

Policy

USE OF STATE SPECIAL EDUCATION FUNDS

Horizon Montessori Public Schools

108802

Legal Framework: [Use of State Special Education Funds](#)

Category: Funding

Template update Oct 2016

Application Guidance

- [Financial Accountability System Resource Guide \(FASRG\)](#) (TEA)
- [Office for Grants and Federal Fiscal Compliance](#) (TEA)
- Program Guidelines 2018-2019 Special Education Consolidated Grant Application (TEA)
 - [Appendix A. Allowable and Unallowable Expenditures, pgs. 36-69](#)

Through the implementation of the Horizon Montessori Public Schools policies and procedures as outlined in the [Legal Framework](#) for the Child-Centered Special Education Process, Horizon Montessori Public Schools ensures use of State special education funds in compliance with the Individuals with Disabilities Education Act (IDEA) and its accompanying federal regulations, state statutes and regulations.

PERSONS RESPONSIBLE: Superintendent, District Dean of Instruction, & Sp. Ed. Coord.

- What is the process between the business manager and the special education director regarding the application and management of special education grants?
- What is the process of accountability regarding the receipt and disbursement of special education funds, including personnel, materials, supplies and equipment, contract services, and travel?
- What is the process for documentation of time and effort for personnel that are split funded with state and federal funds?

The accounting department maintains a track record of all special education grants and funding sources. All expenses are noted from personnel, materials, supplies and equipment, contract, and travel. All expenses are reconciled along with receipts and services rendered. Documentation such as receipts, purchase orders, and invoices are kept and recorded/filed.

Personnel that are split funded with state and federal funds are also tracked.