

**1. Fiscal Workbook - Budget Projection Purpose**

- a. The purpose of the Budget Projection is to demonstrate the planned use of all ESIT funds disseminated by DCYF for the provision of early support services and verify alignment of expenditures (A-19 invoices) to budget.

**2. Fiscal Workbook - Budget Projection Instructions**

- a. Detail anticipated ESIT Program Revenue & Budget for July 1 - June 30 utilizing the Estimated Revenue & Budget Projection tabs. Contractor Annual Budget Projection is due by July 31, 2025. If a subcontractor provides more than one (1) type of direct ES service, they must also complete an Annual Budget Projection (approved by Contractor) and submitted to DCYF by Sept 30, 2025.

**3. ESIT Funds**

- a. State and federal funds for the ESIT program may only be expended for ESIT required activities as described in state and federal law.
- b. In accordance with the requirements of WAC 110-400-0140(6), EIS provider agencies must bill all applicable funding sources including public and private insurance and families, prior to using state and federal funds for early intervention services. This can be documented at a systems level.
- c. All fund sources should be tracked separately.
- d. Request for additional Part C funds: Contractor must notify the DCYF in writing when funding will be expended before the end of the Contract funding period and any final request for additional funds must be received between **February 1- April 1** of the Contract period. *(see contract: Section 3.hh.(3)(a))*

<b>State Special Ed 0-3</b>	The State Special Ed 0-3 Funds is a Per-Child Allocation Methodology. Per-Child Allocation Methodology is a fee for services payment method. Contractors are reimbursed the County EIS Rate, assigned to each Resident School District Catchment Area, for each child counted on the Contractor's single monthly count report each month. 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.
<b>State ELTA (Education Legacy Trust Account)</b>	Funds must be used for the provision of direct early support services and may include administrative costs directly associated with the delivery of services. Any ELTA funding that has not been utilized by the end of contract period will revert to DCYF and will not roll forward to the next fiscal year. ELTA compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in the Contract Budget ( <i>Exhibit B</i> ).
<b>Federal IDEA Part C</b>	Funds used for the provision of direct ESIT Services in state Statute Subchapter III (Part C) - 1432.4.E., are payor of last resort. Funds must not commingle with other funds and used to supplement the level of State and local funds expended for eligible infants and toddlers with disabilities and their families, and in no case to supplant those State and local funds. Any Part C of IDEA funding that has not been utilized by end of the contract period will revert to DCYF and will not roll forward to the next fiscal year. Part C compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in Contract Budget, <i>Exhibit B</i> . If, at the end of the contract year, there is a positive balance of State funds, Part C Funds used for direct services must be paid back to DCYF.

**4. WAC110-400-0140**

**a. Use of Funds:**

- (1) Early Intervention Services (EIS) provider agencies must comply with the use of funds guidance and requirements as set forth in state and federal law.

- (2) State and federal funds for the ESIT program may only be expended for ESIT required activities as described in state and federal law.
- (3) Administrative indirect expenses must be limited to no more than ten percent of the total public moneys received by an EIS provider agency providing Part C required components or direct services.
- (4) Administrative indirect expenses must be limited to no more than five percent of the total public moneys received by an EIS provider agency acting as a pass through for state or federal funding.
- (5) Under the department's authority, local ESIT budgets will be monitored and subject to audit for allowable expenditures.
- (6) EIS provider agencies must bill all applicable funding sources including public and private insurance and families, prior to using state and federal funds for early intervention services.
- (7) Public funds for the ESIT program may not be used for transition activities required under Part B of the Individuals with Disabilities Education Act.
- (8) Under Part C, allowable transition activities may be paid for with early intervention funds. EIS provider agency participation in allowable transition activities may include the following:
  - (a) The determination of potential eligibility for Part B prior to referral to Part B.
  - (b) Transition planning and activities in the IFSP, including:
    - i. Discussions with parents and training, as appropriate, regarding future placements and other matters related to the child's transition; and
    - ii. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting.
  - (c) Facilitation and participation in the transition conference.
  - (d) Sharing of information, with parental consent.
  - (e) Attending the eligibility and IEP meeting, upon parental request.

**5. WAC 110-400-0030**

**a. Early Intervention Services:**

- 1) Assistive technology devices and services;
- 2) Audiology services;
- 3) Family training, counseling, and home visits;
- 4) Health services; (necessary to enable the infant or toddler to benefit from the other early intervention services)
- 5) Medical services; (only for diagnostic or evaluation purposes)
- 6) Nursing services;
- 7) Nutrition services;
- 8) Occupational therapy;
- 9) Physical therapy;
- 10) Psychological services;
- 11) Service coordination services;
- 12) Sign language and cued language services;
- 13) Social work services;
- 14) Special instruction;
- 15) Speech-language pathology;
- 16) Transportation and related costs (that are necessary to enable an infant or toddler and the infant's or toddler's family to receive another service described in this paragraph); and
- 17) Vision services.

**6. Budget Categories:**

- a. Personnel:** Employee salaries and wages (Regular, Sick, Holiday Salaries, Overtime) AND Benefits (Federal Withholdings (SSI, Medicaid, etc.), State Withholdings (L&I, ESD, etc.), Employee Health Insurance, Employee Pension/401K Contributions, Other Employee Benefits) under the direct supervision and control of the Contractor. If staff

have dual position titles, separate them by position title. An employee who works 40 hours a week is considered full-time. At 52 weeks a year, one full-time employee puts in 2,080 work hours a year. One way to calculate FTE is to add total hours for position types then divide by 2,080. Suppose you have 17 occupational therapists working a total of 20,800 hours in a year. That translates into 10 FTEs.] Employee Fringe/Benefits which includes federal (SSI, Medicaid, etc.) and state (L&I, etc.) withholdings, employee health insurance, employee pension/401K contributions, etc. If using any federal Part C funding, specify if they provide direct ES services.

- b. Goods & Services:** Services or activities provided in support of early support service delivery including professional development and training, developmental materials and supplies, program equipment, postage, printing, and direct rent/facilities/utilities. This category includes Child/Family specific costs aligned with individual needs described in the Individualized Family Service Plans (IFSPs) and subcontractors who provide non-direct ES services. Sign language or cued language costs should go in Personnel or Subcontracts. Facilities costs related to the provision of direct services – based on % of benefit. Equipment exceeding \$10,000 – need prior approval from ESIT (see Prior-Approval guidelines below).
  - c. Travel:** Travel costs associated with regional and/or state level meetings, service delivery travel related to program service provision (e.g. home visits, coordination), and staff training/professional development. (Mileage, Motor Pool, Rental Car, Parking, Flight, Lodging).
  - d. Subcontractors:** Subcontractors who are providing direct ES services as defined by WAC 110-400-0030. DCYF must collect detailed budget information from all ES Provider Agencies in order to distinguish between costs associated with the provision of direct ES services vs. infrastructure costs. If a subcontractor provides more than one type of direct ES service, they must also complete an annual budget projection and revenue and expenditure year-end report, approved by Contractor, and submitted to DCYF.
  - e. Indirect Administrative Costs:** Shared costs of an organization necessary to the operation and the performance of its programs. This requires the use of a cost allocation formula that confirms shared benefit commiserate with shared costs. WAC 110-400-0300 limits indirect expenses to no more than 10% of the funds received by a contractor providing direct services and no more than 5% of the funds received for contractors acting as a pass through for state and federal funds. If you are able to associate a percentage of the cost designated in support of early support services, this is a direct administrative cost and should be reflected in the appropriate budget categories.
- 7. Pre-Approval & Budget Revision Requirements:**
- a.** Budget Changes (Moving more than 10% of total allocation between budget categories OR when DCYF adjusts total allocation exceeding 10%).
  - b.** Equipment with a per unit cost of \$10,000 or more (tangible personal property, including information technology systems, that have a useful life of more than 1 year & a per-unit cost = > the lesser of the capitalization level established by non-federal entity for financial statement purposes, or \$10,000) 2 CFR 200.407.

[IDEA Pre-Approval Guidance 2 CFR 200.407](#)

- 8. Fiscal Workbook - ESIT Revenue & Expenditure Year-End Report Purpose:**
- a.** The purpose of the Revenue & Expenditure Year-End Report is to ensure DCYF can accurately report and meet the Part C obligation to coordinate ALL Early Support funds available across WA state (34 CFR 303.120(b)). It is a snapshot of a full, comprehensive, Financial Profile for each Provider Agency. It can also be used in support of equity-based requests for funding distribution.
- 9. Fiscal Workbook - ESIT Revenue & Expenditure Year-End Report Instructions:**

- a. The Report is due September 30th of the current contract year and must include revenue & expenditure data from the PREVIOUS contract period (7/1 - 6/30). Use the tab labeled 'RevExp Year End Report' to enter all fiscal data. If you subcontract with an agency that provides more than one type of direct ESIT service, you will need to collect a RevExp Year End Report from each subcontractor. You can use the tab labeled 'OptionalRevExp Report Combined' to combine your agency Year-End Report figures and any subcontractor(s) Year-End Report figures.

**10. Report Timeframe:**

- a. All work completed during the contract period of July 1st - June 30th should be included. Although it is a reimbursement-based cost structure - the report should reflect the actual revenue and costs incurred during the contract period, even though revenue/income is received after the fact.

**11. Revenue & Expenditure Categories:**

- a. The expense categories of the report align with the projected budget submitted at the beginning of the contract. Indicate the EXACT amount expended in each of the 5 categories (Personnel, Goods & Services, Travel, Subcontractors & Indirect) for all revenue/income sources. If you subcontract with an agency that provides more than one type of direct ESIT service, they will also need to complete a separate Year-End report. You can use the 'Optional RevExp Report Combined' tab to combine your agency Year-End Report figures and any subcontractor(s) Year-End Report figures.

**12. DCYF Disseminated Funds:**

- a. Part C of IDEA & ELTA funds are all cost reimbursement based. Therefore, your expenditure amounts should match the total of all A19 invoices submitted during the contract period and Revenue amounts should be the figures shown in *Exhibit B* of your contract.
- b. State Special Ed 0-3 revenue should match the total of all A19 invoices submitted during the contract period and expenditures are based on your internal accounting of contract period expenses. If you have any carryover of State Special Ed 0-3 funds from a previous year(s) - please indicate if you used those funds during this contract period for ESIT-related expenses. Any amount expended over the total revenue received should be shown in another expenditure category.
- c. Concrete Goods - Nongovernmental, non-profit ESIT provider agencies were eligible to receive state funds towards concrete goods. Funds are cost reimbursement based, therefore your A19 expenditure amounts should match the total of all A19 invoices submitted during the contract period and Revenue amounts should be the figures shown in *Exhibit B* of your contract.

**13. Other Revenue/Income Sources:**

- a. Medicaid/Apple Health - All ESIT providers must bill public insurance per SOPAF Policy & Procedures.
- b. Private Insurance - All ESIT providers must bill private insurance per SOPAF Policy & Procedures.
- c. Tri-Care - Government-managed Health care program for uniformed service members, retirees, and their families.
- d. Co-pays & Deductibles - All ESIT providers must charge co-pays & deductibles in accordance with the SOPAF Policy & Procedures.
- e. Family Fees - All ESIT providers must bill families in accordance with SOPAF Policy & Procedures.
- f. County Tax Levy's - This could include County Millage funds and any funds received from county tax levy (short-term, local property tax passed by voters of a school district that generates revenue for the district to fund programs and services that the state does not fully fund).

- g. DDA (Developmental Disabilities Administration) - Discretionary funding administered by local county government.
- h. NDC (Neuro-Developmental Centers of Excellence) from DOH - Neurodevelopmental Centers of Excellence in WA receive funding from Department of Health in support of the ESIT program.
- i. Private Contributions, Fundraising, In-Kind Donations, etc. - Collection of private donations, fundraising, or receiving in-kind donations in support of the ESIT program.
- j. United Way/Easter Seals - Receipt of funds from United Way/Easter Seals.
- k. Reserve Funds - If your organization's ESIT program utilized funds held in reserve that were needed during the contract period to support the ESIT program, indicate the amount expended from these funds.
- l. Other State or Local Funds (Rename) - If your organization receives funding from another state or local fund source not listed above - rename this field and indicate the amount of revenue received & costs expensed. Examples: MAC - Medicaid Administrative Claiming, Children & Youth with Special Healthcare Needs, TANF - Temporary Assistance for Needy Families, Local County Funds, School District/ESD Funds, Grant Funds, etc. If your organization has taken out a small business loan OR if your organization's ESIT program ran at a net loss during this period, indicate the amounts & provide details in the Notes/Comment box. This includes Indirect costs in excess of the 5% or 10% allowable max per WAC 110-400.
- m. Notes/Comment box (Optional Use) - provide any information or context needed for DCYF's report review.

**14. For Questions contact:**

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