

Virginia Department of Education

Individuals with Disabilities Education Act (IDEA)

Proportionate Set-Aside Guidance Document

Overview

Each local education agency (LEA) must spend a proportionate amount of its Sections 611 and 619 allocations on providing special education and related services (including direct services) to parentally-placed private school children with disabilities. Section 300.133 of the Individuals with Disabilities Education Act (IDEA) specifies a formula that an LEA is required to use to determine the proportionate amount the LEA is to make available or spend to meet the requirements of § 300.132(a).

§ 300.132 (a)

“... To the extent consistent with the number and location of children with disabilities who are enrolled by their parents in private, including religious, elementary schools and secondary schools located in the school district served by the LEA, provision is made for the participation of those children in the program assisted or carried out under Part B of the Act by providing them with special education and related services, including direct services determined in accordance with § 300.137....”

The Division of Special Education and Student Services (SSES) will continue to utilize the Web-based application to collect school divisions' proportionate share calculations for the fiscal year 2014-2015 grant period. This application will be made available through the Virginia Department of Education's (VDOE) Single Sign-On for Web Systems (SSWS) portal.

Background

This information is taken directly from the IDEA federal regulations § 300.133 and Appendix B to Part 300 – Proportionate Share Calculation. Each LEA must expend, during the grant period, on the provision of special education and related services for the parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA an amount that is equal to:

1. A proportionate share of the LEA's sub grant under section 611(f) of the Act for children with disabilities aged 3 through 21. This is an amount that is the same proportion of the LEA's total sub grant under section 611(f) of the Act as the number of parentally-placed private school children with disabilities aged 3 through 21 enrolled in private elementary schools and secondary schools located in the LEA is to the total number of children with disabilities enrolled in public and private elementary schools and secondary schools located in the LEA aged 3 through 21; and
2. A proportionate share of the LEA's sub grant under section 619(g) of the Act for children with disabilities aged 3 through 5. This is an amount that is the same proportion of the LEA's total sub grant under section 619(g) of the Act as the total number of parentally-placed private school children with disabilities aged 3 through 5 enrolled in private elementary schools located in the LEA is to the total number of children with disabilities enrolled in public and private elementary schools located in the LEA aged 3 through 5.
3. As described in paragraph (2) of this section, children aged 3 through 5 are considered to be parentally-placed private school children with disabilities enrolled by their parents in private,

including religious, elementary schools, if they are enrolled in a private school that meets the definition of elementary school.

4. If an LEA has not expended for equitable services all of the funds described in paragraphs 1 and 2 by the end of the fiscal year for which it was appropriated, the LEA must obligate the remaining funds for special education and related services (including direct services) to parentally-placed private school children with disabilities during the carry-over period of one additional year.
5. In calculating the proportionate amount of the IDEA Part B funds that must be expended, the LEA, after a timely and meaningful consultation with a representative, must conduct a thorough and complete child find process to determine the number of parentally-placed children with disabilities attending a private school located in the district. To determine the number of parentally-placed students with disabilities attending private schools, the LEA must conduct an annual count and ensure that the count is done on any date between October 1 and December 1, inclusive, of each year. The count must be used to determine the proportionate share the LEA must spend in providing education to students with disabilities parentally-placed in private schools in the next subsequent fiscal year.
6. State and local funds may supplement and in no case supplant the proportionate amount of federal funds required to be expended for parentally-placed students with disabilities under this part.
7. The proportionate share of IDEA funds must be determined before designating funds for any Coordinated Early Intervening Services (CEIS), as specified in section § 300.226 of the IDEA regulations.
8. Dollar amounts must be calculated for both sections 611 and 619 funds. The combined amounts for ages 3 through 5 and ages 3 through 21 represent the total amount that must be set-aside. The total required amount can be spent out of section 611 funds.

The following outlines how the proportionate share is calculated.

| | |
|--|------------|
| Number of eligible children with disabilities in public schools in the LEA | 300 |
| Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA | 20 |
| Total number of eligible children in the LEA | 320 |
| Federal Flow-Through Funds to the LEA | |
| Total Part B allocation to the LEA | \$152,500 |
| Calculating Proportionate Share: | |
| Total Part B allocation to the LEA | \$152,500 |
| Divided by total number of eligible children in the LEA | 320 |
| Average allocation per eligible child | \$476.5625 |
| Multiplied by the number of parentally-placed children with disabilities | 20 |
| Amount to be expended for parentally-placed children with disabilities | \$9,531.25 |

Steps in Using the Proportionate Set-Aside (Speced-PSA) Application

General Information

The process for completing the Virginia Department of Education's (VDOE's) Proportionate Set-Aside (Speced-PSA) Web-based application is provided to guide users with entering information and to determine the proportionate share of the LEA's total Part B sub-grants in providing services to parentally-placed private school children aged 3 through 21. The calculated amount will be the school division's basis when requesting reimbursement through the VDOE's Online Management of Education Grant Awards (OMEGA) system.

Proportionate share costs are not limited to direct services but can include consultative services, equipment or materials for eligible parentally-placed students with disabilities, or training for private school teachers and other private school personnel.

LEAs are prohibited from using the set-aside amount for administrative costs, the costs of child find and evaluation process of parentally-placed private school students.

Accessing and Using the Application

The application can be accessed through the VDOE's SSWS portal. If the Speced-PSA application is not available within the user's menu page, the user must contact the school division's local SSWS Administrator to obtain access rights. A log-in ID and password will be provided by the local SSWS Administrator once access right is granted. The following link can be used to access the VDOE's home page: <https://p1pe.doe.virginia.gov/ssws/login.page.do>.

- To access the SSWS portal, click the SSWS log-in located at the lower right side of the VDOE's home page as shown in Figure 1.

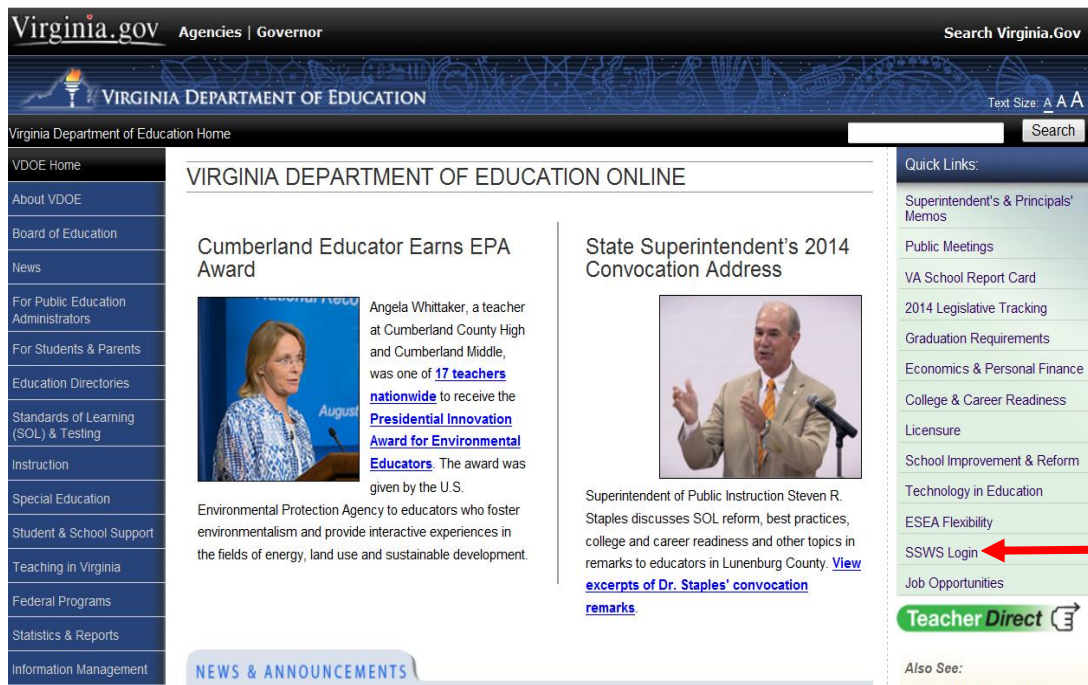


Figure -1-

- Figure 2 displays the SSWS log-in screen. The person responsible for entering the information will need a log-in ID and password to access the Web-based application. The local SSWS Administrator should be contacted to obtain the SSWS log-in ID and password.

SSWS Login

Single Sign-on for Web Systems (SSWS)

SSWS Login

Please Enter Your User Name

User Name:

Login

VIRGINIA DEPARTMENT OF EDUCATION
NOTICE AND WARNING

This system is the property of the Virginia Department of Education. Access to this system is limited to persons authorized by either the Virginia Department of Education or Virginia School Division Account Managers. Persons permitted access shall use this system only for those purposes for which they have been authorized and shall not share access to their accounts with others. All accesses and activities on this system may be monitored. Any evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system may be reported to the appropriate authorities for investigation and prosecution. Information accessed via this system may be sensitive and/or confidential. Persons using this information are cautioned that federal, state, and local laws and policy may apply to the dissemination of this information to others.

[Start of Page](#)

SSWS Instructions
Production
Test

Figure -2-

- Figure 3 displays the password screen. The user must have the SSWS log-in ID and password to access the Web-based application.

SSWS Login

Single Sign-on for Web Systems (SSWS)

SSWS Login

Please Enter Your Password

Password:

Login

[I Forgot My Password](#)

[Start of Page](#)

SSWS Instructions
Production
Test

Figure -3-

- After a successful log-in, the application menu will display as shown in Figure 4. Select “**Special Education Proportionate Set-Aside (Speced-PSA)**” from among the applications listed in the user’s menu.

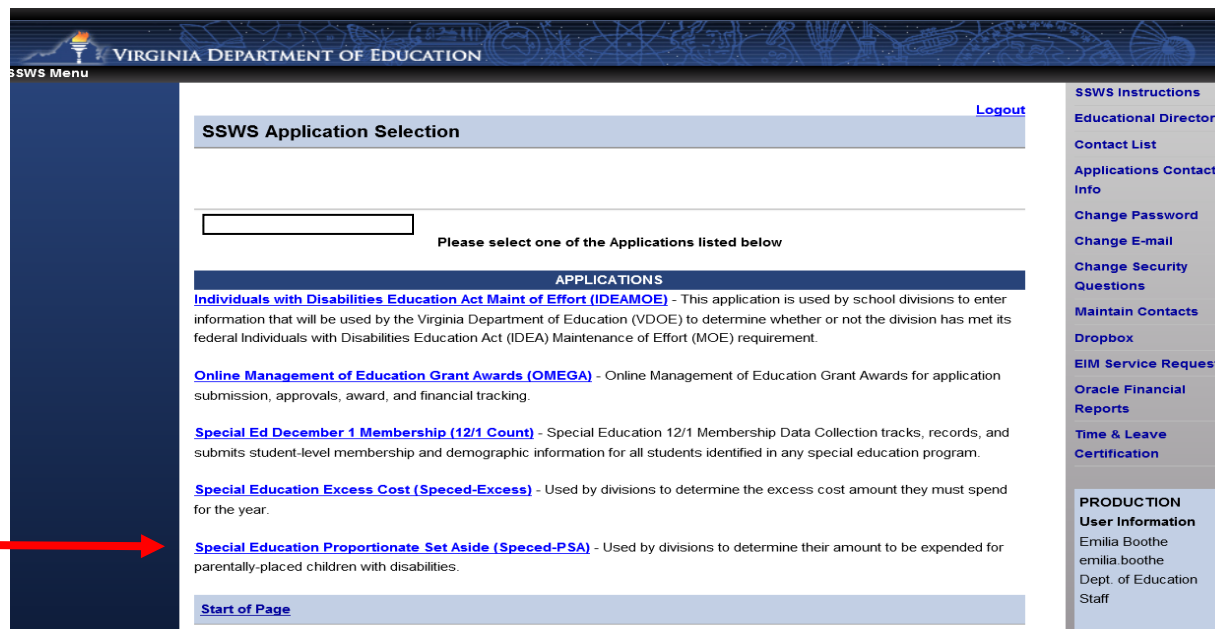


Figure -4-

- Figure 5 displays the window after the Speced-PSA application is clicked. The collection window must be open for the current fiscal year in order for the information to be saved and processed. **If the collection window is closed, this can be used as a calculator only.** There are 2 menus on the upper right side of the page that the user can select to enter the information.

Worksheet – This is the page on which the user will enter the information to determine the division’s proportionate share. All fields marked by an asterisk (*) are required. Details are described in subsequent pages.

Reports – The Verification Report will open when this menu option is selected. The division’s Verification Report is generated upon completion and submission of the worksheet. Details of this menu are described in subsequent pages.

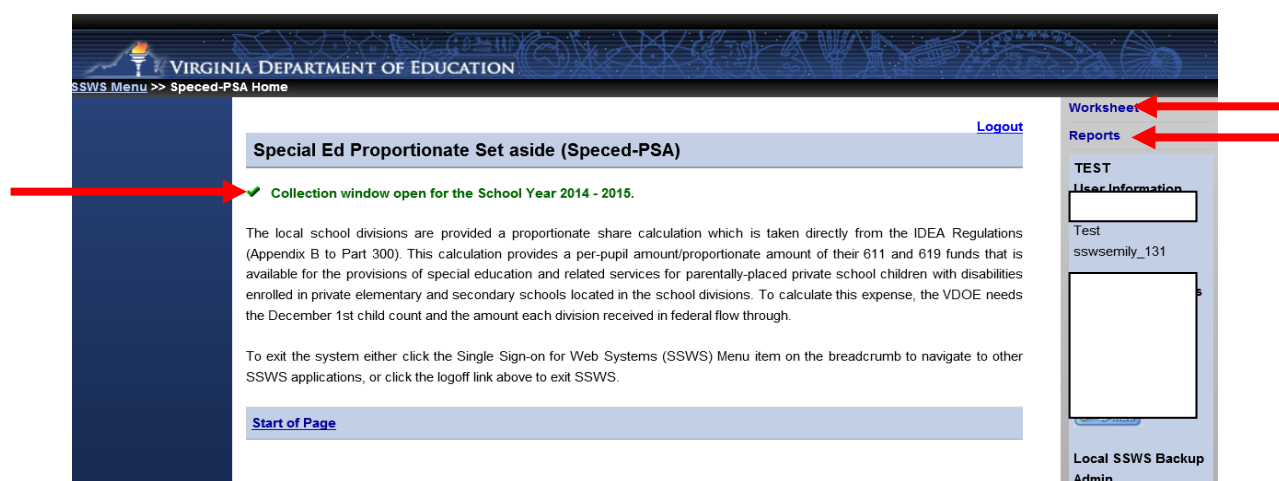
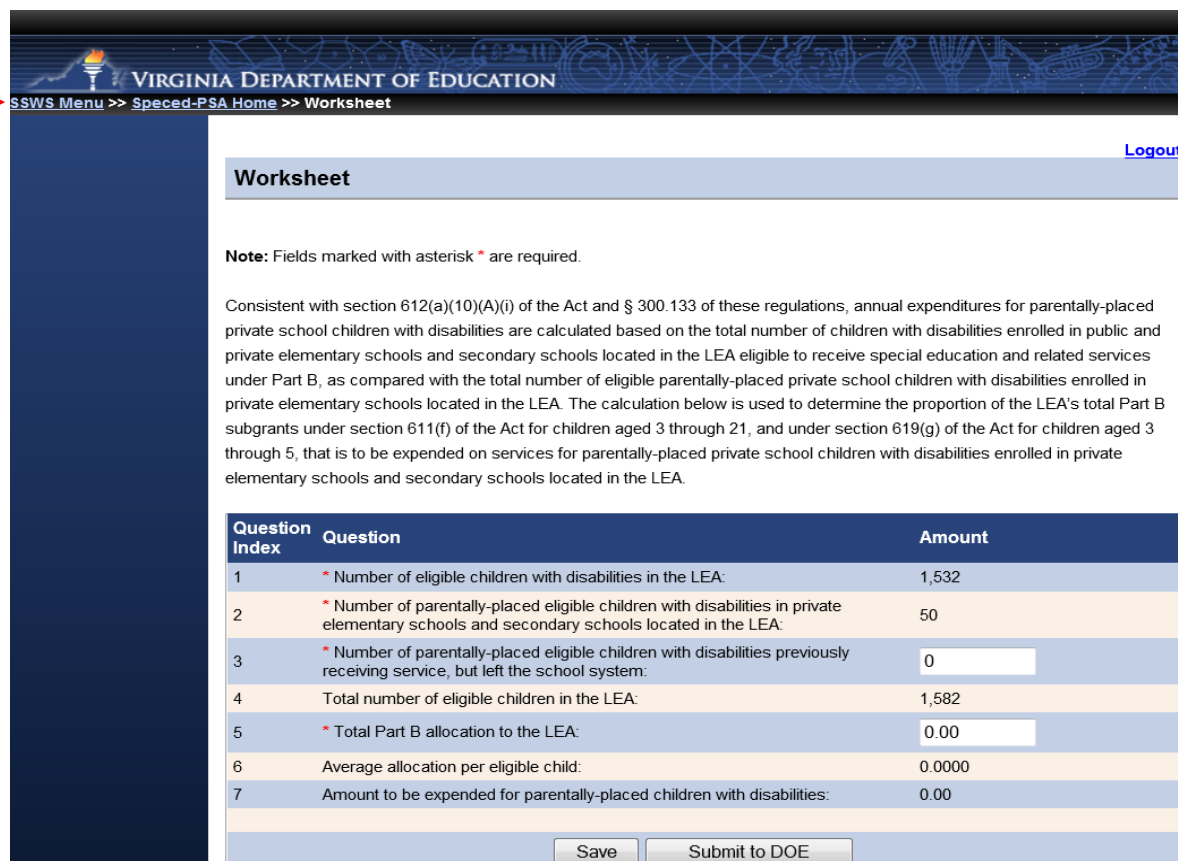


Figure -5-

- Select the “**Worksheet**” option from the menu on the upper right side of the screen. Figure 6 shows the page where all information is entered to calculate the school division’s proportionate share. The worksheet is composed of lines 1 to 7 but only lines 3 and 5 are open for entries. All other lines are auto-generated and auto-calculated. To return to the previous page, use the options available on the top of the screen and refrain from using the “back” button as it will cause the application to function incorrectly.



Worksheet [Logout](#)

Note: Fields marked with asterisk * are required.

Consistent with section 612(a)(10)(A)(i) of the Act and § 300.133 of these regulations, annual expenditures for parentally-placed private school children with disabilities are calculated based on the total number of children with disabilities enrolled in public and private elementary schools and secondary schools located in the LEA eligible to receive special education and related services under Part B, as compared with the total number of eligible parentally-placed private school children with disabilities enrolled in private elementary schools located in the LEA. The calculation below is used to determine the proportion of the LEA's total Part B subgrants under section 611(f) of the Act for children aged 3 through 21, and under section 619(g) of the Act for children aged 3 through 5, that is to be expended on services for parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA.

| Question Index | Question | Amount |
|----------------|---|-----------------------------------|
| 1 | * Number of eligible children with disabilities in the LEA: | 1,532 |
| 2 | * Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA: | 50 |
| 3 | * Number of parentally-placed eligible children with disabilities previously receiving service, but left the school system: | <input type="text" value="0"/> |
| 4 | Total number of eligible children in the LEA: | 1,582 |
| 5 | * Total Part B allocation to the LEA: | <input type="text" value="0.00"/> |
| 6 | Average allocation per eligible child: | 0.0000 |
| 7 | Amount to be expended for parentally-placed children with disabilities: | 0.00 |

Figure -6-

The following example is for illustration purposes only:

There are 1,532 eligible children with disabilities enrolled in the LEA, 50 are eligible parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA and 2 are eligible parentally-placed previously receiving service but have left the division. The total number of eligible public and private school children with disabilities is 1,584 (note: proportionate share for parentally-placed private school children is based on total children eligible, not children served). The number of eligible parentally-placed private school children with disabilities (52) divided by the total number of eligible public and private school children with disabilities (1,584) indicates that 3.28 percent of the LEA’s sub-grant must be set aside for the group of eligible parentally-placed children with disabilities enrolled in private elementary schools and secondary schools located in the LEA. The LEA receives \$1,940,170 in Federal flow-through funds. Therefore, the LEA must set aside \$63,692.45 of special education or related services funds to the group of parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA.

An illustration of the above example is shown in Figure 7 and the details of questions 1 to 7 are described accordingly.

VIRGINIA DEPARTMENT OF EDUCATION
SSWS Menu >> Speced-PSA Home >> Worksheet

[Logou](#)

Worksheet

Note: Fields marked with asterisk * are required.

Consistent with section 612(a)(10)(A)(i) of the Act and § 300.133 of these regulations, annual expenditures for parentally-placed private school children with disabilities are calculated based on the total number of children with disabilities enrolled in public and private elementary schools and secondary schools located in the LEA eligible to receive special education and related services under Part B, as compared with the total number of eligible parentally-placed private school children with disabilities enrolled in private elementary schools located in the LEA. The calculation below is used to determine the proportion of the LEA's total Part B subgrants under section 611(f) of the Act for children aged 3 through 21, and under section 619(g) of the Act for children aged 3 through 5, that is to be expended on services for parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA.

| Question Index | Question | Amount |
|----------------|---|--------------|
| 1 | * Number of eligible children with disabilities in the LEA: | 1,532 |
| 2 | * Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA: | 50 |
| 3 | * Number of parentally-placed eligible children with disabilities previously receiving service, but left the school system: | 2 |
| 4 | Total number of eligible children in the LEA: | 1,584 |
| 5 | * Total Part B allocation to the LEA: | 1,940,170.00 |
| 6 | Average allocation per eligible child: | 1,224.8548 |
| 7 | Amount to be expended for parentally-placed children with disabilities: | 63,692.45 |

[Save](#) [Submit to DOE](#)

[Start of Page](#)

Figure -7-

- Line 1** – The number of eligible students will be automatically populated from the system using the auto-generated December 1 child count submission when the collection window is open. In the example above, line 1 indicates 1,532 students. This number excludes private school and home-schooled children eligible and served. Eligible students are students who have been evaluated and determined eligible for special education and related services by the division. Served students are students who are receiving special education and related services within the division. **Note: The number of eligible students cannot be changed since it was submitted with the division's December 1, 2013 child count, duly certified by the division's superintendent and reported to the U.S. Department of Education (USED).** The number can only be entered when the collection window is closed and the division is using the worksheet as a calculator.
- Line 2** – The number of parentally-placed eligible students will be populated from the system using the auto-generated December 1 child count. In the example above, line 2 indicates 50

students. This represents the number of children with disabilities parentally-placed in private school or home schooled in the LEA after conducting a thorough and complete child-find process and ensuring that the count was performed on any date between **October 1 and December 1** of the preceding year. **Note: The number of parentally-placed eligible children with disabilities in private schools cannot be changed since it was submitted with the division's December 1, 2013 child count, duly certified by the division's superintendent and reported to the U.S. Department of Education (USED).** The number can only be entered when the collection window is closed and the division is using the worksheet as a calculator.

- **Line 3** – Enter the number of parentally-placed eligible children with disabilities previously receiving service, but have left the division. Line 3 indicates 2 students. If the LEA does not have any students with disabilities that have left the division, enter “0.” However, if the division has a parentally-placed student identified during the child-find process as being eligible for services, but was not receiving service due to various reasons (i.e., parent has opted not to accept services), the division is required to set-aside a proportionate amount for the student for future use, if necessary. The division should not include students that are receiving services through an Individualized Education Program (IEP).
- **Line 4** – Auto-generated and represents the total number of students in public and private schools and home schooled with disabilities. Based on the illustration, line 4 shows a total of 1,584 students (sum of lines 1, 2 and 3).
- **Line 5** – Enter the total 2014-2015 Part B allocation of the division. In the illustration above, line 5 indicates \$1,940,170 as the total Part B funds received. This amount constitutes the sum of Sections 611 and 619 funds.
- **Line 6** – Auto-generated average allocation per eligible child. This amount represents the proportionate share of the division's per eligible child. In the illustration in Figure 7, line 6 shows \$1,224.8548 (line 5 divided by line 4).
- **Line 7** – Auto-generated amount to be expended for parentally-placed children with disabilities. This amount represents the total amount of federal funds that must be set-aside for parentally-placed children with disabilities. In the illustration above, line 7 shows a total amount of \$63,692.45 (line 6 multiplied by the sum of lines 2 and 3).

Note: Any funds not spent or obligated by June 30, 2015, for special education and related services (including direct services), must be carried forward for one additional year (i.e., July 1, 2015 to June 30, 2016). Any unspent funds after the one year carry-over period can be used on other special education and related services.

When all information is entered and verified, and no errors have been detected, click “**Save.**” If the division is not ready to submit, the data are saved and edits can be made at anytime. If the division is ready to submit and after data are verified, click the “**Submit to DOE**” button. The collection window for submission will close on October 27, 2014. Once the worksheet is submitted, the collection window will automatically close and lock. The worksheet will display as a read only file and no edits can be made unless the division contacts VDOE to reopen the collection window.

After the worksheet is submitted to the VDOE, the "View Verification Report" window will display as shown in Figure 8.

- If ready to print, click the "View Verification Report" button as illustrated in Figure 8. The Verification Report will automatically download in a PDF format as displayed in Figure 9. This report must be printed and a signed copy should be sent to VDOE by fax at (804) 371-8796 or SSWS Drop-box to [Tracie L.Coleman](#) or [Emilia Boothe](#). Original copy must be retained by the LEAs for audit purposes.

Note: The screen on Figure 8 will only display after each submission of the worksheet.



Figure -8-

Virginia Department of Education
2014 - 2015 Special Ed Proportionate Set aside (Speced-PSA)
Public Schools

September 18, 2014

TO: [Redacted] FROM: Tracie Coleman
Phone: [Redacted] Phone: 804-225-2704
Fax: [Redacted] Fax: 804-371-8796

The proportionate share calculation is the amount each LEA must expend, during the grant period, on the provision of special education and related services for the parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA. The computation below is for the Public Schools Proportionate Set Aside Calculation for FY 2014 - 2015.

| Question Index | Question | Amount |
|----------------|---|--------------|
| 1 | Number of eligible children with disabilities in the LEA: | 1,532 |
| 2 | Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA: | 50 |
| 3 | Number of parentally-placed eligible children with disabilities previously receiving service, but left the school system: | 2 |
| 4 | Total number of eligible children in the LEA: | 1,584 |
| 5 | Total Part B allocation to the LEA: | 1,940,170.00 |
| 6 | Average allocation per eligible child: | 1,224.8548 |
| 7 | Amount to be expended for parentally-placed children with disabilities: | 63,692.45 |

In compliance with Appendix B, to Part 300 - Proportionate Share Calculation, the amount by Public Schools must expend, during the grant period, under sections 611(f) and 619(g) of the Act for children with disabilities is indicated on line 7 of the worksheet above. Additionally, please submit a revised budget amendment in OMEGA for the amount indicated.

If you have any questions about the above information, please contact Tracie Coleman at tracie.coleman@doe.virginia.gov or at 804-225-2704. Or Financial & Data Services at Emilia.Boothe@doe.virginia.gov or at 804-225-2701. Please fax this verification report to 804-371-8796.

Superintendent's Signature

Date

Sep 18, 2014 11:04 AM

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Figure -9-

To print the verification report after logging out of SSWS or if the user will need to print the report another day or time, the user will have to log-in to access the Speced-PSA application. Select the "Report" option located at the upper right side of the screen.

- Figure 10 displays the screen after the "Report" option is selected. Click the "Proportionate Set-Aside Verification Report" option to launch the report parameter.

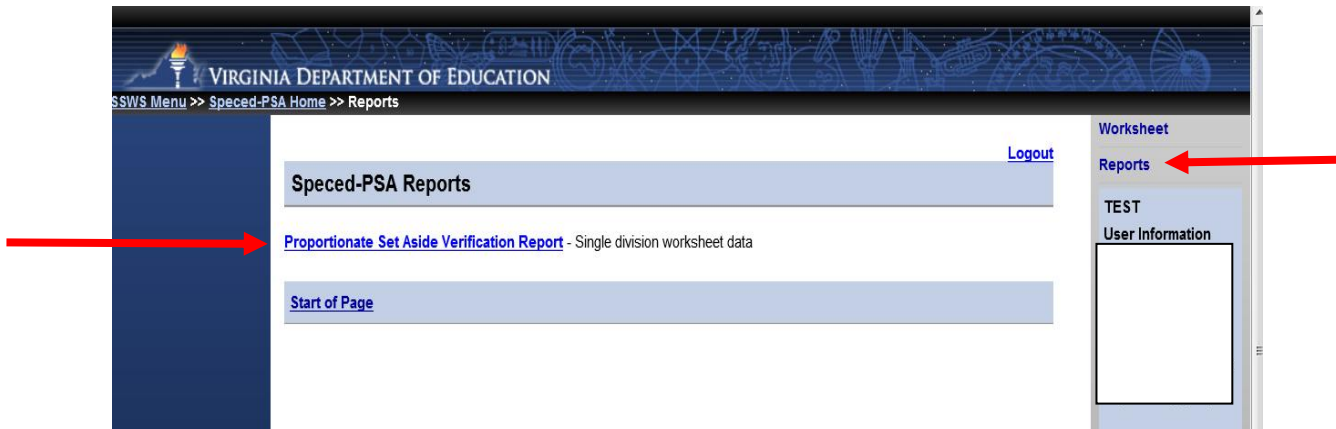


Figure -10-

- Figure 11 displays the report parameter screen. Select the year (i.e., 2014-15) in the drop-down menu "School Year" and click "View Report."

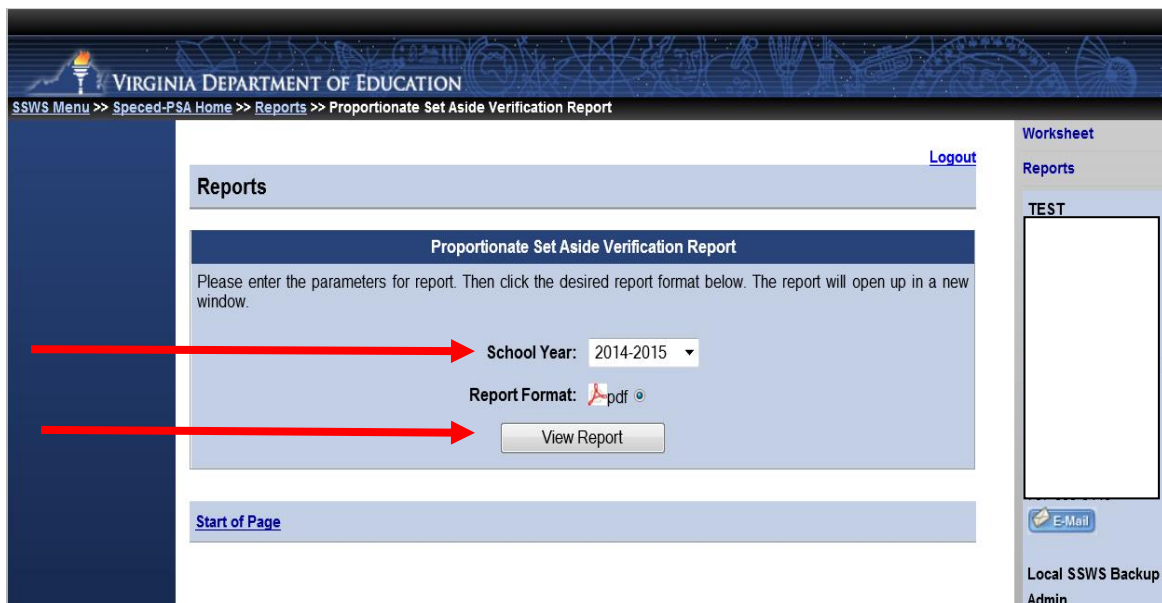


Figure -11-

- A downloadable Verification Report in PDF format will display in the screen as shown in Figure 12. This report must be printed and a signed copy should be sent to VDOE by fax at (804) 371-8796 or SSWS Drop-box to [Tracie L.Coleman](#) or [Emilia Boothe](#). Original copy must be retained by LEAs for audit purposes.

Virginia Department of Education
2014 - 2015 Special Ed Proportionate Set aside (Speced-PSA)
Public Schools

September 18, 2014


TO: FROM: Tracie Coleman
Phone: ... Phone: 804-225-2704
Fax: Fax: 804-371-8796


The proportionate share calculation is the amount each LEA must expend, during the grant period, on the provision of special education and related services for the parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA. The computation below is Public Schools Proportionate Set Aside Calculation for FY 2014 - 2015.

| Question Index | Question | Amount |
|----------------|---|--------------|
| 1 | Number of eligible children with disabilities in the LEA: | 1,532 |
| 2 | Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA: | 50 |
| 3 | Number of parentally-placed eligible children with disabilities previously receiving service, but left the school system: | 2 |
| 4 | Total number of eligible children in the LEA: | 1,584 |
| 5 | Total Part B allocation to the LEA: | 1,940,170.00 |
| 6 | Average allocation per eligible child: | 1,224.8548 |
| 7 | Amount to be expended for parentally-placed children with disabilities: | 63,692.45 |

In compliance with Appendix B to Part 300 - Proportionate Share Calculation, the amount Public Schools must expend, during the grant period, under sections 611(f) and 619(g) of the Act for children with disabilities is indicated on line 7 of the worksheet above. Additionally, please submit a revised budget amendment in OMEGA for the amount indicated.

If you have any questions about the above information, please contact Tracie Coleman at tracie.coleman@doe.virginia.gov or at 804-225-2704. Or Financial & Data Services at Emilia.Boothe@doe.virginia.gov or at 804-225-2701. Please fax this verification report to 804-371-8796.

 _____
Superintendent's Signature

_____ 
Date

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Figure -12-

Please note the collection window will open on **October 6, 2014** and closes on **October 27, 2014**. Divisions not submitting the Speced-PSA calculation will be contacted individually and will be required to follow a protocol to reopen the collection window. This protocol will be shared with those specific school divisions.