

Ohio Early Intervention

**Ohio Early Intervention Service
Coordinator (EISC) Grant -
Budget Approval Guide**

www.ohioearlyintervention.org

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Early Intervention Grants System (EIGS) Budget

The total "Budget Amount" in EIGS MUST match the amount on the allocation table.

- The estimated amounts listed in the budget justification document can vary up to \$1,000 (in a category or total) from the amounts listed in EIGS, but the budget amounts entered in EIGS are considered final. See next section for more detail.
- If counties are participating in a multi-county partnership, the total budget for the lead agency should reflect the combined allocations of all participating counties. For example, Adams County (\$2 allocation) and Brown County (\$3 allocation) would appear in EIGS as \$5 budgeted for Adams County.

The following documents shall be attached to the submitted budget in EIGS:

- Exhibit C – Budget Justification
- Addendum B – Personnel Spreadsheet
- IF your county chooses to budget for indirect costs, additional documentation is required. Please see Section 3.2 of the grant agreement.

Budget Justification Summary

All budget justifications must include how the administrative agent will use their funds to pay for EI Service Coordination.

- If the administrative agent contracts out EISC staff and their responsibilities, the budget justification must include the agency or agencies with whom the administrative agency contracts and the amount of each contract.

IF your administrative agent uses EISC grant funds to contract out or directly pay for any other EI responsibilities (including but not limited to the responsibilities listed in the bullets below), your budget justification must include how much of the funds will be utilized, and to whom and what the funds will go towards. IF your administrative agent does NOT use the EISC Grant funds to pay for any of the responsibilities below, your budget justification should describe how the administrative agent will fund these responsibilities:

- EISC supervision
- Evaluations and assessments
- EI outreach activities outside of EISC staff salaries and responsibilities.

IF your administrative agent uses EISC grant funds to reimburse for mileage, your budget justification must provide the rate of reimbursement. EISC grant funds cannot be used to reimburse mileage at a rate higher than the state mileage reimbursement rate (\$.45 per mile as of April 1, 2021).

- IF the mileage rate paid by the admin agency or contractor is higher than the state mileage reimbursement rate, then the budget justification must state who pays the difference between the state rate and the rate reimbursed to staff.

Starting in SFY 2022, a variance of up to \$1,000 between the budget categories in EIGS and the budget categories in the budget justification is allowable. For example, if the Personnel amount budgeted in EIGS is \$55,000 and the Personnel amount listed in the budget justification document is \$55,800, your budget will not be denied.

- IF a variance exists, then amounts listed in EIGS are considered final in terms of budget controls and payment.

Your budget justification may NOT include any unallowable expenses, which includes but is not limited to food, equipment not pre-approved costing over \$1000 per item, or out-of-state training.

Addendum B (Personnel Spreadsheet)

After receiving numerous questions regarding the personnel spreadsheet and the “FTE for EI Activities” column, DODD determined that completion of the “FTE for EI Activities” column may be left blank.

An up-to-date Addendum B must be attached to the state fiscal year (SFY) 2022 budget submission.

- When completing the personnel spreadsheet, every box must be filled out except the “FTE for EI Activities” column.
 - Make sure that you scroll all the way to the left and the right to double-check all boxes are filled out before submission.
- The Fiscal Agent - Head of Organization and Director, Fiscal Agent - Fiscal Contact, Family and Children First Coordinator (FCFC), and Contract Manager must be listed on the personnel spreadsheet.
- All EISCs and EISC Supervisors employed by the administrative agent or contracted by the administrative agent must be credentialed and listed on the personnel spreadsheet.
- IF EISC grant funds are used to pay for evaluation and assessment, an administrative assistant, or other personnel, then those staff members must be listed on the personnel spreadsheet.
- You will need to make corrections and resubmit if:
 - You have the right information, but do not utilize the correct SFY 2022 Addendum B.
 - You do not input all the required information for each required role on the Addendum B.

Resources

[Addendum B - El Personnel Spreadsheet template](#)

[EIGS User Guide](#)