



**Region 9 Education Service Center
Noneducational Community-Based Support Services Funding
Application Process**

Responsibilities

The application for noneducational funds requires collaboration among the Education Service Center (Region 9 ESC), the Local Education Agency (LEA), the local Mental Health Authority (MHA) or Mental Retardation Authority (MRA), and the Community Resource Coordination Group (CRCG). Following are the responsibilities of each.

- Local Education Agency (LEA)
 - ◆ Completes Application
 - ◆ Submits the application for review, approval, and funding according to established guidelines
 - **Region 9 ESC..... CRCGRegion 9 ESCLEA**
 - ◆ Secures required approvals and appropriate signatures

- Region 9 Education Service Center (Region 9 ESC)
 - ◆ Provides funding guidelines and required forms to LEA's in Region 9
 - ◆ Provides training on the appropriate uses of noneducational funds
 - ◆ Reviews applications for accuracy and eligibility of requested services/funding
 - ◆ Processes approved applications
 - ◆ Dispenses reimbursement funds to LEAs after services have been provided

- Community Resource Coordination Group (CRCG)
 - ◆ Reviews request for services and/or application at regular meetings with multi-agency input
 - ◆ **Makes recommendations for provision of services with noneducational funds**

Application

- All guides and forms are available via mail or on the Region 9 website by [clicking here](#).
 - ◆ All online forms should be saved to your computer desktop before being completed.
 - ◆ If you have questions about completing the application, **contact Anjela Schlegel** at Anjela.Schlegel@esc9.net or at 940-322-6928.



- The application must be initiated and completed by the school district.
 - ◆ Applications must be completed under the direction of an administrator with authority to expend district funds.
 - ◆ The application **may not** be completed by service providers, parents, and community agencies.
 - ◆ LEAs should plan on a minimum of 30 days to process an application for noneducational funds.

- The completed application must have the following signatures before submission to Region 9 ESC for review:
 - ◆ Superintendent of a single member district, Chief Educational Officer (CEO) of a charter school, **or** Superintendent from the fiscal agent district for the special education shared service arrangement.

- Applications for the school year should be submitted to Region 9 ESC as soon as possible.
 - ◆ Requests for funding will be considered for critical needs funding based on the following priorities:
 - New students returning from residential placements for educational reasons
 - Students at-risk for residential placement for education reasons
 - Additional funding for students currently receiving services from this funding source
 - ◆ Applications for critical needs funding must be submitted to Region 9 ESC by April 30th.
 - ◆ For amendments, only pages 1, 2, 5, and 6 with authorized signatures should be completed.

Review and Approval

- LEA should mail a copy of the completed application, with appropriate original signatures, for initial review to:
 - ◆ Anjela Schlegel
Region 9 Education Service Center
301 Loop 11
Wichita Falls, TX 76306



- Region 9 ESC will review the application for the following:
 - ◆ Completed application
 - ◆ Signature of LEA superintendent/CEO
 - ◆ Review of amount requested and available funds
 - ◆ Selection criteria/funding guidelines for first, second, or third year applications
 - ◆ Eligible criteria for qualifying funds (i.e. allowable cost of services)

- Region 9 ESC will contact the LEA within two weeks of receipt of the application regarding the status of the application. An application checklist will be returned with the application after it has been reviewed.

- LEA may then present application to CRCG for final approval.

CRCG Approval

- LEA contacts the CRCG Chairperson or Coordinator and requests to be placed on the next meeting agenda
 - ◆ If required, LEA completes Community Resource Coordination Group (CRCG) forms.
 - ◆ Notify Region 9 ESC of date and location of the CRCG meeting. Region 9 ESC staff will attend CRCG meetings upon request of the special education director or CRCG chairperson.

- LEA administrator with authority to expend district funds presents case to CRCG
 - ◆ If approved by CRCG, the application must be signed by the Chairperson of the CRCG.
 - ◆ Approved services on the Cost Analysis page should be initiated by the CRCG Chairperson.
 - ◆ If available, minutes for CRCG meeting may be attached to application.
 - ◆ Application with original signatures is forwarded to Region 9 ESC for processing.

- **LEA returns final approved application with original signatures to Anjela Schlegel, Region 9 ESC for processing.**

Funding

- Region 9 ESC completes final review of application for accuracy, completeness, and appropriate signatures.



- Notice of grant award will be mailed to the LEA Special Education Director and copied to the Superintendent.
 - ◆ The LEA will be responsible for notifying the family.
 - ◆ Approved funds will be awarded on a reimbursement basis.
 - ◆ Approved funds will flow from Region 9 ESC to the LEA.

Reimbursement of Expenditures

- LEAs must submit a Reimbursement Expense Report to Region 9 ESC as soon as possible after services are delivered.
 - ◆ Requests for reimbursement should be submitted at least monthly, but not less than quarterly.
 - ◆ An **authorized representative** for the district/fiscal agent must sign the request.
- All requests for reimbursement must be submitted to Region 9 ESC by July 27th.
- All expenditures and reimbursement payments must occur prior to August 31st.
 - ◆ Districts should submit a Reimbursement Expense Report with anticipated expenses for August prior to August 15th, followed by the supporting documentation by August 31st, in order for those expenses to be reimbursed.
- The following must be attached to the reimbursement form:
 - ◆ Copies of invoices or time sheets from the service provider.
 - ◆ Proof of payment (copy of check and/or general ledger print out) from LEA.
- Grant funds deposit financial codes:
 - ◆ Fund code 392
 - ◆ Revenue code 5829

Noneducational funds are available on an annual basis for services provided between September 1st and August 31st. All expenditures and payments must occur between these dates.