

2019 SCHOOL YEAR

SPECIAL EDUCATION INSTRUCTIONAL SUPPLY ALLOCATIONS

Instructional supply allocations are based on teacher "per class" allocations. These instructional supply funds may be used to meet the special needs of your students and will need to be approved by the site administrator. If you wish to access these funds you will need to follow your site's procedures for acquiring supplies as we all go through the same procurement system.

2018 Allocations are listed below by program.

<u>Program</u>	<u>Allocation Per Class</u>	<u>Budget Number *</u>
Mild Moderate/RSP	\$100	XXXX 65000 00 4301 extended code 4262
Mod/Severe SDC	\$150	XXXX 65000 00 4301 extended code 4216
ECSE	\$400	XXXX 65000 00 4301 extended code 4104
<u>Custodial Supplies</u>	<u>Per Class</u>	<u>Budget Number *</u>
ECSE	\$50	XXXX 65000 00 4302 extended code 4104
Mod/Severe	\$50	XXXX 65000 00 4302 extended code 4216

Community Based Instruction (CBI)

The following rules must be followed to be paid for any Community Based Instruction CBI reimbursements. Failure to follow the rules stated below will result in your claim being Denied and unpaid.

1. CBI Expenses are ONLY to be made with CASH. ATM/Credit/Debit cards are absolutely NOT ALLOWED.
2. CBI Expenses CANNOT be used to purchase supplies for the classrooms. All supply requests must go through your school secretary or supply clerk.

<u>Moderate Severe (CBI)</u>	<u>Per Class allocations</u>	<u>Budget Numbers *</u>
Middle School M/S	\$200	XXXX 65000 4301 extended code – 4274
High School M/S	\$400	XXXX 65000 4301 extended code – 4274

\* Elementary Schools M/S: CBI funds are available upon request to program manager and follow through of district procedures.

\*site number instead of XXXX