



# Individualized Education Account (IEA) Program

2019-20 Participating School Training

# IEA Team & Contact Information

- IEA Team:
  - Meg Cummins, Account Specialist
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- Contact the IEA Team:
  - [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov)
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# IEA Webpage Resources & Update

- IEA Webpage: <https://www.tn.gov/education/iea.html>
  - Resources and information for parents and schools
- Monthly IEA Email Newsletter – *IEA Update*
  - Subscribe by going to the IEA webpage



# Agenda

1. Participating School Application Process
2. Participating Schools' Rights & Responsibilities
3. IEA Funding
4. Approved IEA Expenses

# Private School IEA Application Process

- Annually, participating schools must complete and submit a **new application** to the TDOE, along with all supporting documentation, in order to continue to participate in the IEA Program.
- The school application window for the 2020-21 school year will open in early 2020.
- School applications are accepted year-round; however, schools are encouraged to submit their application early so that:
  - Parents know which schools have been approved, and
  - Agreements are in place before prior year agreements expire on July 31.

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# Participating Schools' Rights & Responsibilities

# Participating School Rights

- A participating school is autonomous and not an agent of the state or federal government.
- The creation of the IEA Program does not expand the regulatory authority of the state, its officers, or any LEA to impose any additional regulation of nonpublic schools beyond those in statute necessary to enforce the requirements of the program.

# Participating School Rights

- Participating nonpublic schools shall be given the maximum freedom to provide for the educational needs of their students without governmental control.
- Participating nonpublic schools shall not be required to alter their creed, practices, admissions policies, or curriculum in order to accept participating students.
- For a full list of rights, see the *IEA Private School Handbook*.

# Updating School Information

- If at any time **the information submitted in the application changes**, including, but not limited to, the email address, physical address, and phone number, the school shall report the changes by emailing [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov).
- Schools must notify the TDOE within **15 calendar days** of the change taking effect.
- Failure to provide this information to the TDOE within 15 days may result in the suspension of the school's participation in the IEA Program and/or removal of the school from participating in the IEA Program.

# Graduation & Completion Form

- Participating schools must report all of their 12th grade students who participate in the IEA Program as one of the following: graduated, completed, withdrew from the school, repeating 12th grade, or other with an explanation.
- Participating schools must submit the *Graduation & Completion Form* to the TDOE by 3 p.m. CT on **June 12, 2020**.
- More information about graduation and completion rates can be found in the *IEA Private School Handbook*.

# Completing the Graduation & Completion Form

- See the '2019-20 IEA Program Participating Schools Welcome Email' to access the form.
- The completed form must be received by the TDOE by **June 12, 2020**.
- If a school does not have any students enrolled in the IEA Program who are graduating/completing high school, the school must email [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov) by June 12 to report that the school does not have any students who are graduating/completing.
- Allow up to **30 calendar days** for the form to be processed.

# Participating School Responsibilities

- Comply with **all state laws, rules, and procedures** that apply to nonpublic schools and IEA participating schools.
- Be **academically accountable** to the account holder for meeting the educational needs of the student.
- At a minimum, **annually** provide to the account holder a **written explanation of the student's progress**.
- If the student is in grades 3–8, and if requested by the parent, **annually administer** either a nationally **norm-referenced test(s) approved by the TDOE** or the **TCAP test(s)** in English language arts and mathematics.

# Participating School Responsibilities

- Certify that the school does **not discriminate** against students or applicants on the basis of race, color, or national origin.
- **Conduct criminal background checks** on employees as defined by the State Board of Education IEA Rules.
- **Exclude from employment** any person not permitted by state law to work in a nonpublic school.
- **Exclude from employment** any person who might reasonably pose a threat to the safety of students.

# Participating School Responsibilities

- Allow the TDOE to conduct **site visits** as requested.
- Upon a student's withdrawal from the school, **send all educational records** of the participating student to the school district or other school identified by the account holder.
- A full list of responsibilities can be found in the *IEA Private School Handbook*.

# Suspension and Revocation

- The TDOE may deny, suspend, or revoke a school's participation in the IEA Program if it is determined that the **school has failed to comply with the IEA rules or TDOE procedures**, including submission of required forms by the deadlines set by the TDOE.
- If a participating school is suspended or if a participating school withdraws from the IEA Program, **affected participating students remain eligible to participate in the IEA Program.**

# Account Holder Rights and Responsibilities

- See the *IEA Parent Handbook* for a complete list of the rights and responsibilities of account holders.
- By placing a student in the IEA Program, parents have agreed to:
  - **Waive all** of their student's **rights to services** under the federal Individuals with Disabilities Education Act (**IDEA**)

# Student Rights & Services are Waived

Students in the IEA Program:

- **do not receive any services or accommodations** through the public school system;
- **no longer** have an **active** Individualized Education Program (**IEP**);
- **are not eligible for the services** listed in the IEP through the public school system, including test accommodations; **and**
- **are not** able to get a **services plan** through a public school district.

# Private School Proportionate Share

- Participation in the IEA Program shall have the same effect as a parental refusal to receipt of IDEA services (20 U.S.C. § 1414).
- Therefore, if a student is enrolled in the IEA Program, the student **is not** entitled to equitable services that the school district has determined that it will make available to parentally placed private school children with disabilities.
- Private schools participating in the IEA Program **cannot accept private placement funds** for students enrolled in the IEA Program.

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**IEA Funding**

# IEA Funds

- Use of IEA funds must be for the **sole benefit of the participating student for which the IEA account is established.**
- The parent/guardian is responsible for payment of all ineligible expenses and any eligible expenses in excess of the amount of the IEA.
- The IEA Program **will not reimburse** account holders for any personal funds spent.

# Funding Distribution

- Parents of students who are approved to enroll in the IEA Program will receive access to IEA funding (state and local public education funds) through **a debit card account, the IEA account.**
  - Participating schools must be able **to run the IEA debit card** to receive payment for tuition, fees, and/or required textbooks.
  - Schools cannot hold IEA cards and run them onsite without the IEA account holder present or copy credit card information for use at a later date.

# Funding Amounts

- The average annual amount of IEA awards across the state for the 2019-20 school year is approximately **\$6,957**, but will **vary across school districts**.
- To see the amount of the IEA funding for the 2019-20 school year, go to the 'Resources' section of the IEA webpage, click 'Per Pupil Funding-Parents,' and then locate the district in which the child resides.

# Funding Disbursement

- Account holders receive funding in **10 equal payments** deposited into an IEA debit card account.
- The **approximate** dates for the IEA payments are posted on the '[Key Dates](#)' section of the IEA webpage.
  - The IEA team is not notified when disbursements are made to accounts.
  - It is **account holder's responsibility to contact the bank** or check their account online for disbursements.
  - If the IEA expense report is not approved, there will be a delay in disbursement of the next IEA payment.

# Expense Reports

- State law and the IEA Contract require account holders to **report spending of IEA funds** to the TDOE on a quarterly basis.
- All submitted receipts/invoices must include the following information:
  - Date of purchase
  - Name of provider/vendor (e.g., store name, name of the tutor/therapist who provided services to the student, etc.)
  - Description of item or service purchased (e.g., type of therapy provided, itemized list of fees for private school)
  - Amount of purchase
  - All invoices must have a zero balance or documentation showing that the invoice was paid.

# Participating School Responsibilities

- Participating schools must provide account holders with an **itemized receipt** for all qualifying expenses.
- Participating schools **cannot send parent-held IEA accounts to collections** in order to settle unpaid debts.
  - All contracts entered into are the responsibility of the private parties involved.
- Participating schools must submit to the TDOE a **financial audit** of the school conducted by a certified public accountant, if requested by the TDOE.

# Refunds

- Account holders **cannot accept any payment, refund, or rebate of IEA funds** from a provider of any goods or services for the IEA Program.
- Account holders must report refunds of prepaid tuition, fees, items, and/or services to the TDOE within **10 business days**.
- All refunds must be **returned by the school directly to the TDOE** for credit to the student's IEA account.
  - Refunds must be **received by the TDOE within 15 calendar days** of the student's withdrawal from the school.
- See the *IEA Parent Handbook* for more information.

# Refunds

- If a student withdraws from the school and transfers to another participating school or returns to the school district, **participating schools must refund the tuition and fees on a prorated basis** based on the number of days the student was enrolled in the school.
- For example,
  - if a student withdrew from a school on May 1,
  - there were 15 days of school left,
  - the IEA account holder had already pre-paid for the remainder of the school year, *and*
  - the daily tuition rate as stated on the school’s application is \$90, *then*
  - the school would refund \$1,350 ( $90 \times \$15$ ) onto the IEA debit card.

# Misspent Funds

- To ensure the integrity of the IEA Program, the TDOE will closely monitor use of all IEA funds to ensure the funds are only spent on approved expenditures.
  - The TDOE has a **zero tolerance policy** for misuse of IEA funding.
- Account holders must **repay** all misspent funds.
- See the *IEA Parent Handbook* for more information.

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**Approved IEA  
Expenses**

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# Full Description of Approved Expenses

- The *IEA Parent Handbook* posted on the IEA webpage has the complete **description** of each of the approved expenses and explains the **process** for parents to receive **pre-approval** for designated expenses.



# Approved Uses of IEA Funds

- Use of IEA funds must be for the **sole benefit of the participating student** for which the IEA account is established.
  - All expenses must be educational in nature.
- There are **15 types** of approved expenses for the IEA Program.
  - Some expenses require **pre-approval** before IEA funds can be used to pay for the expense.

# Tuition or Fees at a Participating School

- IEA account holders may use IEA funds for tuition, fees, and/or required textbooks at a **participating school**.
- Many schools charge fees in areas that are not approved by the IEA Program.
  - **Account holders are responsible** for making sure fees are an approved use of funds before they use IEA funds to pay those fees.
  - **All fees submitted must be itemized** on the receipt provided to IEA account holders.

# Disallowed Expenses

- Any expenses that do not meet the requirements in the *IEA Parent Handbook*
- IEA funds cannot be used to pay for things including, but not limited to, the following:
  - Food
  - Before- and after-school care
  - Room and board
  - Supply fees (which include consumable items/materials)
  - The following, unless required to attend a participating school:
    - Extracurricular and athletic fees,
    - Clothing
    - Field trips
  - Any expenses (including services) paid for, provided, or billed outside of the IEA contract period (Aug. 1–July 31)

# Required Textbooks Affidavit Form

- IEA funds may be used to pay for textbooks **required** by participating schools.
- Parents must submit a *Required Textbooks Affidavit Form* **before** the expense is reported in the quarterly expense report.
  - Required textbooks may be purchased before submitting this form.
  - With the form, parents must attach documentation showing that the textbooks are required by the participating school. This includes, but is not limited to, a letter from the school principal.
- A *Required Textbooks Affidavit Form* is required for **each** required textbook.

# Transferring Schools in the IEA Program

- Students enrolled in the IEA Program can transfer from one nonpublic school (including home school) to another at any time during the school year.
- Account holders are responsible for notifying the department if their student transfers to a new school by completing the *Notice of School Transfer Form*.
  - **The form must be submitted within 15 calendar days** of withdrawing from a school.

# Approved Uses of IEA Funds

- **Tuition, fees, and/or required textbooks** at an **eligible postsecondary institution**
- **Tuition or fees** for a **nonpublic online learning program** or course
- **Fees for transportation** paid to a fee-for-service transportation provider
- **Payment for purchase of a curriculum**, including any supplemental materials required by the curriculum
- **Services provided under contract** with a public school, including individual classes and extracurricular programs

# Approved Uses of IEA Funds

- **Fees for nationally standardized, norm-referenced achievement tests**, Advanced Placement examinations, or any examinations related to college or university admission
- **Debit card fees**

# Expenses that Require Pre-Approval

- **Tutoring services** provided by a tutor who meets the qualifications explained in the *IEA Parent Handbook*
- **Educational therapies or services** provided by a therapist who meets the qualifications explained in the *IEA Parent Handbook*
- **Computer hardware or other technological devices** if approved by the TDOE or a licensed treating physician and are used for students' educational needs
- **Contributions to ABLE TN savings account**
- **Contributions to Coverdell education savings account**



**Thank you!**  
**Questions? Feedback?**

[IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov)



*Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.*

**Excellence | Optimism | Judgment | Courage | Teamwork**