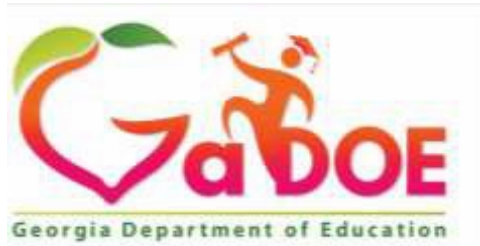


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Initial IDEA Budget Submission Checklist

- Verify Approved District Consolidated LEA Improvement Plan (CLIP)
- Review Assurances Tab
- Review Special Education FY23 Maintenance of Effort (MOE) Portal to plan for Eligibility and Compliance
- Review the Excess Cost Portal to ensure prior year's Results and Base calculations are fully approved
- Review the Cross Functional Monitoring (CFM) Portal to ensure IDEA Fiscal Corrective Action Plans (CAPS) are complete and approved (if applicable)
- Attach Maintenance of Effort (MOE) Eligibility Form
- Complete the Proportionate Share tab in the Consolidated Application
- Complete the Comprehensive Coordinated Early Intervening Services (CCEIS) tab in the Consolidated Application
- Complete IDEA Fiscal Self-Assessment
- Check Suspension and Debarment for any federally paid contracted employee or vendor
- Enter detailed expenditures, including specifications for Proportionate Share and CCEIS into the IDEA budget
- Enter details about purchases that require prior approval/seek prior approval when needed



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Common IDEA Budget Considerations (not an all-inclusive list)

- **Personnel:** Teachers, Extended Day Teachers, Extended Year Teachers, Physical Therapist, Speech Therapist, Occupational Therapist, Behavior Therapist, Orientation and Mobility, Paraprofessionals, & Substitutes
- **Benefits:** Teacher Retirement System, FICA, State Health Insurance, Other Employee Benefits
- **Contract Services:** Physical Therapy, Speech Therapy, Occupational Therapy, Behavior Therapist, Psychologist/Diagnostician, Orientation & Mobility
- **Professional Learning:** Purchased Professional and Technical Services.
- **Transportation:** Bus Driver & Bus Monitors
- **Supplies:** specialized equipment, technology supplies, computer software, supplemental textbooks or books and periodicals, CDs, flash or jump drives, parallel cables, and monitor stands. E-readers, including Kindles and iPads
- **Travel:** Expenditures for transportation, meals, hotel, and other expenses associated with staff travel
- **Dues and Fees:** Expenditures for registration fees, dues for systems' or individuals' membership in professional or service organizations
- **IDEA Carryover:** If applicable
- **Coordinated Early Intervening Services (CCEIS) Carryover:** If applicable
- **Proportionate Share Carryover:** If applicable