

Proportionate Share Calculation Worksheet

Fiscal Year 2019–20, Resource Code 3310

Return completed form to:
Special Education Division
Programs and Partnerships Unit
California Department of Education
1430 N Street, Suite 2401
Sacramento, CA 95814-5901

Multi-district Special Education Local Plan Areas (SELPAs) must submit a worksheet providing the allocation of their proportionate share funds among member local educational agencies (LEAs).

Pursuant to AO-400 grant condition 5, payment will be withheld from the grantee pending receipt of the Proportionate Share Calculation Worksheet and a worksheet providing the allocation of proportionate share 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 proportionate share 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 proportionate share 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 proportionate share 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 proportionate share of IDEA 611 Part B Resource 3310 funds.

Step 2:

Proportionate Share Calculation of IDEA Funding using the California Special Education Management Information System (CASEMIS) Codes as indicated in the items below:

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

ITEM	CHILD COUNT
<p>A. Indicate the CASEMIS 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 3 and 21, reported on the December 1, 2018, child count.</p>	
<p>B. Indicate the CASEMIS 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 3 and 21, and reported on the June 30, 2019, 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 proportionate share or parent declines offer of services to be provided via proportionate share). If the SELPA’s members LEA Item B child count is zero, then the grantee must complete and submit a copy of the Proportionate Share Assurance provided in the grant package.</p>	
<p>C. 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 3 and 21.</p>	

ITEM	GRANT AMOUNT
<p>D. SELPA’s 2019–20 IDEA 611 Part B Resource 3310 Grant Amount:</p>	

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Step 3:

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

Item D 2019–20 Resource 3310 Allocation	Divided by	Item C Total IDEA Eligible Children	Equals	Average Allocation Per IDEA Eligible Child
	/		=	

Average Allocation Per IDEA Eligible Child	Multiplied by	Item B Total Parentally Placed Eligible Children	Equals	2019 Total Proportionate Share*
	x		=	

*The proportionate share 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 2019 Total Proportionate Share must be reported on the Expenditure Report, Resource 3311, and fully expended by September 30, 2021.

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