

**ESIT State Special Education Birth – 3 Apportionment: County Early Intervention Service (EIS)  
Rates Schedule, Adjustments and Payment Structure Protocol**

**Purpose:** To outline the process for (a) setting and adjusting the 39 County EIS Rates, (b) calculating the projected annual State Special Education Birth to 3 funding allocations for both County Lead Agencies (CLA) and non-CLA affiliated ESIT Provider Agencies under direct contract with DCYF, and (c) enrollment and billing definitions and aligned payment criteria.

**FTE Clarification:**

Full-Time Equivalent (FTE): the measurement of a child’s enrollment (1.0 = 100% of IFSP Services):

- No child can be counted by more than one ESIT Provider Agency on the Single Monthly Count Report and the monthly A-19 Invoice Voucher.
- Only the ESIT Provider Agency that holds the most current IFSP on the last business day of the month (Single Monthly Count Date) can count and bill for the child.
- Annual Average FTE (AAFTE) - Average Enrollment data for a 12-month period
- Actual Average FTE – Average Enrollment data for the current fiscal year
- Single Monthly Count – Count taken on the last business day of the month for all children that meet the established criteria for both enrollment and billing purposes. (See A-19 Billing Criteria & Payment Structure below)

Child Transfers between ESIT Provider Agencies

- If a child relocates and responsibility for services transfer between two ESIT Provider Agencies during a monthly billing cycle, the ESIT Provider Agency that holds the most current IFSP in the Data Management System (ACORN) on the last business day of the month counts and can bill for the child.

**County EIS Rates:**

The State Special Ed Funds are allocated using a Per-Child Allocation Methodology. The Per-Child Allocation Methodology is a fee for services payment method. Contractors are reimbursed using the County EIS Rates, derived from the Basic Education Allocation (BEA) rates times 1.20, for each Resident School District Catchment Area and weighted by enrollment within each county.

Four County Lead Agencies receive 100% of the County EIS Rates and must distribute 95% of the funds to ESIT Provider Agencies in the catchment areas. ESIT Provider Agencies serving the other 35 counties receive 95% and DCYF retains 5% for statewide training and support activities.

County EIS Rates will be adjusted to reflect the updated BEA rates made available by OSPI in October, January, and April of each contract year. Contract Amendments will be completed in January to adjust the annual state funding allocations to reflect the Actual Average FTE enrollment data reported to DCYF (July 1 – Nov 30).

**County EIS Rate Setting, Adjustments and Projected Annual Funding Allocation:**

July Rate Setting and Annual Funding Allocation

For the July 1 – June 30 contract cycle, the County EIS Rates will be calculated in April using the March BEA rates published by OSPI and April – March AAFTE data as reported by local ESIT Provider Agencies. Projected ESIT Provider Agencies annual allocations for July 1 – June 30, will be calculated using the County EIS Rates and April – March AAFTE data.

### October Rate Adjustment

Once the September BEA rates are made available by OSPI, the County EIS rates will be adjusted to reflect Annual Average FTE data July - June. This Rate Adjustment is effective October 1<sup>st</sup> and both CLA and non-CLA affiliated contractors will be provided updated A-19 invoices for billing.

### January Rate and Allocation Adjustment

Following the submission of the November Single Monthly Count Report due on or before December 20<sup>th</sup>, the County EIS rates will be adjusted to reflect the Dec BEA rates published by OSPI and Actual Average FTE enrollment data for July – November. These Rate and Allocation Adjustments will be effective January 1<sup>st</sup> and contractors will be sent Contract Amendments to sign, including updated A-19 invoices for billing. If the variance between the initial budget projection and mid-year adjustment is greater than a 10% change, contractors must submit a Budget Revision, using the Fiscal Workbook, within 30 days of receipt of the Contract Amendment to reflect the changes.

### April Rate Adjustment

Once the March BEA rates are made available by OSPI, the County EIS rates will be adjusted to reflect the year-to-date Actual Average FTE (Jul – Feb) enrollment data. This Rate Adjustment is effective April 1<sup>st</sup> and contractors will be provided updated A-19 invoices for billing. The February Single Monthly Count Report is due on or before March 20<sup>th</sup>.

### Year-End Reconciliation

Fiscal Year-End Allocation adjustments will be included with July 1 Contracts, if needed. The June Single Monthly Count Report is due on or before July 20<sup>th</sup> and **all A-19 invoices are due by July 31<sup>st</sup>**.

### **A-19 Billing Criteria & Payment Structure:**

#### Enrollment and A-19 Billing Reports (Single Monthly Count) Criteria

- Enrolled in an ESIT Provider Agency; **and**
- Between the ages of birth through 2 years of age and not yet 3 on the day(s) of service delivery; **and**
- Have an active IFSP: based on eligibility criteria established in ESIT State Policies and meets federal/state procedural requirements; **and**
- Be eligible for and receiving early intervention services within the same month as the monthly count day, which is the last business day of the month (RCW 43.216.580)

#### Payment Structure

Contractor payments for the State Special Education 0-3 funds are based on the timely submission of properly completed monthly A-19 invoices reflecting a breakdown by county service area of the County EIS Rate and actual number of children enrolled on the last business day of the month who meet criteria established for the A-19 Invoice. Monthly A-19 invoices are due on or before the last business day of each month for non-CLA affiliated ESIT Provider Agencies. For example, A-19 invoices for the provision of services to eligible children in September will be due no later than October 31<sup>st</sup>. CLA's will submit a monthly A-19 invoice consistent with their existing billing cycles. All properly completed invoices will be processed and paid within 30 days of receipt or sooner.