

Guidance to Complete the LEA Maintenance of Effort (MOE) Calculator for the 2020-2021 Eligibility Standard

There is a new version (Version 1.4) of the Calculator that must be used to complete the 2020-21 Eligibility Standard. This new version is necessary because the tabs on Version 1.3 end with the 2019-20 year.

Please click link below to get a blank copy of Version 1.4. The Excel worksheet is located under the **Maintenance of Effort (MOE) - General Guidance** section:

<http://www.p12.nysed.gov/specialed/finance/idea-grant-application-guidance.html>

IMPORTANT – IMPORTANT – IMPORTANT

LEAs must keep your latest approved Version 1.3 Calculator. The latest approved version is the 2018-19 Compliance Standard requirement. This Calculator will need to be utilized to complete the 2019-20 Compliance Standard requirement that will be required in the 2020-21 school year. Directions on how to complete this requirement will be sent at a later date.

Steps to Move Your Data from Version 1.3 to 1.4

- 1) Complete Tab 3 - Information on TAB 3 is the same on Versions 1.3 and 1.4.**
- 2) Complete Tab 4 – Information for Rows 3 thru 7 are completed directly on Tab 4.**

*****Columns E, G, I, and K contain a drop-down box*****

- Row 3 – 2015-16 Compliance – Input data from Version 1.3-Tab 4 - Row 8**
- Row 4 – 2016-17 Compliance – Input data from Version 1.3-Tab 4 - Row 9**
- Row 5 – 2017-18 Compliance – Input data from Version 1.3-Tab 4 - Row 10**
- Row 6 – 2018-18 Compliance – Input data from Version 1.3-Tab 4 - Row 11**
- Row 7 – 2019-20 Eligibility – Input data from Version 1.3-Tab 4 - Row 12**

DO NOT CUT AND PASTE ANY INFORMATION FROM VERSION 1.3 TO 1.4. THIS WILL CAUSE ERRORS ON VERSION 1.3.

Please note: Data for School Years 2013-14 and 2014-15 are not included in Version 1.4

LEAs **MUST NOT** submit their LEA MOE Calculator for 2020-21 Eligibility Standard until their previous years Calculator requirements listed below have been approved. The reason for this requirement is that the determination if a LEA meets the 2020-21 Eligibility Standard is based on their previous years Calculator requirements.

1. 2013-16 LEA MOE Compliance Calculator
2. 2017-18 Eligibility Standard Calculator
3. 2016-17 Compliance Standard Calculator
4. 2018-19 Eligibility Standard Calculator
5. 2017-18 Compliance Standard Calculator
6. 2019-20 Eligibility Standard Calculator
7. 2018-19 Compliance Standard Calculator

LEAs are notified by e-mail once their LEA MOE Calculator submission is approved.

To complete the LEA MOE Calculator for the **2020-21 Eligibility Standard** please complete/review the following TABS.

- 1) **TAB 6. 20-21 MOE** – Cell B1 is a drop-down box. Please make sure to select Eligibility.
- 2) **TAB 5. 20-21 Amounts** - Please make sure to complete the information for Eligibility.
 - Cell B1 -LEA inputs their Projected Child Count. This is the number of students with disabilities your LEA plans to provide special education and relates services according to an IEP or service plan in place.
 - Cells A5-E5 thru A29-E29 is where a LEA includes a description and a budgeted amount for the 2020-21 period.

Important Guidance: For LEA's that need assistance to complete the budgeted information please contact Questar III BOCES – State Aid and Financial Planning. Questar III has an Excel worksheet and guidance information that will help LEAs complete the budgeted information.

To contact Questar III please click link below:

<https://www.questar.org/services/financial/state-aid-financial-planning/contact-us/>

Information that MAY be Completed

- 1) **TAB 7. 20-21 Exc & Adj.** - If a LEA has any allowable Exception(s) and/or Adjustment please complete the information as applicable. Please note the Eligibility Standard is in Columns A-F. Do not complete any information for the Compliance Standard located in columns H-M.

After you have completed all the information for your LEA please review tabs **TAB 6. 20-21 MOE** and **TAB 4. Multi-Year MOE Summary** to make sure your LEA has met MOE.

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

Once completed, please submit your LEA MOE Calculator idea@nysed.gov. In the subject line please write **2020-21 MOE Eligibility** and your “LEA NAME”.

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](#)