

Arkansas Department of Education
Special Education School Age – Section 611 Funds – Allocation Procedures
9/21/15

Preliminary Allocation

Special Education, Section 611 funds will be allocated initially, using preliminary data for new or significantly expanding charter schools in early August. These allocations will be recalculated in early February of each year to adjust for final actual data for new and significantly expanding charter schools. The preliminary allocation of funds is described below.

The Fiscal Support Manager and the Federal Programs Manager will independently calculate the Special Education School Age – Section 611 Allocations. The Federal Programs Manager will e-mail her file to the Fiscal Support Manager and all allocations will be compared to ensure accuracy in calculation. Allocation amounts will be reconciled and approved by the Federal Programs Manager in writing. The approved allocation amounts will then be published via an ADE Commissioner's Memo on the ADE website.

An LEA can elect to not participate in the Special Education, Section 611 School Age funding by signing a Declaration of Non-Participation and submitting the signed form to ADE. The Fiscal Support Manager will maintain an electronic copy of Declaration of Non-Participation forms on the network share drive for auditors review.

1. Obtain the Individuals with Disabilities Education Act – Part B, Section 611 – Table I (State Grant Award Table) from the following web address:
<http://www2.ed.gov/fund/data/award/idea/index.html>
(Example: For the 2014-2015 allocation – Use the FY14 State Grant Award Table)
2. Using the State Grant Award Table, complete the Grant Award Allocation Summary, indicating the following amounts:
 - A. Total Grant Award (State Grant Award Table)
 - B. State Administration (State Grant Award Table) – (Maximum Available for Administration will be used **Note:** This amount will match the amount set aside for Administration in the Interactive Spreadsheet)
 - C. Discretionary Funds (State Grant Award Table) – (Maximum Other Set-Aside If Actual Administration is Greater than \$850,000 Without Risk Pool will be used **Note:** This amount will match the amount set aside for Other State-Level Activities in the Interactive Spreadsheet)
 - D. Total State Set-Aside (B. State Administration (+) C. Discretionary Funds)
 - E. Pass-through Funds to LEAs (A. Total Grant Award (-) D. Total State Set-Aside)
 - F. LEA Base Allocation (State Grant Award Table)
 - G. Pass-through Funds Remaining for Population and Poverty Allocation (E. Pass-through Funds to LEAs (-) F. LEA Base Allocation)
 - H. 85% Population Allocation (G. Pass-through Funds for Population and Poverty Allocation * 85%)
 - I. 15% Poverty Allocation (G. Pass-through Funds for Population and Poverty Allocation * 15%)
 - J. Total Pass-through Funds to LEAs (F. LEA Base Allocation (+) H. 85% Population Allocation (+) I. 15% Poverty Allocation)

Arkansas Department of Education
Special Education School Age – Section 611 Funds – Allocation Procedures
9/21/15

3. Base Calculations –

Obtain the beginning base amount from the prior year's allocation files. These base amounts may be adjusted for the following instances:

- If a charter school opens for the first time or significantly expands its enrollment in the current year;
 - If a new LEA is created, ADE will divide the base allocation for the LEAs that would have been responsible for serving children with disabilities now being served by the new LEA, among the new LEA and affected LEAs based on the relative numbers of children with disabilities ages 3 – 21 currently provided special education by each of the LEAs;
 - If one or more LEAs are combined into a single new LEA, the base allocations of the LEAs will be combined into the merged LEA;
 - If, two or more LEAs, geographic boundaries or administrative responsibility for providing services to children with disabilities ages 3 – 21 change, the base allocations of affected LEAs must be redistributed among affected LEAs based on the relative numbers of children with disabilities ages 3 – 21, currently provided special education by each affected LEA; and
 - If an LEA received a base payment of zero in its first year of operation, the base payment will be adjusted for the first fiscal year after the first December 1st special education child count in which the LEA reports that it is serving any children with disabilities. ADE will divide the base allocation for the LEAs that would have been responsible for serving children with disabilities now being served by the LEA, among the LEA and affected LEAs based on the relative numbers of children with disabilities ages 3 – 21 currently provided special education by each of the LEAs.
- A. The Fiscal Support Manager will obtain the prior year's December 1st school age special education student counts (3 – 21 year olds, including kindergarteners) for district LEAs and open enrollment charter schools via e-mail from the Director of Data Management, UALR. (Example: For the 2014-2015 allocation – Use December 1, 2013 (3-21) count)
- B. The Fiscal Support Manager will then calculate the Base Amount Per Child = The individual LEA's prior year base allocation (/) The individual LEA's prior year December 1st school age special education student counts from A.
- C. The Fiscal Support Manager will determine which charter school LEAs are new or significantly expanding based on data from the ADE Charter School office.
- D. The Fiscal Support Manager will then request that each new or significantly expanding charter school provide Preliminary Charter Prior Year/Resident District data for special education students age 3 – 21 years. For all special education children, the Fiscal Support Manager will request the following individual student data from each of these charter schools: current year student grade level, student's resident district, and the student's prior year district attended. The data provided by the individual charter schools will then be compiled into the "**PY District**" summary tab, which indicates which districts the students currently attending these charter schools attended in the prior year and the resident district for each student. This data will be used to determine which district LEAs base allocation amounts will be reduced to establish/increase the base for the new/significantly expanding charter schools.

Arkansas Department of Education
Special Education School Age – Section 611 Funds – Allocation Procedures
9/21/15

NOTE: The resident district will be used as the sending district to establish a base for all students without a prior year district (i.e. first time enrolled kindergarteners, or out of state transfers). Otherwise, the prior year district will be used as the sending district.

- E. The Base Amount Per Child for the sending district will be multiplied by the number of students from the sending district that attend the charter school LEA. This amount will be added to the charter school LEA's base and deducted from the sending district's base amount.
- F. A Preliminary Adjusted Base Allocation will be calculated by taking the Prior Year's Beginning Base Allocation (-) Base Amount Transfers OUT To Charter School LEAs (+) Base Amount Transfers IN To Charter School LEAs

4. Population –

- A. The Fiscal Support Manager will calculate the population component of the allocation by first obtaining the 10/1/20XX School Age (5-21) Enrollment = Prior Year's October 1st School Age (5-21) Enrollment Count by District from the ADE Data Center <https://adedata.arkansas.gov> -Statewide Information Systems Reports/Districts/Enrollment Count/School Year 20XX-20XX (Example: For the 2014-2015 allocation – Use the 2013-2014 Enrollment Count)
- B. The Fiscal Support Manager will then obtain the 10/1/20XX Private School Enrollment = Prior Year's October 1st Private School Enrollment from ADE Data Center <https://adedata.arkansas.gov> /Statewide Information Systems Reports/Schools/Private Schools/School Year 20XX-20XX (Example: For the 2014-2015 allocation – Use 2013-2014 Private School Enrollment)
- C. Total Enrollment will be calculated = 10/1/20XX School Age (5-21) Enrollment (+) 10/1/20XX Private School Enrollment
- D. A Relative Share % will be calculated as follows: Individual LEA's Total Enrollment (/) Total Enrollment of all LEAs.
- A. Population Allocation = Relative Share % * 85% Population Allocation.
- B. For new or significantly expanding charter schools, the Fiscal Support Manager will obtain the Preliminary July 1, 20XX New/Expanded Charter Enrollment = Current Year July 1st School Age (5-21) Enrollment Count by District (Only include increases in enrollment for new/significantly expanding charter schools) – Obtained from the Title I July 1st Child Count Data Forms. These increases in enrollment will be added to the prior year's 10/1/20XX Enrollment and a new Relative Share % will be calculated for each LEA. The Relative Share % will then be * by the 85% Population Allocation in order to obtain the Preliminary Revised Population Allocation.

5. Poverty –

- A. The Fiscal Support Manager will calculate the Poverty component of the allocation by first obtaining the 10/1/20XX School Age F/R (5-21) Count = Prior Year October 1st Districts Meal Status from ADE Data Center <https://adedata.arkansas.gov> /Statewide Information Systems Reports/Districts/Free-Reduced Lunch Counts-Paid/School Year 20XX-20XX (Example: For the 2014-2015 allocation – Use the 2013-2014 Free-Reduced Lunch Count)
- B. A Relative Share % will be calculated as follows: Individual LEA's 10/1/20XX School Age F/R (5-21) Count (/) Total 10/1/20XX School Age F/R (5-21) Count of all LEAs.
- C. Poverty Allocation = Relative Share % * 15% Poverty Allocation.

Arkansas Department of Education
Special Education School Age – Section 611 Funds – Allocation Procedures
9/21/15

D. For new or significantly expanding charter schools, the Fiscal Support Manager will obtain the Preliminary July 1, 20XX New/Expanded Charter F/R Count = Current Year July 1st School Age (5-21) F/R Count (Only include increase in free/reduced lunch counts for new/significantly expanding charter schools) – Obtained from the Title I July 1st Child Count Data Forms. These increases in free/reduced lunch counts will be added to the prior year's 10/1/20XX Free/Reduced lunch counts and a new Relative Share % will be calculated for each LEA. The Relative Share % will then be * by the 15% Poverty Allocation in order to obtain the Preliminary Revised Poverty Allocation.

6. **Total –**

The Preliminary Revised Base, Population and Poverty Allocations will be added together to obtain the Total Allocation for each LEA.

Preliminary Allocation - Additional Distribution (IF NEEDED)

An additional distribution of Title VI-B, Section 611 funds may be necessary if any discretionary or administrative funds have not been expended by ADE from the prior year's school age grant and the agency has not determined the need to carry over such funds for use in the next fiscal year. The Fiscal Support Manager will distribute any remaining prior year discretionary and administrative funds to the LEA's based on the 85% population/15% poverty allocation in early August. The Fiscal Support Manager will use the enrollment and free/reduced lunch count data and population and poverty allocation method as were used in the prior year's allocation of funds. These funds will retain the same period of availability that was assigned to them when the funds were awarded.

Final Allocation File

The final allocation of Special Education, Title VI-B, Section 611 funds will be calculated when the current year December 1st special education child counts are finalized in early February. Base, population and poverty allocations will be adjusted for current year new and significantly expanding charter schools and any federal award changes made by USDE. The Final Allocation of funds is described below.

The Fiscal Support Manager and the Federal Programs Manager will independently calculate the Final Special Education School Age – Section 611 Allocations. The Federal Programs Manager will e-mail her file to the Fiscal Support Manager and all allocations will be compared to ensure accuracy in calculation. Allocation amounts will be reconciled and approved by the Federal Programs Manager in writing. The approved allocation amounts will then be published via an ADE Commissioner's Memo on the ADE website.

7. Obtain the Individuals with Disabilities Education Act – Part B, Section 611 – Table I to ensure that no changes have been made to the Grant Award (State Grant Award Table) from the following web address: <http://www2.ed.gov/fund/data/award/idea/index.html> (Example: For the 2014-2015 allocation – Use the FY14 State Grant Award Table)

Arkansas Department of Education
Special Education School Age – Section 611 Funds – Allocation Procedures
9/21/15

8. Using the State Grant Award Table, complete the Grant Award Allocation Summary, indicating the following amounts:
- A. Total Grant Award (State Grant Award Table)
 - B. State Administration (State Grant Award Table) – (Maximum Available for Administration will be used)
 - C. Discretionary Funds (State Grant Award Table) – (Maximum Other Set-Aside if Actual Administration is Greater than \$850,000 Without Risk Pool will be used)
 - D. Total State Set-Aside (B. State Administration (+) C. Discretionary Funds)
 - E. Pass-through Funds to LEAs (A. Total Grant Award (-) D. Total State Set-Aside)
 - F. LEA Base Allocation – (State Grant Award Table)
 - G. Pass-through Funds Remaining for Population and Poverty Allocation (E. Pass-through Funds to LEAs (-) F. LEA Base Allocation)
 - H. 85% Population Allocation (G. Pass-through Funds for Population and Poverty Allocation *85%)
 - I. 15% Poverty Allocation (G. Pass-through Funds for Population and Poverty Allocation * 15%)
 - J. Total Pass-through Funds to LEAs (F. LEA Base Allocation (+) H. 85% Population Allocation (+) I. 15% Poverty Allocation)
9. **Base Calculations** –
- Obtain the beginning base amount from the Preliminary Allocation File's Prior Year 20XX Final Adjusted Base Allocation.
- A. The Fiscal Support Manager will obtain the prior year's December 1st school age special education student counts (3 – 21 year olds, including kindergarteners) for district LEAs and open enrollment charter schools via e-mail from the Director of Data Management, UALR. (Example: For the 2014-2015 allocation – Use December 1, 2013 (3-21) count)
 - B. The Fiscal Support Manager will then calculate the Base Amount Per Child = The individual LEA's prior year base allocation (/) The individual LEA's prior year December 1st school age special education student counts from A.
 - C. The Fiscal Support Manager will determine which charter school LEAs are new or significantly expanding based on data from the ADE Charter School Office.
 - D. The Fiscal Support Manager will then obtain the current year December 1st school age special education child counts (3-21 years old, including kindergarteners) for open enrollment charter schools via e-mail from the Director of Data Management, UALR. (Example: For the 2014-2015 allocation – Use the December 1, 2014 (3-21) count). For all special education children, the Fiscal Support Manager will request the following individual student data from each of these charter schools: current year student grade level, student's resident district and the student's prior year district attended. The charter school will be given their current year December 1st child count to ensure that the proper student data is provided to ADE for allocation purposes. The data provided by the individual charter schools will then be compiled into the "**PY District**" summary tab, which indicates which districts the students currently attending these charter schools attended in the prior year and the resident district for each student. This data will be used to determine which district LEAs base allocation amounts will be reduced to establish/increase the base for the new/significantly expanding charter schools.

Arkansas Department of Education
Special Education School Age – Section 611 Funds – Allocation Procedures
9/21/15

NOTE: The resident district will be used as the sending district to establish a base for all students without a prior year district (i.e. first time enrolled kindergarteners, or out of state transfers). Otherwise, the prior year district will be used as the sending district.

- E. The Base Amount Per Child for the LEA sending district will be multiplied by the number of students from the sending district that attend the charter school LEA. This amount will be added to the charter school LEA's base and deducted from the sending district's base amount.
- F. A Final Adjusted Base Allocation will be calculated by taking the Prior Year Final Adjusted Base Allocation (-) Base Amount Transfers OUT to Charter School LEAs (+) Base Amount Transfers IN to Charter School LEAs

10. Population –

- A. The Fiscal Support Manager will calculate the population component of the allocation by first obtaining the 10/1/20XX School Age (5-21) Enrollment = Prior Year's October 1st School Age (5-21) Enrollment Count by District from ADE Data Center <https://adedata.arkansas.gov> /Statewide Information Systems Reports/Districts/Enrollment Count/School Year 20XX – 20XX (Example: For the 2014-2015 allocation – Use 2013-2014 Enrollment Count)
- B. The Fiscal Support Manager will then obtain the 10/1/20XX Private School Enrollment = Prior Year's October 1st Private School Enrollment from ADE Data Center <https://adedata.arkansas.gov> /Statewide Information Systems Reports/Schools/Private Schools/School Year 20XX-20XX (Example: For the 2014-2015 allocation – Use 2013-2014 Private School Enrollment)
- C. Total Enrollment will be calculated = 10/1/20XX School Age (5-21) Enrollment (+) 10/1/20XX Private School Enrollment
- D. A Relative Share % will be calculated as follows: Individual LEA's Total Enrollment (/) Total Enrollment of all LEAs.
- E. Population Allocation = Relative Share % * 85% Population Allocation.
- F. For new or significantly expanding charter schools, the Fiscal Support Manager will obtain the Final October 1, 20XX New/Expanded Charter Enrollment = Current Year October 1st School Age (5-21) Enrollment Count by District (Only include increases/decreases in enrollment for new or significantly expanding charter schools) - Obtained from the Title I October 1st Child Count Data Forms. These increases in enrollment will be added to the prior year's 10/1/20XX Enrollment and a new Relative Share % will be calculated for each LEA. The Relative Share % will then be * by the 85% Population Allocation in order to obtain the Final Revised Population Allocation.

11. Poverty –

- A. The Fiscal Support Manager will calculate the Poverty component of the allocation by first obtaining the 10/1/20XX School Age F/R (5-21) Count = Prior Year October 1st District Meal Status –from the ADE Data Center <https://adedata.arkansas.gov> /Statewide Information Systems Reports/Districts/Free-Reduced Lunch Counts-Paid/School Year 20XX-20XX (Example: For the 2014-2015 allocation – Use the 2013-2014 Free-Reduced Lunch Count)
- B. A Relative Share % will be calculated as follows: Individual LEA's 10/1/20XX School Age F/R (5-21) Count (/) Total 10/1/20XX School Age F/R (5-21) Count of All LEAs
- C. Poverty Allocation = Relative Share % * 15% Poverty Allocation.

Arkansas Department of Education
Special Education School Age – Section 611 Funds – Allocation Procedures
9/21/15

- G. For new or significantly expanding charter schools, the Fiscal Support Manager will obtain the Final October 1, 20XX New/Expanded Charter F/R Count = Current Year October 1st School Age (5-21) F/R Count (Only include increase in free/reduced lunch counts for new/significantly expanding charter schools) – Obtained from the Title I October 1st Child Count Data Forms. These increases in free/reduced lunch counts will be added to the prior year's 10/1/20XX Free/Reduced Lunch Count and a new Relative Share % will be calculated for each LEA. The Relative Share % will then be * by the 15% Poverty Allocation in order to obtain the Final Revised Poverty Allocation.

12. Total –

The Final Revised Base, Population and Poverty Allocations will be added together to obtain the Total Allocation for each LEA.

The Fiscal Support Manager will maintain electronic files on the network share drive of all allocations and supporting documentation of the grant awards for auditors review.

The Fiscal Support Manager and the Federal Programs Manager will independently calculate the Special Education School Age – Section 611 grant disbursements. Grant disbursements will be calculated and paid monthly, on a reimbursement basis. The Federal Programs Manager will e-mail her payment file to the Fiscal Support Manager and all grant disbursements will be compared to ensure accuracy in calculation. The monthly grant disbursements will be forwarded to the Special Education Division Manager and the Assistant Commissioner, Learning Services or his/her designee for approval prior to payment.