

Step by Step Guide to Complete the 2019-20 Compliance Standard LEA Maintenance of Effort (MOE) Calculator for the Individual with Disabilities Education Act (IDEA) Program

***** The 2019-20 Compliance Standard must be completed on Version 1.3 *****

Extra Step required for the 2019-20 Compliance Standard Calculator

Once a district/agency receives approval of their 2019-20 Compliance Standard Calculator it must include the summary information located on Tab 4 on its Version 1.4 Calculator.

Below are the steps to complete the data transfer from Version 1.3 Calculator to your Version 1.4 Calculator.

Version 1.3 – Tab 4 Multi-Year Summary – Row 12 Columns B-M. This is your districts approved 2019-20 Compliance information. This information must be transferred to your districts Version 1.4 Calculator on Tab 4 Multi-Year Summary – Row 7 Columns B-M.

1. Column B – Drop- down menu – Please choose Compliance
2. Column C – Same information as Column C – Row 12 from Version 1.3
3. Column D – Same information as Column D – Row 12 from Version 1.3
4. Column E – Drop-down menu – Result from Column E-Row 12 from Version 1.3
5. Column F – Same information as Column F – Row 12 from Version 1.3
6. Column G – Drop-down menu – Result from Column G-Row 12 from Version 1.3
7. Column H – Same information as Column H – Row 12 from Version 1.3
8. Column I – Drop-down menu – Result from Column I-Row 12 from Version 1.3
9. Column J – Same information as Column J – Row 12 from Version 1.3
10. Column K – Drop-down menu – Result from Column K-Row 12 from Version 1.3
11. Column L – Same information as Column L – Row 12 from Version 1.3
12. Column M – Same information as Column M-Row 12 from Version 1.3

Verification of Previous Years Requirements Before Getting Started

School Districts/State Agencies **MUST NOT** submit their 2019-20 LEA MOE Compliance Standard Calculator until all previous year's requirements have been approved by New York State Education Department (NYSED). If you have any questions/concerns if your district has not met all previous year's requirements please send an e-mail to idea@nysed.gov

The reason for this rule is that the determination if a School District/State Agency meets the 2019-20 Compliance Standard is based on previous years data.

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 idea@nysed.gov to determine next steps.

Information that MUST be Completed

- 1) **TAB 18. 19-20 MOE** – Cell B1 is a drop-down box. Please make sure to select **Compliance**.
- 2) **TAB 17. 19-20 Amounts** – School Districts/State Agencies must include a 2019-20 Actual Student with Disabilities (SWD) Child Count in **Cell I1**. Districts/Agencies input/certify their Student with Disabilities count on BEDS day (those receiving services on the first Wednesday in October) in the PD System contained in SED Business Portal. Here is the Business Portal link <https://portal.nysed.gov/abp>

The person responsible for completing the Calculator should verify your districts/agencies SWD with the people responsible for submitting/verifying SWD data to NYSED.

Below are the two Verification Reports (VR) that include the information needed to determine your SWD Child Count.

- Verification Report (VR) 2 – **School Age Child Count by Age and Disability**. This report includes a total number of Students with Disabilities Count.

The 2nd report to review is only needed if your district has any Parentally Placed Students who are not receiving Special Education Services. This information is included in Verification Report 5.

- Verification Report (VR) 5 – **School Age LRE Setting** – Must combine the total of the following two lines.

1. Report 16A - Line 3 - Parentally placed in a nonpublic elementary school and NOT receiving publicly funded special education and related services
2. Report 16B - Table 3 – Line 4 – Parentally Placed in Nonpublic School-Not Receiving Special Education Services.

If there are any Parentally Placed students in your district that are not receiving services those students **MUST NOT** be included in your Student with Disabilities Child Count. If your district has any student(s) in this category it was reported on Verification Report 5.

Document titled **2019-20 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 minus any Parentally Placed Students not receiving Special Education Services for the 2019-20 year.

- 3) **TAB 17. 19-20 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 L12** and **Cell M12**. **Cell L12** is the 611-grant award amount that your district/agency received for 2019-20. **Cell M12** is the 619-grant award amount that your district/agency received for 2019-20.

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 17**. Please contact Questar III BOCES at (518)477-2635 if your district needs assistance in completing the information required on **Tab 17**.
- 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 19. 19-20 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.
 - For any Exception included in the Eligibility Standard section (Columns A-F) please include that exception in the Compliance Standard section (Columns H-M) as well if the Exception is allowable for the 2019-20 school year. Exceptions included in the 2019-20 Eligibility Standard are not calculated for the 2019-20 Compliance Standard Calculation. It is permissible to have the same Exception in both the Eligibility Standard and Compliance Standard since the comparison years are different.

***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 15. 18-19 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 18. 19-20 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 **2019-20 MOE Compliance** and your “**School District/State Agency Name**”.

Please submit your Calculator by 3/31/21.

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