Training Focus

The focus of the training is the functionality of the special grants in the NC CCIP platform, including lessons learned in the first year.

Participants will have the opportunity to submit questions regarding the specific use of funds and special circumstances at the end of each training.
Overview

• All Special Grants will be housed in the CCIP System

• Always land on the sections page

• Instructions and needed information on each grant.
Access and Logging In

- https://ccip.schools.nc.gov
- Using NCID
- **Do NOT use the browser BACK button**

Don’t know your NCID

- Contact your Local User Access Administrator. They are the only ones who can change/add users within your LEA
Common to all Special Grants

- Instructions for completion
- History log
- Contacts
- District information
- Grant Specific Information
- Change status to start application

First Step for all Special Grants

- To be able to start any of the Special Grants the grant status must be changed to Draft Started.
Risk Pool

- Risk Pool Program Grant Funds (RPF) for high needs children with disabilities, ages three (3) to 21, are not intended to replace any existing state, federal or local exceptional children funds.

- Applications must be submitted no later than May 15th and cannot be submitted until after a student's first day of attendance for the current school year.

- Priority is given to those students needing nursing, personal care, and assistive technology.
Risk Pool

**Basic of Application Approval**

Risk Pool Funds are available for a student who was enrolled in the LEA during the previous year and meets all the following criteria:

- For 2020-2021, the most current data available is from the data used for the 2019-2020 fiscal year. Therefore, the figures will remain unchanged for the fiscal year:
  - a. Dollar value (average daily membership (ADM) State average of $66,158.76 and State funded child count amount of $4,604.16) are used to determine eligibility. These figures are updated, and the annual individual education program-related supplemental costs for an applicant's student must exceed three times $13,70,050.00 (3 x $4,604.16). This is the cost for all special education and related services not just those included in the Risk Pool.
  - b. The student's needs must be supported by documentation located in EC/PS and applicable items that may be submitted for the on-line application.
  - c. The student meets or exceeds the minimum Risk Pool Grant Fund Rubric score of eight (8) points.
  - d. If the LEA requests Risk Pool Program funds in the previous year, form RPP-J, Risk Pool Program Grant Funding Form, for each student into which funds were submitted to the Exceptional Children Division. These forms were due June 20.

Applicants are based on the documented high cost needs of the applicant students, demonstrated by the criteria described above. All eligible applications will be ranked high to low using the remaining student's rubric score. Evaluations are made based on budgeted cost and actual funds.

**Student Eligibility:**

A student may be considered eligible for RPP if any of the following criteria is met for the student and LEA:

- Student does not meet an exceed the minimum Risk Pool Program Grant Fund Rubric Score of eight (8) points.
- Student has been funded for five (5) years.
- There is insufficient documentation to support funding request.
- LEA has not submitted documentation demonstrating that necessary interventions, resources, and supports have been put in place to address the student's needs.
- Application is submitted after July 15.
- Received one of the following funds in the current school year in the current LEA:
  - a. Special Education Reservable Fund (PER 610)
  - b. Special Education Funds (PER 620)
  - c. Special Programs Funds (PER 630)
  - d. Developmental Day Funds (PER 630)
  - e. LEA Reservable Funds (PER 650)
  - f. Childcare Residential Funds (PER 650)

**Risk Pool**

**Repayment Plan of Funding**

Applications are to be submitted annually. A student may be considered funded for up to a total of five (5) years during the student's school career in North Carolina. Although LEAs can apply for RPP for a specific student, there is no guarantee that the application will be funded each year, and funding may be granted in consecutive years.

**Approval Notice**

Approval notification will be provided to the Exceptional Children Program Director. The exact amount allocated and how the funds are to be spent will be contained in the Risk Pool Application within COP. The application template will allow only student submitted the approval status and the amount for approved application.

**Eligible Funds**

Eligible funds are student specific and can only be used on expenditures in the approved items and as described in the original application.

**Notification of Funds**

If notified of any funds, LEA will receive an email notification of the amount approved. LEA will only be notified funds from PER 700. The status of the application does not affect how the LEA allocates budget in the budget and amendment budgets.

**Deadline of Request**

A request will be reviewed by the Exceptional Children Division. If the request is denied, the LEA will be notified via a system-generated email.
Risk Pool Instructions

Instructions

1. From the drop-down menu with "Student" and "Grant Application" select "Grant Application." 
2. Enter the Student’s PowerSchool Number for the Grant Application Name. This will add the application to the drop-down menu. 
3. Again select the drop-down menu and select the application with the student’s PowerSchool number. This will cause a new page to appear below the drop-down menu. 
4. Select the Student Application page. The student’s PowerSchool number will be at the top of the page. Complete the application. 
5. To add another student’s application, use the drop-down menu and select Add Grant Application again and use the student’s PowerSchool number, and complete the application for this student. 
6. The Student Application page will automatically calculate Eligibility Points and display them at the bottom of the Student Application page. 
7. If the district decides not to submit a student’s application, select Decline Grant application from the drop-down menu. On the next page, select the application containing the student’s PowerSchool number and click the decline button. 
8. If the student’s PowerSchool Number was entered incorrectly, select Remove Grant Application, select the incorrect application and provide a new name with the correct PowerSchool number. 
9. All student applications will be submitted together. When all student applications have been entered and the district is ready to submit the application, change the status to Draft Complete.

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<th>Name</th>
<th>Appltnt Date</th>
<th>Appliction Number</th>
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Live Site Demonstration

Special State Reserve
Special State Reserve

- Special State Reserve Grant Funds (SSR) for children with disabilities, age three to 21, are not intended to replace any existing state, federal or local Exceptional Children funds.

- SSR is available only in the student’s initial year of enrollment in the PSU.

- Application must be submitted within 90 days of the student’s first day of attendance or the date of the documented change in condition.

- The last day to submit an application is May 15.
Special State Reserve

Student Eligibility:

- A student will be considered eligible for SSM if any of the following apply to the child and IEP:
  - Student does not present with learning needs as per responses on application.
  - There is not current documentation demonstrating that necessary interventions, resources, and supports have been put in place to address the student’s needs.
  - Enrolled during the previous school year but does not meet eligibility requirements under a change in condition.
  - LEA has not provided documentation demonstrating that necessary interventions, resources, and supports have been put in place to address the student’s needs.
  - Received any of the following funds in the previous school year in the current LEA unless recent requirements for a change in condition.
    - Special State Reserve Funds (PRC 863)
    - Federal IDEA, Part B, 618.19
    - Average Daily Membership (ADM)
    - Risk Pool Program Funds (PRC 114)
    - State Exceptional Children Funds
    - Clinical/Other Name Funds (PRC 596 & 592)
    - Behavioral Support Funds (PRC 429)
    - Developmental Day Funds (PRC 865)
    - Out of District Funds
    - Community Residential Funds (PRC 869)

Approval Notification:

Approval Notification will be provided by a system generated email to the Exceptional Children Program Director. The exact amount allocation and how the funds are to be spent will be contained in the Special State Reserve application in COP. The Application Summary page in the Special State Reserve application will list every student submitted, the approval status, and the amount for approved application.

These funds are student specific and cannot be used as specified in the approval amount and as described in the original application.

Notification of funds to be allocated will also be sent to the School Attendance Office. Federal funds for PRC 863 will not be available until November of the current school year. This fiscal officer will receive an allotment revision report indicating the amount approved under PRC 863. LEAs may not spend funds from PRC 863 and the allotment revision report has been received and the LEA has an approved budget in the Budget and Amendment System (BAS).

Special State Reserve Instructions

Instructions:

1. From the drop-down menu with "District Level" displayed, select Add Grant Application.
2. Enter the student’s PowerSchool Number for the Grant Application Name. This will add the application to the drop-down menu.
3. Again select the drop-down menu and select the application with the student’s PowerSchool Number. This will cause a new page to appear below the drop-down menu.
4. Select the Master Application page. The student’s PowerSchool Number will be at the top of the page. Complete the application.
5. To add another student application, use the drop-down menu and select Add Grant Application again and use the student’s PowerSchool number. The application for this student will be included.
6. If the District decides not to submit a student’s application, select Delete Grant Application from the drop-down menu. On the new page, select the application containing the student’s PowerSchool number and click the delete button.
7. If the student’s PowerSchool Number was entered incorrectly, select Reset Grant Application, select the incorrect application and provide a new name with the correct PowerSchool number.
8. All student applications will be submitted together. When all student applications have been entered and the district is ready to submit the application, change the status to Draft Completed.

• Live Site Demo
Developmental Day Center

Funds

- DDC Grant Funds are made available through the State Board of Education (SBE) to assist PSUs with providing special education and related services to eligible children with disabilities who are placed by PSUs in licensed DDCs.
- When grant funds are available, they are accessed via an application process.
- It is the responsibility of the PSU to request DDC funds from the Exceptional Children Division via the annual application process. Community-based Developmental Day Centers are not to complete the application.
Developmental Day Center

Children’s Eligibility Criteria:

Developmental Day Center (DDC) funds are to assist in the educational and related service costs of students, ages three to 21, who have a high level of need. The North Carolina Policies for eligibility is different than eligibility for DDC funding. Funding eligibility criteria is to ensure the funds are provided for students with a high level of need. DDC Grant funds are student specific and may only be used for approved students placed in a dispensable licensed DDC.

Children served in a DDC licensed/regulated program who are turning three years old must have their educational placement reviewed for continued services in a DDC program. A child does not automatically receive approval to remain in the DDC for increased/related services. Continued placement in the DDC must be based on the child’s educational needs and determined by an IEP Team. Documentation on IEPs will be reviewed by DPI personnel verifying that eligibility criteria for each child is met. If additional information is needed, the LEA will be notified.

Children ages 3 to 17 must meet the following criteria:

- Be placed in an ABB team or a DDC setting in the least restrictive environment.
- Have a current IEP that documents the need for special education and related services.
- Receive a minimum of four (4) hours per day of specially designed instruction

Children ages 18 to 21 must meet the following criteria:

- Be placed in an ABB team in a DDC setting in the least restrictive environment.
- Have a current IEP that documents the need for special education and related services.
- Receive a minimum of four (4) hours per day of specially designed instruction.

The following items are due with the submission of the application:

- A completed application for each Developmental Day Center
- A contract with the LEA
- Signed contracts between the LEA and community-based Developmental Day Centers
- Contract uploaded to the Centers’ application
- Copy of the current Developmental Day Center (DDC/CCDDG) operating license uploaded to the Centers’ application
- DDC Licensing is conducted through CCDDG. The Department of Public Instruction (DPI) is not involved in the funding process.

This LEA Exceptional Child Program Director will be notified through the grant system when the application has been processed. The director will log into the system to review the allocation award.

Exceptional Child Program Director Information

- All applications must be in an approved status before a revision can be started.
- Changes will be made to the order through a revision of the application.
- The LEA must submit any changes to the order by the 15th of each month.
- Newly submitted students will be reviewed and when eligible, funds awarded will be based on the number of months remaining in the calendar year.
- The withdrawal date of students no longer served should be entered in the order.
- Unspent funds for withdrawing students, measured according to the months remaining in the school year at the time of the withdrawal, will be apportioned to newly enrolled students by the Fiscal Officer.
**DDC Instructions**

**Instructions for Completing the Original DDC Application**
1. From the drop-down menu, displaying “District Level,” select “Non-Grand Application.”
2. Create a name for the Day Care Center Program. This program will have its own student roster.
3. Select the newly created program from the drop-down menu.
4. Complete the Developmental Day Center page:
   a. Answer the five questions with Yes or No.
   b. For each student of this site, enter the student’s Power School Number and First Day Attended, Current School Year.
   c. Select Add New to add another student.
   d. Update the DDC Operating License and the DDC Contract.
5. Complete the Educational Costs and Services Provided to LEA Children in DDC:
   a. This will only be done for the original submission; it will be deleted on renewals.
   b. File site is a Community Based DDC, check the box indicating such and answer questions appropriately.
   c. Calculations will not be performed by the system.
6. If there is more than one site being submitted with the application repeat the steps above for each additional site.
7. Upon receipt of the completed application, DPI staff will enter the monthly approval for each student, with the unapproved students and any notes.

**Instructions for Updates**
1. To update the roster, change the status of the application to “Review Started.”
2. From the Site drop-down menu, select a site to update.
3. Select the Developmental Day Center page.
4. Answer the five questions with Yes or No.
5. For each student of this site, enter the student’s Power School Number and First Day Attended, Current School Year.
6. Select Add New to add another student.
7. Update the DDC Operating License and the DDC Contract.
8. For any students that have withdrawn enter the withdrawal date.
9. Complete the process as needed for any additional sites.

---

**DDC Approvals and Revisions**

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### DDC Approvals and Revisions

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**Community Residential Center**
Community Residential Center Funds

• Community Residential Center Funds (CRC) are made available through the State Board of Education to assist PSUs in providing special education and related services to eligible children with disabilities placed in a CRC through the Local Management Entity (LME) or Managed Care Organization (MCO).

Community Residential Center

• The PSU is the only agency that may request CRC funds and only eligible students who have begun to attend during the current school year are to be included on the application and roster.
• The student information required in the grant must be submitted annually.
• The last date to submit updates is May 15.
Community Residential Center

Introduction
Community Residential Center Funds (CRCF) are made available through the State Board of Education (SBE) to assist LEAs in providing special education and related services to eligible children with disabilities placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO). The funds are not for para-professionals. Children approved CRCF are included in DFS's Exceptional Children Division special needs, being approved for Public Schools and Community Residential Centers. LEAs are the only agencies that can receive CRCF funds. Currently, students who have begun to attend during the current school year are to be included in the application and roster. The student information required in the grant must be submitted annually. The list of costs to submit includes: 2021.

Educational Placement and Services:
Children with disabilities who have been placed in a CRC through an LME/MCO, the LEA, through an Individualized Education Program (IEP); hence, determines educational placement and services, including student services. Delivery models. The team's decisions are based on what is best for the student and what is deemed educationally appropriate for each student. The LEA is ultimately responsible for implementation of the IEP and related services of any child placed in a CRC, which includes providing a free appropriate public education in the least restrictive environment and ensuring parent rights.

Community Residential Center Instructions

Instructions for Completing the Community Residential Center Funds Application

1. From the drop-down menu displaying “District Name,” select “Add Grant Application.”
2. Create a new file for the Community Residential Center site. This program will have its own student roster.
3. Select the newly created program from the drop-down menu.
4. Complete the Community Residential Center Information page:
   a. Complete the site information.
   b. For each student at the site, enter the student’s Parent School Number and First Day Attended Current School Year.
   c. If your reporting extended school year for a student, check the box in the student’s run.
   d. Select Add Risk to add another student.
5. If there is more than one site being submitted with the application repeat the steps above for each additional site.
6. Upon review of the completed application, DPI staff will enter the months approved for each student, with 0 for approved students and any notes.

Instructions for Updates

1. To update the roster, move the status of the application to Revision Staged.
2. From the site drop-down menu, select a site for update.
3. Select the Community Residential Center Information page:
   a. The student status from the previous version will be moved to either the approved or Unapproved table, depending on their status.
   b. Enter any new students in the new Student grid.
   c. For any students that have withdrawn, enter the withdrawal date.
4. Complete the process as needed for any additional sites.
Community Residential Center

- When completing the student information, if the student had ESY on the IEP for the summer of 2021, check the ESY box.

Group Foster Home
Group Foster Home Funds

- Group/Foster Home (GFH) Grant Funds, allocated to PSUs in State PRC 032 and Federal PRC 060.
- Comparable to Child Count Funds
- Funds are for newly enrolled students who were not included with either of the previous year’s child count reports and did not generate ADM funds
- Applications can be submitted throughout the school year until May 15th
Out of District Placement

• Set-aside funds are established for special allocations prior to the determination of per pupil allotments.
• The Out-of-District Placement grant funds are to assist local education agencies in funding the excess cost of the placement of a student with disabilities in a program not operated by the PSU.
• These placements may be public, private, residential, in-state or out-of-state.
• Payment is not guaranteed and is made when funds are available.
• Applications must be submitted within 30 calendar days of the student’s placement.
• The last day to submit an application is May 15.
Out of District Placement

The estimated amount of funds for reimbursement will be up to, but no more than, 95% of the total cost of the educational placement, minus per student ADP, state, and federal allotments. Reimbursement for OOD placement will be subject to availability of funds and may not exceed the amount set aside for this purpose. Funds may be applied toward the following expenses:

1. Educational and related services.
2. Residential services.
3. Extended school year (when it has been determined by the IEP Team that extended school year is required as part of the IEP).

When a student is preparing to head an IEP meeting and an Out of District placement may be a component of the discussion, it is recommended that the LEA provide an informational packet called the “OD Packet.”

As the IEP team reviews the student’s needs and makes the decision to place the student in a program that is outside of the LEA, the LEA must ensure that the program meets the needs set forth by the individual with Exceptional Education goals and objectives. This includes but is not limited to educational materials, equipment, and supplies. The placement must be approved by the school district where the student is placed. The policy of the school district must ensure that the student’s educational needs are met.

There is a private residential placement that is made by the Individualized Education Program (IEP) team to be the most appropriate placement for a student with disabilities. In-state residential programs should be the first consideration for placement. The student should review all possible in-state residential placements before placing a student out of state. All children placed in alternative school settings are entitled to the same rights and procedural safeguards as provided to those students whose IEPs are implemented in the LEA. These rights and protections include provisions that on the IEP goals and objectives to the general education curriculum, establish measurable goals and outcomes consistent with those established for their mainstreamed peers, and require participation in the same general state and districtwide assessments (or alternate assessments), as non-disabled students.

Instructions

1. From the drop-down menu with “District Issues” selected, select Add Grant Application.
2. Enter the Student’s PowerSchool Number for the Grant Application form. This will add the application to the drop-down menu.
3. Click on the drop-down menu and select the application with the student’s PowerSchool Number. This will cause a new page to appear below the drop-down menu.
4. Complete the pages of the application for the student. The student’s PowerSchool Number will be at the top of the page. Complete the application.
5. To add another student application, use the drop-down menu and select Add Grant Application again and use the student’s PowerSchool number and complete the application for this student.
6. If the district does not submit a student’s application, select Create Grant Application from the drop-down menu. On the new page, select the application, enter the student’s PowerSchool number, and click the Submit button.
7. If the student’s PowerSchool Number was entered incorrectly, select Remove Grant Application, select the incorrect application and provide a new name with the correct PowerSchool number.
8. All student applications will be submitted together. When all student applications have been entered and the district is ready to submit the application, change the status to Draft Completed.