

Helpful Hints & Reminders for the 2020-21 IDEA Application (iGrants Form Package 267)

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Vision

All students prepared for post-secondary pathways, careers, and civic engagement.

Mission

Transform K-12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Budgets

- Make sure to complete both budgets (611 for ages 3-21 and 619 for ages 3-5).
- If you use funds for salaries, there should be a corresponding amount identified for benefits. Benefits for certificated staff are typically 35-40% of the salary amount and for classified staff, around 50-55% of the salary – but check with your business manager.

Page 1 - Assurances

- Be sure to check the appropriate boxes at the top of the page under “Single Agency Certification”.
- Don’t overlook the dropdown in 22a.
- If you say “will not” for 22a, then you need to add a description.
- When complete, the assurances must be printed, signed, scanned, and uploaded to page 5. Fax them (360-586-0247) if you have trouble uploading or email them to speced.fiscal@k12.wa.us .
- Once the form package 267 is approved, districts will receive the spending start date of the date the signed assurances are received.

Page 2 - Use of Funds

- Consult with your district's business manager to complete this page.
- Don't forget to complete the two boxes above section A (related to Maintenance of Effort Eligibility).
- The spending plans (including the checkboxes) should align with the budgets, including a brief description of each of the items identified on the budget. For example, if there are funds for professional development on the budget, you should check the box for PD on page 2 and add a brief description of the PD to be provided.
- Section 619 funds may only be used for students ages 3-5 in preschool.
- Don't leave the last section on page 2 blank, if not applicable, put "n/a".

Page 3 – Child Find

- Make sure that the number of private schools is the same as the number of non-profit private schools on the "Sortable List of 2019-20 Private Schools" (link on page 3).
- A.2 is a subset of A.1, so A.2 can never be bigger than A.1.
- Section B is ALL students eligible for special education attending one of the non-profit private schools – regardless of whether or not they are receiving any services.
- Compare section B to sections A and B of your 2019-20 application. If there is a big difference in numbers of students, you may want to verify the accuracy of this year's count.

Page 3 – Child Find (continued)

- Section C should include information for all four pieces – (a) through (d). Part (d) is just confirmation that the 5 discussion points were covered – you don't actually have to answer or describe the 5 points.
- Section C – the requirement is for a parent rep to be invited to the general consultation process – this is not the meeting for an individual student where the service plan or IEP is developed.
- Section D – if the number entered here does not match the total number of private schools, then you need to complete part 2. On page 5, appendix F, upload evidence that you invited the private schools to participate in the consultation (this would be the private schools who did NOT provide affirmations).

Page 3 – Child Find (continued)

- Section E – don't forget to complete line 7. If you have no carryover (i.e., unspent funds from line 6 of last year's Section E), then enter 0.
- Section E Line 7 cannot exceed Line 6 of last year's (2019-20) calculation.
- Section F, number 2 – If you have funds identified in Section E Line 8, but do not have any students currently receiving a service plan, enter something like "The proportionate share funds will be set aside for students who may be served through a services plan during the 2020-21 school year."

Page 4 – General Supervision

- The drop-down is ONLY referring to your district's official special education policy/procedures (i.e., 2161/2161P if you use WSSDA).
- This is NOT referring to other district policies/procedures, such as restraint and isolation, discipline, etc.
- If you say "yes", be sure to describe the changes and upload the revised document to page 5.

Page 5 – Appendices

- Appendices A and I are required for all districts. Appendix B is also required from all districts, but is not due until February 26, 2021.
- Appendices C, D, and E are required for districts who are planning to use funds for coordinated early intervening services (CEIS) or have to report financial or student data related to CEIS.
- Appendix G – if you have to do the Disproportionality Workbook, you would have already received an email notification (along with the actual workbook). The workbook contains your disproportionality data, so we encourage everyone to take a look, even if you don't have to complete.

Page 5 – Appendices (continued)

- Appendix I – include one student-level and one systems-level impact statement each for section 611 and 619. We added some COVID-related sample statements.
- Appendix J – if you check either box on page two for “Participant Support Costs”, then you must complete the Participant Support Cost worksheet and email it to OSPI.
- Appendix K – not a required appendix, just a way for us to be able to share the new data platform (since it has small “n” sizes, it has to be protected).

Submitting the 267

- Once you finish and click the “Notify” tab, remember that your district’s iGrants Manager still has to hit the button to officially submit the 267 to OSPI. You may want to check with him/her to make sure that this happens by the deadline.
- For more information on submitting, see pages 13-14 of the iGrants User Manual (link is found on the iGrants log-in screen):

I Need To...

- [Login To iGrants](#)
(All Organization Users and OSPI Staff)
- [Obtain user Login Credentials](#)
- [Get My Questions Answered](#)
- [Get a list of form package contacts](#)



Additional Resources

- Many resource links are embedded in the various pages of the 267
- Your district's 2019-20 Form Package 267 is also an excellent resource
- Consult with your district's business manager
- If you have additional questions, feel free to contact OSPI's Special Education Division:

Phone: (360) 725-6075

Email: speced.fiscal@k12.wa.us

Thank you!



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