## SPECIAL EDUCATION AND SUPPORT SERVICES FINAL FINANCIAL REPORT SCHOOL AGE STUDENTS (Ages 5-21) (SA FFR) (06-008)

Nebraska Department of Education 301 Centennial Mall South, PO Box 94987 Lincoln, NE 68509-4987

Financial Services - (402) 471-2637 NDE Helpdesk (402) 471-3151 or 1-888-285-0556

These directions were last updated: September 30, 2013

**DUE DATE:** October 31

**AUDIT WINDOW CLOSE DATE**: May 31

The SPED School Age Final Financial Report is now being collected in the Consolidated Data Collection (CDC) within the NDE Portal. The following document explains how to access the CDC and its functionality.

1) First you must access the CDC through the NDE Portal using the "Instructions for Accessing the Consolidated Data Collection (CDC)".



2) Complete the required information with the contact information for the SPED School Age Final Financial Report and save.

NDE FORM #06-008

SPECIAL EDUCATION AND SUPPORT SERVICES FINAL FINANCIAL REPORT FOR SCHOOL AGE STUDENTS (AGES 5 TO 21) 2011-2012

Indicate the person to contact regarding this report: Contact info saved.					
First Name:	Last Name:	Phone (xxx) xxx-xxxx or xxx-xxx-xxxx	E-Mail: (xxx@xxxxxxx.xxx)		
Lori	Adams	402-471-2637	lori.adams@nebraska.gov Save		

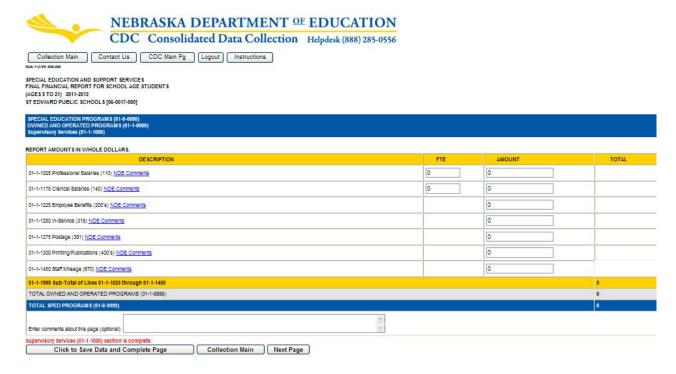
3) MAIN MENU - Include only actual allowable expenditures in the appropriate section(s), which have been made in accordance with <u>92 NAC 51</u>.

Each Section of this collection must be completed.

Select "ENTER COSTS", enter expenditures in whole dollars for the sections that are applicable or select "N/A". If entering costs, you must select "Click to Save Data and Complete Page" before leaving. This will put a green mark under the corresponding STATUS column. The status column for all sections must all be marked before submit and approve.



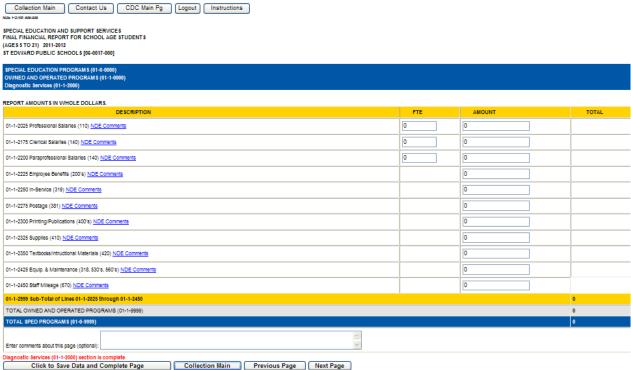
- A) OWNED AND OPERATED PROGRAMS (01-1-0000) Full-Time Equivalency (FTE) for professional, clerical and paraprofessional personnel. FTE is defined as the amount of time required to perform an assignment stated as a proportion of full-time position, computed by dividing the amount of time employed by the time normally required for a full-time position.
  - Supervisory Services (01-1-1000) Enter FTE, salaries, employee benefits, in-service, postage, printing/publications and staff mileage/travel of staff involved in the direct supervision of Special Education (SPED) programs under the provisions of <u>92 NAC 51</u>. Do not include supplies and equipment costs used by staff for administrative purposes



- (1) Staff included in Line 01-1-1025 Professional Salaries must have an administrator/supervisory certificate with an endorsement in special education. The supervisory capacity of a person at the superintendent or principal levels hired for general public education does not fall under the category of excess costs for Special Education.
- (2) Staff included in Line 01-1-1175 Clerical Salaries must be under direct supervision of supervisory staff included in Line 01-1-1025 Professional Salaries.
- (3) Reimbursement for supervisory services (Line 01-1-1999 plus 01-2-0525) will NOT exceed 8% of the allowable SPED School Age Program costs minus the cost of program supervision.

ii) Diagnostic Services (01-1-2000) – Health and general education screening and analysis of children <u>prior</u> to the provision of a multidisciplinary team evaluation are the fiscal responsibility of the school district/approved cooperative and shall not be submitted to the Department of Education for payment of allowable costs.

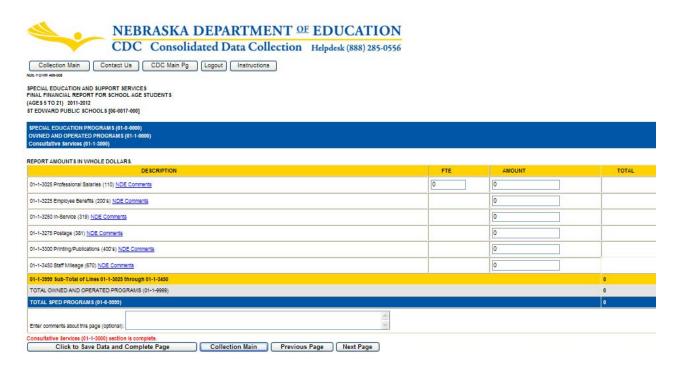
Enter FTE, salaries, employee benefits, in-service, postage, printing/publications, supplies, textbooks/instructional materials, equipment & maintenance and staff mileage/travel of staff directly related to SPED Diagnostic Services under the provisions of <u>92 NAC 51</u>.



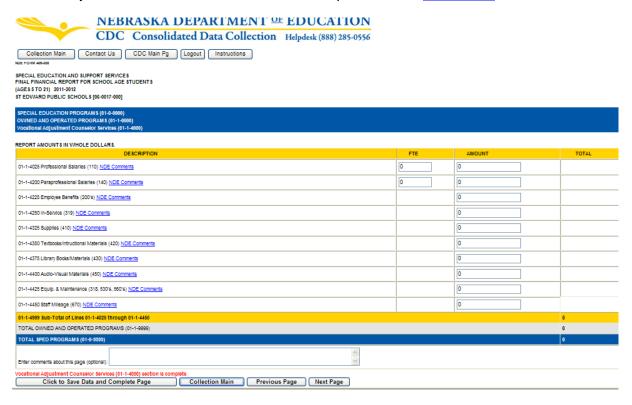
- (1) Staff included in Line 01-1-2025 Professional Salaries must have the primary assignment of providing Diagnostic Services. Salaries of other Special Education professional staff who are involved in Diagnostic Services should also be included at a prorated amount. Staff on this line must meet the certificate requirements in <u>92 NAC 51</u>.
- (2) Staff included on Line 01-1-2175 Clerical Salaries must be under direct supervision of diagnostic staff included in Line 01-1-2025 Professional Salaries.
- (3) Staff included on Line 01-1-2200 Paraprofessional Salaries must serve under the direct supervision of a certificated staff member included in Line 01-1-2025 Professional Salaries.
- (4) Costs included in Line 01-1-2275 Postage, Line 01-1-2300 Printing/Publications, Line 01-1-2325 Supplies, Line 01-1-2350 Textbooks/instructional Materials, Line 01-1-2425 Equipment & Maintenance, and Line 01-1-2450 Staff Mileage/Travel should not include supplies, textbooks, materials and equipment and maintenance costs used by staff for administrative purposes.

iii) Consultative Services (01-1-3000) - Enter FTE, salaries, employee benefits, in-service, postage, printing/publications, and staff mileage/travel of staff directly related to SPED Consultative Services under the provisions of <u>92 NAC 51</u>.

Staff included on Line 01-1-3025 Professional Salaries must have the primary assignment of providing Vocational Adjustment Counselor Services. Salaries of other Special Education professional staff who are involved in Consultative Services should be included at a prorated amount.



iv) Vocational Adjustment Counselor Services (01-1-4000) - Enter FTE, salaries, employee benefits, in-service, supplies, textbooks/instructional materials, library books/materials, audio-visual materials, equipment & maintenance, and staff mileage/travel of staff directly related to Vocational Adjustment Counselor Services under the provisions of 92 NAC 51.



- (1) Staff included in Line 01-1-4025 Professional Salaries must have the primary assignment of providing Vocational Adjustment Counselor Services. Salaries of other Special Education professional staff, who are involved in Vocational Adjustment Counselor Services, should also be included at a prorated amount. Staff on this line must meet the certificate requirements in 92 NAC 51.
- (2) If claiming SPED reimbursement for Guidance Counselor(s) schools must meet the following criteria:
  - (a) Certification and endorsement as per NDE Rule 51, specifically 92 NAC 010.01D20;
  - (b) Delivery of the special education service must be included within the Individual Educational Plan (IEP) as per NDE Rule 51 (92 NAC 51 007), specifically 92 NAC 51 007.07A9;
  - (c) Maintenance of time and effort logs supporting the amount of Full Time Equivalency (FTE) claimed for the Guidance Counselor providing the service (such documentation shall be made available to NDE upon request); and
  - (d) Contract for Guidance Counselors reflects the delivery of transition and work study services for students with disabilities.
- (3) Staff included on Line 01-1-4200 Paraprofessional Salaries must serve under the direct supervision of a certificated staff member included in Line 01-1-4025 Professional Salaries.
- (4) Costs included in Line 01-1-4325 Supplies, Line 01-1-4350, Line 01-1-4350 Textbooks/instructional Materials, Line 01-1-4375 Library Books/Materials, Line 01-1-4400 Audio-Visual Materials, Line 01-1-4425 Equipment & Maintenance, and Line 01-1-4450 Staff Mileage/Travel do not include supplies, textbooks and library books/materials, audio-visual materials and equipment/maintenance used by staff for, or associated with, administrative purposes.

v) Instructional/Therapy/Counseling Services (01-1-5000) - DO NOT INCLUDE SUPERVISORY, DIAGNOSTIC, CONSULTATIVE OR VOCATIONAL ADJUSTMENT COUNSELOR COSTS IN THIS SECTION.

Enter FTE, salaries for Instructional Services, Therapy Services, Counseling Services Education Sign Language Interpreter, substitutes, paraprofessional, employee benefits, in-service, supplies, textbooks/instructional materials, library books/materials, audio-visual materials, equipment & maintenance, and staff mileage/travel of staff directly related to Instructional/Therapy/Counseling Services under the provisions of <u>92 NAC 51</u>.

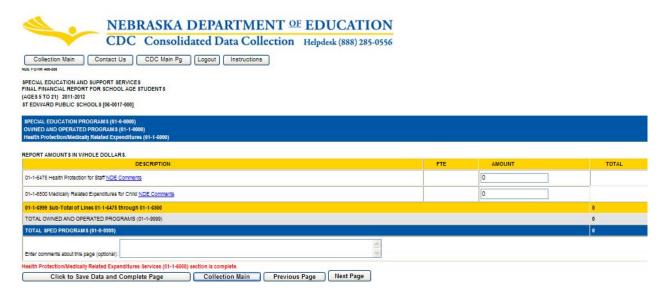
FINAL FINAL EPORT FOR SCHOOL AGE STUDENTS (AGESTS TO 21) 2011-2012

STEDWARD PUBLIC SCHOOL [SE-40117-4001]

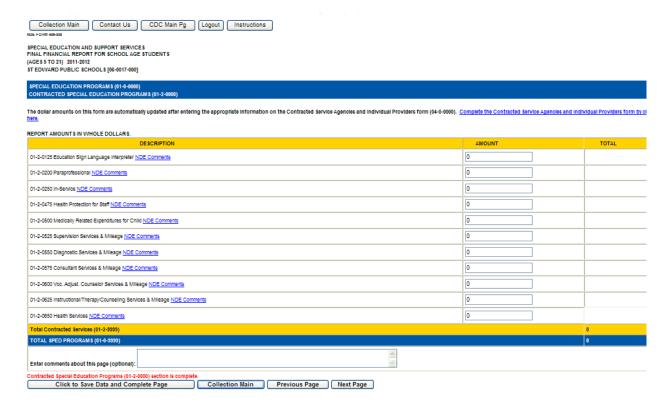
SPECIAL EDUCATION PROGRAMS (01-0-0000) OWINED AND OPERATED PROGRAMS (01-1-0000)				
Instructional/Therapy/Counseling Services (61-1-5000)				
REPORT AMOUNTS IN WHOLE DOLLARS.				
DESCRIPTION	FTE	AMOUNT	TOTAL	
01-1-5050 Instructional Salaries (110) NDE Comments	0	0		
01-1-5075 Therapy Salaries (140) NDE Comments	0	0		
01-1-5100 Counseiling Salaries (110) NDE Comments	0	0		
01-1-5125 Education Sign Language interpreter Salaries (110) NDE Comments	0	0		
01-1-5150 Substitute Salaries (120) NDE Comments	0	0		
01-1-5200 Paraprofessional Salaries (140) NDE Comments	0	0		
01-1-5225 Employee Benefits (200's) NDE Comments		0		
01-1-5250 In-Service (319) NDE Comments		0		
01-1-5325 Supplies (410) NDE Comments		0		
01-1-5350 Teribooks/intructional Materials (420) NDE Comments		0		
01-1-5375 Library/Materials (430) NDE Comments		0		
01-1-5400 Audio-Visual Materials (450) NDE Comments		0		
01-1-5425 Equip. & Maintenance (318, 530's, 560's) NDE Comments		0		
01-1-S450 Staff Milleage (670) NDE Comments		0		
01-1-5599 Sub-Total of Lines 01-1-5590 through 01-1-5450				
TOTAL OWNED AND OPERATED PROGRAMS (01-1-9999)			0	
TOTAL SPED PROGRAMS (01-0-5599)			0	
Enter comments about this page (optional):				
Instructional/Therapyl/Counseling Services (01-1-5000) section is complete.				

- (1) Staff included on Line 01-1-5200 Paraprofessional Salaries must serve under the direct supervision of a certificated staff member included in Line 01-1-5050 Instructional Salaries, Line 01-1-5075 Therapy Salaries, 01-1-5100 Counseling Salaries, Line 01-1-5125 Educational Sign Language Interpreter Salaries.
- (2) Costs included in Line 01-1-5250 In-service, Line 01-1-5325 Supplies, Line 01-1-5350 Textbooks/instructional Materials, Line 01-1-5375 Library Books/Materials, Line 01-1-5400 Audio-Visual Materials, Line 01-1-5425 Equipment & Maintenance and Line 01-1-5450 Staff Mileage/Travel. Do not include supplies, textbooks/instructional materials and library materials, audio-visual materials and equipment/maintenance used by staff for, or associated with, administrative purposes.

- vi) Health Protection/Medically Related Expenditures (01-1-6000)
  - (1) Line 01-01-6475- Reimbursement for expenditures of health protection for providers of special education services.
  - (2) Line 01-1-06500 Reimbursement for expenditures of medically related expenditures for purposes of providing IEP services for a student.



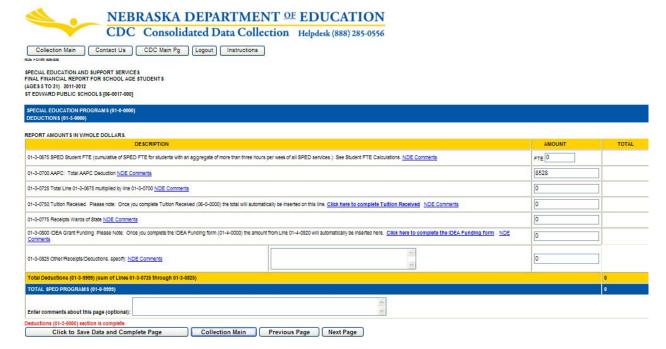
vii) Contracted Special Education Programs (01-2-0000) - Reimbursement for expenditures for Special Education Contracted Services will be considered for payment of allowable costs if the services claimed are approved by the Department of Education within the timelines outlined in 92 NAC 51. Refer to NDE Section 013 in Rule 51 for an explanation of allowable costs.



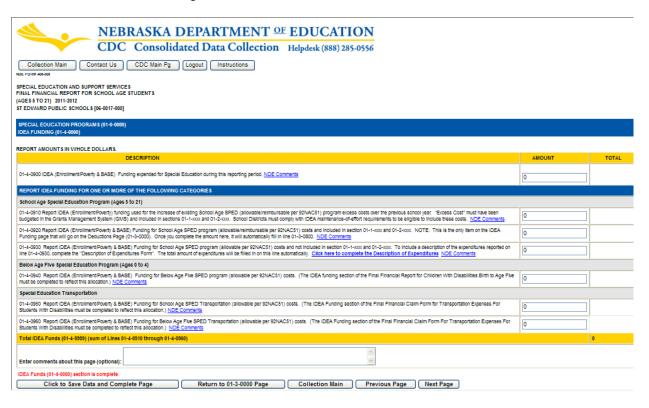
- (1) Lines 01-2-0125 through 01-2-0650 are populated with data entered in Section 04-0-0000. Complete Section 04-0-0000 by either selecting the link on the Contracted Special Education Programs (01-2-0000) Section or from the Main Menu enter costs for Contracted Service Agencies and Individual Providers (04-0-0000) Section.
  - (a) Enter costs based on the NDE approved rate. Amount claimed cannot be greater than the approved rate and must be supported with appropriate documentation/billings.
  - (b) Corresponding billing(s) from costs claimed <u>must</u> be submitted to NDE. The documentation <u>must</u> provide: service code, dates of service, hourly rate, number of hours and total costs.

## B) DEDUCTIONS (01-3-0000)

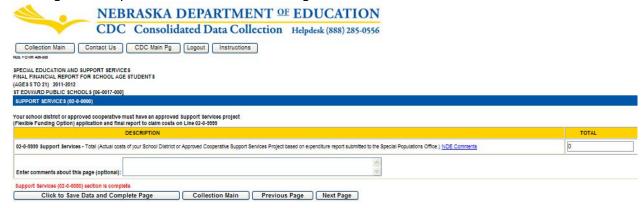
- (1) Line 01-3-0675 Special Education Student FTE the total of Level II and Level III Student Full-Time Equivalencies (FTEs). Level II and Level III students are receiving more than an aggregate of three (3) hours of special education and related services per week. Include FTE of district students receiving contracted services at other districts/agencies. Do not include FTE of non-district students receiving services at your district. Do not include Supervisory, Diagnostic, Consultative, Vocational Adjustment Counselor or transportation services in the aggregate count of special education hours.
- (2) Line 01-3-0750 Tuition Received this field is populated upon completing the Tuition Received from Contracted District (06-0-0000) Section. Complete by either selecting the link to complete Tuition Received or from the Main Menu enter costs for Tuition Received from Contracting District (06-0-0000).
- (3) Line 01-3-0075 Receipts Wards of State if all or part of the costs of educating wards of the state are included in Section 01-1-0000 and/or Section 01-2-0000 of the Special Education and Support Services Final Financial Report for School Age Students, the payments received from the Nebraska Department of Health and Human Services for special education should be reported on Line 01-3-0750 in the school year received.
- (4) Line 01-3-0825 Other/Receipts/Deductions enter the amount and describe any other receipts or sources of funding for the special education program not included in Line 01-3-0750 or Line 01-3-0800.



C) IDEA FUNDING (01-4-0000) – Report the total of IDEA Funds claimed/reimbursed in the Grants Management System (GMS) (include reimbursed and submitted/pending claims for the school year) used for Special Expenditures (School Age Program, Birth to Age Five and Transportation) for the applicable lines 01-4-0910 through 01-4-0960.

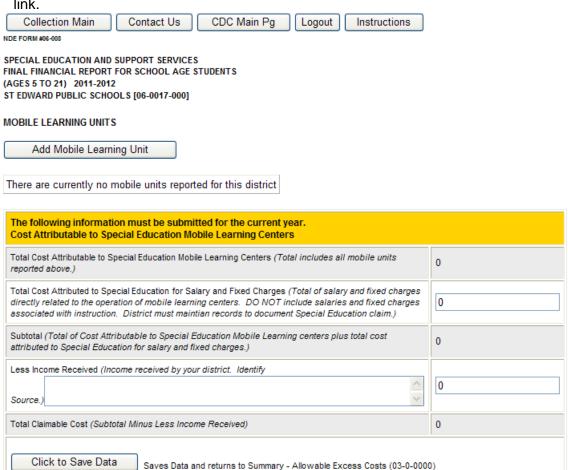


- D) SUPPORT SERVICES (02-0-0000) Flexible Funding Option for Preventative Support Services. A Support Services Project (Flexible Funding Option) must be approved by NDE Special Populations Office to claim those costs.
  - Costs claimed in Line 02-0-9999 Support Services must be equal to or less than the Flexible Funding Final Report submitted to NDE through the NDE Portal.



E) SUMMARY ALLOWABLE EXCESS COSTS (03-0-0000) - Summarizes costs claimed in the FFR.

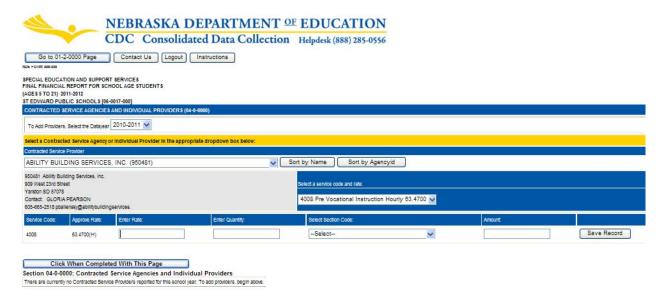
(1) If applicable complete the Mobile Learning Units form on Line 03-2-0000 by selecting the link.



(2) Must select "Click to Save Data and Complete Page". Otherwise, this section will not be marked as complete.

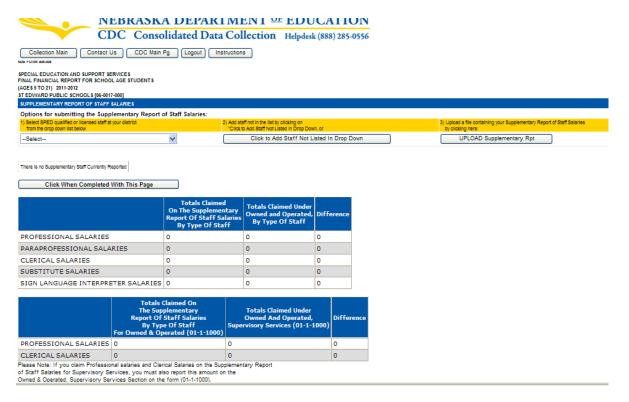


F) CONTRACTED SERVICE AGENCY AND INDIVIDUAL PROVIDERS (04-0-0000) – Reimbursement for expenditures for Special Education Contracted Services will be considered for payment of allowable costs if the services claimed are approved by the Department of Education within the timelines outlined in <u>92 NAC 51</u>. Refer to <u>NDE Section 011 in Rule 51</u> for an explanation of allowable costs.



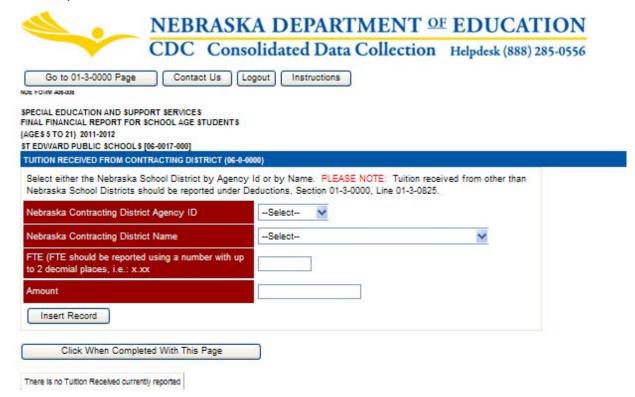
- (1) Enter costs based on the NDE approved rate. Amount claimed cannot be greater than the approved rate and must be supported with appropriate documentation/billings.
- (2) Corresponding billing(s) from costs claimed <u>must</u> be submitted to NDE. The documentation <u>must</u> provide: service code, dates of service, service code, rate, quantity and total costs.

G) SUPPLEMENTARY REPORT OF STAFF SALARIES (05-0-0000)- Must be completed if salaries are being claimed in the Owned-Operated Programs Section (01-1-0000)



- (1) Enter or upload salaries, all staff must have a NDE Staff ID.
- (2) To obtain a NDE Staff ID sign in to the <u>NDE Portal "Student & Staff (NSSRS)"</u> tab and select "NDE Staff ID" collection. An activation code is needed and can be provided to you by your District Administrator.

- H) TUITION RECEIVED FROM CONTRACTING DISTRICT (06-0-0000)
  - (1) Select either the Contracted District Agency ID or District Name, for which tuition was received.
  - (2) Must enter the FTE and Amount.
  - (1) Insert Record (populates the table with the date entered)
  - (2) "Click When Completed With This Page", saves the page and returns to the Deductions (01-3-0000) Section

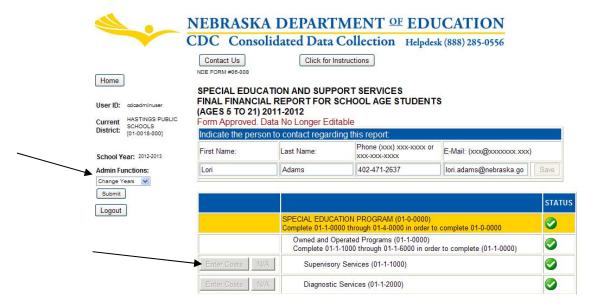


4) "View Summary of Data Submitted" – provides a summary view, of data in the system for printing. The reports will populate data for submitted FFRs only. Once submitted, data can ONLY be accessed by selecting the "View Summary of Data Submitted" button.



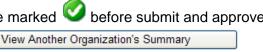
Navigation is available within the CDC by using the "Admin Functions" on the left of the screen. This allows a user to:

- "Change Years" view only of prior data or current year data for data entry. Once submitted, data can ONLY be accessed by selecting the "View Summary of Data Submitted" button.
- "Change District" navigation for users with activation codes for multiple districts.



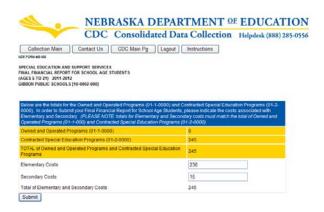
5) SUBMISSION – "SUBMIT" – This acknowledges that you have completed the data and it is ready to be reviewed by your District/ESU Administrator.

Select "Submit" - The status column for all sections must all be marked V before submit and approve.





- (1) If all sections are not complete a list will display and all sections must be complete before proceeding with the "submit" process.
- (2) If all sections are complete, the following screen appears. This section must be completed and "Submit" selected.



- (3) A list of errors will display and must be resolved before proceeding with the "Submit" process.
- (4) The "STATUS" and "Date" will populate upon a successful submit of the data. This is **not** a submission to NDE.



6) SUBMISSION – "APPROVE" – This is the districts submission of the SA FFR to the department. The **deadline for submission is October 31, midnight**. Please refer to <u>92 NAC 51</u> for information regarding late submission of required forms.

Select "Approve" - The status column for all sections must all be marked before submit and approve.

NOTE: The "APPROVE" will only display for the person designated as the District Administrator in the CDC.



7) "Print Page" and include this page with the supporting documentation to the Department of Education.

Nebraska Department of Education Financial Services Section 301 Centennial Mall South, PO Box 94987 Lincoln, NE 68509