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CABINET MOUNTAIN COOPERATIVE
(Name change effective July 1, 2020)

7000 SERIES
FINANCIAL MANAGEMENT

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Cabinet Mountain Cooperative

Adopted on: March 15, 2018

Reviewed on:

Revised on: July 1, 2020

7001

FINANCIAL MANAGEMENT

Fiscal Responsibility for Special Education Compensatory Services

The Individual with Disabilities Education Act (IDEA) require schools to give children with disabilities a “free appropriate public education.” Special education services include testing for special education and services for children who have behavior or learning problems that show they might have a disability.

The Cabinet Mountain Cooperative will not pay for any special education compensatory services for a member district that has been determined not to have provided a child with a disability all of the special education services listed in the current IEP, with the exception of related services. This includes following the legal timelines for testing a child for special education.

Cabinet Mountain Cooperative

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7002

FINANCIAL MANAGEMENT

Fiscal Responsibility for Extended School Year Services

Definition

Extended School Year services means special education and related services that:

1. Are provided to a child with a disability;
2. The year goes beyond the normal school calendar year of the district;
3. Is in accordance with the child's IEP, and;
4. Is at no cost to the parent's child.

The extended school year for a child with a disability is determined by the IEP Team on an individual basis in accordance with 34 CFR 300.320-324.

The Cabinet Mountain Cooperative will pay all costs related to the Extended School Year as determined by the IEP Team.

Legal Reference: 34CFR 300.106 Extended School Year definition
 34 CFR 300.320-324 Individual Education Programs

Cabinet Mountain Cooperative

7003

FINANCIAL MANAGEMENT

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Utilization of Medicaid Reimbursement

The Medicaid reimbursement program allows special education cooperatives to receive reimbursement for services provided to students with special needs under the Individual with Disabilities Education Act (IDEA).

The School Based Services Program is divided into two segments:

1. The Fee for Service Program receives partial reimbursement for direct medical services provided to special education students through the age of 21.
2. The Administrative Outreach Program receives partial reimbursement for the administrative costs to identify and help students who are considered 'at risk' for various health problems.

The Cabinet Mountain Cooperative receives reimbursement through the Fee for Service Program. This portion of the program obtains reimbursement for Cooperatives to provide health-related services and for case management services for special education students who are eligible for Medicaid.

Potential personnel in the Cooperative or its member districts who service these students are as follows:

- Audiologists - licensed
- Certified Occupational Therapy Assistants
- RNs and LPNs
- Occupational Therapists
- Orientation and Mobility Specialists
- Licensed Physical Therapists
- Physical Therapy Assistants
- Psychologists
- Speech Pathologists
- Personal Care Paraprofessionals

The Cabinet Mountain Cooperative will utilize the Medicaid Reimbursement to pay for related services, professional development, and extended school year services for special education students throughout the cooperative.

Cabinet Mountain Cooperative

Adopted on: December 8, 2020

Reviewed on:

Revised on:

7320

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Purchasing

Authorization and Control

The Director is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds \$ 5,000.00, except the Director shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the Cooperative or the health and safety of staff. The Director will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the Cooperative without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever it is in the interest of the Cooperative, the Cooperative will execute a contract for any building furnishing, repairing, purchasing or other work for the benefit of the Cooperative. If the sum of the contract or work exceeds Eighty Thousand Dollars (\$80,000), the Cooperative will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the representatives may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Director will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

Cabinet Mountain Cooperative

FINANCIAL MANAGEMENT

7400

Procurement Card Use

The Board of Trustees permits the use of Cooperative procurement cards for actual and necessary expenses incurred in the performance of work-related duties for the Cooperative. A list of those individuals that will be issued a Cooperative procurement card will be maintained in the business office and reported to the Board each year at its meeting in September.

Procurement cards may only be used for legitimate Cooperative business expenditures. The use of procurement cards is not intended to circumvent any Cooperative policy on purchasing.

Users must take proper care of Cooperative procurement cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of procurement cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in procurement card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with cooperative-related business for which the procurement card has been used.

The Director shall establish regulations governing the issuance and use of procurement cards. Each cardholder shall be apprised of the procedures governing the use of the procurement card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Cooperative Clerk shall monitor the use of each procurement card every month and report any serious problems and/or discrepancies directly to the Director and the Board.

Cross Reference: 7320 Purchasing
 7335 Personal Reimbursement
 7336 Travel Allowances and Expenses

Legal Reference: §2-7-503, MCA Financial reports and audits of local government

Policy History:

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