Ohio Department of Education
Office for Exceptional Children
Coordinated Early Intervening Service (CEIS) School District Guidance

Use of Part B Funds for IDEA Coordinated Early Intervening Services (CEIS)

What are CEIS?

IDEA Regulations at 34 CFR §300.226 provides that an LEA may use up to 15 percent of the amount the LEA receives under Part B of the Act for any fiscal year, less any amount reduced by the LEA pursuant to §300.205 (local maintenance of effort) to develop and implement coordinated, early interning service for students in kindergarten through grade 12. Part B funds may not be used for early intervening services in preschool.

School districts are encouraged to use Part B funds for CEIS. Districts that opt to use Part B funds, as well as school districts mandated to budget 15% of their Part B allocation for CEIS, are obligated to comply with the following guidance. CEIS may be offered to students in kindergarten (including four-year-old kindergarten) through grade 12 who are not currently identified as needing special education or related services but who have been determined to need additional academic and behavioral support to succeed in a general education environment.

CEIS includes:

- Professional development for teachers and other school staff to enable them to deliver scientifically based academic instruction and behavioral interventions, including scientifically-based literacy instruction, and, if appropriate, instruction on the use of adaptive and instructional software;
- Providing educational and behavioral evaluations, services and supports, including scientifically-based literacy instruction.

Any LEA that uses up to 15% of IDEA Part B funds for coordinated early intervening services must annually report to the state education agency on:

- The number of students who receive CEIS, and
- The number of students who received early intervening services, who subsequently receive special education and related services within two years after receiving CEIS.

IDEA Part B funds budgeted for CEIS may be used to supplement but not supplant services aligned with and activities funded by and carried out under any federally funded project (most notably the Elementary and Secondary Education Act (ESEA) which includes Title I services). There is no "supplement not supplant" requirement for state or local funds [34 CFR 208 (a)]. CEIS funds may be used to develop and support a multi-tiered system of prevention and intervention options, but may not be used to support the implementation of core (universal) activities designed to provide high quality instruction to all students in a grade, school or district.

Any individual whose personnel costs are charged to a federal grant must provide time and effort documentation whether or not it is a semi-annual certification or monthly personnel activity reports (PAR). Semi-annual certification is completed by those individuals who have a single cost object; monthly or pay-period personnel activity reports are completed by individuals who have multiple cost objectives. Under IDEA, any individual who is not 100% special education would need to complete monthly PARs. Time and effort reporting are a part of the allowable costs as defined by the U.S. Office of Management and Budget.

The chart beginning on page 2 identifies items allocable to IDEA Part B for the purpose of coordinated early intervening services.

Allowable Costs for IDEA Coordinated Early Intervening Services (CEIS)

Symbol Key:

☑ **Always allowed**

◈ **Allowed, special requirements or additional information required**

☒ **Never allowed**

Applicable function codes	Allowed	Not Allowed	Budget Item /Activity
		☒	**BUS, VAN or OTHER STUDENT TRANSPORTATION COSTS:** Not allowed. Transportation is not a cost allocable to CEIS.
		☒	**COMPUTER NETWORK COSTS:** Computer networking costs must be included as part of the district's indirect costs and are not direct budget line items.
2414 2415	◈		**CEIS COORDINATOR SALARY:** CEIS funds may be used for salaries and fringe benefits, or a portion thereof, of staff that directly coordinate or supervise allowable CEIS activities. A Personnel Activity Report may be required for compensation. Coordination staff costs must be specific to CEIS activities and may not include coordination of services intended to benefit all students or students with disabilities.
		☒	**CONSTRUCTION / NEW BUILDING:** New construction does not meet the criteria for the utilization of IDEA Part B funds for CEIS.
		☒	**EVALUATIONS FOR SPECIAL EDUCATION ELIGIBILITY DETERMINATIONS:** CEIS funds must be used to carry out coordinated early intervening services (CEIS). Evaluations, including outside evaluations, for determining eligibility for special education services are not considered CEIS.
2120 2122 2142, 3 2149	☑		**GUIDANCE COUNSELOR SALARIES – SCHOOL BASED:** Fundable activities may include school guidance counselor's efforts to implement progress monitoring, other CEIS evaluations, behavioral interventions, and related professional development specific ally and solely to targeted students. Universal services may not be funded with Part B funds. School guidance counselors may not deliver reading or math instruction under CEIS funding unless they also hold the appropriate license to deliver reading or math instruction and meet HQT requirements.
250X	☑		**INDIRECT COSTS:** The IDEA budget software allows a district to identify an indirect rate up to its negotiated indirect rate with DPI. The indirect percentage identified for the district's IDEA Part B budget is the same percentage charged to the district's CEIS budget, as they are the same funding source.
1190 1910 1920 1930 2120 2122 2142 2143 2149 2173 2175 2176	☑		**INSTRUCTIONAL EQUIPMENT AND ELECTRONIC DEVICES:** Purchase of electronic items such as iPods, iPads, laptops, netbooks and smartboards whose purpose is direct instructional activities or behavioral supports to targeted students is acceptable. Items must be included into the district inventory of items purchased with Part B funds.
1190 2212, 3 2219	☑		**INSTRUCTIONAL MATERIALS:** Instructional materials purchased with CEIS funds must be exclusively used for delivering coordinated early intervening services including educational and behavioral evaluations, services and supports including scientifically-based literacy instruction. CEIS funds may not be used to purchase materials used in the core instructional program intended for all students.
2960	◈		**IT STAFF SALARIES:** A district may employ or contract with IT staff to carry out allowable CEIS activities. CEIS funds may not be used for activities intended for an entire class or school. The IT staff costs must be linked to specific CEIS activities and not a part of the general cost of a district's communications networking costs. District-wide networking costs must be included as a part of the district's indirect costs and are not direct budget line items.

Applicable function codes	Allowed	Not Allowed	Budget Item /Activity
2120 2122 2173 2175 2176	☑		**MENTORS:** A district may hire or contract with individuals or organizations for mentoring services to carry out allowable CEIS activities. A mentor, unless appropriately licensed, may not provide instruction to students. Mentors may support, reinforce, or follow-up on instruction provided by and under the supervision of an appropriately licensed general education teacher. See also "Supervision" in the Information section.
2134 2135	☑		**NURSE SALARIES – SCHOOL BASED:** Examples of activities that may be funded with CEIS include a school nurse's efforts to implement progress monitoring, other CEIS evaluations, behavioral interventions, and related professional development. School nurses may not deliver reading or math instruction under CEIS funding if they do not hold the appropriate license to deliver reading or math instruction.
		☒	**OFFICE EQUIPMENT:** Not allowed. The purchase of non-instructional equipment is not an allowable use of the CEIS funds.
1190 1910 1920 1930	☑		**PARAPROFESSIONAL SALARIES:** A paraprofessional must serve as a general education paraprofessional and may: • Participate in professional development to enable the paraprofessional to support the delivery of scientifically based academic and behavioral interventions, and, if appropriate, the use of adaptive and instructional software. • Support, reinforce or follow-up on the provision of educational and behavioral services provided by and under the supervision of an appropriately licensed general education teacher. See also "Supervision" in the Information section.
		☒	**PHYSICAL OR OCCUPATIONAL THERAPIST SALARIES:** OT and PT are related services provided to students with disabilities in accordance with an IEP or service plan. CEIS may only be used to serve students who are not identified as students with disabilities. As such, CEIS funds may not be used for OT or PT.
2212 2213 2219	☑		**PROFESSIONAL DEVELOPMENT SERVICES:** A district may purchase professional development services provided it is "for general education teachers and other school staff to enable such personnel to deliver scientifically based academic 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."
2142 2143 2149	☑		**PSYCHOLOGIST SALARIES – SCHOOL BASED:** Examples of activities that may be funded with CEIS include a school psychologist's efforts to implement progress monitoring, other CEIS evaluations, behavioral interventions, and related professional development. School psychologists may not deliver reading or math instruction under CEIS funding unless they also hold the appropriate license to deliver reading or math instruction and meet HQT requirements.
2120 2142 2143 2149 2173 2175 2176 2179	☑		**PUPIL SERVICES STAFF SALARIES:** Pupil services staff include school psychologists, school social workers, school guidance counselors, and school nurses. Under CEIS funding, pupil services staff may not provide services or instruction outside the parameters of her or his license.
		☒	**REMODELING /RENOVATION:** Remodeling or renovation does not meet the criteria as an eligible expenditure for the use of IDEA Part B funds for CEIS.
		☒	**RENT or OCCUPANCY COSTS:** Rent or occupancy costs do not meet the criteria as an eligible expenditure for the use of IDEA Part B funds for CEIS.
2173 2175 2176 2179	☑		**SOCIAL WORKERS SALARIES – SCHOOL BASED:** Examples of activities that may be funded with CEIS include a school social worker's efforts to implement progress monitoring, other CEIS related evaluations, behavioral interventions, and related professional development. School social workers may not deliver reading or math instruction under CEIS funding if they do not hold the appropriate license to deliver reading or math instruction and meet HQT requirements.

Applicable function codes	Allowed	Not Allowed	Budget Item /Activity
1190 1910 1920 1930 2120 2122 2142 2143 2149 2212 2213 2219	◈		**SOFTWARE:** Software purchased with CEIS funds must be exclusively used in the delivery of coordinated early intervening services including educational and behavioral evaluations, services and supports including scientifically based literacy for students. CEIS funds may not be used to purchase software used in the core instructional program intended for all students.
		☒	**SPECIAL EDUCATION TEACHER SALARIES:** No special education teacher salaries may be funded with CEIS dollars. Teachers who hold both special education and general education licenses may provide CEIS if their job assignment is prorated. (see Teacher Salaries General Education).
1190 1910 1920 1930	☑		**SUBSTITUTE TEACHER SALARIES:** Districts may budget for general education substitute teachers to implement allowable CEIS activities (see General Education Teacher Salaries; Special Education Teacher Salaries; Teacher Salaries – General Education; Teacher Salaries – Special Education).
2960	◈		**TECHNOLOGY STAFF:** A district may employ or contract with technology staff to carry out allowable CEIS activities. The IT staff costs must be linked to specific CEIS activities and not a part of the general cost of a district's communications networking costs. CEIS funds may not be used for activities intended for an entire class or school. District-wide networking costs must be included as a part of the district's indirect costs and are not direct budget line items.
1190 1910 1920 1930	☑		**TEACHER SALARIES – GENERAL EDUCATION:** Under CEIS funding, general education teachers may be compensated with CEIS funds to provide academic interventions, behavioral interventions, assessments and professional development to identified, targeted students. The instructional staff must be properly licensed and meet HQT requirements * see "Intervention" in the information below
		☒	**TEACHER SALARIES – SPECIAL EDUCATION:** No special education teacher salaries may be funded with CEIS dollars. Teachers who hold both special education and general education licenses may provide CEIS if their job assignment is prorated. (see General Education Teacher Salaries)
		☒	**TRANSPORTATION – STUDENT:** Student transportation does not meet the criteria for the utilization of IDEA Part B funds in providing CEIS.
See travel note below.	☑		**TRAVEL (STAFF):** Travel costs must be generated as a result of CEIS activities, such as professional development.
1190 1910 1920 1930	☑		**TUTORS:** A district may hire or contract with individuals or organizations for tutoring services to carry out CEIS activities. Tutors may: • Participate in or provide professional development to enable teachers and other school staff to deliver scientifically-based academic and behavioral interventions, and, if appropriate, the use of adaptive and instructional software. • Support, reinforce or follow-up on the provision of educational and behavioral services provided by and under the supervision of an appropriately licensed general education teacher. See also "Supervision" in the Information section below.
		☒	**UNIVERSAL SCREENING - CEIS:** CEIS funds may be used to provide services only to students in need of additional academic or behavioral support who have not been identified as eligible for special education. CEIS funds may not be used for activities intended to provide high quality instruction to an entire class or school. Universal screening is part of the core instructional program provided to all students and not principally intended to address the needs of students who are **not** currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.
		☒	**SCREENING - SPECIAL EDUCATION CHILD FIND:** A district may not use CEIS funds for activities to identify, locate or evaluate students with disabilities including screening for pre-school, hearing, or vision disabilities.
		☒	**UTILITIES:** Utility costs must be included as part of the district's indirect costs and are not direct budget line items.

SUPERVISION: Supervision means regular, continuing interaction between the appropriately licensed staff member (supervisor) and the individual carrying out CEIS activities. There must be sufficient contact between the supervisor and the individual carrying out CEIS activities, and between the supervisor and the student to monitor the services provided.

INTERVENTION: General education teachers who provide CEIS to a group of targeted students only can be paid wholly for that period of work with CEIS funds. If a general education teacher provides CEIS to targeted students who are included in the general education classroom while also teaching a whole class, then the teacher may be paid with CEIS funds at a prorated rated amount based on the number of targeted students in the class. Such staff must complete a PAR to document this work. Staff must be properly licensed and meet HQT requirements.

TRAVEL: Providing compensation for district staff who travel between buildings to provide CEIS in an established, funded program of services is an allowable expenditure. Providing compensation for travel for staff who travel to and from professional development training sites is also an allowable expenditure. The function code used for such travel should be the same function code used to identify the classification of the staff person's salary and/or benefits expenditures.