

MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

SAMPLE FORM
NOTICE OF INTENT TO USE IDEA FUNDS FOR
INSTRUCTIONAL SUPPORT SERVICES (EARLY INTERVENING)

PART I – GENERAL INFORMATION

- A. Only complete this form as part of the electronic grant workbook when the applicant agency elects to use IDEA funds for instructional support services (early intervening) as a general education service. All sections of this report must be completed, and the report submitted as part of the electronic grant workbook. The line items included in this report must be aligned with line items submitted in the grant application.
- B. For general guidance, see http://www.doe.mass.edu/sped/IDEA2004/spr_meetings/eiisservices.html. For guidance specific to the ARRA-IDEA (Fund Code 760) grant, see the following:
- <http://www.ed.gov/policy/gen/leg/recovery/factsheet/idea.html> (see section titled IDEA, Part B Fiscal Issues); and
 - <http://www.ed.gov/policy/gen/leg/recovery/guidance/idea-b.pdf> (see items B-3, D-2, and D-8).

D. Applicant Agency: (Legal Name of Agency)	
E. Address: (Street, City/Town, Zip Code)	
G. Name of person completing this report: (print or type)	
Name:	
Title:	
Phone Number: ()	
E-mail Address:	

PART II – WORKSHEET

A. Amount of IDEA funds available for the fiscal year.	\$
B. Multiply the figure in <u>Line A</u> by 15 percent (.15) and indicate the result on <u>Line B</u> . This will indicate the <i>maximum allowable funds</i> that can be used for instructional support services (early intervening) from the applicant agency's IDEA funds.	\$
C. Indicate the TOTAL IDEA FUNDS THAT WILL BE USED FOR INSTRUCTIONAL SUPPORT SERVICES IN THE FISCAL YEAR. The amount entered in <u>Line C</u> CANNOT be greater than <u>Line B</u> . <i>These funds can be used to carry out coordinated, instructional support services aligned with activities funded by, and carried out under, the Elementary and Secondary Education Act (ESEA) if SUCH FUNDS ARE USED TO SUPPLEMENT, AND NOT SUPPLANT, funds made available under ESEA.</i>	\$

PART III – BUDGET DETAIL

The line items included in this report must be aligned with line items submitted in the grant application.

LINE ITEM	AMOUNT	EXPLANATION
1. Administrators	\$	
2. Instructional/ Direct Service Staff	\$	
3. Non-Instructional/ Support Staff	\$	
4. Fringe Benefits	\$	
5. Contractual Services	\$	
6. Supplies	\$	
7. Travel	\$	
8. Other	\$	
9. Indirect Costs	Not allowed	
10. Equipment	Not allowed	