

PreK Special Education Cohort 1 (Pilot Year) – Calculation of Allocation of Funds*

The initial funding calculation per statute for the PreK Special Education Cohort 1 School Administrative Units is intended to cover *all* costs of the **General Education (FAPE)** responsibilities, **Child Find** evaluation costs, as well as all the **Special Education** requirements.

This funding is based on the following formula:

Estimate General Education (FAPE) Calculated Allocation =

Number of students enrolled in PreK with an IEP;

Multiplied by the current year SAU's Elementary EPS rate for the Basic Count allocation;

Plus, an additional weight of .20 times the SAU's current Economic Disadvantaged Percentage;

Plus, an additional weight of .10 for PreK associated additional costs;

Plus, per pupil amounts for student assessments and technology.

2024-25 School Administrative Units													
Student Counts as of:		7/22/2024											
ORG ID	SAUs	InCohort 1	PreK with IEP	Child Find	SAU Elementary EPS Rate	SAU Disadvantaged Percentage	Basic Count Amount	Disadvantaged Weight	Assessment Targeted Per Pupil	Technology Per Pupil	PreK Additional Weight	Additional Disadvantaged Weight	Total General Ed/FAPE Allocation
Fixed Variable Values		1 = Yes						0.15	\$55.00	\$120.00	0.10	0.05	
		1	21	4	7531	0.5171	\$158,151.00	\$12,313.19	\$1,155.00	\$2,520.00	\$15,815.10	\$4,104.40	\$194,058.69

Estimate Special Education Calculated Allocation =

Number of students enrolled in PreK with an IEP;

Multiplied by the current year SAUs Elementary EPS rate and multiplied by 1.5 weight.

2024-25 School Administrative Units						
Student Counts as of:		7/22/2024				
ORG ID	SAUs	InCohort 1	PreK with IEP	Child Find	SAU Elementary EPS Rate	Special Education Additional Weight
Fixed Variable Values		1 = Yes				1.5
		1	21	4	7531	\$237,226.50

Child Find Prior to Evaluation Calculated Allocation =

Funding is also provided for those students in Child Find that have a signed parental consent to evaluate but have not yet had the evaluation completed. That funding is \$1,000 per child to cover all costs associated with the evaluation. Once the evaluation is completed, if the child is assigned an IEP, then the count for that child will be added to the aforementioned calculation of funding for General Education (FAPE) and Special Education after the collection of counts in the next quarter.

2024-25 School Administrative Units				
Student Counts as of:		7/22/2024		
ORG ID	SAUs	InCohort 1	PreK with IEP	Child Find
Fixed Variable Values		1 = Yes		
		1	21	4
				\$4,000.00

Total Allocation Calculated is then divided into 4 quarterly payments:

2024-25 School Administrative Units							
Student Counts as of:		7/22/2024					
ORG ID	SAUs	InCohort 1	PreK with IEP	Child Find	Total Initial Allocation	Quarter 1	Quarter 2
Fixed Variable Values		1 = Yes				Quarter 3	Quarter 4
		1	21	4	\$435,285.19	\$108,821.30	\$108,821.30
						\$108,821.30	\$108,821.30

* These guidelines are subject to change as the Maine DOE continues to refine this process.

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What if the total cost of providing services to PreK Special Education students exceeds the allocation?

The cost of the FAPE responsibility and the provision of services for some PreK Special Education students will be less than the amount allocated and the cost for others will be more.

If the total funding allocation is not enough to cover the cost for all students, the funding will be reassessed and recalculated. In order to determine if the funding calculation is adequate, or if more funding is needed throughout the school year, Maine DOE will be collecting and reviewing financial data quarterly to assess if the funding should be adjusted.

If IEP programming expenses for a PreK special education student exceed the per pupil allocation, we will require the documentation noted (below) each quarter for review.

Updated counts for PreK students in the Child Find process and with IEPs for each Cohort 1 SAU will be collected on the first day of each quarter (July 1, October 1, January 1, and April 1). In order to fund each eligible student, all documentation related to student count (including the [Excel template](#) provided by the DOE team and enrollments entered into the State student information system*) should be submitted to the DOE team for review within 1 week of the count date listed above.

How to submit updated enrollment/counts each quarter:

1. A spreadsheet template will be provided to each SAU to fill out with all PreK students with an IEP enrolled in your SAU.
2. The spreadsheet will also collect all students in Child Find with a signed parental consent for evaluation.
3. The spreadsheet must be completed and returned to Jennifer Hopkins, Jennifer.L.Hopkins@maine.gov by the 7th day of the quarter.
4. Enrollments must also be entered into the Student Information System and uploaded to Synergy.

* All questions regarding how to enter PreK student enrollments into Synergy should be directed to the Maine MEDMS Support Team at 207-624-6896 or medms.support@maine.gov.

Calendar of Events for Second Quarter Cohort 1:

October 1	Count of PreK Special Education students enrolled in a Cohort 1 SAU (including those attending with a Superintendent's Agreement).
October 1	Count of Child Find students enrolled in a Cohort 1 SAU (with a signed parental consent for evaluation).
October 8	Deadline to have all counts collected from all Cohort 1 SAUs.
October 8**	Deadline to have additional costs determined to add to funding for higher cost students.
October 15	Updated allocation payments for 2 nd Quarter disbursed to all Cohort 1 SAUs.

**In order to provide the quarterly allocation to all SAUs as quickly as possible after the collection of the counts, it may be necessary to review documents regarding additional costs after the payments are disbursed on the 15th. If the review determines that additional funds are needed, an additional payment may be made within the current quarter prior to the next quarterly payment.

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What documentation will be needed?

At least for this initial pilot year, and possibly future years, the Maine DOE will need a copy of the IEP and copies of all associated invoices or contracts in order to fully understand the actual cost of PreK special education programs. This documentation should be sent to Jennifer Hopkins, Jennifer.L.Hopkins@maine.gov.

When should this documentation be provided?

We ask that this documentation be provided quarterly. While SAUs can provide documentation more frequently, quarterly reporting is necessary to determine if additional funding for higher costs is warranted.

What about transportation?

If any required transportation is able to be provided using existing resources, then the current funding should be sufficient. If the transportation requires special transport, provide documentation as noted above, each quarter for review.

Please Note:

Fund & Revenue Codes	Fund	Revenue	Description
	2213	3128	State Grant PreK-Special Education SAU FAPE

Model Chart of Accounts for this Fund and Revenue code can be found at <https://www.maine.gov/doe/funding/accounting/handbook>
[PreK Special Education Programs](#) - (3-, 4-, or 5-Year-olds with IEPs in PreK)

If you have any questions, please contact Jennifer Hopkins at Jennifer.L.hopkins@maine.gov.

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