Ohio | Department of Education

IDEA Part B - Special Education
Consortium Participation Form Directions

Issue Date: May 2003 **Revised:** May 31, 2019
Key Words: Consortium Participation Form
Summary: Used to indicate the formation of a consortium for purposes of expending funds from: Part B-IDEA – Special Education, School-aged and Early Childhood Special Education. The form should be completed by the consortium fiscal agent superintendent or treasurer. For the purpose of this form, "district" may refer to both traditional and community schools.

Purpose: To notify the Ohio Department of Education of the districts intent to form or participate in a consortium, meaning two or more districts, to expend funds from any of these programs:
- IDEA Part B School-aged Special Education
- IDEA Part B Early Childhood Special Education

It is required that joint planning of the program of services to eligible special education students has occurred and will continue between and among the member districts and the fiscal agent during the school year. In addition to serving as the holder and distributor of funds, the fiscal agent is expected to coordinate ongoing planning meetings of member districts and ensure that program goals and objectives are met. Also, the fiscal agent may be asked to submit required state and federal reports on behalf of the consortium. The ESC fiscal agent is advised that the allocation amounts awarded to the consortium through the school districts are estimates and may be adjusted at any time via notification from the Ohio Department of Education. Adjustments that result in a negative cash balance are the responsibility of the consortium fiscal agent to reimburse to the Ohio Department of Education.

The submission of the Consortium Form to the Ohio Department of Education initiates the movement of the program allocation from the consortium member to the consortium fiscal agent. If an agency will serve as the fiscal agent for more than one of the programs listed above, a separate Consortium Form shall be completed for each program.

Procedure: Prior to submission of the completed form, the agency that will serve as the fiscal agent of the consortium is responsible for obtaining the commitment of districts that will participate in the consortium. Written agreements/contracts regarding participating districts must be maintained by the fiscal agent. Prior to the application being submitted, a district representative must enter a comment into the CCIP Consolidated Application History Log to verify the district's intent to allow the applicable IDEA Part B funds to be redirected to the Consortium Fiscal Agent. This form is the only item that needs to be submitted to the Ohio Department of Education.

The form is an editable PDF. The form should be opened and completed by typing required information into the appropriate boxes. It is recommended Internet Explorer be used. Neither Chrome nor Firefox support the Adobe extension. Once complete, please send the information via the Consortium Form's embedded 'Submit' button. **The Office of Early Learning and School Readiness (OELSR) is asking the fiscal agent to submit a PDF copy of the Consortium Participation Form along with the date file it generates.**

For assistance, contact Mark Lynskey in the Office for Exceptional Children at 614-644-8861 or at mark.lynskey@education.ohio.gov, or Sarah Greer in the Office for Early Learning/School Readiness at 614-995-5287 or at preschoolspecialeducation@education.ohio.gov.