

# Special Grants NC CCIP Training

# Training Focus

The focus of the training is the functionality of the special grants in the NC CCIP platform, including lessons learned from the past years.

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

# Overview

# Overview

- All Special Grants will be housed in the CCIP System
- Always land on the sections page
- Instructions and needed information on each grant.

2021 ▾ All Active Applications ▾

**Entitlement Funding Application**

[Consolidated](#)

[CTE Local Application](#)

[IDEA](#)

**Competitive Funding Application**

[21st Century Community Learning Centers - New](#)

[Behavior Support](#)

[Community Residential Center Funds](#)

[Developmental Day Center Funds](#)

[Group Foster Home Funds](#)

[McKinney-Vento Homeless Assistance](#)

[Risk Pool Program](#)

[Safe Schools - School Resource Officer](#)

[Special State Reserve Program](#)

**District Information**

[Program Instruction and Guidance](#)

[District Information](#)

[District Certification](#)

[Related Documents](#)

**Risk Pool Program**

District Level ▾

# 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.

## Sections

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NCDPI (000) Test District - FY 2021 - Special State Reserve Program - Rev 0

**This is the TEST site. Please be sure to complete your work on the PRODUCTION site.**

Application Status: Not Started

Change Status To: Draft Started



# Autism PRC118 Funds

# Autism Funds

- Federal funds to be used for Targeted Assistance
- Autism funds are just one piece of 118 funds
- **Purpose of Autism Funds:** to assist Public School Units (PSUs) to increase capacity in the implementation of an effective autism program to improve outcomes for students with Autism Spectrum Disorder (ASD).
- PSUs can choose to participate in either **General Support** or **Team Support** based on the PSU's priorities regarding autism programming and in alignment with the LEA Self-Assessment.

# Levels of Support

## General Support



## Team Support



# The Fine Print

- Must complete a Request for Funding
  - This year it opens August 10th and closes September 19th, 2022
  - Will hold Q & A webinars August 30th and 31st
- Funding allotment is based on the level of support you choose and your ADM
- Expectation is to use all funds in the year they are allotted
- Funds must be used only for allowable expenses: [decision tree](#)

# Autism Model Program Sites (AMPS)

- Receive intensive professional learning and support from the NCDPI autism team to develop their autism program through use of implementation science
- Receive an additional \$3000.00 in Autism PRC 118 funds (not subject to the decision tree)

# Risk Pool

# 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.
- As of 22-23 past year data submitted questions have been removed.

# Risk Pool

## Basis 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.
  - o Dollars per average daily membership (ADM) State average of \$6,254.78 and State funded child count amount of \$4,464.16 are used to determine eligibility. These two amounts are added, and the annual special education and/or related service(s) costs for an applicant student must meet or exceed three times \$10,718.94 (\$32,156.82). This is the cost for all special education and related service(s) not just the requested amount.
  - o The student's needs must be supported by documentation located in ECATS and applicable items that may be uploaded to the on-line application.
- The student meets or exceeds the minimum Risk Pool Grant Funds Rubric score of eight (8) points.
- to If the LEA received Risk Pool Program funds in the previous year, form RPF-2, Risk Pool Program Grant Funds Update Form, for each student who received funds was submitted to the Exceptional Children Division. These forms were due June 30.

Approval is based on the documented high cost needs of the applicant student, demonstrated by the criteria described above. All eligible applications will be ranked high to low using the individual student's rubric score. Allocations are made based on budgeted set-aside funds.

**Student Ineligibility:**

A student will be considered ineligible for RPF if any of the following apply to the student and LEA:

- Student does not meet or exceed the minimum Risk Pool Program Rubric Score of eight (8) points
- Student does not meet or exceed three times the annual per pupil expenditure.
- Student has been funded for five (5) years.
- There is not sufficient documentation to support funding request.
- LEA has not provided documentation demonstrating that necessary interventions, resources and supports have been put in place to address the student's needs.
- Application is submitted after May 15.
- Received any of the following funds in the current school year in the current LEA:
 

o Special State Reserve Funds (PRC 063)	o Group/Foster Home Funds (PRC 060 & 032)
o Behavioral Support Funds (PRC 029)	o Developmental Day Funds (PRC 063)
o Out-of-District Funds	o Community Residential Funds (PRC 063)



# Risk Pool

## Maximum Years of Funding:

Applications are to be submitted annually. A student may be provided funding for up to a total of five (5) years during the student's school career in North Carolina. Although LEAs can apply for RPF for a specific student, there is no guarantee that the application will be funded each year, and funding may not be granted in consecutive years.

## 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 Risk Pool Application within CCIP. The **Application Summary page** in the Risk Pool Application will list every student submitted, the approval status and the amount for approved application.

These funds are student specific and can only be used as specified in the approval memo and as described in the original application.

Notification of funds to be allocated will also be sent to the School Allotment Section. Federal funds for PRC 114 will not be available until November at the earliest. The finance officer will receive an allotment revision report indicating the amount approved under PRC 114. LEAs may not spend funds from PRC 114 until the allotment revision report has been received and the LEA has an approved budget in the Budget and Amendment System (BAAS).

## Denial of Request:

All requests 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 "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 Student 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 this 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 Delete Grant Application from the drop-down menu. On the new page, select the application containing the student's Power School number and click the delete button.
8. **If the student's PowerSchool Number was entered incorrectly**, select Rename 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 Completed.**

Grant Name	Applicant Name	Application Number	Budget Amount	Applicant Score
Risk Pool Program	1102	1	\$33,177.00	1 - Approved for program funding ▼
Risk Pool Program	2203	2	\$44,977.00	1 - Approved for program funding ▼
Risk Pool Program	3304	3	\$31,977.00	1 - Approved for program funding ▼
Risk Pool Program	4405	4	\$31,677.00	1 - Approved for program funding ▼

## 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

## Basis of Application Approval

SSRF are available only in the student's **initial year of enrollment in the LEA**. Approval is based on availability of funds and the documented high cost needs of the students with disabilities presented. The funding description for these funds in PRC 063 is "Reserve-Severely Handicapped" which further emphasizes that funds are for students with a high level of need. The funding requests in the application must be supported by documentation for the personnel or equipment requested. Exceptional Children (EC) Division personnel reviewing applications for approval will review documents in ECATs to verify funding requests. If additional information is needed, the EC Director/Coordinator will be contacted.

A student who was enrolled in the LEA during the previous year may be eligible for SSRF if he/she has experienced a **change in condition** that results in an IEP team putting in place additional services after assessments or other documentation have been reviewed. The change is not expected and could not have been anticipated.

- Two examples of a change in condition:
  - A student was not identified as an exceptional child, but due to an injury and the completion of the eligibility process, was found eligible by an Individualized Education Program (IEP) Team. Due to the student's level of need, a personal care assistant is required in order for the student to attend school. As a result of the changes, the student is identified as an exceptional student and has documented high cost needs that the LEA was not financially prepared to address.
  - A student is identified as an exceptional child, has a new medical diagnosis or deterioration of an existing medical condition which now requires additional support in the form of personnel and / or equipment.
- Non-examples of a change in condition:
  - Student has a change in service delivery
  - Student transitions to a new grade level or school (i.e. Preschool to Kindergarten, middle school to high school)

# Special State Reserve

## Student Ineligibility:

A student will be considered ineligible for SSRF if any of the following apply to the child and LEA:

- Student does not present with having high 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 meet requirements for a change in condition:
 

o Special State Reserve Funds (PRC 063)	o Federal IDEA, Part B, 611/619
o Average Daily Membership (ADM)	o Risk Pool Program Funds (PRC 114)
o State Exceptional Children Funds	o Group/Foster Home Funds (PRC 060 & 032)
o Behavioral Support Funds (PRC 029)	o Developmental Day Funds (PRC 063)
o Out-of-District Funds	o Community Residential Funds (PRC 063)
- Received any of the following funds in current school year in the current LEA:
 

o Behavioral Support Funds (PRC 029)	o Group/Foster Home Funds (PRC 060 & 032)
o Out-of-District Funds	o Developmental Day Funds (PRC 063)
o Risk Pool Program Funds (PRC 114)	o Community Residential Funds (PRC 063)

## 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 CCIP. 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 can only be used as specified in the approval memo and as described in the original application.

Notification of funds to be allocated will also be sent to the School Allotment Section. Federal funds for PRC 063 will not be available until November at the earliest. The finance officer will receive an allotment revision report indicating the amount approved under PRC 063. LEAs may not spend funds from PRC 063 until the allotment revision report has been received and the LEA has an approved budget in the Budget and Amendment System (BAAS).

# 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 Student 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 this student's PowerSchool number, and complete the application for this student.
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 Power School number and click the delete button.
7. **If the student's PowerSchool Number was entered incorrectly**, select Rename 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.**

- As of 22-23 past year data submitted questions have been removed.



# Developmental Day Center

# 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 Funds are to assist with the educational and related service costs of students, age three to 21, who have a high level of need. The North Carolina Policies criteria 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 appropriately licensed DDCs.

Children served in a DDC infant-toddler 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 preschool disability services; continued placement in the DDC must be based on the child's educational needs and determined by an IEP Team.

Documentation in ECATS will be reviewed by DPI personnel verify that eligibility criteria for each child is met. If additional information is needed, the LEA will be notified.

Children ages 3 to 5 must meet the following criteria:

- Be placed by an IEP Team in a DDC setting as the least restrictive environment
- Require special education five days a week plus one of the following:
  - o At least three (3) hours each day of specially designed instruction; or
  - o At least two (2) hours each day of specially designed instruction with at least one weekly related service
  - o At least one (1) hour of specially designed instruction with at least two (2) weekly related services

Children ages 6 to 21 must meet the following criteria:

- Be placed by an IEP team in a DDC setting as the least restrictive environment
- Have a current IEP that documents the need for special education five (5) days a week and receives a minimum of four (4) hours per day of specially designed instruction

# Developmental Day Center

## The following items are due with the submission of this application

1. A completed application for each Developmental Day Center having a contract with this LEA
2. Signed contracts between the LEA and community-based Developmental Day Centers uploaded to the Center's application
3. Copy of the current Developmental Day Center (DHHS/DCDEE) operating license uploaded to the gCenter's application (Note: DDC Licensing is conducted through DCDEE. The Department of Public Instruction (DPI) is not involved with the licensing process.)

The LEA Exceptional Children 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 allotment award.

## Revisions: Student withdrawal and additions

- An application must be in Approved status before a revision can be started.
- Changes will be made to the roster through a revision of the application.
- The LEA should submit any changes to the roster 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 year from the first day attending.
- The withdrawal date of students no longer being served should be entered into the roster.
- Unused funds for withdrawn students, measured according to the months remaining in the school year at the time of the withdrawal, will be applied toward newly submitted students by the Fiscal Monitors.

# DDC Instructions

## Instructions for Completing the Original DDC Application

1. From the drop-down menu displaying "District Level," select "Add Grant Application"
2. Create a name for the Day 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 two questions with Yes or No.
  - b. For each student at the site, enter the student's Power School Number and First Day Attended Current School Year.
  - c. Select Add Row to add another student.
  - d. Upload the DDC Operating License and the DDC Contract.
5. Complete the Educational Costs and Services Provide to LEA Children in DDC.
  - a. This will only be done for the original submission. It will be disabled on revisions.
  - b. If the site is a Community Based DDC , check the box indicating such and answer questions appropriately.
  - c. Calculations will 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 review of the completed application, DPI EC staff will enter the months approved for each student, with 0 for unapproved students and any notes.

## Instructions for Updates

1. To update the roster, move the status of the application to Revision Started.
2. From the site drop-down menu, select a site to update.
3. Select the Developmental Day Center page.
  - a. The students 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.

# DDC Approvals and Revisions











	Current Revision	Fiscal Year
Approved Student Funding	\$ 250,992.00	\$ 250,992.00
Withdrawn Student Funding	\$ 0.00	\$ 0.00
Total Funding - (Approved minus Withdrawn)	\$ 250,992.00	\$ 250,992.00

# DDC Approvals and Revisions

## New Students

Student Powerschool Number	First Day Attended Current School Year	Months Approved	Per Child Funding	Determination Date
 <input type="text"/>	<input type="text"/>  <a href="#">Clear</a>		\$ <input type="text" value="0.00"/>	
<a href="#">Add Row</a>				

## Approved Students

Student Powerschool Number	First Day Attended Current School Year	Withdrawal Date	Months Remaining After Withdrawal	Months Approved	Per Child Funding	Determination Date
123	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
456	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
789	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
987	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
321	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
258	7/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
369	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
963	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
852	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02
741	8/17/2020 12:00:00 AM	<input type="text"/>  <a href="#">Clear</a>		9	\$9,036.00	2020-09-02

## Withdrawn Students

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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 parentally placed children. Approved CRCs are included in DPI's Exceptional Children Division annual memo, listing approved Non-Public Schools and Community Residential Centers. The LEA is the only agency that may request CRCF, 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.

## Educational Placement and Services:

After a child with disabilities has been placed in a CRC by an LME/MCO, the LEA, through an Individualized Education Program (IEP) team, determines educational placement and services, including the student's service delivery model. The team's decisions are based on what is the least restrictive environment 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 parental rights.

# Community Residential Center Instructions

## Instructions for Completing the Community Residential Center Funds Application

1. From the drop-down menu displaying "District Level," select "Add Grant Application"
2. Create a name 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 Power School Number and First Day Attended Current School Year.
  - c. If your requesting extended school year for a student, check the box in the student's row.
  - d. Select Add Row 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 EC staff will enter the months approved for each student, with 0 for unapproved students and any notes.

## Instructions for Updates

1. To update the roster, move the status of the application to Revision Started.
2. From the site drop-down menu, select a site to update.
3. Select the Community Residential Center Information page.
  - a. The students 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 2022, 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 15<sup>th</sup>

# Group Foster Home Funds

## Eligible Students

Children with disabilities who have a current IEP, have enrolled during the current school year and are residing in licensed for 24 hour care Group/Foster Homes are eligible for these funds. To be eligible, these students were not included with the LEAs child counts on December 1 or April 1 during the previous school year; therefore, the students did not draw down funds to assist with their educational and related service needs.

The LEA is to ensure that the Group/Foster Home is licensed by the appropriate agency for 24-hour care. The local Department of Health and Humans Services may be able to assist with verification. Although not all inclusive, a listing of licensed facilities is located via the links below:

[NC Division of Social Services Licensing Services website:](#)

[NC Division of Health Services Regulation - Licensed Facilities website:](#)

Educational programs under the Department of Health and Human Services and private entities are not eligible to receive Group/Foster Home or Special State Reserve funding.

For students whose costs exceed the Group/Foster Home allocation, LEAs may submit a Special State Reserve (SSR) Grant Funds application in lieu of a Group/Foster Home Grant Funds application. SSR funds are student specific and only for the initial year of enrollment/placement in the school program.



# Out of District

# 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, 50% of the total cost of the educational placement, minus per student ADM, 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; and
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 LEA is preparing to hold an IEP meeting and an Out-of-District placement may be a component of the discussions, it is recommended that the LEA provide an informative courtesy call to the EC Division.

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 the program meets mandates set forth by Individuals with Disabilities Education Act (IDEA) and North Carolina Policies Governing Students with Disabilities. There is a list of approved programs located on the EC Division webpage under the Policies tab. Select Non-public Schools/PRTFs from the menu. For additional questions, you may contact the Policy, Monitoring and Audit monitor for Non-public Schools.

When a private residential placement has been determined 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 LEA should exhaust 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 children whose IEPs are implemented in the LEA. These rights and protections include provisions that link their IEP goals and objectives to the general education curriculum, establish measures of performance and outcomes consistent with those established for their nondisabled peers and require their participation in the same general state and district-wide assessments (or alternate assessments) as nondisabled students.

## 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. **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 this student's PowerSchool number, and complete the application for this student.
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 Power School number and click the delete button.
7. **If the student's PowerSchool Number was entered incorrectly**, select Rename 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.**

# Contacts

- Section Chief for SPD
  - Nicole Sinclair
- Regions 1 & 2:
  - Milinda Martina 984.236.2596
- Regions 3 & 4:
  - Elizabeth Millen 984.236.2603
- Regions 5 (all) & 6 Charters:
  - Lisa Blanton 984.236.2602
- Regions 6 Traditional & Regions 7 & 8:
  - Adam Parent 984.236.2637



EXCEPTIONAL CHILDREN  
DIVISION