



WYOMING STATE DEPARTMENT OF EDUCATION

WYOMING LEA ALLOCATION MANUAL

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Overview and Authority

Each year, the state of Wyoming receives federal grants (§ 611 and § 619) authorized under the Individuals with Disabilities Education Act (IDEA) Part B. The state allocations may be distributed among the following budget line items:

- State Administration
- Other state-level activities
- Sub-awards to local educational agencies (LEAs)

The Wyoming Department of Education (WDE) is allowed to reserve a portion of its IDEA § 611 and § 619 funds for administrative and other state-level activities (see 34 CFR §§ 300.704, 300.812–814). After reserving an amount for state-level activities, WDE uses a formula codified under IDEA to allocate the remaining funds as subgrants to LEAs.

WDE shall ensure that federal special education funds are appropriated to and spent by school districts or public agencies in accordance with IDEA and state laws, regulations, and rules. WDE state rules related to the administration of special education funds are authorized by [Wyo. Stat. §21-2-202\(a\)\(xviii\)](#). These rules govern the operation of all special education programs and services provided to children with disabilities from age 3 through the completion of the school year in which the child turns 21, pursuant to Wyoming law, by a school district, by State and local juvenile and adult correctional facilities, and by other public agencies within the state of Wyoming.

The federal authority that regulates the IDEA Part B subgrant allocation process to LEAs can be found at [34 CFR § 300.705](#) for § 611 and [34 CFR §§ 300.815–300.817](#) for § 619.

Eligibility for IDEA Part B Subgrants

Under IDEA [34 CFR § 300.705](#), each state that receives a grant under IDEA § 611 for any fiscal year must distribute any funds the state does not reserve for administration and state-level activities to LEAs (including public charter schools that operate as LEAs) in the state that have established their eligibility under § 613 of the Act for use in accordance with IDEA Part B. Each state must distribute funds to eligible LEAs, including public charter schools that operate as LEAs, even if the LEA is not serving any children with disabilities.

Under IDEA [34 CFR § 300.815](#), each state that receives a grant under IDEA § 619 for any fiscal year must distribute all of the grant funds the state does not reserve for state-level activities to LEAs (including public charter schools that operate as LEAs) in the state that have established their eligibility under § 613 of the Act. Each state must distribute funds to eligible LEAs that are responsible for providing education to children ages 3 through 5, including public charter schools that operate as LEAs, even if the LEA is not serving any preschool children with disabilities.

LEA and Educational Services Agency Definitions

IDEA defines an LEA as: (a) a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties as are recognized in a state as an administrative agency for its public elementary schools or secondary schools; (b) an educational service agency (ESA) as defined in 34 CFR § 300.12, and other public institutions or agencies having administrative control and direction of a public elementary school or secondary school, including a public nonprofit charter school that is established as an LEA under state law (See [34 CFR § 300.28](#)).

Under the Wyoming Education Code [Wyo. Stat. § 21-24-102 \(a\)\(viii\)](#), an LEA is defined as a public authority legally constituted by the state as an administrative agency to provide control of and direction for kindergarten through 12th grade public educational institutions.

An Intermediate Education Unit (IEU) is a division or section that oversees Child Development Centers (CDCs) or preschools (see [Wyo. Stat. §§21-2-701–21-2-703](#)). The Behavioral Health Division (BHD) at the Department of Health is considered an educational services agency (ESA) or IEU. BHD oversees 14 Early Intervention Education Programs (EIEPs).

Charter Schools and Charter School LEAs

In Wyoming, LEAs that are responsible for providing free appropriate public education (FAPE) to children with disabilities under IDEA may be eligible to receive IDEA subgrants. These include school districts, charter school LEAs, and other state agencies that serve as LEAs and are responsible for providing FAPE to children with disabilities. These allocation procedures apply to all eligible LEAs in the state, including charter school LEAs. Wyoming currently has five charter school LEAs or Charter Schools that operate under a school district.

Allocation of IDEA Part B Subgrants to LEAs

WDE receives two federal grants each year under IDEA to provide special education and related services to children with disabilities. First, WDE applies for a grant under § 611 of IDEA for children ages 3 through 21. The federal determination of the amount of that state grant is outlined in the IDEA regulations at 34 CFR § 300.703. WDE receives state education agency (SEA) allocation tables from the Office of Special Education Programs (OSEP), generally by March 1. If WDE does not receive the allocation tables by March 1, WDE will contact OSEP to determine the status of the allocation tables. After setting aside necessary and allowable amounts for state administration and other state-level activities, WDE calculates and allocates the remainder of the grant as subgrants to LEAs.

In addition, WDE applies for an annual grant under § 619 of IDEA. This is a smaller grant that the state receives to provide special education and related services to children ages 3 through 5. The federal determination of the amount of that state grant is outlined in the IDEA regulations at 34 CFR §§300.807–300.810.

Annually, after the IDEA state application has been posted on the website, the senior fiscal analyst begins the allocation calculation process around mid-March. In allocating IDEA Part B subgrants to its LEAs, each fiscal year, WDE uses a three-part formula that consists of (a) a base payment, including any applicable base adjustments, and amounts calculated using student (b) population and (c) poverty measures.

Base Payment

Overview

This section covers procedures for establishing the base payment amount for each LEA. The statewide total available for the base payments remains constant. Individual LEA base payments stay constant from year to year except in cases in which adjustments are required (see next section, “Base Payment Adjustment”).

When calculating allocations, WDE first must award the following to each eligible LEA:

- **For § 611:** the amount the LEA would have received under IDEA § 611 if WDE had distributed 75 percent of the state’s federal fiscal year (FFY) 1999 IDEA § 611 grant using the December 1, 1998, child count (see [34 CFR § 300.705 \(b\)\(1\)](#)).
- **For § 619:** the amount the LEA would have received under IDEA § 619 if WDE had distributed 75 percent of the state’s FFY 1997 IDEA § 619 grant using the December 1, 1996, child count (see [34 CFR § 300.816 \(a\)](#)).

The LEA base payment amounts usually remain unchanged in Wyoming because there are often no situations that would trigger a base payment adjustment due to the fact there are no charter school LEAs in the state. Base payment amounts are adjusted as required, according to the circumstances detailed in the next section, “Base Payment Adjustment.”

Base Payment Adjustment

Overview

In accordance with 34 CFR §§ 300.705(b) and 300.816, the WDE might adjust the IDEA § 611 and § 619 base amounts for affected LEAs in each of the following circumstances:

- A new LEA, including a new charter school LEA, is created, and is serving children with disabilities.
- Two or more LEAs are combined into a new, single LEA.
- Two or more LEAs have changed geographic boundaries or administrative responsibility for providing services to children ages 3 through 21 for IDEA § 611, or to children ages 3 through 5 for IDEA § 619, including when an LEA closes.
- An LEA that received a base payment of zero in its first year of operation is now serving children with disabilities.

In addition, base payment amounts might be adjusted in the event a charter school LEA significantly expands in accordance with WDE's official definition. Subgrants are made to a new charter school LEA in the same manner they are made to a new LEA.

Process

Around early March, the Senior Fiscal Analyst will request data of any new LEAs or changes in the configuration of LEAs in the state from the data analyst *EDFacts* coordinator.

- The senior fiscal analyst determines that a base payment adjustment is necessary based on the information received from the data analyst *EDFacts* coordinator by early March.
- The LEA that assumes responsibility for children with disabilities must provide reports to the senior fiscal analyst that includes the numbers of children with disabilities for whom responsibility is assumed by the LEA by mid- March.
- The LEA that assumes responsibility for children with disabilities must provide reports to the senior fiscal analyst regarding the LEA that would have been responsible for providing FAPE for each child with a disability before the addition or the new configuration by mid- March.

Failure to provide the required data, and to do so in a timely manner, may result in a delay in the base payment adjustment.

Population Allocation Calculation

Overview

After making base payment calculations, WDE must allocate 85 percent of the remaining flowthrough amount to all eligible LEAs on the basis of the relative numbers of children enrolled in public and private elementary schools and secondary schools within the LEA's jurisdiction for the § 611 grant (see [34 CFR § 300.705 \(b\)\(3\)\(i\)](#)) and § 619 grant (see [34 CFR § 300.816 \(c\)\(1\)](#)).

Process

Every year, WDE publishes enrollment data categorized by LEA/district and then posts the data in the WDE [website](#). In early March, the senior fiscal analyst extracts the enrollment data published on the website to use for the IDEA population allocation calculation. If the information is not readily available by early March, when the calculation must start, the senior fiscal analyst may contact the Finance Department to request enrollment data.

Poverty Allocation Calculation

Overview

After making base payment and population allocations, WDE must allocate 15 percent of the remaining flowthrough amount to all eligible LEAs on the basis of their relative numbers of children living in poverty, as determined by the SEA within the LEA's jurisdiction for § 611 grant (see [34 CFR § 300.705 \(b\)\(3\)\(ii\)](#)) and § 619 grant (see [34 CFR § 300.816 \(c\)\(2\)](#)).

Process

WDE elects to use poverty data published by the U.S. Census Bureau for the purpose of calculating the poverty allocation. However, the state may reserve the right to use other data in the future, such as free and reduced lunch counts.

In early March, for the poverty allocation calculation, the senior fiscal analyst collects the poverty data from the *US Census Bureau, Small Area Income and Poverty Estimate (SAIPE)* program.

Preliminary Allocation Calculation

In mid-March, when all the data (base payment, student enrollment, and poverty count) are gathered, the senior fiscal analyst begins the process of the preliminary allocation calculation.

By April 15, the senior fiscal analyst finalizes the preliminary allocation calculation.

This process is completed for both § 611 and § 619 before the LEA application is opened around the beginning of May. If an LEA determines that there is an error in the allocation calculation, they should contact the senior financial analyst to resolve the issue. The allocation spreadsheet can be found under two separate tabs in the IDEA LEA allocations spreadsheet: “611 Allocations” and “619 Allocations.”

Final Allocation Calculation

Usually, OSEP sends the final allocation amount to the states in October each year. When the total state allocation amount remains unchanged, the LEA preliminary allocations will become the final allocation. If the total state allocation amount changes when OSEP sends the final allocation, the senior fiscal analyst will recalculate the allocations. The final allocation calculation follows the same procedures as the preliminary allocation calculations. When completed, the Superintendent Memo is released to LEAs with final allocation amounts. LEAs will need to amend their budgets accordingly in the grant application to account for the final total LEA allocation.

If an LEA feels that there is an error in the allocation calculation, the LEA should contact the senior financial analyst to resolve the issue.

Allocation to the Behavioral Health Division

The Behavioral Health Division (BHD) previously known as Developmental Disabilities Division (DDD) receives § 611 and § 619 allocations from the IDEA flowthrough budget. The BHD also receive funding from the WDE state set-aside budget. The allocation from the flow-through budget includes a high base payment and poverty allocations; however, the agency does not receive a population allocation.

WDE divides the total enrollment population by the total poverty count to obtain a “poverty” percentage for Wyoming. WDE then multiplies that percentage by the total enrollment at the Child Development Center (CDC) to obtain a “poverty count” for BHD. This count is used to determine a poverty allocation for BHD.

Reallocation of LEA Subgrants

Overview

If WDE determines that an LEA is **adequately providing FAPE** to all children with disabilities residing in the area served by that LEA with state and local funds, WDE may reallocate any portion of the § 611 funds (see [34 CFR § 300.705 \(c\)\(1\)](#)) and § 619 funds (see [34 CFR § 300.817\(a\)](#)) that are not needed by that LEA to provide FAPE, to other LEAs in the state that are **not adequately providing special education and related services to all children with disabilities** residing in the areas served by those other LEAs. WDE may also retain those funds for use at the state level to the extent it has not reserved the maximum amount of funds it is permitted to reserve for state-level activities pursuant to 34 CFR § 300.704.

Additionally, after WDE distributes § 611 funds to an eligible LEA that is not serving children with disabilities ages 3 through 21 (see [34 CFR § 300.705 \(c\)\(2\)](#)) or § 619 funds to an eligible LEA that is not serving children with disabilities ages 3 through 5 (see [34 CFR § 300.817\(b\)](#)), WDE must determine, within a reasonable period of time prior before the end of the carryover period in 34 CFR § 76.709, whether the LEA has obligated the funds. WDE may reallocate any of those funds not obligated by the LEA to other LEAs in the state that are not adequately providing special education and related services to all children with disabilities ages 3 through 21 for § 611 or 3 through 5 for § 619 residing in the areas served by those other LEAs. WDE may also retain those funds for use at the state level to the extent the state has not reserved the maximum amount of funds it is permitted to reserve for state-level activities.

LEA Adequately Providing FAPE

An LEA is considered to be adequately providing FAPE to children with disabilities for purposes of eligibility to reallocate IDEA funds if:

- it has an LEA determination of “Meets Requirements” or “Needs Assistance”;
- it has not been identified with significant disproportionality;
- it has no outstanding uncorrected findings of non-compliance related to FAPE;
- it has no outstanding dispute resolution findings related to FAPE; and
- no other evidence indicates that the LEA is not adequately providing FAPE (e.g., fiscal audits findings).

LEA Not Adequately Providing Special Education and Related Services

Annually, the senior fiscal analyst consults with the state special education director and program staff to determine which LEAs need additional funds to adequately provide special education and related services to children with disabilities, are eligible to receive reallocated funds, and are most likely to expend the funds within the period of performance.

An LEA is considered to not be adequately providing special education and related services to children with disabilities for purposes of eligibility to receive reallocated IDEA funds if it meets criteria that include but are not limited to the following:

- a significant increase in child count that may result in the need for additional services
- no carryover grant balance after the first 12 months of the period of availability

Reallocation Timing

WDE must determine, within a reasonable period of time prior to the end of the carryover period, whether the LEA has obligated the funds. WDE established the reasonable period of time to be **June 30** of the IDEA carryover period that ends on September 30. Therefore, LEAs that do not serve students with disabilities or LEAs that serve students with disabilities but expect to have unspent LEA grant balances must contact the senior fiscal analyst to request the return of funds before June 30. After June 30, the senior fiscal analyst will begin the reallocation process outlined in the next section.

Reallocation Procedures

By June 30 of the carryover period, if the senior fiscal analyst determines that the LEA is adequately providing FAPE and is authorized to return the funds, WDE may do the following:

1. Use the funds returned to WDE by the LEA for allowable state-level activities if the state did not set aside the maximum amount for state-level activities, up to the point at which the maximum amount is reached.
2. Reallocate the unused funds to eligible LEAs that are not adequately providing special education and related services to children with disabilities (this reallocation is required if the state set aside the maximum amount for state-level activities).

When WDE determines that one or more LEAs need additional funds to adequately provide special education and related services to children with disabilities, WDE will request a plan from each LEA demonstrating how it will use the reallocated funds within the period of availability. Upon approval of LEA plans, the senior fiscal analyst will work with the special education director and the chief of operations to reallocate funds to other LEAs.

Monitoring of Expenditures

WDE monitors the expenditure of IDEA set-aside funds and IDEA subgrants to LEAs to ensure that funds are used within the period of performance and that both WDE and its LEAs are following the first-in, first-out accounting principle and spending down prior years' awards prior to spending down newer awards.

The senior fiscal analyst monitors the timely expenditure of LEA subgrants. If it is determined that an LEA is not expending its IDEA funds at a reasonable rate, the WDE senior fiscal analyst contacts the district to consider necessary actions including but not limited to

- requiring the LEA to submit a written plan for timely expenditure of available funds;
- requiring the LEA to request a transfer of costs from a newer grant year to an older available grant year;
- for LEAs with outstanding noncompliance or corrective actions plans, directing the use of remaining IDEA funds to address the noncompliance or complete the corrective action; and
- for LEAs that are adequately providing FAPE, the return of IDEA funds to the state for reallocation to LEAs that need additional funds to provide special education and related services.

For the timely expenditure of federal funds, a reasonable rate of expenditure of federal grants is determined as follows:

- fund balance of less than 75% after 9 months of the period of availability
- fund balance of less than 50% after 12 months of the period of availability
- fund balance of less than 25% after 15 months of the period of availability
- fund balance of less than 20% after 18 months of the period of availability
- fund balance of less than 10% after 21 months of the period of availability
- fund balance of less than 5% after 24 months of the period of availability

The following table describes how LEAs are monitored based on the unobligated balances for each open grant.

Table 1. LEA Monitoring Based on Unobligated Balances

Date	Activity	Responsible Staff/Office
Monthly	Check LEA draw down on funds and generate a report detailing amounts and percentages of funds available.	WDE senior fiscal analyst
Quarterly	<p>Communicate with LEAs about timely expenditure of funds including:</p> <ul style="list-style-type: none"> the amount of unspent or unobligated funds, and instructions for notifying WDE if the LEA desires to return any portion of the funds to the SEA for reallocation and the requirements that must be met to reallocate funds. <p>Required actions are detailed below</p>	WDE senior fiscal analyst
After 9 months availability, if 75% of the §§ 611 and 619 awards are unspent	Notify LEAs of the outstanding balance and inform that if 50% or more of funds remain at 12 months of the period of availability, WDE may require a written plan and timeline detailing how the LEA will spend the funds (see Appendix).	WDE senior fiscal analyst
After 12 months availability, if 50% of its §§ 611 and 619 awards are unspent	Notify LEAs of the outstanding balance and inform that if 25% or more of funds remain at 15 months of the period of availability, WDE may require a written plan and timeline detailing how the LEA will spend the funds (see Appendix).	WDE senior fiscal analyst
After 15 months availability, if 25% of the	Notify LEAs of the outstanding balance and inform that if 20% or more of funds remain at 18 months of the period of availability, WDE will require a	WDE senior fiscal analyst

Date	Activity	Responsible Staff/Office
§§ 611 and 619 awards are unspent	written plan and timeline detailing how the LEA will spend the funds (see Appendix)..	
After 18 months availability, if 20% of the § 611 or 619 awards are unspent	Notify LEAs of the outstanding balance and inform that if 10% or more of funds remain at 21 months of the period of availability, WDE will require a written plan and timeline detailing how the LEA will spend the funds (see Appendix)..	WDE senior fiscal analyst
After 21 months availability, if the LEA has any unspent § 611 or 619 funds	<p>Schedule a technical assistance call with LEA staff to determine if there is a need to reallocate funds to other LEAs.</p> <ol style="list-style-type: none"> 1) Determine whether unused funds are available for reallocation (FAPE requirement) and notify LEAs of potential reallocation of funds. 2) Determine LEAs that need additional funds to adequately provide FAPE to children with disabilities based on district determination, findings of non-compliance, and findings from dispute resolution. 3) Reallocate funds from LEAs that are providing FAPE to LEAs that need additional funds to provide special education and related services, with approval of the State Special Education Director. <p>If the LEA is not eligible to return funds for reallocation and WDE has evidence that the funds will not be spent, consider directing the use of funds for specific activities to correct noncompliance.</p>	WDE senior fiscal analyst

Date	Activity	Responsible Staff/Office
Determined by completion of previous task.	Notify eligible LEA recipients of additional funds to adequately provide special education and related services and all the requirements.	WDE senior fiscal analyst
Determined by completion of previous task.	Reallocation of funds.	WDE senior fiscal analyst

Federal regulations establish a 27-month period of performance when an LEA agency can obligate awarded IDEA Part B funds. See [2 CFR § 200.309](#) and [§ 200.77](#); [34 CFR § 76.709](#) and [§ 76.710](#).

1. **For LEAs that choose to release funds but cannot verify FAPE**, review the most recent expenditure reports, and maintenance of effort (MOE) status, and consult with the senior fiscal analyst to determine the individualized follow up needed.
2. **For LEAs that choose to release funds for which WDE can verify FAPE**, review the most recent budget and expenditure data to ensure other follow up action is not needed. The senior fiscal analyst proceeds with reallocation to another LEA that is not adequately providing special education and related services.
3. **For LEAs that have not yet released funds but have significant fund balances and/or a history of lapsed funds**, the senior fiscal analyst sends the applicable notification.

Timeline and Due Dates

Activity	Start Date	Responsible Staff	Due Date
Base Payment Review and Approval	March 1	Senior fiscal analyst/state director of special education programs	March 15
Base Payment Adjustment	March 1	Senior fiscal analyst/state director of special education programs	March 15
Population Allocation Calculation	March 1	Senior fiscal analyst	March 15
Poverty Allocation Calculation	March 1	Senior fiscal analyst	March 15
Preliminary Allocation	March 15	Senior fiscal analyst	April 1
Submit Preliminary Allocation Spreadsheet to the State Special Education Director and Chief Academic Officer for review and approval	April 1	Senior fiscal analyst	April 15
Send Superintendent “Sup” Memo to the Communications Department for review and approval.	April 15	Senior fiscal analyst	April 20
Send Superintendent Memo to LEAs with the preliminary allocation tables	April 20	Communication Department	April 25

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Activity	Start Date	Responsible Staff	Due Date
Final Allocation Calculation	October 1	Senior fiscal analyst	October 15
LEA Budget Amendment Submission for Final Allocation, if needed	October 15	LEA	October 30
Reallocation Process	June 30	Senior fiscal analyst/state director of special education programs	July 15
LEA Budget Submission for Reallocated Funds	July 15	LEA Staff	July 31
Monitoring of Grant Balances for Potential Reallocation	Every Quarter: June 30 / September 30 / December 31 / March 31 / June 30	Senior fiscal analyst	Every Quarter: June 30 / September 30 / December 31 / March 31 / June 30

Appendices

Appendix A: Superintendent “Sup” Memo

MEMORANDUM NO. 20XX-20XX

TO: School District Superintendents

Special Education Directors

FROM: WDE Chief Academic Officer

DATE: XXX

SUBJECT: Preliminary 20XX-20XX IDEA Part B Allocations

PRELIMINARY 20XX-20XX IDEA PART B ALLOCATIONS

The Wyoming Department of Education has completed the preliminary allocations for school year 20XX-XX for the IDEA Part B § 611 and § 619 federal award.

Districts may use the preliminary allocations to begin discussions as part of the IDEA Part B grant planning process. These allocations will be in the budget section of the Grants Management System (GMS) once the 20XX-XX IDEA Part B Consolidated Grant Application is open.

For more information, contact Deb Montoya, senior fiscal analyst of Special Education Programs, at 307-777-6220 or deb.montoya@wyo.gov.

Appendix B: Monitoring of Timely Expenditure of Funds

Communication Templates after 9 months of Availability

Dear XXX,

Based on recent expenditure data, your local educational agency (LEA) has not expended [75% or more] of its total LEA Individuals with Disabilities Education Act (IDEA) Part B federal fiscal year (FFY) XX allocation. These funds were awarded on XXX and will expire on XXX. Once this time has lapsed, any funds not yet obligated are no longer available, and the Wyoming Department of Education (WDE) must return all unused funds to the U.S. Treasury. See 2 CFR [§ 200.309](#) and [§ 200.77](#); 34 CFR [§ 76.709](#) and [§ 76.710](#).

Our goal is to ensure all allocated special education funds are timely obligated and spent on the needs of children with disabilities within our state. If 50% of funds remain by XXX [Month 15 of the period of availability], WDE requires that you closely monitor your grant balance and contact the WDE senior fiscal analyst if your LEA needs help to develop a plan to fully obligate the funds before the end of the period of availability.

If not eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at xxxx or xxx-xxx-xxxx in the WDE Special Education Programs Office.

If eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at xxxx or xxx-xxx-xxxx in the WDE Special Education Programs Office to discuss the possible release and reallocation of these funds.

Sincerely,

Senior Fiscal Analyst

Appendix C: Communication Templates after 12 months of Availability

Dear XXX,

Based on recent expenditure data, your local educational agency (LEA) has not expended [50% or more] of its total LEA Individuals with Disabilities Education Act (IDEA) Part B federal fiscal year (FFY) XX allocation. These funds were awarded on XXX and will expire on XXX. Once this time has lapsed, any funds not yet obligated are no longer available and the Wyoming Department of Education (WDE) must return all unused funds to the U.S. Treasury. See 2 CFR [§ 200.309](#) and [§ 200.77](#); 34 CFR [§ 76.709](#) and [§ 76.710](#).

Our goal is to ensure all allocated special education funds are timely obligated and spent on the needs of children with disabilities within our state. If 25% of funds remain by XXX [Month 18 of the period of availability], WDE requires that you closely monitor your grant balance and contact the WDE senior fiscal analyst if your LEA needs help to develop a plan to fully obligate the funds before the end of the period of availability.

If not eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office.

If eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office to discuss the possible release and reallocation of these funds.

Sincerely,

Senior Fiscal Analyst

Communication Templates after 15 months of Availability

Dear XXX,

Based on recent expenditure data, your local educational agency (LEA) has not expended [25% or more] of its total LEA Individuals with Disabilities Education Act (IDEA) Part B federal fiscal year (FFY) XX allocation. These funds were awarded on XXX and will expire on XXX. Once this time has lapsed, any funds not yet obligated are no longer available, and the Wyoming Department of Education (WDE) must return all unused funds to the U.S. Treasury. See 2 CFR [§ 200.309](#) and [§ 200.77](#); 34 CFR [§ 76.709](#) and [§ 76.710](#).

Our goal is to ensure all allocated special education funds are timely obligated and spent on the needs of children with disabilities within our state. If 20% of funds remain by XXX [Month 18 of the period of availability], WDE requires that you closely monitor your grant balance and contact the WDE senior fiscal analyst if your LEA needs help to develop a plan to fully obligate the funds before the end of the period of availability.

If not eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office.

If eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office to discuss the possible release and reallocation of these funds.

Sincerely,

Senior Fiscal Analyst

Communication Templates after 18 months of Availability

Dear XXX,

Based on recent expenditure data, your local educational agency (LEA) has not expended [20% or more] of its total LEA Individuals with Disabilities Education Act (IDEA) Part B federal fiscal year (FFY) XX allocation. Once this time has lapsed, any funds not yet obligated are no longer available and the Wyoming Department of Education (WDE) must return all unused funds to the U.S. Treasury. See 2 CFR [§ 200.309](#) and [§ 200.77](#); 34 CFR [§ 76.709](#) and [§ 76.710](#).

Our goal is to ensure all allocated special education funds are timely obligated and spent on the needs of children with disabilities within our state. If 10% of funds remain by XXX [Month 21 of the period of availability], WDE requires that you closely monitor your grant balance and contact the WDE senior fiscal analyst if your LEA needs help to develop a plan to fully obligate the funds before the end of the period of availability.

If not eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office.

If eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office to discuss the possible release and reallocation of these funds.

Sincerely,

Senior Fiscal Analyst

Communication Templates after 21 months of Availability

Dear XXX,

Based on recent expenditure data, your local educational agency (LEA) has unused funds of its total LEA Individuals with Disabilities Education Act (IDEA) Part B federal fiscal year (FFY) XX allocation. These funds were awarded on XXX and will expire on XXX. Once this time has lapsed, any funds not yet obligated are no longer available and the Wyoming Department of Education (WDE) must return all unused funds to the U.S. Treasury. See 2 CFR [§ 200.309](#) and [§ 200.77](#); 34 CFR [§ 76.709](#) and [§ 76.710](#).

Our goal is to ensure all allocated special education funds are timely obligated and spent on the needs of children with disabilities within our state. WDE requires that your LEA develops a plan describing how funds will be fully obligated before the end of the period of availability.

If not eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office.

If eligible for reallocation: If your LEA anticipates unused portions of its LEA IDEA Part B FFY XX allocation for any reason, please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office to discuss the possible release and reallocation of these funds.

Sincerely,

Senior Fiscal Analyst

After 24 months of Availability - if LEA is Ineligible for the Reallocation of Funds

Dear XXX,

Your local educational agency (LEA) has unspent funds of its total LEA Individuals with Disabilities Education Act (IDEA) Part B federal fiscal year (FFY) XX allocation. These funds were awarded on XXX and will expire on XXX. Once this time has lapsed, any funds not yet obligated are no longer available, and the Wyoming Department of Education (WDE) must return all unused funds to the U.S. Treasury. See 2 CFR [§ 200.309](#) and [§ 200.77](#); 34 CFR [§ 76.709](#) and [§ 76.710](#).

Your LEA has been determined ineligible for the reallocation of funds, given your previous finding(s) of [select all that apply]:

- uncorrected findings of noncompliance related to free appropriate public education (FAPE);
- dispute resolution findings related to FAPE in the past year; and
- other evidence (e.g., from school accreditation or fiscal audits) that indicates that the LEA is not adequately providing FAPE.

The WDE Special Education Programs Office requires a written plan and timeline describing how your LEA will obligate funds before they expire, specifically detailing how these funds will be used for corrective action against your finding(s). Please submit your plan and timeline by XXX. Please contact me at XXXX or xxx-xxx-xxxx in the WDE Special Education Programs Office if you need technical assistance to develop a plan to obligate these funds.

Sincerely,

Senior Fiscal Analyst

Notification E-mail Template: LEA being awarded reallocated funds

Dear XXX,

The Individuals with Disabilities Education Act (IDEA) allows state educational agencies to reallocate funds from one local educational agency (LEA) in the state that does not need the funds and is providing free appropriate public education (FAPE) to children with disabilities to other LEAs in the state that are not adequately providing special education and related services to its children with disabilities.

WDE has such funds available and has selected your LEA to receive reallocated IDEA Part B federal fiscal year (FFY) XX funds based on determined criteria. The amount of funds added to your LEAs FFY XX allocation is [\$\$\$\$]. These funds will expire on XXX and your LEA is expected to report on the use of these funds in the FFYXX end of year expenditure reports.

If you have any questions or would like technical assistance in identifying appropriate use of these funds, please reach out to me or XXX.

Sincerely,

Senior Fiscal Analyst