

EBF Offset Determination Help

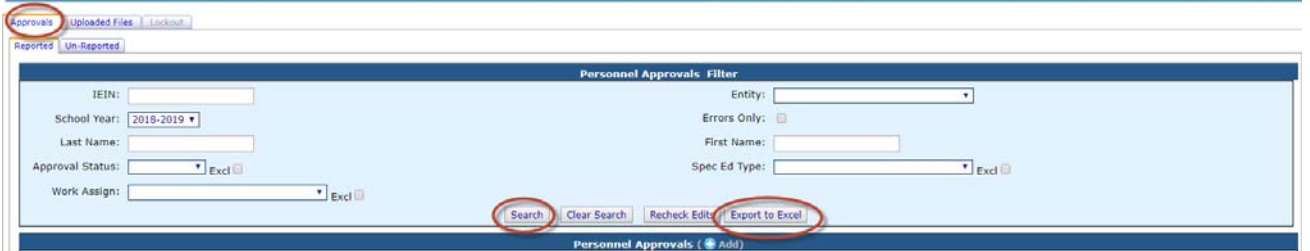
1. Locate Base Funding Amount set from 2015-2016 personnel reimbursement file for district:

- a. Click Total Personnel EBF Offset button on I-Star Landing Page



2. Determine the current year apportionment of Special Education Personnel base amount:

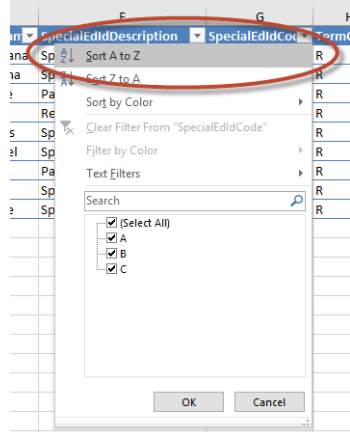
- a. Open Personnel Approvals tab
- b. Click Search to pull up all records (Coops can use district filter)
- c. Click Export to Excel



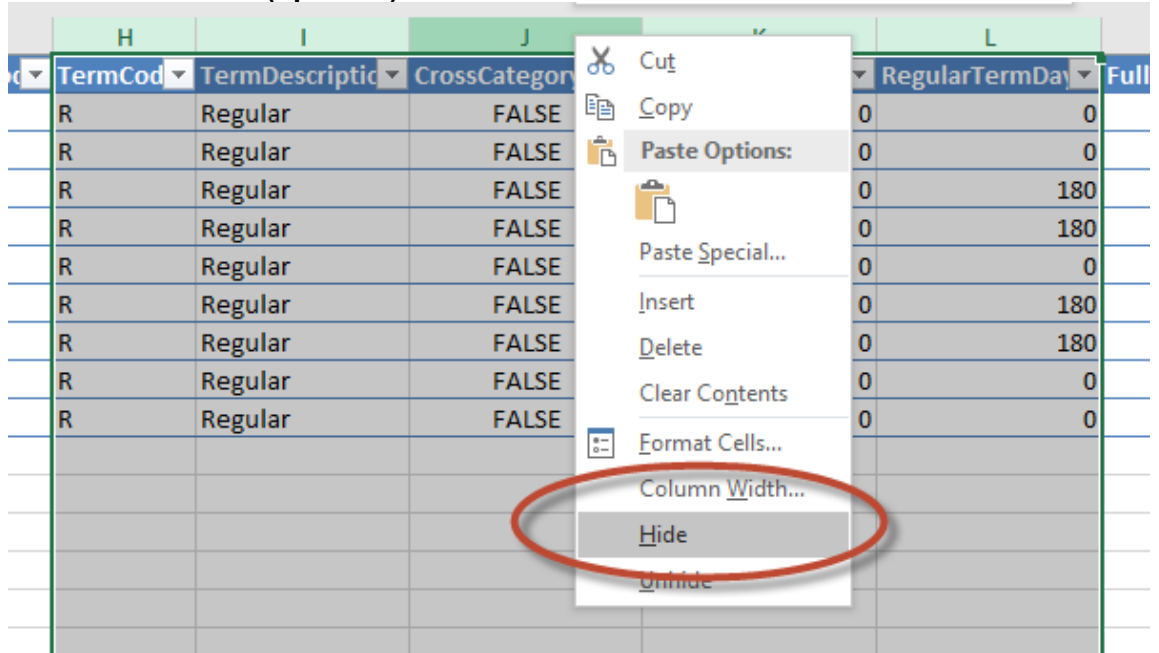
- d. Open ApprovalsResults.xls

- e. Determine number of personnel under each status code:

- i. Sort SpecialEdIdCode



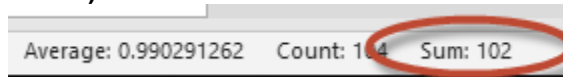
ii. Hide columns H-L (optional)



iii. Hi-lite column M (FullTimeEquivalent) for SpecialEdIdCode A, B and D (if any of the FTEs are more than 1.0, change them to 1.0)

SpecialEdIdCod	FullTimeEquival
A	0
A	1
A	0
A	0
A	0
A	1
B	0
C	0.5
C	1

iv. Look at the Sum in the bottom right corner and take note of it (Not the count)



v. Repeat the steps above for SpecialEdIdCode C

f. Determine EBF Offset per staff member FTE:

Example with BFM = \$958,638

If staffing levels increase and apportionment is \$958,638:

Counts represent FTE sums:
Status Code A, B, D – 102

Status Code C – 49

102 x \$9,000 = \$918,000
49 x \$3,500 = \$171,500

Total \$1,089,500

EBF Offset will be pro-rated: \$958,638/\$1,089,500=~.88 (use entire number on calculator to get proper amount)
(\$9,000 x ~.88) = \$7,919
(\$3,500 x ~.88) = \$3,080

EBF Offset for Personnel involved in student cost centers/programs:

Special Education Teachers	\$7,919
Special Education Related Service Providers	\$7,919
Special Education Paraprofessionals	\$3,080
Special Education Administrators and Supervisors	\$7,919