

HOW TO USE TPR FUNDS

School districts may use TPR revenue as follows:

OPTIONS	Notes
1) Administrative costs of Third Party Reimbursement	x
<ul style="list-style-type: none"> - Paying contractor for billing services - Support staff to review documentation required for billing procedures - Staff time for invoicing - Necessary supplies and equipment needed to conduct the business of billing and documentation of billing - Fee charged by DHS to process invoices (2-4% of total revenue) 	Do not report in EDRS. Use UFARS Finance Dimension 372.
2) Training and technical assistance to improve services that may be billed to MA	x
<ul style="list-style-type: none"> - Upgrading technology equipment necessary for interacting with the DHS billing system - Professional development to increase the capacity of the district/staff to invoice DHS for IEP- MA services - Staff certification for those staff eligible to be invoicing DHS, ex. speech/language therapist to obtain 3C certification - Staff participation in knowing all the procedures and requirements for eligible expenditures to be invoicing DHS 	Do not report in EDRS. Use UFARS Finance Dimension 372.
3) Benefits to students: Any expenditure that would be eligible for state or federal special education aid:	x
EXPENDITURES typically eligible for STATE Special Education Aid (Fund Source Code A), providing direct services to children with disabilities: <ul style="list-style-type: none"> - Payroll personnel (salaries only) - Contracted personnel/agency services for students - Contracted student placements - Repair and maintenance - Individual Instructional supplies and testing materials - Equipment for direct instruction - Purchase of services (Salaried personnel from other districts) 	Enter in EDRS as Funding Source Code (small case) "i" or "j": TPR funds used in this way are included in calculations of state excess cost aid. Use UFARS Finance Dimension 372
EXPENDITURES typically eligible for FEDERAL Special Education Aid (Fund Source Code B): <ul style="list-style-type: none"> - Fringe benefits - Personnel development related to Special Education - Staff travel - Parent participation - Office supplies, materials and printing - Dissemination examples: Postage, recruitment, advertising, media resources - Rent or lease/insurance - Electronic communication services - Equipment for office/supervision/management - Construction or remodeling (Prior approval required) (Not for leased facilities or ADA compliance) 	May report in EDRS if costs meet the criteria for Funding Source Code B (federal funds). Use UFARS Finance Dimension 372

Table 6 lists the three categories for which third party revenue may be used: billing costs, training and technical assistance to meet the criteria for billing, and, broadly to address the needs of special education students.

Notes on the correct finance and student reporting codes are also listed.

Sources: Minn. Stat. § 125A.21, Subd. 3 and an MDE memorandum to District # 287 from Melcher and Troolin, October 10, 2010.