February 25, 2014

TO: Chief School Administrators
Charter School Lead Persons
State Agency IDEA Project Directors

FROM: Peggy McDonald, Director
Office of Special Education Programs

SUBJECT: FY 2013 Individuals with Disabilities Education Act – Part B (IDEA-B) Final Report

This is to inform you that the FY 2013 IDEA Final Report will be available for district use in the New Jersey System for Administering Grants Electronically (NJSAGE) on Monday, March 3, 2014. Your district may then complete its final report for submission through the NJSAGE system. Please note that all 2013 obligations must have been liquidated by Friday, November 29, 2013 and the IDEA FY 2013 final report must be submitted by Friday, April 4, 2014.

The FY 2013 IDEA Final Report contains financial information including, but not limited to, total expenditures, funds paid to date, unexpended funds, overpayments, and refunds to the New Jersey Department of Education (NJDOE). This information will allow the NJSAGE system to close-out the FY 2013 grant period by providing districts with an exact accounting of the FY 2013 funds as these relate to: 1) the amount of funds that remain to be paid; 2) the amount of funds that were over paid and will need to be subtracted (offset) from unexpended balances; and 3) the amount of unexpended funds that can be carried over into FY 2014. It is important that all LEAs that completed a 2013 IDEA Application file their final report by the due date. Delays will impact the application of carryover funds/overpayments and the district’s ability to use their unexpended 2013 funds.

The Final Report has been streamlined to reduce the amount of time required for completion and submission. Critical to this is that the district should have ALL of its expenditures available so that data entry proceeds smoothly. The Final Report may be accessed by logging onto the NJSAGE system and following the directions that are included with this memo (Attachment A). It is important to note that the Final Report is initiated and completed from WITHIN the Fiscal Year grant that is the subject of the report.

Upon final NJDOE approval of the district’s FY 2013 IDEA Final Report, any funds identified as carryover and/or overpayment will transfer into separate lines in the associated allocation sections.
of the FY 2014 IDEA application (Basic and/or Preschool) in the NJSAGE system. These amounts will not be visible until an amendment to the approved 2014 application is created. It is within this amendment that the district will need to budget the carryover and/or overpayment as identified in the 2013 Final Report. If the district does not see the correct amounts it should contact sagehelp@doe.state.nj.us.

Please note: Districts may now spend carryover funds on allowable costs and may charge these costs retroactively to September 1, 2013. If a district funds programs, services, or activities that are not approved in the FY 2014 IDEA application or amendment, the district will be responsible for the incurred costs. Please see Attachment B for further details on carryover and overpayment funds.

Instructions on how to complete the final report are attached to this memo (Attachment A) and are also located within the Management Activities of the Grant. If you have any questions concerning the information contained in this memo, please contact your county supervisor of child study or Patricia Holcomb-Gray, IDEA-B grant coordinator, Office of Special Education Programs, at (609) 984-4953.

Your prompt attention to this matter is appreciated.

PMD/JW/DJ/pg
Attachment

c: Members, State Board of Education
   Senior Staff
   David Joye
   Anne Corwell
   John Worthington
   Vanessa Davenport
   Constance Webster
   Patricia Holcomb-Gray
   Saskia Brown
   Executive County Superintendents
   Executive Directors for Regional Achievement Centers
   Executive County Business Administrators
   County Supervisors of Child Study
Attachment A

GENERAL DIRECTIONS FOR THE IDEA ONLINE FINAL REPORT PROCESS

Each District, Charter School and State Agency that obligated and expended IDEA funds is required to complete a final report of actual expenditures.

In the new expedited NJSAGE Final Report format, only the consolidation of expenditures is reported with the exception of the Equipment Inventory. All equipment must be itemized and the total spent will transfer to the EXPENDITURES PAGE upon a RESAVE on the EXPENDITURES PAGE.

To start/submit a final report:

- Enter the grant application/amendment for the fiscal year on which you are reporting. (FY 13)
- On the left side of screen, at the bottom, is a section marked RELATED ITEMS.
- The Final Report link is in there. Click on the plus sign and then click on Create. Follow the procedures below to complete the final report.
- To SUBMIT go to Status Management and click “Final Report in Review” and then “I Agree”.

PROCEDURES:

For all required pages a SAVE function must be performed to ensure that information from the original application will transfer into the final report.

Use whole numbers - no commas - no dollar signs.

Final Report Pages

Each page is identified as being required or optional.

Organization Information Review Page –

Please review information on this page to ensure that the contact information is accurate. Be aware that the SAM/CCR Date must be in the future. If information is changed and saved on the Organization Profile the district must perform a save on the Organization Information Review Page. This will bring the changes made on the Organization Profile page forward into the report. (REQUIRED FOR ANY CHANGES, ONLY)

Coordinated Early Intervening Services Page –

If the district did not use the funds for this purpose click NO, otherwise click YES and complete the rest of the page.

If the district used funds for the provision of Early Intervening Services the district is required to report on the number of students served and of those served how many were referred to the special education process in the grant year being reported. The district must report the amount of funds used for the provision of services in this section. Districts who were required to use funds must account for the amount required, if all of the funds were not used the carry over must include activities for Early Intervening Services. The amount reported in this area must match the expenditures reported on the Expenditures Page. In addition, districts who used funds for CEIS must also report the total number of children who received CEIS under IDEA anytime in the past two school years (including SFY 2010-2011, SFY 2011-2012, and SFY 2012-2013) and received special education and related services in SFY 2012-2013. It is possible that this is zero, if students were served in the past two school years but did not receive special education and related services in the 2012-2013 year. (REQUIRED PAGE)
Nonpublic Page –

If the district had a required proportionate share and nonpublic responsibility the questions under this page must be addressed. (REQUIRED PAGE)

Districts that were required to provide services should then complete the bottom section indicating which schools received services and what they were. For nonpublic schools in those districts that did not receive services an explanation is required.

BASIC AND PRESCHOOL FINAL REPORT SECTIONS

In each of these sections there are 3 Pages (forms):

Expenditures – On this page you will see a budget grid where a total amount expended is entered with the exception of equipment. In order to populate the equipment amount expended you will need to go to the Equipment Inventory Page. The entries will be rolled up onto this grid AFTER you resave the page. (PAGE REQUIRED)

Equipment Inventory - If the agency purchased equipment (according to the federal reporting requirements - see the equipment instructions for a definition) there is an inventory required with the purchase price. The amounts will be rolled up to the expenditure grid. 400-731 Instructional Equipment and 400-732 Non-instructional Equipment are reported separately on the inventory form. (THIS PAGE IS ONLY REQUIRED IF EQUIPMENT HAS BEEN CHARGED TO THE GRANT.)

Expenditure Summary – This page is where the district indicates the amount of monies to be released, returned and/or carried over. The actual amount of funds setup according to your latest budget will self-populate this page as well as the expenditures from your expenditures tab. If monies are released you would enter those amounts. (PAGE REQUIRED)

How do I submit?

CHANGE STATUS – As with all applications in SAGE, the submit process is though the Status Management on the left side of the Final Report Screen. Make sure the item says that the next status is "Final Report Submitted". Click CHANGE STATUS and then I AGREE. If any errors show up correct them and try again. No board date is required for the submission of the Final Report.

How do I print?

VIEW PDF – On the left side of the final report screen at the bottom of Management activities is VIEW PDF. Click this to view a pdf version of the Final Report. Until submitted the document will have a DRAFT watermark.
Attachment B

FY 2013 Unexpended Funds (Carryover)

Although carryover is permitted with some restrictions, districts are encouraged to use their funds during the fiscal year for which they are approved. The LEA is reminded that the 2013 grant year ended on August 31, 2013 and the reported expenditures should reflect all closed out obligations through that period in their final report.

Please keep in mind the following restrictions regarding these unexpended funds in certain IDEA set-asides:

**Coordinated Early Intervening Services (CEIS)**

If a district was required to provide Coordinated Early Intervening Services in FY 2013 and did not expend the full amount required, any unexpended funds must be carried forward into 2014 for this purpose. The program will recognize this and add the unexpended CEIS funds to the maximum amount that is required for the 2014 year. The LEA will then be required to ensure, through edits, that this amount is expended for this purpose in the 2014 amendment. A district that was required for CEIS in 2013 and not required in 2014 will still be required to budget the unexpended CEIS from 2013 for that purpose in the 2014 amendment.

**Nonpublic Proportionate Share**

In accordance with 34 CFR §300.133(a)(3), unexpended nonpublic proportionate share funds MUST be carried forward into the second year. NOTE - Unexpended 2 year old nonpublic proportionate share funds will be applied to the public expenditures instead of requiring a refund/release. There are lines on the Expenditure Summary Page to show the application of the share to public expenditures. The district will need to check the certification box assuring that they have consulted with and/or attempted to consult with the nonpublic schools within their location to determine what services might be needed and provided to parentally placed students with disabilities attending the nonpublic schools within their location. District Monitoring focuses on the verification of these attempts through a review of documentation of phone calls, letters sent, meeting agendas and other means of communication.