

Allowable Costs for IDEA
Coordinated Early Intervening Services (CEIS)



south dakota
DEPARTMENT OF EDUCATION
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The South Dakota Department of Education, Special Education Programs would like to thank the Wisconsin Department of Public Instruction, Special Education Division for sharing their Allowable Costs documents.

All of the allowable budget items in the following list **MUST** be part of coordinated, early intervening services (CEIS) for students in kindergarten (including four-year-old kindergarten) through grade 12 who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.

CEIS includes:

- Professional development for teachers and other school staff to enable them to deliver scientifically based academic instruction and behavioral interventions, including scientifically-based literacy instruction, and, if appropriate, instruction on the use of adaptive and instructional software;
- Providing educational and behavioral evaluations, services and supports, including scientifically-based literacy instruction.

Any LEA that uses up to 15% of IDEA Part B funds for coordinated early intervening services must annually report to the state education agency on:

- The number of students who receive CEIS, and
- The number of students who received early intervening services, who subsequently receive special education and related services within two years after receiving CEIS.

IDEA funds for CEIS may be used to supplement but not supplant services aligned with and activities funded by and carried out under any federally funded project (most notably the Elementary and Secondary Education Act (ESEA) which includes Title I services). There is no “supplement not supplant” requirement for state or local funds [34 CFR 208 (a)]. CEIS funds may be used to develop and support a multi-tiered system of prevention and intervention options, but may not be used to support the implementation of core (universal) activities designed to provide high quality instruction to all students in a grade, school or district.

Any individual charged to a federal grant must keep time and effort reporting whether or not it is a semi-annual certification or monthly personnel activity reports (PAR). Semi-annual certification is completed by those individuals who have a single cost object; monthly personnel activity reports are completed by individuals who have multiple cost objectives. Under IDEA, any individual who is not 100% special education would need to complete monthly PARs. Time and effort reporting are a part of the allowable costs as defined by the U.S. Office of Management and Budget.

The chart beginning on page 4 identifies budget items allowed for IDEA Part B coordinated early intervening services. Allowable CEIS items of cost are not allowed under IDEA flow-through or preschool entitlement funds.

Allowable Costs for IDEA Coordinated Early Intervening Services (CEIS)

Symbol Key:



Always allowed



Allowed, special requirements or additional information required



Never allowed

Allowed	Not Allowed	Budget Item / Activity
		BUS, VAN or OTHER STUDENT TRANSPORTATION COSTS: Not allowed..
		COMPUTER NETWORK COSTS: Computer networking costs must be included as part of the district's indirect costs and are not direct budget line items.
		COMPUTERS: Not allowed. Also see "electronic devices."
		CEIS COORDINATOR SALARY: CEIS funds may be used for salaries and fringe benefits, or portion thereof, of staff who directly coordinate or supervise allowable CEIS activities. Coordination staff costs must be specific to CEIS activities and may not be used to fund coordination of services intended to benefit all students or only students with disabilities.
		CONSTRUCTION / NEW BUILDING: New construction does not meet the criteria for the utilization of IDEA flow-through funds for CEIS.
		ELECTRONIC DEVICES: Not allowed. This includes iPods, iPads, laptops, netbooks, smartboards, DVD players, camcorders, cell phones, etc.
		EQUIPMENT: Not allowed.
		FURNITURE: Desks, tables, chairs, file cabinets, and other furniture not allowed.
		EVALUATIONS FOR SPECIAL EDUCATION ELIGIBILITY DETERMINATIONS: CEIS funds must be used to carry out coordinated early intervening services (CEIS). Evaluations, including outside evaluations, for determining eligibility for special education services are not considered CEIS.
		GENERAL EDUCATION TEACHER SALARIES: Under CEIS funding, general education teachers may provide academic interventions, behavioral interventions, assessments and professional development.

		GUIDANCE COUNSELOR SALARIES – SCHOOL BASED: Examples of activities that may be funded with CEIS include a school guidance counselor’s efforts to implement progress monitoring, other CEIS evaluations, behavioral interventions, and related professional development. School guidance counselors may not deliver reading or math instruction under CEIS funding unless they also hold the appropriate license to deliver reading or math instruction.
		INDIRECT COSTS: A district can identify an indirect rate up to its negotiated indirect rate. The indirect percentage identified for the district’s IDEA flow-through budget is the same percentage charged to the district’s CEIS budget, as they are the same funding source.
		INSTRUCTIONAL MATERIALS: Instructional materials purchased with CEIS funds must be exclusively used for delivering coordinated early intervening services including educational and behavioral evaluations, services and supports including scientifically based literacy instruction. CEIS funds <u>may not</u> be used to purchase materials used in the core instructional program intended for all students
		IT STAFF SALARIES: A district may hire or contract with IT staff to carry out allowable CEIS activities. CEIS funds may <u>not</u> be used for activities intended for an entire class or school. The IT staff costs must be linked to <u>specific CEIS activities</u> and not a part of the general cost of a district’s communications networking costs. District-wide networking costs must be included as a part of the district’s indirect costs and are not direct budget line items.
		PHYSICAL OR OCCUPATIONAL THERAPIST SALARIES: OT and PT are related services provided to students with disabilities in accordance with an IEP or service plan. CEIS may only be used to serve students who are not identified as students with disabilities.
		MENTORS: A district may hire or contract with individuals or organizations for mentoring services to carry out allowable CEIS activities. A mentor, unless appropriately licensed, may not provide instruction to students. Mentors may support, reinforce, or follow-up on instruction provided by and under the supervision of an appropriately licensed general education teacher. See also “Supervision” in the Information section.
		NURSE SALARIES – SCHOOL BASED: Examples of activities that may be funded with CEIS include a school nurse’s efforts to implement progress monitoring, other CEIS evaluations, behavioral interventions, and related professional development. School nurses may not deliver reading or math instruction under CEIS funding if they do not hold the appropriate license to deliver reading or math instruction.
		OFFICE EQUIPMENT: Not allowed.

		<p>PARAPROFESSIONAL SALARIES: The paraprofessional must serve as a general education paraprofessional and may:</p> <ul style="list-style-type: none"> • Participate in professional development to enable the paraprofessional to support the delivery of scientifically based academic and behavioral interventions, and, if appropriate, the use of adaptive and instructional software. • Support, reinforce or follow-up on the provision of educational and behavioral services provided by and under the supervision of an appropriately licensed general education teacher. See also “Supervision” in the Information section.
		<p>PHYSICAL OR OCCUPATIONAL THERAPIST SALARIES: OT and PT are related services provided to students with disabilities in accordance with an IEP or service plan. CEIS may only be used to serve students who are not identified as students with disabilities.</p>
		<p>PROFESSIONAL DEVELOPMENT SERVICES: A district may purchase professional development services provided it is “for teachers and other school staff to enable such personnel to deliver scientifically based academic and behavioral interventions, including scientifically based literacy instruction, and, where appropriate, instruction on the use of adaptive and instructional software; and providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction.”</p>
		<p>PSYCHOLOGIST SALARIES – SCHOOL BASED: Examples of activities that may be funded with CEIS include a school psychologist’s efforts to implement progress monitoring, other CEIS evaluations, behavioral interventions, and related professional development. School psychologists may not deliver reading or math instruction under CEIS funding unless they also hold the appropriate license to deliver reading or math instruction.</p>
		<p>REMODELING / RENOVATION: Remodeling or renovation does not meet the criteria for the utilization of IDEA flow-through funds for CEIS.</p>
		<p>RENT or OCCUPANCY COSTS: Rent or occupancy costs do not meet the criteria for the utilization of IDEA flow-through funds for CEIS.</p>
		<p>SMART BOARDS: Not allowed. Also see “Electronic Devices.”</p>
		<p>SOCIAL WORKERS SALARIES – SCHOOL BASED: Examples of activities that may be funded with CEIS include a school social worker’s efforts to implement progress monitoring, other CEIS evaluations, behavioral interventions, and related professional development. School social workers may not deliver reading or math instruction under CEIS funding if they do not hold the appropriate license to deliver reading or math instruction.</p>
		<p>SOFTWARE: Software purchased with CEIS funds must be exclusively used in the delivery of coordinated early intervening services including educational and behavioral evaluations, services and supports including scientifically based literacy for students. CEIS funds <u>may not</u> be used to purchase software used in the core instructional program intended for all students.</p>

		SPECIAL EDUCATION TEACHER SALARIES: No special education teacher salaries may be funded with CEIS dollars. Teachers who hold both special education and general education licenses may provide CEIS if their job assignment is pro-rated. (see General Education Teacher Salaries)
		SUBSTITUTE TEACHER SALARIES: Districts may budget for general education substitute teachers to implement allowable CEIS activities (see General Education Teacher Salaries; Special Education Teacher Salaries; Teacher Salaries – General Education; Teacher Salaries – Special Education)
		TECHNOLOGY STAFF: A district may hire or contract with technology staff to carry out allowable CEIS activities. The IT staff costs must be linked to specific CEIS activities and not a part of the general cost of a district’s communications networking costs. CEIS funds may <u>not</u> be used for activities intended for an entire class or school. District-wide networking costs must be included as a part of the district’s indirect costs and are not direct budget line items.
		TEACHER SALARIES – GENERAL EDUCATION: Under CEIS funding, general education teachers may provide academic interventions, behavioral interventions, assessments and professional development.
		TEACHER SALARIES – SPECIAL EDUCATION: No special education teacher salaries may be funded with CEIS dollars. Teachers who hold both special education and general education licenses may provide CEIS if their job assignment is prorated. (see General Education Teacher Salaries)
		TEACHER SALARIES – SUBSTITUTES: Districts may budget for general education substitute teachers (in accordance with allowable teacher CEIS activities, see entries: General Education Teacher Salaries; Special Education Teacher Salaries; Teacher Salaries – General Education; Teacher Salaries – Special Education)
		TRANSPORTATION – STUDENT: Student transportation does not meet the criteria for the utilization of IDEA flow-through funds for CEIS.
		TRAVEL (STAFF): Travel costs must be generated as a result of CEIS activities, such as professional development.
		TUTORS: A district may hire or contract with individuals or organizations for tutoring services to carry out CEIS activities. Tutors may: <ul style="list-style-type: none"> • Participate in or provide professional development to enable teachers and other school staff to deliver scientifically based academic and behavioral interventions, and, if appropriate, the use of adaptive and instructional software. • Support, reinforce or follow-up on the provision of educational and behavioral services provided by and under the supervision of an appropriately licensed general education teacher. See also “Supervision” in the Information section.

		<p>UNIVERSAL SCREENING - CEIS: CEIS funds may be used to provide services only to students in need of additional academic or behavioral support who have not been identified as eligible for special education. CEIS funds may not be used for activities intended to provide high quality instruction to an entire class or school.</p> <p>Universal screening is part of the core instructional program provided to all students and not principally intended to address the needs of students who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.</p>
		<p>SCREENING - SPECIAL EDUCATION CHILD FIND: A district may not use CEIS funds for activities aimed at identifying, locating, or evaluating students with disabilities including screening for pre-school, hearing, or vision disabilities.</p>
		<p>UTILITIES: Utility costs must be included as part of the district's indirect costs and are not direct budget line items.</p>

Information

SUPERVISION: Supervision means regular, continuing interaction between the appropriately licensed staff member (supervisor) and the individual carrying out CEIS activities. There must be sufficient contact between the supervisor and the individual carrying out CEIS activities, and between the supervisor and the student to monitor the services provided.
