IDEA PBC Application

Budget Instructions

Part B Funds

Updated June 2026



IOWA Department of Education

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IDEA PBC Application Overview

This application is a required fiscal monitoring tool used to monitor the activities of subrecipients who receive federal IDEA Part B funds through the Iowa Department of Education. Districts will use this application to complete the IDEA Part B budget and to submit claims against the approved budget.

Fiscal monitoring for IDEA Part B funds is required by the Code of Federal Regulation's Uniform Administrative Requirements for Federal Awards 34 C.F.R. §§ 300.149, and 300.600 through 300.602.

Accessing the Application

The application is located in the Iowa Education Portal (EdPortal). Instructions to access the application are provided below.

- Access the EdPortal at portal.ed.iowa.gov.
- Click the A&A Account menu.
- Choose the Sign-In option.
- Enter the Account ID and Password as prompted.
- Under the EdInfo heading, select IDEA-PBC to enter the application.
- Users can request access to the application through the Edit Profile and Request Roles option.

Preparing to Enter Budget Information

The district will report how IDEA Part B funds are planned to be used throughout the school year as part of the budget submission. Identify the district stakeholders (e.g., Special Education Director, Principal, School Business Official) who will work together to prepare the budget information for entry.

IDEA Part B allocation amounts are pre-loaded into each district's budget and are available on the Department's Special Education Finance web page.

Budget Life Cycle

Once the district completes the budget and certifies it to the Department, the Department will conduct a review and either return the budget with comments/questions or approve the budget.



Instructions Organization

The instructions are organized by each Budget Detail Page. A description of each Budget Detail Page is provided below.

Budget Detail Page Name	District Use
Screen Status	Identify budget detail pages Required for Certification and status of each.
General Information	Enter contact information for related district leadership.
Use of Funds & Budget	Submit proposed expenditures by budget category.
Salaries, Benefits, & Travel	Report details for anticipated costs.
Contracts	Submit budget details for anticipated costs.
Pupil Transportation	Submit budget details for anticipated costs.
CEIS	Submit additional details for C/CEIS use.
Budget Summary	Enter narrative for Use of Funds and Apportioning Costs.
Assurances	Agree to each assurance and certifies the budget to the Department.

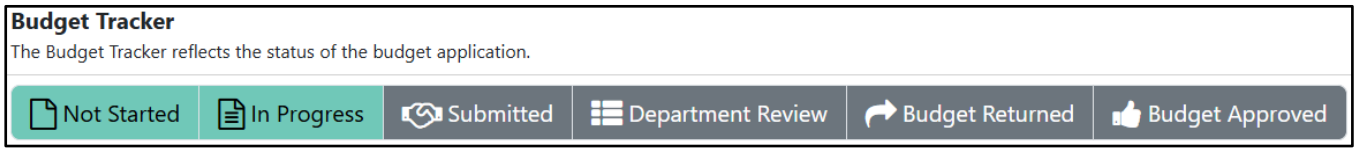
Application Landing Page

Purpose

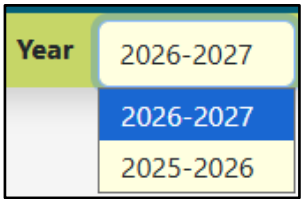
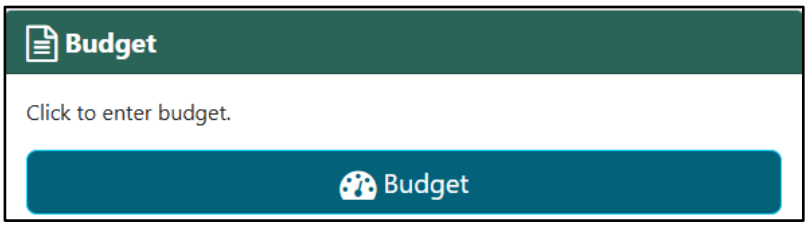
Users can access the budget detail or the claims detail for the current fiscal year as well as the five previous fiscal years (as they become available).

Budget Tracker

The Budget Tracker reflects the status of the budget submission. The tracker must show the budget as Submitted in order for the Department to review and make a determination.



Steps to Access the Budget

Step	Action
1	Select the desired fiscal year in the upper right-hand corner. 
2	Click on Budget to enter the budget. 

Insider Tip

Click on Contact for a list of Department resources and contacts.



Screen Status

Purpose

Identify the budget pages that are required for certification and display the status of each page. The information on this screen will update as the individual pages are submitted.

Use

The General Information page, Use of Funds & Budget page, Budget Summary page, and the Assurances page are always required. The requirement for other pages to be completed is dependent upon the expenditure types included in the Use of Funds & Budget page.

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	No		No		
Use of Funds & Budget	Yes	No		No		
Salaries & Benefits, & Travel	N/A	N/A		N/A		
Contracts (Non-Tuition, Non-Transportation)	N/A	N/A		N/A		
Pupil Transportation	N/A	N/A		N/A		
Coordinated Early Intervening Services (CEIS)	N/A	N/A		N/A		
Budget Summary	Yes	No		No		
Assurances	Yes	No		No		



Insider Tip

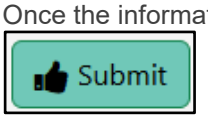
Once all required pages have been completed, click on the Assurances tab to certify and complete the budget submission.

Budget Detail Page: General Information

Purpose

Displays the contact information for the Superintendent (Part A. Application Agency), Project Contact (i.e., Grant Contact) (Part B. Project Contact), and the School Business Official (Part C. SBO).

Steps to Complete the General Information Page

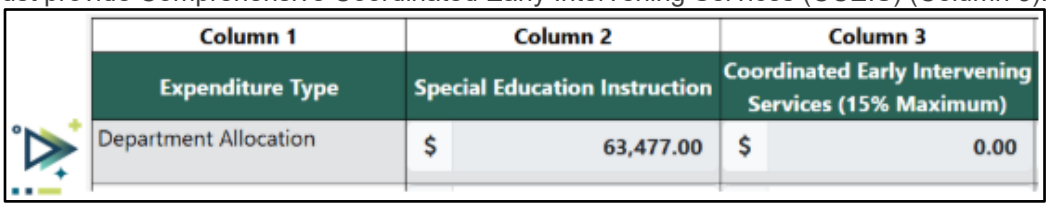
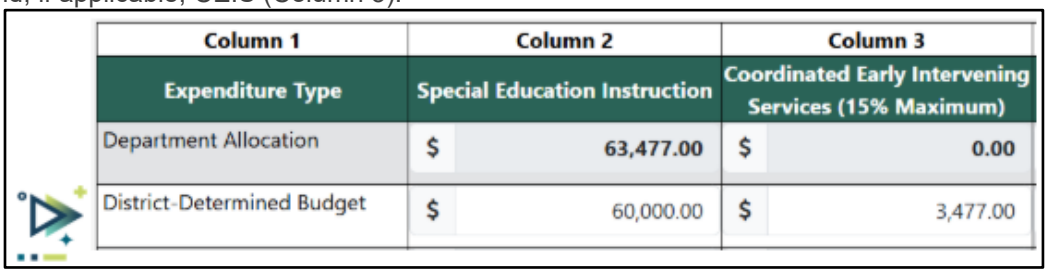
Step	Action
1	**A. Application Agency** Displays the LEA/AEA name, Administrator name, address, and telephone number as reported in the School Information Update application located in the EdPortal. Verify this information is accurate. **Insider Tip** If this information is incorrect, exit the IDEA PBC Application and update the School Information Update application in the EdPortal. Log back into the IDEA PBC Application and verify this information has been updated.
2	**B. Project Contact** Enter the name, title, telephone number, and email address of the main project (grant) contact for IDEA Part B funds.
3	**C. School Business Official (SBO)** Displays the School Business Official contact information as reported in the School Board Officers application located in the EdPortal. Verify this information is accurate or update, if needed. To Update: Click on the check box next to Change SBO which will allow the information to be edited.  **Insider Tip** Determine whether the district's SBO/CFO contact information also needs to be updated in the School Board Officers application.
4	**D. Project Duration** Displays the dates for the current period, CFDA#, Source code, and Project code.
5	Once the information is determined to be accurate and complete, click Submit to finish. 
6	The application will advance the user to the Use of Funds & Budget page for district input.

Budget Detail Page: Use of Funds & Budget

Purpose

This page is used to capture budgeted expenditures of each eligible expenditure type for Special Education Instruction (SE) and, if applicable, Comprehensive Coordinated Early Intervening Services (C/CEIS). Additional information will be collected in the Budget Detail Pages based on the expenditure types entered in the budget.

Steps to Complete the Use of Funds & Budget Page

Step	Action
1	Review the Department Allocation line which represents the allocation available to the district for Special Education Instruction (Column 2) and, if applicable, the required allocation for districts that must provide Comprehensive Coordinated Early Intervening Services (CCEIS) (Column 3).  **Insider Tip** The Save as Draft button can be used at any time to save the progress entered on the screen.
2	In the District-Determined Budget line, enter the district's proposed budget for SE (Column 2) and, if applicable, CEIS (Column 3).  **Insider Tip** If the district is **required** to provide CCEIS, this line will be pre-populated. If the district is **not required** to provide CCEIS, the district can voluntarily elect to use up to 15% of the allocation for CEIS purposes.

Column 1	Column 2	Column 3
Expenditure Type	Special Education Instruction	Coordinated Early Intervening Services (15% Maximum)
Department Allocation	$ 63,477.00	$ 0.00

Column 1	Column 2	Column 3
Expenditure Type	Special Education Instruction	Coordinated Early Intervening Services (15% Maximum)
Department Allocation	$ 63,477.00	$ 0.00
District-Determined Budget	$ 60,000.00	$ 3,477.00

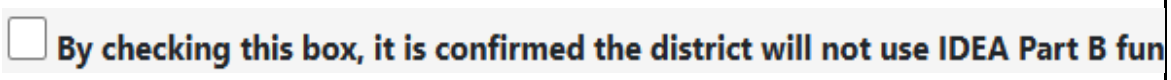
3	Detail the proposed budget expenditure amount for each Expenditure Type (Lines 1 - 6) related to SE (Column 2) and C/CEIS (Column 3). Line 7 will display the total entered on lines 1 through 6.

Column 1 Expenditure Type	Column 2 Special Education Instruction	Column 3 Coordinated Early Intervening Services
Department Allocation	$ 63,549.00	$ 0.00
District-Determined Budget	$ 0.00	$ 0.00
Allocation Remaining	$ 0.00	$ 0.00
1. Salaries & Benefits	$ 0.00	$ 0.00
2. Travel	$ 0.00	$ 0.00
3. Supplies & Materials (Consumables)	$ 0.00	$ 0.00
4. Contracts (Non-Tuition, Non-Transportation)	$ 0.00	$ 0.00
5. Pupil Transportation	$ 0.00	
6. Tuition	$ 0.00	
7. Total	$ 0.00	$ 0.00

Insider Tip

The district may budget for one expenditure type, all expenditure types, or any combination. However, the **total** Department Allocation must be budgeted before the page can be submitted.

4	**No CEIS Budget:** If the district is *not* using IDEA Part B funds for C/CEIS, the confirmation box must be selected.



Insider Tip

This box will **not** appear if the district is using any part of their allocation for C/CEIS.

5	**CEIS Budget**: If the district has a CEIS budget, complete lines 8 and 9 to indicate if proposed expenditures in lines 1 through 7 will be used towards Early Intervening Staff Development or Early Intervening Behavioral Evaluations, Services, and Supports. Lines 7 and 10 must be equal before the page can be submitted. **Coordinated Early Intervening Services** 8. Early Intervening Staff Development — $ 3,549.00 9. Early Intervening Behavioral Evaluations, Services, and Supports — $ 0.00 10. Total CEIS — $ 3,549.00
6	Review the Validations box at the right of the page and correct as needed. Validation errors will populate if the total budget is under- or over- allocated or if CEIS totals do not match. **Validations**
7	Once the district's allocation is fully budgeted, click Submit to finish. Submit
8	After the Use of Funds & Budget page has been submitted, the application will advance the user to the Screen Status page. The Required for Certification column will identify which additional budget pages are required.

Application Page	Required For Certification
General Information	Yes
Use of Funds & Budget	Yes
Salaries & Benefits, & Travel	Yes
Contracts (Non-Tuition, Non-Transportation)	Yes
Pupil Transportation	N/A
Coordinated Early Intervening Services (CEIS)	N/A
Budget Summary	Yes
Assurances	Yes

9	Select the appropriate tabs positioned at the top of the budget page that are Required For Certification to complete the budget process. Salaries, Benefits, & Travel » | Contracts » | Pupil Transportation » | CEIS » | Budget Summary »

Insider Tip

Even after submission, this page can still be modified until the entire budget has been certified on the Assurances page.

Budget Detail Page: Salaries, Benefits, & Travel

Purpose

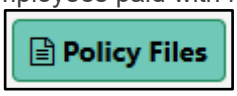
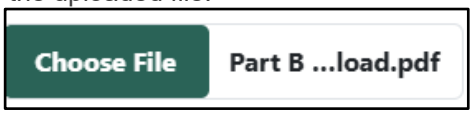
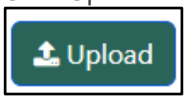
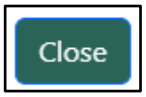
This page is used to collect detail for the related amount, if any, budgeted on the Use of Funds & Budget page and information as required in Uniform Guidance for Federal Awards (2 CFR 200.430), which includes the district's policy and procedures for tracking time and effort for employees paid with federal funds.

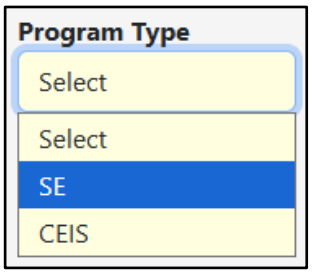
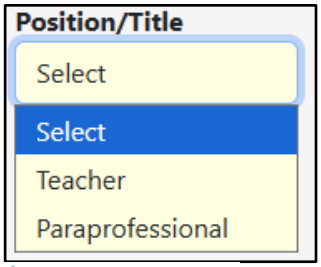
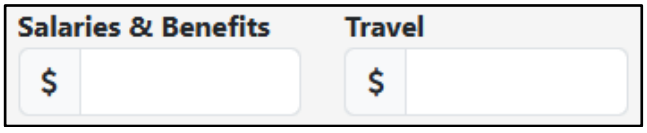
Time & Effort: Policy or Business Process

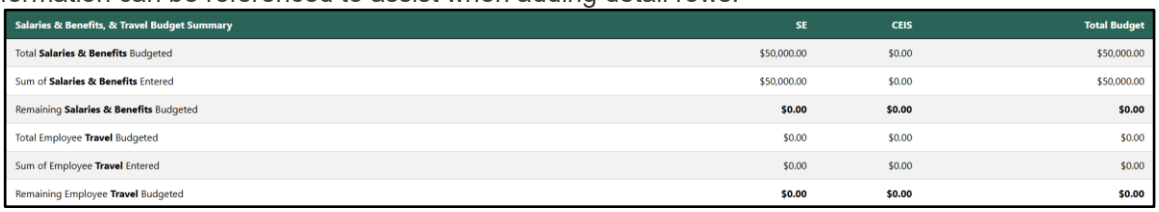
In order to meet the requirements as required in Uniform Guidance for Federal Awards (2 CFR 200.430), the district must provide either a district policy or district business process for tracking time and effort for employees paid with federal funds.

- Policy may detail general requirements and processes regarding how time and effort is documented.
- Business processes may identify the steps in a process for documentation to be completed.
- *Note:* Proof of time and effort will be required as part of the Claims process.

Steps to Complete the Salaries, Benefits, & Travel Page

Step	Action
1	Click Policy Files to upload the district's policy or business process for tracking time and effort for employees paid with federal funds. 
2	Click Choose File to select the file to be uploaded. 
3	Once the file has been selected, the screen will change from displaying No file chosen to the name of the uploaded file. 
4	Click Upload to upload the file. 
5	Click Close to return to the Salaries, Benefits, & Travel page. 

6	Click Program Type drop-down menu and select the appropriate program type (SE or CEIS). 
7	Click Position/Title drop-down menu and select the appropriate position title for the category of employees included in the budget (Teacher or Paraprofessional).  **Insider Tip** Individual staff members do **not** need to be entered separately. For example, a district who will use federal funds for five teachers only needs to add one row for the aggregate number of teacher FTEs.
8	Describe the Description of Work to be performed by the selected category. 
9	Enter the FTE Total for the selected category. 
10	Enter the total cost of Salaries & Benefits and/or Travel for the selected category. 

11	Click Add Row. 
12	Once the row has been added, it can be edited or removed by clicking on the related button.  **Insider Tip** The Salaries, Benefits, & Travel Budget Summary located at the bottom of the screen will display the Total Budgeted, the Sum Entered, and the Remaining Budgeted for each expenditure type. This information can be referenced to assist when adding detail rows. 
13	Once the Remaining Budgeted equals zero for all expenditures types, click Submit to finish. 
14	Upon successful submission, the user will be returned to the Screen Status page. Navigate to the next tab that is Required For Certification to continue.

Salaries & Benefits, & Travel Budget Summary	SE	CEIS	Total Budget
Total **Salaries & Benefits** Budgeted	$50,000.00	$0.00	$50,000.00
Sum of **Salaries & Benefits** Entered	$50,000.00	$0.00	$50,000.00
Remaining **Salaries & Benefits** Budgeted	**$0.00**	**$0.00**	**$0.00**
Total Employee **Travel** Budgeted	$0.00	$0.00	$0.00
Sum of Employee **Travel** Entered	$0.00	$0.00	$0.00
Remaining Employee **Travel** Budgeted	**$0.00**	**$0.00**	**$0.00**

Insider Tip

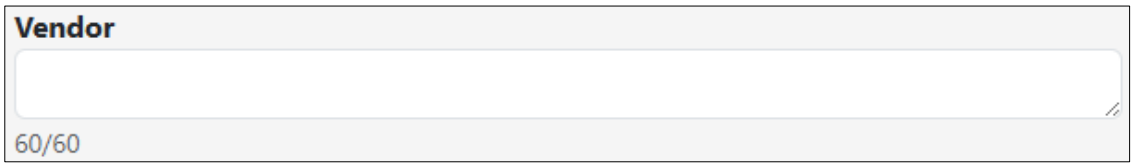
Once this page has been submitted, it can still be modified until the entire budget has been certified on the Assurances page.

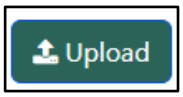
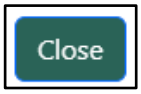
Budget Detail Page: Contracts

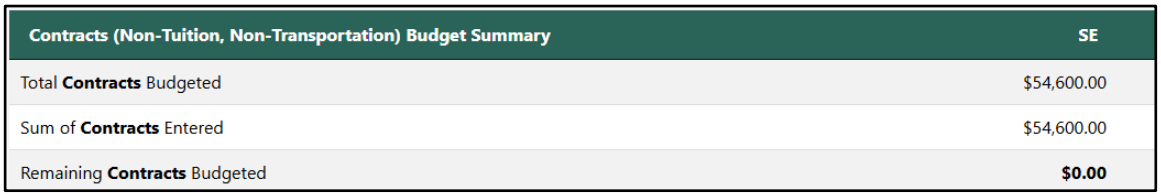
Purpose

This page is used to collect detail for the related amount, if any, budgeted on the Use of Funds & Budget page.

Steps to Complete the Contracts Page

Step	Action
1	Enter the name of the Vendor that will provide the contracted services.   **Insider Tip** A separate row must be added for each individual contract.
2	Enter the contracted Service(s) to be provided by the vendor. 
3	Enter a detailed Description of the contracted services being provided. 

4	Enter the amount for the contracted service in the related field (SE Contract Amount or CEIS Contract Amount). 
5	Click Add Row. 
6	Once the row has been added, the district is required to upload a copy of the related contract. Click on the Files button next to the added row to add a file. If an executed contract is not available, a drafted contract or narrative of the intent of the contract can be used for budgeting purposes, but the executed contract and related invoices will be required for the claims process.   **Insider Tip** As files are added, this tab will update to display the number of files uploaded.
7	Click Choose Files to select the file to be uploaded. 
8	Once the file has been selected, the screen will change from displaying No file chosen to the name of the uploaded file. 
9	Click Upload to upload the file. 
10	Click Close to return to the Contracts page. 

11	Once the row has been added, it can be edited or removed by clicking on the appropriate button next to the added row. If the row being removed includes an uploaded file, the file must be removed before removing the row.  **Insider Tip** The Contracts Budget Summary located at the bottom of the screen will display the Total Budgeted, the Sum Entered, and the Remaining Budgeted for each expenditure type. This information can be referenced to assist when adding detail rows. 
12	Once detailed rows have been added for all expenditures types, click Submit to finish. 
13	Upon successful submission, the user will be returned to the Screen Status page. Navigate to the next tab that is Required For Certification to continue.

Insider Tip

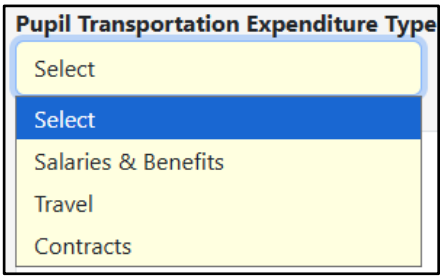
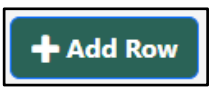
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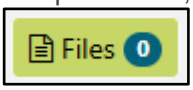
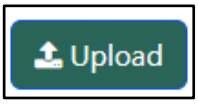
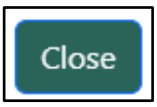
Budget Detail Page: Pupil Transportation

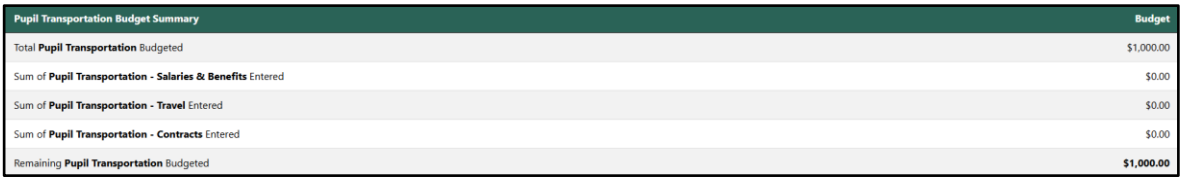
Purpose

This page is used to collect detail for the related amount, if any, budgeted on the Use of Funds & Budget page.

Steps to Complete the Pupil Transportation Page

Step	Action
1	Click on the drop-down box under Pupil Transportation Expenditure Type to select the type of expenditure planning to be incurred (Salaries & Benefits, Travel, or Contracts). 
2	Enter a Description of the pupil expenditure type selected. 
3	Enter the SE Amount of the pupil transportation for the expenditure type selected. 
4	Click Add Row. 

5	Once the row has been added, the district is required to upload a file for the expenditure types below. 1. Salaries & Benefits: The district must upload the district's policy or business process for tracking time and effort for employees paid with federal funds. 2. Contracts: The district must upload the contract for the pupil transportation service being provided. If an executed contract is not available, a drafted contract or narrative of the intent of the contract can be used for budgeting purposes, but the executed contract and related invoices will be required for the claims process. To upload a file, click Files next to the added row.  **Insider Tip** As files are added, this tab will display the number of files uploaded.
6	Click Choose Files to select the file to be uploaded. 
7	Once the file has been selected, the screen will change from displaying No file chosen to the name of the uploaded file. 
8	Click Upload to upload the file. 
9	Click Close to return to the Pupil Transportation page. 

10	Once the row has been added, it can be edited or removed by clicking on the appropriate button next to the added row. If the row being removed includes an uploaded file, the file must be removed before removing the row.  **Insider Tip** The Pupil Transportation Budget Summary located at the bottom of the screen will display the Total Budgeted, the Sum Entered, and the Remaining Budgeted for each expenditure type. This information can be referenced to assist when adding detail rows. 
11	Once detailed rows have been added for all expenditures types, click Submit to finish. 
12	Upon successful submission, the user will be returned to the Screen Status page. Navigate to the next tab that is Required For Certification to continue.

Pupil Transportation Budget Summary	Budget
Total **Pupil Transportation** Budgeted	$1,000.00
Sum of **Pupil Transportation - Salaries & Benefits** Entered	$0.00
Sum of **Pupil Transportation - Travel** Entered	$0.00
Sum of **Pupil Transportation - Contracts** Entered	$0.00
Remaining **Pupil Transportation** Budgeted	**$1,000.00**

Insider Tip

Once this page has been submitted, it can still be modified until the entire application has been certified on the Assurances page.

Budget Detail Page: CEIS

Purpose

This page is used to collect detail for the related amount, if any, budgeted on the Use of Funds & Budget page.

Insider Tip

Refer to the CCEIS or CEIS instruction packets located on the Special Education Finance web page for detailed instructions and examples for each of the required sections on this page.

- **CCEIS**: Any district found to have significant disproportionality based on race or ethnicity in the areas of identification, placement or discipline are **required** to set aside exactly 15 percent of its total IDEA Part B (611 and 619) funds to provide Comprehensive CEIS (CCEIS) designed to address factors contributing to that significant disproportionality. 34 C.F.R § 300.646(d)
- **CEIS:** A district may **voluntarily** use up to 15 percent of the amount the district receives under Part B for any fiscal year, less any amount reduced by the district pursuant to 34 C.F.R. § 300.205, if any, in combination with other amounts (which may include amounts other than education funds), to develop and implement coordinated early intervening services.

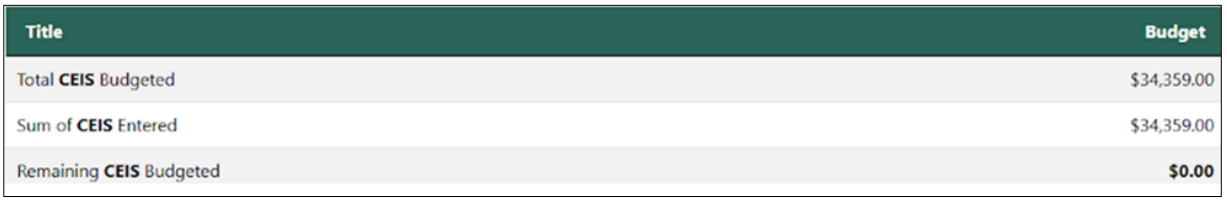
Steps to Complete the Coordinating Early Intervening Services (CEIS) Page

Step	Action
1	Click on the appropriate box to confirm the use of Part B funds for CEIS. ☐ **YES The district is voluntarily using Part B funds for CEIS.** OR ☐ **YES The district is required to use Part B funds for CCEIS.** **Insider Tip** The application will display the appropriate message based on the district's budget on the Use of Funds & Budget page.
2	If the district is required to use CCEIS and has adopted new policies, practices, and procedures based on a review required for being found significantly disproportionate, click on the Policy Files button to add the updated policy. **Policy Files** If the district does not have a new policy or procedure to provide, or if the district is voluntarily using Part B funds for CEIS, skip to step 9.

3	Enter related Policy Comment narrative. 
4	Type the Link to District Policy where the new policy, practice, or procedure is located. 
5	Click Choose File to select the file to be uploaded. 
6	Once the file has been selected, the screen will change from displaying No file chosen to the name of the uploaded file. 
7	Click Save to upload the file. 
8	Click Close to return to the CEIS page. 

9	Define the Population being served with CCEIS or CEIS funds as described below. **CCEIS:** ● A district may use funds reserved for CCEIS to serve children from age 3 through grade 12, particularly, but not exclusively, children in those groups that were significantly overidentified including: ○ Children who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment; and ○ Children with disabilities. 34 C.F.R § 300.646(d)(2) ● A district may not limit the provision of CCEIS under this paragraph to children with disabilities. 34 C.F.R § 300.646(d)(3) ● When defining the population, the definition must be stated in terms of academic and behavioral characteristics and should be linked to the root cause or contributing factors of the disproportionality. A precise description of the targeted population will ensure accurate, manageable reporting, and appropriate use of funds. **CEIS:** ● Voluntary CEIS may be provided to children without a disability in grades K–12, with a particular emphasis on students in kindergarten through grade three. When defining the population, the definition must be stated in terms of academic and behavioral characteristics. A precise description of the targeted population will ensure accurate, manageable reporting, and appropriate use of funds. ● Students benefiting from voluntary CEIS must not be students who currently have an IEP. **Population**
10	Provide a description of the selected evidence-based academic or behavioral Interventions to be used directly or indirectly with students in the targeted group. **Intervention**

11	If supporting Direct Services, provide the information below for each district employee who will be delivering the services and paid with CEIS funds. ● Name and title or position of contractor district employee ● Description of what will be provided ● An estimated FTE of the person's time and dollar amount being devoted to CEIS ● A timeline of activities for the direct services being provided ● Specifically how the district's Time and Effort Policy is used to track time and effort for this FTE **Direct Service**
12	Describe the training of interventions for Staff Development to Personnel Delivering Direct Services aimed at improving the skills necessary to deliver the chosen interventions. Include who will provide the training and who will be trained as well as the timeline of the training to be conducted. If district employees will be used to conduct the training, include the position or title and FTE of the district employee's time being devoted to and paid for with CEIS Part B funds. **Staff Development to Personnel Delivering Direct Services**
13	Provide a description of the Evaluation process that will be used to determine the effectiveness of this project. Identify data that will be gathered to assess the remediation/improvement of the academic achievement or behavioral characteristics of the population defined in this budget. **Evaluation**
14	Enter the CEIS Amount for this intervention. **CEIS Amount** $ 0

15	Click Add Row. 
16	Once the row has been added, it can be edited or removed by clicking on the related button. If the row being removed includes an uploaded file, the file must be removed before removing the row.  **Insider Tip** The CEIS Budget Summary located at the bottom of the screen will display the Total Budgeted, the Sum Entered, and the Remaining Budgeted. This information can be referenced to assist when adding detail rows. 
17	Once detailed rows have been added for all interventions, click Submit to finish. 
18	Upon successful submission, the user will be returned to the Screen Status page. Navigate to the next tab that is Required For Certification to continue.

Insider Tip

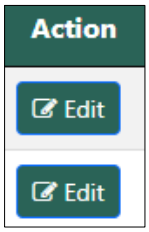
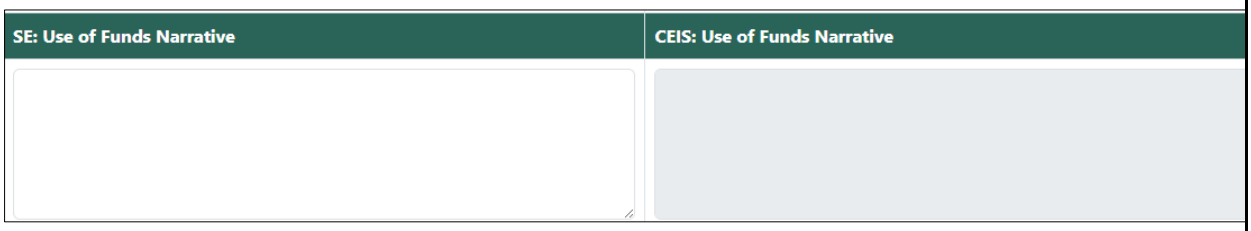
Once this page has been submitted, it can still be modified until the entire budget has been certified on the Assurances page.

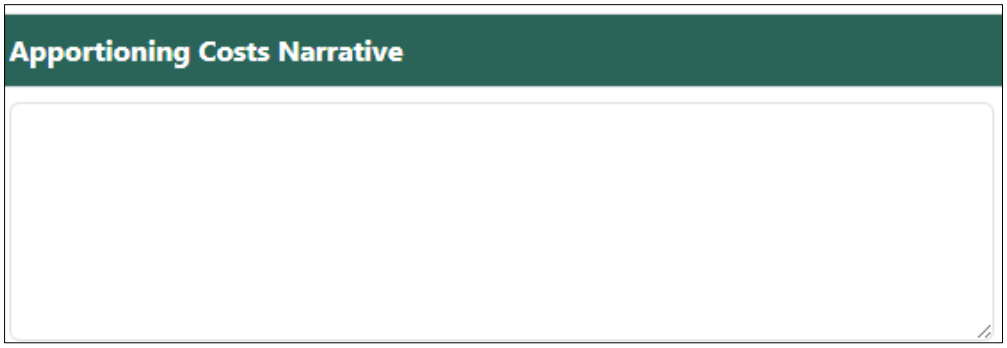
Budget Detail Page: Budget Summary

Purpose

This page is used to collect the narrative for Use of Funds and Apportioning Costs.

Steps to Complete the Budget Summary Page

Step	Action
1	Navigate to the Use of Funds Narrative and Apportioning Costs Budget Summary. This table will include each expenditure type included in the district's budget. 
2	Click Edit in the Action column for the specific Expenditure Type budgeted.  The budgeted amount will prepopulate in the Expenditure Type table. 
3	Enter the Use of Funds Narrative for SE and/or CEIS.  **Use of Funds Narrative Examples:** Special Education ● **Example 1**: Part B funds will be used to support 5 FTE of special education teachers. ● **Example 2**: Part B funds will be used to cover the actual cost of tuition for special education instructional services. C/CEIS ● **Example 1**: Part B funds will be used to support 5 FTE of behavior specialists, who will coordinate with teachers the services. ● **Example 2**: Part B funds will be used to cover the actual cost of specialized materials to be used in the C/CEIS segment of the projects.

4	Enter the Apportioning Costs Narrative.  **Apportioning Costs Narrative Examples:** ● **Example 1**: Personnel included in the budget must be substantiated by time and effort logs to document time conducting activities within the project. ● **Example 2:** Transportation costs may be mileage rates applied to mileage logs retained for actual transportation related to the special education program. **Insider Tip** If the district budget includes salaries and benefits, the narrative provided for both the Salaries expenditure line and Benefits expenditure line can be the same.
5	Click Update Row to finish. 
6	Click Edit next to each Expenditure Type until all rows have been completed.
7	Once the narrative has been added for all Expenditure Types, click Submit to finish. 
8	Upon successful submission, the user will be returned to the Screen Status page. **Insider Tip** If all Required For Certification pages are complete, navigate to the Assurances tab to Certify the budget.

Insider Tip

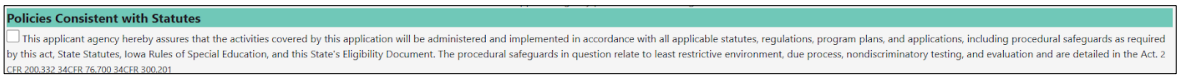
Once this page has been submitted, it can still be modified until the entire budget has been certified on the Assurances page.

Assurances

Purpose

This page collects the district's assurances and allows for final budget certification.

Steps to Complete the Assurances Page

Step	Action
1	Agree to each assurance by checking the box next to each assurance. 
2	In the Certification and Assurance section located at the bottom of the page, review the Name of Agency's Authorized Official for Applicant Agency, Date, and Applicant Agency.
3	Enter the Authorized Official's Title.
4	Click Certify to finish.  **Insider Tip** Clicking the Certify button will submit the budget to the Department for review. The budget remains available to the district in read-only mode. If changes are necessary, contact the Department.

Insider Tip

All pages Required For Certification on the Screen Status page must reflect Yes in the Submitted column before the Assurances page can be accessed. If the Assurances page is not accessible, return to the Screen Status page to determine which pages are required, but have not been submitted.

Budget Review Process

The Department will be notified upon district certification. The Department will review the budget and either approve or return the budget to the district.

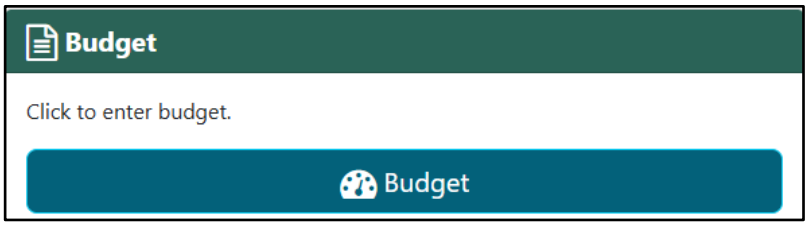
Approved

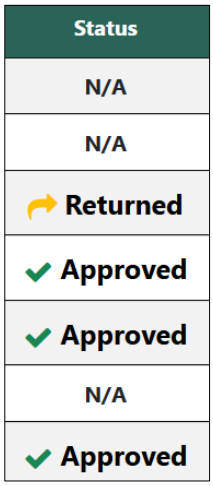
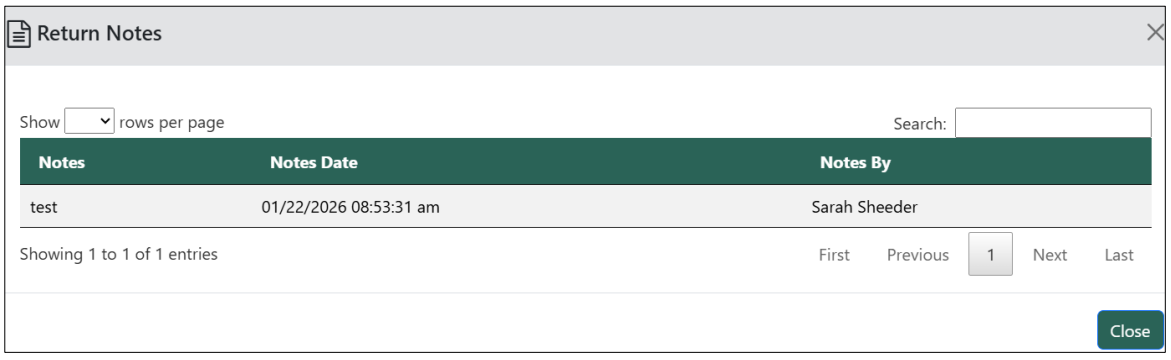
If the budget is approved by the Department, the district will receive the GAN award notification letter via email with award details. No further action is required by the district until the claims period becomes available.

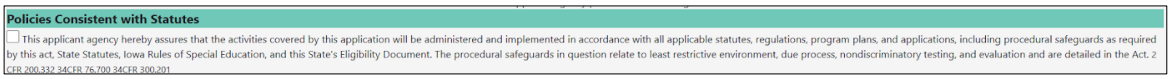
Returned

If the Department returns the budget, one or more of the Budget Detail Page(s) require further action by the district.

Steps to Re-Certify a Returned Application

Step	Action
1	Log in to the EdPortal.
2	Click EdInfo and select IDEA – PBC. The Budget Tracker on the Home page will highlight the Budget Returned. 
3	Click on Budget. 

4	On the Screen Status page, review the Status column to identify the Budget Detail Page(s) that have been returned and require further action. 
5	Access the Budget Detail Page that has been returned by clicking on the appropriate tab. 
6	On the Budget Detail Page, the table will display which rows have been returned in the Approved/Returned column. 
7	Click the information icon next to the Returned status to review Department Return Notes. 
8	Once the Department's Return Notes have been reviewed, close the box to return to the Budget Detail Page. 

9	Click Edit to change a row. Click Remove to delete a row. 
10	Once any necessary updates have been made, click Submit to save changes. 
11	The application will return to the Screen Status page. Complete this process with all Budget Detail Pages that were returned.
12	Once all returned pages have been submitted, navigate to the Assurances page. 
13	Read each listed assurance and confirm by checking the box next to each assurance. 
14	In the Certification and Assurance located at the bottom of the page, review the Name of Agency's Authorized Official for Applicant Agency, Date, and Applicant Agency.
15	Enter the Authorized Official's Title.
16	Click Certify to finish.  **Insider Tip** Clicking the Certify button will submit the budget to the Department for review. The budget remains available to the district in read-only mode. If changes are necessary, contact the Department.