

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

Section 611-Grants to States Program

**2024-2025 Program Narrative, Administrative, and Fiscal
Guidelines**

Adult Corrections Facilities

July 2024



COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

607 South Drive

Harrisburg, PA 17120

www.education.pa.gov



Commonwealth of Pennsylvania

Josh Shapiro, Governor

Department of Education
Dr. Khalid N. Mumin, Secretary

Office of Elementary and Secondary Education

Dr. Carrie Rowe, Deputy Secretary

Bureau of Special Education
Dr. Carole L Clancy, Director

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:

Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
Voice Telephone: (717) 783-5446

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:

Pennsylvania Department of Education
School Services Unit Director
607 South Drive, 5th Floor, Harrisburg, PA 17120
Voice Telephone: (717) 783-6746,

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

Pennsylvania Department of Education
Bureau of Special Education
607 South Drive, 5th Floor, Harrisburg, PA 17120
Voice: (717) 783-6913,
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Table of Contents

I. Program Narrative Guidelines	1
II. Final Narrative Reports	2
III. Additional Requirements	2

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
607 South Drive
Harrisburg, PA 17120

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:

Shannon Eye
Division of Monitoring and Improvement-Central
Bureau of Special Education
Pennsylvania Department of Education
607 South Drive
Harrisburg, PA 17120
sheye@pa.gov
717-829-5113