

# *2022–23 Community Impact Application Instructions for State Special Education Funding*

## **Overview**

The Legislature provides a category of state Safety Net funding for local education agencies (LEAs) that draw a larger number of families with students in need of special education services. For the purpose of state special education Safety Net funding, community impact refers to LEA identified and quantifiable factor(s) beyond the control of the LEA which justify disproportional and extraordinary costs associated with the provision of special education services for an increased number of students with disabilities located within the LEA based upon current attributes of that LEA that are not related to LEA philosophy, staffing decisions, or service delivery choices (i.e., demographic, environmental, sociological, or other facts that can be described and calculated in an application consistent with WAC [392-140-617](#)). LEAs below the 13.5 percent funding index are not eligible for community impact Safety Net funds.

## **Purpose**

The purpose of the application is to allow the applicant LEAs to isolate and quantify those factors to convincingly demonstrate to the State Safety Net Oversight Committee an adverse documentable fiscal impact upon the district's special education program.

## **Award Availability**

State Safety Net funding shall be available to LEAs with a convincing demonstration of need caused by an identified community impact factor. Financial need must exceed available revenue and not be attributable to LEA philosophy, staffing decisions, or service delivery choices.

## **Process**

There are three steps associated with this type of Safety Net Application.

### **Step One**

Identify, in narrative format, the demographic, environmental, sociological, or other factor(s) that supports the LEA's assertion that for the 2022–23 school year the LEA is adversely financially impacted by the presence of such factor(s). Data to support the LEA's claims are required in this portion of the application. Cite location of data for verification. For example, if the LEA is claiming that the LEA is impacted disproportionately by the presence of medical facilities, the LEA should identify the source of supporting data to verify the claim. The narrative should be no more than two (2) pages.

### **Step Two**

Present student enrollment data (including SSID numbers) from within the LEA attributed to the factor identified in Step One. Identified students may not be submitted for high need individual



reimbursement. If applicable, provide appropriate comparisons to surrounding LEAs or LEAs of like size throughout the region or state, and statewide data to demonstrate that the LEA has a unique situation that is not the result of LEA philosophy, staffing decisions, or service delivery choices. Limit this portion of the application to no more than two (2) pages.

### Step Three

Quantify the extent to which the identified factor(s) in Step One creates a documentable fiscal impact upon the LEA's special education program. The LEA should demonstrate the number of eligible special education students exceeds the established 13.5 percent funding index in comparison of total resident students in the LEA and quantify the adverse fiscal impact. Quantification should include the number of unfunded students associated with the factor. Limit the fiscal impact description to no more than two (2) pages, including the calculations used to demonstrate the costs identified in Step Two.

There is now a cost calculation worksheet for Community Impact applications. The worksheet includes different tabs for common factors. Complete the cells highlighted green and the rest will auto-calculate. You can paste the table into your application or include the worksheet as an attachment. Apportionment data used to complete the report is available in [report 1191SE found on Apportionment's website](#).

Total amount of request should be entered on Form SPI 1381 – Certification.

## Application Submission

Applications are due **5 pm Friday, May 12, 2023**. Applications for community impact awards **will not** be accepted after this date.

LEAs requesting Safety Net funding under the Community Impact category are required to submit all fiscal components of a Safety Net Application in addition to the Community Impact application.

## Required Items

1. Completed Form SPI 1381-CERTIFICATION.
2. Completed Form SPI 1381-WORKSHEET A.
3. The most recent completed monthly detailed expenditure reports for the special education programs showing the budgeted and actual year-to-date expenditures. The reports must sub-total at three separate levels:
  - a. Object (i.e., 21-27-5)
  - b. Activity (i.e., 21-27)
  - c. Program (i.e., 21)
4. Reconciliation worksheet, if applicable. This worksheet compares anticipated year-to-date program expenditures entered on Lines 1, 2, 3, and 4 of Worksheet A and anticipated expenditures on Line 5 with Line F. If Line F is less than Line 5, provide an explanation/reconciliation. If no explanation/reconciliation is provided, Line F will be

used as annual estimated expenditures in the calculation of maximum capacity for safety net funding.

5. Special Education Enrollment Exception Reports for the 2022–23 school year.
6. Completed Form SPI 1381-COMMUNITY IMPACT application including SSID numbers for students associated with the identified community impact factor(s).

## **Electronic Submission**

The OSPI Special Education Division has a Secure File Transfer Protocol (SFTP) site for LEAs to use to submit their Safety Net applications. This is the preferred submission method. There are many versions of this type of software, but OSPI recommends CoreFTP. Work with your LEA's IT department to install this software. A CoreFTP user guide is available on the OSPI website. Contact [the Safety Net team](#) or call 360-725-6075 if you need an SFTP account.

Once the application files are uploaded to the SFTP, [complete the application submission form](#). This form will notify the Safety Net team of your submission and help collect contact information. Once you submit this form, the Safety Net team will get an email and will send a confirmation as soon as possible but no longer than three business days after receipt. Your application will not be considered submitted until this form is completed. Please do not send a separate email to notify us of your submission.

The LEA must transfer files through the SFTP to OSPI by 5 pm on the deadline date.