



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

Contact Persons

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OSEP 04-06

OSEP MEMORANDUM

TO: Lead Agency Directors
Part C Coordinators
State Interagency Coordinating Council Chairpersons

FROM: Stephanie Smith Lee *Patricia J. Kead for*
Director
Office of Special Education Programs

SUBJECT: Annual Performance Report for Part C of the Individuals with Disabilities
Education Act (Part C) for Federal Fiscal Year (FFY) 2002

ACTION

REQUIRED: Submission of Annual Performance Report by March 31, 2004

As a condition of the Part C grant award, the lead agency in each State is required to submit an Annual Performance Report. The Education Department General Administrative Regulations (EDGAR) at 34 CFR §80.40 require that States submit annual performance reports regarding their actual accomplishments during the reporting period compared to established objectives. This Annual Performance Report for Part C of the Individuals with Disabilities Education Act is designed to provide uniform reporting from States and result in high-quality information across States related to performance and compliance.

The statute (see 20 U.S.C. 1441(e)(1)(D)) and Part C regulations (see 34 CFR §303.654) require that the State Interagency Coordinating Council (ICC) “submit an annual report to the Governor and to the Secretary on the status of early intervention programs for infants and toddlers with disabilities and their families operated within the State.” In an effort to reduce the reporting burden on States, the Office of Management and Budget previously approved the “Interagency Coordinating Council Certification of Annual Report,” which would enable your State to satisfy

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State Interagency Coordinating Council Chairpersons

both the EDGAR requirements for the lead agency and the Part C requirements for the ICC with a single report. If your ICC chooses this option, the attached form must be signed by the ICC Chairperson and submitted with your State's Annual Performance Report. The ICC may adopt, as its report, the information presented in the State's Annual Performance Report or indicate that it disagrees with the information.

The FFY 2002 Annual Performance Report must address the items contained in the attachment related to activities and expenditures of any Part C funds used during the specified grant period (July 1, 2002 through September 30, 2003). This information is used by this Office for a variety of purposes, including ongoing monitoring and implementation of Part C, background in preparation for the Office of Special Education Programs monitoring, data addressing the Part C performance indicators that accompany the Department's annual budget proposal, and responses to Congressional inquiries. This information, which helps explain your State's implementation of Part C (i.e., various sources of funds, expenditures, gaps in services, interagency collaborative efforts), may also be valuable information in other corollary efforts, such as State legislative and budget process or systems' improvement.

Attached you will find detailed directions and forms to use in preparing your Annual Performance Report. Please submit the Report no later than March 31, 2004, with the ICC Certification attached, as appropriate, to:

Mrs. Gwendolyn A. Gage
Management and Program Analyst
Monitoring and State Improvement Planning Division
Office of Special Education Programs
U.S. Department of Education
Mary E. Switzer Building
330 C Street, SW, Room 3617
Washington, DC 20202-2640

If you wish to submit the Annual Performance Report by e-mail, please send it to Gwendolyn Gage at Gwendolyn.Gage@ed.gov. OSEP requires an original signature on the Interagency Coordinating Council Certification of Annual Report. The tables and attachments that should be used to complete the Part C Annual Performance Report can be accessed electronically at <http://www.ed.gov/policy/speced/guid/idea/monitor/index.html>.

If you have further questions about the Annual Performance Report, please contact your Part C State Contact.

Attachments