

## **Step by Step Guide to Complete the 2016-17 Compliance Standard LEA Maintenance of Effort (MOE) Calculator for the Individual with Disabilities Education Act (IDEA) Program**

### **Two Items to Verify Before Getting Started**

1. School Districts/State Agencies **MUST NOT** submit their 2016-17 LEA MOE Compliance Standard Calculator until their 2013-16 LEA MOE Compliance Calculator and 2017-18 Eligibility Standard Calculator have been approved by NYS Education Department (NYSED). School Districts/State Agencies are notified by e-mail once their LEA MOE Calculator submission is approved. The reason for this rule is that the determination if a School District/State Agency meets the 2016-17 Compliance Standard is based on previous years data.
2. School Districts/State Agencies must use the latest approved Calculator for the 2016-17 Compliance Standard submission. Your districts/agencies 2017-18 Eligibility Standard Calculator that was approved by NYSED via e-mail is the document that must be completed for this requirement. If a district/agency needs a copy of its latest approved Calculator please send an e-mail to [idea@nysed.gov](mailto:idea@nysed.gov) for this request.

Important Note - Previous years data must not be changed. If any data from a previous year needs to be changed, please contact NYSED at (518)486-4662 to determine next steps.

### **Information that MUST be Completed**

- 1) **TAB 9. 16-17 MOE** – Cell B1 is a drop-down box. Please make sure to select **Compliance**.
- 2) **TAB 8. 16-17 Amounts** – School Districts/State Agencies must include a 2016-17 Actual Child Count in **Cell II**. Districts/Agencies certify their Student with Disabilities count (those receiving services in the first Wednesday in October) during January. Districts/Agencies certify online the VR 1-6 & VR 8 report, which are certified through the SED Business Portal.

Document titled **2016-17 Students with Disabilities Child Count by District or State Agency** is located on our website at [IDEA grant application guidance](#) under the Maintenance of Effort Heading. This document contains your districts/agencies reported SWD count for the 2016-17 year.

- 3) **TAB 8. 16-17 Amounts** - Please make sure to complete the information for **Compliance**. The Compliance information is in Columns H-M of the worksheet. The LEA must include a description and actual expenditure amounts in cells **H5-L29**.

DO NOT complete any information on the left side of the worksheet because that is for the Eligibility Standard. School Districts/State Agencies were not required to complete the Eligibility Standard for the 2016-17 school year.

- 4) **TAB 4. Multi-Year MOE Summary** – Please complete **Cell L9** and **Cell M9**. **Cell L9** is the 611-grant award amount that your district/agency received for 2016-17. **Cell M9** is the 619-grant award amount that your district/agency received for 2016-17

### Two Items of Note:

- The State Aid Planning Unit at Questar III BOCES is available to provide technical assistance and guidance on the information needed to complete the Compliance (Expenditure) portion. They have created a worksheet that guides districts on the information needed to complete **Tab 8**. Please contact Questar III BOCES at (518)477-2635 if your district needs assistance in completing the information required on **Tab 8**.
- A common issue with the 2015-16 submission for Compliance Standard was there were negative totals in the Local Expenditure column. There **CAN'T** be a negative amount in either the Local or State column. This issue was discussed with the State Aid Planning Unit at Questar III BOCES and a change was made to their guidance worksheet they provide.

### Information that MAY be Completed

#### Exceptions & Adjustment

A school district/state agency may reduce its MOE obligation for expenditures if there is an allowable exception. Allowable exceptions are those due to a) voluntary or for-cause departure of special education staff, b) decrease in enrollment of IDEA-eligible children, c) termination of an exceptionally costly program for a particular child, under certain circumstances, d) termination of costly expenditures for long-term purchases.

Guidance on Exceptions is located on **Tab 2 (lines 260-291)** of the Calculator. NYS Education does not operate a high cost fund so Exception (e) is not applicable.

- 1) **TAB 10. 16-17 Exc & Adj.** - If a district/agency has any allowable Exception(s) and/or Adjustment please complete the information as applicable. Please complete any information for the Compliance Standard located in columns H-M.

**\*Tab 2. Instructions** - For Cell B7 please make sure the drop-down box states YES. This allows the calculator to calculate Exception(b) decrease in child count automatically.

## **Review Items**

Compliance for MOE is determined by comparing the numbers to the last year for each method that **Met MOE** or **Met MOE with Exceptions or Adjustments** using the Compliance Standard (Expenditures). **Tab 9. 16-17 MOE** details the Comparison Year for each of the four Methods.

After you have completed all the information for your district/agency please review tabs **TAB 12. 17-18 MOE** and **TAB 4. Multi-Year MOE Summary** to make sure your LEA has met MOE.

NYSED strongly recommends that a district/agency completes all the information for each four methods to meet MOE, but a district/agency only needs to meet MOE for one method to comply with the requirement.

## **How to Submit Completed Calculator**

Once completed, please submit your LEA MOE Calculator to [idea@nysed.gov](mailto:idea@nysed.gov). In the subject line please write **2016-17 MOE Compliance** and your “**School District/State Agency Name**”.

Please submit your Calculator by 4/9/18.

## **Guidance Information**

For guidance on the LEA MOE Calculator and other MOE Guidance, please visit the [IDEA grant application guidance](#), Memorandum on [MOE regulations](#), and the [Electronic Code of Federal Regulations](#).

## **Technical Assistance**

For questions or concerns please contact SED at (518)486-4662 or by e-mail at [idea@nysed.gov](mailto:idea@nysed.gov)