	0
5210 063 221 EC - Employer's Retirement - Regular	0
5210 063 231 EC - Employer's Hospitalization Ins	0
5210 063 326 EC - Contracted Repairs - Equipment	0
5210 063 411 EC - Supplies and Materials	0
5210 063 418 EC - Computer Software and Supplies	0
5210 063 461 EC - Furniture and Equipment - Inventoried	0
5210 063 462 EC - Computer Equipment - Inventoried	0
5210 063 471 EC - Sales and Use Tax Expense	0
5210 063 541 EC - Equipment Purchase - Capitalized	0
5230 063 121 Pre-K - EC - Salary - Teacher	0
5230 063 142 Pre-K - EC - Salary - TA - NCLB	0
5230 063 144 Pre-K - EC - Salary - Interpreter/Braillist	0
5230 063 162 Pre-K - EC - Substitute Pay - Reg. Absence	0
5230 063 165 Pre-K - EC - Substitute Pay - Non-Teaching	0
5230 063 199 Pre-K - EC - Overtime Pay	0
5230 063 211 Pre-K - EC - Employer's Soc Sec - Regular	0
5230 063 221 Pre-K - EC - Employer's Retirement - Regular	0

5230 063 23I Pre-K - EC - Employer's Hospitalization Ins

0

5230 063 3II Pre-K - EC - Contracted Services

5230 063 4II Pre-K - EC - Supplies and Materials

0

5230 063 4I8 Pre-K - EC - Computer Software and Supplies

0

5230 063 46I Pre-K - EC - Furniture and Equipment - Inventoried

0

5230 063 462 Pre-K - EC - Computer Equipment - Inventoried

0

5230 063 542 Pre-K - EC - Computer Hardware Purchase - Cap.

0

5240 063 129 Speech & Language - Salary - Held Harmless Salary

0

5240 063 132 Speech & Language - Salary - Instruct. Support II -
Adv.

0

5240 063 163 Speech & Language - Substitute Pay - Staff Dev.

0

5240 063 166 Speech & Language - Tchr. Asst. Pay - Staff Dev.

0

5240 063 2II Speech & Language - Employer's Soc Sec - Regular

0

5240 063 22I Speech & Language - Employer's Retirement -
Regular

0

5240 063 23I Speech & Language - Employer's Hospitalization Ins

0

5240 063 3II Speech & Language - Contracted Services

0

5240 063 3I8 Speech & Language - Speech and Language Serv.-
Contract

0

5250 063 132 Audiology - Salary - Instruct. Support II - Adv.	0
5250 063 163 Audiology - Substitute Pay - Staff Dev.	0
5250 063 166 Audiology - Tchr. Asst. Pay - Staff Dev.	0
5250 063 211 Audiology - Employer's Soc Sec - Regular	0
5250 063 221 Audiology - Employer's Retirement - Regular	0

5250 063 231 Audiology - Employer's Hospitalization Ins	0
5250 063 311 Audiology - Contracted Services	0
5320 063 131 Social Work & Attendance - Salary - Instruct. Support I -	0
5320 063 211 Social Work & Attendance - Employer's Soc Sec - Regular	0
5320 063 221 Social Work & Attendance - Employer's Retirement - Regular	0
5320 063 231 Social Work & Attendance - Employer's Hospitalization Ins	0
5840 063 131 Health Services - Salary - Instruct. Support I - Reg.	0
5840 063 145 Health Services - Salary - Therapist	0
5840 063 146 Health Services - Salary - Specialist (School-Based)	0
5840 063 199 Health Services - Overtime Pay	0
5840 063 211 Health Services - Employer's Soc Sec - Regular	0
5840 063 221 Health Services - Employer's Retirement - Regular	0

5840 063 231 Health Services – Employer's Hospitalization Ins	0
5840 063 311 Health Services – Contracted Services	0
5840 063 317 Health Services – Psychological Serv -Contract	0
5840 063 319 Health Services – Other Professional/Technical Svc	0
Total	0

Part VIII: Certification

PART VII: Certification

EC Program Director/Coordinator -

The SSRF-2, Special State Reserve Funds Update, is required from all LEAs receiving Special State Reserve Funds to provide a detailed update on the child's status. Failure to submit the SSRF-2 will prevent the LEA's participation in Special State Reserve funding for 2019-2020.

- If a child's status has changed (i.e., the child is no longer enrolled or services are no longer needed), the SSRF-2 is to be submitted no later than ten (10) calendar days after the change.
- For children who are enrolled through the end of the school year, the SSRF-2 must be postmarked on or before June 30, 2019.

I certify that the services requested in this application are needed to provide appropriate educational and related services for the child named in this application.

Finance Officer -

I certify that the LEA will notify the Department of Public Instruction, Exceptional Children Division, immediately after it has been determined that funds will not be used as proposed by submitting a completed SSRF-2, *Special State Reserve Funds Update*. I understand that funds will be reverted to the School Allotment Section at the direction of the EC Division. It is also understood that on June 30th, all remaining unspent and contractually uncommitted Special State Reserve Funds will be reverted to the School Allotment Section.

Superintendent -

I certify that this LEA has committed available funds to provide appropriate special education and related services to the child named in the application. Special State Reserve Funds are not guaranteed, and they are not intended to replace any existing state, federal or local exceptional children funds. If available, these additional funds will be used only for the child named in this application.

****Applications that are unclear, incomplete and lacking required documents will not be processed.**

Part I

2019-20

Special State Reserve Funds Update

See “Special State Reserve Funds Procedures and Instructions” for additional information.

Questions:

Jamie Davis

Administrative Assistant – Special Programs & Data

NCDPI-Exceptional Children Division

6356 Mail Service Center

Raleigh, NC 27699-6356

919.807.3367

jamie.davis@dpi.nc.gov

PART I: Public School Unit (PSU) Information

Region Name:

PSU Name:

PowerSchool Student ID:

Part II: Financial Update

Part II: Financial Update – Submit anytime when it is known that some or all of the funds will not be used. By reverting funds during the school year, funds can be reallocated to benefit a child whose application was denied due to lack of funds.

Funds allocated to child (per approval letter)

Child's expenditures (funds utilized)

Allocated funds (if any) to remain with the PSU for the child

Balance of funds to be reverted

Requesting funds to be transferred to another eligible Risk Pool applicant

If reverting or requesting to transfer funds to another student during the school year, check one box below -

- ☐ Applicant child is still enrolled but will not use all funds allocated. PSU is reverting the excess funds prior to the end of the fiscal year (no need to complete Part IV). Note the amount to remain with PSU for applicant child's expenses. Also note amount to be reverted.

- ☐ Applicant child is still enrolled but will not use all funds allocated. PSU requests that the excess funds be applied toward the child named below who has an approved SSRF application that was denied due to lack of funds. Note funds to be transferred to the child named below as funds to remain with the PSU. The PSU will receive a notification of approval or denial for the request. If approved, the PSU is required to submit form SSRF-2 for the additional child on or before June 30th. Enter child's Power School Number below.

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- ☐ Applicant child has withdrawn (also complete Part III) and PSU requests that the Excess funds be applied toward the child named below who has an approved SSRF application that was denied due to lack of funds. Note funds to be transferred to the child named below as funds to remain with the PSU. The PSU will receive a notification of approval or denial for the request. If approved, the PSU is required to submit form SSRF-2 for the additional child on or before June 30th. Enter child's Power School Number below.

PART III. Child's Update – Complete for submission at the time of withdrawal or on or before June 30th.

Is the child currently enrolled?

- ☐ Yes
- ☐ No

What is the date of Withdrawal?

Child Update: Provide a detailed description of the status of the child and services provided with Special State Reserve Funds. Use specific data regarding the child's progress during the school year and include

information that demonstrates how Special State Reserve Funds impacted the child's progress.

1) Will the child require the same level of services next school year?

☐ Yes

☐ No

2) What plans have been made to provide special education and related services for the upcoming school year? Be reminded that grant funds are not guaranteed; it is recommended that grant funding not be a part of these plans.



Part V: Required Signatures

Part V: Required Signatures

EC Program Director/Coordinator -

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Finance Officer -

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Superintendent -

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