

# 2021 Comprehensive Coordinated Early Intervening Services Quarterly Progress and Expenditure Report

## FAQs

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### QUARTERLY REPORT DUE DATES/APPROVAL PROCESS

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#### WHEN ARE THE QUARTERLY PROGRESS AND EXPENDITURE REPORTS DUE?

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The Quarterly Progress and Expenditure Reports are due 10 days after the close of the previous quarter. Therefore, the first required Quarterly Progress and Expenditure Report is due April 10, 2022, for Local Educational Agencies (LEAs) identified in 2021.

#### WHEN THE DUE DATE FALLS ON A WEEKEND, WHEN IS THE QUARTERLY PROGRESS AND EXPENDITURE REPORT DUE?

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In the event that a quarterly report is due on a weekend day, the report would be due the Monday following the due date.

#### HOW DO WE KNOW IF QUARTERLY PROGRESS AND EXPENDITURE REPORTS HAVE BEEN APPROVED?

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You will receive acknowledgement that the Quarterly Progress and Expenditure Reports have been received. You should assume that the reports have been approved unless you receive questions about contents of any report from the California Department of Education (CDE).

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### PROGRESS REPORTS

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#### DO WE INCLUDE ACTIVITIES THAT DO NOT HAVE A COST ATTACHED?

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Yes, in addition to an expenditure report, this is a progress report. All progress should be noted on the form, even if there are no funds expended for that activity.

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### **CAN WE USE AN ADDENDUM FORMAT AND INSERT ANOTHER DOCUMENT THAT HAS OUR REPORT/UPDATE ON MEASURABLE OUTCOMES?**

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CDE requires that the LEA use the 2021 CCEIS Quarterly Progress and Expenditure Report form. If the LEA uses another document to track progress, the LEA should cut and paste the progress on measurable outcomes and activities into the CDE form. If the LEA wishes to use an attachment with information about progress on measurable outcomes and activities, the LEA should discuss this with their Focused Monitoring and Technical Assistance (FMTA) Consultants. (Attachments should be document files NOT links.) The FMTA Consultant will cross reference activities that took place during the report period with the expenditure reports. If it is unclear what activities the expenditures relate to, the FMTA Consultant will be in touch. Any time spent in clarifying progress and expenditure reports may delay payment to your LEA – and if your LEA is part of a multi-district Special Education Local Plan Area (SELPA), it could delay payment to other LEAs as well.

### **IF WE ARE SERVING THE SAME TARGET POPULATION IN 2020 AND 2021, HOW DO WE LIST THE NUMBER SERVED?**

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Each Quarterly Progress and Expenditure Report is specific to the Comprehensive Coordinated Early Intervening Services (CCEIS) plan for the year of identification. LEAs implementing both a 2020 and 2021 CCEIS plan would be submitting two separate Quarterly Progress and Expenditure Reports for each report period. The number of students served should be reported in alignment with the activities completed during the report period with the expended CCEIS funds specific to each CCEIS budget. It is possible the same group of students has been served by both plans in a given quarter. It is also possible that CCEIS activities for the two CCEIS plans (2020 and 2021) served different students in a given quarter (even if the Target Population is the same). Remember to only track the students served for each activity in each CCEIS plan, and report accordingly. Make sure students that are tracked for CCEIS reporting are not duplicated in the total amount served.

## **EXPENDITURE REPORTS**

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### **CAN EXPENSES BE INCURRED IN 2021-22 FOR THE 2021 PLAN EVEN IF THE PLAN IS NOT YET APPROVED?**

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The only expenses that can be incurred prior to CDE's approval of the 2021 plan are those related to the plan development. For example, expenditures can be made for contracting with a TA Facilitator, or providing for substitute teachers so that teachers can participate in the development process. No funds should be expended on plan implementation prior to receiving written approval from the CDE.

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### WHAT DOES CDE LOOK FOR IN THE EXPENDITURE REPORT?

The FMTA Consultant will reference and compare the Funding Sources and Types of Expenditures listed in section 3.2 of the LEA's approved 2021 CCEIS plan with the expenditures reported in the quarterly Expenditure Report. If expenditures do not align with the reported progress on activities in the narrative report, the FMTA Consultant will contact the LEA for clarification.

### WHAT ARE THE ALLOWABLE EXPENDITURES FOR THE NEW AMERICAN RESCUE PLAN (ARP) FUNDS (RESOURCE CODES 3307 AND 3309)?

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### WHAT IS THE TIMELINE/DEADLINE FOR EXPENDING ARP FUNDS?

The 15 percent CCEIS set-aside of the American Rescue Plan (ARP) funds can be used only on the CCEIS allowable expenditures. These funds must be added to the 2021 CCEIS budget. The amended budget and activities are submitted to the CDE using the 2021 CCEIS Plan Amendment Form. The funds cannot be expended until written approval is received from the CDE. All CCEIS expenses must conform to the United States Office of Special Education Programs (OSEP) IDEA Part B Regulations Significant Disproportionality (Equity in IDEA). For detailed allowable CCEIS expenditures, please refer specifically to Questions C-3-1 through C-3-10, pages 19 through 24, on the U.S. Department of Education Web page at <https://sites.ed.gov/idea/files/significant-disproportionality-qa-03-08-17-1.pdf>

All 2021 CCEIS funds, including the ARP funds, must be expended by September 30, 2023.

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### WHAT ARE THE CORRESPONDING RESOURCE CODES FOR 3307 AND 3309?

Resource 3305 – ARP IDEA Part B, Sec. 611, Local Assistance Entitlement

Resource 3307 – ARP IDEA Part B, Sec. 611, Local Assistance Coordinated Early Intervening Services

Resource 3308 – ARP IDEA Part B, Sec. 619, Preschool Grants

Resource 3309 – ARP IDEA Part B, Sec. 619, Preschool Grants Coordinated Early Intervening Services

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### **DO WE USE THE INDIRECT COST RATE (ICR) FOR THE CURRENT PROGRAM YEAR?**

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Yes, it is important to ensure that the ICR used on the quarterly expenditure report corresponds to the fiscal year during which the activity of the expenditure took place.

### **WHAT ARE PRIOR EXPENDITURES VERSUS CURRENT REPORTING PERIOD EXPENDITURES?**

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Prior expenditures are the sum of all the expenditures from previous reports/quarters. Current expenditures are those that have occurred between the beginning and ending dates of the quarter for which the report is being prepared.

### **IF OUR PLAN HAS YET TO BE APPROVED IS THERE AN EXTENSION?**

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No, the CDE does not have the authority to extend these federal funds or provide exemptions on the federal mandates tied to the IDEA requirements for LEAs identified as significantly disproportionate. All 2021 CCEIS funds must be expended by September 30, 2023. Please work with your FMTA Consultant to amend your plan if you anticipate not being able to expend your full budget under the current CCEIS plan. If funds are not expended, the LEA can be subject to further monitoring.

### **IF OUR APPROVED PLAN DID NOT TARGET PRESCHOOL, HOW DO WE ALLOCATE 3318 FUNDS?**

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The required 15 percent set aside of Part B funds is for approved CCEIS activities that address the factors contributing to significant disproportionality. The 15 percent is calculated based on the four resource codes. The set aside amount is then spent on the approved CCEIS activities serving the students selected by the LEA based on a root cause analysis. The CCEIS funds are not tied to preschool students or K-12 students. They are to be used in serving the Target Group of students described in the approved CCEIS Plan.

## **SELPA SPECIAL EDUCATION FEDERAL GRANTS: EXPENDITURE REPORT**

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### **WHAT INFORMATION SHOULD SELPAS SUBMIT IN ORDER FOR EXPENDITURES TO BE REIMBURSED?**

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SELPAs will submit a corresponding expenditure report. It is critical that the report SELPA submits (line item D) is accurate. SELPAs should double check that the CCEIS expenditure

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amount (line item D) matches the total of what their Significantly Disproportionate LEAs submitted on their progress reports for the specific quarter.

NOTE: For SELPAs with multiple LEAs in Significant Disproportionality, it is important to ensure that all progress reports have been sent and approved for the specific quarter for which the SELPA is asking for reimbursement. If these amounts do not match, or the CDE has not received and approved all necessary progress reports, the CDE cannot approve the expenditure report to make the payment. This will result in a delay in reimbursement to the SELPA for the entire amount being requested on the expenditure report, until the CCEIS discrepancy is fixed.

### **WHEN DO SELPAS SUBMIT THEIR EXPENDITURE REPORT?**

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SELPAs should submit their expenditure report thirty days after the report period ends. (The submission date is 20 days after the LEAs submit their Quarterly Progress and Expenditure Report.)

## **PLAN AMENDMENTS**

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### **IF OUR LEA ONLY REQUIRES AN AMENDMENT TO ADDRESS NEW ARP FUNDS, DO WE NEED TO WAIT UNTIL OUR SELPA RECEIVES ALL GRANT AWARD NOTIFICATIONS (GANS)?**

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ALL LEAs who were identified in January 2021 as being significantly disproportionate MUST complete the 2021 CCEIS Plan Amendment Form to address the additional funds from the ARP 15 percent CCEIS set-aside.

It is possible that you will only need to submit the amended budget forms if you are only planning to increase the amounts used on the current activities, rather than adding activities to your 2021 CCEIS plan with the ARP funds. Please be mindful that activities that require the use of blended funding (i.e., tier one interventions serving all students, where CCEIS funds only cover expenses for the Target Group of students) must maintain the appropriate blended funding percentages. In other words, if your funding increased, but your Target Group did not, the additional funds are not able to be used to cover a larger percentage of blended funding for the approved activity.

### **WHEN IS THE AMENDMENT DUE?**

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There is no specific due date for CCEIS plan amendments. Amendments can be initiated any time after a CCEIS plan has been approved; however, 2021 CCEIS plans should be amended shortly after receipt of the ARP GANS. This will ensure adequate time to implement approved activities and expenditure of all funds by September 30, 2023.

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Tip: If amending based on the ARP funds, do not submit the amendment until all Grant Award Notifications are sent to SELPAs and the LEAs have received their final totals for all IDEA and Preschool allocations. This will allow your LEA to plan accordingly and only submit one amendment.

### **HOW DO LEAS KNOW HOW MUCH TO ESTIMATE FOR THE ARP FUNDS IN ORDER TO BRAINSTORM HOW TO AMEND THE PLAN?**

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Unfortunately, there is no way to estimate the amount each LEA will receive from the ARP funds. LEAs should work with their SELPAs to determine the approximate amount of ARP funds that they can anticipate receiving. LEAs should consider how to enhance or expand current activities and/or incorporate additional activities.