

Special Grants Quick Reference

General Information:

- Unencumbered funds for all special grants except Group/Foster Home will revert at the end of the fiscal year.
- Funds allotted for a designated student cannot be utilized for a different student.
- Applications are reviewed monthly at the close of business on the 15th of each month or the next business day if the 15th is a weekend or holiday. May 15th is the last day to submit an application.
- The IEPs for each student on an application is reviewed by the fiscal consultants to determine eligibility for the grant funds.

1. Community Residential Center

- a. Funding for students placed in a Community Residential Center (CRC) through the Local Management Entity (LME) or Managed Care Organization (MCO).
- b. The PSU where the CRC is located must complete the application.
- c. Upload a completely signed contract between the PSU and the CRC.
- d. Funding is based on the enrollment date for each student.
- e. Extended school year is for the summer within the fiscal year (i.e. ESY during July & August 2024 will be included in the 2025 application.)
 - i. The box for extended school year must be marked in the initial application to receive funding.
 - ii. ESY must be included in the IEP for the summer requested for funding
- f. When a student is withdrawn, the PSU must indicate the withdrawal date on the next monthly submission.
 - i. The remaining funds will be subtracted from the new funding total.
 - ii. If there is no new funding, the remaining funds will be reported to DPI Financial & Business services for reversion.

Special Grant	Common Error	Solution
CRC	Incorrect student ID entered	Review and ensure student ID is copied correctly
CRC	Student is not eligible for EC in North Carolina and/or doesn't have a current IEP	Ensure student is eligible and has a current IEP.
CRC	ESY not indicated on IEP	Review IEPs prior to applying for funds
CRC	Contract not complete and/or missing signatures	Ensure fully signed, valid contract is uploaded

2. Developmental Day Center Funds

- a. The Developmental Day Center (DDC) must have an operating license from DHHS/DCDEE with Developmental Day endorsement for each center listed on the application.

- b. The student must have been placed in the DDC classroom by the IEP team as indicated on the IEP and/or Prior Written Notice.
- c. For children ages 3 to 5, the IEP must indicate special education services five days per week.
 - i. At least 3 hours each day of specially designed instruction or
 - ii. At least 2 hours each day of specially designed instruction and at least one weekly direct service related service
 - iii. At least 1 hours each day of specially designed instruction and at least 2 weekly direct service related services.
- d. For students ages 6 to 21, must have special education 5 days per week with a minimum of 4 hours per day of specially designed instruction.
- e. For community based DDC, must have a completely signed copy of the contract.
- f. Funding is based on the begin date of the IEP meeting grant criteria or the first day of school if the IEP was written in the previous school year.
- g. When a student is withdrawn, the PSU must indicate the withdrawal date on the next monthly submission.
 - i. The remaining funds will be subtracted from the new funding total.
 - ii. If there is no new funding, the remaining funds will be reported to DPI Financial & Business services for reversion.

Special Grant	Common Error	Solution
DDC	Incorrect student ID entered	Review and ensure student ID is copied correctly
DDC	Student is not eligible for EC in North Carolina and/or doesn't have a current IEP	Ensure student is eligible and has a current IEP.
DDC	Contract not complete and/or missing signatures	Ensure fully signed, valid contract is uploaded
DDC	Placement in DDC is not indicated on the IEP and/or Prior Written Notice	Review IEPs prior to applying for funds
DDC	Service delivery does not meet minimum requirements	Review IEPs prior to applying for funds
DDC	Site does not have DDC endorsement on license	Verify license prior to applying for funds

3. Group/Foster Home

- a. The Group/Foster Home (GFH) grant is for students with valid NC eligibility and IEPs newly enrolled in your PSU.
- b. Student was eligible for EC services the previous school year in the PSU where enrolled.
- c. Student was not on the PSU December and April Child Count the previous school year.
- d. Funds received are based on the student enrollment date.
- e. Funds are allotted through State PRC 032 (036 for Charters) and Federal PRC 060.
- f. Funds do not revert if the student withdraws from the PSU.

Special Grant	Common Error	Solution
GFH	Incorrect student ID entered	Review and ensure student ID is copied correctly
GFH	Student is not eligible for EC in North Carolina and/or doesn't have a current IEP	Ensure student is eligible and has a current IEP.
GFH	Student is not new to the PSU	Review student history to ensure student was not counted on previous Child Count
GFH	Student was just placed EC and does not meet grant requirements	Review IEPs and eligibility prior to applying for funds

4. Out of District Placement

- a. Out of District (OOD) is for students placed in an out of district educational setting by the IEP. This is documented on the IEP and/or Prior Written Notice.
- b. The application must be completed within 30 calendar days of the student's placement in the OOD setting.
- c. If the student is continuing in the OOD setting from the previous school year, a new application must be submitted in the first Special Grant cycle (September 15).
- d. A complete and signed contract between the PSU and the placement program must be uploaded to the grant.
- e. This is a reimbursement grant only. At the end of the school year or the end of the student's placement if prior to the end of the school year, the PSU will upload to the grant the reimbursement request form and supporting paid invoices.
- f. Reimbursement will be based on the actual paid invoices minus the December and April Child Count funds and the ADM for the PSU.

Special Grant	Common Error	Solution
OOD	Incorrect student ID entered	Review and ensure student ID is copied correctly
OOD	Student is not eligible for EC in North Carolina and/or doesn't have a current IEP	Ensure student is eligible and has a current IEP.
OOD	Contract not complete and/or missing signatures	Ensure fully signed, valid contract is uploaded
OOD	Application not submitted within 30 days of OOD placement	Complete application as soon as the decision is made and the student starts the placement

5. Special State Reserve

- a. Special State Reserve (SSR) is for EC students new to the PSU and presenting a high cost need the PSU could not anticipate.
- b. The application must be submitted within 90 days of the student enrolling in the PSU.
- c. The need for the 1:1 must be explicitly documented in the IEP.
- d. Under certain circumstances, a student with a significant change in condition may qualify for SSR funding. Contact your Fiscal Consultant prior to completing an application for a change in condition.
- e. When requesting reimbursement for assistive technology, the paid invoices must be uploaded to the application. The PSU is required to meet the student's needs and cannot wait on funding approval to provide any needed assistive technology or equipment.
- f. If the student moves to a different North Carolina PSU, any equipment/technology purchased with SSR funds must accompany the student.
- g. If a student withdraws from the PSU, the PSU must submit a form to revert any remaining funds.

Special Grant	Common Error	Solution
SSR	Incorrect student ID entered	Review and ensure student ID is copied correctly
SSR	Student is not eligible for EC in North Carolina and/or doesn't have a current IEP	Ensure student is eligible and has a current IEP.
SSR	Grant application not submitted within 90 days of enrollment	Track enrollment date and submit prior to the 90 th day.
SSR	Does not meet change in condition requirement	Review examples of changes in condition and consult with Fiscal Consultant to discuss if student meets criteria
SSR	1:1 service not explicitly stated in IEP	Review IEPs prior to applying for funds

6. Risk Pool and Special State Reserve Special Circumstances

- a. Risk Pool (RP) and Special State Reserve Special Circumstances (SSRSC) funds are for high needs students.
- b. A qualified student may receive funds for a total of five years combined with RP and/or SSRSC.
- c. The application is rubric based, and the minimum rubric points is eight (8).
- d. The need for the 1:1 must be explicitly documented in the IEP.
- e. To receive the rubric point for Related services, the IEP must document at least 2 direct related services.
- f. When requesting reimbursement for assistive technology, the paid invoices must be uploaded to the application. The PSU is required to meet the student's needs and

cannot wait on funding approval to provide any needed assistive technology or equipment.

- g. For Risk Pool, the applications will be reviewed in the order received until all set aside funds have been allocated.
- h. If a student withdraws from the PSU, the PSU must submit a form to revert any remaining funds.

Special Grant	Common Error	Solution
RP / SSRSC	Incorrect student ID entered	Review and ensure student ID is copied correctly
RP / SSRSC	Student is not eligible for EC in North Carolina and/or doesn't have a current IEP	Ensure student is eligible and has a current IEP.
RP / SSRSC	Does not meet minimum rubric score	Review rubric score prior to submitting Ensure student has at least 2 direct related services
RP / SSRSC	Services are not direct services	Review IEPs prior to applying for funds
RP / SSRSC	Supplemental aids/AT checked on application but not on IEP which results in losing a rubric point	Review IEPs prior to applying for funds
RP / SSRSC	1:1 service not explicitly stated in IEP	Review IEPs prior to applying for funds
RP / SSRSC	Paid invoices for equipment reimbursement not included	Purchase equipment required by student prior to completing the application and upload to the grant