



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

**TITLE:** 2019-20 Allocation for Support of Special Education Programs (Program 12817)

**NUMBER:** MEM-072901.0

**ISSUER:** Beth Kauffman, Associate Superintendent  
 Division of Special Education

**DATE:** June 10, 2019

**DUE DATE:** **April 15, 2020** - Completion of the *Record of Special Education Expenditures (Program 12817)* (Attachment B) that verifies all expenditures.

**ROUTING**  
 All Locations  
 Director, Budget Services  
 Local District Instructional Superintendents  
 Local District Instructional Directors  
 Fiscal Specialists  
 Local District Special Education Administrative Coordinators  
 School Site Administrators  
 Resource Specialist Teachers  
 Special Day Program Teachers

**PURPOSE:** The purpose of this memorandum is to inform District-operated schools and early childhood education centers of the procedures and school administrators’ responsibilities for the 2019-20 school year program 12817 funds allocated to support special education compliance.

**MAJOR CHANGES:** Requests for additional funds are now handled through the following google link: <https://tinyurl.com/2817RF>. Beginning in school year 2019-20, schools will receive funds for one day of release time per semester for each special education teacher to complete federally mandated assessments for students in their respective caseloads.

**BACKGROUND:** The Special Allocation for Support of Special Education Compliance (program 12817) is provided as a supplement to the school budget to be used in conjunction with all available resources at a school site.

The allocation for 2019-20 will include funds for one day of release time per semester for each special education teacher at each school site to complete federally mandated assessments for students in their respective caseloads. It will also include \$85 for each student with an active Individualized Education Program (IEP) in the Welligent System and enrolled in the school at the time of the allocation. Students in a special day program, resource specialist program, and in a general education program with related services, such as speech and language services or adapted physical education, are included in the allocation.

Funds in program 12817 are allocated primarily to provide substitute coverage for special education and general education teachers to attend IEP team meetings. These funds cannot be used in place of the mandated requirement to assign clerical time for Modified Consent Decree compliance. See the most current version of REF-5640.5: *Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree*, dated September 10, 2018.



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### **BACKGROUND (Continued):**

These funds may not be used for the following:

- To hire substitute teachers in order to release teachers completing paperwork within regular assignment and scope of duties;
- To fund special education teachers completing IEP-related activities during a designated conference period; and
- To release teachers to attend any staff development meetings.

### **PROCEDURES:**

The initial allocation of the Special Allocation for Support of Special Education Compliance funding has been disbursed to schools through program code 12817. The initial allocation is based on one day of release time, per special education teacher, per school site for one semester.

Schools that gain one or more teachers as a result of the District Norm Day process will receive a corresponding adjustment for substitute release time for the first semester. At that time, schools will also receive 50 percent of their \$85 per IEP allocation.

Similarly, at the beginning of second semester, schools will receive the remaining 50 percent of their \$85 per IEP allocation. In addition, all schools will receive funds equivalent to an additional day of substitute release time per special education teacher for second semester. Schools carrying an unspent balance from first semester will be eligible to receive the net difference.

When schools have depleted the allocated funds a request for additional funds can be submitted via <https://tinyurl.com/2817RF> if the following has occurred:

- School has received additional students not accounted for in the last allocation;
- School held IEP meetings for students attending Private School;
- School held Initial IEP meetings for students who did not qualify for special education services, or qualified and offered a different school program; and
- All IEP meetings are in Welligent Master Calendar.

It is the responsibility of site personnel to use these funds effectively. Schools may be required to reimburse overdrafts from other available funds. If an overdraft is still present at the end of the school year, schools may have future allocations reduced based on the year-end overdraft expenditures report by the General Accounting Branch.

School administrators are responsible for ensuring:

1. 12817 funds are used to provide substitute coverage and support needed to ensure compliance with IEP timelines and participation requirements;



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### PROCEDURES (Continued):

2. Designated staff is working within their job description to utilize program 12817 funds;
3. Sufficient budget planning in order to account for:
  - a. Enrollment decreases or prior year overdrafts that may result in a loss of funds from the initial allocation;
  - b. Variations in hourly rates for employees providing coverage for IEP participants;
  - c. Efficient IEP calendaring to minimize the use of substitute time (i.e. scheduling multiple IEP meetings on the same day to maximize substitute time);
  - d. Maintaining an accurate Welligent Master Calendar;
  - e. Identifying other funding sources that may be needed in the event that IEP team meeting coverage and compliance needs exceed the amount allocated by program 12817;
  - f. If needed, additional funding sources must be identified by the end of the fiscal year to cover expenditures that exceed the allocated 12817 amount based on the original count of students with IEPs;
  - g. If there is increased enrollment of students with IEPs, additional 12817 funds may be requested via <https://tinyurl.com/2817RF>.

The optional *School Budget Planning Worksheet (Program 12817)* (Attachment A) is provided for your convenience.

4. Expenditures do not exceed the allocated amount and overdrafts do not occur.
5. Completion of the *Record of Special Education Expenditures (Program 12817)* (Attachment B) by **April 15, 2020** that verifies all expenditures. This document is to be maintained at the school site.
6. Please refer to BUL-6825.0: *Records Retention and Destruction (Other than Pupil Records)* on retaining documents of expenditures for your school site. These records are accessible in the event of a Coordinated Compliance Review (CCR), District Validation Review (DVR), or internal or external audits.

### RELATED RESOURCES:

BUL-6825.0: *Records Retention and Destruction (Other than Pupil Records)*, February 13, 2017

REF-5640.5: *Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree*, September 18, 2018.

### ASSISTANCE:

For budget and technical assistance, please contact the Local District Fiscal Specialist for your school. For program assistance and additional information, contact Oscar Rodriguez, Coordinator or Jeff Chen, Coordinator in Special Education Operations at (213) 241-6701.



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ATTACHMENT A

**SCHOOL BUDGET PLANNING WORKSHEET (PROGRAM 12817)**

<b>School Name:</b>	<b>Telephone No.</b> (     )	<b>LD</b>
<b>Initial Allocation:</b> \$	<b>2<sup>nd</sup> allocation:</b> \$	<b>Difference:</b>

Activity Code	Position/Account Title	Amount
A	Teacher, Substitute @ \$361.00/Day x ____ Days	
A	Teacher, Replacement (Secondary) @ \$73.97/Hour x ____ Hours	
	<b>This line must equal the total amount allocated to your school:</b> <b>TOTAL BUDGET</b>	<b>\$</b>

@Rate includes fringe benefit cost

Principal's Signature	Print Name	Date

For budget and technical assistance, please call your Local District Fiscal Specialist. For program assistance, please call the Special Education Service Center, Operations at (213) 241-6701. Ask to speak with the Coordinator supporting your Local District.



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ATTACHMENT B

**RECORD OF SPECIAL EDUCATION EXPENDITURES (PROGRAM 12817)**

This document must be completed by **April 15, 2020** and maintained at the school site.

Name of Person(s) & Title Funded OR Item(s) & Type of Materials Purchased	Activity Code	Date(s) Assigned	\$ Cost(s)
<b>Reviewed By:</b> _____ Principal's Signature	<b>SUBTOTAL: \$</b> _____ (page ____ of ____)		
_____ Print Name	_____ Date	<b>School Year</b> ____ <b>Total: \$</b> _____ (Sum of all expenditures)	