

**IDEA Federal Special Education Grant: Quick Reference Guide –**

**Fund Code 240**

**Supporting Students with Disabilities**

**Priorities of IDEA:**

1. Ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;
2. Ensure that the rights of children with disabilities and their parents are protected;
3. Assist States, localities, education service agencies, and Federal agencies to provide for the education of all children with disabilities; and
4. Assess and ensure the effectiveness of efforts to educate children with disabilities.

| Category | Examples of Allowable Costs | Examples of Unallowable Costs |
| --- | --- | --- |
| 1. Administrator Salaries | * Special education administrator; if the district administrator is a part-time special education administrator and a part-time other district administrator, then the appropriate percentage of the individual’s time can be charged to the grant | * Superintendent salary * Principal/Assistant Principal salary |
| 1. Instructional/ Professional Staff | * Salaries of special education teachers proportionate to their special education responsibilities * Salaries of staff to provide extended school year services as documented in the student’s Individual Education Plan (IEP) * IEP team coordinator * Nurse (service must be in the IEP) | * Entire salary unless the staff’s entire responsibility is related to special education * Routine nurse’s and guidance counselor’s services * Summer school staff salary |
| 1. Support Staff Salaries | * Secretary/bookkeeper for IDEA related work – only the portion of salary dedicated to special education support * Paraprofessionals who work directly with students on IEPs and who work under a licensed special education teacher | * Entire salary unless the staff’s entire responsibility is related to special education |
| 1. Stipends | * Work or time related to special education over and above individual’s regular responsibilities * Curriculum development targeting children with disabilities is allowed for both special education and general education staff * Targeted professional development related to special education | * Curriculum development for general education * Work or time that is already part of an individual’s regular responsibilities * Professional development that does not target special education or the needs of children with disabilities |
| 1. Fringe Benefits | * MTRS * Other fringe benefits such as health insurance | * For any salary unless the staff’s entire responsibility is related to special education |
| 1. Contractual Services | * Substitute teachers filling in for special education teachers or for general education teachers performing duties targeting children with disabilities * High Quality Professional Development targeting children with disabilities for both special education and general education staff * Direct or indirect services for eligible parentally-placed private school or home schooled students based on proportionate share calculation * Foreign language and Sign language interpreters for parents for IEP meetings * External vendors/related service providers | * Substitute teachers for general education teachers not performing duties targeting children with disabilities * Any services related to due process hearings * Costs related to Medicaid * CPI (crisis prevention) training for non-special education staff * Foreign language and Sign language interpreters for students |
| 1. Supplies and Materials | * Items costing less than $5,000 per unit or having a useful life of less than one year. * Software and instructional technology * Curriculum materials | * Items not solely related to the unique needs of an individual student or special education related costs including software, instructional technology, and curriculum materials |
| 1. Travel (Conference & Course Registration) | * Transporting children to and from school; children who are attending nonpublic schools who are required to leave the nonpublic school site to receive special education and related services; * Parents to attend educational planning meetings held outside the resident district; or to visit their child who is assigned to a residential program outside the district as agreed upon through the IEP process * Staff travel from work to another school site to support a student with an IEP | * Travel for staff from their home to work * Conference, course, or professional development related travel that does not target special education |
| 1. Other Costs | * Child Find Activities for identification of children with disabilities * Advertising for recruitment of personnel and other specific purposes necessary to meet the requirements of the IDEA grant * Communication devices for staff allowed only for special education activities (must be inventoried and discretely labeled as an IDEA purchase) * Specialized desks, tables, and chairs for children with disabilities as indicated by their IEP (must be inventoried and discretely labeled as an IDEA purchase) | * May not be used for preschool Child Find Activities * Advertising should not be used to promote an agency * If a device is used for non-special education activities, documentation is required of the extent to which it is used for special education |
| 1. Indirect Costs | * District [indirect cost rates](http://www.doe.mass.edu/Grants/essential.html) * Contracts over $25,000 for professional services normally provided in-house, such as a speech pathologist or nurse | * Contracts over $25,000 are not recoverable using indirect costs. |
| 1. Equipment | * Items costing more than $5,000 per unit and having a useful life of more than a year. Must be itemized with a brief statement of the need for the item. * Assistive Technology (equipment must be inventoried and discretely labeled as an IDEA purchase) * Specialized classroom furniture/equipment for children with disabilities * Adaptive playground equipment * PT/OT Equipment | * Routine classroom furniture * Eye glasses or cochlear implant * Bus/van purchase, lease, or rental, if not solely dedicated to special education related costs. * Any capital equipment not pre-approved by DESE * Non-special education security devices |

**Amendments**

* Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater) or exceeds $10,000.

**Grants administered via EdGrants:**

* Request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. To request an amendment, email your district liaison. **Please only request an amendment when you are ready to submit the amendment in EdGrants.**

**Grants administered via GEM$:**

* For all FY24 and beyond FC 0180 grants approved or administered through the new Grants for Education Management System (GEM$), the amendments must be processed in GEM$.

**Private Schools**

Districts must [conduct timely and meaningful consultation](http://www.doe.mass.edu/sped/advisories/2018-1.html) for parentally placed private school and home-schooled students with disabilities who *attend* school within your district’s geographic boundaries, regardless of where the students live.

Timely and meaningful consultation must include representatives of the public school district, the private school, and parents of parentally placed private and home-schooled children with disabilities. For more information, see Special Education [Administrative Advisory SPED 2018-1](http://www.doe.mass.edu/sped/advisories/2018-1.html).