



Time & Effort Policy

Merit Preparatory Academy

Purpose

Merit Preparatory Academy acknowledges that the school will take federal grant funds as needed and will comply in all necessary measures accordingly and in compliance with Federal Regulation [§ 200.430](#).

Definitions

- 1) **IDEA** - Individuals With Disabilities Education Act
- 2) **ESEA** - Elementary & Secondary Education Act
- 3) **ESSA** - Every Student Succeeds Act
- 4) **USBE** - Utah State Board of Education
- 5) **FAPE** - Free Appropriate Public Education
- 6) **CEIS** - Coordinated Early Intervening Services

Policy

- 1) Time and Effort documentation of time spent by employees working within federal grants will be created and certified monthly (multiple funding sources) or semi-annually (all in one federal funding source) by signature and date of the employee working in the grant and the supervisor of the employee.
- 2) Employees who work in other areas of the school in addition to a particular federal grant, all hours of the employee will be included on the multiple programs state APR form. If the employee only worked on one federal grant then the single federal program state form will be used.
- 3) Adjustment to local fiscal efforts in certain fiscal years (34 CFR § 300.205).
 - a) For any fiscal year for which the allocation received by Merit Preparatory Academy(MPA) under Part B of the IDEA exceeds the amount the LEA received for the previous fiscal year, MPA may reduce the level of expenditures otherwise required by maintenance of efforts requirements by not more than 50 percent of the amount of that excess.
 - b) Use of amounts to carry out activities under ESEA/ESSA. If MPA exercises the authority to reduce the level of expenditures due to an increase in Part B funds, MPA must use an amount of local funds equal to the reduction in expenditures to carry out activities that could be supported with funds under the ESEA/ESSA, regardless of whether MPA is using funds under the ESEA/ESSA for those activities.
 - c) The USBE staff must prohibit MPA from reducing the level of expenditures for a fiscal year, if the USBE staff determines that:
 - i) MPA is unable to establish and maintain programs of FAPE that meet the requirements of Part B of the IDEA, or
 - ii) The USBE staff has taken action against MPA under Section 616 of the IDEA and subpart F of the regulations (Monitoring, Technical Assistance, and Enforcement).

- d) The amount of funds expended by MPA for mandatory or voluntary Coordinated Early Intervening Services (CEIS) shall count toward the maximum amount of expenditures that MPA may reduce under the requirements of this section.

References

1. Utah Code [R277-113-6](#)
2. Title 1 Handbook <https://www.schools.utah.gov/file/92d5647c-c44f-41a2-9015-a995f1ac0d06>
3. <https://www2.ed.gov/programs/osepidea/618-data/data-links.html>

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