



MEMORANDUM

TO: Superintendents/Special Education Directors

FROM: Karen Howard, Director of Finance, Special Education Services

DATE: June 15, 2020

SUBJECT: IDEA Financial Closeout Procedures

Closeouts on the current fiscal year are now available through the GMS system. The due date for closeout completion will be September 1, 2019. Any unencumbered funds will carry over to the new fiscal year once your district closeout has been approved.

Reminder: All districts that paid for contract services with Individuals with Disabilities Education Act (IDEA) federal funds (coded to object code 300) must complete and upload a Vendor Performance Review form as part of the closeout procedure. A link to the Vendor Performance Review form can be located on the closeout page.

If your district pays employees with IDEA federal funds, please continue to complete semi-annual or monthly Time and Effort reports. One current Time and Effort report will need to be uploaded as part of the closeout procedure.

Thank you for your assistance with this requirement. If you have questions or concerns, please contact:

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