

EXPENDITURE SAMPLES AND FUNDS REQUEST FORM

Allowable Expenditures

There are several restrictions on the use of SBAP funds:

- They must be used within the special education program;
- They may not be used to supplant professional positions that the LEA has been supporting;
- They may not be transferred to the district general fund and used outside the special education program.

Following is a sample list of acceptable uses of SBAP dollars:

Personnel

- New professional special education positions (teachers, therapists), including salaries and benefits;
- Special education classroom instructional aides, including salaries and benefits;
- Personal care aides, including salaries and benefits;
- School-based ACCESS Coordinators, including salaries and benefits;
- Nurses, including salaries and benefits for the percentage of time spent working with special education students;
- Clerical support staff for SBAP record keeping, including salaries and benefits;
- Clerical support staff for the special education program for the time spent in direct student support (typing, filing, mailing of IEPs, ERs, invitations to IEP meetings), including salaries and benefits;
- Substitutes for special education classes for teachers attending IEP meetings or trainings.

Student and Curriculum Specific

- Field trips that are tied to the curriculum;
- Speakers and programs brought into the school;

- Programs above the ESY provided by the district, such as swimming lessons, and additional community-based programs;
- IEP Writer programs and support/training needed for implementation;
- Tests;
- Software;
- Adaptive reading equipment;
- Instructional materials;
- Books;
- Workbooks;
- Teacher manuals.

SBAP Program Costs

- Copiers;
- Printers;
- Computers;
- Internet access for purposes of accessing Leader's Web-based programs; *e.g.*, SBAP Billing Program and IEP Writer Program.
- Equipment maintenance;
- Fax machine;
- File cabinets;
- Paper supplies.

Training

- CPR and First-Aid training;
- Conferences and workshops for special educators and administrators;
- Inclusion conferences and workshops for regular educators;
- Parent training for special education;
- Manuals or other materials required for training programs.

Property

- Student computers;
- Staff computers used for writing IEPs, ERs, lesson or treatment plans, or record keeping;
- Specialized furniture for students;
- Treatment room furniture;
- Furniture needed for computer use;
- Televisions and VCRs (with closed-caption capability);
- Portable stair climbers;
- Wheelchairs;
- Computer networking;
- Swimming pool lifts;
- Therapy equipment.

Contractor Services

- Psychological testing;
- Special transportation outside of the regular school transportation system;
- Training for staff;
- Community-based program costs;
- Maintenance contracts on computers, copiers, etc.

Transportation

- Refitting specialized buses with car seats, seat belts, etc.;
- Small specialized buses for special education transportation.

Supplies

- Personal care supplies for special education students;
- Health room supplies for special education students;
- Paper supplies needed for SBAP, IEPs, ERs, or other student-specific documents.

ACCESS Funds Request Form

DIRECTIONS: The LEA's Business Manager completes and submits this form to PDE when requesting reimbursable funds from the LEA's restricted fund account. *The Comptroller's office will only process requests that are written for at least \$1,000.*

COMMONWEALTH OF PENNSYLVANIA		<small>PDE-352 (Revised 4/2003)</small>
ACCESS FUNDS REQUEST FORM		
LEA NAME AND ADDRESS:	AUN:	
	Federal ID No.:	
Contact Person and Telephone No:	Operating Period:	
Date Submitted:	Program Area Code	LECS Project Number (6 Digits):
	044-	
Total Amount Requested From The Commonwealth (Page 3 of 3 PDE-352):		
SIGNATURE, CHIEF ADMINISTRATIVE OFFICER		DATE
COST CODE (PDE/LECS USE ONLY)		
DEPARTMENTAL APPROVAL		PDE USE ONLY
		DATE STAMP
BUREAU OF BUDGET & FISCAL MANAGEMENT	DATE	
BUREAU OF SPECIAL EDUCATION	DATE	

Please submit to PDE at: 333 Market St., 7th Floor
Harrisburg, PA 17126-0333

PDE-352 (Revised 4/2003)
Page 1 of 3

PA School-Based ACCESS Program Provider Manual
FUNDS REQUEST FORM AND EXPENDITURE SAMPLES

COMMONWEALTH OF PENNSYLVANIA								PDE-352 (Revised 4/2003)	
OBJECTS	FUNCTIONS							TOTAL	
	1200	2100	2200	2300	2400	2500	2600		
100 - PERSONNEL SERVICES - SALARIES									
110									
120									
130									
140									
150									
160									
170									
180									
190									
TOTAL									
200 - PERSONNEL SERVICES - EMPLOYEE BENEFITS									
210									
220									
230									
240									
250									
260									
270									
290									
TOTAL									
300 - PURCHASED PROFESSIONAL & TECHNICAL SERVICES									
310									
320									
330									
340									
390									
TOTAL									
400 - PURCHASED PROPERTY SERVICES									
410									
420									
430									
440									
460									
490									
TOTAL									

E-6 | Appendix E
FUNDS REQUEST FORM AND EXPENDITURE SAMPLES

COMMONWEALTH OF PENNSYLVANIA								PDE-352 (Revised 4/2003)	
OBJECTS	FUNCTIONS							TOTAL	
	1200	2100	2200	2300	2400	2500	2600		
500 - OTHER PURCHASED									
510									0.00
520									0.00
530									0.00
540									0.00
550									0.00
560									0.00
580									0.00
590									0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600 - SUPPLIES									
610									0.00
620									0.00
630									0.00
640									0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700 - PROPERTY*									
750									0.00
760									0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800 - OTHER OBJECTS*									
810									0.00
850									0.00
890									0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Brief Description of Reported Amounts in 700 - Property and/or 800 - Other Objects:

Accounting and Reporting of Funds

The SBAP is a MA program that reimburses school entities for direct, eligible health-related services provided to MA-enrolled, special needs students. Reimbursement claims are processed through Leader and, when received by the school, are recorded to revenue account #8810-*Medical Assistance Reimbursements through the Commonwealth*.

Reimbursements are classified as federal money in the account code structure. However, these funds are not restricted in use like other federal monies. SBAP reimbursements are classified as fee-for-service revenues and are not considered federal financial assistance. Therefore, you are not required to report direct SBAP funds on your Schedule of Federal Financial Assistance (SFFA). Only federal financial assistance is required on the SFFA. Please note that SBAP reimbursements, account #8810, will be a reconciling item when comparing the federal revenues received with the revenues reported on your school's SFFA.

There is also a second MA program, the Administrative Time Study Program, that reimburses LEAs for the costs associated with administrative Medicaid-related activities. The school setting provides a unique opportunity to enroll eligible students in the Medicaid program, and to assist students who are already enrolled in Medicaid to access the benefits available to them.

These program reimbursements, which fall under Title 19, should be recorded to revenue account #8820-*Medical Assistance Reimbursement for Administration*. Reimbursements under Title 19 are considered federal financial assistance and are required on your school's SFFA.