

LEA: \_\_\_\_\_

Date: \_\_\_\_\_

### FiCAM Checklist – Coordinated Early Intervening Services

Coordinated Early Intervening Services (CEIS)	Methods/Documentation Examples	Yes	No	Documentation Provided/Reviewed
If the LEA has been determined to have <u>significant disproportionality</u> , did the LEA reserve 15% of total Part B 611 and 619 funds, for comprehensive CEIS?	<ul style="list-style-type: none"> <li>Review CEIS plan</li> <li>Verify budgeted and/or actual expenditures reported against accounting logs</li> </ul>			
Did the LEA use the funds required to be reserved for comprehensive CEIS due to significant disproportionality for students, particularly, but not exclusively in those groups that were significantly overidentified?	<ul style="list-style-type: none"> <li>Review CEIS plan</li> <li>Verify budgeted and/or actual expenditures reported against accounting logs</li> </ul>			
Did the LEA use CEIS funds voluntarily or by requirement set aside for CEIS for allowable activities?	<ul style="list-style-type: none"> <li>Verify actual expenditure reports by comparing to accounting logs</li> <li>Verify CEIS expenditures were used to provide services to non-identified students and not students with IEPs.</li> <li>Verify CEIS funds were accounted for separately from IDEA funds.</li> </ul>			
Does the LEA using CEIS funds voluntarily or by requirement use those funds to supplement, not supplant, other Federal, State and local funds including funds made available under the ESEA?	<ul style="list-style-type: none"> <li>Verify actual CEIS expenditures reported were not previously paid from other funding sources.</li> <li>Verify actual CEIS expenditures were not used to implement mandated activities.</li> <li>Was MOE met? If yes, the LEA meets supplement not supplant rule.</li> </ul>			
Has the LEA using CEIS funds voluntarily or by requirement met the requirements for local maintenance of effort?	<ul style="list-style-type: none"> <li>Was the LEA eligible to use the 50% reduction in MOE? (Was the LEA at Meets Requirements for year in question?)</li> <li>If so, did the LEA use the up to 50% reduction in MOE to reduce local effort, and were CEIS funds expended taken into consideration?</li> </ul>			

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<p>Does the LEA use CEIS funds to provide services to only those students, in grades K through 12, who are not identified as needing special education and related services, but who need additional support to succeed in the general education environment?</p>	<ul style="list-style-type: none"> <li>• CEIS logs of services or other documentation of services provided</li> <li>• Documentation of CEIS activities implemented – Professional development provided, personnel hired, materials purchased, assessments used to identify students needing support</li> </ul>			
<p>Has the LEA timely and accurately reported to the State on 1) the number of students who receive CEIS and 2) the number of students who receive CEIS and subsequently receive special education and related services?</p>	<ul style="list-style-type: none"> <li>• Verify the number of students reported receiving CEIS – LEA Application compared to actual student enrollment minus special education enrollment (child count of students by building or grade level targeted in CEIS plan)</li> </ul>			

**CEIS Fiscal Accountability Requirements**

- Ensure LEA uses no more than 15% of Part B funds for any fiscal year, less reductions to MOE under § 300.205, if any [\[34 CFR § 300.226\(a\)\]](#)
- Require LEA to annually report reporting on number of students who received CEIS and the number of students who received CEIS and subsequently received special education and related services in the next two years [\[34 CFR § 300.226\(d\)\]](#)
- Ensure LEA uses CEIS funds on allowable CEIS activities, including coordination with ESEA, and only for students who are not currently identified as needing special education or related services [\[34 CFR § 300.226\(a\), \(b\) &\(e\)\]](#)
- Direct the use of 15% of LEA IDEA allocation for CEIS when significant disproportionality is identified, particularly on children in those groups that were significantly overidentified [\[34 CFR §300.646\(b\)\(2\)\]](#)