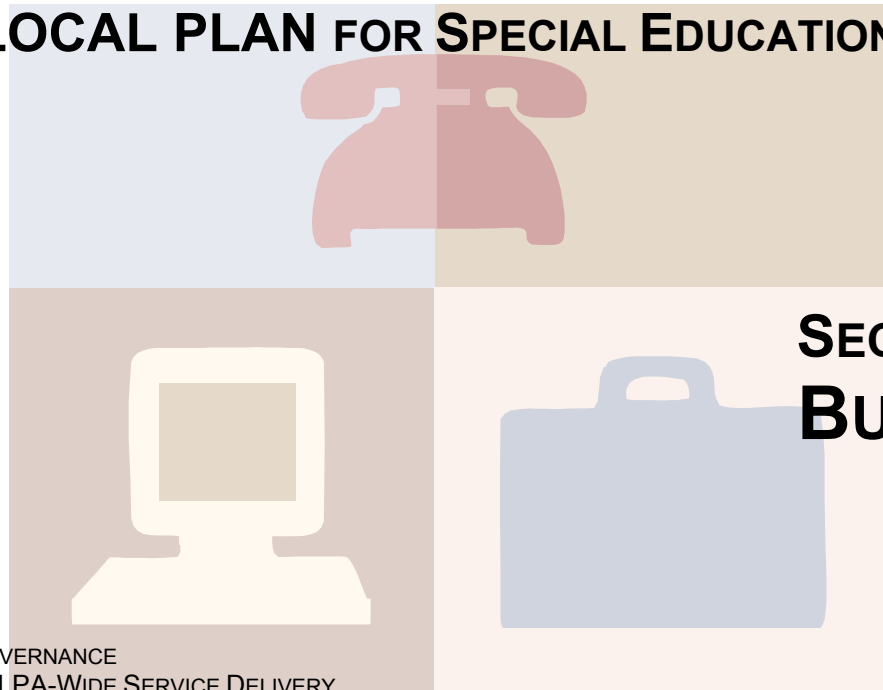


# VENTURA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

- SELPA -

## GUIDELINES AND PROCEDURES FOR THE LOCAL PLAN FOR SPECIAL EDUCATION



### SECTION 9 BUDGET

- SECTION 1 – GOVERNANCE
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- SECTION 11 – TRANSITION TO ADULT LIFE

This is one section of an eleven-part document. Visit our website below or call the SELPA to request copies of other sections. **Highlighted sections are Local Plan Policy.**

Ventura County SELPA  
777 Aileen Street  
Camarillo, CA 93010  
(805) 482-2353      (805) 482-2409– fax  
[www.venturacountyselpa.com](http://www.venturacountyselpa.com)



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**I. Annual Budget Plan Adoption**

The annual budget plan shall be adopted at a public hearing held by the Ventura County Special Education Local Plan Area. Notice of this hearing shall be posted in each school in the local plan area at least fifteen days prior to the hearing. The annual budget plan may be revised during any fiscal year according to the policies established by the Ventura County Superintendents' Policy Council.

**II. Budget Funding Model**

**A. Funding Allocation**

The annual fiscal allocation plan shall be submitted for approval to the Superintendents' Policy Council. The following work groups shall be given the opportunity to provide input to the development of the plan: Operations Cabinet, the Community Advisory Committee, business officials, and the SELPA Executive Committee. The plan reflects the SELPA's current understanding of statutory requirements and is subject to change by the Superintendents' Policy Council if necessary to conform to changes in statute or regulation, or to address changing educational needs.

**B. Decision-Making Guidelines and Principles**

As much as possible, the adopted Budget Funding Allocation Model:

1. Provides an incentive for providing cost-effective programs for students in public school programs;
2. Provides no incentive for districts to over-identify students for special education services;
3. Equalizes funding among districts by raising the level of funding for those that were below the SELPA median in the base year;
4. Acknowledges that the Funding Allocation Model will not cover the total cost of special education services;
5. Recognizes that SELPA member districts will need to continue contributing special education revenue limits and general fund contributions to cover special education costs;
6. Is designed to meet program requirement needs.

**C. Funding Sources**

As a consequence of AB 602, passed in 1997, most special education revenues are received by the SELPA in the form of a block grant. The base amount of the block grant is from the 1997/98 school year. The sources of the funding include:

1. State aid including Nonpublic Schools /Nonpublic Agencies reimbursements and extended school year funding;
2. IDEA Part B Staff Development Grants



3. Equalization Funds
4. County Property Taxes
5. Preschool (3-5 year olds) Grants
6. IDEA Part B Local Assistance
7. IDEA Part B State Discretionary Grants

D. Maintenance of Fiscal Support

Each district in the Ventura County SELPA understands and agrees that Part B funds will not be used to reduce the level of support beyond the amount permitted by federal laws and regulations. The budget plan shall annually identify revenue and expected expenditures for administrative services and services to pupils:

1. With severe disabilities
2. With low incidence disabilities
3. With non severe disabilities
4. To support individuals with exceptional needs placed in regular education programs
5. To provide for regionalized operations

E. Summary

1. ADA Based – The Special Education ADA rate will be calculated for each district and will serve as the basis for distribution of funds
2. Equalization – The SELPA will move toward equalization by ‘leveling up’. New equalization money generated by the block grant will be used to provide equalization funding for districts whose rate is below the SELPA average.
3. Base Allocation – The base allocation will not be affected by ADA growth/decline in subsequent years.
4. Entitlement – No district entitlement will be lower than the revenues received for their 1997/98 units from federal and state property tax, special day class revenue limit sources, equalization funds and COLA.
5. Funding – The first source of funding for district entitlements will be the revenue limit dollars generated by students in district-operated Special Day Classes.
6. The second source of funding will be funds generated by a server district invoicing a district of residence for services provided.
7. Growth Funds – If the SELPA receives special education ADA growth funds, those dollars will be apportioned among districts experiencing growth.

Districts whose ADA entitlement was below the SELPA average received equalization adjustments starting in 1999/2000, using a portion of COLA funds generated by the block grant. However, changes in ADA may impact the extent to which a district is eligible for COLA equalization funds if available.

**III. Ventura County Superintendent of Schools Office (VCSSO)**

A. Funding Sources:

VCSSO will be entitled to receive revenues equivalent to funds received from Federal and State property taxes, Special Day Class revenue limit sources, equalization funds, longer day/longer year funds, and COLA funds.



1. The first source of funding for the VCSSO entitlement will be the revenue limit dollars generated by students in VCSSO-operated programs.
2. The second source of funding will be any unexpended dollars from the VCSSO operated SH extended school year program.
3. The third source of funding will be that portion of AB 602 funding which supports base allocations.
4. The fourth source of funding will be the adopted excess cost formula:
  - Excess cost on programs for the severely handicapped will be determined by calculating the total cost of operating the programs less remaining special education revenue.
  - Excess costs will be allocated to the district of residence based on the average cost per ADA of the consumer district.

**B. Court & Community Schools**

All Resource Specialists for the Court/Community Schools, and Audiologists hired by the Ventura County Superintendent of Schools Office will be funded from VCSSO revenue. Services such as (but not limited to) psychological services, speech services, and occupational therapy, which have been approved by the district of residence, and all related indirect costs will be billed to the user district on a “fee for service” basis. (Except at Gateway School at which speech and language services and psychological services only are available. Sending district will provide all other services.)

**C. 1:1 Aides**

In the event of the need for a 1:1 aide, approved by the district of residence, the cost will be charged to the district of residence.

**IV. Non Public School/Agencies**

Under the provisions of AB 602 each LEA in the Ventura County SELPA received the 1997/98 apportionment for NPS/NPA cost. It shall be the responsibility of each LEA in the Ventura County SELPA to pay for all costs associated with Non Public School or Agency placements.

**V. Preschool**

Funds allocated will equal those Federal and State dollars which are specifically allocated for Preschool Services. The purpose is to fund DIS services (primarily speech and language) for preschoolers who do not require more intensive services. There is no funding source for serving preschoolers with the need for more intensive services. The funds shall be allocated to the LEAs on the basis of the number of preschool students served.



## **VI. Low Incidence Services**

If Low Incidence Services are included in the block grant, they will be allocated for this purpose. The purpose is to provide a reimbursement pool for specialized services provided to deaf, blind, and orthopedically impaired students. Claims will be submitted monthly to the SELPA' S Low Incidence Committee for review. Approved claims will be charged to the LEA's share of Low Incidence Funds.

## **VII. Low Incidence Equipment**

If Low Incidence Equipment is included in the block grant, it will be allocated for this purpose. The purpose is to provide a reimbursement pool for specialized equipment provided to deaf, blind, and orthopedically impaired students. Claims will be submitted monthly to the SELPA's Low Incidence Committee for review. Approved claims will be charged to the LEA's share of Low Incidence Funds.

## **VIII. Personnel Development**

Federal staff development funds are allocated for staff development purposes, to provide funds for training personnel to work with special education students. All dollars will be allocated to the SELPA to provide the resources to implement the SELPA personnel development plan.

## **IX. Project WorkAbility**

If SELPA receives funding from the state for Project Workability it will allocate funding to all districts with students aged 14 years and older, using a formula which determines their proportionate share. The Las Virgenes Unified School District and Conejo Valley School District do not participate in the SELPA Project WorkAbility program, as they receive their own grants.

## **X. Early Start**

The Early Start grant comes to the SELPA for use for additional services mandated by California's participation in the IDEA "Part C" program. These are services which are required in order to fully serve all infants and toddlers with solely low incidence disabilities. These additional services include:

- Receipt of referrals and conducting assessment of children with suspected low incidence disabilities (0-36 months) 12 months per year.
- Respite services.
- Occupational Therapy/Physical Therapy
- Nutrition
- Transportation

Additional expenditures to serve these children may also include:

- Equipment
- Supplies
- Training and staff development



## **XI. District to District Excess Cost**

The following District to District Excess Cost Agreement was made on March 31, 2000:

After the serving district and district of residence communicate, the district providing services is responsible for providing the agreed upon services. Those services will be included in the excess cost billing formula. Exceptional services beyond those typically provided in the program shall be stated in writing and signed off by both the serving district and district of residence. The agreed upon exceptional service will be excluded from excess cost calculations and shall be paid by the district of residence.

The SELPA Superintendents' Executive Committee shall hear disputes that arise over exceptional services that are not resolved by the districts involved. The districts involved shall have the opportunity to present the rationale for each position. The SELPA Superintendents' Executive Committee shall determine final resolution.

## **XII. Glossary – Budget Terms**

**AB 602** - Bill signed into law October, 1997, which regulates the funding of special education programs in California

**ADA** - Average Daily Attendance

**Base Allocation** - This is the calculated special education funding entitlement for each LEA

**COLA** - Cost of Living Adjustment

**DIS** - Designated Instruction and Services

**Excess Cost Formula** – The dollar amount above the revenue received by a server school district that is billed to a consumer school district to cover the educational cost of each student.

**LEA** - Local Education Agency

**LCI** - Licensed Childrens' Institution, in this document the term refers to both students in Licensed Childrens' Institutions (group homes) and Foster Family Homes

**Longer day/Longer Year Funds** – Senate Bill (SB) 813 passed in 1983 provided additional money to school districts for adopting a longer day/longer year calendar.

**Low Incidence** - Disabilities of deaf, blind, deaf-blind and orthopedically impaired

**NPA** - Non-Public Agency

**NPS** - Non-Public School

**NSH** - Non-Severely Handicapped

**Program Specialists Services** - Services provided by an individual who holds an



appropriate credential. This individual assists special education teachers, plans programs, coordinates curricular resources and evaluates program effectiveness.

**Regionalized Services** – Administration of SELPA including, personnel development, program evaluation, data collection/management information systems, curriculum development, etc.

**Revenue Limit** - Funding rate assigned to each district/county office for average daily attendance (ADA).

**SDC** - Special Day Class

**SELPA** - Special Education Local Plan Area

**SH** - Severely Handicapped