

## FISCAL UPDATE

January 2019

### HAPPY NEW YEAR!

We here at the SELPA wish you and your team a Happy and Successful New Year!

### SELPA OFFICE CLOSURES

The SELPA offices will be closed January 1 and January 21.

### 2018-19 STATE & FEDERAL RATES BUDGET ADVICE

18-19 State Rate = \$522 per 2018-19 P-2 ADA (before admin fee/set-aside for new charters)

18-19 Federal Rate = \$125 per 2017-18 Enrollment/CBEDS (before admin fee)

### EDUCATIONALLY RELATED MENTAL HEALTH SERVICES (ERMHS)

#### ERMHS Level 2

Level 2 mental health service counts have been pulled from SEIS as of December 1. These counts establish one component of the formula that determines 2018-19 Level 2 ERMHS funding eligibility for each SELPA partner. The funding formula in the Allocation Plan is 80% of the lesser of: 1) \$3,300 x December 1 Service Count, or 2) Level 2 budget request.

The next requirement for Level 2 ERMHS funding, submission of your Level 2 budget request, is **due Tuesday, January 15, 2019**. The template to submit your budget request is available now in the Fiscal Portal.

In preparing your Level 2 budget, note that the 2-element, Level 2 funding formula is structured to distribute ERMHS funds as equitably as possible. The December 1 SEIS service count is simply a snapshot in time that establishes one required element of that formula. You are not being asked to align your budget request with the December service count in any way. **The budget you submit should include all anticipated expenditures for any student that has or is projected to receive Level 2 services throughout the year.** The services and students you budget for may not all be included in the December 1 SEIS count. It is in your school's best interest to provide an accurate and complete budget.

The SELPA recently held a webinar to explain a slight change in the ERMHS level 2 budget template for 2018-19. A recording of that webinar can be found [here](#).

The ERMHS Level 2 budget template is available via the Fiscal Portal [here](#).

#### ERMHS Level 3

For all Level 3 categories, students must be identified with ED as primary or secondary disability.

- Level 3 Site Based Structured Therapeutic Program - 80% funded
- Level 3 NPS ERMHS - 90% funded\*  
Eligible ERMHS expenditures only. Educational costs are borne by the charter member.
- Level 3 NPS Residential Room and Board - 100% funded\*

**\* To ensure funding, budget requests for all known NPS & NPS Residential placements must be submitted via the Fiscal Portal immediately.**  
*For future placements, requests are due within 30 days of the placement.*

Room and board costs for eligible placements are reimbursed in addition to ERMHS costs.  
*REMINDER: NPS & NPS Residential expenditures cannot be submitted for reimbursement until a budget is approved. Expenditures must be reported by the required reporting date in order to be included in the month end ACH/check run. The schedule appears below.*

NPS Expenditure Reporting Period	Payment Date	Expenditure Reporting Deadline	Payment Amount
Through September	October	10/22/2018	The lesser of actual expenditures or 25% of approved annual revenue
Through December	January	1/22/2019	The lesser of actual expenditures or 50% of approved annual revenue
Through March	April	4/22/2019	The lesser of actual expenditures or 75% of approved annual revenue

Through June (Year End)	August	7/15/2019	The lesser of actual expenditures or 100% of approved annual revenue
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## 2018-19 MID-YEAR/FEDERAL #1 EXPENDITURE REPORT

2018-19 Mid-Year/Federal #1 Expenditure Reports are due by Friday, January 18. Submit **ONLY** actual state and federal special education expenditures for the period **7/1/2018 through 12/31/2018**. The federal expenditures certified in this report will be used to file the first of three SELPA-level expenditure reports to CDE, which trigger federal cash distribution. We will keep you posted on CDE's processing timeline.

Also included in this report is a request for 2019-20 budgeted P-2 ADA, which will be used to forecast budgets for the 2019-20 fiscal year and populate several of the reports and submissions you will complete through the rest of the current year.

The Mid-Year/Federal #1 Expenditure Report will be available by 5:00 pm January 02 and should be submitted through the [Fiscal Portal](#).

## LOW INCIDENCE AND LEGAL RISK POOL

The Fiscal Portal is available for 2018-19 reimbursement requests for [Low Incidence](#) and [Legal Risk](#) Pool claims. In both cases, claims can be submitted prior to final expenditures. The sooner the SELPA knows of a claim, the better able we are to account for the reimbursement. Therefore, please do not delay in beginning the process.

Low Incidence funds are available for services and materials needed to serve students identified as having a low incidence primary or secondary disability. The minimum allowable request is \$600. Additional information is available in the [Low Incidence Guidelines](#).

The Allocation Plan's Legal Risk Pool was established to help mitigate attorney fees associated with due process litigation. Information regarding eligibility criteria and funding is available in the [Legal Risk Pool Guidelines](#).

## IMPORTANT UPCOMING DATES

- **Due 01/15/2019** – ERMHS Level 2 Budget Request.
- **Due 01/18/2019** – 2018-19 mid-year expenditure reports and 2019-20 projected P-2 ADA.

## HANDY LINKS

- [Complete 2018-19 Fiscal Calendar](#)
- [2018-19 Administrative Fee Rates](#)