Why is an Annual Budget Plan and Annual Service Plan required?

- California Education Code section 56205 requires the submission of Annual Budget and Service Plans that are adopted at public hearings held by the special education local plan area (SELPA).

- These plans must:
  - Identify expected expenditures
  - Include a description and physical location of services
  - Demonstrate that all individuals with exceptional needs have access to services and instruction appropriate to meet their needs as specified in their individualized education program (IEP).
When are the Plan submissions due to the CDE?

- The Annual Budget Plan (ABP) and Annual Service Plan (ASP) for the 2018-2019 school year are due to the California Department of Education (CDE) postmarked on or before June 30, 2018.
What is an ABP and ASP?

ANNUAL BUDGET PLAN (Funding)

- The purpose is to identify expected special education expenditures for all items required.

ANNUAL SERVICE PLAN (Access)

- Identifies what services may be available at each school/site for the next school year.
Annual Budget Plan & Annual Service Plan

- May be revised during any fiscal year according to the policymaking process established pursuant to Education Code section 56205 subparagraph (D)* and (E) of paragraph (12) of subdivision (a) and consistent with subdivision (f) of Education Code sections 56001 and 56195.9

California Education Code
Section 56205 (b)(1) and (b)(2)
*Subparagraph (D) is only for multidistrict SELPAs and does not apply to LAUSD.
What is an Annual Budget Plan (ABP)

- Mandated reporting requirement
- Provides CDE with high level information based on funding allocation codes of expected expenditures
- Based on previous year’s budget with projected changes for the upcoming school year
- Does not include all special education expenditures and is not the District’s special education budget
- Each SELPA must adopt the ABP according to the governance and policymaking process established in their local plan
### Annual Budget Plan
### Fiscal Year 2018–19

The Annual Budget Plan shall identify expected expenditures for all items required by this part as listed below. The Standardized Account Code Structure (SACS) codes provide source information from the local educational agency (LEA) reporting.

<table>
<thead>
<tr>
<th>Reference/Label</th>
<th>Instructions</th>
<th>Estimated Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Funds received in accordance with Chapter 7.2 (commencing with California Education Code [EC] Section 56836) (Special Education Program Funding)</td>
<td>SACS Resource Code 6500 (State), 3300–3499 (Federal) 6512–6535 (General Fund)</td>
<td>529,038,099</td>
</tr>
<tr>
<td>B Administrative costs of the plan</td>
<td>SACS Goal Code 5001 Function 2100</td>
<td>14,799,027</td>
</tr>
<tr>
<td>C Special Education services to pupils with: (1) <strong>severe disabilities</strong>, and (2) <strong>low-incidence disabilities</strong></td>
<td>SACS Goal Code 5710</td>
<td>4,737,250</td>
</tr>
<tr>
<td></td>
<td>SACS Goal Code 5730</td>
<td>164,541,794</td>
</tr>
<tr>
<td></td>
<td>SACS Goal Code 5750</td>
<td>764,559,133</td>
</tr>
<tr>
<td>D Special education services to pupils with <strong>non-severe disabilities</strong></td>
<td>SACS Goal Code 5770</td>
<td>811,869,184</td>
</tr>
<tr>
<td>E Supplemental aids and services to meet the individual needs of pupils placed <strong>in regular education classrooms</strong> and environments</td>
<td>Any SACS Goal Code with SACS Function Code 1130&lt;sup&gt;1&lt;/sup&gt;</td>
<td>0</td>
</tr>
<tr>
<td>F Regionalized operations and services, and direct instructional support <strong>by program specialists</strong> in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2 (SELPA Program Specialists Funding)</td>
<td>SACS Goal Code 5050</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>SACS Goal Code 5060</td>
<td>7,545,358</td>
</tr>
<tr>
<td>G The use of <strong>property taxes</strong> allocated to the special education local plan area pursuant to EC Section 2572</td>
<td>Statement is included in Local Plan</td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup> Function Activity Classification can be found [http://www.cde.ca.gov/be/ag/ag/yr08/mar08item24a6.doc](http://www.cde.ca.gov/be/ag/ag/yr08/mar08item24a6.doc)
# Annual Budget Plan Fiscal Year: 2018-2019

The Annual Budget Plan shall identify expected expenditures for all items required by this part as listed below. The Standardized Account Code Structure (SACS Codes) provide source information from the LEA(s) reporting.

<table>
<thead>
<tr>
<th>Reference/Label</th>
<th>Instructions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Funds received in accordance with Chapter 7.2</td>
<td>SACS Resource Code 6500 (State)</td>
<td>2018-2019 estimated revenue</td>
</tr>
<tr>
<td>(commencing with Section 56836) (Special Education Program Funding)</td>
<td>3300-3499 (Federal) 6515-6535 (General Fund)</td>
<td></td>
</tr>
<tr>
<td>B Administrative costs of the plan</td>
<td>SACS Goal Code 5001 Function 2100</td>
<td>Instructional Supervision and Administration</td>
</tr>
<tr>
<td>C Special Education services to pupils with severe disabilities (1) and low incidence disabilities (2).</td>
<td>SACS Goal Code 5710 SACS Goal Code 5730 SACS Goal Code 5750</td>
<td>Infant (0-2) Preschool (3-5) Ages 5-22 severe</td>
</tr>
<tr>
<td>D Special education service to pupils with non-severe disabilities</td>
<td>SACS Goal Code 5770</td>
<td>Ages 5-22 non-severe</td>
</tr>
<tr>
<td>E Supplemental aids and services to meet the individual needs of pupils placed in regular education classrooms and environments.</td>
<td>Any SACS Goal Code with SACS Function Code 1130</td>
<td>Other K-12 expenditures by subject matter</td>
</tr>
<tr>
<td>F Regionalized operations and services, and direct instructional support by program specialists in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2 (SELPA Program Specialist Funding)</td>
<td>SACS Goal Code 5050 SACS Goal Code 6060</td>
<td>Regionalized Services Regionalized Program Specialist</td>
</tr>
<tr>
<td>G The use of property taxes allocated to the special education local plan area pursuant to Section 2572</td>
<td>Statement is included in the Local Plan</td>
<td>NA</td>
</tr>
</tbody>
</table>
What are Standardized Account Code Structure (SACS) codes?

- SACS specifies a uniform financial reporting format
  - The standardized account code structure (SACS) is the official chart of accounts for LEAs established by the California Department of Education (CDE)
- Classifies revenue and expenditures
  - Used for all official school accounting and reporting
  - For all funds, SACS shows where the resources come from and how they will be spent
- The CDE specifies the SACS codes that correspond to the revenues and expenditures that are needed to complete the Annual Budget Plan
  - SACS Resource Code
  - SACS Goal Code
  - SACS Function Code
SACS Resource Codes
FUNDING SOURCE

- **State Funds**
  - AB602 - Based upon Average Daily Attendance (ADA)

- **Federal Grants**
  - Special Education IDEA Local Assistance
  - Preschool Grants
  - Mental Health allocation
  - Early Intervention Grants

- **General Funds**
  - State Mental Health Services
SACS Goal Codes

- The goal field defines an objective or a set of objectives for the LEA.
- Instructional setting or the group of students who are receiving instructional services.
- Examples are preschool classes, regular K-12 classes, special education classes, career technical education, adult education, or community service.
SACS Function Codes

- The function field represents a general operational area in an LEA and groups together related activities.
- The function describes the activities or services performed to accomplish a set of objectives or goal.
- Most LEAs use all of the functions in the process of educating students or organizing the resources to educate students.
- Examples are providing the appropriate atmosphere for learning, school districts transporting students to school, teaching students, feeding students, and providing health services.
Purpose of the Annual Service Plan (ASP)

- Describes the special education service options to be provided within the SELPA
  - assure access to appropriate instruction and services for all students with disabilities from birth to twenty-two years of age, including children with low-incidence disabilities.
- Identifies the physical location at which the services may be provided within the SELPA, including
  - alternative schools
  - charter schools
  - opportunity schools and classes
  - community day schools operated by districts
  - juvenile court schools
Annual Service Plan
Required Documents

- CASEMIS Service Descriptions
  - ASP-01a
- Physical Location of Services Reports
  - ASP-02a 001
  - ASP-02a 002
  - ASP-02a 003
  - ASP-02a 004
- Certification of Annual Service Plan
  - ASP-03
Annual Service Plan

- The data for the ASP is gathered through **CASEMIS**
- California Special Education Management Information System
- Based on the December 1 data
What is CASEMIS?

- CASEMIS is a data reporting and retrieval system for special education.
- The system is designed to assist Local Education Agencies (LEAs) submit student level data to the CDE.
- Developed by the CDE:
  - Special Education Division.
Annual Service Plan
CASEMIS service descriptors used in the ASP

- Multiple fields of information are pulled from IEPs for reporting purposes
  - including descriptions of services

- Codes
  - 200 codes = infants & toddlers/Part C
  - 300 codes = specialized instruction
  - 400 codes = related services
  - 500 codes = psychological services
  - 600 codes = low incidence services
  - 700 codes = low incidence services
  - 800 codes = transition services
  - 900 codes = OTHER
<table>
<thead>
<tr>
<th>Code</th>
<th>Special Education Service Category Descriptions</th>
<th>Adopted</th>
<th>Modified</th>
<th>Not Currently Utilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>330</td>
<td><strong>Specialized academic instruction:</strong> Adapting, as appropriate to the needs of the child with a disability the content, methodology, or delivery of instruction to ensure access of the child to the general curriculum, so that he or she can meet the educational standards within the jurisdiction of the public agency that apply to all children.</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>340</td>
<td><strong>Intensive individual instruction:</strong> IEP Team determination that student requires additional support for all or part of the day to meet his or her IEP goals.</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>350</td>
<td><strong>Individual and small group instruction:</strong> Instruction delivered one-to-one or in a small group as specified in an IEP enabling the individual(s) to participate effectively in the total school program</td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The physical location forms should identify all services that could be provided at each site in the SELPA
- Site name
- Type of facility
- Service(s)

There may be services that are listed but not delivered at a site
- Because that service is not offered in any of the students’ IEPs who are attending at that site
# Annual Service Plan

**ASP 02a Service Report**

**Type of Facility**

<table>
<thead>
<tr>
<th>Type Code</th>
<th>Facility Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Public Day School</td>
</tr>
<tr>
<td>11</td>
<td>Public Residential School</td>
</tr>
<tr>
<td>15</td>
<td>Special Education Center/Facility</td>
</tr>
<tr>
<td>19</td>
<td>Other Public School/Facility</td>
</tr>
<tr>
<td>20</td>
<td>Continuation School</td>
</tr>
<tr>
<td>22</td>
<td>Alternative Work Education Center/Work Study</td>
</tr>
<tr>
<td>24</td>
<td>Independent Study</td>
</tr>
<tr>
<td>31</td>
<td>Community School</td>
</tr>
<tr>
<td>55</td>
<td>Charter School (operated by an LEA, District or County Office of Education)</td>
</tr>
<tr>
<td>56</td>
<td>Charter School (operated as an LEA)</td>
</tr>
</tbody>
</table>
### Annual Service Report 02a - Physical Location

<table>
<thead>
<tr>
<th>Site name and type of facility providing service</th>
<th>Type of Facility</th>
<th>CASEMIS codes associated with each service that is provided at the location listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>107th Street ES</td>
<td>10</td>
<td>330 340 415 425 435 436 445 450 460 510 520 525 530 535 610 710 715 720 725 730 735 740 745 750 755 760 865 870</td>
</tr>
<tr>
<td>Liechty MS</td>
<td>10</td>
<td>330 340 415 425 435 436 445 450 460 510 515 520 525 530 535 610 710 715 720 725 730 735 740 745 750 755 760 820 830 840 865 870 890</td>
</tr>
<tr>
<td>Young HS</td>
<td>20</td>
<td>330 340 415 425 435 436 445 450 460 510 515 520 525 530 535 610 710 715 720 725 730 735 740 745 750 755 760 820 830 840 850 860 865 870 890</td>
</tr>
</tbody>
</table>
California Education Code Requirement:

- An Annual Budget Plan (ABP) and Annual Service Plan (ASP) shall be adopted at a public hearing held by the Special Education Local Plan Area (SELPA) Education Code section 56205(b)(2)
- Notice of the hearing shall be posted at least 15 days prior to the hearing
  - The ABP requires posting in each school
  - The ASP requires posting in the District
    - LAUSD administrators are informed to post a notice for both ABP and ASP at all schools
GOVERNANCE COUNCIL ADOPTION

- LAUSD convened a public hearing on May 8, 2018.

- Board of Education will finalize adoption of the Annual Service Plan and Annual Budget Plan at the June 12, 2018 Board Meeting.
QUESTIONS