

Step by Step Guide to Complete the 2017-18 Compliance Standard LEA Maintenance of Effort (MOE) Calculator for the Individual with Disabilities Education Act (IDEA) Program

***** Move Data to New Version 1.3 of the LEA MOE Calculator *****

An updated version of the LEA MOE Calculator (Version 1.3) has been released. This version was needed to correct formula errors in the LEA MOE Calculator that affect calculations starting with the 2017–2018 fiscal year. To address these errors, a new version of the Calculator (version 1.3) with corrections to the 17-18, 18-19, and 19-20 MOE tabs and the 18-19 Exc & Adj tab. Although the corrections do not affect data entered for 2016–17 and earlier years, users will need to stop using earlier versions of the Calculator for years beyond 2016–17. **Continuing to use earlier versions of the Calculator when entering data for 2017–18 or later could result in an incorrect MOE result.**

The updated LEA MOE Calculator (Version 1.3) can be located at our website under the Maintenance of Effort (MOE) – General Guidance - **LEA MOE Calculator Version 1.3** [IDEA grant application guidance](#)

Districts must input all the data from their latest approved Calculator to a new Version 1.3 Calculator.

- Tab 4. Multi-Year MOE Summary – Data for Fiscal Years 2013-14 and 2014-15 are inputted on Tab 4. Data for Fiscal Years after 2014-15 are entered on the Tab for that Fiscal Year.
- **DO NOT** copy and paste the cells that include a formula. Cells shaded in green do not contain formulas so the information in these cells can be transferred by cut and paste.
- Please make sure the information on all TABS has been inputted into your new LEA MOE Calculator (version 1.3).
- Please review each tab to make sure the numbers are the same. The formula errors that required this updated version were not located in any of the previous year’s data submitted.
- Please save your LEA MOE Calculator (version 1.3) before starting to input data for the 2017-18 Compliance Standard requirement.

Two Items to Verify Before Getting Started

1. School Districts/State Agencies **MUST NOT** submit their 2017-18 LEA MOE Compliance Standard Calculator until their 2013-16 LEA MOE Compliance Calculator, 2017-18 Eligibility Standard Calculator, 2016-17 LEA MOE Compliance Standard Calculator, and 2018-19 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 2017-18 Compliance Standard is based on previous years data.
2. School Districts/State Agencies must use the latest approved Calculator for the 2017-18 Compliance Standard submission. Your districts/agencies 2018-19 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 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 12. 17-18 MOE** – Cell B1 is a drop-down box. Please make sure to select **Compliance**.
- 2) **TAB 11. 17-18 Amounts** – School Districts/State Agencies must include a 2017-18 Actual Child Count in **Cell I1**. 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 **2017-18 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 2017-18 year.

- 3) **TAB 11. 17-18 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**.
- 4) **TAB 4. Multi-Year MOE Summary** – Please complete **Cell L10** and **Cell M10**. **Cell L10** is the 611-grant award amount that your district/agency received for 2017-18. **Cell M10** is the 619-grant award amount that your district/agency received for 2017-18.

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 11**. Please contact Questar III BOCES at (518)477-2635 if your district needs assistance in completing the information required on **Tab 11**.
- 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 256-297)** of the Calculator. NYS Education does not operate a high cost fund so Exception (e) is not applicable.

- 1) **TAB 13. 17-18 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 3. Getting Started** - 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 12. 17-18 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. In the subject line please write **2017-18 MOE Compliance** and your “**School District/State Agency Name**”.

Please submit your Calculator by 4/9/19.

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