

ESIT SFY 2021¹ State Special Education Apportionment Enrollment/Exception Reporting Instructions

Purpose: To provide a clear set of instructions for reporting enrollment for state funding to the ESIT State Leadership Office of DCYF. The enrollment reported determines state funding². By following the guidance in this set of ESIT State Apportionment Enrollment/Exceptions Reporting Instructions, the organization will secure the maximum state funding and avoid fiscal monitoring and/or audit problems.

Since enrollment is used to determine state funding, enrollment reported to DCYF must be carefully documented. Errors should be corrected promptly. Documentation must be available for fiscal monitoring by DCYF and auditing activities.

Monthly Count Dates

For SFY 2021, the monthly count dates are the first business day of September 2020 through June 2021. Beginning in SFY 2022, there will be a full twelve months (July 2021 – June 2022) of enrollment reporting.

Monthly Due Dates

The current month's original *Early Intervention Monthly Enrollment Report Form* [a.k.a. OSPI Form P-223H] and any prior month revisions are **due on or before the 15th of each month**.

Refer to Table 1.1. for actual count dates and **due dates** September 2020 through June 2021.

Table 1.1 Monthly Count Dates and Due Dates

Month	Count Date	Due Date	Month	Count Date	Due Date
July 2020	Not applicable for FY 21		January 2021	1/1/2021	1/15/2021
August 2020	Not applicable for FY 21		February 2021	2/1/2021	2/15/2021
September 2020	9/1/2020	9/18/2020	March 2021	3/1/2020	3/15/2020
October 2020	10/1/2020	10/16/2020	April 2021	4/1/2021	4/15/2021
November 2020	11/2/2020	11/16/2020	May 2021	5/3/2021	5/17/2021
December 2020	12/1/2020	12/15/2020	June 2021	6/1/2021	6/15/2021

Failure to report in the proper manner or by the due date required can result in the reduction of state apportionment funding available for distribution.

Reporting Summary

The *Early Intervention Monthly Enrollment Report Form* [a.k.a. OSPI Form P-223H] is the form used to provide enrollment data to DCYF, and serves as the basis for the formal monthly forecast report to the Washington State Caseload Forecast Council. Data from this monthly

¹ SFY 2021 starts July 1, 2020 and ends June 30, 2021.

² See companion instructions titled "ESIT State Special Education Rates & Payment Structure Protocols" for local state special education invoicing and billing report instructions.

enrollment report form feeds directly into the *Early Intervention Annual Average FTE Running Enrollment Report*.

Enrollment Report Form Exclusions

A child that does not meet all of the following criteria on the monthly count day (refer to Table 1.1) cannot be claimed for state funding and must be entered as an exclusion on the *Early Intervention Monthly Enrollment Exception Report Form*:

- Enrolled in an EIPA and
- Be between the ages of birth through 2 years of age and not yet three **on the first day of the month** and
- Have an active IFSP:
 - based on eligibility criteria established in ESIT State Policies and
 - which meets federal and state procedural requirements and
- Be eligible for and receiving early intervention services³

FTE and Annual Average FTE (AAFTE) Limitations

Full-Time Equivalent (FTE) means the measurement of a child's enrollment (1.0 = 100% of IFSP Services). A child's AAFTE is the 12-month average of the monthly FTE claimed for the program year.

- No child, including a child served by more than one EIPA can be counted as more than 1.0 FTE on the Early Intervention Monthly Enrollment Report Form on any count date.
- No child, including a child served by more than one EIPA can be counted as more than 1.0 AAFTE for any program year.
- For a child claimed for early intervention state apportionment funding by more than one EIPA, the total of all enrollment claims may not exceed 1.0 FTE on any count date and 1.0 AAFTE for any program year.

Additional Cautions Regarding the FTE and AAFTE Limitations

- For children served by more than one EIPA, exercise particular care in reporting children served in more than one EIPA to ensure the combined enrollment does not exceed the limitations above. If a child is reported by two EIPAs, the County Lead Agency or non-CLA affiliated Early Intervention Provider Agency must document and keep on file a service agreement describing how the FTE will be split and reported on the *Early Intervention Monthly Enrollment Report Form*.

Enrollment Revisions

At any time prior to the completion of the contract year, reported enrollment can be revised. How to revise reported enrollment is dependent on the time of the revisions. All revised

³ SHB 2787 states [“For the purposes of this subsection \(2\), a child is receiving early intervention services if the child has received services within a month prior to the monthly count day.”](#)

enrollment report forms must have an original signature of the authorized official of the CLA/EIPA.

- **During the current program year**, submit revisions electronically by revising the enrollment reporting form in the DMS for the month, submitting the revised data, and notifying the ESIT Accountability & Quality Improvement Manager of the revision. Be sure to retain signed revised reports. Revisions made to prior months between October 2020 and June 2021 must be submitted on or before the 10th of each month. Make sure to not begin a revision if the revision will not be submitted by the monthly due dates.
- **After the close of the program year**, revisions may be submitted up to 30 days following the end of the SFY. All revisions made after the closing of the program year in the DMS are submitted by paper.

If the revision occurs during the fiscal monitoring for the program year, the fiscal review team lead must be notified of the enrollment change. "During the fiscal monitoring" means between the entrance conference and the exit conference held by the fiscal review team as part of the regular federal, financial and state compliance monitoring conducted by DCYF as the state lead agency. This may happen every year or less often depending on the fiscal monitoring cycle.

To submit revisions, a current *Early Intervention Annual Average FTE Running Enrollment Report* [a.k.a. OSPI Form 1735T] should be printed and marked with the enrollment changes required. Attach the report(s) to a letter on CLA/EIPA letterhead with an authorizing signature. If applicable, the letter should indicate what status the fiscal monitoring is in for that program year. If the fiscal monitoring is in progress, the letter should indicate this and note the fiscal review team lead has been informed of the revision. This letter and the enrollment reports(s) can be scanned and emailed to DCYF or sent in the mail. The ESIT Accountability & Quality Improvement Manager should also receive a copy of the letter.