CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

March 15, 2011

TO: Chief School Administrator
                Charter School Lead Person
                State Agency IDEA Project Director

FROM: Barbara Gantwerk, Assistant Commissioner
                Division of Student Services

SUBJECT: FY 2010 *Individuals with Disabilities Education Act of 2004 (IDEA)* Final Report

I am pleased to inform you that the FY 2010 *IDEA* Final Report is now available for district use in the Electronic Web-Enabled Grant (EWEG) system. Your district may now begin to complete its final report for submission through the EWEG system. **Please note that the due date for the IDEA FY 2010 Final Report is Friday April 15, 2011.**

As the NJDOE continues the transition from a scheduled payment basis to a reimbursement payment basis, the FY 2010 *IDEA* Final Report will contain financial information including, but not limited to, total expenditures, funds paid to date, unexpended funds, overpayments, and refunds to the New Jersey Department of Education (NJDOE). This integrated information will allow the EWEG system to close-out the FY 2010 grant period by providing districts with an exact accounting of the FY 2010 funds as these relate to: 1) the amount of funds that remain to be paid; 2) the amount of funds that were over paid and will need to be subtracted (offset) from unexpended balances; and 3) the amount of unexpended funds that can be carried over into FY 2011.

Critical to the successful completion of the final report is the requirement that all amendments and prior-year final reports for the district have final NJDOE approval. Without this condition, districts will not be able to enter accurate information regarding the total amount of budgeted and expended FY 2010 funds (including FY 2009 overpayment/carryover) and will not be able to submit the FY 2010 final report.

The final report may be accessed by logging onto the EWEG system and selecting the '*IDEA* Final Report' link found on the Application Select screen. The user may then click the 'Create Final Report' button to begin entering data. If the *IDEA* Final Report link is not displayed, please email the EWEG Help Desk at eweghelp@doe.state.nj.us to request assistance.

Upon final NJDOE approval of the district's FY 2010 *IDEA* Final Report, any funds identified as carryover funds will transfer into a separate line in the allocation section of the FY 2011 *IDEA* application. Any funds identified as overpayment funds will transfer into a separate line in the allocation section of the FY 2011 *IDEA* application. The district will then be required to create an amendment to the FY 2011 IDEA grant in order to be able to budget the actual carryover/overpayment funds.

Please note: Districts may spend carryover funds **now** on allowable costs, and may charge these costs retroactively to September 1, 2010. If a district funds programs, services, or activities that are not approved in the FY 2011 *IDEA* application, the district is responsible for the incurred costs. Please see Attachment A for further details on carryover and overpayment funds.

To assist districts in the completion of the final report, the Office of Special Education Programs (OSEP) will post a technical assistance document on the department's website. This document will be very important in understanding the **REVISED** Expenditure Summary Page and how it impacts the carryover/overpayment or closeout of FY 2010 funds.

If you have any questions concerning the information contained in this memo, please contact Patricia Holcomb-Gray, IDEA grant coordinator, Office of Special Education Programs, at (609) 984-4953.

Your prompt attention to this matter is appreciated.

BG/JW/pg/ M:\IDEA\Grants_Online\Report_Specs\FR_CO\2010FRSpecs\FY2010 IDEA FR announcement memo.doc
cc: Christopher D. Cerf
     Senior Staff
     David Corso
     Alan Guenther
     John Worthington
     County Superintendents
     Garden State Coalition of Schools
     New Jersey LEE Group Members
     New Jersey Charter Public School Association
     Nonpublic School Advisory Committee
     Constance Webster
     Patricia Holcomb-Gray

Attachment A

FY 2010 Unexpended Funds (Carryover)

Although carryover is permitted with some restrictions, districts are encouraged to use their funds during the fiscal year for which they are approved. The LEA is reminded that the grant year ends on August 31st of each year and the reported expenditures should reflect all closed out obligations through that period in their final report.

Please keep in mind the following restrictions regarding these unexpended funds in certain IDEA set-asides:

Coordinated Early Intervening Services (CEIS)

- If a district was required to provide Coordinated Early Intervening Services in FY 2010 and did not expend the full amount required, any unexpended funds must be carried forward into 2011 for this purpose. The program will recognize this and add the unexpended CEIS funds to the maximum amount that is required for the 2011 year. The LEA will then be required to ensure, through edits, that this amount is expended for this purpose in the 2011 amendment. A district that was required for CEIS in 2010 and not required in 2011 will still be required to budget the unexpended CEIS from 2010 for that purpose in the 2011 amendment.

Nonpublic Proportionate Share

- In accordance with 34 CFR §300.133(a)(3), unexpended nonpublic proportionate share funds **MUST** be carried forward into the second year. If the district has no nonpublic schools within their district borders in FY 2011, they should contact Patricia Holcomb-Gray regarding the process.

New - Unexpended 2 year old nonpublic proportionate share funds will be applied to the public expenditures instead of requiring a refund/release. There are new lines in the Expenditure Summary Page to show the application of the share to public expenditures. The district will need to check the certification that they have done everything possible to provide all required services to parentally placed students with disabilities in the nonpublic schools within their location. District Monitoring will focus on the verification of these attempts.