

ADSIS FAQ

Who may apply for ADSIS?

Eligible applicants are Minnesota public school districts and charter schools that provide direct services to K-12 students and preschool students who are part of district programs that generate general education revenue. Cooperatives, education districts and intermediate school districts may not apply on behalf of member districts

Can cooperatives apply for ADSIS?

Cooperatives, education districts and intermediate school districts may not apply on behalf of member districts. This should have no effect on the operation of ADSIS services managed by cooperatives as the cooperative can work with the member districts to submit the application.

When is the application available?

The ADSIS application is offered on a bi-annual basis. The application for FY24 and FY25 closed in March, 2023. The next application window will open in January, 2025.

How often may we apply?

Only one application per district or charter school may be submitted per application cycle. Districts must reapply each application cycle.

Is this a grant?

ADSIS is not a grant. ADSIS is state funding that comes in the form of state aid the year following expenses. The ADSIS budget goes through the special education funding formula and the district can expect to see approximately 55% reimbursement of actual expenditures from the prior year.

How do we create a budget?

With the application you will be submitting a budget for year 1 of the funding cycle. A budget for year 2 will be submitted in the spring of year 1. The year 2 budget will just be carrying on the year 1 budget with any changes in salaries or costs. Significant changes to the budget must wait until the next application cycle. There are 5 sections to the budget. Area 1 is for ADSIS staff hired by the district to provide direct services to students (additional duties, training, coaching, data collection, coordination are not allowable expenses). Area 2 of the budget is for contracted staff with the district to provide direct services to students (additional duties, training, coaching, data collection, coordination are not allowable expenses). Area 3 is for capital expenditures specific to having to deliver the ADSIS services outlined in the ADSIS approved application. Area 4 is for instructional supplies and materials

specific to having to deliver the ADSIS services outlined in the ADSIS approved application. Area 5 is miscellaneous and includes fringe benefits. Please read this section of your application for further budget details.

Do we get the whole amount in our budget?

No. The total budget goes through the special education funding formula. The district will receive that percentage of reimbursement in the year following expenditures as part of the state aid package. The Special Education Growth Factor does apply.

If I have money left over can I spend it on other things?

No. This is not a grant where you have a certain amount of money with freedom to spend it. You have an approved application and budget line items and will be reimbursed for the actual cost of allowable expenditures.

If we have never had ADSIS before will we still receive the maximum reimbursement?

The passage of the special education funding formula effective SFY 2016 has affected funding for ADSIS services. The new funding formula includes a program growth factor to adjust the state total special education aid for increasing costs due to program growth and inflation. The annual program growth factor is set in statute at 4.6 percent per year for regular special education aid (Minnesota Statutes, section 125A.76, Subdivision 1 (e)). It is recommended you meet with district administrators and your business manager and direct questions to the Division of School Finance to determine funding implications.

Can a student with an IEP receive ADSIS services in addition to special education services?

[Minnesota State Statute 125A.50 outlines eligible students to participate in ADSIS programming:](#)

Pupils eligible to participate in the program are pupils who need additional academic or behavioral support to succeed in the general education environment and who may eventually qualify for special education instruction or related services under sections [125A.03](#) to [125A.24](#) and [125A.65](#) if the intervention services authorized by this section were unavailable.

[Effective July 1st, 2020 Minnesota Statutes 2018, section 125A.50, subdivision 1 is amended to include:](#)

A pupil with a disability as defined under sections 125A.03 to 125A.24 and 125A.65, whose individualized education program team has determined that the pupil does not require special education services in the area of the district's approved program, may participate in the approved program as long as participation does not result in an increase in costs for the program or displace a pupil who does not currently have a disability.

Can ADSIS funds be used to pay for teacher prep time?

A full 1.0 FTE ADSIS staff member can be paid for their prep time with ADSIS funds if their prep time is included within their district employment contract. A staff member who has less than 1.0 FTE dedicated to ADSIS cannot be paid for their prep time. Other roles and responsibilities, such as, committee meetings, coordination, training, etc., may be completed by other LEA staff or by ADSIS staff if it is outside of the instructional school day, such as, during before and after school times or during prep, if they have a teaching contract, but these roles cannot be charged to ADSIS.

How does an applicant access reviewers' feedback regarding their application?

Contact our [Competitive Grants Team](#) to request a copy of the reviewer comments for your ADSIS application.

Can our school district change the ADSIS program after the application has been approved?

Requests that significantly change or expand the scope of the initially approved ADSIS program application will not be approved. Districts may change or expand the ADSIS program based on identified needs of the student in the next application cycle.

How does a school district request a change in expenditures?

Requests for a change or amendment to the approved budget must be in writing and may not be implemented until approval by the State. Your district must receive prior approval before making changes to its ADSIS budget after your districts application has been approved by the Commissioner of Education. You will need to [request an ADSIS Expenditure Change Request Form from the MDE ADSIS Coordinator](#). Your expenditure change request cannot change or expand the scope of the approved program. Include all budget change requests on the same form. Follow all instructions carefully.

The budget spreadsheet and budget narrative are necessary to assure the approved expenditures meet the "Necessary and Reasonable Standard" of federal and state law and pass review of the Legislative Auditor. If a fiscal audit is required, the Legislative Auditor will review the budget spreadsheet and budget narrative as stand-alone documents; therefore include enough explanation to justify the budget requested.

Is parent/guardian permission required?

Documentation of parent notification is required. Parent permission is recommended but not required. Minnesota Rule 3525.1341 Subp.3f REQUIRES that parents/guardians were notified about EACH of the following: the state's policies regarding the amount and nature of child performance data being collected, general education services being provided, strategies for increasing child's rate of learning, and the parent's right to request a special education evaluation.

What is the role of the ADSIS funded personnel?

Pursuant to Minnesota Statutes, sections 125A.50 and 125A.78, ADSIS-funded personnel must provide direct instruction and services to students identified as eligible to participate in the ADSIS program. Other roles and responsibilities such as committee meetings, coordination, training, etc may be completed by other district staff or by ADSIS staff if it outside of the instructional school day such as during before or after school times or during prep if they have a teaching contract.

What is the role of a Special Education Director in ADSIS?

The roles and responsibilities of the director will depend on the district. At a minimum a director should be made aware of the application since the funding goes through the special education funding formula and may be included in fiscal monitoring. The director may also be on the leadership team, helping coordinate, implement and evaluate the work. This is not a requirement though.

Who can be included in the 10% of SPED Director's line item?

Only individuals with a special education director's license employed as the special education director or assistant special education director is eligible to be included in this line item. Time and effort documentation is required to substantiate the time of this individual on ADSIS coordination.

Can our district use ADSIS funds to supplant salaries of our employees?

No. Funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Staff may provide direct services to eligible students during an extended school day or extended school year program if approved by MDE. The applicant must disclose all compensation from all sources upon request including salary, extra pay, and/or payments for contracted work made to employees. Total time for each staff position paid through various funding streams financed in part or whole with funding funds shall not exceed one full time equivalent (FTE).

What type of licensure is required for ADSIS instructional staff?

Staff performing duties in the ADSIS program must hold appropriate licensure and meet the appropriate requirements "to be highly qualified" in the content area they are teaching, consistent with Minnesota Statutes, section 122A.16, 34 CFR 300.18 and 34 CFR 200.56. Staff must be appropriately licensed to provide supplemental direct services to students eligible for ADSIS services. Copies of the licensure should be maintained by the district for purposes of program and fiscal monitoring.

What role can paraprofessionals have in ADSIS?

Paraprofessionals may provide direct services to ADSIS students under the supervision of appropriately licensed teacher pursuant to Minnesota Statutes, sections 125A.78 and 125A.76.

Can staff such as Cultural Liaisons, Indian Ed or Behavior Therapists provide services?

See the details above for the requirements of licensed and non-licensed staff. If determined they are highly qualified as a licensed staff, or if they are employed as a paraprofessional under the direct supervision of a highly qualified licensed staff member then they can be included in the ADSIS budget.

Do ADSIS staff have to be salaried or can they be paid an hourly wage.

Both salaried staff and staff working on an hourly wage can be included in the application.

How do we bill for extended school year?

The budget submitted with the applications will be for the 2023-24 school year. All expenses that will be incurred during this time should be included on this budget. An additional budget for the 2024-25 school will be submitted. Extended school year expenditures need to be included in the budget during which time the services take place.

When is the End-of-Year Evaluation Report (EOY) due?

The FY24 EOY evaluation report and service hour spreadsheet (SHS) are due on or before September 20th, 2024. The school district/charter school must submit to the Commissioner of Education a report containing the information described in Minnesota Statutes, section 125A.50, subdivisions 3 and 5. Programs failing to submit a complete report violate Minnesota Statute and will not be approved for subsequent years. Use the secure file upload site for submitting the EOY reports to protect the privacy of the student data. The EOY reports should not be emailed.

Glossary

Extended School Day - The hours of instructional time after a district's defined instructional day.

Extended School Year - The traditional school year, also known as the core year, includes the days normally allotted for grade level progress. The extended school year is defined as the days of instruction beyond this "core" year.

Referral for Special Education Evaluation – A referral for a special education evaluation by the child study team.