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NORTHWEST TRI-COUNTY INTERMEDIATE UNIT

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TO: Business Managers

FROM: Jacob Hagmaier

DATE: February 10, 2016

RE: 2015-2016 Section 619 K-5 pass through agreement

Please find enclosed two copies of your district's Section 619 K-5 pass through agreement for 2015-2016 School Year. Please sign both copies and return both to the attention of Jacob Hagmaier. Please send invoice with proper backup documentation. Final invoices are due no later than **July 08, 2016**

A reminder that monies are to be spent between July 1, 2015 through June 30, 2016 on K-5 students for allowable items stated in the guidelines.

**IDEA-Section 619
Pass Through Funds
Use of Funds Agreement
2015-2016**

Sub-grant agreement for Implementation of Individuals with Disabilities Act – Section 619, by and between *Northwest Tri-County Intermediate Unit* (hereinafter called "IU") and Warren County SD (hereinafter called "LEA") enter into for the project period July 1, 2015 through June 30, 2016.

The LEA hereby agrees and assures that:

- A. The development and execution of this agreement shall be in accordance with IDEA Section 619; program guides issued by USDE; guidelines and directives issued by the Pennsylvania Departments of Education and Public Welfare, Office of Child Development and Early Learning (OCDEL); the terms of this agreement; and the provisions of the State IDEA Plan applicable to the period of this agreement. This agreement shall be subject to the provisions of all pertinent Federal and Pennsylvania laws, regulations, and standards, as outlined in the IDEA Section 619 Contract between *Northwest Tri-County Intermediate Unit* and the Pennsylvania Departments of Education and Public Welfare, OCDEL.
- B. Funds shall be used to support kindergarten eligible children, 5 years of age receiving special education services through the LEA.
- C. Contract for IDEA Section 619 Monies for the 2015-2016 School Year are \$ 9,877 (IDEA Section 619 Project Number: 131-15-0005, Grant Award Number: H173A140090 CFDA No. 84.173)
- D. The LEA must submit to the IU how IDEA Section 619 pass through funds will be used. Any changes in use of IDEA Section 619 pass through funds must be submitted to the IU by July 08, 2016.
- E. The LEA will maintain complete cost records of all expenditures made in association with this agreement, as well as employee, programmatic, statistical records, and supporting documents. Those records are to be available for inspection by a representative and/or auditor of the IU or Pennsylvania Departments of Education and Public Welfare, OCDEL, if needed.

The IU agrees to cooperate with the LEA in resolving any proposed disallowances the auditors of the LEA recommend as a result of audits, or any final audit disallowances imposed by the appropriate authorities. The Intermediate Unit shall not be held liable by the LEA for such disallowed costs.

Payments will be contingent upon receipt of funds from the Pennsylvania Departments of Education and Public Welfare, OCDEL.

IU5 Executive Director

Date

LEA Superintendent Signature

Date

Allowable costs for IDEA 619 can include, but may not be limited to:

- Salaries for the following positions as related to kindergarten expenses:
 - Teachers
 - Teacher Aides/Assistants
 - Paraprofessionals
 - Substitutes
 - Audiologists, Psychologists, Speech/Language Pathologists, Nursing Services (if the school district is the payor of last resort), OT, PT, Personal Care
 - Assistants, Physician Services, Psychiatry, Social Work, Vision Services
- Benefits for salaried positions as related to kindergarten expenses including:
 - FICA. Please ensure a rate of 7.65% is used OR an explanation is provided why that rate was not used.
 - Employer contribution rate. Ensure the rate used doesn't exceed 6.18% of salaries.
 - Unemployment Compensation
 - Worker's Compensation
 - Group Insurance
 - Other benefits required through a collective bargaining agreement
- As related to Kindergarten expenses:
 - Contracts for technical services supporting the instructional program
 - Rentals for instructional, assessment, therapy and instructional office space
 - Equipment leases that support IDEA 619 personnel
 - Maintenance (charged as a pro-rated share of all funding)
 - Operational costs such as communications (e.g. telephone, printing and binding, and postage), utilities etc. that support IDEA 619 personnel
 - Advertising
 - Field Trips
 - Staff travel costs for service delivery for staff charged to the IDEA 619 budget
 - Audit Costs (charged as a pro-rated share of all funding)
 - Supplies, books and other pertinent reference materials
 - Equipment
 - Dues and Fees for organizational memberships
 - Indirect Costs not to exceed the school district's approved rate

The following costs are not allowable for IDEA 619:

- Any expenditure made before the beginning of the grant period or after the end of the grant period
- School transportation (except for field trips)
- Administrators
- Construction
- Business Office costs
- Dues and fees for individual memberships
- Travel costs EXCEPT for IDEA 619 paid staff or attendance at IDEA 619 paid activities
- Any costs in excess of the school district's allocation