

**Special Education Annual Plan for the Local  
Education Agency of**

**Falls Church City Public Schools**

**2010 – 2011**



**FALLS CHURCH CITY  
PUBLIC SCHOOLS**

**VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES  
OFFICE OF DISPUTE RESOLUTION AND  
ADMINISTRATIVE SERVICES**

Local Special Education Annual Plan and Report  
2010-2011

Submitted by:

FALLS CHURCH CITY PUBLIC SCHOOLS

800 West Broad St.  
Suite 203  
Falls Church, VA 22046

May 12, 2010

Questions regarding this plan should be directed to:

Elizabeth Mackie  
Name

703 248-5630  
Telephone Number

EMackie@fccps.org  
Email Address

In accordance with the attached instructions, please ensure that on or before **May 24, 2010**, the **original and one complete copy** of the Local Special Education Annual Plan and Report is received at the following address:

Melissa C. P. Smith,  
Coordinator of Administrative Services  
Office of Dispute Resolution & Administrative Services  
Department of Education  
P. O. Box 2120  
Richmond, VA 23218-2120

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## **GENERAL INSTRUCTIONS ANNUAL PLAN PROCESS 2010-2011**

All local educational agencies (LEAs), which include local school divisions, state-operated programs (SOPs), and the Virginia School for the Deaf and the Blind at Staunton (VSDB), are required to establish their eligibility to receive funding under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA '04). IDEA '04, at 20 USC § 1413(a)(1), and its federal implementing regulations, at 34 CFR § 300.201, require that each LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the Virginia Department of Education's (VDOE's) policies and procedures, which have been established in accordance with IDEA '04. This Annual Plan is a component of VDOE's overall responsibility to ensure each LEA's compliance with the implementation of the requirements of IDEA '04, and its federal implementing regulations. A copy of the 2006 federal IDEA implementing regulations is available online at <http://www.ed.gov/legislation/FedRegister/finrule/2006-3/081406a.pdf>. The December 2008 revisions to the federal regulations are available online at <http://www.ed.gov/legislation/FedRegister/finrule/2008-4/120108a.pdf>.

The attached pages provide the necessary forms to assist each LEA in the preparation of their 2010-2011 Annual Plan. Please also refer to the information outlined below, and the Superintendent's Memorandum, dated December 4, 2009, for additional information and contact assistance.

**A. Submission of the Annual Plan "Financial Information Attachment" using the OMEGA System:**

Each LEA must submit, as part of the Annual Plan process, the "Annual Plan Financial Information Attachment" using the Online Management of Grant Awards (OMEGA) System. LEAs are requested to use the following sequence of activities when completing and submitting for approval, their Annual Plan, including the "Annual Plan Financial Information Attachment:"

1. Verify completion of an "OMEGA User Permission Form OP1" – An OP1 Form must be on file with VDOE's Division of Finance for each person in the LEA's OMEGA approval queue for applications for Sections 611 or 619 funding. If your LEA has previously submitted an OP1 Form, and has been granted permission for each individual in the approval queue to either "Create/Cancel," or to "Approve/Deny" an "Application Request" for "Section 611" and "Section 619," then you are not required to submit new OP1 Forms. However, if there are new staff members participating in the approval queue, please verify that an OP1 form, requesting the appropriate permissions, has been filed with VDOE's Division of Finance.

Instructions for completing the OP1 Form and online training opportunities are available at [www.doe.virginia.gov/VDOE/omega](http://www.doe.virginia.gov/VDOE/omega). Please ensure that if applicable, new OP1 forms are completed and mailed to the following address no later than **April 15, 2010**:

Department of Education  
Attn: Accounting Department, 25<sup>th</sup> Floor  
P.O. Box 2120  
Richmond, Virginia 23218-2120

Additional assistance regarding the OP1 Form may be obtained by telephone at (804) 371-0993 or by email at [omega.support@doe.virginia.gov](mailto:omega.support@doe.virginia.gov).

**NOTE:** If you are not a current user of VDOE's "Single Sign-on for Web Applications System" (SSWS), prior to submitting an OMEGA user permission form to VDOE, you will also need to contact your local SSWS Coordinator, who will establish an SSWS "user logon" and access to OMEGA.

2. After completing all Annual Plan forms in consultation with the local special education advisory committee, the Annual Plan must be approved by the local school board prior to submission to VDOE for review and approval.
3. **OMEGA Data Submission** – Once the LEA's 2010-2011 Annual Plan has been reviewed and approved, as outlined in Step 2 above, LEAs are requested to do the following:
  - a. Download the "OMEGA — Annual Plan financial information attachment," an Excel Spreadsheet, which is available online at the following website:  
<http://www.pen.k12.va.us/VDOE/sess/spedannualplan/spedplanlea.html>
  - b. The Excel spreadsheet mirrors pages 15 and 29 from Part III of this Annual Plan:
    - Page 15 – the "Proposed Grant Budget" form for Section 611 Flow-Through Funds; and
    - Page 29 – the "Proposed Grant Budget" form for Section 619 Preschool Funds.

Please insert into the spreadsheet exactly the same data and text information that appears on pages 15 and 29 of Part III of this Annual Plan, as approved by the local school board. If you did not complete the "Proposed Grant Budget" form for either Section 611 or for Section 619 funding, please leave that portion of the Excel spreadsheet blank.

**NOTE:** By using the "TAB" key, you can move between the cells in the Excel spreadsheet in which data may be entered.

- c. Save the revised spreadsheet to your computer.
- d. Login to the Virginia Department of Education's SSWS at the following website:  
<https://p1pe.doe.virginia.gov/ssws/login.page.do> (NOTE: The website suffix is "do" rather than "doe".)
- e. Select the Application Name "Online Management of Education Grant Awards – OMEGA."
- f. On the OMEGA home page, on the left hand side of the screen is a column entitled, "I want to..." From that list, select "Submit an application." That will bring up OMEGA's "Application Request Page."
- g. On the "Application Request Page," the first step is to "Choose the Award Year." This will be **2010**.

- h. The next question is “Do you wish to submit a consolidated application?” The answer is **“Yes.”** (Please note that failure to select “Yes” may delay approval of your Annual Plan.)
- i. **“Choose the Project Groups”** -- If, when completing the documents in Part III of this Annual Plan, you complete both page 15 and page 29, the “Proposed Grant Budget” forms, then in OMEGA, under “Choose the Project Groups,” select **BOTH** “IDEA Part B Section 611 Special Education” and “IDEA Part B Section 619 – Special Education Preschool” as part of the **SAME** consolidated application. However, if when completing your Annual Plan documents, you complete only one of the “Proposed Grant Budget” forms, either page 15 **OR** page 29, then under “Choose the Project Groups,” select only the funding stream for which you completed a “Proposed Grant Budget” form as part of this Annual Plan.

**NOTE:** If you currently use OMEGA to submit NCLB applications, those funding streams may appear under “Choose the Project Group.” Please be careful to select only the IDEA Part B selections, which are applicable to your Annual Plan.

- j. The next step is to “Browse.” Selecting “Browse” will allow you to locate and attach the revised Excel spreadsheet that you saved in step “c.” above.
- k. Once the file containing the Excel spreadsheet has been attached, select “Go to Submit” from the options at the bottom of the screen. This will bring up a “Confirmation Page.” The “Confirmation Page” will allow you to ensure that the file you uploaded is the appropriate file, and that you selected the appropriate “Project Group(s).” Once you have verified that the information is ready for submission, select “Submit Request.”
- l. Once the OMEGA application is submitted, it will be routed to the individual(s) within the LEA, who are authorized to approve OMEGA applications, and it will appear in the approvers’ OMEGA “To Do List.” The application must be approved by each LEA-level approver, who is required, before it will be submitted via OMEGA to VDOE for review. At a minimum, at the LEA level, the OMEGA application must be approved by the individual authorized to provide “Level 4” approval, typically the Superintendent or other authorized designee.

**NOTE:** A Webex training session, which will walk through the steps outlined above, is available online, and is entitled, “Finance - OMEGA - 2006 SPED Annual Plan, Part III Upload.” To access this training session, or other training sessions for OMEGA, go to <http://www.doe.virginia.gov/VDOE/omega/> and select the link for “Archived Webinar Sessions.” The videos are listed according to program area. Select “Finance.” The appropriate Webex training is the first listed under “Finance.”

- 4. Once the required financial data from Part III of this Annual Plan is submitted using OMEGA, each LEA should mail one original and one complete copy of all Annual Plan documents, including pages 15, and 29 from Part III to the following address:

Melissa C. P. Smith, Coordinator of Administrative Services

Office of Dispute Resolution and Administrative Services  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

It is not necessary to submit a hardcopy of the Excel spreadsheet submitted via OMEGA.

5. To ensure a timely approval process, the original and copy of the Annual Plan must be received by VDOE no later than **May 24, 2010**. Similarly, the OMEGA submission must receive “Level 4” approval at the LEA level no later than **May 24, 2010**.

**B. Local Policies and Procedures:**

Each LEA must provide assurances via their Annual Plan that their local policies and procedures are in compliance with the requirements of, and any revisions to, the IDEA '04, its federal implementing regulations, and Virginia's state special education regulations. However, LEAs are no longer required to submit copies of their local policies and procedures, or revisions to those policies and procedures, to VDOE for collection and review.

**C. Private School Set-Aside Requirements:**

The appropriate signature on page 5 of Part III of the 2010-2011 Annual Plan will provide assurance that each school division will comply with the 2006 federal IDEA implementing regulations regarding parentally-placed private school students, at 34 CFR §§ 300.129 to 300.144, and Virginia's special education regulations, at 8 VAC 20-81-150 C. Nonetheless, each school division must also maintain local records demonstrating its compliance, including the requirement to set aside a proportionate share of its Section 611 and Section 619 subgrant to provide services to this population. These local records are subject to review and public disclosure.

Upon notification of its grant award, each school division must calculate the proportionate share amounts from its 611 and 619 subgrants to be spent on parentally-placed private school students. These calculations should be completed in accordance with “Appendix B” of the of the 2006 federal IDEA implementing regulations, at page 46814. If set-aside funds received in accordance with the 2010-2011 Annual Plan are not spent by the end of the 2010-2011 fiscal year, any remaining funds must be obligated for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school, and may not be used for other purposes.

**D. Excess Costs and Maintenance of Effort Requirements:**

Each school division must also maintain local records demonstrating compliance with the Excess Costs, and Maintenance of Effort provisions of the 2006 federal IDEA implementing regulations, and the Virginia Regulations, at 8 VAC 20-81-260 B and C. These local records are subject to review and public disclosure, including in the event of a financial audit, or if an applicable state complaint or due process action is filed. Each school division should use Appendix A of the federal IDEA implementing regulations, at page 46813, to complete its Excess Cost calculations. The federal mandates regarding Maintenance of Effort are in the federal IDEA implementing regulations, at §§ 300.154(g)(2), and 300.203-300.205. The appropriate signature on page 5 of Part III of the 2010-2011 Annual Plan will provide assurance to VDOE of the school division's compliance with these requirements.

**E. Annual Plan Submission Tips:**

- All Annual Plan documents must include original signatures.
- It is not necessary to submit copies of forms, as they are not needed for VDOE’s review.
- It is not necessary to resubmit the pages of directions that are included in the 2010-2011 Annual Plan packet.
- Please do not bind or staple the Annual Plan documents, or place them in notebooks. As an alternative, rubber bands or binder clips may be used.
- Please do not submit double-sided copies of your Annual Plan. The plan must be separated and disseminated to several different reviewers upon arrival at VDOE.
- If you have any questions, please feel free to contact a VDOE staff member using the following information:

<b>Plan Section</b>	<b>Contact Person</b>	<b>Telephone</b>	<b>E-mail Address</b>
Part I, OMEGA submission, & General Questions	Melissa C. P. Smith	(804) 371-0524	<u><a href="mailto:Melissa.Smith@doe.virginia.gov">Melissa.Smith@doe.virginia.gov</a></u>
	Suzanne Creasey	(804) 225-2923	<u><a href="mailto:Suzanne.Creasey@doe.virginia.gov">Suzanne.Creasey@doe.virginia.gov</a></u>
Local Special Education Advisory Committee	Gloria Dalton	(804) 371-7420	<u><a href="mailto:Gloria.Dalton@doe.virginia.gov">Gloria.Dalton@doe.virginia.gov</a></u>
Special Education in Local and Regional Jail Programs	Jeff Phenicie	(804) 786-0308	<u><a href="mailto:Jeff.Phenicie@doe.virginia.gov">Jeff.Phenicie@doe.virginia.gov</a></u>
Report on the Implementation of the 2007-2008 Plan	Judy Douglas	(804) 225-2771	<u><a href="mailto:Judy.Douglas@doe.virginia.gov">Judy.Douglas@doe.virginia.gov</a></u>
611 Applications	Sherry Hubbard	(804) 225-2339	<u><a href="mailto:Sherry.Hubbard@doe.virginia.gov">Sherry.Hubbard@doe.virginia.gov</a></u>
619 Applications	Phyllis Mondak	(804) 225-2675	<u><a href="mailto:Phyllis.Mondak@doe.virginia.gov">Phyllis.Mondak@doe.virginia.gov</a></u>
	Cecil Overton	(804) 786-9153	<u><a href="mailto:Cecil.Overton@doe.virginia.gov">Cecil.Overton@doe.virginia.gov</a></u>
Coordinated Early Intervening Services	Susan Clare	(804) 371-2725	<u><a href="mailto:Susan.Cumbia@doe.virginia.gov">Susan.Cumbia@doe.virginia.gov</a></u>
OMEGA Support & OP1 Form	James Cutler	(804) 371-0993	<u><a href="mailto:Omega.Support@doe.virginia.gov">Omega.Support@doe.virginia.gov</a></u>

## PART I

- Superintendent's Certification for School Divisions
- Policy Statements

**SUPERINTENDENT'S CERTIFICATION  
For Annual Plan Year 2010-2011**

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA '04), I certify that throughout the period of the 2010-2011 grant award, **FALLS CHURCH CITY** School Division will comply with the requirements outlined in each of the following:

- (1) Part B of IDEA '04, including the eligibility requirements of Section 613;
- (2) The IDEA federal implementing regulations, dated October 13, 2006 and revised December 31, 2008, at 34 C.F.R. Part 300 *et seq.*; and
- (3) Virginia's "Regulations Governing Special Education Programs for Children with Disabilities in Virginia, at 8 VAC 20-81 *et seq.*, effective July 7, 2009, and any revisions.

I certify that **FALLS CHURCH CITY PUBLIC** School Division has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to, the IDEA '04, its federal implementing regulations, and the Virginia Board of Education's regulations.

I certify that this school division's local policies and procedures for the provision of special education and related services, and any revisions, were developed in consultation with the local Special Education Advisory Committee and were approved by the School Board.

I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this document.

Finally, I certify that this Annual Plan was approved by the School Board on May 12, 2010..



**Dr. Lois Berlin, Superintendent  
Falls Church City Public Schools**


5/12/2010  
Date

## **POLICY STATEMENTS**

The **FALLS CHURCH CITY PUBLIC SCHOOLS** assures that it has in effect policies, procedures, and programs, which comply with the federal IDEA implementing regulations, including 34 CFR §§ 300.201-300.213, and which are consistent with the policies and procedures that the Virginia Department of Education (VDOE) has established in accordance with IDEA '04, and its federal implementing regulations, including 34 CFR §§ 300.101–300.163, and 300.165–300.174, to ensure each of the following:

- A free appropriate public education will be available for each child with disabilities, ages two to 21, inclusive.
- All children, ages two to 21, inclusive, residing in the LEA who have disabilities and need special education and related services, who have not been parentally-placed in a private or home school, are identified, located, evaluated, and placed in an appropriate educational program.
- An individualized education program will be maintained for each child with a disability, as required.
- To the maximum extent appropriate, children with disabilities will be educated with children who are nondisabled in the Least Restrictive Environment.
- Children with disabilities and their parents or guardians are guaranteed procedural safeguards in the process of identification, evaluation, educational placement, or the provision of a free appropriate public education, including the right to access dispute resolution options.
- Surrogate parents will be appointed, when appropriate, to act as advocates to serve the education interest of children, age two to 21, inclusive, who are suspected of being or are determined to be disabled.
- Testing and evaluative materials used for the purpose of classifying and placing children with disabilities are selected and administered so as not to be racially or culturally discriminatory.
- The confidentiality of personally identifiable information, which is collected, maintained, or used under IDEA '04, shall be protected.
- Children with disabilities, who are participating in Part C early intervention programs, and who will be participating in Part B preschool programs, will experience a smooth and effective transition between the programs.
- All children, ages two to 21, inclusive, who have disabilities and need special education and related services, and who are parentally-placed in a private school or home school, which is located within the geographic boundaries of the LEA, are identified, located, evaluated and provided services, in accordance with the results of a timely and meaningful consultation process.

- Homeless children with disabilities will be served in accordance with the requirements of the McKinney-Vento Homeless Assistance Act.
- Program evaluation shall be conducted annually.
- Special education and related service personnel, including paraprofessionals, are appropriately and adequately prepared and trained, and measurable steps will be taken to recruit, hire, train, and retain highly qualified personnel to provide special education and related services to children with disabilities.
- Valid and reliable data is submitted to VDOE, as requested, including regarding the performance goals and indicators established by VDOE to determine the progress of children with disabilities, and the performance of the LEA toward targets outlined in Virginia's State Performance Plan.
- Policies and procedures will be in effect which are designed to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment.
- Children with disabilities are not required to obtain prescription medication as a condition of attending school, receiving an evaluation, or receiving special education and related services.
- Children with disabilities are given the right to participate in the State Assessment System.
- There will be on-going parent consultation.
- Funding will be used to develop and implement coordinated, early intervening educational services, as required.
- Children with disabilities who attend charter schools are provided services in the same manner as other children with disabilities, who attend public schools.
- Instructional materials will be provided to children with a visual impairment or other print disabilities in a timely manner.
- Efforts will be made to cooperate with the United States Department of Education (USED) to ensure the linkage of records pertaining to migratory children with disabilities.
- All documents relating to the LEA's eligibility under IDEA will be made available to the public.

  
 Dr. Lois Berlin, Superintendent

5/12/2010  
 Date

## PART II

- Local Special Education Advisory Committee
- Special Education in Local and Regional Jails
- Report on the Implementation of the 2008-2009 Plan

## **LOCAL SPECIAL EDUCATION ADVISORY COMMITTEE**

There shall be a local advisory committee for special education appointed by each local school board to advise the school board through the division superintendent. The composition of the committee shall include parents of children with disabilities, persons with disabilities and one teacher.<sup>1</sup>

**A. Membership.**

1. A majority of the committee shall be parents of children with disabilities or individuals with disabilities.
2. The committee shall include one teacher.
3. Additional local school division personnel shall serve only as consultants to the committee.

**B. The function of the local advisory committee shall be as follows:**

1. Advise the local school division of needs in the education of children with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
3. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board;
4. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
6. Participate in the review of the local school division's annual plan.

**C. Public notice shall be published annually listing the names of committee members and including a description of ways in which interested parties may express their views to the committee.**

**D. Committee meetings shall be held at least four times in a school year and shall be open to the public.**

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<sup>1</sup> See the Virginia Regulations, at 8 VAC 20-81-230 D.

**109-FALLS CHURCH CITY PUBLIC SCHOOLS**

**2010-2011 LOCAL SPECIAL EDUCATION ADVISORY COMMITTEE (LAC)**

<b>NAME</b>	<b>FULL MAILING ADDRESS AND ZIP CODE</b>	<b>AGENCY OR GROUP REPRESENTED</b>
Chairperson: Shannon Royce	419 Lincoln Ave Falls Church, VA 22046	Parent Community
Vice-Chair Ella Lyons	129 Tollgate Way Falls Church, VA 22046	Parent Community
John Abbracciamento	1107 Offutt Dr. Falls Church, VA 22046	Parent Community
Melissa Bandy	603 Oak Haven Drive Falls Church, VA 22046	Parent Community
Kim Cherry	Thomas Jefferson Elem 601 S. Oak Street Falls Church, VA 22046	Teacher
Barbara Mack	401 Shady Lane Falls Church VA 22046	Parent Community
Sylvia Malm	207 Pennsylvania Ave. Falls Church, VA 22046	Parent Community
<b>Continue on next page as needed.</b>		

Date the LAC reviewed the 2010-2011 Annual Plan and Application 5/3/10

**NOTES:**

- School divisions are requested to notify the Virginia Department of Education at (804) 371-7420 if the person serving as the LAC chairperson changes.
- Only one teacher may serve as a member of the LAC. Other school division employees who regularly attend LAC meetings are not members of the committee and should only be listed as "consultants".
- All information submitted as part of the LEA's Annual Plan is subject to requests made in accordance with Virginia's Freedom of Information Act (Code of Virginia, at § 2.2-3700 *et seq.*). Therefore, please consider each LAC member's preference regarding which address is reported.

109 - FALLS CHURCH CITY PUBLIC SCHOOLS

**2010-2011 LOCAL SPECIAL EDUCATION ADVISORY COMMITTEE (LAC)**

<b>NAME</b>	<b>FULL MAILING ADDRESS AND ZIP CODE</b>	<b>AGENCY OR GROUP REPRESENTED</b>
Rena Marsh	226 S. Virginia Ave. Falls Church, VA 22046	Parent Community
Barbara Nooter	2713 Welcome Dr. Falls Church, VA 22046	Parent Community
Alexis Parnell	1202 Seaton Lane Falls Church, VA 22046	Parent Community
Elizabeth Mackie	Special Education 800 W. Broad St. Falls Church, VA 22046	Consultant
Joan Wodiska	166 Rees Place Falls Church, VA 22046	School Board Liaison

**2010-2011 SPECIAL EDUCATION IN LOCAL AND REGIONAL JAILS**

Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. It is suggested that you review your agreement annually.

**Interagency Agreement**

Name of Local or Regional Jail: \_\_\_\_\_

**Directions: Please check the appropriate response. Either yes or no must be checked for question 1.**

1. Is there a local or regional jail located within the geographic boundaries of your school division?

**Yes.** \_\_\_\_\_ Check and continue on to question 2.

**No.**   X   You have completed the special education in jails section of the annual plan.

2. Has the Interagency Agreement between your school division and the jail been revised since the submission of your most recent annual plan?

**Yes.** \_\_\_\_\_ Check and submit your revised Interagency Agreement with the 2010-2011 annual plan.

**No.** \_\_\_\_\_ Your existing Interagency Agreement will remain in effect until revisions are made. You do not need to submit it.

109 - FALLS CHURCH CITY PUBLIC SCHOOLS

**REPORT ON IMPLEMENTATION  
OF THE 2008-2009 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2008-2009 school year has been implemented (Code of Virginia § 22.1-215).

The 2008-2009 annual plan was implemented as follows:

- FCCPS' 611 funds in the amount of \$358,170 were spent to fund six special education teaching positions, including salary and benefits (4 LD teachers, 1 teacher for students with low incidence disabilities, and 1 ED teacher).
- FCCPS' 619 funds in the amount of \$10,473 were spent to fund .15 of a preschool special education teacher.

The school division used Part B funds from the 2008-2009 grant award to implement coordinated early intervening services.

<u>  X  </u>	<u>          </u>
Yes	No

IF YES:

Total Expenditures

  \$132,167  

Total Number of Students Served

      30

## PART III

- Applications for Federal Funds

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## **SECTION 1**

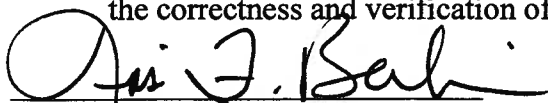
### **GENERAL ASSURANCES & COMPLIANCE DOCUMENTS**

## **SUBMISSION STATEMENT**

Under the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA '04), and its federal implementing regulations, at 34 C.F.R. Part 300 *et seq.*, a local educational agency, which desires to receive funds under the Act, must provide the following assurances:

- (1) The attached Application for Part B Funds under the provisions of IDEA has been approved by the FALLS CHURCH CITY PUBLIC SCHOOLS BOARD on May 12, 2010.
- (2) The local educational agency shall be responsible for (1) the control of funds provided under part B of the Act; (2) title to property acquired with those funds; and (3) the local educational agency will administer such funds and property.
- (3) The local educational agency shall maintain records which show that where Part B funds are used to supplement existing services or to provide additional services to meet special needs, those services shall be at least comparable to services provided to other children with disabilities in the local educational agency with state and local funds.
- (4) The local educational agency application and all pertinent documents related to such application, including all evaluations and reports relative to the application, shall be made available for public inspection.
- (5) The local educational agency shall maintain records showing that Part B funds are used to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Part B funds shall, in no case, be used to supplant local and state funds.
- (6) The funds provided under Part B of the Act shall be used to employ only those professional personnel who meet appropriate State standards. In addition, all other professional personnel employed, such as therapists, etc., shall be properly licensed.
- (7) The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
- (8) No person shall, on the grounds of race, color, national origin, sex, disabling condition or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received financial assistance under the provisions of the Act.
- (9) The policies, procedures, and programs established and administered by the local educational agency shall meet eligibility requirements for assistance under this Act.
- (10) The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA '04.

- (11) The local educational agency will ensure that projects involving construction are not inconsistent with overall State plans for the construction of school facilities. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under section 504 of the Rehabilitation Act of 1973 and subsequent amendments in order to ensure that facilities constructed with the use of Federal funds are accessible to, and usable by, individuals with disabilities.
- (12) The local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in Part B programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
- (13) The local educational agency will ensure that none of the funds expended under Part B programs will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
- (14) Except when used to provide coordinated early intervening services, the local educational agency will ensure that funds expended under Part B of IDEA '04 will only be used for the costs which are directly attributable to the education of children with disabilities, and which exceed the average annual per student expenditure during the preceding year as computed in accordance with 34 C.F.R. § 300.202, and Appendix A of the IDEA '04 federal implementing regulations.
- (15) The local educational agency will ensure that funds expended under Part B of IDEA '04 will not be used to reduce the level of expenditures made from local funds below the amount expended for the education of children with disabilities from state or local funds during the preceding fiscal year, in accordance with 34 C.F.R. §§ 300.203 to 300.205 of the IDEA '04 federal implementing regulations.
- (16) The local educational agency will ensure that in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA '04 federal implementing regulations, during the grant award period, a proportionate share of the local educational agency's Section 611 subgrant will be set aside to be expended for children with disabilities, ages 3 through 21, who are parentally-placed in a private school, and a proportionate share of its Section 619 subgrant will be set aside to be expended for children with disabilities, ages 3 through 5, who are parentally-placed in a private school. This local educational agency further assures that if it has not expended for equitable services all of its set-aside funds by the end of the fiscal year for which it was appropriated, the local educational agency will obligate any remaining funds for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school.
- (17) The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA '04 and its federal implementing regulations, including each of the assurances outlined above, and afford the Virginia Department of Education access to those records that it may find necessary to ensure the correctness and verification of the information required under this Act.

  
 \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Dr. Lois Berlin ED.D .....

\_\_\_\_\_  
 Superintendent  
 Title  
 \_\_\_\_\_  
 5/12/2010  
 Date

**IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF  
STEPS TO OVERCOME THEM IN ACCORDANCE  
WITH PROVISIONS IN SECTION 427 OF  
THE GENERAL EDUCATION PROVISIONS ACT**

Applicants for federal assistance are required under Section 427 of Title II, the General Education Provisions Act (GEPA), enacted as a part of the 2001 No Child Left Behind Act amendments to the Elementary and Secondary Education Act of 1965, to address equity concerns that may affect full participation of potential program beneficiaries (teachers, students or parents) in designing their federally-assisted projects. Section 427 requires identification of barriers to full participation, if any, and a description of steps taken, or that will be taken to overcome them. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Several strategies that may be used to overcome barriers that might affect participation of individuals described by these characteristics are identified on this form. (In this document, race and color have been combined. At the division’s discretion, the two characteristics may be treated separately). Space has been provided for the division to describe other strategies, if any, to overcome barriers that might exist related to the identified characteristics, and to identify other barrier subjects and provide a descriptive statement of corrective steps related to overcoming those barriers. If the division deems it necessary, a more detailed description of a barrier related to any one of the identified characteristics may be provided in the blank space allocated below the characteristic.

Check all of the federally-assisted program areas to which the attached GEPA statement applies	-----
Improving the Academic Achievement of the Disadvantage -- Title I-Basic	X
Title I- Even Start	X
Title I- Migrant	
Title I- Neglected or Delinquent	
Title II-The Eisenhower Professional Development Program	X
Title IV-Safe and Drug Free Schools and Communities	X
Title VI-Innovative Education Program Strategies	X
Stewart B. McKinney Homeless Assistance Act, Part B-Education for Homeless Children and Youth	X
Title II-The Carl D. Perkins Vocational and Applied Technology Education Program	X
Title III, Part A, Subpart 2 ESEA: Technology Literacy Challenge Fund	X
Title III, Part B, Star Schools Program	
IDEA	X
Comprehensive School Reform Demonstration Grant	

**GENERAL EDUCATION PROVISIONS ACT STATEMENT AS REQUIRED UNDER SECTION 427**

**CHECK IDENTIFIED SUBJECT OF BARRIER**

**CHECK STEPS TAKEN TO OVERCOME EACH BARRIER IDENTIFIED BELOW**

<u>  X  </u> GENDER	<u>  X  </u> RACE AND/OR COLOR	<u>  X  </u> NATIONAL ORIGIN
<p><b>Provide awareness-of/sensitivity-to issues of gender bias through</b>  <u>  </u> Workshops  <u>  </u> Exchange programs  <u>  </u> group counseling  <u>  </u> individual counseling                      other _____</p> <p><b>Provide awareness of people functioning in non-traditional roles/jobs/professions through</b>  <u>  X  </u> Shadowing  <u>  X  </u> Mentorships  <u>  X  </u> Internships  <u>  X  </u> field trips  <u>  X  </u> awareness/career days  <u>  X  </u> advisory committees  <u>  </u> highlighting current/former students who have succeeded in non-traditional jobs  <u>  </u> tours of school facilities, classrooms, laboratories that prepare students for nontraditional roles                      other _____</p> <p><b>Encourage participation in all programs and activities through</b>  <u>  X  </u> active recruitment of under-represented genders  <u>  X  </u> providing transportation or child care  <u>  X  </u> exchanges between educators and business representatives                      other _____</p> <p><b>Ensure appropriate representation of genders</b>  <u>  X  </u> in all activities  <u>  X  </u> in all instructional materials  <u>  X  </u> in all promotional materials                      other _____</p>	<p><b>Provide awareness-of/sensitivity-to issues of race/color bias through</b>  <u>  X  </u> Workshops  <u>  </u> exchange programs  <u>  X  </u> group counseling  <u>  </u> individual counseling                      other _____</p> <p><b>Provide awareness of people of different racial/color groups functioning in all roles/jobs/professions through</b>  <u>  X  </u> Shadowing  <u>  </u> Mentorships  <u>  X  </u> Internships  <u>  X  </u> field trips  <u>  X  </u> awareness/career days  <u>  X  </u> advisory committees  <u>  </u> highlighting current/former students who have succeeded in non-traditional jobs  <u>  </u> tours of school facilities, classrooms, laboratories that prepare students for nontraditional roles                      other _____</p> <p><b>Encourage participation of all students and staff, regardless of race or color, in all programs and activities through</b>  <u>  X  </u> active recruitment of under-represented groups  <u>  X  </u> added support such as providing transportation or child care  <u>  X  </u> exchanges between educators and business representatives                      other _____</p> <p><b>Ensure appropriate representation of all races and colors</b>  <u>  X  </u> in all activities  <u>  X  </u> in all instructional materials  <u>  </u> in all promotional materials                      other _____</p>	<p><b>Provide awareness-of/sensitivity-to issues of cultural and social differences related to ethnicity/national origin through</b>  <u>  X  </u> workshops  <u>  </u> exchange programs  <u>  X  </u> group counseling  <u>  X  </u> individual counseling                      other _____</p> <p><b>Provide awareness of people of different nationalities functioning in all roles/jobs/professions through</b>  <u>  X  </u> shadowing  <u>  </u> mentorships  <u>  X  </u> internships  <u>  X  </u> field trips  <u>  X  </u> awareness/career days  <u>  X  </u> advisory committees  <u>  </u> highlighting current/former students of different nationalities who have succeeded in their chosen career  <u>  </u> tours of school facilities, classrooms, laboratories that prepare students for jobs and careers                      other _____</p> <p><b>Encourage participation of all students and staff, regardless of national origin, in all programs and activities through</b>  <u>  X  </u> active recruitment of under-represented ethnic groups  <u>  X  </u> added support such as providing transportation or child care  <u>  X  </u> providing program information in home language  <u>  X  </u> exchanges between educators and business representatives                      other _____</p> <p><b>Ensure appropriate representation of all nationalities</b>  <u>  X  </u> in all activities  <u>  X  </u> in all instructional materials  <u>  X  </u> in all promotional materials                      other _____</p>

**GENERAL EDUCATION PROVISIONS ACT STATEMENT AS REQUIRED UNDER SECTION 427**

<b>CHECK IDENTIFIED SUBJECT OF BARRIER</b>		
<b>CHECK STEPS TAKEN TO OVERCOME EACH BARRIER IDENTIFIED BELOW</b>		
<u>  X  </u> <b>DISABILITIES</b>	<u>  X  </u> <b>AGE</b>	<u>  X  </u> <b>OTHER FACTORS THAT MIGHT LIMIT PARTICIPATION</b>
<p><b>Identify accommodations</b>  <u>  X  </u> in the IEP  <u>  X  </u> in the 504 plan</p> <p><b>Provide program activity materials</b>  <u>  X  </u> in Braille  <u>  X  </u> in large print  <u>  X  </u> on audio tape  <u>  X  </u> on video tape</p> <p><u>  X  </u> <b>Provide accommodations required in Americans with Disabilities Act or 504</b></p> <p><b>Provide program accessibility to students/staff with disabilities through</b>  <u>  X  </u> Orientation and mobility training  <u>  X  </u> interpreter services  <u>    </u> closed captioning  <u>  X  </u> assistive technology devices  <u>  X  </u> personal assistants  <u>  X  </u> program accessibility  <u>  X  </u> early identification and intervention  <u>  X  </u> elimination of architectural barriers</p> <p><b>Provide awareness-of/sensitivity-to issues of bias related to disabilities through</b>  <u>  X  </u> Workshops  <u>    </u> exchange programs  <u>  X  </u> group counseling  <u>  X  </u> individual counseling            other _____</p> <p><b>Ensure that personnel/other administrators are aware of and refrain from unfair activities related to issues through</b>  <u>  X  </u> equitable hiring practices  <u>  X  </u> equitable assignment of responsibilities  <u>  X  </u> workshops  <u>  X  </u> special activities  <u>    </u> group counseling  <u>    </u> individual counseling            other _____</p> <p><b>Ensure appropriate representation of people with disabilities</b>  <u>  X  </u> in all activities  <u>  X  </u> in all workshop materials  <u>  X  </u> in all promotional materials            other _____</p>	<p><b>Provide awareness-of/sensitivity-to issues of bias related to issues of age and the aging process through</b>  <u>  X  </u> Workshops  <u>    </u> exchange programs  <u>    </u> group counseling  <u>    </u> individual counseling            other _____</p> <p><b>Ensure that personnel/other administrators are aware of and refrain from unfair activities related to issues of age through</b>  <u>  X  </u> equitable hiring practices  <u>  X  </u> age-free assignment of responsibilities  <u>    </u> workshops  <u>    </u> special activities  <u>    </u> group counseling  <u>    </u> individual counseling            other _____</p> <p><b>Ensure objective and positive representation of age groups</b>  <u>  X  </u> in all activities  <u>  X  </u> in all workshop materials  <u>  X  </u> in all promotional materials            other _____</p>	

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**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

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Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

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**1. LOBBYING**

As required by Section 1352, title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82, Sections 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85.105 and 85.110—

- A. The applicant certifies that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or

- destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statement in this certification, he or she shall attach an explanation to this application.

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**3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 84, Subpart B, for grantees, as defined at 34 CFR Part 84, Section 84.200 through 84.230 –

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education,

400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248.

Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

C Place of Performance (Street address, city, county, state, zip code):

800 West Broad St., Suite 203  
Falls Church, VA 22046

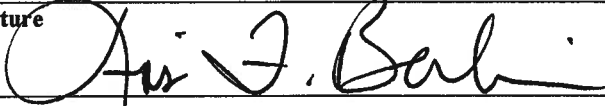
Check [ ] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 84, Subpart C, for grantees, as defined at 34 CFR Part 84, Section 84.300 –

- A. As a Condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S. W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

<b>Name of Applicant</b>	<b>PR/Award Number and/or Project Name</b>
<b>FALLS CHURCH CITY PUBLIC SCHOOLS</b>	
<b>Printed Name and Title of Authorized Representative</b>	
<b>Dr. Lois Berlin ED.D. / Superintendent</b>	
<b>Signature</b>	<b>Date</b>
	5/12/2010

ED 80-001312/9

**SECTION 2**

**INSTRUCTIONS AND APPLICATION  
FOR  
IDEA PART B SECTION 611 FUNDS  
(FLOW-THROUGH FUNDS)**

**(Grant Period: July 1, 2010 – September 30, 2011)**



**PROPOSED USE OF PART B, SECTION 611, FLOW-THROUGH FUNDS**  
**GRANT PERIOD: JULY 1, 2010 – SEPTEMBER 30, 2011**  
(Add additional sheets as necessary.)

List and briefly describe all personnel (i.e. teachers, instructional assistants, administrators, clerical, support personnel, and other) to be supported in whole or in part with grant funds (with proposed budget amounts and FTEs).

FCCPS will use grant funds in the amount of \$409,897 to fund seven full time special education teaching positions including salaries and benefits. (5 LD teachers, 1 ED teacher, 1 teacher of students with low incidence disabilities)

Briefly describe all additional activities, goods and services (with proposed budget amounts) to be supported with grant funds.

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**SCHOOL DIVISIONS ONLY:**

The school division plans to utilize up to 15% of its Part B, Section 611 grant award for this grant period to implement coordinated early intervening services.

<u>    X    </u>	<u>          </u>
Yes	No

**INSTRUCTIONS FOR FORM SE006 – PROPOSED 611 GRANT BUDGET  
(following page)**

Complete Form SE006, column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. Descriptions of object code categories are provided in Appendix B. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the applicant agency who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, to be purchased with grant funds.

Provide information on proposed out-of-state/country travel to be supported with grant funds.

Note: Where equipment items and/or travel details are not known at the time this application is submitted, applicants may budget for equipment and travel and seek specific approval at a later date (prior to purchase or travel).

**VIRGINIA DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2010 – September 30, 2011)**

Applicant Name: FALLS CHURCH CITY PUBLIC SCHOOLS

Applicant 3-digit Code Number: 109

Contact Person Name: Elizabeth Mackie

Contact Person Title: Director of Special Education

Telephone No.: 702 248-5630

E-mail: Emackie@fccps.org

Fax No.: 703 248-5621

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	341,647	
Employee Benefits	2000	68,250	
Purchased Services	3000		
Internal Services	4000		
Other Charges	5000		
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
<b><u>TOTAL PROPOSED BUDGET</u></b>		409,897	

Proposed Equipment: (List items costing \$5,000 or more):

Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, # of people):

**DO NOT WRITE BELOW THIS LINE – DOE USE ONLY**

Date Received:	Total Award Amount: \$	Grant Manager:
Date Approved:	DOE Award #:	Payee Code #:
SEA Official:	CFDA#: 84.027A	Proposal Modified: Y / N
Project Code:	Fed. Award #:	In the Amount of: \$

**APPENDIX A**

**ADDITIONAL INSTRUCTIONS for  
SECTION 611, FLOW-THROUGH APPLICATION**

**ADDITIONAL INSTRUCTIONS FOR COMPLETING  
PART B, SECTION 611, FLOW-THROUGH APPLICATION FOR 2010-2011**

**PROJECTED GRANT AWARD**

The amount of flow-through funds to be allocated to your school division/SOP is based on a formula specified by the IDEA. **We recommend that you base your 2010-2011 proposed budget on the 2009-2010 grant award (excluding ARRA funds).**

Grant awards will be issued upon receipt of funds from the U.S. Department of Education (USED) and VDOE approval of the local school division's or state operated program's Annual Plan components, including the application for use of federal funds. Awards will be made upon a determination that the local school division or state operated program has met the entire eligibility requirements of IDEA.

In order for your LEA to receive 611 funding under Part B of the Individuals with Disabilities Education Act, **all** sections of this application must be completed in accordance with Federal and State funding requirements. Only the application pages for each grant are required to apply for 611 funds. **Please do not submit these directions, appendices, or the Superintendent's Memorandum with your application.** Applications must include original signature(s). Please ensure the "Contact Person" identified in the application is available during the summer.

**ADDITIONAL INSTRUCTIONS**

In the narrative description of the proposed use of project funds, please provide a SUCCINCT description of how funds will be used during the grant award period. The information provided here, and on Form SE006, will form the basis for approval of subsequent reimbursement requests submitted following the grant award. Should changes in your project be necessary following approval of this application, amendment requests may be submitted in accordance with the policies and procedures in effect at that time.

For personnel to be paid from project funds, please clearly indicate percentages of salaries (FTEs) to be covered by Part B funds. For personnel who do not spend 100% of their time serving children with disabilities, only the amount of time (i.e. percentage of salary and fixed charges) spent serving children with disabilities may be charged to Part B funds.

For equipment purchases, approval for specific items of equipment is required for items costing \$5,000.00 or more. **You must obtain approval of each equipment item prior to purchase.** For items not included in this application, approval must be obtained prior to purchase by amending this application in accordance with the policies and procedures in effect at that time.

Applicants are encouraged to consider budgeting for "indirect costs" (restricted rate). Please consult with your school division's chief financial officer for information pertinent to indirect costs and the restricted cost rate(s) computed for your school division.

**APPENDIX B**  
**OBJECT CODE DESCRIPTIONS**

## Object Codes/Object Code Definitions<sup>1</sup>

<b>1000</b>	<b>Personal Services</b>
<b>2000</b>	<b>Employee Benefits</b>
<b>3000</b>	<b>Purchased Services</b>
<b>4000</b>	<b>Internal Services</b>
<b>5000</b>	<b>Other Charges</b>
<b>6000</b>	<b>Materials and Supplies</b>
<b>7000</b>	<b>Payment to Joint Operations</b>
<b>8000</b>	<b>Capital Outlay</b>
<b>9000</b>	<b>Other Uses of Funds</b>

### Personal Services

All compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Includes payments for time not worked, including sick leave, vacation, holidays, jury duty, military leave, and other paid absences that are earned during the reporting period. Object codes displayed here are the only object codes that are valid on the Annual School Report template.

For the purposes of this report, the term “salaries” means all compensation including base wage. This also includes amounts paid through salary reduction plans, such as tax-sheltered annuities and flexible benefit plans. Do not confuse this definition with the Virginia Retirement System (VRS) definition, which excludes supplements for retirement calculation purposes in some circumstances.

- 1110 Administrative Salaries and Wages\***
- 1111 Board Members Salaries and Wages\***
- 1112 Superintendent Salaries and Wages\***
- 1113 Assistant Superintendent Salaries and Wages\***
- 1120 Instructional Salaries and Wages\***  
(Include teachers, instructional supervisors, and instructional specialists, including speech therapists who are considered instructors)
- 1122 Librarian Salaries and Wages\***
- 1126 Principal Salaries and Wages\***
- 1127 Assistant Principal Salaries and Wages\***
- 1130 Other Professional Salaries and Wages\*** (Include psychologist, social worker)

<sup>1</sup> Adapted from the 2002-2003 Annual School Report – Financial Section

- 1131 School Nurse Salaries and Wages\*** (Attendance & Health Function only)
- 1132 Attendance and Health – Psychologist\*** (cost center 9 only)
- 1133 Technical Development\*** (Technology and Contingency Reserve Function only – addresses implementation or modification of technology programs/applications for instructional or administrative purposes. Positions include data processors, telecommunications specialists, programmers, systems analysis and engineers.)
- 1140 Technical Salaries and Wages\***
- 1141 Technical Support\*** (Technology and Contingency Reserve Function only - addresses responsibility for supporting and maintaining the functionality of on-going technology applications, both instructional or administrative. Positions include software, hardware, and network support and maintenance personnel.)
- 1142 Operations and Maintenance – Security Guard\*** (cost center 9 only)
- 1150 Clerical Salaries and Wages\***
- 1151 Instructional Classroom – Teacher Aides\***
- 1160 Trades Salaries and Wages\***
- 1170 Operative Salaries and Wages\*** (Include bus drivers)
- 1180 Laborer Salaries and Wages\***
- 1190 Service Salaries and Wages\***
- 1520 Substitute Salaries and Wages\***
- 1620 Supplemental Salaries and Wages**  
Overtime and supplements included in a contract for extracurricular activities, fixed travel supplements, coaching, and advanced educational degree supplements

*\*Denotes FTE codes that are included in function 69000 (new for the 2002-2003 ASR)*

**2000 Employee Benefits**

Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

- 2100 Federal Old-Age Insurance (FICA)**  
Payments into the contribution fund for payment to the U.S. Treasury on behalf of old-age survivor’s benefits (Social Security).
- 2210 VRS (Retirement)**  
Payments into the trust fund of the Virginia Retirement System.
- 2300 Hospital/Medical Plans**  
Payments on behalf of employees in a group insurance program providing hospital, medical, surgical, and/or dental coverage.
- 2400 Group Life Insurance**  
Payments on behalf of employees for life insurance plans.
- 2500 Disability Insurance**
- 2600 Unemployment Insurance**
- 2700 Worker’s Compensation**
- 2800 Other Fringe Benefits**  
Include annual and sick leave payments for personnel who terminate employment. Also, report pension/retirement plans that are specific to your locality under this object code in the appropriate functions.

**NOTE:** Fringe Benefits are a significant component of employee compensation and, like salaries and wages, are charged to the appropriate object of expenditure within each program. If possible, fringe benefit costs should be charged to the applicable educational program or activity on an ongoing basis. An alternative is to charge all fringe benefits to various benefit accounts. As part of the year-end closing process, these accounts are closed, and all costs are allocated to the appropriate educational program or activity. The following methods are suggested for allocating such cost at year-end. If these methods do not provide reasonable allocations based on circumstances within the school division, then the school division should use another reasonable allocation method. Consistency in application should be maintained at all times.

1. Allocation by percentage of payroll dollars
2. Allocation by Head Count
3. Direct to Program or Activity

**3000 Purchased Services**

Services acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities, including payments to state mental health/mental retardation institutions for the education of students with disabilities and/or tuition payments to the School for the Deaf and the Blind at Staunton that are made by the Virginia Department of Education on behalf of the school division). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description.

**3410 Transportation Services Public Carriers**

Payments to public carriers for transportation of pupils on vehicles that are used by the public. Include payments for pupils transported in intracity transit buses, taxicabs, airplanes, and intercity/interstate passenger buses.

**3420 Transportation Services Private Carriers**

Payments (either cash or tokens) to parents for transportation of pupils in lieu of providing transportation on school buses. Include allowable payments to parents for pupils attending public, private, and non-sectarian schools. Include costs associated with transporting special education students in school board-owned vehicles to and from school.

**3430 Transportation Services by Contract**

Payments to private owners of school buses who contract with the school board to transport pupils to and from public schools. Include payments to owners of private vehicles that contract with the school board to transport pupils to and from designated public and private schools.

**3800 Purchase of Service from Other Governmental Entities**

Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, state agencies, and other LEAs) on a contract/fee basis. **Tuition payments to other local governments for a jointly operated center are not included here but are reported under "Payments to Joint Operations" (object code 7000).**

**3810 Tuition Paid – Other Divisions In-State**

**3820 Tuition Paid – Other Divisions Out-of-State**

**3830 Tuition Paid – Private Schools**

**4000 Internal Services**

Charges from an internal service fund to other activities/elements of the local government.

**5000 Other Charges**

**5000 Other Charges**

Include expenditures that support the use of programs. Include expenditures that would be charged under object codes 5100 through 5800, among other expenditures.

**5001 Telecommunications**

Include expenditures for recurring telecommunications services for the use of on-line computer technology (e.g., telephone/telecommunications line charges). Telephone charges for line service for Internet connectivity and the Electronic Classroom program.

**5100 Utilities**

Payments for heat, electricity, water, and sewer services regardless of whether the service is provided by a private enterprise authority or an enterprise fund operated by a local government.

**5200 Communications**

Payments for postal, messenger, and telecommunications services, typically office voice telephone charges. (Telecommunication costs directly related to technology uses should be coded under 68000.) In addition, office telephone charges would be coded under this code; however, Internet access charges should be coded under object code 5001.

**5300 Insurance**

Payments for insurance except those that relate to personal services (i.e., hospitalization, group life, worker's compensation, unemployment)

**5400 Leases and Rentals**

Includes payments for leases that are not capitalized and rental of land, structures, and equipment. Do not include payments made under a lease-purchase agreement.

**5500 Travel**

**5600 Contributions to Other Entities**

Includes payments to other governmental entities or community organizations that are not related to the direct purchase of a service on a fee basis (which is reported under object code 3800) or payments to joint operations (which are reflected under object code 7000).

**5700 Public Assistance Payments**

Payments to individuals for public assistance programs (general government use only).

**5800 Miscellaneous**

**For the 67000 function only**, include capitalized lease payments for lease-purchase agreements.

**6000 Materials and Supplies**

Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized.

**6000 Other Materials and Supplies**

**6002 Food Supplies**

Food for human consumption.

**6008 Vehicle and Powered Equipment Fuels**

Gasoline, lubricating oils, or such other fuel used in the operation of vehicles and powered equipment (e.g., lawnmowers) purchased from private sources or governmental agencies.

**6009 Vehicle and Powered Equipment Supplies**

Tires, spark plugs, batteries, and chains used in the operation of vehicles and powered equipment purchased from private sources or governmental agencies.

**6020 Textbooks**

All textbooks and workbooks purchased to be used in the classroom.

**6030 Instructional Materials**

Books (not textbooks) and other materials.

**6040 Technology Software/On-line Content**

Include expenditures for videodiscs and computer programs used in the classroom for instructional purposes, operating system software (i.e., standalone software, not software that is pre-installed and included in hardware costs), application software, and on-line or downloadable software and content. Include expenditures for both additions and replacement.

**6050 Non-Capitalized Technology Hardware**

Include expenditures for hardware or classroom technology equipment that is not capitalized.

**6060 Non-Capitalized Technology Infrastructure**

Include expenditures for technology infrastructure that is not capitalized.

**7000 Tuition Payments to Joint Operations**

Include tuition payments to the fiscal agent for operations that are jointly operated by two or more local governments. An operation is defined as jointly operated if the local governments have responsibility of ownership and policymaking. Policymaking may be handled directly by the local governing bodies or indirectly through an appointed board.

**8000 Capital Outlay**

Outlays that result in the acquisition of or additions to fixed assets. Capital Outlay includes the purchase of fixed assets both replacement and/or additional.

**8100 Capital Outlay Replacement**

**8110 Technology – Hardware Replacements**

Include capital outlay for replacement of hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**8120 Technology – Infrastructure Replacements**

Include capital outlay for replacement of technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**8200 Capital Outlay Additions**

Include machinery, equipment, furniture, fixtures, communications equipment, motor vehicles, etc. that are capitalized.

**8210 Technology – Hardware Additions**

Include capital outlay for additional hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**8220 Technology – Infrastructure Additions**

Include capital outlay for additional technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**Special Note - Classification of Hardware and Infrastructure Expenditures:**

Report expenditures under technology “hardware” for computers, associated peripheral equipment, and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers (i.e., Personal Digital Assistants or PDAs), and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc.

Report other specialized computer devices under technology “hardware” such as fax-back and voice-mail resources; videoconferencing and other distance education tools, including satellite transmitters and receivers; cable-based receivers; and modem or codec-based video equipment; projection devices, from transparent and opaque projectors to video monitors; and graphing calculators and other specialized computational aids.

Report expenditures under technology “infrastructure” for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure.

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**THE FOLLOWING CODES DO NOT APPLY TO THE PART B APPLICATION**

**9000 Other Uses of Funds**

This series of codes is used to classify transactions that are not properly recorded as expenditures of the LEA but require budgetary or accounting control. For function 67000, these include

redemption of principal and interest on long-term debt, housing authority obligations, and fund transfers. Used with governmental funds only.

**9000 Other Uses of Funds**

Include principal, interest, capitalized lease payments for lease-purchase agreements, and other debt-related expenditures.

**9100 Redemption of Principal**

Expenditures for principal on bonds, notes, and capitalized lease-purchase agreements.

**9200 Interest**

Expenditures for interest on bonds, notes, and capitalized lease-purchase agreements.

**9300 Fund Transfers – Principal and Interest**

Transfer of funds to a local governing body for debt service paid on behalf of the school division. This code is intended to capture debt service payments appropriated to the school division but transferred back to and paid by local governments.

**9400 Fund Transfers – Deposits to Escrow**

Transfer of funds to lottery or school construction escrow accounts. These escrow accounts are authorized by the *Code of Virginia*, Sections 22.1-100.1 and 22.1-175.1 and 175.2.

**9500 Fund Transfers – Service Provided by Locality**

Transfer of funds to the local governing body that cannot be recorded in the 3000 object series under activities 61100 to 66600 and 68000 to 69000. Examples of services provided by a locality are: (1) school resource officers; (2) vehicle maintenance; (3) payroll, accounting, and purchasing services; (4) information technology; and (5) legal services.

**9600 Fund Transfers – Capital Purchased by Locality**

Transfer of funds for capital purchases made by the local governing body on behalf of the school division that cannot be recorded in the 8000 series object code under activities 61100 to 66600 or 68000 to 69000.

**9700 Fund Transfers – Transfer to Regional Program**

Include transfers of state funds to a regional vocational, special education, or alternative education program or to a regional Academic Year Governor's school. This code should only be used when a school division is acting as a fiscal agent for a regional program. In its role as a fiscal agent, the school division will use this code to "pass-through" state funding to a regional program. This code should not be used by a school division to account for funding that is directly related to the division's participation in a regional program. Codes 7000 and 3810 are to be used for this purpose.

**9800 Fund Transfers – Other**

Transfer of funds for items that cannot be recorded in codes 9400 through 9700. If you intend to use this code to report data, it is recommended that you contact the department to discuss use of this code prior to submission of the ASR.

**SECTION 3**

**INSTRUCTIONS AND APPLICATION  
FOR  
IDEA PART B SECTION 619 FUNDS  
(PRESCHOOL FUNDS)**

**(Grant Period: July 1, 2010 – September 30, 2011)**

**PROPOSAL SUMMARY**  
**2010-2011 EARLY CHILDHOOD SPECIAL EDUCATION GRANT**  
**APPLICATION**

(Grant Period: July 1, 2010 – Sept. 30, 2011 – H173A070112)

LEA/SOP: Falls Church City Public Schools

Mailing Address: 800 West Broad St., Suite # 203; Falls Church VA 22046

ECSE Contact Person: Elizabeth Mackie

Title: Director of Special Education and Student Services

Phone: (703) 248-5630

Email: **Emackie@fccps.org**

**Provide the following information IF this is a JOINT APPLICATION:**

Amount Allocated to LEAs if Joint Application \$ N/A

COOPERATING SCHOOL DIVISIONS	AMOUNT ALLOCATED
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

**INSTRUCTIONS FOR FORM SE006 – PROPOSED 619 PROJECT BUDGET**  
**(following page)**

Complete Form SE006, column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. Descriptions of object code categories are provided in Appendix B. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the applicant agency who have responsibility for completing the Annual School Report – Finance Section.

Provide information on proposed out-of-state/county travel to be supported with grant funds.

Note: Where equipment items and/or travel details are not known at the time this application is submitted, applicants may budget for equipment and travel and seek specific approval at a later date (prior to purchase or travel).

**VIRGINIA DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 619, Preschool Funds (July 1, 2010– September 30, 2011) – H173A070112**

Applicant Name: Falls Church City Public Schools

Applicant 3-digit Code Number: 109

Contact Person Name: Elizabeth Mackie

Contact Person Title: Director of Special Education

Telephone No.: 703 248-5630

E-mail: Emackie@fccps.org

Fax No.: 703 248-5621

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	8,653	
Employee Benefits	2000	1,730	
Purchased Services	3000		
Internal Services	4000		
Other Charges	5000		
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
<b><u>TOTAL PROPOSED BUDGET</u></b>		10,383	

Proposed Equipment: (List items costing \$5,000 or more):

Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, # of people):

**DO NOT WRITE BELOW THIS LINE – DOE USE ONLY**

Date Received:	Total Award Amount: \$	Grant Manager:
Date Approved:	DOE Award #:	Payee Code #:
SEA Official:	CFDA#:	Proposal Modified: Y / N
Project Code:	Fed. Award #:	In the Amount of: \$

**109 – FALLS CHURCH CITY PUBLIC SCHOOLS**

**619 GRANT - EARLY CHILDHOOD SPECIAL EDUCATION PROJECT AND  
BUDGET DESCRIPTION**

**GRANT PERIOD: July 1, 2010 – September 30, 2011**

In narrative format, provide a detailed description and budget outline of the goods and services to be purchased with the IDEA, Part B, Section 619, ECSE funds listed in the previous section.

FCCPS will use 619 funds in the amount of \$10,383 to fund .15 preschool special education teacher.

---

**SCHOOL DIVISIONS ONLY:**

The school division plans to utilize up to 15% of its Part B, Section 619 grant award for this grant period to implement coordinated early intervening services.

    X                                      
Yes                                      No

**APPENDIX C**

**ADDITIONAL INSTRUCTIONS FOR COMPLETING THE SECTION 619 EARLY  
CHILDHOOD SPECIAL EDUCATION GRANT APPLICATION**

**(Grant Period: July 1, 2010 - September 30, 2011)**

## **ADDITIONAL INSTRUCTIONS FOR COMPLETING THE SECTION 619 EARLY CHILDHOOD SPECIAL EDUCATION GRANT APPLICATION FOR 2010-2011**

### **PROJECTED GRANT AWARD**

Every attempt has been made to streamline the process of applying for local preschool funding through IDEA, Part B, Section 619. Please be aware that the Department of Education will continue to be responsible for assuring that the funds are used appropriately. Reimbursement requests will be monitored closely for appropriate use of funds. If you have any questions about the appropriateness of a proposed use of these funds, please refer to the Handbook of Procedures and Forms (available at: <http://www.doe.virginia.gov/VDOE/spedfinance/>) and/or contact the Office of Special Education and Instructional Services for guidance.

The amount of 619 funds to be allocated to your LEA is based on a formula specified by the IDEA. **We recommend that you base your 2010-2011 budget on the same amount received in your 2009-2010 award (excluding ARRA funds).**

In order for your LEA to receive 619 funding under Part B of the Individuals with Disabilities Education Act, **all** sections of this application must be completed in accordance with Federal and State funding requirements. Only the application pages for each grant are required to apply for ECSE funds. **Please do not submit these directions, appendices, or the Superintendent's Memorandum with your application.** Applications must include original signature(s). Please ensure the "Contact Person" identified in the application is available during the summer.

### **PROPOSAL SUMMARY**

**LEA/SOP: (mailing address, name of contact person and phone number):** List the proposed amount to be awarded to your division by the Department of Education. Where several divisions are applying jointly, list the fiscal agent and all pertinent information.

**Cooperating Divisions:** List the names of all those divisions involved when applying jointly (no addresses are necessary). List the amount each division has been allocated.

**PROJECT BUDGET** – Provide information requested on the forms.

**Form SE006:** This form must be completed with approximate amounts. The total must equal the proposed amount to be allocated to the local school division. The only proposed expenditures that must be itemized are those to be included under Capital Outlay, Category 8000. For requirements regarding expenditures, please refer to the HANDBOOK OF PROCEDURES AND FORMS available on the Department of Education's Web site. If there is a question about approvable expenditures, please call the VDOE prior to expenditure to avoid unnecessary frustration. Descriptions of object codes are provided in Appendix B.

### **PROJECT AND BUDGET DESCRIPTION**

Provide detailed narrative description of program/services being funded and budget as indicated.

**APPENDIX D**

**SUGGESTIONS FOR APPROPRIATE USE OF EARLY CHILDHOOD SPECIAL  
EDUCATION FUNDS**

**OCCUPATIONAL, PHYSICAL, OR SPEECH-LANGUAGE THERAPY:**

Includes therapy beyond the level of expenditure for the total ECSE program in any prior year. The division must be able to document this increased level of service.

**OUTDOOR EQUIPMENT:**

Includes permanent and portable playground equipment, resilient surfaces, riding toys, sandboxes, and other instructional equipment for outdoor use. Equipment must be suitable for children ages 2-5.

**PARENT SERVICES:**

Includes parent in-service, books and periodicals for a parent library, and a pro rata contribution to a local Parent Resource Center based on the proportionate number of ECSE students in the local division. May include reimbursement to parents for costs associated with participation in conferences and workshops. Does not include payment to parents to attend workshops or seek family counseling.

**PROGRAM EVALUATION:**

Includes summative and formative program evaluation activities for the purpose of program improvement or expansion. A third party evaluator could be engaged to conduct an evaluation or a portion of staff time could be allocated for this activity.

**SALARIES FOR ECSE ADMINISTRATORS, TEACHERS, AND PARAPROFESSIONALS:**

Includes salaries and fringe benefits for administrator, teacher and paraprofessional positions for early childhood special education programs over and above the expenditures in any previous year. Funds proportionate to the amount of time devoted to ECSE programs may also be used for positions only partially working in ECSE programs. Divisions which have paid teacher and/or paraprofessional salaries out of Part B funds may use Section 619, Early Childhood Special Education Grant funds for those expenditures.

**TEACHER STIPENDS/STAFF DEVELOPMENT:**

Includes travel, food, lodging, registration fees, and substitute teacher wages for ECSE teachers (special and general if students with disabilities are assigned to their classrooms (to attend in-service offerings, professional conferences, and specialized training related to early childhood special education. Please note that any out-of-state travel must have prior approval from the DOE and that all travel expenses must adhere to State Travel Regulations. (See page 28 of the Handbook) May also include reimbursement for unendorsed Early Childhood Special Education teachers to take course work toward early childhood special education (ECSE) endorsement, at the discretion of the local superintendent.

**TRANSITION:**

Includes activities for transition to and from early childhood special education programs. May include transition materials for parents and staff, joint in-service with sending and

**OCCUPATIONAL, PHYSICAL, OR SPEECH-LANGUAGE THERAPY:**

Includes therapy beyond the level of expenditure for the total ECSE program in any prior year. The division must be able to document this increased level of service.

**OUTDOOR EQUIPMENT:**

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**PROGRAM EVALUATION:**

Includes summative and formative program evaluation activities for the purpose of program improvement or expansion. A third party evaluator could be engaged to conduct an evaluation or a portion of staff time could be allocated for this activity.

**SALARIES FOR ECSE ADMINISTRATORS, TEACHERS, AND PARAPROFESSIONALS:**

Includes salaries and fringe benefits for administrator, teacher and paraprofessional positions for early childhood special education programs over and above the expenditures in any previous year. Funds proportionate to the amount of time devoted to ECSE programs may also be used for positions only partially working in ECSE programs. Divisions which have paid teacher and/or paraprofessional salaries out of Part B funds may use Section 619, Early Childhood Special Education Grant funds for those expenditures.

**TEACHER STIPENDS/STAFF DEVELOPMENT:**

Includes travel, food, lodging, registration fees, and substitute teacher wages for ECSE teachers (special and general if students with disabilities are assigned to their classrooms (to attend in-service offerings, professional conferences, and specialized training related to early childhood special education. Please note that any out-of-state travel must have prior approval from the DOE and that all travel expenses must adhere to State Travel Regulations. (See page 28 of the Handbook) May also include reimbursement for unendorsed Early Childhood Special Education teachers to take course work toward early childhood special education (ECSE) endorsement, at the discretion of the local superintendent.

**TRANSITION:**

Includes activities for transition to and from early childhood special education programs. May include transition materials for parents and staff, joint in-service with sending and

receiving programs, staff release time to attend planning and evaluation meetings, and other transition activities.

**TRANSPORTATION:**

Includes transportation of preschool children to and from programs or related services, transportation of staff to and from home-based or community-based programs, and parent transportation when needed to promote parental involvement in their child's education. This should not supplant the basic per pupil transportation allowance available through state funds.