

ESIT SFY 2021¹ State Special Education Apportionment: County-based Early Intervention Service (EIS) Rate Schedule and Payment Structure

Purpose: To establish a process for setting and adjusting county-based EIS rates and projected annual state special education funding allocations for County Lead Agencies (CLA) and non-CLA affiliated Early Intervention Provider Agencies under contract with DCYF. Projected annual state special education funding allocations are initially based on the prior year Annual Average FTE (AAFTE) for the county service area multiplied by the current county EIS² rate. Beginning in January, annual state funding allocations and the county EIS rates are adjusted to reflect the actual year-to-date average FTE enrollment reported to DCYF and the adjusted county EIS rate derived from updated BEA rate data made available by OSPI.

Initial Setting of County-based EIS Rates and Projected Annual Funding Allocation

County-based EIS rates are calculated for each county using an electronic rate and allocation projector one month prior³ to the start of the state fiscal year. The initial county-based EIS rates calculated in July 2020, will be reviewed and updated using September **October** 2020 data in mid-October **November** 2020 **with an effective date of November 1, 2020⁴**. Budgets are developed and submitted for approval based on the projected annual allocation.

Contractor payments for the special education funds are based on the timely submission of properly completed monthly A-19 invoices reflecting a breakdown by county service area of the county EIS rate and actual number of children served in the prior month who meet criteria⁵ established for the A-19 Billing Report form.

Monthly A-19 invoices are due on or before the 10th of each month for non-CLA affiliated EIPAs⁶. For example, A-19 invoices for the provision of actual services in September 2020 will be due no later than October 10th. CLAs will submit a monthly A-19 invoice consistent with their existing billing cycles.

All properly completed invoices will be processed and paid within 30 days of receipt or sooner when possible.

FTE Limitations

¹ SFY 2021 starts July 1, 2020 and ends June 30, 2021.

² County-based EIS rate is derived from the aggregation of district Special Education BEA rates and AAFTE calculations made available through OSPI.

³ RFQ used May 2020 data; CLA/EIPA contracts will use July 2020 data provided by OSPI.

⁴ **October BEA rates were used to ensure validity as recommended by OSPI.**

⁵ A-19 Billing Report Criteria:

- Enrolled in an EIPA and
- Be between the ages of birth through 2 years of age and not yet three **on the first day of the month**
- Have an active IFSP:
 - based on eligibility criteria established in ESIT State Policies and
 - which meets federal and state procedural requirements
- Be eligible for and receiving early intervention services **within the prior month** (as defined in SHB 2787).

⁶ EIPAs previously holding 10-month contracts with school districts, may need to budget for lower monthly payments reflecting 1/12 of the projected annual allocation. EIPAs should expect to receive payments in July and August of 2021.

Full-Time Equivalent (FTE) means the measurement of a child's enrollment (1.0 = 100% of IFSP Services).

- No child, including a child served by more than one EIPA can be claimed as more than 1.0 FTE on the Early Intervention A-19 Monthly Billing Report Form for each monthly billing cycle.
- For children served by more than one EIPA, exercise particular care in claiming for billing children served in more than one EIPA to ensure the combined billing does not exceed the limitation above.
- If a child is reported by two EIPAs, the County Lead Agency or non-CLA affiliated Early Intervention Provider Agency must document and keep on file a service agreement describing how the FTE will be split for billing and claimed on the *Early Intervention Monthly A-19 Billing Report Form*.

Family Mobility and Transfers Between Contractors

- If a child relocates and responsibility for services transfer between two contractors during a monthly billing cycle, the child will be automatically represented on the A-19 Billing Report generated by the TDMS, for the contractor that holds the most current IFSP in the TDMS on the last day of the month.

Mid-Year Rate Adjustment, Expenditure Report, and Disbursement⁷ Reconciliation

Following the submission of the January 2021 *Early Intervention Monthly Enrollment Report Form* due January 11th 2021, the county EIS rates will be adjusted to reflect the year-to-date actual AAFTE enrollment for September 2020 through January 2021, and updated BEA rate data made available by OSPI. Revisions to the county EIS rates are forward-facing and will be reflected in the next monthly A-19 invoicing cycle.

Contractors will submit mid-year expenditure reports using the forms provided in the contract packet on or before January 18, 2021.

Projected annual allocations will be updated based on the adjusted county EIS rates and year-to-date AAFTE data. If the variance between the initial budget projection and mid-year adjustment is greater than a 10% increase, contractors will submit budget amendments to reflect the increase.

In addition, mid-year disbursement reconciliation (trueing-up) will be conducted by calculating the difference between the total special education funds received by DCYF to date and the total amount disbursed to contractors. Contractors will be notified of any adjustments that may be needed on or before February 1st 2021. Adjustments will be reflected in the following monthly A-19 invoicing cycle.

Third Quarter Rate Adjustment and Disbursement Reconciliation

Following the submission of the March 2021 *Early Intervention Monthly Enrollment Report Form* due March 10, 2021, the county EIS rates will be adjusted to reflect the year-to-date actual AAFTE enrollment and updated BEA rate data made available by OSPI.

A second disbursement reconciliation will be conducted by calculating the difference between the total special education funds received by DCYF to date and the total amount disbursed to contractors. Contractors will be notified of any adjustments that may be needed on or before April 1, 2021. Adjustments will be reflected in the following monthly A-19 invoicing cycle.

⁷ Comparison of DCYF revenue received to date and total funds disbursed to contractors.

Year-End Rate Adjustment, Expenditure Report, and Final Payment

Following the submission of the June 2021 *Early Intervention Monthly Enrollment Report Form* due June 10, 2021, the county EIS rates will be adjusted to reflect the year-to-date actual AAFTE enrollment for February 2021 through June 2021 and updated BEA rate data made available by OSPI. These county-based EIS rates will be used to start the next full 12-month contract cycle which is July 1, 2021 through June 30, 2022.

A fourth quarter disbursement reconciliation will be conducted by calculating the difference between the total special education funds received by DCYF to date and the total amount disbursed to contractors. Contractors will be notified of any adjustments that may be needed on or before July 1, 2021. Adjustments will be reflected in the final A-19 cycle for the current contract year.

Contractors will submit year-end expenditure reports using the forms provided in the contract packet on or before July 30, 2021. Unspent state special education funds must be returned or a request for carrying forward unspent funds submitted by July 30, 2021.

Final reconciliation of year-end expenditures to total state special education revenue disbursed will be conducted by August 15, 2021.