



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

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OSEP 01-2

MEMORANDUM

TO : Part C Coordinators
State Interagency Coordinating Council Chairpersons

FROM : Kenneth R. Warlick *Kenneth R. Warlick*
Director
Office of Special Education Programs

SUBJECT: Annual Performance Report for Part C of the Individuals
with Disabilities Education Act (Part C)

As a condition of the Part C grant award, the lead agency in each State is required to submit an Annual Performance Report. For the FY 1999 Report, please report on the State's use of all Federal Part C funds used during the past fiscal year (July 1, 1999 through September 30, 2000). The Education Department General Administrative Regulations (EDGAR) require that the Annual Performance Report be submitted within 90 days after the close of the Federal fiscal year (34 CFR §80.40). Therefore, please submit your State's annual report no later than December 31, 2000.

The statute (see 20 U.S.C. 1441(e)(1)(D)) and Part C regulations (see §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 has approved the "Interagency Coordinating Council Certification of Annual Report" which would enable your State to satisfy both the EDGAR requirements for the lead agency and the Part C requirements for the ICC with a single report. If your ICC

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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. In either case, the ICC may wish to provide additional comments related to the Annual Performance Report by appending comments.

The FY 1999 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, 1999 through September 30, 2000). This information is used by this office for a variety of purposes, including ongoing monitoring of the implementation of Part C, background in preparation for OSEP monitoring, anecdotes for the Annual Report to Congress on the Implementation of the IDEA, data addressing the Part C performance indicators that accompanies the Department's annual budget proposal, and responses to Congressional inquiries. In your description of the use of Federal Part C funds, please include a categorization by the fiscal year of funds used (e.g., FY 98 funds, FY 99 funds).

In addition, we strongly recommend that you utilize the data generated for this Report as one of many sources in your State's self-assessment and continuous monitoring process. 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.

Please submit the Report, with the ICC Certification attached, as appropriate, to:

Larry Wexler
Monitoring and State Improvement Planning Division
Office of Special Education Programs
U.S. Department of Education
330 C Street, SW
Washington, DC 20202-2640

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

Attachments

PART C ANNUAL PERFORMANCE REPORT FOR FY 1998, 1999, AND 2000

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is OMB 1820-0578. The time required to complete this information collection is estimated to average 15 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Monitoring and State Improvement Planning Division, Office of Special Education Programs, U.S. Department of Education, 330 C Street, SW, MES - Room 3620, Washington, D.C. 20202-2640.**

- (1) **A description of activities** undertaken, and progress made, with regard to the status of the statewide system of early intervention services. Include a description of:
 - (a) **State agencies and their involvement** in the provision of the statewide system of early intervention; and the **results of interagency agreements** and other interagency collaborative efforts that support or enhance the statewide system of early intervention services to eligible children and their families.
 - (b) **Innovative service delivery models**, particularly in the area of natural environments (optional).
 - (c) **Sources of funding and other support** (public and private) for early intervention services, and the level of funding and type of activities supported, by source.
 - (d) **Analysis of disputes filed with the State**, including timeliness, issues, resolution for:
 - (i) State complaints;
 - (ii) Mediation; and
 - (iii) Due process hearings.

- (e) **Analysis of children referred to the child find system**, including the referral sources (Physicians and other allied health personnel, parents, child care providers, etc.).
 - (f) **Any barriers, challenges, future steps/actions** related to interagency coordination.
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- (2) **Issues that were identified in monitoring conducted by the State**; actions required to resolve them including technical assistance, sanctions, etc.; steps taken to improve State monitoring and technical assistance; and areas identified for further improvement.
 - (3) **Accomplishments** related to the State's early intervention system, including benefits received by families as a result of their participation.
 - (4) **Description (including approximate dollar amount) of how Part C funds** were used during the fiscal year.
 - (5) **Description of ongoing systemic challenges** to implementation of the early intervention system.
 - (6) **Reason for slippage** if objectives are not met.
 - (7) **Description of the State's credentialing system** for both professionals and paraprofessionals to support the implementation of the early intervention system.

States may submit their performance report electronically by sending OSEP a 3 ½ inch diskette preferably formatted in Word.

**INTERAGENCY COORDINATING COUNCIL
CERTIFICATION OF ANNUAL REPORT**

On behalf of the Interagency Coordinating Council (ICC) of _____,
I certify that the ICC ___ agrees/ ___ disagrees (*) with the information presented in the
State's Annual Performance Report for FY 1999. The Council understands that §80.40
of the Education Department General Administrative Regulations (EDGAR), requires
that the lead agency prepare an Annual Performance Report containing information
about the activities and accomplishments of the fifteen (15)-month grant period, as well
as how funds were spent. The Council has reviewed the Report for completeness of its
contents and accuracy.

We submit this Report in fulfillment of our obligation under Section 641(e) of the
Individuals with Disabilities Education Act (IDEA) to submit an annual report to the
Secretary and to the Governor on the status of the State's early intervention program
for infants and toddlers with disabilities and their families.

Signature of ICC Chairperson

Date

(*) The Council may submit additional comments related to the lead agency's
Annual Performance Report and append comments to the Report.