

AEA Juvenile Home Budget Non Fiscal Data Collection Fiscal Year 2017

Overview

General Information

- Financial activity is included in the AEA Budget, which has separate forms and instructions and is reported to the Department via the AEA Certified Budget application accessed through the [Iowa Education Portal](#).

Due Dates

- Due date for the Juvenile Home Non-Fiscal Program Budget for FY 2017 is January 1, 2016.
- Due date for Waiver Requests is January 1, 2016.
- Due date for the AEA budget, which includes the juvenile home fund financial activity, is February 10, 2016.

Filing Method

1. All AEAs will submit the Juvenile Home non-fiscal Budget electronically on the secure data collection website accessed through the [Iowa Education Portal](#). This portion is due on January 1, 2016.
2. All AEAs will submit the AEA Budget, including financial activity for the Juvenile Home Fund in the AEA Certified Budget application. This portion is due on February 10, 2016.
3. The educational program of the juvenile home and the provision of services to juvenile home students pursuant to IEPs will be evaluated as part of the AEA's normal accreditation (CSIP/APR) process.
4. The request form on which the Juvenile Home requests an educational program from the AEA can be found on the [Budgets, Area Education Agencies](#) webpage.

Waivers

Waiver petitions are due on January 1, 2016, or with a timely filed amendment on or after July 1, 2016, and on or before May 31, 2017.

The Uniform Waiver Provisions provide guidance on filing petitions for waivers from 281 IAC 63.21(282). Waiver petitions are formal, written documents from agency to agency. The petition is made in writing by the Chief Administrator of the AEA to the Department of Education. Requests are mailed to: Finance, Facilities and Operation Services Team, Department of Education, Grimes State Office Building, 400 E. 14th St., Des Moines, Iowa 50319-0146, or emailing the Department's contact (information below). The petition for waiver shall include the following information where applicable:

1. Name, address, and telephone number of the person requesting the waiver.
2. Description and citation of the specific rule from which a waiver is requested.
3. The specific waiver or variance requested, including the precise scope and duration.
4. The relevant facts and reasons in sufficient detail that the petitioner believes would justify a waiver, including the following:
 - The application of the rule in the specific case would result in undue hardship on the AEA for which the waiver is requested.
 - The waiver from the requirement of the rule in the specific case would not result in unequal treatment of the AEAs.
 - The waiver from the requirement of the rule in the specific case would not prejudice the substantial legal rights of any person.
 - The waiver from the requirement of the rule in the specific case would clearly be in the public interest.
 - The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law.
5. A history of any prior contacts between the department and the petitioner relating to the proposed waiver within the last five years.
6. Any information known to the requester regarding the department's treatment of similar cases.

Questions

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Instructions for Filing the JH Non-Fiscal Budget Data Collection on the Secure Website

Instructions for Navigating on the Website

Location

[Iowa Education Portal](#)

Log in to the Iowa Education Portal

The sign-in is found under the A & A Account. The Juvenile Home Program Budget application is found under Edinfo / Finance Applications. Login ID and password are unique to each person.

Access to each application on the secure website is obtained by request through **My Profile** (upper right corner of screen). Tutorials for requests are available on the Home page.

Application Menu Screen

After all entries have been reviewed, including contact information, submit the budget by clicking on the **Certify button**. Clicking the **Certify button** on the web based data collection signifies signing the certification form and no further paperwork is necessary. The AEA will not be given credit for having completed its budget until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable.

To exit from the application, choose Exit to Application Menu from the Form dropdown and click on Go.

Go vs. Update

It is important to remember that the **Go** and **Update** buttons have very different functions. **Go** is used only to navigate from one form to another. **Go does not save any changes you may have made on the screen.** **Update** checks the data to make sure it is valid and saves the valid data to the Department of Education database.

Back and Forward Buttons

Once in the application, **do not use the back and forward buttons on your browser.** Using the back and forward buttons on the browser will cause the form indicated in the menu bar to not match the actual form shown on the page. If the back or forward buttons are used and the **Update** button is clicked, the **Update** will fail because the form menu and form itself do not match. Clicking the **Go** button will reset the form and updating will be allowed.

Time Out

The Department of Education data collection website is designed to time out a user who has been inactive on the site for thirty minutes. Inactive means no menus have been changed or the **Update** or **Go** buttons have not been clicked. This is necessary due to the amount of traffic on the website and the amount of server resources allocated to inactive users. **After entering information, be sure to click Update right away! Any information that has not been successfully updated will be lost if the user is timed out from the server.**

Red Boxes

Once data have been entered and the **Update** button has been clicked, the information is checked and validated by built-in edits. If there is a problem with any of the data, the same page will be returned with the problem areas highlighted in red. **Problem areas highlighted in red must be corrected before any information on the page will be saved.**

Instructions
Juvenile Home Program Budget
For Fiscal Year 2016-2017
(To be completed by AEAs only)

Completing and submitting this form constitutes filing and certifying a budget.

This form has a separate add screen to input juvenile home facility information. Click the **Add** button to go to the input screen. On the add screen, input the facility's district number or select from the name query. The facility's district number is an 8-digit number beginning with the 4-digit district number of the school district in which the facility is located. To view the list of juvenile home facilities located within the AEA, enter 8 in the facility number box and click Enter. A dropdown list will appear from which the facility may be chosen..

Next enter the number of teachers the AEA provides for that facility. Do not include any teachers whose costs are billed by the AEA to the districts of residence of students served pursuant to an IEP. In determining FTE, utilize an eight-hour day, forty-hour week. If an employee is full-time, utilize a 1.0 for the FTE. If the employee is less than full-time, utilize a decimal to the nearest hundredth (2 decimal places) to represent the employee's FTE. For example, a teacher who works 3 days a week, 24 hours out of 40 hours, would be represented as a 0.60 FTE. *Do not add additional FTE for summer session.*

Next enter the number of aides the AEA provides for that facility. Do not include any aides whose costs are billed by you to the districts of residence of students served pursuant to an IEP. Determine FTE in the same way described for teachers above. *Do not add additional FTE for summer session.* Do not include the FTE for the portion of aides funded by a state or federal grant that supplements rather than supplants the juvenile home program. These are part of the general fund program and not the juvenile home program.

Next enter the Average Daily Membership (ADM) of students who meet all of the following criteria: Of school age, Iowa resident, has not received a high school diploma or its equivalent (GED), is enrolled in the AEA's instructional program, and is living in a juvenile home facility located within the AEA. Out-of-state students and students served pursuant to an IEP would be billed to their districts of residence. Do not include the ADM of students for whom the AEA is paid tuition. Round to the nearest hundredth (2 decimal places). Give the ADM for each juvenile home. Calculate ADM for the regular school year without summer session. Average daily membership (ADM) means the average obtained by dividing the aggregate days of attendance for the school year plus the aggregate days of absence by the total number of student contact days (generally 180 days). Student contact days are the days during which the educational program is provided and students are under the guidance and instruction of the instructional professional staff. A student is considered in membership from the date of enrollment in the instructional program until the date of leaving the juvenile home, withdrawing from the educational program, or receiving a high school diploma or its equivalent (GED), whichever occurs first. School age is defined pursuant to Iowa Code chapter 282 as a person between 5 and 21 years of age on September 15 of the school year. Children in pre-kindergarten must be served pursuant to an IEP and therefore would be billed to the resident district and not be included in this ADM calculation. **For proposed budgets**, ADM is based on the actual ADM of the year previous to the base year unless factors are known at the time of the proposed budget that would impact the ADM in the budget year. These factors must be identified and documented in the proposed budget.

Next enter the number of continuing classrooms. A continuing classroom is one that was approved at time of budget, and the classroom was in the prior year's budget and claim. A regular year classroom is a 1.0 classroom if the classes are held for a 9-month period, September through May, and taught on a daily, full-time basis. A summer school classroom is counted as .1 for each month of summer school; therefore, a 6-week summer session would be counted as 0.15. Summer session includes the session on or after July 1 and starting after the regular year program, approximately June 1 through June 30. A full school year plus a full summer school session classroom is a maximum of 1.3 FTE.

Next enter the number of new classrooms. A new classroom is one that was approved at time of budget, and the classroom was not in the prior year's budget or claim. Typically, a new classroom results from the expansion of a home, or the opening of a new home.

If you do not want to add this facility, click the **Abandon** button. This will return you to the form screen.

If the information is correct, click the **Save** button. This will return you to the form screen.

Toggle between the forms using the **Add** button and **Save** button until the information is entered on each facility located within your AEA.

With each save, the form screen will display the following information:

Column 1, Facility name and District-Facility number.

Column 2, Shelter or detention descriptor.

Column 3, Number of teachers.

Column 4, Number of Aides.

Column 5, Average Daily Membership.

Column 6, Number (FTE) of Continuing Classrooms.

Column 7, Number (FTE) of New Classrooms.

After you are satisfied that the information is correct, enter the contact information and click the **certify** button.

Final Steps

This completes the instructions for responding to items on the budget form. AEA's takes the following steps after completing the budget form:

- Compare the current year's submission with fiscal data for the previous year. Large differences may indicate an error. Provide a written explanation for unusual changes in items.
- Note the due dates on the various parts and submit on or before that date.
- An independent person has reviewed the budget and compared it to the Juvenile Home Program rules to ensure compliance.
- The AEA submits both the non-fiscal budget and the fiscal budget electronically..

State Response

AEAs are responsible for timely and accurate reporting and responding to questions raised by the Department or the auditors. Personnel at the Department perform edit procedures on each budget to check for internal and longitudinal consistency. Questionable entries may be referred to the AEA for verification or correction before approval.