

Resource Allocation and Distribution of State Apportionment for Special Education Allocation Policy

RESOURCE ALLOCATION AND DISTRIBUTION OF STATE APPORTIONMENT FOR SPECIAL EDUCATION ALLOCATION POLICY

It is the responsibility of each member local education agency and the SELPA to assure a free and appropriate education for each special education pupil residing within its geographical boundaries under the conditions and specifications of the Shasta County SELPA Local Plan, Policies, and Procedures. Each LEA shall meet this responsibility by direct provision of services, establishing an agreement with another public education agency, or contracting with non-public schools and/or agencies. The allocation plan for distribution of resources must recognize the responsibility for all children in the SELPA while addressing the need to equitably share resources among the districts and county office of education. The allocation process and procedures are for the distribution of available resources and are not a restriction of services to be provided for eligible pupils.

To provide maximum flexibility to the SELPA, the SELPA Director is authorized to notify the State to provide all resources to the SELPA through the Administrative Unit. Allocation to the LEAs will be made according to SELPA policy and procedure and processed through the SELPA Director/AU Business Services staff for apportionment directly to the entitled LEA. If additional funds are received beyond those anticipated, they will be apportioned to the Administrative Unit for deposit to SELPA accounts. Additional funds will be distributed according to SELPA policy.

1. Allocation procedures must include:
 - a. Assurance that all State authorized allocations are fully utilized; that special education revenues carried forward to the next fiscal year, if any, are restricted to special education programs; and that no special education funds are distributed to LEA's not incurring special education expenses.
 - b. Consideration for generation of maximum State revenue;
 - c. Implementation in a timely manner to accommodate fiscal and personnel considerations;
 - d. LEA reporting of total operations at periods specified in SELPA procedures;
 - e. Review by the LEA special education administrator, in conjunction with the LEA Business Services/Financial staff, and SELPA Director/AU Business Services staff to assure the effective utilization of all resources.
 - f. Ability for LEAs to develop consortia for the delivery of special education services by consolidating programs and funding of consortia members, thereby providing for the needs of small districts and managing risk of unexpected special education costs for consortia members.
2. An Annual Budget Plan shall be developed to display LEA and SELPA budget plans at a Public Hearing. The plan will include elements required by state law and regulations, the Superintendent of Public Instruction, and additional elements required by SELPA policy and procedure. LEA and aggregated SELPA information will be presented in a form that is understandable to the general public.

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Allocation procedures shall include:

a. Recapture of resources from LEAs that do not meet established class, caseload and other Federal, State and SELPA standards during the previous school year;

b. Recapture of resources from LEAs

Effective July 1, 2004, for each LEA member of the SELPA, any amount of unspent special education revenue from any previous year, including special education funds in any restricted reserve, shall be returned to the SELPA contingency fund.

c. Funding for children residing in Licensed Children's Institutions (LCI) shall be equally shared by all member LEAs in the SELPA. The district of residence may develop an agreement in accord with SELPA local plan, policy, and procedure to assign responsibility for LCI students to the County.

d. Funding for preschool age children shall be equally shared by all member LEAs in the SELPA and allocated to the district of residence at an established rate, adjusted annually by the funded COLA, prior to the basic resource allocation.

e. Assignment of revenue to the County Office deducted prior to revenue distribution to districts to operate special education programs in the court and community school and itinerant programs serving students with low incidence disabilities.

f. Provision for the SELPA Director or Governing Board to assign specified resources, thereby, giving flexibility to the plan and providing for the needs of small districts and programmatic requirements. Such specified Program Flexibility revenue shall include resources returned by a LEA, recovered through program standards, reassigned for failure to operate, or portions of COLA as determined by the SELPA Governing Board .

3. A Service Delivery Plan shall be developed annually to display at a Public Hearing LEA and SELPA service delivery models and available options by site, staff and students. The plan will include types of services, number of personnel, number of students served, and site locations for all services provided. LEA and aggregated SELPA information will be presented in a form that is understandable by the general public.

4. Program Transfers will be affected according to state law and SELPA policy.

5. The SELPA Director shall monitor and evaluate the progress of the allocation plan and make recommendations to the Finance Advisory Council and SELPA Governing Board.

I. Decision-making process

The SELPA Director will convene a committee of program and finance staff representative of LEAs in the SELPA, to review an application for this subsidy. A recommendation is made by this committee to the SELPA Governing Board for action.

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II. Required information from requesting district

Fiscal information in application process should include:

- a) Spreadsheet demonstrating, as applicable, beginning and ending balance, transfers from special reserve, surplus or deficit, deficit factors including the specific high-cost of special education services identified to student number, overall revenue projections with enrollment trend
- b) Components of restricted and unrestricted ending balance
- c) Reserve amount over the minimum required in the district's reserve
- d) Nature of deficit; is it one-time or on-going?
- e) Have other funding sources been considered and used, where appropriate (e.g. Title I, special reserve)?
- f) Long term, how many years is this student expected to need service? Can the SELPA commit the amount of this subsidy long-term?
- g) AB 1200 status of district at first and second interim report

Program questions in the application process should include those typically asked at the NPS prior placement review, including:

- h) What other service options have been considered (e.g. other district program, NPS)?
- i) Would the proposed program provide educational benefit (i.e. is it FAPE)?
- j) Is there agreement between school members of IEP team and the parent that the proposed program is FAPE?
- k) Confidentiality of student identity must be maintained in application process.

III. Decision-making Parameters

- a) The requesting district must account for encroachment (amount of general education funds spent on special education). The district must show that as a result of any subsidy, that there would be no negative encroachment (no unspent special education funds to be carried over to the subsequent year in a restricted reserve)
- b) The requesting district must demonstrate consistency with general accepted accounting practices within the SELPA in charging (accounting entries) special education expense (e.g. SCOE charges, district expenses, other SCOE charges, i.e. 1:1 aide, inter-district billing charges, NPS/A)
- c) The approval process must allow that district may be disproportionately impacted regardless of program chosen to serve student (i.e. district or county)
- d) The requesting district must demonstrate that some encroachment exists (e.g. SELPA-wide average)
- e) The amount of subsidy available is dependent on the amount of contingency funds available.
- f) The subsidy is for a one year period. A district may reapply for the subsidy in the following year.

7. Specific details shall be addressed in the SELPA Procedures.