

**OMB NO. 1820-0550**  
**Expires: 08/31/05**

**ANNUAL STATE APPLICATION UNDER PART C OF THE  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED IN 2004  
FEDERAL FISCAL YEAR 2005**

**CFDA No. 84.181A**

**ED FORM No. 1 B20--26P**

**UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION PROGRAMS  
Washington, DC 20202-2600**

## Section I

### A. Submission Statements for Part C of IDEA

Please select and check the appropriate statement(s) the State is using for this Federal Fiscal Year.

1.  The State's policies, procedures, methods, descriptions, and assurances meet the application requirements of Part C of the Act as found in PL 108-446, the Individuals with Disabilities Education Improvement Act of 2004. The State is able to provide and/or meet all policies, procedures, methods, descriptions, and assurances, found in Sections II.A and II.B of this Application. (See Section V, *Optional Technical Assistance Checklist*, which is provided to assist States in understanding the legal requirements of the Part C application policies, procedures, methods, descriptions, and assurances.)

By selecting this submission statement the State has submitted the new and/or revisions to State policies, procedures, methods, and descriptions that meet all requirements found at 20 U.S.C. 1437(a)(6); (a)(9)(A); (a)(9)(A)(ii)(II); and (a)(9)(C)).

2.  The State cannot provide policies, procedures, methods, descriptions, and/or assurances for all application requirements of Part C of the Act as found in PL 108-446, the Individuals with Disabilities Education Improvement Act of 2004. The State has determined that it is unable to provide the policies, procedures, methods, descriptions, and/or assurances that are checked 'No' below and in Section II.A and II.B. However, the State assures that throughout the period of this grant award the State will operate consistent with all requirements of PL 108-446 and applicable regulations. The State will develop and/or make such changes to existing policies, procedures, methods, descriptions, and assurances as are necessary to bring the policies, procedures, methods, descriptions, and assurances into compliance with the requirements of the IDEA, as amended, as soon as possible, and not later than July 1, 2006. The State has included the date by which it expects to complete necessary changes associated with policies, procedures, methods, descriptions, and assurances marked 'No'. The items checked "Yes" are enclosed with this application.<sup>1</sup> **To be completed by 06-30-06.**

3.  The State is submitting, under 20 U.S.C. 1437(e) and (f), modifications to State policies and procedures previously submitted to the Department and has checked, under Section II.A, the appropriate 'R' cell(s) found in the 'Yes' column. These modifications are: (1) deemed necessary by the State, for example when the State revises applicable State law or regulations; (2) required by the Secretary because there is a new interpretation of the Act or regulations by a Federal court or the State's highest court; and/or (3) because of an official finding of noncompliance with Federal law or regulation.

### B. Conditional Approval for Current Grant Year

**If the State received conditional approval for the current grant year, check the appropriate statement below:**

1.  The State previously has submitted documentation of completion of all issues identified in the FFY 04 conditional approval letter.
2.  The State is attaching documentation of completion of all issues identified in the FFY 04 conditional approval letter. (*Attach documentation showing completion of all issues.*)
3.  The State has not completed all issues identified in the FFY 04 conditional approval letter. (*Attach documentation showing completion of any issues and a list of items not yet completed.*)

<sup>1</sup> If Option 2 is checked the State is to provide dates in Sections II.A and II.B as to when the required policies, procedures, methods, descriptions, and assurances will be provided. The State will be granted conditional approval until it can provide all policies, procedures, methods, descriptions, and assurances.

**Section II**

**A. State Policies, Procedures, Methods, and Descriptions**

As checked below, the State hereby declares that it has or has not filed the following policies, procedures, methods, and descriptions with the U.S. Department of Education, and, as of the date of the signature below, affirms and incorporates by reference those policies, procedures, methods, and descriptions with respect to Part C of PL 108-446.

Check and enter date(s) as applicable. Enclose relevant documents.			<b>N = 'New' Policy and/or Procedure</b> <b>R = 'Revised' Policy and/or Procedure</b> <b>OF = Policy and/or Procedure is already 'On File' with the USDOE</b>
Yes <i>(Policies, procedures, methods, and descriptions are being submitted with this application either as 'New', 'Revised', or already 'On File'.)</i>	No <i>(Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation.)</i>		
N	R	OF	State Policies, Procedures, Methods, and Descriptions
			<b>State Policies and Procedures</b>
		X	1. As required in 20 U.S.C. 1432(5)(A) and 1435(a)(1) the State has provided its policies and/or procedures regarding the State's definition of 'developmental delay' to ensure that a rigorous definition of the term 'developmental delay' will be used by the State in carrying out programs under this Part in order to appropriately identify infants and toddlers with disabilities that are in need of services under this Part.
			NA
			2. As required in 20 U.S.C. 1437(a)(4), if the State provides services to at-risk infants and toddlers through the statewide system, the State has provided its: 1) description of services to at-risk infants and toddlers, and 2) definition of 'at-risk' under 20 U.S.C. 1432(5)(B)(i).
		X	3. As required in 20 U.S.C. 1437(a)(9)(B) the State has provided its policies and/or procedures to ensure review of the child's program options for the period from the child's third birthday through the remainder of the school year.
			X
			06-30-06
			4. As required in 20 U.S.C. 1437(a)(9)(C) the State has provided its policies and/or procedures to ensure the establishment of a transition plan, including, as appropriate, steps to exit from the program.
			<b>Optional Policies/Methods</b>
		X	<p><i>Enter 'NA' in the cells to the left if the State does not have a system of payment. (See Section IV.A)</i></p> <p>5. As required in 20 U.S.C. 1432(4)(B) and 1437(a)(3)(A), the State has provided its policies and/or procedures that identify the State's</p>

Check and enter date(s) as applicable. Enclose relevant documents.			<b>N = 'New' Policy and/or Procedure</b> <b>R = 'Revised' Policy and/or Procedure</b> <b>OF = Policy and/or Procedure is already 'On File' with the USDOE</b>		
<b>Yes</b> <i>(Policies, procedures, methods, and descriptions are being submitted with this application either as 'New', 'Revised', or already 'On File'.)</i>		<b>No</b> <i>(Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation.)</i>			
<b>N</b>	<b>R</b>	<b>OF</b>	<b>State Policies, Procedures, Methods, and Descriptions</b>		
			system of payments for Part C services.		
		NA	<p><i>Enter 'NA' in the cells to the left if this statement is not applicable; otherwise check the 'N' cell under the 'Yes' column and attach all policies.</i></p> <p>6. As described in 20 U.S.C. 1435(c) the State has provided its policy, developed and implemented jointly by the lead agency and the State educational agency, under which parents of children with disabilities who are eligible for services under 20 U.S.C. 1419 and previously received services under this part, may choose the continuation of early intervention services (which includes an educational component that promotes school readiness and incorporates preliteracy, language, and numeracy skills) for such children under this part until such children enter, or are eligible under State law to enter, kindergarten.</p> <p>The statewide system ensures that--</p> <p>(A) parents of children with disabilities served pursuant to 20 U.S.C. 1435(c) are provided annual notice that contains--</p> <ul style="list-style-type: none"> <li>(i) a description of the rights of such parents to elect to receive services pursuant to 20 U.S.C. 1435(c) or under part B; and</li> <li>(ii) an explanation of the differences between services provided pursuant to 20 U.S.C. 1435(c) and services provided under part B, including--             <ul style="list-style-type: none"> <li>(I) types of services and the locations at which the services are provided;</li> <li>(II) applicable procedural safeguards; and</li> <li>(III) possible costs (including any fees to be charged to families as described in 20 U.S.C. 1432(4)(B)), if any, to parents of infants or toddlers with disabilities;</li> </ul> </li> </ul> <p>(B) services provided pursuant to 20 U.S.C. 1435(c) include an educational component that promotes school readiness and incorporates preliteracy, language, and numeracy skills;</p> <p>(C) the State policy will not affect the right of any child served pursuant to 20 U.S.C. 1435(c) to instead receive a free</p>		

<p>Check and enter date(s) as applicable. Enclose relevant documents.</p>			<p><b>N = 'New' Policy and/or Procedure</b>  <b>R = 'Revised' Policy and/or Procedure</b>  <b>OF = Policy and/or Procedure is already 'On File' with the USDOE</b></p>	
<p><b>Yes</b>  (Policies, procedures, methods, and descriptions are being submitted with this application either as 'New', 'Revised', or already 'On File'.)</p>		<p><b>No</b>  (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation.)</p>		
<b>N</b>	<b>R</b>	<b>OF</b>	<p align="center"><b>State Policies, Procedures, Methods, and Descriptions</b></p>	
			<p>appropriate public education under part B;</p> <p>(D) all early intervention services outlined in the child's individualized family service plan under 20 U.S.C. 1436 are continued while any eligibility determination is being made for services under 20 U.S.C. 1435(c);</p> <p>(E) the parents of infants or toddlers with disabilities (as defined in 20 U.S.C. 1432(5)(A)) provide informed written consent to the State, before such infants or toddlers reach 3 years of age, as to whether such parents intend to choose the continuation of early intervention services pursuant to 20 U.S.C. 1435(c) for such infants or toddlers;</p> <p>(F) the requirements under 20 U.S.C. 1437(a)(9) shall not apply with respect to a child who is receiving services in accordance with 20 U.S.C. 1435(c) until not less than 90 days (and at the discretion of the parties to the conference, not more than 9 months) before the time the child will no longer receive those services; and</p> <p>(G) there will be a referral for evaluation for early intervention services of a child who experiences a substantiated case of trauma due to exposure to family violence (as defined in section 320 of the Family Violence Prevention and Services Act).</p> <p>The State shall submit to the Secretary, in the State's report under 20 U.S.C. 1437(b)(4)(A), a report on the number and percentage of children with disabilities who are eligible for services under 20 U.S.C. 1419 but whose parents choose for such children to continue to receive early intervention services under this part.</p> <p>A description the funds (including an identification as Federal, State, or local funds) that will be used to ensure that the option described 20 U.S.C. 1435(c)(1) is available to eligible children and families who provide the consent described in paragraph (2)(E), including fees (if any) to be charged to families as described in 20 U.S.C. 1432(4)(B).</p> <p>In accordance with 20 U.S.C. 1435(c)(5)(A), when providing services to a child with a disability who is eligible for services under 20 U.S.C. 1419 the State is not required to provide the child with a free appropriate public education under part B for the period of time in which the child is receiving services under part C.</p>	

Check and enter date(s) as applicable. Enclose relevant documents.			<b>N = 'New' Policy and/or Procedure</b> <b>R = 'Revised' Policy and/or Procedure</b> <b>OF = Policy and/or Procedure is already 'On File' with the USDOE</b>	
<b>Yes</b> <i>(Policies, procedures, methods, and descriptions are being submitted with this application either as 'New', 'Revised', or already 'On File'.)</i>		<b>No</b> <i>(Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation.)</i>		
<b>N</b>	<b>R</b>	<b>OF</b>		<b>State Policies, Procedures, Methods, and Descriptions</b>
			NA	<p><i>Enter 'NA' in the cells to the left if this statement is not applicable; otherwise check either the 'N' or 'R' cell under the 'Yes' column and attach appropriate written methods. See the optional technical assistance checklist in Section V for full provisions of 20 U.S.C. 1440.</i></p> <p>7. The State has chosen to meet the requirement to establish financial responsibility for early intervention services under 20 U.S.C. 1440(b)(1) through 'appropriate written methods' under 20 U.S.C. 1440(b)(3)(c) other than State statute or regulation or signed interagency agreements.</p>
				<b>Descriptions</b>
		X		1. As required by Section 427 of the General Education Provisions Act (GEPA), the State has identified barriers and developed strategies to address the barriers and has provided a description of the steps the State is taking to ensure equitable access to, and participation in Part C.
		X		2. As required in 20 U.S.C. 1437(a)(3)(B) the State has provided a description of early intervention services to be provided to infants and toddlers with disabilities and their families through the statewide system.
X				3. As required in 20 U.S.C. 1437(a)(5) the State has provided a description of the uses for which funds will be expended in accordance with this part. <i>(See Section III.)</i>
			X 06-30-06	4. As required in 20 U.S.C. 1437(a)(6) the State has provided a description of its policies and procedures that require the referral for early intervention services under this part of a child under the age of 3 who – (A) is involved in a substantiated case of abuse or neglect; or (B) is identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure.
		X		5. As required in 20 U.S.C. 1437(a)(7) the State has provided a description used to ensure that resources are made available under this part for all geographic areas within the State.

Check and enter date(s) as applicable. Enclose relevant documents.			<b>N = 'New' Policy and/or Procedure</b> <b>R = 'Revised' Policy and/or Procedure</b> <b>OF = Policy and/or Procedure is already 'On File' with the USDOE</b>
Yes <i>(Policies, procedures, methods, and descriptions are being submitted with this application either as 'New', 'Revised', or already 'On File'.)</i>	No <i>(Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation.)</i>		
N	R	OF	State Policies, Procedures, Methods, and Descriptions
		X	6. As required in 20 U.S.C. 1437(a)(8) the State has provided a description that ensures that, prior to the adoption by the State of any other policy or procedure necessary to meet the requirements of this part, there are public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of infants and toddlers with disabilities.
		X 06-30-06	7. As required in 20 U.S.C. 1437(a)(9)(A) the State has provided a description that ensures a smooth transition for toddlers receiving early intervention services under this part (and children receiving those services under by 20 U.S.C 1435 (c)) to preschool, school, other appropriate services, or exiting the program, including a description of how: (i) the families of such toddlers and children will be included in the transition plans required 20 U.S.C. 1437(a)(9)(C); and (ii) the lead agency designated or established under 20 U.S.C. 1435(a)(10) will (I) notify the local educational agency for the area in which such a child resides that the child will shortly reach the age of eligibility for preschool services under part B, as determined in accordance with State law; (II) in the case of a child who may be eligible for such preschool services, with the approval of the family of the child, convene a conference among the lead agency, the family, and the local educational agency not less than 90 days (and at the discretion of all such parties, not more than 9 months) before the child is eligible for the preschool services, to discuss any such services that the child may receive; and (III) in the case of a child who may not be eligible for such preschool services, with the approval of the family, make reasonable efforts to convene a conference among the lead agency, the family, and providers of other appropriate services for children who are not eligible for preschool services under part B, to discuss the appropriate services that the child may receive.
		X 06-30-06	8. As required in 20 U.S.C. 1437(a)(10) the State has provided a description of State efforts to promote collaboration among Early Head Start programs under section 645A of the Head Start Act, early education and child care programs, and services under Part C.

**B. Assurances and Optional Assurance**

The State makes the following assurances and provisions as required by Part C of the Individuals with Disabilities Education Act. (20 U.S.C. 1431 et.seq.)

<i>Check and enter date(s) as applicable</i>		<b>Assurances</b> <i>(20 U.S.C. 1434;1435; and 1437(b))</i>
<b>Yes</b> <i>(Assurance is hereby provided.)</i>	<b>No</b> <i>(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)</i>	
X		1. As applicable, the assurance found in OMB Standard Form 424(B) (Assurances for Non-Construction Programs), relating to legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all Federal laws, executive orders and regulations is in place.
	X 06-30-06	2. The State has adopted a policy that appropriate early intervention services are available to all infants and toddlers with disabilities in the State and their families, including Indian infants and toddlers with disabilities and their families residing on a reservation geographically located in the State, infants and toddlers with disabilities who are homeless children and their families, and infants and toddlers with disabilities who are wards of the State; and has in effect a statewide comprehensive, coordinated, multidisciplinary, interagency system to provide early intervention services, for infants and toddlers with disabilities and their families, that meet the requirements of 20 U.S.C 1433, 1434, and 1435.
	X 06-30-06	3. The State has in effect a policy that ensures that appropriate early intervention services based on scientifically based research, to the extent practicable, are available to all infants and toddlers with disabilities and their families, including Indian infants and toddlers with disabilities and their families residing on a reservation geographically located in the State and infants and toddlers with disabilities who are homeless children and their families in accordance with 20 U.S.C. 1435(a)(2).
X		4. The State has in effect a timely, comprehensive, multidisciplinary evaluation of the functioning of each infant or toddler with a disability in the State, and a family-directed identification of the needs of each family of such an infant or toddler, to assist appropriately in the development of the infant or toddler in accordance with 20 U.S.C. 1435(a)(3).
X		5. For each infant or toddler with a disability in the State, the State has an individualized family service plan in accordance with 20 U.S.C. 1436,



Check and enter date(s) as applicable		<b>Assurances</b> (20 U.S.C. 1434;1435; and 1437(b))
<b>Yes</b> (Assurance is hereby provided.)	<b>No</b> (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		including service coordination services in accordance with such service plan. (20 U.S.C. 1435(a)(4)) See <i>optional technical assistance checklist in Section V</i> for all provisions of 20 U.S.C. 1436.
X		6. The State has a comprehensive child find system, consistent with Part B, including a system for making referrals to service providers that includes timelines and provides for participation by primary referral sources and that ensures rigorous standards for appropriately identifying infants and toddlers with disabilities for services under this part that will reduce the need for future services. (20 U.S.C. 1435(a)(5))
	X 06-30-06	7. The State has a public awareness program focusing on early identification of infants and toddlers with disabilities, including the preparation and dissemination by the lead agency designated or established under 20 U.S.C. 1435(a)(10) to all primary referral sources, especially hospitals and physicians, of information to be given to parents, especially to inform parents with premature infants, or infants with other physical risk factors associated with learning or developmental complications, on the availability of early intervention services under this part and of services under 20 U.S.C. 1419, and procedures for assisting such sources in disseminating such information to parents of infants and toddlers with disabilities. (20 U.S.C. 1435(a)(6))
X		8. The State has a central directory that includes information on early intervention services, resources, and experts available in the State and research and demonstration projects being conducted in the State. (20 U.S.C. 1435(a)(7))
	X 06-30-06	9. The State has a comprehensive system of personnel development, including the training of paraprofessionals and the training of primary referral sources with respect to the basic components of early intervention services available in the State that  (A) includes--  (i) implementing innovative strategies and activities for the recruitment and retention of early education service providers; (ii) promoting the preparation of early intervention providers who are fully and appropriately qualified to provide early intervention services under this part; and (iii) training personnel to coordinate transition services for infants and toddlers served under this part from a program providing early intervention services under this part and under part B (other than 20 U.S.C. 1419), to a preschool program receiving funds under

Check and enter date(s) as applicable		<b>Assurances</b> (20 U.S.C. 1434;1435; and 1437(b))
<b>Yes</b> (Assurance is hereby provided.)	<b>No</b> (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		20 U.S.C. 1419, or another appropriate program; and (B) may include-- (i) training personnel to work in rural and inner-city areas; and (ii) training personnel in the emotional and social development of young children.  (20 U.S.C. 1435(a)(8)(A) and (B))
X		10. The State has policies and procedures relating to the establishment and maintenance of qualifications to ensure that personnel necessary to carry out this part are appropriately and adequately prepared and trained, including the establishment and maintenance of qualifications that are consistent with any State-approved or recognized certification, licensing, registration, or other comparable requirements that apply to the area in which such personnel are providing early intervention services, except that nothing in this part (including this paragraph) shall be construed to prohibit the use of paraprofessionals and assistants who are appropriately trained and supervised in accordance with State law, regulation, or written policy, to assist in the provision of early intervention services under this part to infants and toddlers with disabilities. (20 U.S.C. 1435(a)(9)).
X		11. The State has a single line of responsibility in a lead agency designated or established by the Governor for carrying out – (A) the general administration and supervision of programs and activities receiving assistance under 20 U.S.C. 1433, and the monitoring of programs and activities used by the State to carry out this part, whether or not such programs or activities are receiving assistance made available under 20 U.S.C. 1433, to ensure that the State complies with this part; (B) the identification and coordination of all available resources within the State from Federal, State, local, and private sources; (C) the assignment of financial responsibility in accordance with 20 U.S.C. 1437(a)(2) to the appropriate agencies; (D) the development of procedures to ensure that services are provided to infants and toddlers with disabilities and their families under this part in a timely manner pending the resolution of any disputes among public agencies or service providers; (E) the resolution of intra- and interagency disputes; and (F) the entry into formal interagency agreements that define the financial responsibility of each agency for paying for early intervention services (consistent with State law) and procedures for resolving disputes and that include all additional components

Check and enter date(s) as applicable		<b>Assurances</b> (20 U.S.C. 1434;1435; and 1437(b))
<b>Yes</b> (Assurance is hereby provided.)	<b>No</b> (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)	
		necessary to ensure meaningful cooperation and coordination. See <i>optional technical assistance checklist in Section V for full provisions of 20 U.S.C. 1440.</i>  (20 U.S.C. 1435(a)(10)(A)-(F)).
X		12. The State has a policy pertaining to the contracting or making of other arrangements with service providers to provide early intervention services in the State, consistent with the provisions of Part C, including the contents of the application used and the conditions of the contract or other arrangements. (20 U.S.C. 1435(a)(11))
X		13. The State has a procedure for securing timely reimbursements of funds used under this part in accordance with 20 U.S.C. 1440(a). See <i>optional technical assistance checklist in Section V for full provisions of 20 U.S.C. 1440.</i> (20 U.S.C. 1435(a)(12)).
X		14. The State has procedural safeguards with respect to programs under this part, as required by 20 U.S.C. 1439. (20 U.S.C. 1435(a)(13)) See <i>optional technical assistance checklist in Section V for full provisions of 20 U.S.C. 1415 and 1439.</i>
X		15. The State has a system for compiling data requested by the Secretary under section 618 that relates to this part. (20 U.S.C. 1435(a)(14) and 1442)
	X 06-30-06	16. The State has a State interagency coordinating council that meets the requirements of 20 U.S.C. 1441. (20 U.S.C. 1435(a)(15)) See <i>optional technical assistance checklist in Section V for full provisions of 20 U.S.C. 1441.</i>
X		17. The State has policies and procedures to ensure that, consistent with 20 U.S.C 1436(d)(5): A) to the maximum extent appropriate, early intervention services are provided in natural environments; and B) the provision of early intervention services for any infant or toddler with a disability occurs in a setting other than a natural environment that is most appropriate, as determined by the parent and the individualized family service plan team, only when early intervention cannot be achieved satisfactorily for the infant or toddler in a natural environment. (20 U.S.C. 1435(a)(16))
X		18. The State ensures that Federal funds made available under 20 U.S.C. 1443 will be expended in accordance with this part. (20 U.S.C.

<i>Check and enter date(s) as applicable</i>		<b>Assurances</b> <i>(20 U.S.C. 1434;1435; and 1437(b))</i>
<b>Yes</b> <i>(Assurance is hereby provided.)</i>	<b>No</b> <i>(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)</i>	
		1437(b)(1)
X		19. The State ensures that it will comply with the requirements of 20 U.S.C. 1440. (20 U.S.C. 1437(b)(2))
X		20. The State ensures that the control of funds provided under 20 U.S.C. 1443, and title to property derived from those funds, will be in a public agency for the uses and purposes provided in this part and that a public agency will administer such funds and property. (20 U.S.C. 1437(b)(3))
X		21. The State ensures that provisions shall be made for-- (A) making such reports in such form and containing such information as the Secretary may require to carry out the Secretary's functions under this part; and (B) keeping such reports and affording such access to the reports as the Secretary may find necessary to ensure the correctness and verification of those reports and proper disbursement of Federal funds under this part. (20 U.S.C. 1437(b)(4))
X		22. The State ensures that the Federal funds made available under 20 U.S.C. 1443 to the State-- (A) will not be commingled with State funds; and (B) will be used so as to supplement the level of State and local funds expended for infants and toddlers with disabilities and their families and in no case to supplant those State and local funds. (20 U.S.C. 1437(b)(5))
X		23. The State ensures that fiscal control and fund accounting procedures will be adopted as may be necessary to ensure proper disbursement of, and accounting for, Federal funds paid under 20 U.S.C. 1443 to the State. (20 U.S.C. 1437(b)(6))
	X 06-30-06	24. The State ensures that policies and procedures have been adopted to ensure meaningful involvement of underserved groups, including minority, low-income, homeless, and rural families and children with disabilities who are wards of the State, in the planning and implementation of all the requirements of Part C. (20 U.S.C. 1437(b)(7))
X		25. The State assures that it shall provide other information and assurances as the Secretary may reasonably require by regulation. (20 U.S.C. 1437(b)(8).

<i>Check and enter date(s) as applicable</i>		<p><b>Assurances</b> (20 U.S.C. 1434;1435; and 1437(b))</p>
<p><b>Yes</b> (Assurance is hereby provided.)</p>	<p><b>No</b> (Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)</p>	
		<b>Optional Assurance</b>
X		<p><i>Enter 'NA' in the cells to the left if this assurance is not applicable.</i></p> <p>26. The State has adopted a policy that includes making ongoing good-faith efforts to recruit and hire appropriately and adequately trained personnel to provide early intervention services to infants and toddlers with disabilities, including, in a geographic area of the State where there is a shortage of such personnel, the most qualified individuals available who are making satisfactory progress toward completing applicable course work necessary to meet the standards described in 20 U.S.C. 1435(a)(9). (20 U.S.C. 1435(b))</p>

**C. Certifications**

The State Lead Agency is providing the following certifications:

<b>Yes</b>	
X	<p>1. The State certifies that ED Form 80-0013, <i>Certification Regarding Lobbying</i>, is on file with the Secretary of Education.</p> <p>With respect to the <i>Certification Regarding Lobbying</i> the State recertifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; that the State shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR Part 82, Appendix B); and that the State Agency shall require the full certification, as set forth in 34 CFR Part 82, Appendix A, in the award documents for all sub awards at all tiers.</p>
X	<p>2. The State certifies that it has met the certifications in the Education Department General Administrative Regulations (EDGAR) at 34 CFR §80.11 relating to State eligibility, authority and approval to submit and carry out the provisions of its State application, and consistency of that application with State law are in place within the State.</p>
X	<p>3. The State certifies that the arrangements to establish responsibility for services provided under Part C pursuant to 20 U.S.C. 1440(b) are current as of the date of this Application certification. (20 U.S.C. 1437(a)(2) and 1440). <i>See Item 6 in</i></p>

	<p><i>Section II.A above regarding including, with this Application for the Secretary's review, 'other appropriate written methods' to meet the requirements of 20 U.S.C. 1440(b). Also see the optional technical assistance checklist in Section V for the full provisions of 20 U.S.C. 1440.</i></p>
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**D. Statement**

I certify that the State of **Virginia** has provided the policies, procedures, methods, descriptions, and assurances checked as 'yes' in Sections II.A and II.B and the certifications required in Section II.C of this application. These provisions meet the requirements of Part C of the Individuals with Disabilities Education Act as found in PL 108-446. The State will operate its Part C program in accordance with all of the required policies, procedures, methods, descriptions, assurances and certifications.

If any policies, procedures, methods, descriptions, and assurances have been checked 'no', I certify that the State will operate throughout the period of this grant award consistent with the requirements of the IDEA as found in PL 108-446 and any applicable regulations, and will make such changes to existing policies and procedures as are necessary to bring those policies and procedures into compliance with the requirements of the IDEA, as amended, as soon as possible, and not later than July 1, 2006. (34 CFR §76.104)

I, the undersigned authorized official of the

**Commonwealth of Virginia**

**Department of Mental Health, Mental Retardation and Substance Abuse Services**

*(Name of State and official name of State lead agency)*

I am designated under Part C by the Governor of this State to submit this application for FFY **2005** funds under Part C of the Individuals with Disabilities Education Act (IDEA).

<b>Name of Applicant:</b> <i>Commonwealth of Virginia</i>	<b>Program</b> <i>Part C of Idea</i>
<b>Printed Name and Title of Authorized Representative of the State</b>  <b>Jane H Woods, Secretary Health and Human Resources</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Name of Applicant:</b> <i>Commonwealth of Virginia</i>	<b>Program</b> <i>Part C of Idea</i>
<b>Printed Name and Title of Authorized Representative of the State</b>  <b>James S. Reinhard M.D., Commissioner Department of Mental Health, Mental Retardation &amp; Substance Abuse Services</b>	
<b>Signature:</b>	<b>Date:</b>

**Section III**

**A. Description of Use of Part C Funds for the Lead Agency**

**Provide totals for the number of lead agency administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds. Provide a general description of the duties that the positions entail.**

<b>Positions Funded</b>	<b>Number of Positions</b>	<b>Salaries &amp; Fringe Benefits</b>	<b>Description of Duties</b>
<i>100% funded with Part C Funds</i>	Part C Coordinator 1 FTE	\$93,635: Includes additional cost.	Establishes policy and sets overall priorities for the Part C program in Virginia in coordination with the EIIMT; Coordinates VICC activities with Part C program priorities; Identifies and facilitate state and local use of available financial resources to support the service delivery system; Integrates federal requirements and develops policy and direction for statewide early intervention initiatives, including development of state applications; Serves as liaison to state agencies, national offices, and legislative initiatives; Supervises Part C staff in daily operations of the Part C program, supporting VICC activities, and providing technical assistance to LICCs and training of personnel for local implementation of Part C.
<b>TOTAL 100% FUNDED WITH PART C FUNDS</b>	<b>1 FTE</b>	<b>\$93,635</b>	
<i>&lt; 100% funded with Part C Funds</i>	Director of Child & Family Services	\$15,297	Oversees the overall operations of children services to include early intervention, family services of family support, child day care and Part C initiatives for the Office of MR Services;

	.15 FTE		<p>Sets direction for the Lead Agency in facilitating implementation of the statewide early intervention system.</p> <p>Serves as liaison to other department offices, other State agencies, and legislative initiatives;</p> <p>Supervises Part C Coordinator and Technical Assistance staff.</p> <p>Manages fiscal expenditures of the Part C Office; and</p> <p>Provides administrative input into Part C planning and policy development.</p>
	Director of Grants Management .18FTE	\$18,359	<p>Develops locality budget and report format;</p> <p>Monitors overall Part C Grant budget and expenses;</p> <p>Monitors Part C contractual expenses;</p> <p>Assists with budget development; and</p> <p>Prepares monthly expenditure report.</p>
	Community Services Liaison .27 FTE	\$17,244	<p>Reviews applications for funding;</p> <p>Participates in financial workgroups;</p> <p>Assists with contract development;</p> <p>Provides technical Assistance to providers on fiscal issues; and</p> <p>Assists with fiscal related training.</p>
	Part C Funding Accountant .50 FTE	\$16,764	<p>Issues semi-monthly Part C payments to fiscal agents;</p> <p>Prepares consolidated reports on direct services; and</p> <p>Reviews and compiles quarterly reports from fiscal agents.</p>
	Part C Systems Analyst .67 FTE	\$40,513	<p>Manages Part C databases; and</p> <p>Designs and prepares Part C reports from databases.</p>
	Administrative Services .15 FTE	\$10,871	<p>Oversees contract development; processing; and implementation.</p>
<b>TOTAL &lt; 100% FUNDED WITH PART C FUNDS</b>	<b>6 POSITIONS = 1.92 FTE &lt; 100% FUNDED</b>	<b>\$119,048</b>	
<b>TOTAL</b>		<b>\$212,683</b>	
Operations: Includes travel for all staff including contractual,		<b>\$105,525</b>	



telecommunications, training supplies, printing and other operating expenses including mediation.			
<b>TOTAL ADMINISTRATIVE FUNDS</b>		<b>\$318,208</b>	

**B. Maintenance and Implementation Activities for the Lead Agency**

List major activities. Activities could include Comprehensive System of Personnel Development, contracted staff to provide technical assistance and data analysis, and expenses to administer the program not included under "Administrative Positions." *(Add columns and rows as needed.)*

<b>Major Activity</b>	<b>Part C Funds to be Spent</b>	<b>Description of Activities</b>
Training and Technical Assistance	\$528,527	Technical assistance and consultation continues to be provided under contract to assist with local implementation. Funds in this category support personnel, travel expenses, and contracts administration. Costs incurred for 3.5 FTE's providing support and technical assistance to LICCs and local service providers, supporting implementation of statewide priorities and local plans, staffing one or more committees of the state council.
Personnel Development	\$120,000	Costs incurred for contract for curriculum development and training to ensure adherence to the federal requirement of a Comprehensive System of Personnel Development.
Monitoring and Supervision	\$295,000	Costs incurred for 2.5 FTE contractual positions for developing and implementing mechanisms for ensuring statewide system of monitoring and evaluation to ensure local compliance with federal and state part regulations, policies, and procedures; Coordinating activities of the Monitoring & Evaluation Task Force;  Participating in on-site monitoring visits and providing guidance to local systems for ensuring continuous improvement; and  Evaluate monitoring and evaluation data and prepare reports and recommendations for consideration by the Lead Agency, the state management team, and the state council.
Web-based Data Management	\$41,200	Costs incurred for web-based management and analysis of data collected from monitoring activities, evaluation and

		research consultation etc.
Infant & Toddler On-line Tracking System (ITOTS) Data Management Enhancements	\$221,779	Expansion of the on-line data tracking system in order to collect, analyze and report information that is federally required.
Public Awareness	\$68,500	Costs incurred for on-going public awareness activities.
Family Networking and Involvement	\$131,542	Family network and involvement (ARC of Virginia). Costs incurred for state family representative, partners with the state agency management team, networks with families identifying family issues to the state. In addition, 3 regional parent representatives assist with local and regional family networking on a part-time basis. Costs include personnel, travel, and administrative costs.
Central Directory	\$51,024	Costs incurred for sub-contract with United Way for central directory, toll-free number, information about Virginia's Part C services for infants and toddlers with disabilities as well as referral to local early intervention central points of entry and to regional Part C parent representatives.
State ICC	\$18,312	Costs incurred for activities, travel and meetings of the state interagency council. The state councils, its committees and task forces meet at least quarterly. Public space is reserved for meetings whenever possible. Actual meeting expenses include food, materials and supplies.
<b>TOTAL</b>	<b>\$1,475,884</b>	

<b>TOTALS</b>	<b>Positions</b>	<b>Amount of Part C Funds</b>
Description of Use of Part C Funds for the Lead Agency-Administrative Positions	<b>1 FTE and 6 &lt; 100% = 1.92 FTE</b>	<b>\$212,683</b>
Administrative Operational Costs		<b>\$105,525</b>
Maintenance and Implementation Activities		<b>\$1,475,884</b>

for the Lead Agency		
Direct Services- (See below)		<b>\$11,544,704</b>
Contingencies for Direct Services and One-time Expenses for Federally Required Components		<b>\$300,000</b>
<b>TOTALS</b>	<b>Part C Funds Granted</b> <b>\$13,638,796</b>	<b>Part C Funds Budgeted</b> <b>\$13,638,796</b>

**C. Description of Use of Part C Funds for the Interagency Coordinating Council (ICC)**

Provide totals for the number of ICC administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds. Provide a general description of the duties that the positions entail.

Positions Funded	Number of Positions	Salaries & Fringe Benefits	Description of Duties
<i>100% funded with Part C Funds</i>	NA		
<i>&lt; 100% funded with Part C Funds</i>	NA		

**Maintenance and Implementation Activities for the Interagency Coordinating Council (ICC)**

List major activities. Activities could include training, support for the ICC (travel), and other implementation and development activities of the ICC. *(Add columns and rows as needed.)*

Major Activity	Part C Funds to be Spent	Description of activities
NA		

**E. Direct Services**

Describe the direct services the State expects to provide including information about **each** type of service, the approximate amount of funds for the service, and a summary of the methods to be used to provide

the service. If State employees provide direct services, include salary, fringe, % Part C, and description of duties. (Add columns and rows as needed)

<b>Direct Service</b>	<b>Part C Funds To be Spent</b>	<b>Summary of methods to be Used to Provide the Service-</b>
		Approximately \$11,544,704 million (Part C federal funds of \$8,419,704 plus state funds of \$3,125,000) is to be allocated to localities for direct services for FY 05. Local fiscal agents are allocated funds on behalf of the LICCs for purposes of providing direct services as well as planning, development and implementation. LICCs must prioritize use of Part C funds for the provision of evaluation and assessment, development and implementation of the IFSP, and the provision of service coordination to each eligible infant/toddler and their family. Each LICC submits a budget to the Lead Agency that identifies and justifies how funds will be used. Based upon approval of the local budget, a contract is developed for dissemination of funds. Expenditure reports are submitted to ensure accountability for the use of Part C Funds. The following estimates are provided based on the type of service provided and represents an estimated amount of Part C funds that will be used for each direct service.
Assistive Technology	\$22,029.10	0.191%
Audiology	\$44,058.20	0.382%
Evaluation and Assessment	\$1,154,470.40	10%
Family training, counseling, home visits	\$30,954.69	0.268%
Health Services	\$759.62	0.007%
Medical Services (diag/eval)	\$1,709.15	0.015%
Nursing	\$3,038.50	0.026%
Nutrition	\$16,711.73	0.145%
Occupational Therapy	\$955,986.95	8.281%
Physical Therapy	\$1,786,920.78	15.478%
Psychology	\$9,875.11	0.086%
Service Coordination	\$3,706,965.68	32.11%

Social Work	\$21,934.15	.019%
Special Instruction	\$1,091,484.90	9.454%
Speech Language Pathology	\$2,602,282.31	22.541%
Transportation	\$12,533.80	0.109%
Vision	\$37,031.68	0.321%
Other Entitled Part C Services	\$45,957.26	0.398%
<b>TOTAL</b>	<b>\$11,544,704.00</b>	100%

Direct Service Employees (Discipline)	Salary and Fringe	% Part C	Description of Duties
NA			

**F. Description Of Optional Use Of Part C Funds** *(For States that Do Not Provide Direct Service for At-Risk Infants and Toddlers)*

Describe activities to strengthen the statewide system for at-risk infants and toddlers. This could include establishing linkages with appropriate public or private community-based organizations, and supporting personnel who identify and evaluate at-risk infants and toddlers, make referrals and conduct periodic follow-up. *(Add columns and rows as needed.)*

Description of Activity	Amount of Funds
NA	

**G. Activities by Other Agencies**

If other agencies receive a portion of the Part C federal funds, include the name of the agency, the approximate amount of funds each agency will receive, and a summary of the purposes for which the funds will be used. *(Add columns and rows as needed.)*

Agency Receiving Funds	Amount of Funds	Purpose
NA		


**Section IV**

**A. System of Payments / Use of Insurance / Program Income**

The State

does (check as applicable)

does not (check as applicable)

have a system of payments for Part C services under 20 U.S.C. 1432(4)(b) which may include use of public and/or private insurance or family fees, such as a sliding scale. Any family fees are treated as 'program income' for purposes of 34 CFR §80.25 and are not included in the State's determination of State and local expenditures for purposes of 20 U.S.C. 1437(b)(5)(B). *Note: If the State has adopted new or has revised its existing policies and procedures regarding its system of payments it must submit these new and/or revised policies and procedures under Item 5 in Section II.A above.*

**B. Restricted Indirect Cost Rate/Cost Allocation Plan Information**

*(Note: To be completed if Lead Agency is not State Educational Agency.)*

If the lead agency is not a State Educational Agency, please check applicable status below and enclose appropriate documentation for this Federal Fiscal Year.

Current restricted indirect cost rate or cost allocation plan has been approved by State's cognizant Federal agency and is in effect for this Federal Fiscal Year. *(Attach a copy of the approved restricted indirect cost rate agreement or cost allocation plan.)*

Current restricted indirect rate or cost allocation plan expires on \_\_\_\_\_ and the State is in the process of negotiating a new restricted indirect rate agreement or cost allocation plan that will be in effect on \_\_\_\_\_. The State will continue to apply the previously approved restricted indirect cost rate or cost allocation plan until a new rate or plan is negotiated and approved by the State's cognizant Federal agency. *(Attach a copy of the previously approved restricted indirect cost rate agreement or cost allocation plan.)*

No indirect costs are charged to the Part C grant. The total amount of the Federal Part C grant is used for allowable direct costs.

Other explanation attached