

I. GENERAL BUDGET ADMINISTRATION  
[56205(B)(1)] 56195, 56195.7(h), 56195.7(h)(4)(i)

The Santa Clara County Office of Education shall be the Administrative Unit (AU) for SELPA III Local Plan Area. Under the direction of the SELPA, the AU shall act as the fiscal agent authorized to receive, disburse and expend funds in accordance with the approval of the Executive Council to implement the Agreement for Services as Administrative Unit, Local Plan and other requirements of law. The SELPA director is authorized by the Executive Council to implement the SELPA III Policies on behalf of the Executive Council and the SELPA. These responsibilities include but are not limited to the signing of official documents, State reports, and authorization of expenditures or distribution of funds.

SELPA III is required to submit an "Annual Budget Plan" to the California Department of Education. The Executive Council shall conduct the public hearing as required prior to submission of the plan to the California Department of Education. The purpose of the Annual Budget Plan is to provide the public with an overview of the resources available as allocated within SELPA III.

The SELPA, AU, and each LEA shall establish appropriate record-keeping procedures in accordance with State and Federal requirements, maintain accurate fiscal accounting records, and prepare and submit required fiscal reports to the appropriate authority. All LEAs participating in the Local Plan Area shall maintain fiscal accounting records in a manner that facilitates an audit by a Certified Public Accountant. The Executive Council shall approve changes in the budget for the operation of the SELPA.

A. DISTRIBUTION OF SPECIAL EDUCATION RESOURCES TO LEAs FOR OPERATION OF SPECIAL EDUCATION PROGRAMS AND SERVICES  
56205(b)(1)(A-G)

The Executive Council shall adopt policies for the allocation of Special Education Resources to LEAs. The intent is to assure access and availability of services to all eligible students through an equitable distribution system. The policy provides for distribution of the following funds:

- Distribution of State Apportionment to LEAs
- Distribution of Property Tax to LEAs
- Distribution of Federal Local Assistance revenue to LEAs
- Distribution of Federal Preschool revenue to LEAs
- Distribution of Infant Units to LEAs providing infant services
- Distribution of Inservice Grant funds to LEAs

Additional funding is generated for special education and directly received by the eligible LEA including: special education revenue limit for special day class and non-public school attendance including Extended School Year, Non-Public School Excess Costs, and Licensed Children's Institution Non-Public School reimbursement.

Each LEA will establish and maintain the appropriate accounting records in accordance with and required by State and Federal laws. LEAs shall expend these funds in accordance with all State and Federal laws.

B. FUNDING FOR SELPA AU

The SELPA Administrative Unit budget is developed by the SELPA AU and approved by the Representative Council each year. SELPAs I, II, III, IV, and VII share the cost of the Administrative Unit from their AB602 entitlement.

### C. PROCESS FOR THE UTILIZATION OF LOW-INCIDENCE FUNDS

Low Incidence Equipment Funds and Low Incidence Service Funds are restricted for use for students in the following disability categories: hard of hearing, deaf, visual disability, orthopedically impaired, and deaf-blind. Low Incidence funds are administered through the SELPA III Office. The Executive Council shall adopt a policy to guide the distribution of these funds.

Each district's share of the state Low Incidence funding, including the County Office of Education, will be calculated based on prior year December Low Incidence pupil count. Districts shall request purchases via Low Incidence Requisition Form throughout the year, through the SELPA AU Office. Any amount not spent by a district will be carried over for the district's use in the subsequent year. The SELPA AU Office will maintain the Low Incidence Equipment and Services inventory. Equipment purchased with Low Incidence funds becomes the property of the State of California and will follow students, as needed, if they move to another district within the SELPA.

Approved:  
SELPA III CAC – 11/19/15  
SELPA III Executive Council – 02/11/16