

Individuals with Disabilities Education Act, Part B (IDEA-B)

Section 611-Grants to States Program

**2023-2024 Program Narrative, Administrative, and Fiscal
Guidelines**

Adult Corrections Facilities

May 2023



COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

333 Market Street

Harrisburg, PA 17126-0333

www.education.pa.gov



Commonwealth of Pennsylvania

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Voice Telephone: (717) 783-5446

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333 Market Street, 7th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-6746, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education
Bureau of Special Education
333 Market Street, 7th Floor, Harrisburg, PA 17126-0333
Voice: (717) 783-6913, Fax: (717) 783-6139
www.education.pa.gov

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INDIVIDUALS WITH DISABILITIES EDUCATION ACT – PART B (IDEA-B)

SECTION 611 – GRANTS TO STATES

I. Program Narrative Guidelines

A. Preparing the Narrative

Narratives should be written in such a way as to show that federal funds are supplementing a viable special education program. The overall criterion to be applied in determining items which are allowable under this project is whether the program could continue if the federal funds were removed.

The IDEA-B Section 611 Adult Corrections narrative must accompany the project application. The narrative should begin with a concise description of the correction education applicant's program, including a brief demographic description. This section should not exceed one paragraph in length.

The main body of the narrative should identify the work objectives to be accomplished, a description of the activities, and the objectives and evaluation process to be used by the adult correctional facility.

Applicants are advised that the funds received as a result of this project may only support supplemental services for eligible students, as defined by both federal regulations governing IDEA and Chapter 14, Special Education Services and Programs, who have been placed in an adult correctional facility.

Job descriptions are required for all salaried personnel funded with IDEA-B funds. The job description should also include the qualifications the position requires. Please attach job descriptions for all salaried personnel funded through this project as well as job descriptions and resumes for all consultants as an appendix to the Program Narrative. Job descriptions for psychiatrists and physicians are not required.

No full-time staff member presently paid with school funds may be included among paid project staff unless:

1. The staff member will receive extra compensation for working evenings, weekends or other days that are not included as part of the school calendar; or
2. The school has hired an additional staff member using general funds to assume either part or all of the responsibilities formerly assigned to that person.

In either case, full documentation will be required. Federal regulations require that time and attendance or equivalent records must support payrolls for each individual employee charged to the project. Salaries and wages paid to employees chargeable to more than one grant program or source of funds must be supported by appropriate time and distribution records, as specified in internal control documents.

II. Final Narrative Reports

All projects are required to submit a final narrative report within 60 days following the last day of the project year. The report should be concisely written and include the number of students who participated in project activities.

Send one copy of the final narrative report to:

Shannon Eye
Division of Monitoring and Improvement-Central
Bureau of Special Education
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126

III. Additional Requirements

1. Out-of-state travel paid with project funds is prohibited unless prior approval is received from PDE's Bureau of Special Education.
2. Rental of facilities owned by the school or a corporation of which the school is an affiliate is prohibited. Copies of rental contracts must accompany project applications.
3. Equipment having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000 per unit may not be purchased without prior PDE approval.

Questions about the Program Narrative, Administrative, and Fiscal Guidelines or other program requirements should be directed to:

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Harrisburg, PA 17126
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