

# **Step by Step Guide to Complete the 2018-19 Compliance Standard LEA Maintenance of Effort (MOE) Calculator for the Individual with Disabilities Education Act (IDEA) Program**

**\*\*\*\* Must be using Version 1.3 of the LEA MOE Calculator \*\*\*\***

Last year an updated version of the LEA MOE Calculator (Version 1.3) was released. This version was needed to correct formula errors in the LEA MOE Calculator that affect calculations starting with the 2017–2018 fiscal year. **Please verify your Calculator is on the correct version.**

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](#)

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

1. School Districts/State Ol.6 ( (o)2.)lDisOoisr Bfollowing Calculators have been approved by New York State Education Department (NYSED).

- 2013-16 L x 2017-18 Compliance Standard Calculator
- 2019-20 Eligibility Standard Calculator

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 2018-19 Compliance Standard is based on previous years data.

School Districts/State Agencies must use the latest approved Calculator for the 2018-19 Compliance Standard submission. Your districts/agencies 2019-20 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 -

## **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 18. 18-19 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 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 15. 18-19 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 **2018-19 MOE Compliance** and your “**School District/State Agency Name**”.

Please submit your Calculator by 3/1/20.

## **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)