

# PROCEDURAL HANDBOOK

## SECTION

### 13

#### *Regional Program Reporting*

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**Updated June 1, 2020**

## **REGIONAL PROGRAM EXPENDITURE REPORTING**

Regional programs are operated on a pay as you go basis-to ensure judicious use of public funds. Caps are in place for certain items such as administration, clerical, and related services. Within the allowable caps, the costs associated for each program are funded based on regional program enrollment and the cost per student by program type.

Regional program operators complete regional program expenditure reports (see pages 12-4 through 12-6) five times annually. The reporting periods are:

- Estimate of costs for the year, due to SELPA October 15<sup>th</sup>
- Estimate of costs for the year, due to SELPA January 15<sup>th</sup>
- Therapeutic learning program (GROW) estimate of costs for the year, due to SELPA March 31<sup>st</sup>
- Estimate of costs for the Adopted Budget for next year, due to SELPA April 15<sup>th</sup>;
- Actual costs for the year, due to SELPA July 15<sup>th</sup>

Regional program expenditure reports are completed by business personnel of the district operating the regional program(s) and returned to the SELPA Accountant for inclusion in the SELPA Funding Model. SELPA Funding Model updates are published five times each year:

- November – first update of Funding Model using current year regional program estimated costs
- February – P-1 update
- April – Therapeutic learning program (GROW) estimates for use with Mental Health invoices
- April – Adopted Budget for next year
- August – final Funding Model using year end actuals for regional program expenses.

## **REGIONAL PROGRAM ENROLLMENT REPORTING**

Regional program operators report enrollment data to SELPA five times per year. Pay as you go calculations are done using actual program enrollment by district of residence. Regional program enrollment data is annualized and projected for the year and provided to SELPA on the following schedule:

- October
- January
- March - Therapeutic learning program (GROW) only
- April – For next year’s Adopted Budget
- June – All regional program enrollment data due for final year end Funding Model calculations

## **REGIONAL PROGRAM EXTENDED SCHOOL YEAR REPORTING**

Attendance and expense reporting for Extended School Year (ESY) are done separately from reporting during the regular school year. Pay As You Go (PAYGO) calculations for ESY are based on a student being enrolled for at least three days during the program. Regional program operators will provide SELPA with copies of attendance rosters to verify student enrollment and regional program expense forms for ESY by the end of July.

**APPENDIX A**  
**Santa Barbara County SELPA Funding Plan**  
**Annual Event Schedule**

Event		First Quarter		Second Quarter		Third Quarter		Fourth Quarter	
		SELPA provides Enrollment Searches	Data due to SELPA by:	SELPA provides Enrollment Searches	Data due to SELPA by:		Data due to SELPA by:	SELPA provides Enrollment Searches	Data due to SELPA by:
Regional Itinerant VH, O&M, DHH, OT, Pre-K Specialist	Enrollment	3rd Friday of October	<b>October 31<sup>st</sup></b>	3rd Friday of January	<b>January 30<sup>th</sup></b>			<b>June 30<sup>th</sup></b>	<b>July 6<sup>th</sup></b>
Adopted Budget							<b>April 15<sup>th</sup></b>		
Regional SDC Mod-Severe Elem, Mod-severe Second., DHH, Preschool, Court and Comm. TLP Level 1, TLP Level 2	Enrollment		<b>October 31<sup>st</sup></b>	Operators provide enrollment data July 1 <sup>st</sup> – December 31 <sup>st</sup>	<b>January 15<sup>th</sup></b>	Operators provide year to date enrollment	<b>March 31<sup>st</sup> TLP {GROW} only</b>	Operators provide year to date enrollment	<b>July 15<sup>th</sup></b>
Adopted Budget							<b>April 15<sup>th</sup></b>		
Program Cost updates	Expenses		<b>October 15<sup>th</sup></b>		<b>January 15<sup>th</sup></b>		<b>March 31<sup>st</sup> TLP {GROW} only</b>		<b>July 15<sup>th</sup></b>
Adopted Budget							<b>April 15<sup>th</sup></b>		
ESY Actual data	Enrollment & Expenses		<b>September 1<sup>st</sup></b>						
Prior Year Adjustments	Expenses		<b>September 30<sup>th</sup></b>						
AB602 CDE Exhibits						Feb			Mid- June-Early July
Funding Model Updates				Nov		Feb	April		Aug
				Calculated with prior year P-2 ADA		Calculated with prior year P-2 ADA	Adopted Budget for next year. Calculated with prior year P-2 ADA		Actuals calculated with greater of current or prior year P-2 ADA

## REGIONAL PROGRAM REPORTING DUE DATES

### CALENDAR OF REGIONAL PROGRAM ITEMS DUE TO SELPA THROUGHOUT THE YEAR

Month		Item	Sent to:	Due to SELPA	Return Data To:
<b>July</b>	*	Final grant award expenditure data collected for PY grant awards (PL 94-142, preschool)	Fiscal	August 1st - SELPA will send memo to collect data	Margaret
	*	Itinerant actual enrollment data for the entire year.	Fiscal	July 6th	Kim
	*	SDC actual enrollment data for the entire year.	Fiscal	July 15th	Kim
	*	Regional program expense reports with actuals for the year	Fiscal/SPED Director	July 15th	Kim
	*	Final YE Funding Model sent out by SELPA for YE accruals	Fiscal/SPED Directors	Early August	NA
<b>August</b>	*	Regional program ESY Attendance Rosters and expense reports	Fiscal/SPED Director	September 1st	Kim
<b>September</b>	*	Excess Cost report due to SELPA	Fiscal	September 15th	Kim
	*	SEMB, SEMA and Table 8 Reports	Fiscal	Early September	Kim
	*	Subsequent Year Tracking	Fiscal	Early September	Kim
	*	Regional Program staff list sent to regional operators to update with staff and FTE information	SPED Directors	Mid-September	Margaret
	*	Prior year Regional Program Expenses Adjustments	Fiscal/SPED Director	September 30th	Kim
	*	Regional Program Expense reports estimated for current year	Fiscal/SPED Director	October 15th	Kim
<b>October</b>	*	Regional enrollment data annualized and projected for current year.	Fiscal	October 31st	Kim
	*	Current Year Funding Model	Fiscal/SPED Directors	N/A	N/A
	*	Memo requesting program reduction due to less than 60% enrollment (SELPA Policy 3204 - Recommended)	SPED Directors	January 1st	Margaret
<b>January</b>	*	Staffing Levels for Regional Programs			Margaret
	*	Memo requesting mid-year data for grant awards (PL 94-142, preschool)	Fiscal		Margaret
	*	Memo requesting updated housing costs for off campus sites	CEO Fiscal	January 15th	Kim
	*	Regional SDC Enrollment data annualized and projected for current year	Fiscal	Jan 15th	Kim

	*	Regional Program Expense estimates for current year	Fiscal/SPED Director	Jan 15th	Kim
	*	Regional Itinerant enrollment data annualized and projected for current year	Fiscal	Jan 30th	Kim
<b>March</b>	*	Regional program operators additional aide requests for upcoming year	SPED Director	March 1st	Margaret
	*	Regional Program Operators to submit annual Technology plan	SPED Director	March 1st	Margaret
	*	Deferred maintenance reports sent to districts for completion for upcoming school year	MOT	March 1st	Margaret
	*	Therapeutic learning program (GROW) Enrollment data annualized and projected for current year.	Fiscal	Mar 31st	Kim
	*	Therapeutic learning program (GROW) Regional Program Expense estimates for current year	Fiscal/SPED Director	Mar 31st	Kim
<b>April</b>	*	Housing Maintenance/Utilities report sent to collect data for upcoming year housing calculations	Fiscal/SPED Director	Mid-April	Kim
	*	Enrollment data annualized and projected for next year.	Fiscal	April 15th	Kim
	*	Regional Program Expense estimates for next year	Fiscal/SPED Director	April 15th	Kim
<b>May</b>	*	Annual Budget request for data if required	Fiscal	Early May	Kim
	*	Mental Health Audits	Fiscal/SPED Director	Mid-May	Ray
<b>June</b>	*	LCI/SDC data collection forms sent to districts for completion	SPED Director	Mid-June	Margaret
	*	District to inform regional program operators of intent to take back programs giving a year and a day notice	Regional Program Operator - special education director	A year and a day notice required	Regional Program Operator and Jariee Ray