Proportionate Share Requirement

February 2020

Michigan Department of Education Office of Special Education
Overview

• Individuals with Disabilities Education Act (IDEA) §300.133
• Flowthrough & Preschool calculations
• Annual Count
• Supplement Not Supplant
• Eligible Children with Disabilities
• Proportionate Share Calculation Appendix B
• Responsibility of ISDs
• Responsibility of LEAs
Expenditures - §300.133(a)

The LEA* where the private schools are located must expend:

- A proportionate share of the LEA’s total subgrant under §611(f) of IDEA on services for parentally-placed children aged 3-21 in accordance with a required formula; and

- A proportionate share of the LEA’s total subgrant under §619(g) of IDEA for services for parentally-placed children aged 3-5 in accordance with a required formula.

*Note: IDEA defines an Educational Service Agency as an LEA. Therefore, in Michigan an ISD, RESA or ESD is an LEA.
Each ISD must:

• Ensure that the count is conducted between Oct. 1 and Dec 1 of each year (Official Fall Count)

• Use the prior year count to determine the amount the ISD must spend on providing special education and related services in the next fiscal year

For example, for Flowthrough 2016-17 (170450 grant) use Fall 2015 Count.
State and local funds may supplement and, in no case, supplant the proportionate amount of Federal funds required to be expended for parentally-placed private school children with disabilities under this part.
Eligible Children with Disabilities

- Appendix B of IDEA
  - The Proportionate Share for parentally-placed private school children with disabilities is based on total children eligible to receive special education and related services, not just those served.
Required Info for Proportionate Share Calculation (Ages 3-21)

- Number of eligible children with disabilities in public schools in the LEA
- Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA
- Total federal flowthrough allocation to ISD
Proportionate Share Calculation (Flowthrough - Ages 3-21)

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of eligible children with disabilities in public schools in the ISD</td>
<td>300</td>
</tr>
<tr>
<td>Number of parentally-placed eligible children with disabilities in private</td>
<td>20</td>
</tr>
<tr>
<td>elementary schools and secondary schools located in the ISD</td>
<td></td>
</tr>
<tr>
<td>Total number of eligible children</td>
<td>320</td>
</tr>
<tr>
<td>Total IDEA Section 611 flowthrough funds allocation</td>
<td>$152,500</td>
</tr>
<tr>
<td>Divided by total number of eligible children</td>
<td></td>
</tr>
<tr>
<td>Average allocation per eligible child ($152,500/320)</td>
<td>$476.5625</td>
</tr>
<tr>
<td>Multiplied by the number of parentally-placed children with disabilities</td>
<td></td>
</tr>
<tr>
<td>Amount to be expended for parentally-placed children with disabilities</td>
<td>$9,531.25</td>
</tr>
</tbody>
</table>

Note: See Appendix B of IDEA
Proportionate Share Calculation (Preschool Grant - Ages 3-5)

A separate calculation is required for the Preschool Grant; refer to the Office of Great Start (OGS)

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of eligible children (3-5) with disabilities in public schools in the ISD</td>
<td>100</td>
</tr>
<tr>
<td>Number of parentally-placed eligible children (3-5) with disabilities in private elementary schools located in the ISD</td>
<td>10</td>
</tr>
<tr>
<td>Total number of eligible children</td>
<td>110</td>
</tr>
<tr>
<td>Total IDEA Section 619 Preschool Funds allocated</td>
<td>$50,000</td>
</tr>
<tr>
<td>Divided by total number of eligible children</td>
<td>110</td>
</tr>
<tr>
<td>Average allocation per eligible child ($50,000/110)</td>
<td>$454.55</td>
</tr>
<tr>
<td>Multiplied by the number of parentally-placed children with disabilities</td>
<td>10</td>
</tr>
<tr>
<td>Amount to be expended for parentally-placed children with disabilities ($454.55 x 10)</td>
<td>$4,545.50</td>
</tr>
</tbody>
</table>

Note: See Appendix B of IDEA
Responsibilities of the ISDs

• Ensure the requirement is met overall.
• Calculate overall requirement, based on total allocation and all eligible students.
• Determine how requirement will be met in coordination with LEAs.
• Budget in MEGS the amounts that each LEA will spend on 371 function code.
• Upload calculation into MEGS application.
Responsibilities of the LEAs

- Determine who will provide services
- Charge the grant for eligible expenditures before using other funds
- Ensure costs charged are actual, not budget estimates
- Ensure documentation supports charges to the grant
Contact Information

• For questions related to Proportionate Share requirements and expenditures:
  o Sean McLaughlin (McLaughlinS@michigan.gov)
  o JL Purves (PurvesJ@michigan.gov)

• For questions related to Programmatic activities related to Proportionate Share:
  o Beth Cooke (CookeE@Michigan.gov)
Reference Information

- **Questions and Answers on Serving Children with Disabilities Placed by Their Parents in Private Schools, April 2011**
  (https://sites.ed.gov/idea/files/Private_School_QA_April_2011.pdf)

- **Proportionate Share Allowable Costs FAQ**
  (https://www.michigan.gov/documents/mde/Proportionate_Share_FAQ_596133_7.pdf)

- **Proportionate Share Guidance and Example**
  (https://www.michigan.gov/documents/mde/ProportionateShare_596134_7.pdf)