MISSISSIPPI DEPARTMENT OF EDUCATION

OFFICE OF SPECIAL EDUCATION

DIVISION OF PROGRAM MANAGEMENT

**PROJECT APPLICATION PREPARATION**

**JANUARY**

* Review and amend as needed project application for any line item changes or changes in equipment
* Review Internal Control Policy for revisions and update as needed

       Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

* Review previous application to ensure expenses are in line with the upcoming application
* Begin planning for the new application process (decide on stakeholder group, reserve dates for public meeting on budget, review District Board Days)
* Track CEIS students using MSIS to ensure you are on target with your at risk group in the current application (have any of the CEIS students become eligible for Special Education services)

**FEBRUARY**

* Review and amend as needed project application for any line item changes or changes in equipment
* Amend for Final MAEP percentages using Personnel snapshot

       Conduct Internal Fixed Asset Audit

        Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

* Continue planning for new application process (begin meeting with stakeholder group, align self-assessment with needs of the district, reflect those needs in the upcoming application)

**MARCH**

* Hold meetings to determine who will be your at-risk population for CEIS funds (determine needs of the at-risk population and reflect those needs in the upcoming application)
* Track CEIS students using MSIS to ensure you are on target with your at-risk group in the current application (have any of the CEIS students become eligible for Special Education services)

       Conduct Child Find

       OSE posts MOE

* Review and amend as needed project application for any line item changes or changes in equipment

       Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

* Review and amend as needed project application for any line item changes or changes in equipment

**APRIL**

        Review previous application to verify equipment purchases and to determine equipment purchases for upcoming application

        Review previous application to ensure expenses are in line with the application

        Special Education Director and Business Manager work to clear MOE if needed

* Review and amend as needed project application for any line item changes

        Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

**MAY**

        Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

       Draft narrative for CEIS and present to stakeholder group

* Collect data to complete CEIS report

       Identify and schedule dates for private school participation affirmation

       Special Education Director and Business Manager continues to work to clear MOE if needed

       Review indicator performance (APR District Summary Report) for current year and prior year

       Obligate all monies of grant applications about to close (EX: Grant awarded in 2011 closes 09/30/2013)

* Schedule public hearings for parental input
* Hold Affirmation Meetings
* Include in stakeholder meeting the self-assessment

**JUNE**

        MOE should be completed for all districts

* Complete CEIS Report

        Upload the draft CEIS narrative in SharePoint for review

        Hold Affirmation Meetings

        Review Board meeting dates

        Schedule public hearings for parental input

        Draft Budget Narrative and Upload to SharePoint (be available to answer any calls or emails from OSE within 48 hours)

        Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

* Review and amend as needed project application for any line item changes or changes in equipment
* Self-Assessments: Upload Final to SharePoint and notify MDE (Remember: Self-Assessments should be aligned to activities within your district and reflected in your grant application.)

**JULY**

       OSE posts allocations for LEAs

       Complete Private School Participation Form

       Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

* Submit application to district for board approval
* Applications due July 31 (be available to answer any calls or emails from OSE within 48 hours)

**AUGUST**

       District should be available to respond to calls or emails from OSE within 72 hours to correct or clarify information until their application is approved

* Review Internal Control Policy for revisions and updates

       Review and amend as needed project application for any line item changes or changes in equipment

       Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

**NOTE:**Once application is approved, begin:

(1) RFP/Contract process

(2) Complete Purchase Request for Equipment and

(3) Update Fixed Asset Listing

**SEPTEMBER**

        Obligate all monies of grant applications about to close (EX: Grant awarded in 2011 closes 09/30/2013)

       Expenditure reports due September 30

       Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

**OCTOBER**

        Amend line items as needed per expenditure report

        Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

        Check grant balances of the closing grant to ensure all monies will be expended by last draw in December

**NOVEMBER**

       Check grant balances of the closing grant to ensure all monies will be expended by last draw in December

       Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

**DECEMBER**

       Check grant balances of the closing grant to ensure all monies will be expended by last draw in December

       Review monthly expenditures and SPS draws with Business Manager for MOE and annual expenditure reports

**HELFUL INFORMATION**:

         Each grant has twenty-seven (27) months with the Tydings period

         618 = Part B

         619 = Preschool

         SY = School Year Example: SY = 2012 - 2013

         SFY = Second year in school year SFY = 2013

         FFY = First year in school year FFY = 2012