

IDEA PBC Application



February 10, 2026

Items of Interest



Facilitators

**Special Education –
Central Division:**
Leisa Breitfelder,
Division Administrator

**Bureau of School
Business Operations:**
Dr. Cassandra Cline,
Bureau Chief

Sarah Sheeder,
Consultant, Special
Education Fiscal
Monitoring

Purpose

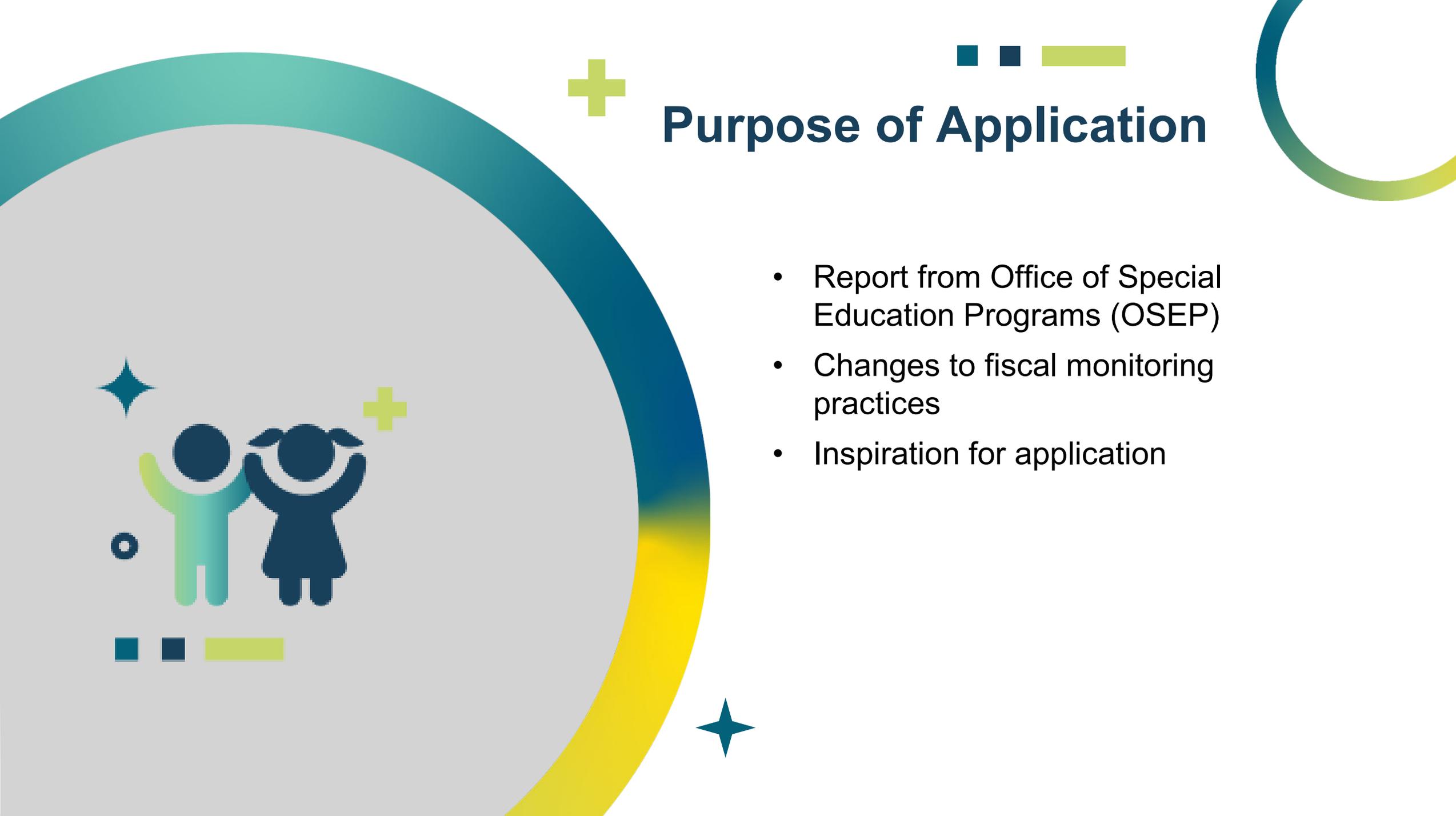
Reason application
was created

Fiscal monitoring
impact

Application Introduction

Timeline
Budget process detail
Next steps





Purpose of Application

- Report from Office of Special Education Programs (OSEP)
- Changes to fiscal monitoring practices
- Inspiration for application



Accessing the Application



Location

Iowa Education Portal
([EdPortal](#))

Initial Access

Feb. 10 –
Access granted to
Superintendents and
SBOs

Other Users

Other users – request
access (Request
Role), same as any
other EdPortal
application

Local approval by
district portal security
officer

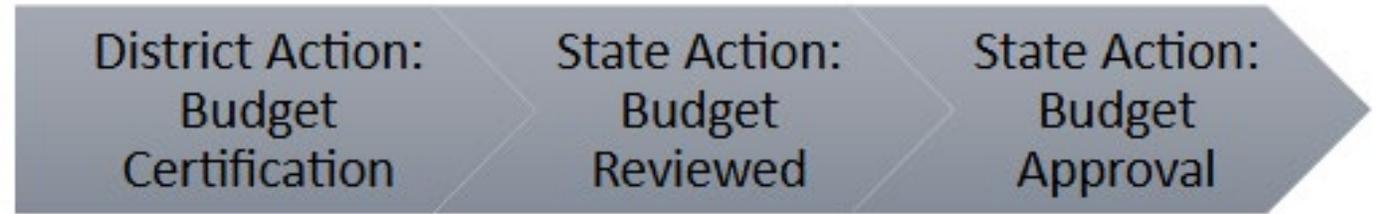




Overview: Budget Process

For the majority of districts, this will be a small level of effort because

- The budget information is the same as the previously approved budget. *(Just add detail.)*
- The majority of the funds have likely been spent. *(So you know what to enter.)*



If the district budget is not approved by the Department, the district will be notified via email what items have been returned for additional information.

IDEA PBC Application Budget Process



Department of Education

Budget Detail Page: Landing Page

Purpose: Users can access the budget detail (available now) or the claims detail (available at a later date).

The screenshot shows the IDEA PBC application interface. At the top, there is a navigation bar with the Iowa Department of Education logo, the text "Department of Education IDEA PBC Individuals with Disabilities Education Act Parts B & C", and the user's district "2313 - Fort Dodge Comm School District". Below the navigation bar, there are links for "Home" and "Contact", and a "Year" dropdown menu set to "2025-2026". The main content area starts with a "Welcome" message, followed by a paragraph explaining the IDEA PBC application. Below this is a "Budget Tracker" section with a sub-header "The Budget Tracker reflects the status of the budget application." and a horizontal bar containing buttons for "Not Started", "In Progress", "Submitted", "Department Review", "Budget Returned", and "Budget Approved". The "In Progress" button is highlighted. Below the Budget Tracker is an "LEA Budget" section with a sub-header "Click 'LEA Budget Dashboard' to enter the budget application." and a button labeled "LEA Budget Dashboard".

Welcome

The IDEA PBC application is the main fiscal subrecipient monitoring tool for subrecipients of IDEA Part B and C funds. The application will be used by districts and AEAs to complete the IDEA Part B and C application and to submit claims against the approved budget. A district or AEA must have an approved budget for a claims period to become available.

Budget Tracker

The Budget Tracker reflects the status of the budget application.

- Not Started
- In Progress
- Submitted
- Department Review
- Budget Returned
- Budget Approved

LEA Budget

Click "LEA Budget Dashboard" to enter the budget application.

LEA Budget Dashboard

Budget Detail Page: 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 required budget pages are submitted.



For FY26, the Use of Funds & Budget page will show as “Started” since the approved budgets were entered by the Department.

The screenshot shows the 'Screen Status' page in the IDEA PBC application. The navigation bar includes 'Home' and 'Contact' links, and the year is set to '2025-2026'. The 'Screen Status' tab is selected, and a blue box highlights the navigation bar and the introductory text below it. The table below shows the status of various application pages:

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		

Below the table, a note states: "Submitted as required (i.e., YES) reflected in the Required for Certification column have been successfully submitted (i.e., YES) reflected in the Submitted column, complete the Assurances page to complete the budget submission."

LEA Budget

- [Screen Status »](#)
- [General Info »](#)
- [Use of Funds & Budget »](#)
- [Salaries, Benefits, & Travel »](#)
- [Contracts »](#)
- [Pupil Transportation »](#)
- [CEIS »](#)
- [Budget Summary »](#)
- [Assurances](#)

The Screen Status page provides a status overview of the budget detail pages in this application. First, complete the General Info and Use of Funds & Budget pages. Then, the Salaries, Benefits, & Travel; Contracts; Pupil Transportation; and Coordinated Early Intervening Services (CEIS) budget detail pages will be required based on the line items entered on the Use of Funds & Budget page and as noted in the Required for Certification column below. The Budget Summary budget detail page will always be required. The budget will be certified on the Assurances page when all other pages are completed.

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	No		No		
Use of Funds & Budget	Yes	Yes	02/03/2026 05:42:56 PM	No		
Salaries, Benefits, & Travel	Yes	No		No		
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		

FINAL STEP: Once all budget detail pages identified as required (i.e., YES) reflected in the Required for Certification column have been successfully submitted (i.e., YES) reflected in the Submitted column, complete the Assurances page to complete the budget submission.

Budget Detail Page: General Info

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).

The screenshot shows the 'General Info' section of the IDEA PBC application. The page header includes the IOWA Department of Education logo, 'IDEA PBC Individuals with Disabilities Education Act Parts B & C', and the school district '2313 - Fort Dodge Comm School District'. The year is set to '2025-2026'. A navigation menu includes 'Screen Status', 'General Info' (selected), 'Use of Funds & Budget', 'Salaries, Benefits, & Travel', 'Contracts', 'Pupil Transportation', 'CEIS', 'Budget Summary', and 'Assurances'. A note states: 'Review information in Section A. Applicant Agency. If the information is incorrect, please update the School Information Update application in the Education Portal. Input contact information in Section B. Project Contact. Review information in Section C. School Business Official (SBO). If the information needs to be updated, check Change SBO box and enter the updated information. Click Submit to finish.'

A. Applicant Agency		B. Project Contact	
Name of Administrator	Josh Porter	Name of Contact	<input type="text"/>
Name of Agency	Fort Dodge Comm School District	Contact Title	<input type="text"/>
Street Address	109 N 25th St	Contact Telephone	<input type="text"/>
City and Zip Code	Fort Dodge, Iowa 50501	Contact Email	<input type="text"/>
Area Code-number-Ext	(515) 576-1161		
Administrator Email	jporter@fdschools.org		

C. School Business Official (SBO)		D. Project Duration	
Name	Brandon Hansel	FROM 07/01/2025 TO 06/30/2026	
Email	<input type="text" value="bhansel@fdschools.org"/>	CFDA# 84.027 IDEA Part B	
Phone Number	<input type="text" value="(515) 574-5644"/>	Source: 4521	
		Project: 4521	

Change SBO Submit

LEA Budget

- [Screen Status >>](#)
- [General Info >>](#)
- [Use of Funds & Budget >>](#)
- [Salaries, Benefits, & Travel >>](#)
- [Contracts >>](#)
- [Pupil Transportation >>](#)
- [CEIS >>](#)
- [Budget Summary >>](#)
- [Assurances](#)

Review information in Section A. Applicant Agency. If the information is incorrect, please update the School Information Update application in the Education Portal. Input contact information in Section B. Project Contact. Review information in Section C. School Business Official (SBO). If the information needs to be updated, check Change SBO box and enter the updated information. Click Submit to finish.

A. Applicant Agency

Name of Administrator	Josh Porter
Name of Agency	Fort Dodge Comm School District
Street Address	109 N 25th St
City and Zip Code	Fort Dodge, Iowa 50501
Area Code-number-Ext	(515) 576-1161
Administrator Email	jporter@fdschools.org

B. Project Contact

Name of Contact	<input type="text"/>
Contact Title	<input type="text"/>
Contact Telephone	<input type="text"/>
Contact Email	<input type="text"/>

C. School Business Official (SBO)

Change SBO

Name	<input type="text" value="Brandon Hansel"/>
Email	<input type="text" value="bhansel@fdschools.org"/>
Phone Number	<input type="text" value="(515) 574-5644"/>

D. Project Duration

FROM 07/01/2025 TO 06/30/2026

CFDA# 84.027 IDEA Part B
 Source: 4521
 Project: 4521

Submit

Budget Detail Page: Use of Funds & Budget

Purpose: Captures

- Eligible expenditures for special education instruction (SE) and, if applicable, Comprehensive Coordinated Early Intervening Services (C/CEIS).
- Information entered here drives remaining requirements.


Department of Education

IDEA PBC
Individuals with Disabilities Education Act Parts B & C

2313 - Fort Dodge Comm School District

Home
Contact
Year 2025-2026

LEA Budget

Screen Status » General Info » **Use of Funds & Budget »** Salaries, Benefits, & Travel » Contracts » Pupil Transportation » CEIS » Budget Summary » Assurances

Enter amounts in District-Determined Budget line.
 Enter projected Special Education expenditure amounts for each applicable line item in Column 2.
 Enter projected Comprehensive Coordinated Early Intervening Services (C/CEIS) expenditure amounts for each applicable line item in Column 3, if applicable.
 More detailed instructions can be found in the C/CEIS packet of materials.
[Click here for more information on Comprehensive Coordinated Early Intervening Services \(C/CEIS\).](#)

Column 1	Column 2	Column 3	Column 4
Expenditure Type	Special Education Instruction	Coordinated Early Intervening Services (15% Maximum)	Total Budget for IDEA, Part B Funds
Department Allocation	\$ 175,990.00	\$ 0.00	\$ 175,990.00
District-Determined Budget	\$ 0.00	\$ 0.00	\$ 0.00
Allocation Remaining	\$ 0.00	\$ 0.00	\$ 0.00
1. Salaries (Instructional)	\$ 0.00	\$ 0.00	\$ 0.00
2. Employee Benefits	\$ 0.00	\$ 0.00	\$ 0.00
3. Employee Travel	\$ 0.00	\$ 0.00	\$ 0.00
4. Supplies & Materials (Consumables)	\$ 0.00	\$ 0.00	\$ 0.00
5. Contracts (Non-Tuition, Non-Transportation)	\$ 0.00	\$ 0.00	\$ 0.00
6. Pupil Transportation	\$ 0.00		\$ 0.00
7. Tuition	\$ 0.00		\$ 0.00
8. Total	\$ 0.00	\$ 0.00	\$ 0.00
Coordinated Early Intervening Services			
9. Early Intervening Staff Development		\$ 0.00	
10. Early Intervening Behavioral Evaluations, Services, and Supports		\$ 0.00	
11. Total CEIS		\$ 0.00	

Validations

- District-Determined Budget for column 2 cannot be empty or 0.

By checking this box, it is confirmed the district will not use IDEA Part B funds for CEIS in the 2025-2026 school year.
 Save as draft
Submit

LEA Budget

[Screen Status](#) » [General Info](#) » [Use of Funds & Budget](#) » [Salaries, Benefits, & Travel](#) » [Contracts](#) » [Pupil Transportation](#) » [CEIS](#) » [Budget Summary](#) » [Assurances](#)

Enter amounts in District-Determined Budget line.

Enter projected Special Education expenditure amounts for each applicable line item in Column 2.

Enter projected Comprehensive Coordinated Early Intervening Services (C/CEIS) expenditure amounts for each applicable line item in Column 3, if applicable.

More detailed instructions can be found in the C/CEIS packet of materials.

[Click here for more information on Comprehensive Coordinated Early Intervening Services \(C/CEIS\).](#)

Column 1	Column 2	Column 3	Column 4
Expenditure Type	Special Education Instruction	Coordinated Early Intervening Services (15% Maximum)	Total Budget for IDEA, Part B Funds
Department Allocation	\$ 175,990.00	\$ 0.00	\$ 175,990.00
District-Determined Budget	\$ 0.00	\$ 0.00	\$ 0.00
Allocation Remaining	\$ 0.00	\$ 0.00	\$ 0.00
1. Salaries (Instructional)	\$ 0.00	\$ 0.00	\$ 0.00
2. Employee Benefits	\$ 0.00	\$ 0.00	\$ 0.00
3. Employee Travel	\$ 0.00	\$ 0.00	\$ 0.00
4. Supplies & Materials (Consumables)	\$ 0.00	\$ 0.00	\$ 0.00
5. Contracts (Non-Tuition, Non-Transportation)	\$ 0.00	\$ 0.00	\$ 0.00
6. Pupil Transportation	\$ 0.00		\$ 0.00
7. Tuition	\$ 0.00		\$ 0.00
8. Total	\$ 0.00	\$ 0.00	\$ 0.00
Coordinated Early Intervening Services			
9. Early Intervening Staff Development		\$ 0.00	
10. Early Intervening Behavioral Evaluations, Services, and Supports		\$ 0.00	
11. Total CEIS		\$ 0.00	

⚠ Validations

● District-Determined Budget for column 2 cannot be empty or 0.

By checking this box, it is confirmed the district will not use IDEA Part B funds for CEIS in the 2025-2026 school year.

Save as draft

Submit

Budget Detail Page: Use of Funds & Budget

Example of a completed budget

* Note: Expenditure types populated will vary by district.

IOWA Department of Education IDEA PBC Individuals with Disabilities Education Act Parts B & C 2313 - Fort Dodge Comm School District

Home Contact Year 2025-2026

LEA Budget

Screen Status » General Info » **Use of Funds & Budget »** Salaries, Benefits, & Travel » Contracts » Pupil Transportation » CEIS » Budget Summary » Assurances

Enter amounts in District-Determined Budget line.
Enter projected Special Education expenditure amounts for each applicable line item in Column 2.
Enter projected Comprehensive Coordinated Early Intervening Services (C/CEIS) expenditure amounts for each applicable line item in Column 3, if applicable.
More detailed instructions can be found in the C/CEIS packet of materials.
[Click here for more information on Comprehensive Coordinated Early Intervening Services \(C/CEIS\).](#)

Column 1	Column 2	Column 3	Column 4
Expenditure Type	Special Education Instruction	Coordinated Early Intervening Services (15% Maximum)	Total Budget for IDEA, Part B Funds
Department Allocation	\$ 175,990.00	\$ 0.00	\$ 175,990.00
District-Determined Budget	\$ 175,990.00	\$ 0.00	\$ 175,990.00
Allocation Remaining	\$ 0.00	\$ 0.00	\$ 0.00
1. Salaries (Instructional)	\$ 143,898.00	\$ 0.00	\$ 143,898.00
2. Employee Benefits	\$ 24,592.00	\$ 0.00	\$ 24,592.00
3. Employee Travel	\$ 0.00	\$ 0.00	\$ 0.00
4. Supplies & Materials (Consumables)	\$ 0.00	\$ 0.00	\$ 0.00
5. Contracts (Non-Tuition, Non-Transportation)	\$ 2,500.00	\$ 0.00	\$ 2,500.00
6. Pupil Transportation	\$ 5,000.00		\$ 5,000.00
7. Tuition	\$ 0.00		\$ 0.00
8. Total	\$ 175,990.00	\$ 0.00	\$ 175,990.00
Coordinated Early Intervening Services			
9. Early Intervening Staff Development		\$ 0.00	
10. Early Intervening Behavioral Evaluations, Services, and Supports		\$ 0.00	
11. Total CEIS		\$ 0.00	

Validations

By checking this box, it is confirmed the district will not use IDEA Part B funds for CEIS in the 2025-2026 school year.

LEA Budget

[Screen Status](#) » [General Info](#) » [Use of Funds & Budget](#) » [Salaries, Benefits, & Travel](#) » [Contracts](#) » [Pupil Transportation](#) » [CEIS](#) » [Budget Summary](#) » [Assurances](#)

Enter amounts in District-Determined Budget line.

Enter projected Special Education expenditure amounts for each applicable line item in Column 2.

Enter projected Comprehensive Coordinated Early Intervening Services (C/CEIS) expenditure amounts for each applicable line item in Column 3, if applicable.

More detailed instructions can be found in the C/CEIS packet of materials.

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Column 1	Column 2	Column 3	Column 4
Expenditure Type	Special Education Instruction	Coordinated Early Intervening Services (15% Maximum)	Total Budget for IDEA, Part B Funds
Department Allocation	\$ 175,990.00	\$ 0.00	\$ 175,990.00
District-Determined Budget	\$ 175,990.00	\$ 0.00	\$ 175,990.00
Allocation Remaining	\$ 0.00	\$ 0.00	\$ 0.00
1. Salaries (Instructional)	\$ 143,898.00	\$ 0.00	\$ 143,898.00
2. Employee Benefits	\$ 24,592.00	\$ 0.00	\$ 24,592.00
3. Employee Travel	\$ 0.00	\$ 0.00	\$ 0.00
4. Supplies & Materials (Consumables)	\$ 0.00	\$ 0.00	\$ 0.00
5. Contracts (Non-Tuition, Non-Transportation)	\$ 2,500.00	\$ 0.00	\$ 2,500.00
6. Pupil Transportation	\$ 5,000.00		\$ 5,000.00
7. Tuition	\$ 0.00		\$ 0.00
8. Total	\$ 175,990.00	\$ 0.00	\$ 175,990.00
Coordinated Early Intervening Services			
9. Early Intervening Staff Development		\$ 0.00	
10. Early Intervening Behavioral Evaluations, Services, and Supports		\$ 0.00	
11. Total CEIS		\$ 0.00	

Validations

Note 1: For the majority of districts, this page will be drafted for you based on the previously approved budget.

Note 2: Districts who budgeted for “excess costs” or those whose budgets did not exactly budget the allocation will be required to enter all data.

LEA Budget

- [Screen Status »](#)
- [General Info »](#)
- [Use of Funds & Budget »](#)
- [Salaries, Benefits, & Travel »](#)
- [Contracts »](#)
- [Pupil Transportation »](#)
- [CEIS »](#)
- [Budget Summary »](#)
- [Assurances](#)

Enter amounts in District-Determined Budget line.

Enter projected Special Education expenditure amounts for each applicable line item in Column 2.

Enter projected Comprehensive Coordinated Early Intervening Services (C/CEIS) expenditure amounts for each applicable line item in Column 3, if applicable.

More detailed instructions can be found in the C/CEIS packet of materials.

[Click here for more information on Comprehensive Coordinated Early Intervening Services \(C/CEIS\).](#)

Column 1	Column 2	Column 3	Column 4
Expenditure Type	Special Education Instruction	Coordinated Early Intervening Services (15% Maximum)	Total Budget for IDEA, Part B Funds
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District-Determined Budget	\$ 175,990.00	\$ 0.00	\$ 175,990.00
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1. Salaries (Instructional)	\$ 143,898.00	\$ 0.00	\$ 143,898.00
2. Employee Benefits	\$ 24,592.00	\$ 0.00	\$ 24,592.00
3. Employee Travel	\$ 0.00	\$ 0.00	\$ 0.00
4. Supplies & Materials (Consumables)	\$ 0.00	\$ 0.00	\$ 0.00
5. Contracts (Non-Tuition, Non-Transportation)	\$ 2,500.00	\$ 0.00	\$ 2,500.00
6. Pupil Transportation	\$ 5,000.00		\$ 5,000.00
7. Tuition	\$ 0.00		\$ 0.00
8. Total	\$ 175,990.00	\$ 0.00	\$ 175,990.00
Coordinated Early Intervening Services			
9. Early Intervening Staff Development		\$ 0.00	
10. Early Intervening Behavioral Evaluations, Services, and Supports		\$ 0.00	
11. Total CEIS		\$ 0.00	

Validations

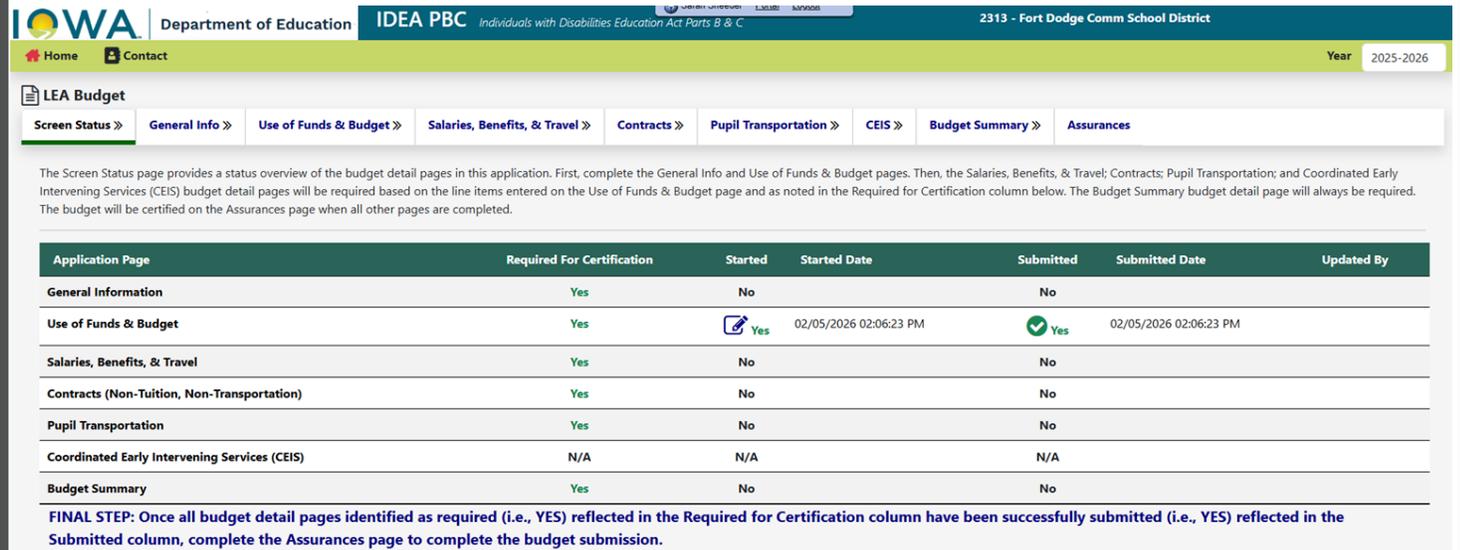
Anticipated Question: Can I submit a budget different from the original, substantially approved budget?

Answer: Yes, it will be considered a budget amendment.

Budget Detail Page: Screen Status

Updated based on submitted budget.

Will update if budget is changed.



The screenshot shows the IDEA PBC application interface for the Fort Dodge Comm School District. The page title is "LEA Budget" and the navigation menu includes "Screen Status", "General Info", "Use of Funds & Budget", "Salaries, Benefits, & Travel", "Contracts", "Pupil Transportation", "CEIS", "Budget Summary", and "Assurances".

The "Screen Status" page provides a status overview of the budget detail pages. The table below shows the status of each page:

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	No		No		
Use of Funds & Budget	Yes	Yes	02/05/2026 02:06:23 PM	Yes	02/05/2026 02:06:23 PM	
Salaries, Benefits, & Travel	Yes	No		No		
Contracts (Non-Tuition, Non-Transportation)	Yes	No		No		
Pupil Transportation	Yes	No		No		
Coordinated Early Intervening Services (CEIS)	N/A	N/A		N/A		
Budget Summary	Yes	No		No		

FINAL STEP: Once all budget detail pages identified as required (i.e., YES) reflected in the Required for Certification column have been successfully submitted (i.e., YES) reflected in the Submitted column, complete the Assurances page to complete the budget submission.

LEA Budget

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »
- Contracts »
- Pupil Transportation »
- CEIS »
- Budget Summary »
- Assurances

The Screen Status page provides a status overview of the budget detail pages in this application. First, complete the General Info and Use of Funds & Budget pages. Then, the Salaries, Benefits, & Travel; Contracts; Pupil Transportation; and Coordinated Early Intervening Services (CEIS) budget detail pages will be required based on the line items entered on the Use of Funds & Budget page and as noted in the Required for Certification column below. The Budget Summary budget detail page will always be required. The budget will be certified on the Assurances page when all other pages are completed.

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	No		No		
Use of Funds & Budget	Yes	Yes	02/05/2026 02:06:23 PM	Yes	02/05/2026 02:06:23 PM	
Salaries, Benefits, & Travel	Yes	No		No		
Contracts (Non-Tuition, Non-Transportation)	Yes	No		No		
Pupil Transportation	Yes	No		No		
Coordinated Early Intervening Services (CEIS)	N/A	N/A		N/A		
Budget Summary	Yes	No		No		

FINAL STEP: Once all budget detail pages identified as required (i.e., YES) reflected in the Required for Certification column have been successfully submitted (i.e., YES) reflected in the Submitted column, complete the Assurances page to complete the budget submission.

Budget Detail Page: Salaries, Benefits, & Travel

Purpose: 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.

The screenshot shows the 'Salaries, Benefits, & Travel' section of the IDEA PBC budgeting system. It includes a navigation menu, a form for adding rows, a table of staff salaries, and a budget summary table.

Table of Staff Salaries, Benefits, & Travel

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Teacher	Special education teachers providing specialized s... Read all	3	\$143,898.00	\$24,592.00	\$0.00		Edit Remove

Showing 1 to 1 of 1 entries

Salaries, Benefits, & Travel Budget Summary

The table below is populated from information on the Use of Funds & Budget page and the Table of Staff Salaries, Benefits, & Travel Employee above. If information in the table below should be modified, update the original source data.

Position/Title	SE	CEIS	Total Budget
Total Salaries Budgeted	\$143,898.00	\$0.00	\$143,898.00
Sum of Salaries Entered	\$143,898.00	\$0.00	\$143,898.00
Remaining Salaries Budgeted	\$0.00	\$0.00	\$0.00
Total Employee Benefits Budgeted	\$24,592.00	\$0.00	\$24,592.00
Sum of Employee Benefits Entered	\$24,592.00	\$0.00	\$24,592.00
Remaining Employee 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

Showing 1 to 9 of 9 entries

LEA Budget

Screen Status » General Info » Use of Funds & Budget » **Salaries, Benefits, & Travel** » Contracts » Pupil Transportation » CEIS » Budget Summary » Assurances

Uniform Guidance for Federal Awards (2 CFR 200.430) requires charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

Step 1: Upload the district's policy or business procedures for tracking time and effort for employees paid by federal funds. [Policy File](#)

Step 2: Detail staff costs included in the budget by populating the table below. Include the employee's position (Position/Title), FTE included in this budget (FTE Total), the special education programming work to be completed (Description of Work), the amount of salaries that will be paid as part of the budget (Salaries), the amount of benefits that will be paid as part of the budget (Benefits), and travel costs (Travel) for the employee.

Program Type	Position/Title	Description of Work	
SE	Select		
FTE Total	Salaries	Benefits	Travel
	\$	\$	\$

3200/3200 [+ Add Row](#)

Table of Staff Salaries, Benefits, & Travel

Special Education (SE) **Coordinated Early Intervening Services (CEIS)**

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Teacher	Special education teachers providing specialized s... Read all	3	\$143,898.00	\$24,592.00	\$0.00		Edit Remove

Salaries, Benefits, & Travel Budget Summary

The table below is populated from information on the Use of Funds & Budget page and the Table of Staff Salaries, Benefits, & Travel Employee above. If information in the table below should be modified, update the original source data.

Position/Title	SE	CEIS	Total Budget
Total Salaries Budgeted	\$143,898.00	\$0.00	\$143,898.00
Sum of Salaries Entered	\$143,898.00	\$0.00	\$143,898.00
Remaining Salaries Budgeted	\$0.00	\$0.00	\$0.00
Total Employee Benefits Budgeted	\$24,592.00	\$0.00	\$24,592.00
Sum of Employee Benefits Entered	\$24,592.00	\$0.00	\$24,592.00
Remaining Employee 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

Budget Detail Page: Salaries, Benefits, & Travel

Step 1: Upload policy file

IOWA Department of Education IDEA PBC Individuals with Disabilities Education Act Parts B & C 2313 - Fort Dodge Comm School District

Home Contact Year 2025-2026

LEA Budget

Screen Status » General Info » Use of Funds & Budget » Salaries, Benefits, & Travel » Contracts » Pupil Transportation » CEIS » Budget Summary » Assurances

Salaries, Benefits, & Travel

Uniform Guidance for Federal Awards (2 CFR 200.430) requires charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

Step 1: Upload the district's policy or business procedures for tracking time and effort for employees paid by federal funds. [Policy Files 1](#)

Policy File Upload

Choose File No file chosen Upload

Allowed file extensions are .pdf,.doc,.docx,.csv,.xlsx,.xls,.txt

Show 5 rows per page Search:

Policy File Name	Uploaded Date	Uploaded By
No data available in table		

Showing 0 to 0 of 0 entries First Previous Next Last

Close

+ Time and Effort: Policy or Business Process

Use of Part B funds for salaries and benefits requires proof the cost of the compensation was incurred while the employee was engaged in federal program work.

The records must accurately reflect the work that was performed.

Policy may detail general requirements for documenting proof of time and effort.

Business process may identify actual operational steps that occur for documentation to be collected and for work to be verified as attributable to the program.



1. This is an existing federal requirement.
2. If it is **new to you**, ask a colleague for a copy of their process.

Time and Effort: Claims Detail



Records proving the time charged to the program was appropriate is required for claims.

Employee Information: Name, position, time period covered, certification

Compensation Information: Salary and portion of time or hourly wage and number of hours charged to the program

Work Performed: Description of work performed detailed enough to identify the federal program and appropriateness of cost to the program



LEA Budget

Screen Status » General Info » Use of Funds & Budget » **Salaries, Benefits, & Travel** » Contracts » Pupil Transportation » CEIS » Budget Summary » Assurances

Uniform Guidance for Federal Awards (2 CFR 200.430) requires charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

Step 1: Upload the district's policy or business procedures for tracking time and effort for employees paid by federal funds. [Policy File](#)

Step 2: Detail staff costs included in the budget by populating the table below. Include the employee's position (Position/Title), FTE included in this budget (FTE Total), the special education programming work to be completed (Description of Work), the amount of salaries that will be paid as part of the budget (Salaries), the amount of benefits that will be paid as part of the budget (Benefits), and travel costs (Travel) for the employee.

Program Type	Position/Title	Description of Work	
<input type="text" value="SE"/>	<input type="text" value="Select"/>	<input type="text"/>	
FTE Total	Salaries	Benefits	Travel
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

3200/3200 [+ Add Row](#)

Table of Staff Salaries, Benefits, & Travel

Special Education (SE) **Coordinated Early Intervening Services (CEIS)**

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Teacher	Special education teachers providing specialized s... Read all	3	\$143,898.00	\$24,592.00	\$0.00		Edit Remove

Salaries, Benefits, & Travel Budget Summary

The table below is populated from information on the Use of Funds & Budget page and the Table of Staff Salaries, Benefits, & Travel Employee above. If information in the table below should be modified, update the original source data.

Position/Title	SE	CEIS	Total Budget
Total Salaries Budgeted	\$143,898.00	\$0.00	\$143,898.00
Sum of Salaries Entered	\$143,898.00	\$0.00	\$143,898.00
Remaining Salaries Budgeted	\$0.00	\$0.00	\$0.00
Total Employee Benefits Budgeted	\$24,592.00	\$0.00	\$24,592.00
Sum of Employee Benefits Entered	\$24,592.00	\$0.00	\$24,592.00
Remaining Employee 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

Step 2: Detail staff costs included in the budget by populating the table below. Include the employee's position (Position/Title), FTE included in this budget (FTE Total), the special education programming work to be completed (Description of Work), the amount of salaries that will be paid as part of the budget (Salaries), the amount of benefits that will be paid as part of the budget (Benefits), and travel costs (Travel) for the employee.

Program Type	Position/Title	Description of Work
<input type="text" value="SE"/>	<input type="text" value="Select"/>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
FTE Total	Salaries	Benefits
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
		Travel
		\$ <input type="text"/>

3200/3200

+ Add Row

Table of Staff Salaries, Benefits, & Travel

Special Education (SE)
Coordinated Early Intervening Services (CEIS)

Show rows per page

Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Teacher	Special education teachers providing specialized s.. Read all	3	\$143,898.00	\$24,592.00	\$0.00		✎ Edit 🗑 Remove

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Salaries, Benefits, & Travel Budget Summary

The table below is populated from information on the Use of Funds & Budget page and the Table of Staff Salaries, Benefits, & Travel Employee above. If information in the table below should be modified, update the original source data.

Position/Title	SE	CEIS	Total Budget
Total Salaries Budgeted	\$143,898.00	\$0.00	\$143,898.00
Sum of Salaries Entered	\$143,898.00	\$0.00	\$143,898.00
Remaining Salaries Budgeted	\$0.00	\$0.00	\$0.00
Total Employee Benefits Budgeted	\$24,592.00	\$0.00	\$24,592.00
Sum of Employee Benefits Entered	\$24,592.00	\$0.00	\$24,592.00
Remaining Employee 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

Showing 1 to 9 of 9 entries

 Submit

Budget Detail Page: Contracts

Purpose: Used to collect the detail for the related amount, if any, budgeted on the Use of Funds & Budget page.


Department of Education

IDEA PBC
Individuals with Disabilities Education Act Parts B & C

2313 - Fort Dodge Comm School District

Home Contact
Year 2025-2026

LEA Budget

Screen Status » General Info » Use of Funds & Budget » Salaries, Benefits, & Travel » **Contracts** » Pupil Transportation » CEIS » Budget Summary » Assurances

Contracts (Non-Tuition, Non-Transportation)

Populate the table below with details of the budgeted expenditures for non-tuition, non-transportation contracts. Include the name of the company/individual with whom the contract was made (Vendor), the name of the service being provided (Services(s)), a detailed description of the services (Description), and the total cost of either the SE contract (SE Contract Amount) or CEIS contract (CEIS Contract Amount).

Vendor

Service(s)

Description

SE Contract Amount

CEIS Contract Amount

[+ Add Row](#)

Table of Contracted Services

Show 10 rows per page Search:

Vendor	Service(s)	Description	SE Contract Amount	CEIS Contract Amount	Approved/Returned	Action
Special Education Consultants	Professional Development	Targeted paraprofessional training to improve para.. Read all	\$2,500.00	\$0.00		Edit Remove Files

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Contracts Budget Summary

The table below is populated from information on the Use of Funds and Budget page and the Table of Contracted Services above. If information in the table below should be modified, update the original source of data.

Contracts (Non-Tuition, Non-Transportation) Budget Summary	SE	CEIS	Total Budget
Total Contracts Budgeted	\$2,500.00	\$0.00	\$2,500.00
Sum of Contracts Entered	\$2,500.00	\$0.00	\$2,500.00
Remaining Contracts Budgeted	\$0.00	\$0.00	\$0.00

Showing 1 to 3 of 3 entries [Submit](#)

LEA Budget

- [Screen Status >>](#)
- [General Info >>](#)
- [Use of Funds & Budget >>](#)
- [Salaries, Benefits, & Travel >>](#)
- [Contracts >>](#)
- [Pupil Transportation >>](#)
- [CEIS >>](#)
- [Budget Summary >>](#)
- [Assurances](#)

Contracts (Non-Tuition, Non-Transportation)

Populate the table below with details of the budgeted expenditures for non-tuition, non-transportation contracts. Include the name of the company/individual with whom the contract was made (Vendor), the name of the service being provided (Services(s)), a detailed description of the services (Description), and the total cost of either the SE contract (SE Contract Amount) or CEIS contract (CEIS Contract Amount).

Vendor <input type="text"/>	Service(s) <input type="text"/>	Description <input type="text"/>
<small>60/60</small>	<small>3200/3200</small>	<small>3200/3200</small>
SE Contract Amount \$ <input type="text"/>	CEIS Contract Amount \$ <input type="text"/>	+ Add Row

Table of Contracted Services

Show rows per pageSearch:

Vendor	Service(s)	Description	SE Contract Amount	CEIS Contract Amount	Approved/Returned	Action
Special Education Consultants	Professional Development	Targeted paraprofessional training to improve para.. Read all	\$2,500.00	\$0.00		Edit Remove Files 1

Showing 1 to 1 of 1 entries

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

Contracts Budget Summary

The table below is populated from information on the Use of Funds and Budget page and the Table of Contracted Services above. If information in the table below should be modified, update the original source of data.

Contracts (Non-Tuition, Non-Transportation) Budget Summary	SE	CEIS	Total Budget
Total Contracts Budgeted	\$2,500.00	\$0.00	\$2,500.00
Sum of Contracts Entered	\$2,500.00	\$0.00	\$2,500.00
Remaining Contracts Budgeted	\$0.00	\$0.00	\$0.00

Showing 1 to 3 of 3 entries

[Submit](#)

LEA Budget

- [Screen Status »](#)
- [General Info »](#)
- [Use of Funds & Budget »](#)
- [Salaries, Benefits, & Travel »](#)
- [Contracts »](#)
- [Pupil Transportation »](#)
- [CEIS »](#)
- [Budget Summary »](#)
- [Assurances](#)

The Screen Status page provides a status overview of the budget detail pages in this application. First, complete the General Info and Use of Funds & Budget pages. Then, the Salaries, Benefits, & Travel; Contracts; Pupil Transportation; and Coordinated Early Intervening Services (CEIS) budget detail pages will be required based on the line items entered on the Use of Funds & Budget page and as noted in the Required for Certification column below. The Budget Summary budget detail page will always be required. The budget will be certified on the Assurances page when all other pages are completed.

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	No		No		
Use of Funds & Budget	Yes	Yes	02/05/2026 02:06:23 PM	Yes	02/05/2026 02:06:23 PM	
Salaries, Benefits, & Travel	Yes	Yes	02/05/2026 02:09:36 PM	Yes	02/05/2026 02:32:01 PM	
Contracts (Non-Tuition, Non-Transportation)	Yes	Yes	02/05/2026 02:27:07 PM	No		
Pupil Transportation	Yes	No		No		
Coordinated Early Intervening Services (CEIS)	N/A	N/A		N/A		
Budget Summary	Yes	No		No		



FINAL STEP: Once all budget detail pages identified as required (i.e., YES) reflected in the Required for Certification column have been successfully submitted (i.e., YES) reflected in the Submitted column, complete the Assurances page to complete the budget submission.

Budget Detail Page: Pupil Transportation

Purpose: Used to collect the detail for the related amount, if any, budgeted on the Use of Funds & Budget page.

Note: Time & Effort Policy required for salaries and/or benefits.



Time and Effort policy or process can be the same as uploaded on the Salaries, Benefits, & Travel page.

IOWA Department of Education IDEA PBC Individuals with Disabilities Education Act Parts B & C 2313 - Fort Dodge Comm School District

Home Contact Year 2025-2026

LEA Budget

Screen Status » General Info » Use of Funds & Budget » Salaries, Benefits, & Travel » Contracts » **Pupil Transportation** » CEIS » Budget Summary » Assurances

Pupil Transportation

Populate the table below with details of the budgeted expenditures for pupil transportation. Select the Expenditure Type (Pupil Transportation Expenditure Type), enter a description of the purchase (Description), and enter the cost of the purchase (SE Amount). If costs include an expenditure type for salaries or benefits, also upload the district's policy and procedures for tracking time and effort for employees paid with federal funds.

Pupil Transportation Expenditure Type

Select

Description SE Amount

3200/3200 \$ 0 + Add Row

Table of Pupil Transportation

Show 10 rows per page Search:

Pupil Transportation Expenditure Type	Description	SE Amount	Approved/Returned	Action
Salaries	Salaries for van driver who is transporting a stud.. Read all	\$5,000.00		Edit Remove Files 1

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Pupil Transportation Budget Summary

The table below is populated from the information on the Use of Funds & Budget page and the Table of Pupil Transportation above. If information in the table below should be modified, update the original source of data.

Pupil Transportation Budget Summary	Budget
Total Pupil Transportation Budgeted	\$5,000.00
Sum of Pupil Transportation - Salaries Entered	\$5,000.00
Sum of Pupil Transportation - Benefits Entered	\$0.00
Sum of Pupil Transportation - Travel Entered	\$0.00
Sum of Pupil Transportation - Contracts Entered	\$0.00
Remaining Pupil Transportation Budgeted	\$0.00

Showing 1 to 6 of 6 entries [Submit](#)

LEA Budget

- [Screen Status »](#)
- [General Info »](#)
- [Use of Funds & Budget »](#)
- [Salaries, Benefits, & Travel »](#)
- [Contracts »](#)
- [Pupil Transportation »](#)
- [CEIS »](#)
- [Budget Summary »](#)
- [Assurances](#)

Pupil Transportation

Populate the table below with details of the budgeted expenditures for pupil transportation. Select the Expenditure Type (Pupil Transportation Expenditure Type), enter a description of the purchase (Description), and enter the cost of the purchase (SE Amount). If costs include an expenditure type for salaries or benefits, also upload the district's policy and procedures for tracking time and effort for employees paid with federal funds.

Pupil Transportation Expenditure Type

Description

SE Amount

[+ Add Row](#)

3200/3200

Table of Pupil Transportation

 Show rows per page

 Search:

Pupil Transportation Expenditure Type	Description	SE Amount	Approved/Returned	Action
Salaries	Salaries for van driver who is transporting a stud.. Read all	\$5,000.00		Edit Remove Files 1

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [Next](#) [Last](#)
Pupil Transportation Budget Summary

The table below is populated from the information on the Use of Funds & Budget page and the Table of Pupil Transportation above. If information in the table below should be modified, update the original source of data.

Pupil Transportation Budget Summary	Budget
Total Pupil Transportation Budgeted	\$5,000.00
Sum of Pupil Transportation - Salaries Entered	\$5,000.00
Sum of Pupil Transportation - Benefits Entered	\$0.00
Sum of Pupil Transportation - Travel Entered	\$0.00
Sum of Pupil Transportation - Contracts Entered	\$0.00
Remaining Pupil Transportation Budgeted	\$0.00

Showing 1 to 6 of 6 entries

[Submit](#)

Budget Detail Page: CEIS

Purpose: The page is used to collect detail for the related amount, if any, budgeted on the Use of Funds & Budget page for Comprehensive / Coordinated Early Intervening Services for districts who are required or are voluntarily using C/CEIS.

- Required services = CCEIS
- Voluntary services = CEIS

IOWA Department of Education **IDEA PBC** Individuals with Disabilities Education Act Parts B & C 2313 - Fort Dodge Comm School District

Home Contact Year 2025-2026

LEA Budget

Screen Status » General Info » Use of Funds & Budget » Salaries, Benefits, & Travel » Contracts » Pupil Transportation » **CEIS »** Budget Summary » Assurances

Coordinated Early Intervening Services (CEIS)

Populate the table below with details of the CEIS budgeted expenditures. Include the population of students who will be served (Population), the name of the specific intervention being provided (Intervention), the type of direct service being provided (Direct Service), the planned development activities that will be provided to staff who are delivering the direct services (Staff Development to Personnel Delivering Direct Services), how the effect and implementation of the service will be evaluated (Evaluation), and the cost of the intervention (CEIS Amount). Detail instructions for C/CEIS are available on the Department's [Special Education Finance](#) web page.

YES The district is voluntarily using Part B funds for CEIS.

Population: 3200/3200
Intervention: 3200/3200
Direct Service: 3200/3200
Evaluation: 3200/3200
CEIS Amount: \$ 0

3200/3200
3200/3200
3200/3200

Table of CEIS
Show 10 rows per page Search:

Population	Intervention	Direct Service	Staff Development	Evaluation	CEIS Amount	Approved/Returned	Action
No data available in table							

Showing 0 to 0 of 0 entries First Previous Next Last

CEIS Budget Summary
The table below is populated from information on the Use of Funds & Budget page and the Table of CEIS above. If information in the table below should be modified, update the original source of data.

Title	Budget
Total CEIS Budgeted	\$1,000.00
Sum of CEIS Entered	\$0.00
Remaining CEIS Budgeted	\$1,000.00

Showing 1 to 3 of 3 entries

Budget Detail Page: Budget Summary

Purpose: Used to collect the narrative for Use of Funds and Apportioning Costs.



It is possible to have the same explanation for multiple expenditure types; the copy/paste function is available.

IOWA Department of Education IDEA PBC Individuals with Disabilities Education Act Parts B & C 2313 - Fort Dodge Comm School District

Home Contact Year 2025-2026

LEA Budget

Screen Status » General Info » Use of Funds & Budget » Salaries, Benefits, & Travel » Contracts » Pupil Transportation » CEIS » Budget Summary » Assurances

Budget Summary

Instructions: Select the Edit button next to each Expenditure Type to enter the required information. In the boxes labeled SE: Use of Funds and CEIS: Use of Funds, provide a description of how Part B funds will be used to supplement state and local funding (weighted funds) in your district's special education program. In addition, if the district budget includes CEIS, provide a description of how Part B funds will be used to provide CEIS as required due to a disproportionality finding or as a voluntary basis. Narrative examples are provided below.

Use of Funds Narrative and Apportioning Costs Budget Summary
The Table of Narrative Use of Funds and Apportioning Costs Budget Summary displays each expenditure type included on the Use of Funds & Budget page.

Show 10 rows per page Search:

Expenditure Type	Total Budget	SE: Budget	SE: Use of Funds Narrative	CEIS: Budget	CEIS: Use of Funds Narrative	Apportioning Costs Narrative	Approved/Returned	Action
Salaries	\$143,898.00	\$143,898.00	Part B funds will be used to support 3 FTEs of spe. Read all	\$0.00		Personnel included in the budget must be substanti. Read all		Edit
Employee Benefits	\$24,592.00	\$24,592.00	Part B funds will be used to support 5 FTEs of spe. Read all	\$0.00		Personnel included in the budget must be substanti. Read all		Edit
Contracts	\$2,500.00	\$2,500.00	Targeted paraprofessional training to improve para.. Read all	\$0.00		Personnel attending the training must be substanti. Read all		Edit
Pupil Transportation	\$5,000.00	\$5,000.00	Part B funds will be used to support 1 FTE of a sp.. Read all	\$0.00		Personnel included in the budget must be substanti. Read all		Edit

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Expenditure Type:

SE: Budget	CEIS: Budget	Total Budget
\$	\$	\$
SE: Use of Funds Narrative	CEIS: Use of Funds Narrative	Apportioning Costs Narrative
3200/3200	3200/3200	3200/3200

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.

Use of Funds Narrative Examples

Special Education

- Example 1:** Part B funds will be used to support 5 FTEs of special education teachers.
- Example 2:** Part B funds will be used to cover the actual cost of tuition for special education instructional services.

CEIS

- Example 1:** Part B funds will be used to support 5 FTEs of behavior specialists, who will coordinate the services.
- Example 2:** Part B funds will be used to cover the actual cost of specialized materials to be used in the CEIS segment of the projects.

[Submit](#)

Budget Summary

Instructions: Select the Edit button next to each Expenditure Type to enter the required information. In the boxes labeled SE: Use of Funds and CEIS: Use of Funds, provide a description of how Part B funds will be used to supplement state and local funding (weighted funds) in your district's special education program. In addition, if the district budget includes CEIS, provide a description of how Part B funds will be used to provide CEIS as required due to a disproportionality finding or as a voluntary basis. Narrative examples are provided below.

Use of Funds Narrative and Apportioning Costs Budget Summary

The Table of Narrative Use of Funds and Apportioning Costs Budget Summary displays each expenditure type included on the Use of Funds & Budget page.

Show rows per page Search:

Expenditure Type	Total Budget	SE: Budget	SE: Use of Funds Narrative	CEIS: Budget	CEIS: Use of Funds Narrative	Apportioning Costs Narrative	Approved/Returned	Action
Salaries	\$143,898.00	\$143,898.00	Part B funds will be used to support 3 FTEs of spe.. Read all	\$0.00		Personnel included in the budget must be substanti.. Read all		Edit
Employee Benefits	\$24,592.00	\$24,592.00	Part B funds will be used to support 5 FTEs of spe.. Read all	\$0.00		Personnel included in the budget must be substanti.. Read all		Edit
Contracts	\$2,500.00	\$2,500.00	Targeted paraprofessional training to improve para.. Read all	\$0.00		Personnel attending the training must be substanti.. Read all		Edit
Pupil Transportation	\$5,000.00	\$5,000.00	Part B funds will be used to support 1 FTE of a sp.. Read all	\$0.00		Personnel included in the budget must be substanti.. Read all		Edit

Showing 1 to 4 of 4 entries First Previous Next Last

Expenditure Type:

SE: Budget	CEIS: Budget	Total Budget
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
SE: Use of Funds Narrative	CEIS: Use of Funds Narrative	Apportioning Costs Narrative
<input type="text"/>	<input type="text"/>	<input type="text"/>
3200/3200	3200/3200	3200/3200

- 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.
- Use of Funds Narrative Examples**
- Special Education**
- Example 1:** Part B funds will be used to support 5 FTEs of special education teachers.
 - Example 2:** Part B funds will be used to cover the actual cost of tuition for special education instructional services.
- CEIS**
- Example 1:** Part B funds will be used to support 5 FTEs of behavior specialists, who will coordinate the services.
 - Example 2:** Part B funds will be used to cover the actual cost of specialized materials to be used in the CEIS segment of the projects.

[Submit](#)

Step 1: Select Edit.

Step 2: Enter detail.

Examples

LEA Budget

[Screen Status](#) »[General Info](#) »[Use of Funds & Budget](#) »[Salaries, Benefits, & Travel](#) »[Contracts](#) »[Pupil Transportation](#) »[CEIS](#) »[Budget Summary](#) »[Assurances](#)

The Screen Status page provides a status overview of the budget detail pages in this application. First, complete the General Info and Use of Funds & Budget pages. Then, the Salaries, Benefits & Travel; Contracts; Pupil Transportation; Intervening Services (CEIS) budget detail pages will be required based on the line items entered on the Use of Funds & Budget page and as noted in the Required for Certification column. The Budget Summary budget detail page will be required based on the line items entered on the Use of Funds & Budget page. The budget will be certified on the Assurances page when all other pages are completed.

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date
General Information	Yes	Yes	02/05/2026 02:59:42 PM	Yes	02/05/2026 02:59:42 PM
Use of Funds & Budget	Yes	Yes	02/05/2026 02:06:23 PM	Yes	02/05/2026 02:45:47 PM
Salaries, Benefits, & Travel	Yes	Yes	02/05/2026 02:09:36 PM	Yes	02/05/2026 02:59:02 PM
Contracts (Non-Tuition, Non-Transportation)	Yes	Yes	02/05/2026 02:27:07 PM	Yes	02/05/2026 02:59:14 PM
Pupil Transportation	Yes	Yes	02/05/2026 02:35:09 PM	Yes	02/05/2026 02:59:20 PM
Coordinated Early Intervening Services (CEIS)	N/A	N/A		N/A	
Budget Summary	Yes	No		Yes	02/05/2026 02:58:48 PM

FINAL STEP: Once all budget detail pages identified as required (i.e., YES) reflected in the Required for Certification column have been successfully submitted (i.e., YES) reflected in the Submitted column, complete the Assurances page to complete the budget submission.

Budget Detail Page: Assurances

Purpose: Collects the districts assurances and allows for final budget certification.



Any of the detail budget pages can be modified as long as the budget has not been certified.

The screenshot shows the Iowa Department of Education IDEA PBC website. The header includes the Iowa Department of Education logo, the text "IDEA PBC Individuals with Disabilities Education Act Parts B & C", and the school district "2313 - Fort Dodge Comm School District". The navigation bar includes "Home" and "Contact" links, and a "Year" dropdown set to "2025-2026". The main content area is titled "LEA Budget" and has a menu with options: "Screen Status", "General Info", "Use of Funds & Budget", "Salaries, Benefits, & Travel", "Contracts", "Pupil Transportation", "CEIS", "Budget Summary", and "Assurances". The "Assurances" section is active and contains the following text:

Review and confirm the annual assurances by checking the box next to each assurance. Once all assurances have been reviewed, enter the title of the Authorized Official (Authorized's Official Title) and then click Certify to finish the application.

AGENCY:
The above named applicant agency provides the following assurances:

- Policies Consistent with Statutes**
 This applicant agency hereby assures that the activities covered by this application will be administered and implemented in accordance with all applicable statutes, regulations, program plans, and applications, including procedural safeguards as required by this act, State Statutes, Iowa Rules of Special Education, and this State's Eligibility Document. The procedural safeguards in question relate to least restrictive environment, due process, nondiscriminatory testing, and evaluation and are detailed in the Act. 2 CFR 200.332 34CFR 76.700 34CFR 300.201
- Control of Funds**
 This applicant agency hereby assures that the control of funds provided to this agency under this application and title to property acquired with those funds will be in a public agency and that this public agency will administer those funds and property. 34CFR 76.701

CERTIFICATION AND ASSURANCE

I certify that, to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agency named in Part I has authorized me, as its representative, to give the above assurances and to file this application.

Name of Agency's Authorized Official for Applicant Agency:	Date: 02/05/2026
Authorized Official's Title School Business Official	Applicant Agency

CERTIFY

LEA Budget

⚠ Application is in read-only mode. No changes are allowed.

- [Screen Status >>](#)
- [General Info >>](#)
- [Use of Funds & Budget >>](#)
- [Salaries, Benefits, & Travel >>](#)
- [Contracts >>](#)
- [Pupil Transportation >>](#)
- [CEIS >>](#)
- [Budget Summary >>](#)
- [Assurances](#)

The Screen Status page provides a status overview of the budget detail pages in this application. First, complete the General Info and Use of Funds & Budget pages. Then, the Salaries, Benefits, & Travel; Contracts; Pupil Transportation; and Coordinated Early Intervening Services (CEIS) budget detail pages will be required based on the line items entered on the Use of Funds & Budget page and as noted in the Required for Certification column below. The Budget Summary budget detail page will always be required. The budget will be certified on the Assurances page when all other pages are completed.

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	Yes	02/05/2026 02:59:42 PM	Yes	02/05/2026 02:59:42 PM	
Use of Funds & Budget	Yes	Yes	02/05/2026 02:06:23 PM	Yes	02/05/2026 02:45:47 PM	
Salaries, Benefits, & Travel	Yes	Yes	02/05/2026 02:09:36 PM	Yes	02/05/2026 02:59:02 PM	
Contracts (Non-Tuition, Non-Transportation)	Yes	Yes	02/05/2026 02:27:07 PM	Yes	02/05/2026 02:59:14 PM	
Pupil Transportation	Yes	Yes	02/05/2026 02:35:09 PM	Yes	02/05/2026 02:59:20 PM	
Coordinated Early Intervening Services (CEIS)	N/A	N/A		N/A		
Budget Summary	Yes	No		Yes	02/05/2026 02:58:48 PM	

FINAL STEP: Once all budget detail pages identified as required (i.e., YES) reflected in the Required for Certification column have been successfully submitted (i.e., YES) reflected in the Submitted column, complete the Assurances page to complete the budget submission.

specialeducationfinance@iowa.gov

12:12 PM (2 hours ago) ☆ ↶ ⋮

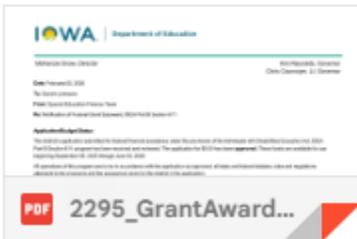
Dear Superintendent,

The district's notification of a federal grant subaward is attached.

Please let us know if there are questions.

Special Education Finance Team
Bureau of School Business Operations
Iowa Department of Education
Grimes State Office Building
400 E 14th Street
Des Moines, IA 50319-0146
Mobile: 515-393-8349
Fax: 515-242-5988
specialeducationfinance@iowa.gov
educate.iowa.gov

One attachment • Scanned by Gmail Security Sandbox ⓘ

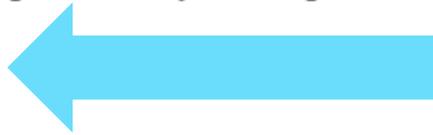


Thank you for submitting the IDEA - PBC budget for **Forest City Comm School District**. This communication serves as confirmation that the Iowa Department of Education (the Department) has reviewed the budget and has returned one or more budget detail pages for further district review and potential resubmission.

Next Steps:

1. Log in to the [EdPortal](#).
2. Click EdInfo and select IDEA - PBC.
3. Click on LEA Budget Dashboard.
4. The Screen Status page will identify the detail page(s) that have been returned and need reviewed indicated by **Returned** in the Status column.
5. To see the comment detail, click on the related budget detail page(s) then click on the information icon in the Approved/Returned column.
6. Verify all Returned items were resolved on the Screen Status page.
7. Once all Returned items are resolved, navigate to the Assurances page to recertify the budget.

Please complete the corrections within ten business days of this notice.



Please let us know if there are questions.

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Next Steps

This year has a truncated timeline due to the application launch.

Beginning in 2026-2027, a regular cadence will be established.



Feb. 27

Districts: Budget certification deadline



April

Department: Host claims introduction webinar and open claims collection



April /
June

Districts: Complete claims submissions
April: Mid-Year or Final Report
June: Final Report (if not in April)



Claims Process Overview



File Upload

Claims Process Simplicity: Eligible claim amounts will be based on a CAR file upload using year-to-date expenditures.

Budget Comparison

CAR file detail will compare account code dimension combinations to approved budget amounts.

Claim Supporting Detail

Claims detail pages, similar to the budget detail pages, will collect supporting information.



Claims Process: Eligible Uses

Grant use is tested against eligible account coding.

- **Fund** = 10
- **Facility** = 00##*,
Defined by SIU**, 9####
- **Program** = 211-219,
234-239, 241-249
- **Project** = 4521

*# = Wildcard

**SIU – School Information
Update App in EdPortal

Expenditure Type	Function Codes	Object Codes
Salaries	1###	1##
Benefits	1###	2##
Travel	1### 2213 2219	58#
Supplies / Materials	1###	61# 64# 65#
Contracts	1### 2213 2219	32#, 33# 361-362 371-372 381-382 738, 739
Pupil Transportation	27###	1##, 2## 348-349 355-359 361-362 371-372 381-382 58#
Tuition	1###	561-562 567-569

Anticipated Question: Can I submit a budget different from the original, substantially approved budget?

Answer: Yes, it will be considered a budget amendment.

Resources

IDEA Part B & C Application (IDEA PBC)

This application will be used to monitor the activities of subrecipients who receive federal IDEA Part B and C funds through the Iowa Department of Education as 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](#) .

IDEA PBC Resources

[IDEA PBC Instructions \(Part B\)](#)

Comprehensive Coordinated Early Intervening Services (C/CEIS)

Coordinated early intervening services (CEIS) are services to help children who need additional academic or behavioral support to be successful in school. The Individuals with Disabilities Education Act (IDEA) refers to two types of Coordinated Early Intervening Services (CEIS): voluntary CEIS and comprehensive CEIS. Voluntary and comprehensive CEIS are important for identifying and addressing learning and behavior difficulties early.

C/CEIS Resources

[Comprehensive CEIS](#)

[Voluntary CEIS](#)

[Frequently Asked Questions \(FAQ\)](#)

[IDEA Part B Annual Equity Determinations](#)



Special Education Finance web page:
[IDEA PBC Instructions](#)



Special Education Finance web page:
[C/CEIS Instructions](#)



App: SpecialEducationFinance@iowa.gov
Part B Program: John.Lee@iowa.gov
C/CEIS Program: Nancy.Hunt@iowa.gov



Questions



Department of Education