



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

August 23, 2023

Alabama  
State Board  
of Education

**MEMORANDUM**

Governor Kay Ivey  
President

**TO:** City and County Superintendents of Education

Jackie Zeigler  
District I

**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

Tracie West  
District II  
Vice President

**RE:** Fiscal Year (FY) 2024 Special Education Services Application for State-Appropriated Financial Assistance

Stephanie Bell  
District III

The Alabama State Department of Education (ALSDE), Special Education Services (SES) Section, is pleased to announce the opportunity for local education agencies (LEAs) to receive additional funding support through four special education state-appropriated funds for FY 2024, pursuant to the Education Trust Fund (ETF) Appropriations Bill-Act No. 2023-379.

The funding options and fund sources are as follows:

Yvette M. Richardson, Ed.D.  
District IV

1. Special Education Licensed Interpreters and Teachers of the Deaf/Hard of Hearing Fund (SELI/TODHOHF)-Fund Source Code 1255
2. Board-Certified Behavior Analyst Fund (BCBAF)-Fund Source 1256
3. Special Education Catastrophic Fund (SECF)-Fund Source Code 2240
4. High-Needs Special Education Fund (HNSEF)-Fund Source Code 2241

Tonya S. Chestnut, Ed.D.  
District V  
President Pro Tem

These funds are made available with the purpose of assisting LEAs in covering the direct special education instructional costs of providing a free and appropriate public education (FAPE) to children with disabilities that would create a catastrophic fiscal impact on the LEA; in providing Special Education Licensed Interpreters and Teachers of the Deaf/Hard of Hearing; and in providing support of a Board-Certified Behavior Analyst® (BCBA®) and/or Board-Certified Assistant Behavior Analyst® (BCABA®). A catastrophic need may arise when special education and related services are provided for a particular child or group of children whose needs are unduly expensive, extraordinary, and beyond the routine and reasonable special education and related services provided by the LEA. It is best to apply as early as possible (i.e., as soon as possible for Options 1 and 2 and as soon as a catastrophic need is known for Options 3 and 4) because all awards are contingent on the availability of funds.

Marie Manning  
District VI

Belinda McRae  
District VII

Wayne Reynolds, Ed.D.  
District VIII

Eric G. Mackey, Ed.D.  
Secretary and  
Executive Officer

**A separate application is required for each option.** All requests for funding for special education interpreters and/or teachers of the deaf and hard of hearing should be made under Option 1 and all requests for funding for BCBA's and/or BCABA's should be made under Option 2. These budget line items should only appear in applications for Options 3 and 4 if the funds for Options 1 and 2 respectively are depleted.

Awards will be made in rounds based on the following deadlines for submitting applications:

<b>Application Submission Deadlines (Electronic Submission Date By)</b>
<b>Application Deadlines for Rounds 1 and 2 Awards:</b> <ul style="list-style-type: none"><li>• September 15, 2023</li><li>• October 31, 2023</li></ul>
<b>Application Deadline for Additional Rounds:</b> <ul style="list-style-type: none"><li>• Open until funds have been awarded or by June 28, 2024, based on which occurs first.</li></ul>

Any public school system in the state of Alabama that has enrolled a child with a disability determined eligible for special education and related services under existing federal and state law, may submit a grant application to the ALSDE for financial assistance.

For Round 1, an electronic application must be submitted by the submission deadline of September 15, 2023. For Round 2 (based upon the availability of remaining funds after the first round of applications are received and processed), the deadline is October 31, 2023.

For additional rounds, the application submission window is currently open and will remain open until all funds have been awarded or by June 28, 2024, based on which occurs first.

**Please note that receiving a grant award funded through state funds may have an impact on the federal LEA *Individuals with Disabilities Education Act (IDEA) Maintenance of Effort (MOE)* requirement.**

These funds are awarded for FY 2024 and are available from October 1, 2023, through September 30, 2024, with the official effective date designated upon award. Applications for supplemental funds must be submitted and approved prior to expenditures. All funds awarded must be expended by September 30, 2024, and are not automatically awarded in subsequent years.

For consideration in the award allocation of these funds, it is imperative that the LEAs comply with all application requirements. An LEA may apply to receive FY 2024 special education state-appropriated funds by completing and submitting an electronic application [here](#).

If you have questions or need clarification, please contact the ALSDE, SES, by email at [sesgrants@alsde.edu](mailto:sesgrants@alsde.edu) or by telephone at 334-694-4782.

EGM/TM/BJ

Attachment

cc: Directors and Coordinators of Special Education  
Chief School Financial Officers  
Mrs. Angela Martin  
Dr. Brandon T. Payne  
Mrs. Shanthia Washington  
Mr. Barry Kachelhofer  
Dr. DaLee Chambers  
Mrs. Erika Richburg  
Mrs. Tiffany Moore

FY23-2082

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# Special Education Services Application for State-Appropriated Financial Assistance

**State Funding** (Pursuant to *Education Trust Fund (ETF) Appropriations Act No. 2023-379 FY24*)

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## State Supplemental Funds: Fiscal Year (FY) 2024

State-appropriated financial assistance is available to any public school system in the state of Alabama that has enrolled an exceptional child with disabilities determined eligible for special education and related services under the *Individuals with Disabilities Education Act*. Local education agencies (LEAs) may submit grant applications to the Alabama State Department of Education (ALSDE) for financial assistance. Financial assistance is available when the special education and related services for that child (or group of children) are unduly expensive, extraordinary, and/or beyond the routine and reasonable education and services provided.

For FY 2024, there are four state-appropriated special education services financial assistance options:

1. Special Education Licensed Interpreters and Teachers of the Deaf Fund (SELI/TODF)-Fund Source 1255
2. Board Certified Behavior Analyst Fund (BCBAF)-Fund Source 1256
3. Special Education Catastrophic Fund (SECF)-Fund Source 2240
4. High-Needs Special Education Fund (HNSEF)-Fund Source 2241

For consideration in the award allocation of these funds, it is imperative that the LEA follows all application requirements.

**Please note that receiving a grant award funded through state funds may have an impact on the federal local education agency (LEA), *Individuals with Disabilities Education Act (IDEA) Maintenance of Effort (MOE) requirement.***

These funds are awarded for FY 2024 and are available from October 1, 2023, through September 30, 2024, with the official effective date designated upon award. Applications for supplemental funds must be submitted and approved prior to expenditures. All funds awarded must be expended by September 30, 2024, and are not automatically awarded in subsequent years.

If you have questions or need clarification, please contact the ALSDE, Special Education Services (SES) Section by email at [sesgrants@alsde.edu](mailto:sesgrants@alsde.edu) or by telephone at 334-694-4782.

Application Submission Deadlines (Electronic Submission Date By)
<p><b>Application Deadlines for Rounds 1 and 2 Awards:</b></p> <ul style="list-style-type: none"><li>• September 15, 2023</li><li>• October 31, 2023</li></ul> <p><b>Application Deadline for Additional Rounds:</b></p> <ul style="list-style-type: none"><li>• Open until funds have been awarded or by June 28, 2024, based on which occurs first.</li></ul>

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## Options 1 & 2

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### **Option 1: Special Education Licensed Interpreters and/or Teachers of the Deaf Fund (SELI/TODF)**

The purpose of the SELI/TODF is to provide funding for at least one licensed sign language interpreter for each local education agency (LEA) based on need and/or teachers of deaf/hard of hearing students and/or teachers. The SELI/TODF option will be funded based on consideration of the following criteria:

- a. LEA needs licensed sign language interpreter(s) and/or teachers of deaf/hard of hearing student(s); and
- b. LEA has a child or youth ages 3-21, inclusive, with a current individualized education program (IEP), who also meets the predetermined criteria in the definition of hearing impairment, and is currently receiving special education services, in need of special education licensed interpreter(s) and/or teachers of deaf/hard of hearing student(s).

### **Option 2: Board-Certified Behavior Analyst Fund (BCBAF)**

The purpose of the BCBAF is to provide at least \$56,000.00 in support of a Board-Certified Behavior Analyst (BCBA) or Board-Certified Assistant Behavior Analyst (BCABA) services for an LEA in need of support providing behavioral services to a child and/or youth with a disability ages 3-21. The BCBAF option will be funded based on consideration of the following criteria:

- a. LEA needs Board-Certified Behavior Analyst(s)<sup>®</sup> [BCBA(s)<sup>®</sup>] and/or Board-Certified Assistant Behavior Analyst(s)<sup>®</sup> [BCaBA(s)<sup>®</sup>]; and
- b. LEA has a child or youth ages 3-21, inclusive, with a current IEP, who also meets the established criteria in the definition of Autism and/or is currently receiving special education services, in need of services from certified behavior professionals who implement behavior-analytic interventions.

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## Options 3 & 4

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### Option 3: Special Education Catastrophic Fund (SECF)

The purpose of the SECF grant option is to support public schools in providing special education and related services to a child and/or youth with a disability ages 3-21, in catastrophic cases (e.g., residential or day treatment, costly specialized therapy, and/or treatment program). The SECF option will be funded based on consideration of the following criteria:

- a. Grants should be awarded to LEAs specifically for individual children or youth with disabilities determined eligible for special education and related services under existing federal and Alabama state laws, rules, regulations, and policies governing special education;
- b. Applicant(s) will not be limited to a first come, first serve basis, but recommendation shall be based upon the catastrophic case presented in the application(s);
- c. Priority is given to an applicant who is a previous grantee and who continues to meet criteria; second priority is given to an applicant who meets the criteria;
- d. The quality of information included in the completed application and the student's IEP and Eligibility Report is a primary factor;
- e. All awarded grants must provide a means for assessing the impact of the grant award; and
- f. The State Superintendent has waived the 25% match for local boards of education for the Catastrophic Trust Fund awarded by the Alabama State Department of Education pursuant to the *Alabama Administrative Code* 290-080-092.09 (1) (b).

### Option 4: High Needs Special Education Fund (HNSEF)

The purpose of the HNSEF grant option is to support public schools in providing special education and related services to a group of children and/or youth with disabilities ages 3-21 or to a special education program (e.g., sensory classroom, behavior intervention program, special education related professional development). The HNSEF option will be funded based on consideration of the following criteria:

- a. Grants should be awarded to LEAs specifically for children and youth with disabilities determined eligible for special education and related services under existing federal and Alabama state laws, rules, regulations, and policies governing special education;
- b. Applicant(s) will not be limited to a first come, first serve basis, but recommendation shall be based upon the high needs case presented in the application(s);
- c. Priority is given to an applicant who is a previous grantee and who continues to meet criteria; second priority is given to an applicant who meets the criteria;
- d. The quality of information included in the completed application is a primary factor; and
- e. All awarded grants must provide a means for assessing the impact of the grant award.

If the child approved for a SECF or HNSEF grant no longer needs the services designated in the application, or if the child withdraws or transfers to another LEA, the LEA that was allocated funds must notify ALSDE in writing no later than 10 days after the child's status changes. The LEA that received funds will not be eligible to retain any remaining unobligated or unexpended funds.

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# Special Education Services Application for State Appropriated Financial Assistance

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## SECTION 1: LEA APPLICANT INFORMATION

School Year: 2023-2024

**Local Education Agency:**

LEA Code:

LEA Mailing Address:

**Superintendent:**

Email Address:

Telephone Number:

**Special Education Coordinator:**

Email Address:

Telephone Number:

**Chief Financial Officer:**

Email Address:

Telephone Number:

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Special Education Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief School Financial Officer

\_\_\_\_\_  
Date

## Selected Option

The LEA may choose to complete multiple applications for Options 3 and 4, as appropriate. Each application shall be submitted for the fiscal year ending September 30, 2024.

Select one option per application:

<input type="checkbox"/> <b><u>Option 1</u></b> Special Education Licensed Interpreters and/or Teachers of the Deaf Fund (SEL/TODF)  # of interpreters and/or teachers of the deaf requested:  _____	<input type="checkbox"/> <b><u>Option 2</u></b> Board Certified Behavior Analyst Fund (BCBAF)  <i>At least \$56,000.00 will be available to each LEA submitting an application by first submission deadline of 09/15/2023.</i>  # of BCBAAs and/or BCaBAAs requested:  _____	<input type="checkbox"/> <b><u>Option 3</u></b> - Special Education Catastrophic Fund (SECF)  <i>(Option 3 is for individual children in catastrophic cases only.)</i>	<input type="checkbox"/> <b><u>Option 4</u></b> - High-Needs Special Education Fund (HNSEF)  <i>(Option 4 can be for individual children <u>or</u> a group of children who need special education and related services that are unduly expensive, extraordinary, and/or beyond routine.)</i>
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The subject matter of this application:

Previously funded     
  Previously submitted, but not funded     
  New application

**For Option 1 or 2, skip to page 12 and complete the budget only.**

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**Additional Information**  
(Sections 2-4, for Options 3 & 4 only)

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**SECTION 2: STUDENT INFORMATION**

**A. Provide the following information if the application is on behalf of a single student.**

Name of Student: \_\_\_\_\_

State Student ID: \_\_\_\_\_

Disability Area: \_\_\_\_\_

Secondary Issues: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**B. Provide the following information if the application is for a group of two or more students or an initiative.**

Name of Group or Initiative (e.g., Behavioral Intervention, Neurodevelopmental Unit)

\_\_\_\_\_

Number of Students in Group:

\_\_\_\_\_

Name and Level of School(s):

\_\_\_\_\_



### SECTION 3: STATEMENT OF NEED

In the space below, explain the problem that will be addressed through the application. Include a detailed statement of the type of service(s) needed and the facts and circumstances of the situation.

**SECTION 4: STATEMENT OF FINANCIAL NEED**

(Provide the following information for Section 4 in relation to the fiscal year ending September 30, 2024)

4.1. Provide a detailed statement of the type of service(s) needed and the expected cost of each service.

4.2. Provide a detailed statement of the financial impact on the special education program of the local education agency if such services were funded solely by the local education agency.

[Empty response box for financial impact statement]

4.3. Provide a detailed statement showing each anticipated source of funds (including local) for the proposed expenditures in this application by the local education agency special education program. [For Option 3, Special Education Catastrophic Fund (SECF), this shall include the amount needed to provide the required local match, if applicable.]



4.4. Provide a detailed statement of the financial impact on the entire local education agency if this grant is not approved.

[Empty response box for financial impact statement]

