

Michigan Department of Education
**OFFICE OF SPECIAL EDUCATION
AND EARLY INTERVENTION SERVICES**
P.O. Box 30008
Lansing, Michigan 48909

AUTHORITY: P.L. 105-117.

COMPLETION: Voluntary. Failure to file will result in loss of funding.

Direct questions regarding this form to (517) 373-2949.

**APPLICATION UPDATE FOR FEDERAL ASSISTANCE FOR
THE EDUCATION OF THE HANDICAPPED
FISCAL YEAR 2009-2010**

PROJECT IDENTIFICATION

IDEA Contact Person		
Name of School District or Agency		District Code
Address		
City	State	Zip Code
Telephone Number	Fax Number	
I certify that the information submitted in this application update is true and correct to the best of my knowledge. The budget was prepared cooperatively by the Program and Business Offices.		
SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL		DATE

**SPECIAL EDUCATION – EOSD
COVER PAGE FOR COMPOSITE BUDGET
FY 2009-2010**

ISD/Agency _____

District
Code _____

Application

Amendment

Grant Number: _____

ISD/Agency: _____

Contact Person: _____

Telephone #: _____

	Operating Agency (ISD or LEA)	Budget Total
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25.		
	TOTALS	

**SPECIAL EDUCATION – EOSD
CAPITAL OUTLAY REQUEST FORM
FY 2009-2010**

ISD/Agency _____

District
Code _____

LEA _____

District
Code _____

ITEM	QUANTITY	TOTAL COST	RATIONALE/USE	STATE USE

Capital Outlay – Equipment valued at \$5,000.00 or more used only for instruction of special education eligible students.

**SPECIAL EDUCATION – EOSD
PROGRAM DESIGN
FY 2009-2010**

ISD/Agency _____

District
Code _____

LEA _____

District
Code _____

COMPONENT 1	ACTIVITIES & RESPONSIBLE PERSON	QUALIFICATIONS
<p>Grants and Reports:</p> <p>Opportunities for students with disabilities increase when federal and state finance requirements are met. Students profit more from programs, services, and other benefits when mechanisms operate at an optimum.</p>	<p>Attend inservices and participate in other information forums relative to State and Federal finance procedures, policies, and special education program and service requirements.</p> <p>1. Complete and submit within timelines of federal grant applications, amendments, and other required reports.</p> <p>Responsible Person: _____</p> <p>2. Participate in the program fiscal reviews and provide needed information and documentation.</p> <p>Responsible Person: _____</p> <p>3. Access the Michigan Electronic Grants System (MEGS).</p> <p>Responsible Person: _____</p>	<p>Competency in understanding and applying federal grant procedures, policies governing special education fiscal and programmatic requirements.</p> <p>1. Competency in applying funding policies and procedures.</p> <p>2. Competency in administering the instruction grant.</p> <p>3. Competency in coordinating program fiscal reviews.</p> <p>4. Competency in completing all IDEA Part B federal grant applications.</p>

**SPECIAL EDUCATION – EOSD
PROGRAM DESIGN (cont'd)
FY 2009-2010**

ISD/Agency _____ District Code _____
LEA _____ District Code _____

COMPONENT 2	ACTIVITIES & RESPONSIBLE PERSON	QUALIFICATIONS
<p>Regulatory Activities:</p> <p>Ensuring implementation of regulatory requirements regarding FAPE, CHILD FIND, MONITORING, TRANSITION & DISPROPORTIONATE REPRESENTATION that measure compliance and performance.</p>	<ol style="list-style-type: none"> 1. Attend inservices and participate in other information forums pertaining to state complaints, monitoring, policy, deviations, ISD plans and approvals. Additionally as a requirement under this grant there will be activities designated as "REQUIRED" and it is mandatory that they are attended by the staff in the position(s) that are so designated in the activity announcements. Responsible Person: _____ 2. Conduct state complaint investigations and complete reports. Assist in developing corrective action and improvement plans for LEAs. Responsible Person: _____ 3. Conduct monitoring activity and complete reports. Responsible Person: _____ 4. Complete ISD Plan. Responsible Person: _____ 5. Respond to deviation requests. Responsible Person: _____ 6. Process personnel approval requests. Responsible Person: _____ 7. Assure proof of compliance and evidence of results. Responsible Person: _____ 	<ol style="list-style-type: none"> 1. Full approval in at least one area of special education. 2. Competency in state complaint investigations and completing reports. 3. Competency in conducting monitoring activities and completing reports. 4. Competency in completing ISD Plan. 5. Competency in processing deviation requests. 6. Competency in processing personnel approval requests.

**SPECIAL EDUCATION – EOSD
PROGRAM DESIGN (cont'd)
FY 2009-2010**

ISD/Agency _____

District
Code _____

LEA _____

District
Code _____

COMPONENT 3	ACTIVITIES & RESPONSIBLE PERSON	QUALIFICATIONS
<p>Data Collection:</p> <p>Research and the development of model programs and fiscal priorities depend upon accurate and reliable data collection and maintenance procedures. Students benefit from informed decisions which illustrate an increase or decrease in student population, personnel, supply/demand, and student outcomes.</p> <p>Data collection enhances the opportunities for students to learn since information is utilized to improve programs and services.</p> <p>Timely and accurate collection and reporting of required data result in evidence based decision making to support student performance outcomes and ensurance of compliance with regulatory requirements.</p>	<p>Attend inservices and other informational forums regarding reporting requirements and software use to collect data.</p> <p>1. Implement procedures for ensuring students are eligible for the December 1 student count. Responsible Person: _____</p> <p>2. Complete data information for personnel projections. Responsible Person: _____</p> <p>3. Conduct student follow-up activities. Responsible Person: _____</p>	<p>Competency in understanding information regarding reporting requirements and software.</p> <p>1. Competency in conducting and completing December 1 student count.</p> <p>2. Competency in completing personnel projections.</p> <p>3. Competency in conducting student follow-up activities.</p> <p>4. Ability to submit information on time in the requested format.</p>

**SPECIAL EDUCATION – EOSD
PROGRAM DESIGN (cont'd)
FY 2009-2010**

ISD/Agency _____

District
Code _____

LEA _____

District
Code _____

COMPONENT 4	ACTIVITIES & RESPONSIBLE PERSON	QUALIFICATIONS
<p>Technical Assistance:</p> <p>Program direction and guidance are prerequisites for better programming and services. Opportunities for students to learn and raise their level of performance are greater with updated and constructive technical assistance.</p>	<p>Attend informational forums regarding special education and early intervention related to Part B and Part C APR goals. These goals relate to:</p> <p style="padding-left: 40px;">General Supervision Responsibility Early Childhood Transition Parent Involvement FAPE Secondary Transition</p> <p>1. Provide technical assistance to LEA/PSAs regarding analysis of student outcome and improvement plan development.</p> <p style="padding-left: 40px;">Responsible Person: _____</p> <p>2. Supply supportive materials relative to above.</p> <p style="padding-left: 40px;">Responsible Person: _____</p> <p>All responsible persons must meet special education personnel requirements (with the exception of aides).</p>	<p>Competency in understanding information regarding child find procedures, professional development requirements, training/in-service and instructional support.</p> <p>1. Ability to retrieve, analyze, and apply information for program direction and guidance.</p>