



Quick Reference Guide: Allowability of Specific Items of Cost under IDEA

The table below lists specific items of cost and addresses the allowability of each under IDEA.

Allowed/ Not Allowed	Budget Item	Special Requirements or Additional Information
Allowed	ADVERTISING: Costs associated with advertising in media such as newspapers, radio, and television, direct mail, exhibits, electronic or computer transmittals.	Allowed for IDEA-related recruitment of personnel, procurement of goods and services, and other specific purposes necessary to meet the requirements of the IDEA grant.
Allowed	AIDES/PARAPROFESSIONALS: Salaries and fringe benefits.	Aides/paraprofessionals must work under the supervision of an appropriately licensed special education teacher and perform duties for which they are trained.
Allowed	ASSISTIVE TECHNOLOGY DEVICES: Used to increase, maintain or improve the functional capabilities of a child with a disability.	IDEA funds are permitted to purchase, lease, or otherwise provide for the acquisition of assistive technology devices.
Allowed, but special requirements or additional information required	ATTORNEY FEES	IDEA funds <u>may not</u> be used to pay attorneys' fees or costs of a party related to any action or proceeding under section 615 of the Act, (including attendance at IEP meetings, due process hearings, appeals of due process hearings to Federal court, court recordings). Attorneys' fees for document processing, professional development, and policy development are allowable. Appropriate documentation to support the use of IDEA funds for attorney fees must be recorded.
Allowed, but special requirements or additional information required	AUDIT COSTS: Audits required by the Single Audit Act.	The costs of auditing the IDEA required by, and performed in accordance with, the Single Audit Act, as implemented by 2 CFR Subpart F are allowable. Other IDEA audit costs are not allowed as direct costs. They are included in the indirect cost rate. Only the costs for the IDEA portion of the Single Audit may be charged to IDEA.

Allowed	AUTOMATIC DOOR OPENERS: Purchase and installation.	Purchase and installation of automatic door openers is allowed if needed to provide access for a child with a disability.
Allowed, but special requirements or additional information required	BUS PURCHASE, LEASE or RENTAL: Vehicle purchase or lease, insurance, repair, and maintenance.	Vehicles must be used ONLY to transport children with disabilities who require special assistance in transportation that is in addition to the transportation offered to all students. LEAs must have prior approval from MDE prior to purchasing or leasing a vehicle.
Allowed, but special requirements or additional information required	BUS DRIVER: Salaries and fringe benefits.	The salary and fringe benefits of a bus driver are allowed ONLY for the time the driver transports children with disabilities who require special assistance in transportation that is in addition to the transportation offered to all students.
Allowed	CHILD-FIND ACTIVITIES: Costs associated with public awareness, notices, screening.	Child find activities are allowed for identification of children with disabilities.
Allowed	CLERICAL SUPPORT: Salaries and fringe benefits.	Only the actual time spent supporting special education is allowed. Clerical support must be documented in accordance with Policies and Procedures as outlined in 2 CFR 200.430(i).
Allowed, but special requirements or additional information required	COMMUNICATION DEVICES FOR STAFF: Costs associated with lease or purchase and charges for use of desk phones, cell phones, pagers, and radios.	Communication devices are allowed ONLY for special education activities. If a device also is used for other non-special education activities, documentation is required of the extent to which it is used for special education and the other activities. Costs for personal use are not allowed.
Never Allowed	COMPUTER NETWORKS: Costs associated with an LEA's computer networks.	LEAs' computer networking costs are provided district-wide and are not excess costs of special education.
Allowed, but special requirements or additional information required	COMPUTERS FOR STUDENTS	Acquisition of computers are NOT an excess cost, and therefore not allowed if the LEA has decided to equip classrooms in a school and simply charges the IDEA grant a prorated amount based upon the number of children with disabilities in the school. The equipment is an excess cost when related to the unique needs of a child with a disability. It may be provided in a general education class or other education-related setting, even if one or more nondisabled children benefit. When the equipment is no longer needed to meet the unique needs of a child with a

		disability, it must be managed or disposed of in accordance with 2 CFR 200.313 (c)-(e).
Allowed, but special requirements or additional information required	COMPUTERS FOR STAFF	Computer equipment for special education staff is allowed if the individual works solely in special education. When the equipment is no longer needed, it must be managed or disposed of in accordance with 2 CFR 200.313 (c)-(e).
Allowed, but special requirements or additional information required	CONSTRUCTION: Constructing facilities or altering existing facilities.	Costs for construction or alteration of facilities must be excess costs of special education. A project must meet the needs of one or more children with disabilities. Costs for the general purpose of bringing facilities into compliance with Section 504 and ADA requirements are not allowed. Costs must be necessary and reasonable. LEAs must have prior approval from MDE to use IDEA funds for construction.
Allowed	CONSULTANT SERVICES: Costs associated with contracted services from a consultant.	LEAs may contract with consultants to provide information about methods, techniques, and strategies to use for children with disabilities or advice to staff for a particular student or group of students. LEAs are permitted to contract for services only if (1) there is a written contract specifying the terms of the vendors' services; (2) the contract providers are appropriately licensed; (3) the fees are determined to be reasonable and customary for the provision of such services in the area; (4) the LEA has determined that the services cannot be provided by district employees; and (5) the LEA has internal controls in place to verify the delivery of contracted services as specified in contracts and on submitted invoices.
Allowed	CONTRACTED SPECIAL EDUCATION or RELATED SERVICES	LEAs may contract for special education or related services as direct services to students from private individuals or agencies other than an LEA.
Allowed	CONTRACTED SERVICES - PARENTALLY- PLACED PRIVATE SCHOOL STUDENTS	Federal law specifically authorizes provision of services for parentally-placed private school students through contract with an individual, agency, organization, or other entity. LEAs may not contract with or provide funds directly to a private school but may contract with a private school employee to provide services outside of their contract with the private school.

Never Allowed	CONTRIBUTIONS AND DONATIONS	Contributions and donations, including cash, property, and services, by governmental units to others, regardless of the recipient, are unallowable.
Allowed	COST SHARING AND COST OR RISK POOLS	LEAs are permitted to use IDEA funds to establish and implement cost or risk sharing funds, consortia, or cooperatives for the LEA itself, or for LEAs working in a consortium of which the LEA is a part, to pay for high cost special education and related services.
Allowed	CURRICULUM DEVELOPMENT: Costs associated with substitutes, release time, or extended contract.	Costs related to substitute teachers, release time, and extended contract for development of curriculum for special education students is allowed for both general and special education staff. This includes supplements and stipends.
Never Allowed	DISTRICT ADMINISTRATORS / SUPERINTENDENTS: Salaries and fringe benefits.	The salary and fringe benefits of a district administrator/ superintendent cannot be charged to federal grants even if the administrator is providing special education support and is appropriately licensed.
Never Allowed	ENTERTAINMENT: Costs for amusement, diversion, or social activities.	Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.
Allowed, but special requirements or additional information required	EQUIPMENT - CAPITAL: Equipment to support special education and related services.	LEAs must receive prior approval from MDE to use IDEA funds for capital equipment if the expenditure is not included in its LEA Funding Application. If the expenditure is included in its LEA Funding Application, the standard approval process applies. Capital equipment is equipment with a useful life of more than one year that costs \$5,000 or more per unit.
Allowed	EQUIPMENT - NON-CAPITAL: Equipment to support special education and related services.	Special education equipment that does not meet the definition of capital equipment.
Allowed	EXTENDED SCHOOL YEAR (ESY): Personnel, supplies, equipment, transportation, and any other services identified in the student's IEP.	The need for ESY must be documented in the student's IEP.
Allowed	EVALUATIONS: Personnel, supplies, or contracted services.	

<p>Allowed, but special requirements or additional information required</p>	<p>FOOD COSTS RELATED TO STUDENTS</p>	<p>Food costs are not allowable unless they are above or beyond routine school food costs. For example, special food items for the students with special dietary needs would be eligible, or food items needed in a life skills program.</p>
<p>Allowed, but special requirements or additional information required</p>	<p>FOOD COSTS RELATED TO MEETINGS, PROFESSIONAL DEVELOPMENT, ETC.</p>	<p>IDEA Funds may be used in the following instances:</p> <ul style="list-style-type: none"> - Refreshments for parent meetings/parent involvement activities, when necessary, to encourage attendance - Limited meals or refreshments for staff or participants who are cloistered in all-day training sessions when it is impractical to obtain meals on their own and where attendance at training is essential to accomplishing the objectives of the program - Limited meals or refreshments during a “working session” in which participants are engaged in discussion/activities during the normal mealtime and in which no other opportunity for a meal will be provided where attendance is essential to accomplish the objectives of the program. <p>Alcoholic beverage costs are never allowable.</p>
<p>Allowed</p>	<p>FOREIGN LANGUAGE AND SIGN LANGUAGE INTERPRETERS FOR IEP MEETINGS: Salaries and fringe benefits or contracted costs.</p>	<p>LEAs may contract with a private vendor for interpreter services for IEP meetings. Expenditures related to IEP meetings are considered an excess cost of special education.</p>
<p>Allowed, but special requirements or additional information required</p>	<p>FURNITURE: Desks, tables, chairs, file cabinets.</p>	<p>LEAs may purchase student or staff desks, tables, and chairs, file cabinets, and other furniture for use in spaces dedicated to special education programs, such as resource rooms. LEAs may only purchase student furniture for use in a general education classroom if the furniture is adapted to the specific needs of a child with disability. Examples of such furniture are wheelchair accessible desks and adjustable tables or workstations.</p> <p>When furniture purchased with IDEA funds is no longer needed for the special education program or for a child with a disability, it must be managed or disposed of in accordance with 2 CFR 200.313(c)-(e).</p>

<p>Allowed, but special requirements or additional information required</p>	<p>GUIDANCE COUNSELORS: Salaries and fringe benefits. See also “Act 221” in the Information section.</p>	<p>Guidance counselors must be employees of an LEA or contracted with an LEA. Costs must be IEP driven or related to the evaluation of a student. Day-to-day costs of services provided to all students are not allowed. Only the actual time spent supporting special education is allowed. If the position is not dedicated 100% to special education, guidance counselors must document their work with personnel activity reports.</p>
<p>Allowed</p>	<p>IEP TEAM COORDINATORS: Salaries and fringe benefits.</p>	<p>Salaries and fringe benefits of staff who coordinate an LEA’s IEP system, train staff, and review IEPs are allowed. Only the actual time spent coordinating IEPs is allowed. If the position is not dedicated 100% to special education, IEP coordinators must document their work according to time and effort requirements.</p>
<p>Allowed, but special requirements or additional information required</p>	<p>INDIRECT COSTS: Costs incurred to benefit more than one program or objective not readily assignable to the programs.</p>	<p>Only LEAs that have an indirect cost rate negotiated with the Division of Finance may charge indirect costs to IDEA grants.</p>
<p>Allowed</p>	<p>MAINTENANCE OF SPECIAL EDUCATION EQUIPMENT: Assistive technology devices; copying machines, printers, elevators, etc.</p>	<p>If the equipment is used for special education only, the cost of maintaining the equipment may be charged to the IDEA grant.</p>
<p>Never Allowed</p>	<p>MEDICAID ADMINISTRATION SERVICES: Costs for claiming Medicaid funds, including third-party administrators.</p>	<p>The costs for administering Medicaid services may not be charged to the IDEA grant because they are not necessary for the performance of the IDEA grant.</p>
<p>Allowed, but special requirements or additional information required</p>	<p>MEDICAL SERVICES</p>	<p>Medical services are allowable for diagnostic or evaluation purposes.</p>
<p>Allowed, but special requirements or additional information required</p>	<p>MISC EXPENSES: Including holiday decorations or costumes</p>	<p>These costs are only allowable if they are clearly included in a student's IEP.</p>
<p>Allowed, but special</p>	<p>NURSE - SCHOOL-BASED: Salaries and fringe benefits for LEA</p>	<p>Costs must be IEP-driven or related to the evaluation of a child. Day-to-day costs of</p>

requirements or additional information required	employees or costs for contracted nursing services.	nursing services provided to all students are not allowed. Only the actual time providing related services required by IEPs or performing evaluations is allowed. These services must be documented in accordance with Policies and Procedures as outlined in 2 CFR 200.430(i).
Allowed	OCCUPATIONAL THERAPISTS (OT) and OT ASSISTANTS: Salaries and fringe benefits for LEA employees or costs for contracted OT services.	
Allowed	OFFICE EQUIPMENT: Equipment used by special education staff.	Allowed if the equipment is exclusively used by special education staff.
Allowed	PARAPROFESSIONALS: Salaries and fringe benefits.	Paraprofessionals must be employees of an LEA. Paraprofessionals must work under the supervision of an appropriately licensed special education teacher and perform duties consistent with the role of paraprofessional, while not assuming the role of a teacher.
Allowed	PHYSICAL THERAPISTS (PT) and PT ASSISTANTS: Salaries and fringe benefits for LEA employees or costs for contracted PT services.	
Allowed	PARENTALLY-PLACED PRIVATE SCHOOL STUDENTS - SPECIAL EDUCATION AND RELATED SERVICES: Equitable services.	Equitable services may be provided by employees of a school district. In addition, federal law specifically permits provision of equitable services to parentally-placed private school students through contract with an individual, agency, organization, or other entity.
Allowed	PLAYGROUND EQUIPMENT: Accessible playground equipment.	The additional costs of making a playground accessible to children with disabilities are allowed. Additional equipment or the additional cost of acquiring accessible equipment may be funded. The equipment may be used in a general education setting, even if one or more nondisabled children benefit.
Never Allowed	PRINCIPALS OR ASSISTANT PRINCIPALS: Salaries and fringe benefits.	Salaries for principals and assistant principals may not be charged to the IDEA grant.

		If an individual is employed as a part-time principal and also as a part-time special education teacher or provider, the salary and fringe benefits for teaching special education or providing other special education services may be charged to the IDEA grant. The individual must document the work in accordance with Policies and Procedures as outlined in 2 CFR 200.430(i).
Allowed	PROFESSIONAL DEVELOPMENT: Costs associated with registration fees, travel, conference expenses, and providers.	Registration fees, travel, and conference expenses associated with special education in-service training of general education and special education staff are allowed. The number of attendees and the approval process should be carefully considered and fully documented as related to the special education responsibilities of each potential attendee. In addition, costs for all conference attendance must be included in the LEAs grant application and receive prior approval from MDE.
Allowed, but special requirements or additional information required	PSYCHOLOGISTS - SCHOOL-BASED: Salaries and fringe benefits.	Costs must be IEP-driven or related to the evaluation of a child. Day-to-day costs of services provided to all students are not allowed. Only the actual time spent supporting special education is allowed. These services must be documented in accordance with Policies and Procedures as outlined in 2 CFR 200.430(i).
Allowed	PSYCHOLOGISTS - STUDENT EVALUATIONS: Contractual costs.	Allowed only for a psychologist to provide evaluation services.
Allowed	RECORDKEEPING, DATA COLLECTION, AND RELATED CASE MANAGEMENT ACTIVITIES	An LEA may use funds received under Part B of the Act to purchase appropriate technology for recordkeeping, data collection, and related case management activities of teachers and related services personnel providing services described in the IEP of children with disabilities, that is needed for the implementation of those case management activities.
Allowed, but special requirements or additional information required	REMODELING: Costs associated with remodeling due to the unique needs of a student or students with a disability.	Remodeling costs must be excess costs of special education. Remodeling must meet the needs of one or more children with disabilities. Remodeling costs for the general purpose of bringing facilities into compliance with Section 504 and ADA requirements are not allowed.

		Costs must be necessary and reasonable. LEAs must have prior approval from MDE to use IDEA funds for remodeling.
Allowed, but special requirements or additional information required	SAT OR ACT COLLEGE EXAM OR PREPARATORY COURSE	Allowable as directed by IEP team.
Allowed	SECRETARIAL STAFF: Salaries and fringe benefits.	Only the actual time spent supporting special education is allowed. The work of secretarial staff must be documented in accordance with Policies and Procedures as outlined in 2 CFR 200.430(i).
Allowed, but special requirements or additional information required	SOCIAL WORKERS - SCHOOL BASED: Salaries and fringe benefits.	Costs must be IEP-driven or related to the evaluation of a child. Day-to-day costs of services provided to all students are not allowed. Social workers must be appropriately licensed to deliver services they are assigned. Only the actual time spent supporting special education is allowed. Services of Social Workers must be documented in accordance with Policies and Procedures as outlined in 2 CFR 200.430(i).
Allowed	SOCIAL WORKERS - STUDENT EVALUATIONS: Contractual costs.	Allowed only for a social worker to provide evaluation services.
Allowed, but special requirements or additional information required	SPECIAL EDUCATION STAFF: Costs associated with special education teachers, special education directors, case managers, etc.	Costs attributed to special education staff must be prorated to reflect the actual amount of time that staff spent on special education purposes.
Allowed	STAFF DEVELOPMENT: Costs associated with registration fees, travel, conference expenses, and providers.	Registration fees, travel, and conference expenses associated with special education in-service training of general education and special education staff are allowed. In addition, LEAs may coordinate IDEA funds with funds from other sources (e.g., Title I ESEA) in school-wide staff development activities to improve outcomes for all students. In school-wide staff development activities,
Allowed	STIPENDS FOR STUDENTS WITH DISABILITIES: Costs associated with student workers charged under salaries or purchased services.	A student must receive the minimum wage if she/he is in an employment relationship. In an employment relationship, the student provides services of immediate benefit to the employer— services that would otherwise be provided by a paid employee. As a result of the

		<p>student's activities, paid positions may remain unfilled and regular employees may be relieved of their normal duties. A student may receive less than the minimum wage if she/he is not in an employment relationship. A student is not in such a relationship if the student works as part of an educational activity for the benefit of the student, the student does not displace a regular employee, and the student works under close supervision.</p>
Allowed	STUDENT EVALUATIONS: Personnel, supplies, or contracted services.	
Allowed, but special requirements or additional information required	STUDENT INCENTIVES	<p>Nominal items of low value may be purchased with IDEA funds to be used as part of the special education program's delivery of services. Incentive items purchased with federal funds should be educational in nature. The amount charged to the IDEA grants must be reasonable and prudent.</p> <p>The following are never allowed incentives: cash, cash cards, gift cards, computing devices (such as iPads, Nooks, Kindles, Beats, etc.).</p>
Allowed	SUBSTITUTE TEACHERS: Salaries and fringe benefits.	<p>Substitute teacher costs are allowed for special education teachers.</p> <p>Substitute teacher costs are allowed for general education teachers performing duties such as attending special education in-service training, attending IEP team meetings, or engaging in planning meetings or consulting with special education teachers to benefit children with disabilities.</p>
Allowed, but special requirements or additional information required	SUMMER SCHOOL	<p>IDEA funds <u>may not</u> be used to pay for students with disabilities to participate in general summer school programs but may be used to provide accommodations during those programs.</p>
Never Allowed	SUPERINTENDENTS (DISTRICT ADMINISTRATORS): Salaries and fringe benefits.	<p>The salary and fringe benefits of superintendents cannot be charged to IDEA grants, even if the superintendent is providing special education support and is appropriately licensed. 2 CFR 200.430(i).</p>

Allowed	TEACHERS - SPECIAL EDUCATION: Salaries and fringe benefits.	Special education teachers must be employees of an LEA or contracted for instructional services, if properly licensed under the MDE.
Allowed, but special requirements or additional information required	TEACHERS - GENERAL EDUCATION: Salaries and fringe benefits.	General education teachers may be paid to attend special education in-service activities and IEP meetings. This includes supplements and stipends. Instructional costs of general education teachers are not allowed.
Allowed, but special requirements or additional information required	TECHNOLOGY STAFF: Salaries and fringe benefits for LEA employees or costs for contracted IT services.	LEA technology staff expenses for programming or maintaining special education and related services databases and applications are allowed and may include coordination or administration of technology services. Private contracts for special education database maintenance or programming also are allowed. These services must be documented in accordance with Policies and Procedures as outlined in 2 CFR 200.430(i).
Allowed	TRANSITION SERVICES - PRESCHOOL: Costs associated with preschool transition activities.	Services must be identified in the student's IEP. These costs may also be incurred when school is not in session.
Allowed	TRANSITION - EMPLOYMENT SKILLS: Costs associated with work experiences, job coaches, and acquisition of employment skills.	LEAs may contract with agencies to facilitate the acquisition of employment skills for students with disabilities typically ages 18-21. The transition services must be identified in students' IEPs. The costs also may be incurred when school is not in session.
Allowed	TRANSPORTATION COSTS - SPECIAL EDUCATION: Costs incurred by the LEA for transporting children with disabilities.	Allowable special education transportation costs include repair or servicing of special education vehicles, insurance, mileage, and bus driver and bus aide costs.
Allowed	TRANSPORTATION - CONTRACTED FOR SPECIAL EDUCATION: Costs associated with private agencies, other LEAs, or parents.	A contract with parents is allowed if the transportation is to transport a student with a disability who requires special assistance in transportation (special transportation or additional transportation), including a student with a disability attending regular classes.
Allowed, but special requirements or additional information required	TUITION: Tuition for placement by an LEA to provide a student with FAPE.	Generally, tuition is allowed if charged for a placement made by an LEA to provide a student a FAPE. The teachers must hold proper MDE licenses. The services must be provided consistent with an IEP; at no cost to

		parents; and under the supervision of the Local Education Agency.
Allowed	TUITION - TECHNICAL COLLEGE CLASSES FOR STUDENTS WITH DISABILITIES: Tuition to a local technical college for a special education program for a student with a disability.	These expenses are allowed if the program is required by the IEP and the student receives high school credit.
Allowed, but special requirements or additional information required	TUTORING: Salaries and fringe benefits or stipends related to special education instructional service for students with disabilities only.	Instruction must be provided by a licensed special education teacher or an aide may provide services under the direction of a licensed special education teacher.
Allowed	UNEMPLOYMENT INSURANCE	Employer expenses for unemployment insurance granted as fringe benefits under established written policies are allowable. Unemployment insurance costs must be allocated to the grant in a manner consistent with the pattern of benefits for all LEA employees.
Allowed, but special requirements or additional information required	VEHICLE PURCHASE, LEASE or RENTAL: Vehicle purchase or lease, insurance, repair, and maintenance.	Vehicles must be used ONLY to transport children with disabilities who require special assistance in transportation (special transportation or additional transportation), or for exclusive use of special education personnel in fulfilling program requirements as outlined on students' IEPs. Such purchases or leases must have prior written approval of the MDE.
Allowed, but special requirements or additional information required	WORKER'S COMPENSATION	Employer expenses for worker's compensation granted as fringe benefits under established written policies are allowable. Worker's compensation benefits must be allocated to the grant in a manner consistent with the pattern of benefits for all LEA employees.