

**Texans Can! Shared Service Arrangement
Austin Can!, Dallas Can!, Fort Worth Can!,
Houston Can! & San Antonio Can!**

SPECIAL EDUCATION POLICIES

Board Adopted November 2004

Topics

Expenditures of IDEA Funds

Policy Regarding Medicaid/SHARS Billing and Expenditures

EXPENDITURES OF IDEA B FUNDS

1. Regarding IDEA B Funds

The Director of Special Education is responsible for compliance with guidelines for the use of IDEA Special Education funds.

2. Travel

Staff must conduct official school business away from their normal site of work in order to qualify for travel benefits. According to OMB Circular A-87, A-122, and A-21, "actual cost of meals not to exceed \$30 per day". According to Texans Can! Policy, an 8 hour activity will allow participant to qualify for the complete per diem and a 4 hour activity will allow participant to qualify for ½ of the daily per diem.

3. Non-travel food and meals related to Federal Grants

In order for non-travel meals to be charged to a Federal Grant, staff must be required to attend the meal. It must be clearly stated on the agenda with a staff roster. According to OMB Circular A-87, A-122, and A-21, "light meals for staff or participants who are cloistered in all-day training sessions or light meals during a "working session" in which participants are engaged in exercises/activities during normal meal times as stated on the agenda". Meals should be on the site of the training and should be included on the agenda. Supporting documentation to include agenda and list of those in attendance must be provided when reimbursement is requested.

4. Other incidental foods/snacks/drinks provided for seminars or trainings are not allowable expenditures on the federal grants.

5. Expenses related to District Level Staff Not Allowable on Grant

District level expenditures that are not allowable by Grant but are allowable under Texans Can! Policy and are made on behalf of a particular campus and approved by the superintendent will be charged to the campus budgets. Such expenditures must be approved by Superintendent and reported to Principal's at the local campus for which they are charged.

6. District level expenditures that are not allowable by Grant but are allowable under Texans Can! Policy and cannot be traced to support a particular campus will be charged to the district level budget. Superintendent must approve such expenditures.

7. Expenditures related to staff development/meetings/conferences

According to SAS-A101-05, "instructional, assessment and staff development supplies and materials" are allowable expenditures.

8. Other Expenditures

All other expenditures not specifically outlined above will be at the discretion of the Director of Special Education upon whom the responsible for compliance with guidelines for the use of IDEA Special Education funds lays. If these expenditures are questionable, they will be forwarded back to the Director of Special Education for supporting documentation to explain appropriateness of said expenditure.

POLICY REGARDING MEDICAID/SHARS BILLING AND EXPENDITURES

1. On a monthly basis Director of Special Education will present SHARS representative with a list of current students in Special Education. List will include each students name, social security number, date of birth, date of services and disability.
2. SHARS representative will provide Director of Special Education with list of students that meet the standard for Medicaid Billing through SHARS.
3. Director of Special Education will request billable services, date, and time for those students who qualify for billable time.
4. Director of Special Education will complete and provide documentation to SHARS representative for billing.
5. SHARS representative process payment made payable to Texans Can!. Payment is sent to the attention of the Director of Special Education at 325 W. 12th St Dallas, Texas 75208.
6. Payment is then forwarded to Grants Manager in Accounting for coding and application to Texans Can! Shared Service Arrangement SHARS account for utilization.
7. SHARS representative will send invoice to Director of Special Education who will then process payment out of the SHARS account.
8. Per Superintendent's approval, funds will be utilized to assist and support the operations of Texans Can! Shared Service Arrangement in areas that IDEA B and State Special Education funds may not be utilized.
9. No purchases may be processed for amounts not currently present in account.