Arizona Department of Education

Exceptional Student Services

Memorandum

To: Special Education Directors and Business Managers

From: Exceptional Student Services Program Management Unit

Date: February 25, 2021

Re: Fiscal Year 2022 IDEA Consolidated-Entitlement Grant Updates

The Fiscal Year (FY) 2022 IDEA Consolidated-Entitlement Funding Applications will be available in the Grants Management Enterprise (GME) system on March 1, 2021. The consolidated funding application houses the IDEA Basic and IDEA Preschool grants. The Exceptional Student Services (ESS) Program Management team is distributing this memo to inform you of significant changes to the upcoming fiscal year's funding application.

- There is a new requirement for all public education agencies (PEAs) to submit an IDEA Statement of Assurances (SOA) through the ESS Portal of ADEConnect. The SOA must be submitted by the Superintendent, Charter Holder, or Special Education Director of your organization before May 31, 2021.
  - The PEA must assign the role of ESS Special Education : Signer in the ESS Data Surveys application to the individual that will review, sign, and submit the statement of assurances.
  - PEAs that do not apply for IDEA funds are still required to submit the SOA.
- If your PEA uses IDEA funds to pay for instructional personnel under the 1000-Instruction object code, you will be required to submit the special education certified teacher's Educator ID number within your budget narrative. This applies to special education certified teachers paid by the grant or special education certified teachers who supervise paraprofessionals.
  - ESS Program Management staff will confirm that the Educator ID number is active within the Online Arizona Certification Information System (OACIS).
  - Educator IDs are required for any personnel paid by the IDEA grant(s) under the object code 1000-Instruction and function codes of 6100-Salaries, 6200-Benefits, or 6300-Purchased Professional Services.

- o At this time, Educator IDs for special education teachers paid from the object codes 2100-2500-Support Services are not required, but you may need to identify that a position is filled by a special education certified teacher for coordinator or consultant positions.
  - o Instructions on how to phrase these new budget narrative requirements have been posted to the Training section of the [ESS Program Management website](#).
- ESS Program Management no longer allows the direct charge of grant writing services or grants management administration costs to the IDEA grants.
  - o These funds should be charged under Indirect Cost Recovery or moved to your Maintenance and Operations (M&O) budget.

[The FY2022 Preliminary Allocations](#) are posted on the ESS Program Management website. PEAs are strongly encouraged to review the allocations workbook to review any required obligations for Proportionate Share and Coordinated Early Intervening Services (CEIS). The full allocation for FY2022 will be loaded into the GME during the fall allocation adjustment in November 2021. Preliminary allocations are roughly 80-85% of your PEA's full award, as they are missing the poverty allocation and audit repayment.

- New or expanding charter schools may request an IDEA allocation calculation (new) or adjustment (expanding) for FY2022 by [e-mailing the ESS Program Management Inbox](#). Notifications should be submitted at least 120 days before the opening of a new charter or expansion. Review required information under the New/Expanding Charter Schools section of the ESS Program Management website.

IDEA Consolidated-Entitlement funding applications are due to Grants Management on May 1. ESS Program Management staff will review applications throughout spring and early summer 2021 but cannot grant substantial approval until your PEA has passed the FY 2022 Maintenance of Effort (MOE) Eligibility test. The FY 2022 MOE Eligibility testing window will be open from July 16–August 15, 2021.

For an IDEA funding application to be substantially approved, the PEA must:
1. submit the IDEA funding application through the [GME](#) by May 1, 2021,
2. submit the IDEA Statement of Assurances in the [ESS Portal of ADEConnect](#) by May 31, 2021, and
3. pass the FY 2022 MOE Eligibility test.

The ESS Program Management website features a Training section with recorded webinars and presentation materials on the funding application, allowable costs under the IDEA, and MOE Compliance and Eligibility.

Please e-mail the ESS Program Management Inbox with any questions.