

NCDPI

Exceptional Children Division

IDEA Fiscal Monitoring

Self-Assessment Checklist



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IDEA Fiscal Monitoring

The Individuals with Disabilities Education Act (IDEA) (PL 108-446) and Education Department General Administrative Regulations (EDGAR) require that the North Carolina Department of Public Instruction (NCDPI) monitor local education agencies including charter schools and state-operated programs to ensure fiscal compliance with state and federal laws, regulations, policies and procedures that govern the provision of special education and related services to appropriately identified children.

The purpose of monitoring is to focus federal, state and local resources on improved results for eligible children with disabilities ages three through twenty-one and their families. The Exceptional Children Division of the NCDPI is responsible for conducting fiscal monitoring activities to ensure appropriate use of funds under IDEA.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

NCDPI Exceptional Children Division – IDEA Fiscal Monitoring

Self-Assessment Checklist Purpose

The purpose of the IDEA Fiscal Monitoring Self-Assessment Checklist is to provide local education agencies (LEA), Charter Schools (CS) and State-Operated Programs (SOP) with a structured process for reviewing school fiscal policies and procedures assuring compliance with IDEA fiscal requirements.

Self-Assessment Checklist Components, Sample Action Plan, and Resources

A. Time and Effort B. Equipment C. Contracted Services D. Maintenance of Effort E. Proportionate Share F. Coordinating Early Intervening Services

LEA Self-Assessment Team

LEA / CS / SOP Name:

Self-Assessment Team Members

Date of Self-Assessment

NCDPI Exceptional Children Division – IDEA Fiscal Monitoring

Self-Assessment Checklist		
A. Time and Effort	1. Semi-Annual Certification Requirement	
	Salaries and wages paid for employees who work on a single federal cost objective must be supported by periodic certifications indicating that the employees worked solely on that activity for the period covered by the certification. These certifications must be prepared at least semi-annually and signed by the employee or supervisory official who has firsthand knowledge of the employee’s work.	
Semi-Annual Certification <i>if no personnel paid with federal IDEA funds, skip this component and proceed to B. Equipment</i>		Yes
		No
a.	There are written policies/procedures for meeting Time and Effort requirements for personnel paid with IDEA funds.	
b.	Time and Effort policies/procedures include the requirements and procedures for using an approved substitute system, if the LEA chooses to use a substitute system.	
c.	Time and Effort policies/procedures detail the single federal cost objective requirement for periodic certification.	
d.	Time and Effort policies/procedures include dates of the periods that the LEA will collect the semi-annual certifications.	
e.	Time and Effort policies/procedures include the staff position(s) responsible for identifying employees who require semi-annual certification and for collecting and maintaining the certifications.	
f.	Payroll documents are available that identify the funding source and program report code of all employees who serve students with disabilities and are used to identify employees who require semi-annual certification.	
g.	According to payroll records, all employees who have worked on a single federal cost objective have semi-annual certifications.	

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Semi-Annual Certification (contd.)	Yes	No
h. Semi-Annual Certification Forms cover a period of one year and are completed twice during a 12-month period.		
i. The beginning and ending dates of the Semi-Annual Certification Form includes month/day/year of the certification period.		
j. The Semi-Annual Certification Form includes an legible, printed and handwritten signature of the employee or supervisor completing the form. (The LEA may choose to add a printed position name on the form.)		
k. All signatures are affixed and dated after the work has been certified as completed.		
l. The Semi-Annual Certification Form includes a valid cost objective.		
m. When a Blanket Semi-Annual Certification Form is used to document certification of multiple employees at a single site, the list of employees is recorded in a manner that clearly identifies the site (a list of names attached separately to a Blanket Semi-Annual Certification Form must have identifying site information).		

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Self-Assessment Checklist - Action Plan

A. Time and Effort

1. Semi-Annual Certification

Based on the area(s) of Semi-Annual Certification checked *no*, the following action is needed:

Action Needed	Person(s) Responsible	Completion Date

Resources:

- ✓ Semi-Annual Individual Certification Form – <http://ec.ncpublicschools.gov/finance-grants/fiscal-monitoring>
- ✓ Semi-Annual Blanket Certification Form – <http://ec.ncpublicschools.gov/finance-grants/fiscal-monitoring>
- ✓ Uniform Chart of Accounts - <http://www.ncpublicschools.org/fbs/finance/reporting>

Self-Assessment Checklist

A. Time and Effort

2. Personnel Activity Report (PAR) Requirement

Employees who work on multiple cost objectives must support the distribution of their salaries or wages by completing personnel activity reports. These personnel activity reports must reflect an after-the-fact distribution of the actual activity; must account for the total activity for which the employee is compensated; must be prepared at least monthly, coinciding with one or more pay periods; and must be signed by employee. At least quarterly, comparisons must be made of actual costs (based on monthly activity reports) to budgeted distribution.

Personnel Activity Report (PAR) <i>If no PARs, skip this component and proceed to Component B. Equipment.</i>	Yes	No
a. There are written policies/procedures for meeting Time and Effort requirements for personnel paid with IDEA funds.		
b. Time and Effort policies/procedures detail the documentation required for distribution of the salaries and wages of an employee who works on multiple cost objectives.		
c. Time and Effort policies/procedures include the requirements and procedures for using an approved substitute system, including updated substitute system handbook. (Applicable only to LEAs with DPI approved substitute systems.)		
d. Time and Effort policies/procedures include a process of comparison of actual cost (based on monthly activity reports) to budget distribution, referred to as reconciliation, and a process for redistribution of duties or funding, if required.		
e. Time and Effort policies/procedures include the documentation of staff position(s) responsible for identifying employees who require PARs for collecting, maintaining, and reconciling them.		

Personnel Activity Report (PAR) (contd.)	Yes	No
f. Payroll documents are available that identify the funding source and program report code of all employees who serve students with disabilities and are used to identify employees who require a PAR.		
g. Per payroll records all employees who have worked on multiple cost objectives have PARs.		
h. All PARs are completed monthly or as specified in the LEA approved substitute system, and include documentation that reflects after-the-fact distribution of each activity performed.		
i. PAR forms include all required components as follows: effort statement for 100% of employee's effort, specific cost objective (not just federal), number of hours worked, time worked on all cost objectives and weekly/monthly allocation percentage.		
j. All employees who require PARs maintain records accounting for time worked on all cost objectives. Examples include calendars or work logs.		
k. Each PAR form has a legible, handwritten employee signature and date. (The LEA may choose to add position name.)		
l. Each PAR form is not signed or dated until after the last day of PAR period (i.e. PAR for January 1, 2014 through January 30, 2014 is signed after January 30, 2014).		
m. There is an original handwritten signature by a supervisory official who has firsthand knowledge of the employee's work, if the supervisor signs the PAR.		
n. The PAR coincides with one or more pay periods.		
o. Comparisons of actual costs (based on the monthly activity reports) to budgeted distributions have been made. (Immediate adjustments required if 10% or more. Annually adjustments permitted if less than 10%.)		
p. Federal program charges have been adjusted when actual effort did not support budgeted distributions.		

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Self-Assessment Checklist - Action Plan

A. Time and Effort

2. Personnel Activity Report (PAR)

Based on the area(s) of **Personnel Activity Report (PAR)** checked *no*, the following action is needed:

Action Needed	Person(s) Responsible	Completion Date

Resources:

- ✓ Personnel Activity Report (PAR) – <http://ec.ncpublicschools.gov/finance-grants/fiscal-monitoring>
- ✓ Uniform Chart of Accounts - <http://www.ncpublicschools.org/fbs/finance/reporting>

Self-Assessment Checklist

B. Equipment	1. Requirement	
	Records must be maintained for equipment purchased with federal funds and a physical inventory must be conducted at least every two years.	
Equipment	Yes	No
a. Federal IDEA funds are used to purchase equipment. <i>If you do not use federal funds to purchase equipment, proceed to statements k-l and complete, if applicable.</i>		
b. Expenditure reports are available that identify federal IDEA funds used to purchase equipment (object codes 541, 542, 461, 462).		
c. There are written policies/procedures for maintaining records of equipment purchased with federal funds.		
d. Written policies include the threshold (dollar amount) that the LEA has identified for classification of purchased items as equipment.		
e. Written policies/procedures include the staff position(s) responsible for maintaining records of equipment with IDEA funds and responsible for conducting a physical inventory at least every two years.		
f. Invoices are maintained that document the use of IDEA funds to purchase equipment.		
g. IDEA equipment records are maintained and include a description, serial or other identifying number, source, and acquisition cost and date.		
h. A physical inventory has been conducted within the last two years and there is evidence that shows description, purchase price, location and condition of each piece of equipment.		

Equipment (contd.)	Yes	No
i. The LEA has policies/procedures for proper disposal of equipment.		
j. The LEA inventory demonstrates compliance with policies and procedures set forth by the Board of Education. (For example, is the threshold limit set by the board being applied?)		
k. Equipment inventory captures “significant technological items” regardless of the LEA inventory threshold.		
l. The LEA physical inventory is reconciled with property records to assure that all equipment and significant technological items purchased with IDEA funds are inventoried.		

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B. Equipment

Based on the area(s) of Equipment checked *no*, the following action is needed:

Action Needed	Person(s) Responsible	Completion Date

Resources:

- ✓ Sample Inventory Report – <http://ec.ncpublicschools.gov/finance-grants/fiscal-monitoring>
- ✓ Uniform Chart of Accounts – <http://www.ncpublicschools.org/fbs/finance/reporting>

Self-Assessment Checklist

C. Contracted Services

1. Requirement

Contracts and related invoices must contain sufficient information to assure that services which have been purchased are provided.

Contracted Services <i>If no contracted services paid with federal funds, skip this component and proceed to Component D. MOE.</i>	Yes	No
a. Expenditure reports are available that identify federal IDEA funds used to purchase contracted services (including codes 311, 317, 318, 331, 344).		
b. There is a valid contract for each expenditure using federal IDEA funds identified in expenditure reports.		
c. The LEA has written policies/procedures for developing and awarding contracts.		
d. Written policies/procedures include the staff position(s) responsible for developing and awarding contracts.		
e. Written policies/procedures include methods of contractor selection or rejection.		
f. Contracts developed and awarded by charter schools must include the following specific state language: <i>No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions. (§115C-238.29H)</i>		
g. Procedures are established to verify that vendors providing services or goods have not been suspended or debarred by the state and/or the federal government.		

Contracted Services (contd.) .	Yes	No
h. Contracts include the following: WHO will provide the services, WHAT the services will be provided, WHEN the services will be provided and WHERE the services will be provided. Contracts contain beginning and ending dates that include month, date, and year.		
i. Contracts include a printed name with a valid signature that is dated and the staff position of the contractor and contractee.		
j. All IDEA contracted service invoices are supported by a valid contract.		
k. Invoices include WHO provided the services, WHAT services were provided, WHEN the services were provided, and WHERE the services were provided.		
l. Invoices include rates and fees established in the valid contract.		

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C. Contracted Services

Based on the area(s) of Contracted Services checked *no*, the following action is needed:

Action Needed	Person(s) Responsible	Completion Date

Resources:

- ✓ State Debarment List - <http://ncadmin.nc.gov/government-agencies/procurement/contracts/debarred-vendors>
- ✓ Federal Debarment List - <https://www.sam.gov/portal/SAM##11>
- ✓ Charter School State Language – <http://www.dpi.state.nc.us/docs/fbs/finance/reporting/guides/charterschoolfinance.pdf>
- ✓ Uniform Chart of Accounts - <http://www.ncpublicschools.org/fbs/finance/reporting/>

Self-Assessment Checklist

D.Maintenance of Fiscal Effort (MOE)

1. Requirement

Funds provided to an LEA under Part B of the IDEA must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from state and /or local funds below the level of those expenditures for the preceding fiscal year.

Maintenance of Fiscal Effort	Yes	No
a. The LEA uses the current Exceptional Children Division MOE Calculation Form to record MOE and provides accurate information in the current IDEA 611 Grant.		
b. The LEA is aware that MOE can be met one of four ways. These are: Total of State and Local Expenditures, Total Local Expenditures, State and Local Total Expenditures Per Child and Local Expenditures Per Child.		
c. There are expenditure reports for all state funds listed on the MOE Calculation Form.		
d. There are expenditure reports for all local funds listed on the MOE Calculation Form.		
e. If applicable, the LEA uses the justification worksheet based on §300.204.		
f. If applicable, the LEA uses the justification worksheet based on §300.205.		
g. If applicable, the LEA is aware there is a copy of a memo sent from the LEA superintendent to the North Carolina Exceptional Children Division Director explaining the MOE reduction and eligibility under §300.204 and/or §300.205.		

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D. Maintenance of Fiscal Effort

Based on the area(s) of Maintenance of Fiscal Effort checked *no*, the following action is needed:

Action Needed	Person(s) Responsible	Completion Date

Resources:

- ✓ IDEA Regulations §300.203-300.205 – <https://www.federalregister.gov/d/2015-09755>
- ✓ MOE Calculation Worksheet & Reduction Justification Forms §300.204 (Excpetion) & §300.205 (Adjustmnet in Certain Fiscal Years) – <http://ec.ncpublicshools.gov/finance-grants/fiscal-monitoring>
- ✓ IDEA, Part B (611) Grant – NCDPI EC Grants Application Management System – <http://ecgrants.dpi.state.nc.us/ecgrants.nsf/?Open>
- ✓ Uniform Chart of Accounts - <http://www.ncpublicschools.org/fbs/finance/reporting/>

Self-Assessment Checklist

E. Proportionate Share (Traditional LEAs Only)

1. Requirement

Each LEA must expend, on the provision of special education and related services for the eligible parentally-placed private school children with disabilities enrolled in private schools located in the LEA, a proportionate share of the LEA sub grant under §611.

Proportionate Share	Yes	No
a. The proportionate share section of the current IDEA 611 grant provides accurate information regarding the LEA proportionate share activities.		
b. There is evidence of a proportionate share calculation amount. <i>If no eligible children, skip statements c-e.</i>		
c. Expenditure reports (PRC 60) are available that identify federal IDEA funds used for proportionate share.		
d. There is evidence of documentation tracking proportionate share expenditures (contracts, invoices, payroll).		
e. If applicable, salaried employees of the LEA that also are paid from proportionate share funds complete a Personnel Activity Report (PAR) that documents time spent providing proportionate share services.		

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E. Proportionate Share

Based on the area(s) of Proportionate Share checked *no*, the following action is needed:

Action Needed	Person(s) Responsible	Completion Date

Resources:

- ✓ IDEA Regulations §300.133 <http://idea.ed.gov/download/finalregulations.pdf>
- ✓ IDEA, Part B (611) Grant – NCDPI EC Grants Application Management System -
<http://ecgrants.dpi.state.nc.us/ecgrants.nsf/?Open>
- ✓ Personnel Activity Report Form – <http://ec.ncpublicschools.gov/finance-grants/fiscal-monitoring>
- ✓ Uniform Chart of Accounts - <http://www.ncpublicschools.org/fbs/finance/reporting/>

Self-Assessment Checklist

F. Coordinated Early Intervening Services (CEIS)

1. Requirement

LEAs providing CEIS must report annually the number of children receiving CEIS and the number of children who received CEIS and subsequently receive special education and related services during the preceding 2-year period. CEIS funds must be used solely for CEIS activities.

Coordinated Early Intervening Services (CEIS) <small>If not applicable, skip this component.</small>	Yes	No
a. The IDEA, Part B (611) Grant CEIS Plan for the current year provides accurate and detail information about the LEA CEIS activities.		
b. Expenditure documents are available that identify IDEA PRC 70 funds that have been used for CEIS activities.		
c. CEIS is provided only to students in grades K-12. <i>(Change will occur 2017-2018.)</i>		
d. Students selected for CEIS are not currently identified as needing special education services. <i>(Change will occur 2017-2018.)</i>		
e. There is evidence of a tracking system for students receiving CEIS.		
f. The LEA tracking system clearly delineates students who are selected to participate in CEIS who later become identified as students with disabilities.		
g. The LEA has developed and implemented a plan for assuring that students who are selected to participate in CEIS activities and subsequently become identified as students with disabilities are not served by individuals paid from PRC 70.		

Coordinated Early Intervening Services (CEIS) (contd.)	Yes	No
h. There is evidence of a tracking system for students who receive CEIS and the number of those students who subsequently receive special education and related services during the two years after receipt of CEIS.		
i. CEIS funds are used solely for CEIS activities.		

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F. Coordinated Early Intervening Services (CEIS)

Based on the area(s) of Coordinated Early Intervening Services (CEIS) checked *no*, the following action is needed:

Action Needed	Person(s) Responsible	Completion Date

Resources:

- ✓ IDEA Regulations §300.226 & §300.646 - <http://idea.ed.gov/download/finalregulations.pdf>
 - IDEA, Part B (611) Grant – NCDPI EC Grants Application Management System - <http://ecgrants.dpi.state.nc.us/ecgrants.nsf/?Open>
- ✓ Semi-Annual Certification & Personnel Activity Report Forms – <http://ec.ncpublicschools.gov/finance-grants/fiscal-monitoring>
- ✓ Uniform Chart of Accounts - <http://www.ncpublicschools.org/fbs/finance/reporting/>