



Individualized Education Account (IEA) Program Spring 2019 School District Training

IEA Team: Rebecca Wright, Meg Cummins, Kristi Harris

IEA Team & Contact Information

- IEA Team:
 - Rebecca Wright, Director
 - Meg Cummins, Senior Account Specialist
 - Kristi Harris, Special Projects Coordinator
- Contact the IEA Team:
 - IEA.Questions@tn.gov
 - (615) 253-3781

IEA Web Page, Update, & Email Address

- IEA web page: <https://www.tn.gov/education/iea.html>
 - List of **IEA funding amounts** for each LEA
 - **LEA responsibility guide and EIS/SIS guide** (recently updated)
 - **IEA Training** PowerPoint for LEAs
 - List of **IEA LEA Liaisons** for each LEA
- Subscribe to **IEA Update** – monthly newsletter with updates on the IEA Program
- Contact the IEA team:
 - IEA.Questions@tn.gov
 - (615) 253-3781

Agenda

1. IEA Program Overview
2. Student Eligibility
3. IEA Funding
4. District Responsibilities
5. Questions? Feedback?

The logo consists of a red square with the letters 'TN' in white, serif font. Below the square is a dark blue horizontal bar.

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IEA Program Overview

Introduction to the IEA Program

- The Individualized Education Account (IEA) Program **was adopted by the state legislature in 2015.**
- The IEA Program creates **accounts (IEAs)** for **eligible students** with disabilities to use **public funds** for educational purposes.
- The program provides **options** for parents to **choose** the educational opportunities that best meet their child's own unique needs.

Parent & Student Rights Waived

- To enroll in the IEA Program, parents must **waive** their student's rights to:
 - services through the **Individuals with Disabilities Education Act** (IDEA) at 20 U.S.C. § 1414; and
 - a Free and Appropriate Public Education (FAPE), including all public school services.
- The student's **IEP will no longer be in effect**, and the public school district will not be required to provide any of the accommodations or services listed in the student's IEP.
- Students enrolled in the IEA program **are not eligible** for a “services plan” through their local school district.

IEA Program School Options

- Students in the IEA Program **cannot be enrolled full time** in a public school as their school of record.
- Students can either be:
 - enrolled as an **independent homeschooled student** registered with the school district, or
 - enrolled in a **private school** (including private virtual schools and home-school umbrella programs).
- Students **can transfer from one school to another** during the year at any time.

IEA Program Overview

- The program is **statewide**; a student can reside in any school district in Tennessee.
- There is **no cap** on the number of students who can participate and/or the number of IEA accounts that can be established.
- Students enrolled in the IEA Program for the **first time in Jan. 2017**.
- Student **application window for the 2019-20 school year will open in January 2019**.
 - Applications are due **April 15, 2019, by 3 p.m. CT**.
 - Students will **enroll** in the program beginning **Aug. 1, 2019**.

IEA Enrollment Update

- Approx. **40,000 students** eligible to enroll
 - **137 students** enrolled in the IEA Program for the 2018-19 IEA term.
- **School districts' IEA LEA liaisons receive monthly IEA enrollment reports** with information on:
 - The total number of students enrolled in the IEA Program in the LEA
 - The total amount of IEA funds that will be pulled for the state/local BEP for the LEA
 - Students whose applications have been approved to participate in the IEA Program



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Student Eligibility

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Student Eligibility

Students must meet the following **four** eligibility criteria to enroll in the IEA Program:

1. The student must be a Tennessee resident.
2. The student must have an **active IEP** through a public school district at the time of their application to the IEA Program.

Kindergarten Information

- If a student has an **active IEP prior to enrolling in kindergarten (i.e., in pre-K) and the IEP is active at the time of request for participation in the IEA Program**, the student will be eligible to receive an IEA without having to attend a Tennessee public school.

Student Eligibility

3. The student must have one of the following disabilities listed in their IEP as either their primary or secondary disability:
 - a. autism
 - b. deaf-blindness
 - c. developmental delay
 - d. hearing impairments
 - e. intellectual disability
 - f. multiple disabilities
 - g. orthopedic impairments
 - h. traumatic brain injury
 - i. visual impairments

Student Eligibility

4. The student must meet at least **one** of the following requirements:
 - a. was previously enrolled in a Tennessee public school during the one full school year immediately preceding the school year in which the student receives an IEA;
 - b. is entering kindergarten for the first time;
 - c. has not previously attended a school in Tennessee during the one full school year immediately preceding the school year in which the student receives an IEA, and moved to Tennessee less than one year prior to the date of enrollment in the IEA Program; *or*
 - d. received an IEA in the previous year.

Student Eligibility

- All parents **must notify the school district** in which they reside that their child is enrolled in the IEA Program.
 - This includes parents of students entering kindergarten.
 - Contact information for the IEA liaison for the school district IEA liaison is posted on the IEA web page.
 - Parents must notify school districts **before the student's first date of enrollment** in the IEA Program (Aug. 1).
 - Parents can notify districts as soon as the student application is approved.

Notification Requirements

- The notification requirements for account holders are in Chapter Four of the Parent Handbook, and in cases that include, but are not limited to:
 - Student withdrawal from the IEA Program
 - Student return to public school
 - Student graduation from high school or ageing out of the IEA Program
 - Student transfer from one nonpublic school to another
 - Student move to another school district
 - Student home address change

Term of the IEA

- A student who enrolls in the IEA Program will remain eligible until the student meets one of the following provisions (whichever occurs first):
 1. withdraws from the IEA Program (including return to a public school);
 2. moves out of Tennessee;
 3. graduates from high school (including passing the GED or HiSET); **or**
 4. reaches 22 years of age by Aug. 15 for the next school year.

Withdrawal from IEA Program

- Students **can withdraw from the IEA Program** at any time and return to the school district. Parents must:
 - **notify the TDOE and the school district** in which the student resides, and
 - report to the TDOE **which school** the student will attend, including return to the public school district.
- If the student **returns to the school district**, parents must request, in writing, an **evaluation for eligibility** in order for the student to be eligible for services.
 - The school district shall treat the request as a request for an **initial evaluation**.

Student Withdrawal LEA FAQ

- **What happens to the funds if parents choose to re-enroll students in public school?**
 - Any funds remaining in the IEA will be returned to the state treasurer to be placed in the BEP account of the education trust fund.
 - School districts will begin receiving BEP funding for students who withdraw from the IEA Program the day students enroll in the district and the district begins reporting the students using the appropriate attendance code in EIS.



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IEA Funding

How much funding will students receive?

- The maximum amount of the IEA annual payment is equal to the **per-pupil state and local funds** required through the state's education funding formula (BEP) account for the school district in which the student resides and is zoned to attend.
- This amount **does not include** federal funds *or* additional education funds that local governments contribute to the school district beyond the BEP required local match.
- The department will **subtract six percent** from this amount for administrative fees.

Funding Amount

- The average annual amount of IEA awards across the state for the 2018-19 school year is approximately **\$7,400** (minus the 6% admin fee), but will **vary across school districts**.
- A [list of the funding amounts](#) for each school district for the 2018-19 term is posted on the IEA web page.
- The funding amounts for the 2019–20 school year will be posted on the IEA web page in **July 2019**.

Funding Disbursement & Reporting

- Account holders receive funding in **ten payments** deposited into an IEA debit card account.
- Parents will have to submit **receipts and expense reports each quarter**.
 - Completed expense reports and receipts must be received before the next quarterly payment is disbursed.
 - The TDOE will review expense reports and receipts.

Misspent Funds

- To ensure the integrity of the IEA Program, the TDOE will closely monitor use of all IEA funds to ensure the funds are only spent on approved expenditures.
 - The TDOE has a **zero tolerance policy** for misuse of IEA funding.
- Account holders must **repay** all misspent funds.
- Account holders who misspend funds are subject to **removal** from the IEA Program.
- See Chapter Seven of the [IEA Parent Handbook](#).

BEP Adjustments for IEA Program

- The TDOE will make a one-time **BEP adjustment** for the school year in **June** of that year.
- Any LEA with a student(s) in the IEA Program will have their BEP payment reduced by the IEA per pupil amount listed on their **FY July Final BEP Allocation Sheet**.

BEP Adjustments for IEA Program

- **One week before the BEP payment is due to be made,** LEAs can go to ePlan and see the amount of the BEP payment in process.
- The ePlan path is:
 - Reimbursement Requests
 - State Funds
 - 141-General Purpose which should bring LEAs to the screen that shows their payments

Funding FAQs

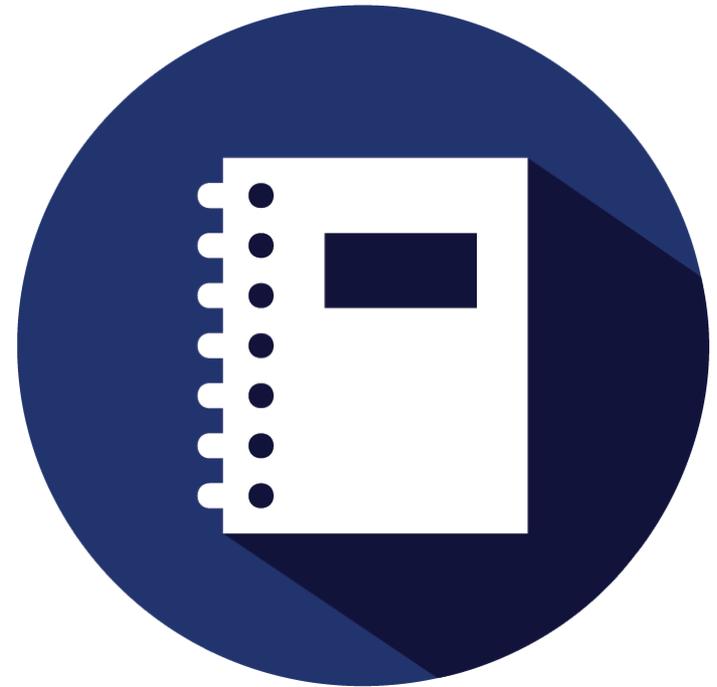
- **Must school districts include students enrolled in the IEA Program when determining the amount of federal IDEA funds to share with private schools?**
 - No. In order for a student to enroll in the IEA Program, parents waive all rights of the student to IDEA services, including associated funding.
- **Are students enrolled in the IEA program eligible for funds and accommodations through Section 504?**
 - Possibly. If a participating school or provider is a recipient of federal funds, accommodations may be available pursuant to Section 504 of the Rehabilitation Act of 1973. Students or parents should inquire of the school or provider regarding the applicability of Section 504.

Funding FAQs

- **What happens to the funds if parents choose to re-enroll students in public school?**
 - Any funds remaining in the IEA will be returned to the state treasurer to be placed in the BEP account of the education trust fund.
 - School districts will begin receiving BEP funding for students who withdraw from the IEA Program the day students enroll in the district and the district begins reporting the students using the appropriate attendance code in EIS.

Full Description of Approved Expenses

- The [IEA Parent Handbook](#) posted on the IEA web page has the complete **description** of each of the approved expenses and explains the **process** for parents to receive **pre-approval** for designated expenses.



Public School Services

- IEA funding may be used to pay for services provided through an agreement with a public school district, including individual classes and extracurricular programs.
- Account holders **may** contract with school districts to provide services to the student.
 - However, school districts are **not required** to contract with IEA account holders.
- Account holders must receive a complete paid invoice for all services (including tuition).



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**School District
Responsibilities**

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School District Responsibilities

- School districts have five main responsibilities for students who reside in the district and are enrolled in the IEA Program.
- A list of the responsibilities is posted on the [IEA webpage](#) along with the following resources:
 - [EIS & SIS Guide](#)
 - [FY19 IEA Program Funding Guide for School Districts](#)
 - [Per Pupil Funding 2018-19 \(Districts\)](#)
 - [School Districts' Responsibilities Guide](#)
 - [Sample IEA Parent Intent Form for School Districts](#)

#1: Appoint an IEA Liaison for the LEA.

- Parents of students participating in IEA Program **must notify the IEA liaison** in the school district in which the student resides that the student is enrolling in the IEA Program.
- Each district selects their IEA liaison.
- The [list of IEA liaisons](#) is posted on the IEA web page.
- Districts can update/change the IEA liaison information by emailing IEA.Questions@tn.gov

#2: Change the student's eligibility status in Easy IEP

- Special education personnel should generate an **eligibility report showing not eligible in Easy IEP**, reflecting the following option:

“The student is eligible for special education because he/she meets the State of Tennessee eligibility standards for [disability]; however, the student’s parent/guardian is declining services. The student will not receive special education or related services.”

#2: Change the student's eligibility status in Easy IEP.

- There is **no need to hold an IEP meeting** to obtain signatures; however special education personnel must indicate in the student's "Notes" section of Easy IEP that the student has been enrolled in the IEA Program.
- School districts must provide **prior written notice** before ceasing the provision of special education and related services subsequent to a parent's written revocation of consent for special education and related services.

#3: Report Students Enrolled in the IEA Program.

- Students will be **counted in the school district's enrollment** for purposes of generating **funding**, but **will not be included** in the district's **accountability**.
 - Code students enrolled in the IEA Program in **EIS** using the **IEA Classification Code #8**.
 - For the **2018-19** school year: Report students in full-time attendance using **the IEA course code 9696**.
 - For the **2019-20** school year: Report students in full-time attendance using the IEA course code **G25X35**.
 - Students should be reported in full-time attendance at the **public school the student is zoned to attend**.
- LEAs should make sure the **data in EIS is accurate** by following the instructions in the [EIS & SIS Guide](#).
 - LEAs can use the new [Visibility Tool](#) to check their EIS data.

Students Currently Enrolled in the LEA

1. Withdraw the student from the school they are currently enrolled in and/or zoned for.
 - a) Since the IEA Program is utilizing public funding, districts should always use code '4.'
 - b) LEAs should follow the existing withdraw EIS rules – see the EIS Appendix Section H.
2. Re-enroll students in the school they are zoned for, and then report students enrolled in the IEA Program in EIS using EIS classification code '8.'

Students Currently Enrolled in the LEA

- Districts should use any other applicable EIS classification codes for the student.
 - Districts can request for parents to show the district the IEA application approved by the department as proof that the student is enrolling in the IEA Program.
3. Report these students in **full-time attendance** in the public school the student would have attended using the **IEA course code (2018-19: 9696, 2019-20: G25X35)**.

Students New to LEA

If a student is entering kindergarten for the first time:

1. Enroll students in the school they are zoned for, and then report students enrolled in the IEA Program in EIS using EIS student classification code '8.'
2. Re-enroll students in the school they are zoned for, and then report students enrolled in the IEA Program in EIS using EIS classification code '8.'
 - Districts should use any other applicable EIS classification codes for the student.

Students New to LEA

- Districts can request for parents to show the district the IEA application approved by the department as proof that the student is enrolling in the IEA Program.
- 3. Report these students in **full-time attendance** in the public school the student would have attended using the **IEA course code (2018-19: 9696, 2019-20: G25X35)**.
- 4. Districts can ask parents to show the district the email from the TDOE approving their IEA application as proof that the student is eligible to enroll in the IEA Program.

Additional EIS Information

- The **last SPED funding option** in place from the student's most recent IEP will be reported by the TDOE for students participating in the IEA Program.
 - The TDOE will be responsible for retaining this information.
- **The TDOE will contact LEAs if the EIS data does not match** what is submitted in the student's IEA Application.
 - Districts are responsible for updating the information and contacting parents to verify the information, as needed.

EIS & SIS Data Entry Instructions:

1. Class Section:

- Send extract 30

2. Class Section Schedule:

- Send extract 31

3. Student Demographics:

- Send extract 40

4. Enrollment:

- Send extract 41
- If the student is withdrawn, send extract 50
- For enrollment reason, see EIS appendix D

EIS & SIS Data Entry Instructions:

5. Grade Assignment:

- Send extract 43
- This should be the grade level the student would have been in, if the student was attending the public school.

6. Student Classification:

- Send extract 44
- Use student classification code '8,' IEA Program

7. Standard Day:

- Send extract 47
- Enter school day minutes for the full day

EIS & SIS Data Entry Instructions:

8. Student Schedule:

- Send extract 48
- Use the IEA course code (2018-19: 9696, 2019-20: G25X35) for the full day

9. Attendance Data:

- Send extract 49
- Students in EIS classification code 8 and course code 9696 should be counted present each school day

EIS & SIS Data Entry Instructions:

10. If your SIS vendor requires the following information, please use the following for **Staff Member**:
- Send extract 60
 - Assign license **code 'E' – new license code** for IEA
 - Social Security Number: 867530999
 - License Number: 867530999
 - First Name: IEA
 - Last Name: Teacher
 - The district can set the date of birth, race, and ethnicity to their preferred values.
 - Staff Work Email Address: If required, enter 'IEA_Teacher@tn.gov'

EIS & SIS Data Entry Instructions:

11. Staff Member Current Assignment

- Send extract 62
- See EIS Appendix I

12. Staff Member Class Assignment

- Send extract 63

LEA Funding & Reports

- The **TDOE will pull the IEA funding** from districts' BEP allotment; districts' do not have to distribute IEA funding.
- The TDOE will send districts **monthly IEA enrollment reports** including dates of student withdrawal from the IEA Program.

#4: Re-enroll students who withdraw from the IEA Program.

- Students can withdraw from the IEA Program at any time.
 - If a student withdraws, they are still considered **either a home school or private school student**, unless/until the parent chooses to enroll the student in a public school.
- If a student **withdraws** from the IEA Program, parents must:
 - **notify the TDOE and the school district** in which the student resides; and
 - report to the TDOE **which school** the student will attend, including return to the public school district.

If Students Return to LEA

- School districts will begin receiving **BEP funding** for students who withdraw from the IEA Program the day students enroll in the district and the district begins reporting the students using the appropriate attendance code in EIS.
- If the student returns to the school district and if the parent or student requests, in writing, an evaluation for eligibility pursuant to IDEA, the school district shall treat the request **as a request for an initial evaluation under 34 C.F.R. § 300.301.**

Child Find

- Child Find **does not apply** during a student's participation in the IEA Program.
- The Child Find responsibility of the LEA continues upon a student's **return to the LEA**.
 - For example, if a child who was previously enrolled in the IEA Program returns to an LEA and the parents do not request an evaluation for initial eligibility, **a teacher of the child must still refer the child for an evaluation if a disability is suspected.**

#5: Administer TCAP assessments.

- Per state law, students participating in the IEA Program who are in grades 3–8 must take **an annual assessment in English language arts (ELA) and mathematics**.
 - Students with disabilities who would have participated in the alternate assessment, **as determined on the student's IEP**, are exempt from this requirement.
- The assessment must be either a nationally norm-referenced assessment approved by the TDOE or the TCAP assessment.
 - Students in the IEA Program **will not receive testing accommodations** on state TCAP assessments.
 - The handbook includes a list of the approved norm-referenced tests.

Where do students take the assessments?

Assessment	Private School Students	Homeschool Students
State Tests (TNReady)	Parents should contact the private school to ask them to order the tests from the state. The private school would administer the test.	Parents should contact the school district in which the student resides in order for their student(s) to take the assessment.
Norm-Referenced Tests	Parents should contact the private school to ask if the school could order and administer the test. Depending on which test the parent chooses, the test could be ordered directly from the testing company or administered through a local testing center.	Depending on which test the parent chooses, the test could be ordered directly from the testing company or administered through a local testing center.

TCAP Administration

- School districts must administer state TCAP assessments to independent home-school students in the IEA Program, if requested by the parent, if the students:
 - are in grades 3-9,
 - receive an IEA, **and**
 - reside in the LEA.
- The district should follow the IEA instructions provided by the TDOE's Assessment Logistics team.

TCAP Administration

- Students in the IEA Program must take the regular TCAP assessment.
- Students in the IEA Program would not be eligible to take the TCAP alternative assessment or receive testing accommodations on the regular TCAP.
- Students who receive IEAs cannot be medically exempt from the IEA testing requirements in state law.
- Districts must still follow Section 504 regarding accessibility to state assessments.

TCAP Administration

- The TDOE encourages, but does not require, school staff to meet with the parent and student prior to the assessment to discuss who the child is, how they are best reinforced, and any special considerations (such as needing a break or environmental preferences).

Calculation of LEA Funds Spent on Child

- When considering whether or not to apply for the IEA Program, parents of students enrolled in public schools may submit a request to their public school districts to find out **the amount of funding the school district spends on their child.**
- This should be treated as a records request under **FERPA.**
- The district must provide the information to the parent within **45 calendar days.**



Thank you!
Questions? Feedback?

IEA.Questions@tn.gov



Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.

Excellence | Optimism | Judgment | Courage | Teamwork