

**Resource Allocation and Distribution of State Apportionment for Special Education
Allocation Procedure**

**RESOURCE ALLOCATION AND DISTRIBUTION OF STATE APPORTIONMENT FOR
SPECIAL EDUCATION ALLOCATION PROCEDURE**

The coordination and implementation of the State Apportionment for Special Education allocation plan shall be the responsibility of the SELPA Director and Administrative Unit Business Services staff in cooperation with Special Education Administrators or other designated administrators from member LEAs.

The SELPA Director will notify the State to allocate all state resources to the SELPA through the Administrative Unit. The SELPA Director/AU Business Services staff will monitor revenues regularly and make adjustments according to policy to insure that each LEA receives the full share of funding as provided by the SELPA policy. Adjustments will be made as projections are revised and actual revenues are received to fully allocate all resources to LEAs by SELPA policy.

Districts shall follow data collection procedures established by the SELPA Director and provide the required information in a timely manner. The SELPA Director shall collect data during the prior and current year for application to the implementation process.

The SELPA Director/AU Business Services staff shall use the following steps to determine resource allocation for the current year:

1. The total funding to be used in this calculation includes the total base apportionment to the SELPA and the Federal preschool section 611 and 619 grants.
2. Prior to calculating the basic resource allocation to each LEA, the following amounts will be deducted from the total base funding to the SELPA:

For the nonpublic school (NPS) pool, \$588,694. This amount shall be increased annually, beginning in 2000-01, by the prorated share of the funded SELPA COLA. LEA access to this fund is regulated by SELPA procedures.

For the County Office Court and Community School special education operations in 2000-2001, \$830,622. Note: This amount was generated by the following funds included in the 1997-98 total base apportionment to the SELPA: \$428,860 from the NPS Pilot, \$47,709 from the Federal Juvenile Court School year round funds, and \$493,897 from the value of J-50 units assigned these operations by SCOE less (\$139,844) revenue limit. No chargeback to other LEAs will be assessed for 2000-2001 year. The Commission shall complete a study of alternative means of funding the SELPA responsibility for Licensed Children's Institution (LCI) students by January 15, 2001.

Beginning in the 2001-02 year, deduct the actual cost of SCOE Court & Community School special education operations less ADA special education revenue and revenue limit/earned by Court and Community School students.

For itinerant County Office certificated staff serving students throughout the SELPA from birth through age 22 with low incidence disabilities of vision and hearing, \$228,050,

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- adjusted annually by the SCOE. The number of low incidence staff shall be specified annually in the SELPA annual service plan.
3. ADA data of the current year from each LEA shall be used as the basis for determining each member LEA's basic allocation.
 4. Determine the percentage of the SELPA's total ADA for each LEA. This percentage determines the basic resource allocation to each member LEA. No special education funds will be allocated to LEAs not incurring special education expenses.
 5. Allocate to the basic resource allocation of each district of residence an additional \$4000 per preschool age child adjusted annually by the funded COLA. The number of children shall be determined by the December 1st Pupil Count of 3, 4, and 5 year olds in preschool, per district of residence.
 6. Calculate the percentage of the available revenue for each member LEA.
 7. Identify carry-over or reserves subject to recapture:
 - a) When financial data is available at the end of the fiscal year for each LEA, the SELPA office shall determine the amount of unspent special education revenue, if any, for each LEA from any prior fiscal year.
 - b) The SELPA Director shall arrange for the return of such identified amount to the SELPA contingency fund.
 - c) An LEA may appeal the decision of the SELPA Director to the Commission for action
 8. Document and account for revenue transfers between LEA members as documented by a written agreement.
 9. Determine the total revenue for each LEA's special education operation. LEAs will work with the SELPA to identify cost-effective service delivery configurations, including consortium arrangements, which meet Federal and State laws and regulations, and SELPA policies and procedures. Revenue maximization strategies will be utilized when identified. The SELPA Director and staff shall be available to assist in the development of special education consortia among member LEAs by providing best-practice fiscal and program models.
 10. During the phase-in period of this per-ADA funding plan, allocations to LEAs projected to decline will be reduced annually on a gradual basis at a rate determined by the consortium upon review of annual recommendations by the Commission.
 11. Program Transfers must follow state requirements and processes developed by the SELPA Director.
 12. In a year the SELPA is entitled to SELPA-wide growth dollars, the amount of growth dollars will be added to the total amount distributable to districts.

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13. The SELPA Director may recommend amendments or revisions to the resource allocation plan as full implementation occurs and state requirements are clarified or changed. Elements of the allocation plan which may require adjustment include:
 - a) Regulation or recapture of LEA special education fund reserves;
 - b) Clarification of fiscal maintenance of effort;
 - c) Funding LEAs to meet the SELPA responsibility for special education services for LCI students;
 - d) Adjustment of the preschool subsidy.