



**IDEA PBC Application
Part C and Birth to 3
AEA Budget**



April 21, 2026

Items of Interest



Facilitators

Special Education – Central Division:

Leisa Breifelder
Division Administrator

Bureau of School Business Operations:

Dr. Cassandra Cline
Bureau Chief

Sarah Sheeder
Education Program Consultant

Bureau of Early Childhood:

Dr. Kimberly Villotti
Bureau Chief

Celeste Mortvedt
Administrative Consultant

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

Apr. 21 –
Access granted to
Chief Administrators,
School Business
Officials, Early Access
Liaisons, and Special
Education
Administrators.

Other Users

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

Local approval by AEA
portal security officer



Accessing the Application

- Iowa Education Portal ([EdPortal](#))
- Access Granted:
 - Chief
 - SBOs
 - Early Access Liaison
 - Special Education Administrator
- Other Users:
 - Request Access through the EdPortal

Steps to Request Access:

1. Log into EdPortal.
2. Click My Profile (upper right-hand corner).



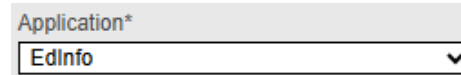
3. Click Edit.



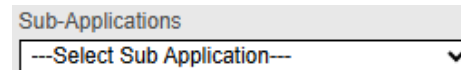
4. Click Request Role(s).



5. Select EdInfo in the Application drop-down.



6. Select IDEA PBC in the Sub-Application Drop Down.



7. Select appropriate user role in the Role(s) Drop Down.



8. AEA's Portal Security Officer approves access.



Overview: Budget Process

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



IDEA PBC Application Timeline



Item	Date
Budgets Open	April 21
Claims Webinar	May 5
Budgets Due	May 5
Claims Period 1 Open	May 5
Claims Period 1 Due	May 15
Claims Period 2 Open	June 15
Claims Period 2 Due	July 15

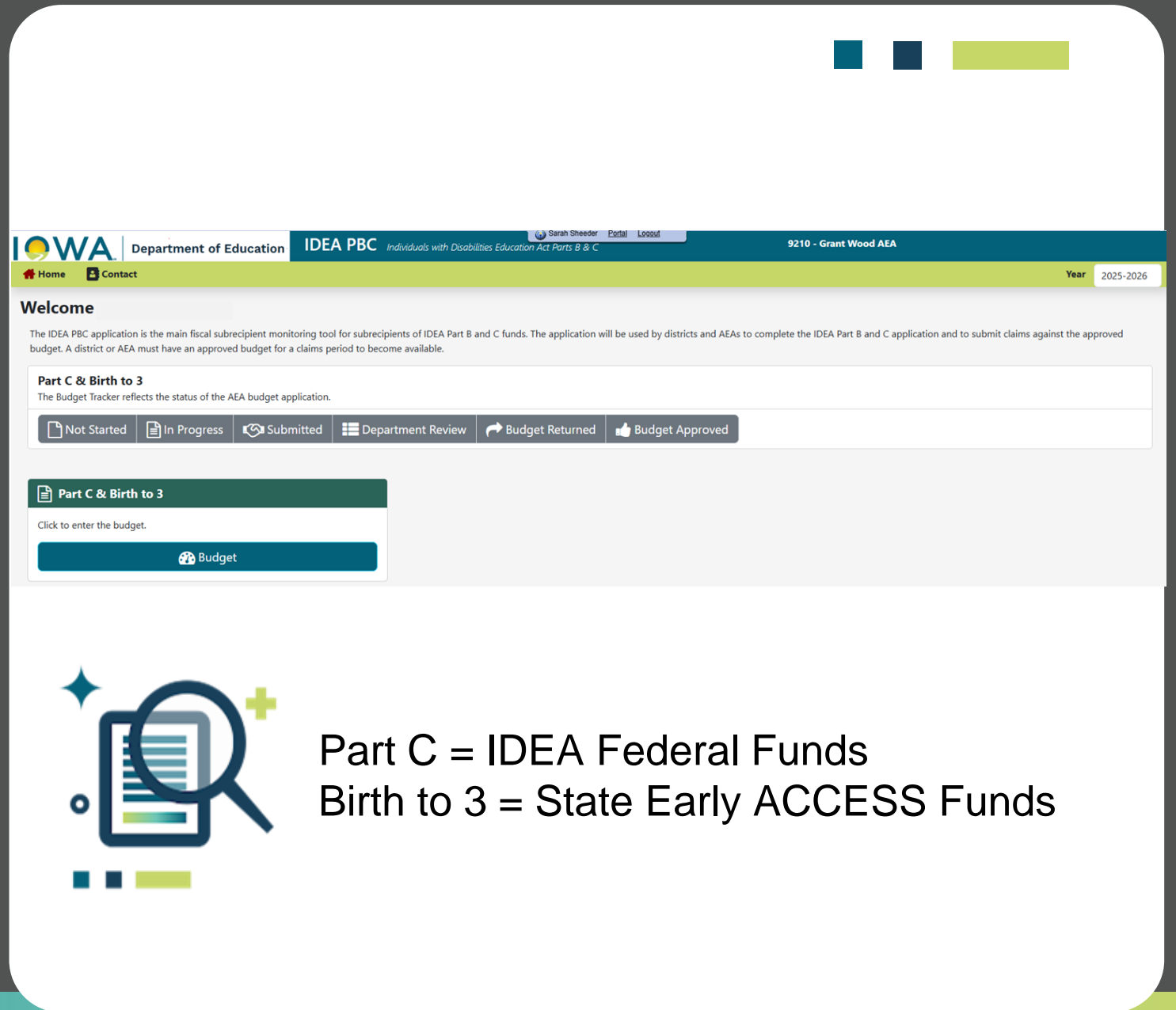
Budget Process



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 landing page for the IDEA PBC application. The header includes the Iowa Department of Education logo, the text "IDEA PBC Individuals with Disabilities Education Act Parts B & C", and the user's name "Sarah Sheeder" with links for "Portal" and "Logout". The page title is "9210 - Grant Wood AEA" and the current year is "2025-2026".

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.

Part C & Birth to 3
The Budget Tracker reflects the status of the AEA budget application.

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

Part C & Birth to 3

Click to enter the budget.

Budget

Part C = IDEA Federal Funds
Birth to 3 = State Early ACCESS Funds

Welcome

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Part C & Birth to 3

The Budget Tracker reflects the status of the AEA budget application.

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

Part C & Birth to 3

Click to enter the budget.

Budget

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 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 and Contracts 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	No		No		
Salaries, Benefits, & Travel	N/A	N/A		N/A		
Contracts	N/A	N/A		N/A		
Budget Summary	Yes			No		

NOTE: 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 certification.



Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »
- Contracts »
- 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 and Contracts 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.

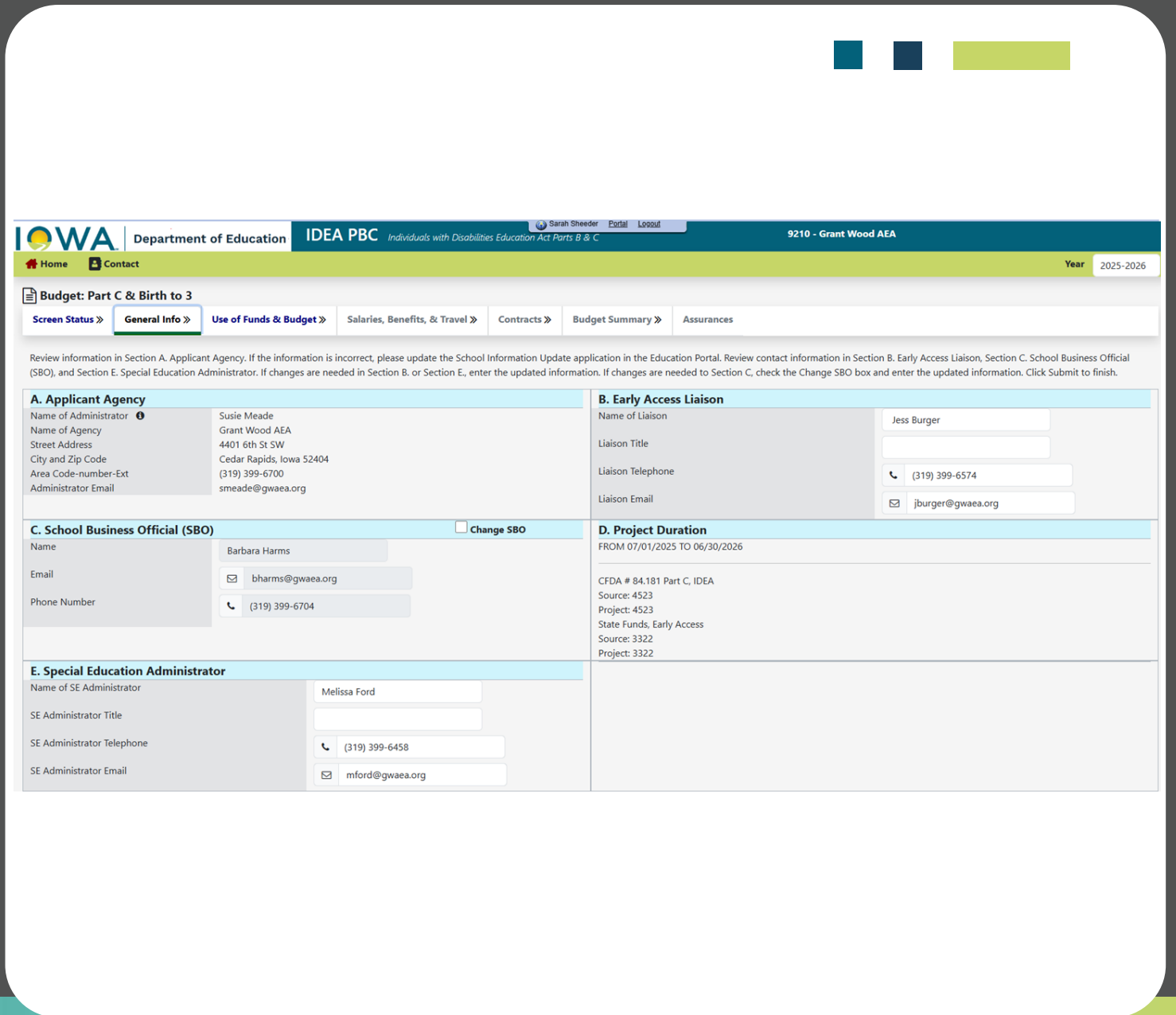
Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	No		No		
Use of Funds & Budget	Yes	No		No		
Salaries, Benefits, & Travel	N/A	N/A		N/A		
Contracts	N/A	N/A		N/A		
Budget Summary	Yes			No		

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 certification.

Budget Detail Page: General Info

Purpose: Displays AEA the contact information for the following roles:

- Administrator (Part A.)
- Early Access Liaison (Part B.)
- School Business Official (Part C.)
- Project Duration (Part D.)
- Special Education Administrator (Part E.)




IOWA Department of Education **IDEA PBC** Individuals with Disabilities Education Act Parts B & C Sarah Sheeder Portal Logout 9210 - Grant Wood AEA

Home Contact Year 2025-2026

Budget: Part C & Birth to 3

Screen Status >> **General Info >>** Use of Funds & Budget >> Salaries, Benefits, & Travel >> Contracts >> 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. Review contact information in Section B. Early Access Liaison, Section C. School Business Official (SBO), and Section E. Special Education Administrator. If changes are needed in Section B. or Section E., enter the updated information. If changes are needed to Section C, check the Change SBO box and enter the updated information. Click Submit to finish.

A. Applicant Agency	B. Early Access Liaison
Name of Administrator  Susie Meade	Name of Liaison Jess Burger
Name of Agency Grant Wood AEA	Liaison Title
Street Address 4401 6th St SW	Liaison Telephone (319) 399-6574
City and Zip Code Cedar Rapids, Iowa 52404	Liaison Email jburger@gwaea.org
Area Code-number-Ext (319) 399-6700	
Administrator Email smeade@gwaea.org	

C. School Business Official (SBO) <input type="checkbox"/> Change SBO	D. Project Duration
Name Barbara Harms	FROM 07/01/2025 TO 06/30/2026
Email bharms@gwaea.org	CFDA # 84.181 Part C, IDEA
Phone Number (319) 399-6704	Source: 4523
	Project: 4523
	State Funds, Early Access
	Source: 3322
	Project: 3322

E. Special Education Administrator
Name of SE Administrator Melissa Ford
SE Administrator Title
SE Administrator Telephone (319) 399-6458
SE Administrator Email mford@gwaea.org

Budget: Part C & Birth to 3

- [Screen Status >>](#)
- [General Info >>](#)
- [Use of Funds & Budget >>](#)
- [Salaries, Benefits, & Travel >>](#)
- [Contracts >>](#)
- [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. Review contact information in Section B. Early Access Liaison, Section C. School Business Official (SBO), and Section E. Special Education Administrator. If changes are needed in Section B. or Section E., enter the updated information. If changes are needed to Section C, check the Change SBO box and enter the updated information. Click Submit to finish.

A. Applicant Agency

Name of Administrator	Susie Meade
Name of Agency	Grant Wood AEA
Street Address	4401 6th St SW
City and Zip Code	Cedar Rapids, Iowa 52404
Area Code-number-Ext	(319) 399-6700
Administrator Email	smeade@gwaea.org

B. Early Access Liaison

Name of Liaison	<input type="text" value="Jess Burger"/>
Liaison Title	<input type="text"/>
Liaison Telephone	<input type="text" value="(319) 399-6574"/>
Liaison Email	<input type="text" value="jburger@gwaea.org"/>

C. School Business Official (SBO)

Change SBO

Name	<input type="text" value="Barbara Harms"/>
Email	<input type="text" value="bharms@gwaea.org"/>
Phone Number	<input type="text" value="(319) 399-6704"/>

D. Project Duration

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

CFDA # 84.181 Part C, IDEA
 Source: 4523
 Project: 4523
 State Funds, Early Access
 Source: 3322
 Project: 3322

E. Special Education Administrator

Name of SE Administrator	<input type="text" value="Melissa Ford"/>
SE Administrator Title	<input type="text"/>
SE Administrator Telephone	<input type="text" value="(319) 399-6458"/>
SE Administrator Email	<input type="text" value="mford@gwaea.org"/>

Budget Detail Page: Use of Funds & Budget

Purpose: Captures budget request by funding stream.

- IDEA Part C federal funds
- Birth to 3 state funds
- Information entered here drives remaining requirements.

IOWA Department of Education IDEA PBC Individuals with Disabilities Education Act Parts B & C Sarah Sheeder Portal Logout 9210 - Grant Wood AEA Year 2025-2026

Home Contact

Budget: Part C & Birth to 3

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

Enter projected Part C expenditure amounts for each applicable line item in Column 2.
Enter projected Birth to 3 expenditure amounts for each applicable line item in Column 3.

Column 1 Expenditure Type	Column 2 Part C	Column 3 Birth to 3	Column 4 Total
Department Allocation	\$ 461,648.00	\$ 182,202.00	\$ 643,850.00
Allocation Remaining	\$ 461,648.00	\$ 182,202.00	\$ 643,850.00
1. Salaries	\$ 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	\$ 0.00	\$ 0.00	\$ 0.00
5. Contracts	\$ 0.00	\$ 0.00	\$ 0.00
6. Indirect Costs	\$ 0.00		\$ 0.00
7. Total	\$ 0.00	\$ 0.00	\$ 0.00

Validations

- The total for Part C (Column 2) must equal the amount in the Department Allocation.
- The total for Birth to 3 (Column 3) must equal the amount in the Department Allocation.

Save as draft Submit

Budget: Part C & Birth to 3

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

Enter projected Part C expenditure amounts for each applicable line item in Column 2.
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Column 1	Column 2	Column 3	Column 4
Expenditure Type	Part C	Birth to 3	Total
Department Allocation	\$ 461,648.00	\$ 182,202.00	\$ 643,850.00
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5. Contracts	\$ 0.00	\$ 0.00	\$ 0.00
6. Indirect Costs	\$ 0.00		\$ 0.00
7. Total	\$ 0.00	\$ 0.00	\$ 0.00

⚠ Validations

- The total for Part C (Column 2) must equal the amount in the Department Allocation.
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Budget Detail Page: Use of Funds & Budget

Example of a completed budget

* Note: Expenditure types populated will vary by AEA.

IOWA | Department of Education | **IDEA PBC** Individuals with Disabilities Education Act Parts B & C | 9210 - Grant Wood AEA | Year: 2025-2026

Budget: Part C & Birth to 3

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

Enter projected Part C expenditure amounts for each applicable line item in Column 2.
Enter projected Birth to 3 expenditure amounts for each applicable line item in Column 3.

Column 1 Expenditure Type	Column 2 Part C	Column 3 Birth to 3	Column 4 Total
Department Allocation	\$ 461,648.00	\$ 182,202.00	\$ 643,850.00
Allocation Remaining	\$ 0.00	\$ 0.00	\$ 0.00
1. Salaries	\$ 379,325.00	\$ 154,755.00	\$ 534,080.00
2. Employee Benefits	\$ 64,823.00	\$ 26,447.00	\$ 91,270.00
3. Employee Travel	\$ 0.00	\$ 0.00	\$ 0.00
4. Supplies & Materials	\$ 2,500.00	\$ 0.00	\$ 2,500.00
5. Contracts	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00
6. Indirect Costs	\$ 10,000.00		\$ 10,000.00
7. Total	\$ 461,648.00	\$ 182,202.00	\$ 643,850.00

Validations

Save as draft Submit

Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »**
- Salaries, Benefits, & Travel »
- Contracts »
- Budget Summary »
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6. Indirect Costs	\$ 10,000.00		\$ 10,000.00
7. Total	\$ 461,648.00	\$ 182,202.00	\$ 643,850.00

Validations

Note: This page is saved in draft status based on the previously approved budget.

Budget: Part C & Birth to 3

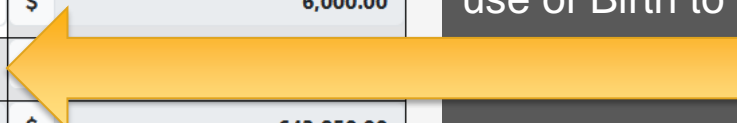
- Screen Status »
- General Info »
- Use of Funds & Budget »**
- Salaries, Benefits, & Travel »
- Contracts »
- Budget Summary »
- Assurances

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5. Contracts	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00
6. Indirect Costs	\$ 10,000.00		
7. Total	\$ 461,648.00	\$ 182,202.00	\$ 643,850.00

Validations

Important Note: indirect costs are only allowable from IDEA Part C funds.
 Indirect costs are not an allowable use of Birth to 3 funds.



Budget: Part C & Birth to 3

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

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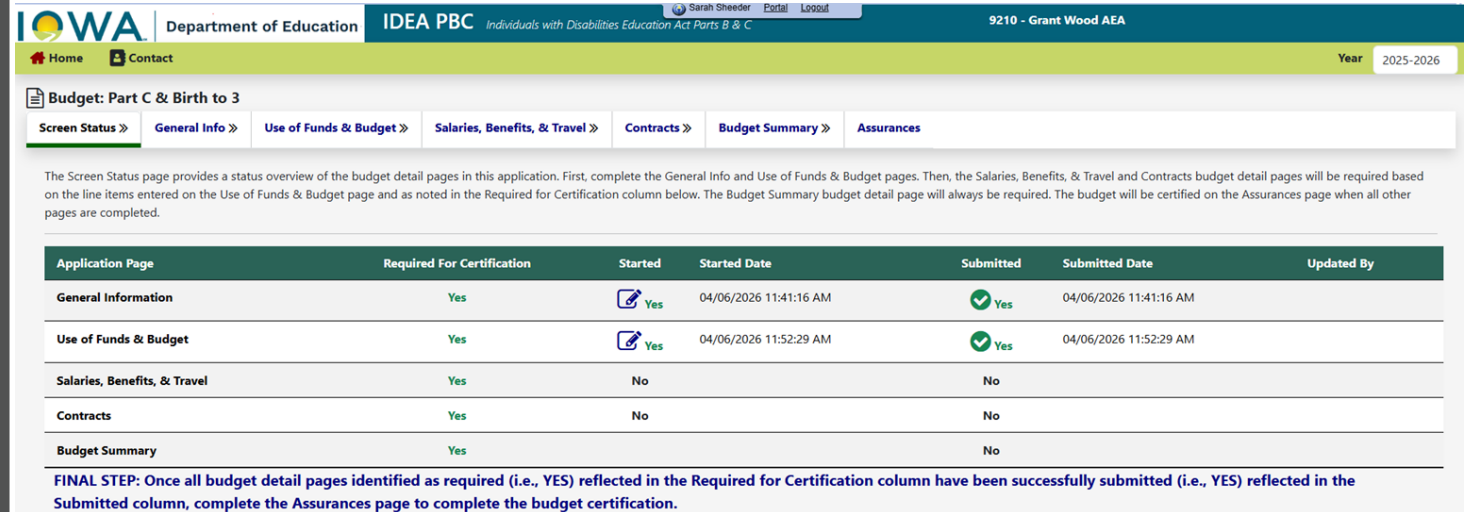
Anticipated Question: Can I submit a budget different from the original, substantially approved budget?

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 'Screen Status' page for 'Budget: Part C & Birth to 3'. The page includes a navigation menu with tabs for 'Screen Status', 'General Info', 'Use of Funds & Budget', 'Salaries, Benefits, & Travel', 'Contracts', 'Budget Summary', and 'Assurances'. Below the navigation is a table with columns: Application Page, Required For Certification, Started, Started Date, Submitted, Submitted Date, and Updated By. The table shows that 'General Information' and 'Use of Funds & Budget' are completed, while 'Salaries, Benefits, & Travel', 'Contracts', and 'Budget Summary' are not. A final step instruction is provided at the bottom.

Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	Yes	04/06/2026 11:41:16 AM	Yes	04/06/2026 11:41:16 AM	
Use of Funds & Budget	Yes	Yes	04/06/2026 11:52:29 AM	Yes	04/06/2026 11:52:29 AM	
Salaries, Benefits, & Travel	Yes	No		No		
Contracts	Yes	No		No		
Budget Summary	Yes			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 certification.

Budget: Part C & Birth to 3

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

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Application Page	Required For Certification	Started	Started Date	Submitted	Submitted Date	Updated By
General Information	Yes	Yes	04/06/2026 11:41:16 AM	Yes	04/06/2026 11:41:16 AM	
Use of Funds & Budget	Yes	Yes	04/06/2026 11:52:29 AM	Yes	04/06/2026 11:52:29 AM	
Salaries, Benefits, & Travel	Yes	No		No		
Contracts	Yes	No		No		
Budget Summary	Yes			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 certification.



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)
 - This includes the AEA's policy and procedures for tracking time and effort for employees paid with federal funds.

IOWA Department of Education IDEA PBC Individuals with Disabilities Education Act Parts B & C 9210 - Grant Wood AEA

Home Contact Year 2025-2026

Budget: Part C & Birth to 3

Screen Status > General Info > Use of Funds & Budget > Salaries, Benefits, & Travel > Contracts > 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 AEA's policy or business procedures for tracking time and effort for employees paid by federal funds. [Policy Files](#)

Step 2: Detail staff costs included in the budget by populating the table below. Select the program type (Program Type), 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: - Select - Position/Title: - Select - Description of Work:

FTE Total: Salaries: \$ Benefits: \$ Travel: \$ [+ Add Row](#)

3200/3200

Table of Staff Salaries, Benefits, & Travel Part C

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
No data available in table							

Showing 0 to 0 of 0 entries First Previous Next Last

Table of Staff Salaries, Benefits, & Travel Birth To 3

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
No data available in table							

Showing 0 to 0 of 0 entries First Previous 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.

Salaries, Benefits, & Travel Budget Summary	Part C	Birth to 3	Total Budget
Total Salaries Budgeted	\$379,325.00	\$154,755.00	\$534,080.00
Sum of Salaries Entered	\$0.00	\$0.00	\$0.00
Remaining Salaries Budgeted	\$379,325.00	\$154,755.00	\$534,080.00
Total Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
Sum of Employee Benefits Entered	\$0.00	\$0.00	\$0.00
Remaining Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
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 12 of 12 entries [Submit](#)

Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »**
- Contracts »
- 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 AEA's policy or business procedures for tracking time and effort for employees paid by federal funds. [Policy Files 0](#)

Step 2: Detail staff costs included in the budget by populating the table below. Select the program type (Program Type), 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:

FTE Total:
 Salaries: \$
 Benefits: \$
 Travel: \$
[+ Add Row](#)

Table of Staff Salaries, Benefits, & Travel Part C

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
No data available in table							

Showing 0 to 0 of 0 entries First Previous Next Last

Table of Staff Salaries, Benefits, & Travel Birth To 3

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
No data available in table							

Showing 0 to 0 of 0 entries First Previous 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.

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Total Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
Sum of Employee Benefits Entered	\$0.00	\$0.00	\$0.00
Remaining Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
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 12 of 12 entries [Submit](#)

Budget Detail Page: Salaries, Benefits, & Travel

Upload the AEA's Time and Effort policy or business process.

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 AEA's policy or business procedures for tracking time and effort for employees paid by federal funds. Policy Files 0

1

2

3

4

File Upload

Choose Files No file chosen Upload

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

Show 5 rows per page Search:

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 C 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



Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »**
- Contracts »
- 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 AEA's policy or business procedures for tracking time and effort for employees paid by federal funds. [Policy Files 0](#)

Step 2: Detail staff costs included in the budget by populating the table below. Select the program type (Program Type), 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

FTE Total
 \$ Salaries
 \$ Benefits
 \$ Travel

Table of Staff Salaries, Benefits, & Travel Part C

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
No data available in table							

Showing 0 to 0 of 0 entries First Previous Next Last

Table of Staff Salaries, Benefits, & Travel Birth To 3

Show 10 rows per page Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
No data available in table							

Showing 0 to 0 of 0 entries First Previous 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.

Salaries, Benefits, & Travel Budget Summary	Part C	Birth to 3	Total Budget
Total Salaries Budgeted	\$379,325.00	\$154,755.00	\$534,080.00
Sum of Salaries Entered	\$0.00	\$0.00	\$0.00
Remaining Salaries Budgeted	\$379,325.00	\$154,755.00	\$534,080.00
Total Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
Sum of Employee Benefits Entered	\$0.00	\$0.00	\$0.00
Remaining Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
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. Select the program type (Program Type), 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

FTE Total
Salaries \$
Benefits \$
Travel \$

3182/3200

- Select -
- Admin Support
- Administrator
- Audiologist
- Early ACCESS Liaison
- Early ACCESS Teacher
- Nutritionist
- Occupational Therapist
- Physical Therapist**
- Psychologist
- Service Coordinator
- Social Worker
- Speech Pathologist
- Teacher of the Deaf and Hard of Hearing
- Teacher of the Visually Impaired
- Other Position

Table of Staff Salaries, Benefits, & Travel Part C

Show 10 rows per page

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Physical Therapist	Physical Therapist	1	\$50,000.00	\$8,545.00	\$0.00		<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Showing 1 to 1 of 1 entries

Step 2: Detail staff costs included in the budget by populating the table below. Select the program type (Program Type), 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

FTE Total
Salaries \$
Benefits \$
Travel \$

3189/3200

Table of Staff Salaries, Benefits, & Travel Birth To 3

Show 10 rows per page

Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Audiologist	Audiologist	0.50	\$25,000.00	\$4,272.00	\$0.00		<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Showing 1 to 1 of 1 entries

First Previous 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.

Salaries, Benefits, & Travel Budget Summary	Part C	Birth to 3	Total Budget
Total Salaries Budgeted	\$379,325.00	\$154,755.00	\$534,080.00
Sum of Salaries Entered	\$379,325.00	\$154,755.00	\$534,080.00
Remaining Salaries Budgeted	\$0.00	\$0.00	\$0.00
Total Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
Sum of Employee Benefits Entered	\$64,823.00	\$26,447.00	\$91,270.00
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

COMPLETED

Table of Staff Salaries, Benefits, & Travel Part C

Show rows per page

Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Nutritionist	Nutritionist	1	\$54,325.00	\$9,280.00	\$0.00		Edit Remove
Early ACCESS Liaison	Early ACCESS Liaison	1	\$75,000.00	\$12,818.00	\$0.00		Edit Remove
Administrator	Administrator	1	\$100,000.00	\$17,090.00	\$0.00		Edit Remove
Other Position	Other Position	2	\$100,000.00	\$17,090.00	\$0.00		Edit Remove
Physical Therapist	Physical Therapist	1	\$50,000.00	\$8,545.00	\$0.00		Edit Remove

Showing 1 to 5 of 5 entries

First Previous Next Last

Table of Staff Salaries, Benefits, & Travel Birth to 3

Show rows per page

Search:

Position/Title	Description of Work	FTE Total	Salaries	Benefits	Travel	Approved/Returned	Action
Other Position	Other	2.5	\$79,000.00	\$13,501.00	\$0.00		Edit Remove
Audiologist	Audiologist	1	\$79,000.00	\$13,501.00	\$0.00		Edit Remove
Occupational Therapist	Occupational Therapist	0.5	\$50,755.00	\$7,674.00	\$0.00		Edit Remove

Showing 1 to 3 of 3 entries

First Previous 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.

Salaries, Benefits, & Travel Budget Summary	Part C	Birth to 3	Total Budget
Total Salaries Budgeted	\$379,325.00	\$154,755.00	\$534,080.00
Sum of Salaries Entered	\$379,325.00	\$154,755.00	\$534,080.00
Remaining Salaries Budgeted	\$0.00	\$0.00	\$0.00
<hr/>			
Total Employee Benefits Budgeted	\$64,823.00	\$26,447.00	\$91,270.00
Sum of Employee Benefits Entered	\$64,823.00	\$26,447.00	\$91,270.00
Remaining Employee Benefits Budgeted	\$0.00	\$0.00	\$0.00
<hr/>			
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: Part C & Birth to 3

Screen Status » General Info » Use of Funds & Budget » Salaries, Benefits, & Travel » Contracts » 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 and Contracts 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	04/06/2026 11:41:16 AM	Yes	04/06/2026 11:41:16 AM	
Use of Funds & Budget	Yes	Yes	04/06/2026 11:52:29 AM	Yes	04/06/2026 11:52:29 AM	
Salaries, Benefits, & Travel	Yes	Yes	04/06/2026 12:49:24 PM	Yes	04/06/2026 01:12:11 PM	
Contracts	Yes	No		No		
Budget Summary	Yes			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 certification.

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

Sarah Sheeder
Print
Logout

9210 - Grant Wood AEA

Home
Contact
Year 2025-2026

Budget: Part C & Birth to 3

[Screen Status »](#)
[General Info »](#)
[Use of Funds & Budget »](#)
[Salaries, Benefits, & Travel »](#)
[Contracts »](#)
[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 Part C contract (Part C Contract Amount) or Birth To 3 contract (Birth To 3 Contract Amount).

Contract Expenditure Type

- Select -

Vendor

60/60

Service(s)

3200/3200

Description

3200/3200

Part C Contract Amount

\$

Birth To 3 Contract Amount

\$

[+ Add Row](#)

Table of Contracted Services

Show 10 rows per page Search:

Contract Type	Vendor	Service(s)	Part C Contract Amount	Birth To 3 Contract Amount	Approved/Returned	Action
No data available in table						

Showing 0 to 0 of 0 entries First Previous 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	Part C	Birth To 3	Total Budget
Total Contracts Budgeted	\$5,000.00	\$0.00	\$5,000.00
Sum of Contracts - Diagnostic Health Service Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - Facilities Lease Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - In-Service Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - Transportation Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - All Other Purchased Services Entered	\$0.00	\$0.00	\$0.00
Remaining Contracts Budgeted	\$5,000.00	\$0.00	\$5,000.00

Showing 1 to 7 of 7 entries

[Submit](#)

Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »
- Contracts »**
- 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 Part C contract (Part C Contract Amount) or Birth To 3 contract (Birth To 3 Contract Amount).

Contract Expenditure Type <input type="text" value="- Select -"/>	Vendor <input type="text"/>
Service(s) <input type="text"/>	Description <input type="text"/>
<small>3200/3200</small> Part C Contract Amount <input type="text" value="\$"/>	<small>60/60</small> <small>3200/3200</small> Birth To 3 Contract Amount <input type="text" value="\$"/>

[+ Add Row](#)

Table of Contracted Services

Show 10 rows per page

Search:

Contract Type	Vendor	Service(s)	Part C Contract Amount	Birth To 3 Contract Amount	Approved/Returned	Action
Diagnostic Health Service	Vendor	Diagnostic Health Service	\$5,000.00	\$0.00		Edit Remove Files 0

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	Part C	Birth To 3	Total Budget
Total Contracts Budgeted	\$5,000.00	\$0.00	\$5,000.00
Sum of Contracts - Diagnostic Health Service Entered	\$5,000.00	\$0.00	\$5,000.00
Sum of Contracts - Facilities Lease Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - In-Service Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - Transportation Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - All Other Purchased Services Entered	\$0.00	\$0.00	\$0.00
Remaining Contracts Budgeted	\$0.00	\$0.00	\$0.00

Showing 1 to 1 of 1 entries

[Submit](#)

Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »
- Contracts »**
- 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 Part C contract (Part C Contract Amount) or Birth To 3 contract (Birth To 3 Contract Amount).

Contract Expenditure Type

- Select -

Vendor

60/60

Service(s)

3200/3200

Description

3200/3200

Part C Contract Amount

\$

Birth To 3 Contract Amount

\$

+ Add Row

- Select -
- Diagnostic Health Service**
- Facilities Lease
- In-Service
- Transportation
- All Other Purchased Services

Table of Contracted Services

Show rows per page

Search:

Contract Type	Vendor	Service(s)	Part C Contract Amount	Birth To 3 Contract Amount	Approved/Returned	Action
Diagnostic Health Service	Vendor	Diagnostic Health Service	\$5,000.00	\$0.00		Edit Remove Files 0

Showing 1 to 1 of 1 entries

[First](#)
[Previous](#)

[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	Part C	Birth To 3	Total Budget
Total Contracts Budgeted	\$5,000.00	\$0.00	\$5,000.00
Sum of Contracts - Diagnostic Health Service Entered	\$5,000.00	\$0.00	\$5,000.00
Sum of Contracts - Facilities Lease Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - In-Service Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - Transportation Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - All Other Purchased Services Entered	\$0.00	\$0.00	\$0.00
Remaining Contracts Budgeted	\$0.00	\$0.00	\$0.00

Showing 1 to 7 of 7 entries

[Submit](#)

Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »
- Contracts »**
- 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 Part C contract (Part C Contract Amount) or Birth To 3 contract (Birth To 3 Contract Amount).

Contract Expenditure Type

- Select -

Vendor

Service(s)

Description

3200/3200

Part C Contract Amount

\$

60/60

Birth To 3 Contract Amount

\$

+ Add Row

Table of Contracted Services

Show 10 rows per page

Search:

Contract Type	Vendor	Service(s)	Part C Contract Amount	Birth To 3 Contract Amount	Approved/Returned	Action
Diagnostic Health Service	Vendor	Diagnostic Health Service	\$5,000.00	\$0.00		Edit Remove Files 0

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	Part C	Birth To 3	Total Budget
Total Contracts Budgeted	\$5,000.00	\$0.00	\$5,000.00
Sum of Contracts - Diagnostic Health Service Entered	\$5,000.00	\$0.00	\$5,000.00
Sum of Contracts - Facilities Lease Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - In-Service Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - Transportation Entered	\$0.00	\$0.00	\$0.00
Sum of Contracts - All Other Purchased Services Entered	\$0.00	\$0.00	\$0.00
Remaining Contracts Budgeted	\$0.00	\$0.00	\$0.00

Showing 1 to 7 of 7 entries

Submit

COMPLETED

Budget: Part C & Birth to 3

- Screen Status »
- General Info »
- Use of Funds & Budget »
- Salaries, Benefits, & Travel »
- Contracts »
- 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 and Contracts 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	04/06/2026 11:41:16 AM	Yes	04/06/2026 11:41:16 AM	
Use of Funds & Budget	Yes	Yes	04/06/2026 11:52:29 AM	Yes	04/06/2026 11:52:29 AM	
Salaries, Benefits, & Travel	Yes	Yes	04/06/2026 12:49:24 PM	Yes	04/06/2026 01:12:11 PM	
Contracts	Yes	Yes	04/06/2026 01:19:05 PM	Yes	04/06/2026 01:21:27 PM	
Budget Summary	Yes			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 certification.

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.

The screenshot shows the 'Budget Summary' page for '9210 - Grant Wood AEA' in the '2025-2026' fiscal year. The page is titled 'Budget: Part C & Birth to 3' and includes a navigation menu with options like 'Screen Status', 'General Info', 'Use of Funds & Budget', 'Salaries, Benefits, & Travel', 'Contracts', 'Budget Summary', and 'Assurances'. Below the navigation, there are instructions for entering narrative information for 'Part C: Amount Narrated' and 'Birth to 3: Amount Narrated'. The main section is 'Use of Funds Narrative & Budget Summary', which contains a table with the following data:

Expenditure Type	Total Budget	Part C: Budget	Part C: Amount Narrated	Birth to 3: Budget	Birth to 3: Amount Narrated	Approved/Returned	Action
Salaries	\$534,080.00	\$379,325.00		\$154,755.00			Edit
Employee Benefits	\$91,270.00	\$64,823.00		\$26,447.00			Edit
Supplies & Materials	\$3,500.00	\$2,500.00		\$1,000.00			Edit
Contracts	\$5,000.00	\$5,000.00		\$0.00			Edit

A 'Submit' button is located at the bottom right of the page.

Use of Funds Narrative & Budget Summary

Search:

Expenditure Type	Total Budget	Part C: Amount Narrated	Part C: Budget	Birth to 3: Amount Narrated	Birth to 3: Budget	Approved/Returned	Action
Salaries	\$534,080.00	\$379,325.00	\$100,000.00	\$154,755.00	\$50,000.00		Edit
Employee Benefits	\$91,270.00	\$64,823.00		\$26,447.00			Edit
Supplies & Materials	\$2,500.00	\$2,500.00		\$0.00			Edit
Contracts	\$6,000.00	\$5,000.00		\$1,000.00			Edit
Total	\$643,850.00	\$461,648.00	\$100,000.00	\$182,202.00	\$50,000.00		

Use of Funds Narrative - Employee Benefits

Instructions: The table below includes the Key codes that are required for each budgeted Expenditure Type. Select Edit next to the Key code(s) that are appropriate for this Expenditure Type. Enter the Part C Narrative (Part C Narrative) and the budget amount that applies to this narrative (Part C Amount Narrated) for this Key code. Enter the Birth to 3 Narrative (Birth to 3 Narrative) and the budget amount that applies to this narrative (Birth to 3 Amount Narrated) for this Key code. Multiple Key codes can be entered for this Expenditure Type.

	Part C		Birth to 3		Total		
Budget Amount		\$64,823.00		\$26,447.00	\$91,270.00		
Budget Remaining		\$64,823.00		\$26,447.00	\$91,270.00		
Key	Narrative	Amount Narrated	Narrative	Amount Narrated	Total	Approved/Returned	Action
RIM		\$0.00		\$0.00	\$0.00		Edit
SUP		\$0.00		\$0.00	\$0.00		Edit
FAM		\$0.00		\$0.00	\$0.00		Edit
SC		\$0.00		\$0.00	\$0.00		Edit
EIS		\$0.00		\$0.00	\$0.00		Edit
Other		\$0.00		\$0.00	\$0.00		Edit
Total		\$0.00		\$0.00	\$0.00		

Key: RIM

Part C Narrative

3200/3200

Birth to 3 Narrative

3200/3200

Part C Amount Narrated

\$

Birth to 3 Amount Narrated

\$

[Update Row](#)

Step 1: Select Edit next to Expenditure Type.

Step 2: Select Edit next to Key.

Step 3: Enter Detail.



Budget Detail Page: Budget Summary Key Description

Key code descriptions can be viewed in two ways:

- Click on the actual Key code to open a pop-up box with the description of the code.
- Scroll to the bottom of the screen for a table that lists all Key codes and descriptions.



Key
RIM
SUP
FAM
SC
EIS
OTHER

Table of Key and Description

Key	Description
RIM	Support the personnel who assist the Grantee in assuring regional implementation of Administrative Rules for Early ACCESS (salary, benefits, travel, professional development, etc.). E.g. Regional Liaison, Regional Coordinators, Data personnel, etc.
SUP	Support collaboration, communication, and technical assistance within the regional system, including training activities for partners
FAM	Support participation of families in implementation, evaluation, and improvement of regional system (family participation/leadership)
SC	Provide service coordination to families
EIS	Provide early intervention services (EI services listed in EA Rules). This may include expanding special education contracts to year-round for those who provide early intervention services to infants and toddlers.
OTHER	Other eligible services

Use of Funds Narrative - Salaries

Instructions: Select Edit in the Action column for the Key code(s) that are appropriate for this Expenditure Type to provide the Use of Funds Narrative. Multiple key codes can be selected for this Expenditure Type.

Salaries	Part C		Birth to 3		Total		
Budget Amount	\$379,325.00		\$154,755.00		\$534,080.00		
Budget Remaining	\$0.00		\$0.00		\$0.00		
Key	Narrative	Amount Narrated	Narrative	Amount Narrated	Total	Approved/Returned	Action
RIM	Part C Narrative	\$100,000.00	Birth to 3 Narrative	\$50,000.00	\$150,000.00		Edit
SUP		\$0.00		\$0.00	\$0.00		Edit
FAM	Part C Narrative	\$100,000.00		\$0.00	\$100,000.00		Edit
SC		\$0.00		\$0.00	\$0.00		Edit
EIS		\$0.00	Birth to 3 Narrative	\$104,755.00	\$104,755.00		Edit
Other	Part C Narrative	\$179,325.00		\$0.00	\$179,325.00		Edit
Total		\$379,325.00		\$154,755.00	\$534,080.00		

[→ Save Expenditure](#)

Budget: Part C & Birth to 3

- [Screen Status >>](#)
- [General Info >>](#)
- [Use of Funds & Budget >>](#)
- [Salaries, Benefits, & Travel >>](#)
- [Contracts >>](#)
- [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 and Contracts 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		Yes	04/13/2026 09:07:33 AM	
Use of Funds & Budget	Yes	Yes	04/22/2026 08:53:31 AM	Yes	04/22/2026 08:53:31 AM	
Salaries, Benefits, & Travel	Yes	Yes	04/22/2026 08:54:43 AM	Yes	04/13/2026 09:07:33 AM	<input type="text"/>
Contracts	Yes	Yes	04/22/2026 08:53:31 AM	Yes	04/22/2026 08:53:31 AM	
Budget Summary	Yes			Yes	04/13/2026 09:07:33 AM	

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 certification.

Budget: Part C & Birth to 3

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

- Screen Status >>
- General Info >>
- Use of Funds & Budget >>
- Salaries, Benefits, & Travel >>
- Contracts >>
- 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 and Contracts 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	03/10/2026 10:04:40 AM	Yes	04/10/2026 08:22:45 AM	
Use of Funds & Budget	Yes	Yes	03/10/2026 10:06:16 AM	Yes	04/10/2026 08:23:38 AM	
Salaries, Benefits, & Travel	Yes	Yes	03/10/2026 10:09:20 AM	Yes	04/10/2026 08:24:04 AM	
Contracts	Yes	Yes	04/07/2026 02:49:44 PM	Yes	04/10/2026 08:24:24 AM	
Budget Summary	Yes			Yes	04/14/2026 09:31:03 AM	

Date: April 13, 2026

To:

From: Special Education Finance Team

Re: Notification of Federal Grant Subaward - Part C & Birth to 3

Application/Budget Status

The AEA's application/budget submitted for IDEA Part C (CFDA #84.181) federal funds and Early ACCESS (Birth to 3) state funds has been received and reviewed. The amounts listed below have been approved.

IDEA Part C (Federal): \$327,922.00

Birth to 3 (State): \$118,791.00

The district's notification of a federal grant subaward is attached for IDEA Part C (CFDA #84.181).

These funds are available for use beginning July 01, 2025 through June 30, 2026. A copy of this approval and any attachments should be retained by your agency as a part of the project records in the event of a future audit.

Claiming Process

The IDEA-PBC application will be used for the claiming process, which will include two claims periods in FY26. AEAs will receive notification and an invitation to a statewide webinar regarding the claims process at a future date.

Please reach out to the Special Education Finance Team below with 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

Thank you for submitting the IDEA PBC budget for Mississippi Bend AEA . 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 AEA review and potential resubmission.

Next Steps:

1. Log in to the EdPortal.
2. Click EdInfo and select IDEA-PBC.
3. Click on Budget: Part C & Birth to 3 section.
4. The Screen Status page will identify the detail page(s) that have been returned and need to be 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.

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
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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.



May 5

Department: Host claims introduction webinar and open claims collection

May 5

AEAs: Budget certification deadline

May 15
July 15

AEAs: Complete claims submissions
May 15: Mid-Year or Final Report
July: Final Report (if not in May)



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
- **Program** = 224 - 229
- **Project** = 4523 (Part C) & 3322 (Birth to 3)

*# = Wildcard

**SIU – School Information Update App in EdPortal

Expenditure Type	Function Codes	Object Codes
Salaries	1###, 21##, 22##, 24##	1##
Benefits	1###, 21##, 22##, 24##	2##
Travel	1###, 21##, 22##, 24##	58#
Supplies / Materials	1###, 21##, 22##, 24##	61# 65#
Contracts	1###, 21##, 22##, 24##, 27##, 2920, 2930, 2940	32# 33# 51# 59#
Indirect Costs	1###, 21##, 23##, 24##, 25##, 26##	95#

Resources

AEA: IDEA PBC Resources

[IDEA PBC Budget \(Part C and Birth to 3\) User Instructions \(1.09 MB\) .pdf](#)



Special Education Finance web page:
[IDEA PBC Part C & Birth to 3 Instructions](#)



Application Questions:
SpecialEducationFinance@iowa.gov



Part C & Birth to 3 Program Questions:
Celeste.Mortvedt@iowa.gov



Questions



Department of Education