

# Proportionate Share Calculation Worksheet

## Fiscal Year 2023–24, Resource Code 3310

Return completed form to:  
[IDEAGrants@cde.ca.gov](mailto:IDEAGrants@cde.ca.gov)

Multiple district special education local plan areas (SELPAs) must submit the Proportionate Share (PS) Calculation Worksheet and the allocation breakdown of the PS funds for the SELPA member local educational agencies (LEAs).

Pursuant to AO-400 grant condition 5, payment will be withheld from the grantee pending receipt of the PS Calculation Worksheet, Assurance, and allocation breakdown of the PS funds for its member LEAs receiving Individuals with Disabilities Education Act (IDEA) 611 Part B Resource 3310 funds.

**SELPA Name:**

**SELPA Code**

### *Step 1:*

**In order to perform an accurate PS calculation, please adhere to the following guidelines and complete the calculation below:**

1. The LEA where the parentally-placed children with disabilities in private schools is located is responsible for child find and providing special education and related services.
2. LEAs must use the PS of their IDEA 611 Part B Resource 3310 funds to provide special education and related services to parentally-placed children with disabilities enrolled in private schools and who attend private schools located in the LEA. There is no exception for out-of-state parentally-placed children with disabilities attending private schools located in the LEA. Therefore, out-of-state parentally-placed children with disabilities must be included in the group of parentally-placed children with disabilities whose needs are considered in determining which parentally-placed private school children with disabilities will be served and the types and amounts of services to be provided.
3. LEAs must spend the entire PS of IDEA 611 Part B Resource 3310 funds on parentally-placed private school children with disabilities, regardless of the availability of state and local funds. In other words, state and local funds can no longer be used as a substitute for the PS of IDEA 611 Part B Resource 3310 funds.

**Step 2:**

The following PS calculations of IDEA funding are based on the California Longitudinal Pupil Achievement Data System (CALPADS) codes, as indicated in the items below:

*Note: Item C will auto-sum Items A and B*

ITEM	CHILD COUNT
<p><b>A.</b> Indicate the CALPADS total child count for Code 100 individualized education program (IEP) children who are IDEA-eligible children with disabilities with an IEP and enrolled in the SELPA’s member LEAs, between the ages of three and twenty-one, reported on the CALPADS Census Day October 6, 2022.</p>	
<p><b>B.</b> Indicate the CALPADS total child count for Code 200 and/or Code 700 children who are IDEA-eligible parentally-placed children with disabilities, enrolled in elementary or secondary private schools within the SELPA’s member LEA’s boundaries, between the ages of three and twenty-one, and reported on the CALPADS End-of-Year 4 (EOY4) submission for the 2022–23 school year, child count. Include children receiving services and children identified but not receiving services through a Service Plan: Code 200: Individual Service Plan (ISP); or Code 700: Eligible: no IEP, Individualized Family Service Plan (IFSP), or ISP, parentally-placed in private school (student does not need services to be provided using PS or parent declines offer of services to be provided via PS). <b>If the SELPA’s members LEA Item B child count is zero, then the grantee must complete and submit a copy of the PS Assurance.</b></p>	
<p><b>C.</b> Combine Items A and B child count for the total child count of IDEA-eligible children with disabilities with an IEP and enrolled in the SELPA’s member LEAs and children who are IDEA-eligible parentally-placed children with disabilities enrolled in elementary or secondary private schools within the LEA’s boundaries, between the ages of three and twenty-one.</p>	

ITEM	GRANT AMOUNT
<p><b>D.</b> SELPA’s 2023–24 IDEA 611 Part B Resource 3310 Grant Amount:</p>	

**Step 3:**

The following PS calculations will be completed and auto-populated based on the information provided on the previous page:

<b>Item D 2023–24 Resource 3310 Allocation</b>	<b>Divided by</b>	<b>Item C Total IDEA Eligible Children</b>	<b>Equals</b>	<b>Average Allocation Per IDEA Eligible Child</b>
	÷		=	

<b>Average Allocation Per IDEA Eligible Child</b>	<b>Multiplied by</b>	<b>Item B Total Parentally Placed Eligible Children</b>	<b>Equals</b>	<b>2023 Total Proportionate Share*</b>
	×		=	

\*The PS is the minimum amount of Resource 3310 funds the grantee or sub recipient(s) must expend for parentally-placed children with disabilities. The LEA’s 2023 Total PS must be reported on the Expenditure Report, Resource 3311, and fully expended by September 30, 2025. In an effort to avoid any potential discrepancies in total PS amounts, do not alter the auto populated calculations. Please adhere to the instructions explicitly outlined in Steps 2 and 3.

**The signature of authorized agent conveys agreement with and accuracy of the information provided.**

**Signature of Authorized Agent**

**Date Signed**

**Printed Name and Title of Authorized Agent**

**Contact Person’s Name**

**Contact Person’s Email**

**Contact Person’s Telephone Number**