



# **Maine DOE Early Childhood Special Education Funding**

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# Agenda

## Building a Needs Based Budget:

- Step 1: Identify Current and Projected Student Counts
- Step 2: Estimate Allocation
- Step 3: IEP Review and Staffing Plan

## Budget to Actual

## Reporting

- Enrollment Data
- Grants4ME
- MEFS

## ECSE Funds – Account Codes

## MaineCare

## State Agency Client

## IDEA



# Budget Data Collection

District		Pinetree		
Number of Students				
IEP Review		Est Allocation		
Service	% & Units	Salary & Benefits	Contracted Provider	Anticipated Growth
1:1 Support				
Speech				
OT				
PT				
Psych				
Social Work				
BCBA				
Teacher 282B				
Ed Tech				
Admin (Title)				####
Admin (Title)				
Tuition				
Other Supplies				
		0.00	0.00	
		0.00		0.00

# Building a Needs-Based Budget

## Step 1: Identify Current and Projected Student Counts

SAUs should begin by reviewing:

- July 1 actual child counts (or estimated counts if in the first year of ECSE implementation).
- Historical October 1 child count data for the number of past Pre-K and kindergarten students with IEPs; and
- Anticipated referrals and transitions (including Part C to Part B).

Data will inform both initial allocations and projected quarterly adjustments.

# Budget Counts

Projected students with IEPs – Data from ECSE team.

3-year average – students with IEPs in Kindergarten

District	Pinetree			
Number of Students	14			
IEP Review	Est Allocation			
				17
Service	% & Units	Salary & Benefits	Contracted Provider	Anticipated Growth
1:1 Support				
Speech				
OT				
PT				
Psych				
Social Work				
BCBA				
Teacher 282B				
Ed Tech				
Admin (Title)				####
Admin (Title)				
Tuition				
Other Supplies				
		0.00	0.00	
		0.00		0.00

# Building a Needs Based Budget

## Step 2: Estimate Allocation

Utilize the “**Funding Allocation Preliminary Quarterly Calculation**” tool to:

Estimate July 1 estimated child counts – Data provided by ECSE Team

Estimate anticipated growth – Using 3-year trend of the number of students with IEPs entering kindergarten.



# Budget Estimated Allocation

District	Pinetree			
Number of Students	14			17
IEP Review	Est Allocation	\$ 360,000.00		437,000.00
Service	% & Units	Salary & Benefits	Contracted Provider	Anticipated Growth
1:1 Support				
Speech				
OT				
PT				
Psych				
Social Work				
BCBA				
Teacher 282B				
Ed Tech				
Admin (Title)				0%
Admin (Title)				
Tuition				
Other Supplies				
		0.00	0.00	
		0.00		0.00

# Building a Needs-Based Budget: Steps

## Step 3: Review IEP Service Requirements

For each student (or projected student profile), SAUs should analyze:

- Special education service minutes;
- Related services (e.g., speech-language, OT, PT, behavioral services).
- Transportation needs;
- Assistive technology or specialized equipment.
- Placement setting (public Pre-K, community-based program, itinerant services, special purpose programming, etc.).

This analysis ensures that budget decisions are directly tied to IEP implementation.

# Building a Needs Based Budget

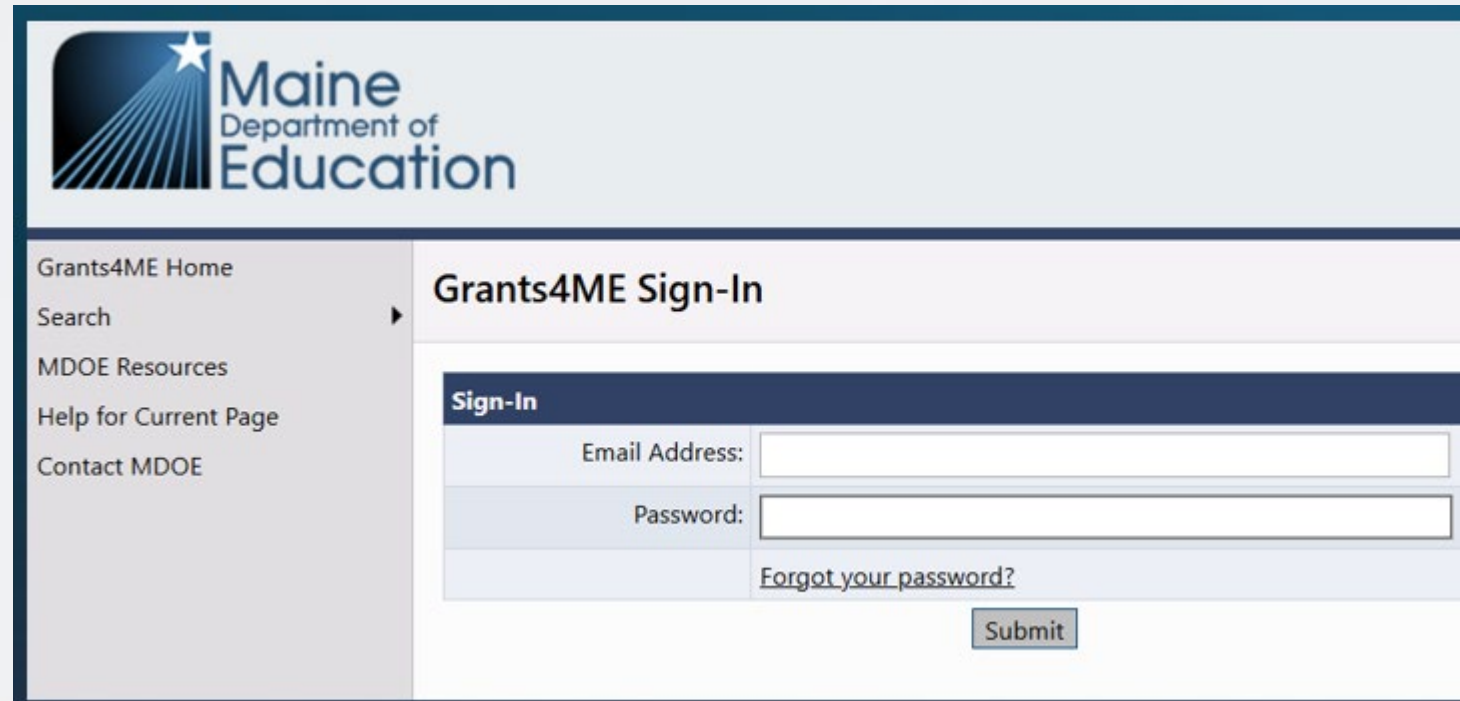
District	Pinetree			
Number of Students	14			17
IEP Review	Est Allocation \$ 360,000.00			437,000.00
Service	% & Units	Salary & Benefits	Contracted Provider	Anticipated Growth
1:1 Support	100%	195,000.00		260,000.00
Speech	20		2,000.00	4,000.00
OT	8		800.00	2,000.00
PT	N			1,000.00
Psych	N			2,500.00
Social Work	N			
BCBA	Y	7,500.00		10,000.00
Teacher 282B	100%	100,000.00		100,000.00
Ed Tech				
SPED Director	20%	30,000.00		30,000.00
Admin Support	20%	16,000.00		16,000.00
Tuition				
Other Supplies		5,000.00		5,000.00
		353,500.00	2,800.00	
		356,300.00		430,500.00

# Budget to Actual

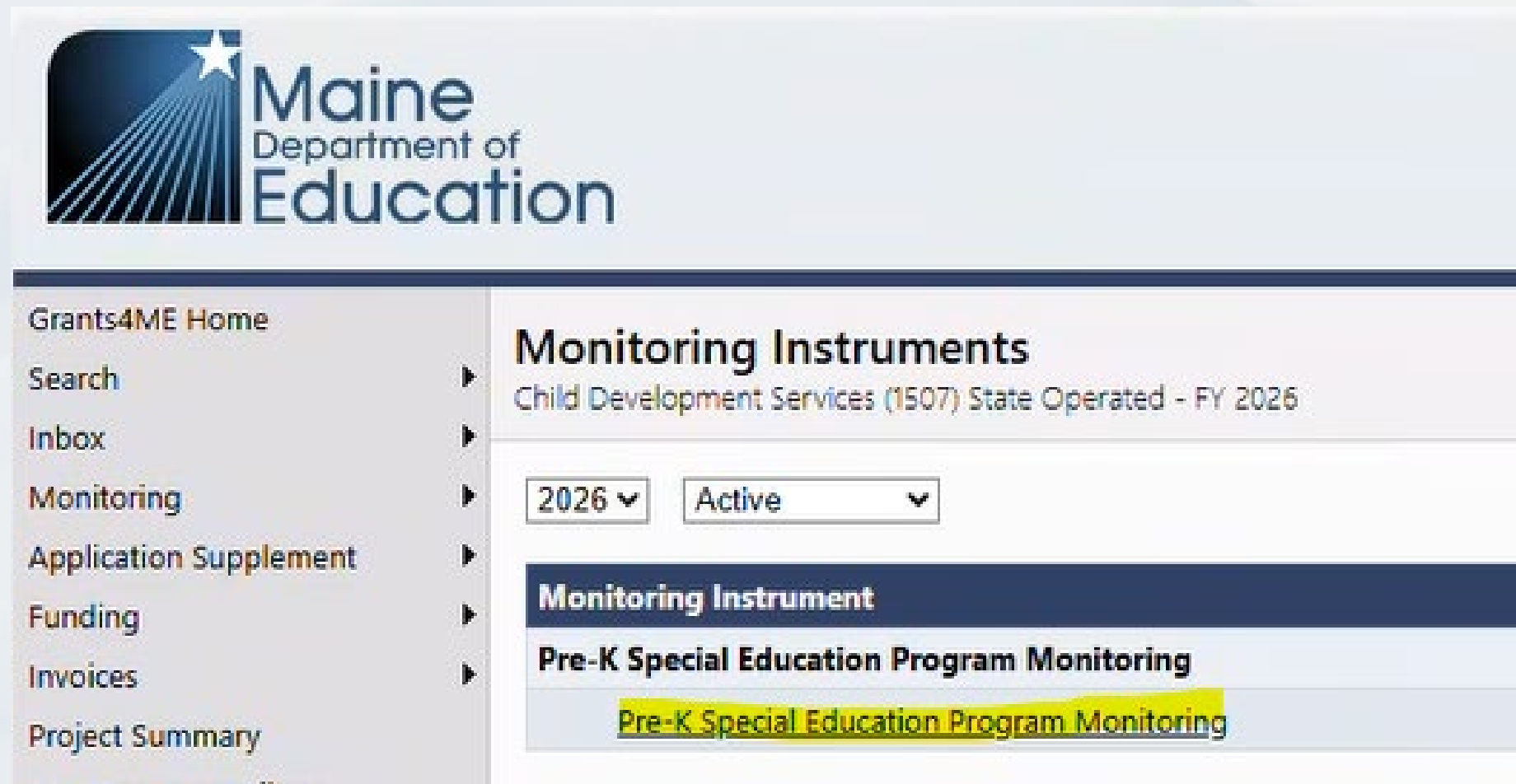
District			Pinetree
Number of Students			14
Allocation			218,500.00
Service	Budget	Budget Q1-2	Actual
1:1 Support	260,000.00	130,000.00	130,000.00
Speech	4,000.00	2,000.00	3,000.00
OT	2,000.00	1,000.00	1,800.00
PT	1,000.00	500.00	500.00
Psych	2,500.00	1,250.00	2,200.00
Social Work		0.00	
BCBA	10,000.00	5,000.00	5,000.00
Teacher 282B	100,000.00	50,000.00	50,000.00
Ed Tech		0.00	
SPED Director	30,000.00	15,000.00	16,500.00
Admin Support	16,000.00	8,000.00	7,500.00
Tuition		0.00	30,000.00
Other Supplies	5,000.00	2,500.00	2,000.00
	430,500.00	215,250.00	248,500.00

11%

# High Cost Out of District - Grants4ME



The screenshot shows the Grants4ME Sign-In page. At the top left is the Maine Department of Education logo. Below it is a navigation menu with links: Grants4ME Home, Search, MDOE Resources, Help for Current Page, and Contact MDOE. The main content area is titled 'Grants4ME Sign-In' and contains a 'Sign-In' section with two input fields: 'Email Address:' and 'Password:'. Below the password field is a link for 'Forgot your password?' and a 'Submit' button.



The screenshot shows the Grants4ME Monitoring Instruments page. At the top left is the Maine Department of Education logo. Below it is a navigation menu with links: Grants4ME Home, Search, Inbox, Monitoring, Application Supplement, Funding, Invoices, and Project Summary. The main content area is titled 'Monitoring Instruments' and shows 'Child Development Services (1507) State Operated - FY 2026'. There are two dropdown menus: '2026' and 'Active'. Below these is a table with a header 'Monitoring Instrument' and one row: 'Pre-K Special Education Program Monitoring', which is highlighted in yellow.

# High Cost Out of District

## BQ1. High Cost Out of District




Andover Public Schools (1734) Municipal School Unit - FY 2025 - Pre-K Special Education Program Monitoring-(1) - Rev 0

BM

Session Timeout: 59:13 [\(Hide Timer\)](#)

Save And Go To ▶

Application Supplements **strict - Q1**

Placement Organization	Student ID	Placement Type	Placement Start Date	Placement End Date	SAC	Total Amount
 ABC SPPS	123456789	Private SPPS ▼	09/01/2025  Clear	 Clear	No	\$ 30,000.00

[Add Row](#)

# ECSE Reporting

# ECSE Enrollment

- Enrollment counts will be collected Quarterly
  - July 1
  - October 1
  - January 1
  - April 1
- Enrollments will be entered into the State Student Information System
- Enrollments will also be collected on a spreadsheet initially until all systems are updated
- Enrollments will include 3, 4, and 5 years olds in PreK with an IEP
- Counts of students in Child Find with a signed parental consent to evaluate will be collected

Questions regarding enrollment should be directed to Jennifer Hopkins at [JenniferL.Hopkins@maine.gov](mailto:JenniferL.Hopkins@maine.gov)

# ECSE Grants4ME

## Complete Sections:

- AO1 – Total Expenditures
- BO1 – High Cost Out of District
- CO1 – High Cost In District

## Upload:

- Detailed trial balance for Fund 2213 for the quarter being reported.
- Copies of invoices for high cost “In and Out” of district.

## Uploads are due 30 days after the close of a quarter:

- Q1 (7-1 – 9/30) due 10/30
- Q2 (10/1 – 12/31) due 1/31
- Q3 (1/1 – 3/31) due April 30
- Q4 (4/1 – 6/30) due July 30

Questions regarding Grants4ME uploads should be directed to Sarah McLaughlin at [Sarah.McLaughlin@maine.gov](mailto:Sarah.McLaughlin@maine.gov)

# ECSE MEFS - NEO

Quarterly financial uploads to MEFS are due 30 days after the close of a quarter:

- Q1 (7-1 – 9/30) due 10/30
- Q2 (10/1 – 12/31) due 1/31
- Q3 (1/1 – 3/31) due April 30
- Q4 (4/1 – 6/30) due July 30

Questions regarding MEFS-NEO uploads should be directed to Terri Beal at [Terri.Beal@maine.gov](mailto:Terri.Beal@maine.gov)

# Reporting Timeline

Early Childhood Special Education	Child Count	Detailed Trial Balance Fund 2213 in Grants4ME (Q3)	Quarterly Upload to MEFS in NEO
Quarter 1 (July – Sept)	July 1 count due July 7	October 30	October 30
Quarter 2 (Oct – Dec)	October 1 count due December 7	January 30	January 30
Quarter 3 (Jan – March)	January 1 count due January 7	April 30	April 30
Quarter 4 (Apr – June)	April 1 count due April 7	July 30	July 30
	State Student Information System	Grants4ME	MEFS

# ECSE Funds Codes

## EXPENSES

All ECSE expenses must be posted to Fund 2213

## REVENUE

Allocation – Revenue 3128

PreK Setup Funds – Revenue 3128

PreK MaineCare – Revenue 4508

PreK State Agency Client – Revenue 3122

# MaineCare Enrollment Guidance for CDS FAPE Transition Cohort Schools

**Enroll one new service location named "Early Childhood Services" as soon as possible. This enrollment location should only be used for services delivered to members who are not yet in kindergarten.**

- Review the directions posted on the [MaineCare in Education web page](#), in the MaineCare in Education School Health-Related Services Billing Guide. The guide provides specific instructions on how to add an Early Childhood Service location. Contact and additional information for MaineCare's Provider enrollment team can be found [here](#).
- MaineCare cannot reimburse for any services delivered before the enrollment is complete.
- It takes an average of 30-60 days to enroll a new service location

**Start delivering MaineCare covered services and submit claims.**

- After MaineCare approves your school's enrollment, deliver covered services, then submit all claims for services delivered to MaineCare member students, who are not yet in kindergarten, through the one new service location.
- Prior Authorization is needed for some services. Please refer to the [MaineCare Benefits Manual](#) (MBM) to ensure all requirements are met to deliver services.
- SAUs will still need to have service locations for individual schools where other age members in grades K-12 are receiving MaineCare covered services.
- SAUs must use the correct Place of Service code on all claims, in addition to the "TM" modifier, and any other modifiers required by the posted fee schedule.
- Using this new service location allows MaineCare to identify state share costs for all claims for this specific group of members.

**Participate in the MaineCare in Education online trainings.**

[MaineCare in Education web page](#).

# ECSE – SAC EF-S-04

Contact Lori Freeman at

[Lori.Freeman@maine.gov](mailto:Lori.Freeman@maine.gov) or

[SAC.DOE@maine.gov](mailto:SAC.DOE@maine.gov)

School District		MONTH:	JANUARY 2020			
Person Completing Form:		VERSION:	Initial			
Authorization Signature		<b>TOTAL DUE:</b>			<b>1392.19</b>	
Student Name	Task	Staff	# of Intervals	Sum of # of students (including target student)	Rate per 15min	TOTAL
Mickey Mouse	1:1 Support	Mr. Rogers	20	1	6.19	123.75
Mickey Mouse	1:1 Support	Mr. Rogers	20	1	6.19	123.75
Mickey Mouse	1:1 Support	Mr. Rogers	35	1	6.19	216.56
Mickey Mouse	Direct Support	Mr. Rogers	20	1	6.19	123.75
Mickey Mouse	Direct Support	Mr. Rogers	10	1	6.19	61.88
Mickey Mouse	Direct Support	Mr. Rogers	15	1	6.19	92.81
Mickey Mouse	Direct Support	Mr. Rogers	10	1	6.19	61.88
Mickey Mouse	Direct Support	Mr. Rogers	25	1	6.19	154.69
Mickey Mouse	1:1 Support	Mr. Rogers	20	1	6.19	123.75
Mickey Mouse	Direct Support	Mr. Rogers	10	1	6.19	61.88
Mickey Mouse	Direct Instruction	Mr. Rogers	10	1	6.19	61.88
Mickey Mouse	1:1 Support	Mr. Rogers	15	1	6.19	92.81
Mickey Mouse	Direct Support	Mr. Rogers	15	1	6.19	92.81

# ECSE Funds

## Can I use Federal IDEA Funds for ECSE?

- Yes, IDEA 611 and 619 funds may be used to pay for eligible ECSE expenses.

## Will there be a change in my IDEA 611 and 619 Allocation?

- Yes. Each student with an IEP who transitions will have their base allocation transferred to the district assuming FAPE.

## Who do I contact with questions?

- Please reach out to Sarah McLaughlin (Sarah.McLaughlin@maine.gov) with any questions.

# Contact Information



## **Program:**

Erin Frazier - State Director of Special Services - [Erin.Frazier@maine.org](mailto:Erin.Frazier@maine.org)

Sandy Flacke - Deputy Director - [J.sandy.flacke@maine.org](mailto:J.sandy.flacke@maine.org)

Jennifer Hopkins – Project Manager – [Jennifer.L.Hopkins@maine.gov](mailto:Jennifer.L.Hopkins@maine.gov)

Holly Green – Executive Assistant ECSE – [Holly.A.Green@maine.gov](mailto:Holly.A.Green@maine.gov)

## **Fiscal:**

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Sarah McLaughlin – ECSE Funds - [sarah.mclaughlin@maine.gov](mailto:sarah.mclaughlin@maine.gov)

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