



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Special Education Directors, Corporation Finance Staff

From: Dr. Nancy J. Holsapple, Director of Special Education
Sarah Fields, Senior Fiscal Specialist

Date: June 24, 2022

Subject: Additional Updates to Special Education Excess Cost (SEEC) Funding

The Indiana Department of Education (IDOE) observed that during the 2022 fiscal year, applications from local educational agencies (LEAs) requesting financial assistance through the SEEC fund to supplement the costs of residential placements, day programs, and specialized one-on-one instructional assistants have significantly increased, as have vendors' rates. IDOE's Office of Special Education, along with a stakeholder group of special education administrators, examined the policies, procedures, and allowable costs to ensure the greatest number of students receive support through the SEEC fund given the finite dollar amount allocated in the biennial budget bill. This memo outlines new policies for SEEC funding effective immediately for applications in the 2022-2023 school year.

Effective immediately, all SEEC funding approvals, including those applications that have been submitted and are currently awaiting approval, will adhere to the following:

1. Approval of SEEC funding cannot be retroactive, and expenses incurred prior to the date of approval are not eligible for reimbursement (511 IAC 7-47-1(d)). LEAs are responsible for all expenses for services accrued until the date of SEEC funding approval by IDOE. LEAs may submit invoices for reimbursement for any expenses that occur on/after the approval date only once approved.
 - Contracts will not be approved retroactively under any circumstance. In the event of a gap between contracts, it will be the LEA's responsibility to cover the costs for services until the next funding approval date. Funding will not be determined based upon the date services began or the date a Case Conference Committee occurred.
2. Applications for new/initial contracts should be submitted immediately following the Case Conference Committee to minimize LEA costs. Renewals must be submitted one month prior to the current contract's expiration date at minimum. It is the LEA's responsibility to submit SEEC applications in a timely manner to prevent any funding gaps. Application approval is projected to occur within two weeks; however, approval could take up to four weeks depending on the volume of applications.
3. LEAs will be responsible for paying a threshold amount of at least \$26,284.53 per application and fiscal year. This amount is three times the average state per pupil amount



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of \$8,761.51. This formula will replace the calculation of the prorated general education funding (ADM) and special education funding (APC) amounts to determine LEA's financial responsibility.

- The threshold will be applied per contract (i.e., student), per fiscal year.
 - Any application submitted that has a fiscal year total less than \$26,284.53 will not be approved.
 - The per state per pupil expenditure changes from fiscal year to fiscal year. LEAs will be notified when the new threshold amount is available and will be applied to submitted applications.
4. The daily reimbursement rate for a separate day school will reflect the actual number of hours per day a student is receiving educational services. The full day rate will be approved when a student attends a full day of school.

If a vendor charges a full day rate for those on a shortened day, SEEC will only reimburse a prorated amount for the educational service hours attended. LEAs are responsible for any charges that occur when the student is not in attendance.

5. LEAs may be approved for funding for a maximum of three Registered Behavioral Technician (RBT) and/or Board Certified Behavior Analyst (BCBA) contracts for the 2022-2023 school year. Any additional RBTs and/or BCBA's will be the LEA's financial responsibility. Funding for RBTs and BCBA's will not be eligible for SEEC after the 2022-2023 school year.
6. IDOE may review vendor and subcontractor agreements including cost structures to better understand the educational services being provided.

Due to the high volume of applications and increased vendor pricing, it is likely the allotted SEEC funds will be depleted before the end of the fiscal year. LEAs should have a contingency plan in place for any student services required due to a Case Conference Committee decision.

IDOE will continue to work with internal and external stakeholders to update the policies for SEEC as needed.

Applications that do not fall within the parameters for approval using the updated guidance will be denied, and LEAs will be notified. This includes applications that are currently awaiting response. Funding approval notifications will resume on Friday, July 1.

A webinar for LEA special education and finance staff will be scheduled to review the new policies and how to complete the updated application and invoice templates. An announcement regarding the date of the webinar will be sent out at a later date.

Any questions should be directed to [Sarah Fields](#), Office of Special Education Senior Fiscal Specialist.