

1. Purpose

- a. Budget Workbook: The purpose of the Budget Workbook is to demonstrate the planned use of all ESIT funds disseminated by DCYF for the provision of early support services and verify alignment of expenditures (A-19 invoices) to budget.
- b. Revenue/Expenditure Report: The purpose of the Revenue/Expenditure Report is to ensure DCYF can accurately report and meet our obligation to coordinate ALL Early Support funds available across WA state. It is a snapshot of a full, comprehensive Financial Profile for each Provider Agency. It can also be used in support of equity-based requests for funding distribution.

2. Instructions

- a. Estimated Revenue & Budget Projection: Detail anticipated ESIT DCYF Program Revenue & Budget for July 1 - June 30 utilizing the Estimated Revenue & Budget Projection tabs. Required only to complete budget projection for DCYF disseminated funding. Projected Budget is due 30 days after contract execution.
- b. Year-End Revenue/Expenditure Report: Report is due September 30th of current contract year and must include revenue & expenditure data from the PREVIOUS contract period (7/1 - 6/30). Please use the Year-End Report template from your FY23 contract - Budget Workbook. FY24 Year-End Report template is currently under review and development in collaboration with the Fiscal Workgroup, operating under the State ICC Finance Committee.

3. DCYF Disseminated ESIT Funds

- a. State and federal funds for the ESIT program may only be expended for ESIT required activities as described in state and federal law.
- b. Early Support provider agencies must bill all applicable funding sources including public and private insurance and families, prior to using state and federal funds for early support services.
- c. All fund sources should be tracked separately.
- d. ELTA, Part C & ARPA compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in the Contract Budget.
- e. Request for additional Part C funds: Contractor must notify the DCYF in writing when funding will be expended before the end of the Contract funding period and any final request for additional funds must be received by DCYF **no later than May 1** of the Contract period.

State Special Ed 0-3	The County EIS Rate, a fee-for-service payment methodology, is derived from the Basic Education Allocation (BEA) rates times 1.15, for each Resident School District Catchment Area and weighted by enrollment within each county. County EIS rates will be adjusted to reflect the updated BEA rates made available by OSPI in October, January and April of each contract year.
State ELTA (Education Legacy Trust Account)	Funds must be used for the provision of direct early support services and may include administrative costs directly associated with the delivery of services. Any ELTA funding that has not been utilized by end of contract period will revert to DCYF and will not roll forward to the next fiscal year. ELTA compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in the Contract Budget.
Federal IDEA Part C	Funds used for the provision of direct ESIT Services are payer of last resort. In accordance with the requirements of 34 CFR, all other federal, state, local and/or third-party funding must be accessed, applied first, and documented at a systems-level. Funds must not commingle with other funds and used to supplement the level of State and local funds expended for eligible infants and toddlers with disabilities and their families, and in no case to supplant those State and local funds. Any Part C of IDEA funding that has not been utilized by end of contract period will revert to DCYF and will not roll forward to the next fiscal year. Part C compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in Contract Budget.
Federal ARPA (American Rescue Plan Act)	Funds are subject to the same requirements that apply to IDEA Part C and must be spent by 9/30/23. Funds must be spent in accordance with Pre-Approval Request form submitted by each Early Support Provider. Six budget categories: 1) Workforce Diversity & Stabilization, 2)

	Family Support & Stabilization, 3) Infant-Parent Mental Health Consultation, 4) Technology, 5) Public Awareness & Child Find Enhancement, & 6) Other Locally-driven Priorities. County Lead Agencies must pass through 90% or 95% of funds allocated to ES Provider Agencies, based on AAFTE, in accordance with WAC 110-400-0140. ARPA compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in Contract Budget.
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4. Use of Funds

a. WAC 110-400-0140:

- (1) EIS provider agencies must comply with the use of funds guidance and requirements as set forth in state and federal law.
- (2) State and federal funds for the ESIT program may only be expended for ESIT required activities as described in state and federal law.
- (3) Administrative indirect expenses must be limited to no more than ten percent of the total public moneys received by an EIS provider agency providing Part C required components or direct services.
- (4) Administrative indirect expenses must be limited to no more than five percent of the total public moneys received by an EIS provider agency acting as a pass through for state or federal funding.
- (5) Under the department's authority, local ESIT budgets will be monitored and subject to audit for allowable expenditures.
- (6) EIS provider agencies must bill all applicable funding sources including public and private insurance and families, prior to using state and federal funds for early intervention services.
- (7) Public funds for the ESIT program may not be used for transition activities required under Part B of the Individuals with Disabilities Education Act.
- (8) Under Part C, allowable transition activities may be paid for with early intervention funds. EIS provider agency participation in allowable transition activities may include the following:
 - (a) The determination of potential eligibility for Part B prior to referral to Part B.
 - (b) Transition planning and activities in the IFSP, including:
 - i. Discussions with parents and training, as appropriate, regarding future placements and other matters related to the child's transition; and
 - ii. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting.
 - (c) Facilitation and participation in the transition conference.
 - (d) Sharing of information, with parental consent.
 - (e) Attending the eligibility and IEP meeting, upon parental request.

5. Budget Categories & Examples:

- a. Personnel:** Employee salaries and wages (Regular, Sick, Holiday Salaries, Overtime) AND Benefits (Federal Withholdings (SSI, Medicaid, etc.), State Withholdings (L&I, ESD, etc.), Employee Health Insurance, Employee Pension/401K Contributions, Other Employee Benefits) under the direct supervision and control of the Contractor. If staff have dual position titles, please separate by position title. An employee who works 40 hours a week is considered full time. At 52 weeks a year, one full-time employee puts in 2,080 work hours a year. One way to calculate FTE is to add total hours for position types then divide by 2,080. Suppose you have 17 occupational therapists working a total of 20,800 hours in a year. That translates into 10 FTEs.] Employee Fringe/Benefits which includes federal (SSI, Medicaid, etc.) and state (L&I, etc.) withholdings, employee health insurance, employee pension/401K contributions, etc. *Examples: 2.0 FTE Lead Family Resource Coordinators; Supervises Family Resource Coordinators; Responsible for training and technical assistance planning. Maintains a maximum caseload of forty (40) families. 100% state special ed 0-3 funded - \$48,500. 3.0 FTE Occupational Therapist/s; Provides home based occupational therapy, family coaching and team consultation. These positions support services for a total minimum of forty (40) families. 2.0 FTE - Part C 100% funded - \$46,000, 1.0 - 50% funded ELTA & 50% Part C. - \$23,200.*

- b. **Goods & Services:** Services or activities provided in support of early support service delivery including professional development and training, developmental materials and supplies, program equipment, postage, printing, and direct rent/facilities/utilities. This category includes Child/Family specific costs aligned with individual needs described in the Individualized Family Service Plans (IFSPs). Facilities costs related to the provision of direct services - based on % of benefit. Equipment exceeding \$5,000 - need prior approval from ESIT (see Prior-Approval guidelines below). *Examples: For child/family-specific costs aligned with the IFSP (i.e., assistive technology, hearing aids, batteries, ear molds, vision services, family training and home visits, etc.) - \$5,000, Computers/technology for service delivery providers - \$2,500, Facility Rent for provision of direct services - 50% used for ESIT - \$10,000, Services provided by vendors: Translation/Interpretation services - \$3,500, Billing company provides 3rd party billing - \$8,000, or Accounting services - \$2,000.*
- c. **Travel:** Travel costs associated with regional and/or state level meetings, service delivery travel related to program service provision (e.g. home visits, coordination), and staff training/professional development. (Mileage, Motor Pool, Rental Car, Parking, Flight, Lodging). *Examples: Regional Provider Meeting March 2024 travel: Flight, Lodging, Rental Car for 2 staff - \$1,500 or Mileage for Service Delivery (home visits, coordination, etc.) - \$30,000*
- d. **Subcontracts:** Subcontractors who are providing direct ES services as defined by WAC 110-400-0030. DCYF must collect detailed budget information from all ES Provider Agencies in order to distinguish between costs associated with the provision of direct ES services vs. infrastructure costs. *Examples: SLP services - \$12,000, Vision services - \$8,000, or OT/PT services - \$4,000.*
- e. **Indirect Administrative Costs:** Shared costs of an organization necessary to the operation and the performance of its programs. This requires the use of a cost allocation formula that confirms shared benefit commiserate with shared costs. *Examples: Office supplies shared by multiple programs/cost centers, % of program directors' time spent on agency-wide administrative functions such as board meetings, finance, etc., facilities - shared spaces such as conference rooms, & staff time for personnel responsible multiple programs that cannot be tracked by program).* WAC 110-400-0300 limits indirect expenses to no more than 10% of the funds received by a contractor providing direct services and no more than 5% of the funds received for contractors acting as a pass through for state and federal funds. *If you are able to associate a percentage of the cost designated in support of early support services, this is a direct administrative cost and should be reflected in the appropriate budget categories above.*

6. Pre-Approval & Budget Revision Requirements:

- a. Budget Changes (Moving more than 10% of total allocation between budget categories OR when DCYF adjusts total allocation exceeding 10%)
- b. Equipment with a per unit cost of \$5,000 or more (tangible personal property, including information technology systems, that have a useful life of more than 1 year & a per-unit cost = > the lesser of the capitalization level established by non-federal entity for financial statement purposes, or \$5,000) 2 CFR 200.407
- c. Participant support costs, including training or travel support costs for non-employees
- d. Construction or renovation of facilities
- e. Rent, occupancy, or space maintenance costs

[IDEA Pre-Approval Guidance 2 CFR 200.407](#)

Questions: Please contact Resource Allocations Manager, Lauren Thompson, lauren.thompson@dcyf.wa.gov or by phone (360) 701 – 6352.