

# Special Education Updates

October 2024

Michigan Department of Education Office of Special Education



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# Allowable Cost Clarifications

- Special Education Approved Personnel
  - If an expenditure is not in the [State Aid and IDEA Part B, Section 611 Allowable Cost Document](#), prior approval is required.
  - Personnel not listed in the allowable cost document may need to be approved through the Intermediate School District's (ISD's) Special Education Plan.
- Revamped [Special Education Prior Approval Request Form](#)

# Allowable Cost Clarifications (Continued)

- Assistive Technology
  - Allowable to the extent written into student's individualized education plan (IEP).
- Function Code 226 (Supervision and Direction of Instructional Staff)
  - Special Education Supervisor/Director Approval Required
  - Must meet FTE requirements in allowable cost document/MARSE.
  - [Qualifications of Directors and Supervisors MARSE Rules 340.1771 – 340.1774](#)

# Function Code 219 (Other Pupil Services and Adaptive Physical Education)

**Not a function code to report unapproved special education personnel.**

Examples of approved personnel under function code 219:

- Transition coordinator
- Teacher of homebound/hospitalized
- Adaptive physical education
- Personnel who qualify under [R. 340.1792](#)
  - Services provided by personnel must be written into student's IEP.
  - Include but are not limited to:
    - Music Therapist
    - Recreation Therapist

Districts can expect to receive questions and possibly be required to remove costs under this function.

# State Aid and IDEA Flowthrough Review Changes

- More Proactive Approach
- Enhanced Review Procedures
  - ISDs/Member Districts may receive more questions as state and federal costs are reviewed.
  - Detailed descriptions on the federal application may reduce follow up questions.
  - Clarifying comments on SE-4096 may reduce follow up questions.

# SE-4096 Instruction Updates

- Encourage districts to review 2023-24 SE-4096 instructions.
- Updated and reorganized for added clarity
- Federal expenditures portion of SE-4096 removed from the FID.

# SE-4096 Instruction Updates (Continued)

- Clarification on Payments Between Districts
  - Allowable if there is a signed agreement between districts regarding which district will report costs on the SE-4096 to ensure costs are not duplicated between districts.
- Initial updates regarding clarification on Section 53a

# SE-4094 Instruction Updates

- Encourage districts to review 2023-24 SE-4094 instructions.
- Regular/Vocational Education Column
  - Reviewed and approved by Michigan Department of Education (MDE) Office of Health and Safety (OHS).
- Section 52 and Section 53a Columns
  - Reviewed and approved by MDE Office of Special Education (OSE)
- Updated and reorganized for added clarity
- Content added to align with SE-4096 instructions

# SE-4094 Instruction Updates - 2

- Clarification on Payments Between Districts
  - Allowable if there is a signed agreement between districts regarding which district will report costs on the SE-4094 to ensure costs are not duplicated between districts.
- Clarification on Field Trips, Athletics and Extracurricular Events
  - Not Eligible to be reported on SE-4094
  - Appendix B of the [State Aid and IDEA Part B, Section 611 Allowable Cost Document](#) includes further direction regarding reimbursement of field trip transportation for students with disabilities.

# SE-4094 Instruction Updates - 3

- Initial updates regarding clarification on Section 53a
- Added language for:
  - Transportation Network Companies (TNCs)
  - Costs associated with electric charging of vehicles
  - Reporting Total Annual Miles
  - Reporting Total Miles per Count week
- Reminder:
  - Only expenditures for transporting students with disabilities with transportation in their IEP can be reported under the Section 52 column of the SE-4094

# 2024-25 State Aid Act Changes

- Section 51a(7)(b) Itinerant Costs
  - Removed from State Aid Act
  - Will be removed from 2024-25 SE-4096
- Section 51a(3) Special Education Hold Harmless
  - Removed from State Aid Act
- Section 51a(6) Administrative Rule Changes
  - Now Section 51(a)(5)
- Section 51a(11) Special Education Foundation (Non-Section 52)
  - Now Section 51a(10)

# Transportation Updates

- MDE OSE is working with MDE OHS on updating Transportation guidance.
- Transportation Technical Assistance Updates:
  - New Bus Cost Worksheet
  - Student Transportation Logs (SE-4159 RL/SL)
  - School Transportation Vehicle Waiver
  - School Bus Inventory System Instructions
  - 2024-25 SE-4094 Instructions

# Other State Aid Reporting Updates

- Section 53a – Court Placed Pupils
- Section 24 – Court or MDE Department of Health and Human Services (DHHS) Placed Pupils Residing in Juvenile Detention Facility or Child Caring Institution
- Section 51a(5) – Administrative Rule Changes
  - Previously Section 51a(6)

# Top State Aid Cost Report Review Issues

- **SE-4094**
  - School Bus Inventory Report discrepancies
  - Amortization discrepancies
  - School Transportation Vehicle waivers
- **SE-4096**
  - Function Code 226 (Supervision and Direction)
  - Function Code 219 (Other Pupil Services)

# Proportionate Share and Recoding

- 2024 Proportionate Share Recoding Reviews
  - 2022-23 IDEA Flowthrough (230450)
  - 2022-23 IDEA Preschool (230460)
- New for 2022-23, ISDs submit an initial request for recoding in Catamaran.
  - Launched in Catamaran April 15, 2024.
  - Anticipating activity will be open earlier in 2025.
  - Requests must be submitted by ISDs by **May 31** annually.

# Proportionate Share and Recoding (Continued)

- Draft Templates Available Upon Request from MDE OSE:
  - MDE Equitable Services Self Assessment Tool
  - Draft Parentally Placed Private School Service Log Template
  - Draft Fringe Benefit Allocation Calculation Template
- [Equitable Services Presentation Recording-September 2024](#)
- [IDEA Equitable Services at a Glance-October 2023](#)
- [ISD Management of Proportionate Share Funds-October 2023](#)

# NexSys Application General Update

- Reporting for Outgoing Transfers (Function 411) on the Final Expenditure Report (FER).
- Receiving a notification of Grant Funds Available does not mean an ISD has 100% Funds Available.
- Amendment justification best practices
  - Note which member districts have made changes and briefly describe change(s).

# IDEA Flowthrough and IDEA Preschool Update

- 2024-25 IDEA Flowthrough (250450) and 2024-25 IDEA Preschool (250460) applications currently in review.
- 2023-24 IDEA Flowthrough (240450) and 2023-24 IDEA Preschool (240460) period of availability ends 9/30/25.
- **2022-23 IDEA Flowthrough (230450) and 2022-23 IDEA Preschool (230460) period of availability ended 9/30/24.**
  - **FER due 11/29/24.**

# GSSG Update

- 2024-25 GSSG (250493) applications currently in review.
- 2023-24 GSSG (240493) period of availability ended 6/30/24.
  - **FER was due 8/29/24.**

# Excess Costs and Maintenance of Effort Update

- Local Education Agency (LEA) Maintenance of Effort (MOE) Eligibility
  - In Progress
  - Reminder: MOE Eligibility must be passed before grant funds can become available for the 2024-25 federal grant applications.
- Excess Cost
  - Will launch beginning of November 2024

# Special Education Finance 101

- MDE OSE working on developing presentation for Special Education Finance 101.
- Anticipated availability for Michigan School Business Officials (MSBO) 2025 annual conference.

# Program Finance Staffing Contact Information

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