

Coordinated Early Intervening Services (CEIS) Reporting Verification Sheet

Districts utilizing funds under Part B of the Individuals with Disabilities Education Act (IDEA) must complete the CEIS Reporting Verification Sheet to ensure appropriate use of CEIS funds. This sheet will be used by the Division to monitor the use of these funds.

CEIS are services provided to students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade three) who are not currently identified as needing special education or related services, but who need additional academic and behavioral supports to succeed in a general education environment. The Individuals with Disabilities Education Act (IDEA) (U.S.C. §1413 (f)(2)) and its regulations 34 CFR §300.226(b)) identify the activities that a Local Education Agency (LEA) may carry out in implementing coordinated, early intervening services:

- Professional development (which may be provided by entities other than local educational agencies) for teachers and other school staff to enable such personnel to deliver scientifically-based academic instruction and behavioral interventions, including scientifically-based literacy instruction, and, where appropriate, instruction on the use of adaptive and instructional software; and
- Providing educational and behavioral evaluations, services, and supports, including scientifically-based literacy instruction. For example, a LEA might use CEIS to provide behavioral interventions to nondisabled students who receive a certain number of disciplinary office referrals, perhaps as part of a Positive Behavioral Supports initiative. CEIS might also be used to help fund reading or math specialists to work with nondisabled students who have not reached grade-level proficiency in those subjects, or to fund after-school tutoring for nondisabled students who score below “basic” on statewide assessments.

An LEA may not use more than fifteen (15) percent of the amount the agency receives under Part B for any fiscal year, **less any amount reduced by the agency under adjustments to local fiscal year effort (34 CFR 300.205), if any**, in combination with other amounts (which may include amounts other than education funds), to develop and implement coordinated, early intervening services, which may include interagency financing structures, for students in kindergarten through grade 12 who have not been identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.

Districts will report the number of students served under CEIS and CEIS expenditures through the Part B Final Expenditure Report (FER) in the electronic Grants and electronic Planning System (ePeGS). This information will be queried by the Division and reviewed in conjunction with this verification sheet. The amount of Part B funds spent on providing CEIS reported on this verification sheet must match the amount of Part B funds spent on providing CEIS reported on the FER. If it is determined that Part B funds were not spent appropriately, the district will be required to refund the money to the Division from the district’s state and local funds.

Instructions for completing the CEIS Reporting Verification Sheet:

1. Enter the date the CEIS activity occurred in the first column.
2. Enter the description of the CEIS activity that occurred. The description must clearly explain how the activity meets the definitions provided above of professional development and/or providing educational and behavioral evaluations, services, and supports. In addition, it must be apparent how the professional development and/or educational and behavioral evaluations, services, and supports benefitted students who need additional academic and behavioral supports to succeed in a general education environment. If the description is not entirely clear, the district will be contacted and asked to provide additional information.
3. Indicate if the activity was geared towards professional development or towards evaluations, services, supports and/or instruction.
4. Enter the cost of the CEIS activity. If the activity benefitted more than just the students who need additional academic and behavioral supports to succeed in a general education environment, the cost must be prorated for only those students. The amount of Part B funds spent on providing CEIS reported on this verification sheet must match the amount of Part B funds spent on providing CEIS reported on the Part B FER. If it is determined that Part B funds were not spent appropriately, the district will be required to refund the money to the Division from the district's state and local funds.
5. List the titles of all participants that attended the activity (i.e. 4th Grade Reading Teacher)
6. Enter the number of Special Education Students served by the CEIS activity. This number should be zero as CEIS is for students without an IEP.
7. Indicate the funding type of the activity. If the activity was previously paid with other funds, this may be a supplant violation.
8. Indicate the group(s) benefiting from the CEIS activity.

The sheet must be submitted to the Funds Management Section postmarked no later than July 30th of each year. Please email to webrepliespfm@dese.mo.gov or mail to: DESE, Special Education – Funds Management, PO Box 480, Jefferson City, MO 65102.

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<u>District Name</u>	<u>District/County Code</u>	<u>Year Funds Were Spent</u>	<u>Date Submitted</u>

<u>Person Completing Form</u>	<u>Phone Number</u>	<u>Email Address</u>

Date of Activity mm/dd/yy	Description of Activity	Type of Activity	Cost	List Titles of Participants (ie 4 th Grade Reading Teacher)	# of Spec Ed Students Served	Funding Type	Group(s) Benefiting from Activity
		<input type="checkbox"/> PD <input type="checkbox"/> Evaluation, Support, Services, or Instruction				<input type="checkbox"/> New Activity <input type="checkbox"/> Expanded Activity <input type="checkbox"/> Previously Paid with CEIS funds <input type="checkbox"/> Previously Paid with Other Funds (supplanting)	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White
		<input type="checkbox"/> PD <input type="checkbox"/> Evaluation, Support, Services, or Instruction				<input type="checkbox"/> New Activity <input type="checkbox"/> Expanded Activity <input type="checkbox"/> Previously Paid with CEIS funds <input type="checkbox"/> Previously Paid with Other Funds (supplanting)	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White
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