

SECTION VII

LOCAL PLAN BUDGET

A. BUDGET FOR SPECIAL EDUCATION [EC 56195.7 (h) (1) – (4)]

The budget of special education and related services maintained by the Tulare County SELPA shall be open to the public and cover the entities providing programs or services within the SELPA.

The budget language shall be presented in a form that is understandable by the general public.

For each LEA or other entity providing a program or service, the budget shall display the following:

- Expenditures by object code and classification for the previous fiscal year and the budget by the same object code classification for the current fiscal year.
- The number and type of certificated instructional and support personnel, including the type of class setting to which they are assigned, if appropriate.
- The number of instructional aides and other qualified classified personnel.
- The number of enrolled individuals with exceptional needs receiving each type of service.

B. DISTRIBUTION OF FUNDS [EC 56205 (a) (12) (D) (ii) (II)]: Special Education funds are distributed in the following fashion: Funds are provided to the Tulare County Office of Education for the operation of programs for the Severely Handicapped population. These funds support DIS units to provide an Audiologist and an Itinerant Hearing Specialist, DIS units sufficient for Braille Transcribers, Itinerant Vision Specialist, instructional personnel for the Special Day Classes for Severely Handicapped, and funding for Occupational Therapy, Physical Therapy and Adaptive Physical Education services. These funds also support special education services for students with mild to moderate disabilities in districts with under 900 ADA not operating their own special education programs. Infant units are allocated to the SELPA and are used exclusively for infants 0-3 years.

Remaining special education funds are distributed on the basis of the prior year P-2 ADA count to each district operating special education programs. Each district within the SELPA receives funding equitably distributed based on student population (prior year P-2 ADA count). This method is similar to the manner the California Department of Education distributes funds to each SELPA. Funding is

provided only to districts assuming responsibility for employing special educational personnel. [EC 56760(d), 56701, 56702; 5 CAC 3053].

Charter schools which have LEA status within the Tulare County/District SELPA receive funding in the same manner as all other LEAs within the SELPA with the exception of not being eligible for Mental Health Pre-Referral funding or Group Home funding. Out-of-geographic-area charters will be funded by the Tulare County/District SELPA in a manner that reflects the growth allocation amount received from the State as well as exclusion from Mental Health Pre-Referral and Group Home funding.

- C. TRANSPORTATION COSTS:** The Tulare County/District SELPA contracts with a transportation carrier for service. The administrative unit (County Office) is responsible for payment of regional costs for transportation services. The County Office is the major provider of services for the Severely Handicapped students. No transportation chargeback to districts has been implemented [EC 41850(d)].
- D. ALLOCATION OF REGIONALIZED SERVICE FUNDS [EC 56205 (a) (12) (D) (ii) (II), 56195.7 (h) (4) (i)]:** Regionalized service funds are received by the Tulare County Office of Education as the administrative unit. The regionalized service monies are distributed to districts in instances where the district provides Program Specialist service. Presently Visalia Unified, Tulare City Schools, Tulare Joint Union and Porterville Unified Schools provide for Program Specialist service and receive the amount allocated by the State for this purpose. All other regionalized service funds are retained in the County Office of Education to provide for regionalized service. The County Office employs three Program Specialists in the area of Designated Instructional Service and Learning Handicapped Services. The assignment of the Program Specialists is allocated to school districts based on their prior year P-2 ADA count. The Program Specialists are employed through the County Office with input from district personnel. Program Specialists are not used to evaluate teachers and serve solely in the capacity of a program developer and not an administrator. The Tulare County SELPA Management Information System is funded from regional service money. All forms and costs connected with data collection processing are borne by the administrative unit. All due process forms, such as Parent Notification, Assessment Plan, IEP forms, are purchased with regionalized service funds [EC 56780].
- E. ACCOUNTING [EC 56205 (a) (12) (D) (ii) (V)]:** The Tulare County Office of Education accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants [34 CFR 300.229].

- F. PREPARATION OF PROGRAM AND FISCAL REPORTS [EC 56205 (a) (12) (D) (ii) (V)]:** The SELPA Administrator oversees the state-required collection, verification and preparation of program and fiscal reports of the special education local plan area. LEAs provide the Tulare County/District SELPA with student level data which is prepared and submitted to the state via CASEMIS for program reports, pupil counts, State Performance Plan (SPP) and Annual Performance Report (APR), suspensions/expulsions, etc. State required fiscal reports of the special education local plan area are prepared by the Tulare County/District SELPA from data submitted by the LEAs.
- G. PERSONNEL DEVELOPMENT FUNDS:** The working committee makes suggestions for personnel development activities for staff dealing with students 0-21 in the spring during budget planning period. The suggestions along with the budget are submitted to the Directors of Special Education for recommendation to the Superintendents Governance Committee. The Superintendents Governance Committee acts as the final reviewing body. Implementation of staff development plans proceed after the Superintendents Governance Committee's approval [34 CFR 300.224; EC 56240(g)].
- H. LOW INCIDENCE FUNDS:** The Tulare County SELPA utilizes specialized equipment, materials and services to assist Low Incidence Students in their educational program. A process has been established to distribute funds to students in both local as well as regionalized programs based on student needs identified through the IEP process and district requests. Monies received for Low Incidence Programs are budgeted in a separate budget category. Expenditures from this category reflect equipment and service needs for low incidence population 0-21. Low Incidence funds are received by the County Office of Education as the administrative unit and are distributed to districts in the same amount per student as indicated in the IEP. The equipment and services purchased through Low Incidence funds are used to promote and provide for integration opportunities. Every attempt is made to utilize equipment and materials as well as specialized services in a manner that allows students to remain in their local school program [EC 56771, EC 56206].
- I. BUDGET CHANGES:** Revisions as needed are submitted by the Program Manager, approved by the Assistant Superintendent, Tulare County Office of Education Superintendent, and Tulare County Office of Education Board. Local districts make necessary allocation changes in accordance with the local fiscal office. Adjustments will be made to budget pending receipts of Infant Discretionary Funds.

The local annual budget plan is adopted in March of each year at a public hearing held by the SELPA administrative unit and attended by Community Advisory Committee members, Superintendents Governance Committee members, and Directors of Special Education. Notice of the public hearing is posted in each school in the local plan area at least 15 days prior to the hearing.

The annual budget plan may be revised during any fiscal year according to the policy making process of the Tulare SELPA. The minutes of this hearing are sent to the SELPA board and local boards for information [EC 56200(e), 56205 (b) (1), 56195.7 (h)].

J. FINANCIAL RECORD KEEPING REQUIREMENTS [EC 56205 (a) (12) (D)(ii) (IV)]:

1. **Communication of Federal/State award requirements to subrecipients:** The SELPA (Tulare County Office of Education) will notify each subrecipient of program funds in writing of the Federal award requirements at the time of the annual estimate of income.
2. **Responsibilities of monitoring subrecipients:** The SELPA Administrator or designee will monitor the subrecipient's activities to provide assurance that the subrecipient administers Federal awards in compliance with Federal requirements. Monitoring of subrecipients will include:
 - Annual sample of expenditures matched to program use
 - Annual review of audit reports
 - Site visits by the SELPA Administrator or designated staff
 - Review of annual Labor Distribution Reports verifying staff assigned to special education program funds work in special education programs
3. **Process and procedures for monitoring:** The SELPA Administrator (Tulare County Office of Education) and/or designated staff will review annual reports submitted by the subrecipient, perform random site visits to the subrecipient of program funds to annually review financial and programmatic records, and observe operations. In addition, annual sample audit reports of subrecipients will be reviewed to verify appropriate expenditure of program funds. All monitoring of subrecipients will be documented.
4. **Methodology for resolving finding of subrecipient non compliance or weaknesses in internal control:** Upon a finding indicating the subrecipient's non compliance or weakness in internal control, the SELPA Administrator will send written notification to the subrecipient, to which the subrecipient must submit to the SELPA Administrator a written corrective action plan within 30 days of notification.

5. **Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts:**

The SELPA Administrator and/or designated staff will document, review and evaluate audit findings, and collect documentation monitoring subrecipients of program funds. All documentation regarding the monitoring of subrecipients' program funds will be maintained at the Tulare County Office of Education, Special Services, in compliance with Federal regulations governing the Individual with Disabilities Education Act Programs, Part B, Local Assistance Entitlements (84.027) and Federal Preschool (84.173). This documentation will include annual sample auditing, random site visits, sampling of expenditures, non compliance issues and notification, and corrective action plans of subrecipients of program funds.

6. **LEA Monitoring of Federal, State, and Local Funds:** All local LEAs within the Tulare County/District SELPA monitor the appropriate use of federal, state and local funds allocated for special education programs and cooperate with the SELPA administrator in the required monitoring of subrecipients of special education federal award program funds by providing annual audits, evidence of expenditures, corrective action plans and complying to site visits of special education programs by the SELPA administrator or designee. LEA expenditures are audited annual on a sample basis by an independent auditing firm employed by the Tulare County Office of Education.