

IDEA SECTION 611 PART B ENTITLEMENT

ePeGS FY13 PAYMENT REQUEST Training Guide Part II



Division of Financial and Administrative Services
Special Education Finance

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Website: <http://dese.mo.gov/divspeced/Finance/>

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.

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ePeGS Payment Request Training Guide Part II

ePeGS Final Expenditure Report Guide Part III

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INTRODUCTION

The Department has a web-based electronic Planning and electronic Grants System (ePeGS) for applications and reporting requirements of IDEA Section 611 (Part B) Federal Funds. This document is intended to provide guidance and be an overview of this system that includes step-by-step instructions for completing Part B Payment Requests.

TECHNICAL ASSISTANCE CONTACTS

Additional assistance is available by contacting the District/LEA's Special Education Finance Technical Assistance Contact at:

County District Codes 001-090 through 050-014 and 096-119, 115-115

Sandy Kliethermes

sandy.kliethermes@dese.mo.gov

Phone: (573) 751-0623

Fax: (573) 526-6898

County District Codes 051-150 through 347-347 and 048-078 (excluding 096-119 & 115-115)

John Underwood

john.underwood@dese.mo.gov

Phone: (573) 751-6904

Fax: (573) 526-6898

SECTION I
THE PAYMENT REQUEST PROCESS

Districts/LEAs must have an approved Budget Application prior to requesting payments. In addition, the prior year FER must be submitted before payments in the current year can be received. The begin date the LEA may begin obligating expenditures is the “substantially approved date” which appears on the Part B Budget Application Submittal and Approval page. For obligations made from the substantially approved date to June 30th of the current fiscal year, districts/LEAs can expend funds to September 30th.

In order to receive a payment, the Payment Request must be created, submitted, and approved. Payments may be requested once a month, and are due by 11:59 p.m. on the first day of each month. If the first day of the month falls on a weekend or a holiday, payment requests must still be submitted by the first of the month. Districts/LEAs should, therefore, plan accordingly to submit payment requests early if necessary. The Part B Payment Request Deadlines are posted on the Special Education Finance web page at: <http://dese.mo.gov/divspeced/Finance/>.

Districts/LEAs that receive an overpayment of federal IDEA Part B funds must submit a refund to the Division for the overpayment amount plus any interest that could have accrued on the overpayment to comply with the Cash Management and Improvement Act (CMIA). Funds used to pay the interest must come from the district's/LEA's state/local funding sources. Interest is calculated by taking the amount of the overpayment multiplied by the daily federal interest rate for the fiscal year, and then multiplied again by the number of business days the overpayment was held. Business days are counted from the day of the payment to the day the check is cut. Federal interest rates are located at: <http://www.fms.treas.gov/cmia/index.html>. Please note that interest is owed even if it was not actually accrued because the standard is "could have accrued." Therefore, it is important that districts/LEAs carefully review payment requests to ensure the correct amounts are entered before the request is submitted. In addition, districts/LEAs should compare all payment transmittals to their payment requests to ensure that the system has not overpaid the district in error. If districts/LEAs notice that a Part B overpayment has occurred, they should contact the Special Education Finance section as soon as possible at (573) 751-0622 or by email at spedfunding@dese.mo.gov so interest charges are not owed.

PAYMENT REQUEST COMPONENTS

The Payment Request screen has the following components:

Total Funds Available: the total amount of the district/LEA's available funding which includes the Part B IDEA allocation for the current Fiscal Year, the amount of any allocation adjustments, the carryover amount (if any) from the previous year and any carryover adjustment amount. In order for the prior year carryover amounts to show in the total funds available amount, districts/LEAs must have an approved Part B FER from the previous year and create a current year budget amendment.

Amount Budgeted: the amount of the district/LEA's available Part B funding that has been budgeted in the latest approved initial or revised Part B IDEA Budget Application.

Amount Paid to Date: the total amount of the district/LEA's available Part B funding that has been requested and paid to the district/LEA as of the current date.

Balance Available: the amount of Part B IDEA funds the district/LEA has available to spend for the current year.

Actual Cumulative Program Year Expenditures to Date: the total amount of Part B IDEA expenditures incurred as of the date of the payment request.

Additional Anticipated Expenditures by Receipt of Funds: the amount of Part B IDEA expenditures that the district/LEA anticipates spending by the time the current payment request is processed and deposited in their account.

Payment Request Amount: the payment amount the district/LEA will receive of Part B IDEA funds. This is based on expenditures and amounts paid to date.

The screen print below shows the layout and components of the Payment Request page.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION™ ePeGS

District/LEA: Year: 2012-2013 Select a District

Funding Application: Special Education Part B Entitlement - Payment Request Version: Request 1 Number Name Select District

Status: Created

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
 - ▼ Special Education Part B Entitlement
 - ▼ Budget Application
 - ▼ Initial
 - ▶ Budget Grid
 - ▶ Supporting Data
 - ▶ Submittal and Approval
 - ▶ **Payment Request**
 - ▶ FER
 - ▶ Teacher Quality & Urban Education
 - ▶ Awaiting Approval
 - ▶ NCLB MOE
 - ▶ Report Menu
 - ▶ Core Assurances
 - ▶ Maintenance
 - ▶ Help Documents
 - ▶ DESE Web Application Menu
 - ▶ Logon/Logoff

This Payment Request must be submitted by August 1st, 2012 to receive a August 2012 payment.

Payment Request Amounts will be automatically calculated based on actual cumulative and anticipated expenditure data. The formula used to calculate the payment request amount is:
Actual Cumulative Program Year Expenditures to Date + Additional Anticipated Expenditure by Receipt of Funds - Amount Paid to Date

	Regular Funds	ARRA Funds
Total Funds Available	\$730,874.00	\$0.00
Amount Budgeted (Initial)	\$730,786.68	\$0.00
Amount Paid To Date	\$0.00	\$0.00
Balance Available	\$730,786.68	\$0.00
Actual Cumulative Program Year Expenditures to Date	\$ 45237	\$ 0
Additional Anticipated Expenditures by Receipt of Funds	\$ 10056	\$ 0
Payment Request Amount	\$ 55293.00	\$ 0.00

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Save Submit

PAYMENT REQUEST FORMULA

There are three components involved in the Payment Request: the Actual Cumulative Program Year Expenditures to Date, the Additional Anticipated Expenditures by Receipt of Funds, and the Amount Paid to Date.

The Payment Request Formula is:

$$\begin{aligned} & \text{Actual Cumulative Program Year Expenditure to Date} \\ & + \text{Additional Anticipated Expenditures by Receipt of Funds} \\ & - \text{Amount Paid to Date} \\ & = \text{Payment Request Amount} \end{aligned}$$

SECTION II
PAYMENT REQUEST STATUS

Payment Requests like all other ePeGS funding documents have a processing “Status” displayed on the Grant Summary page. The descriptions for each status are listed below.

PAYMENT REQUEST STATUS DESCRIPTIONS

Created: Payment Request has been created but not submitted for Department approval.

Submitted: Payment Request has been submitted for Department approval. District can revise Payment Request by clicking “Revise Payment Request” if amount needs to be changed prior to due date for Monthly School Payment.

Approved: Payment has been Department approved in ePeGS. The district/LEA can revise the Payment Request by clicking “Revise Payment Request” if amount needs to be changed. This must be done prior to the due date for next Monthly School Payment.

Disapproved/Open: Payment Request has been disapproved and is open for district/LEA revision.

Payment in Process: Payment has been Department approved in both ePeGS and for the next Monthly School Payment. The district/LEA does not have the option to revise the Payment Request.

Payment Processed: District/LEA has received amount of the Payment Request in the monthly Payment Transmittal. The district/LEA does not have the option to revise the Payment Request.

SECTION III
**CREATING AND SUBMITTING A
PAYMENT REQUEST**

STEP 2: Select “Create Payment Request”

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

ePeGS

District/LEA: Year: 2012-2013 Select a District
Funding Application: Special Education Part B Entitlement - Grant Summary Number Name Select District

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
 - ▼ **Special Education Part B Entitlement**
 - ▼ Budget Application
 - ▼ Initial
 - ▶ Budget Grid
 - ▶ Supporting Data
 - ▶ Submittal and Approval
 - ▶ Payment Request
 - ▶ FER
 - ▶ Teacher Quality & Urban Education
 - ▶ Awaiting Approval
 - ▶ NCLB MOE
 - ▶ Report Menu
 - ▶ Core Assurances
 - ▶ Maintenance
 - ▶ Help Documents
 - ▶ DESE Web Application Menu
 - ▶ Logon/Logoff

Budget Application [Show](#) Opens: 6/2/2012 Closes: 5/1/2013

Payment Request [Hide](#) Opens: 7/1/2012 Closes: 9/2/2013

There are no Payment Requests at this time. [Create Payment Request](#)

Final Expenditure Report [Show](#) TBD

[DESE Program Contact](#) [DESE Fiscal Contact](#) [LEA Contact](#)

Current User:
"Missouri public schools: the best choice...the best results!" Ver. 3.84.1802

STEP 3: Enter Actual Cumulative Program Year Expenditures to Date

This is the total amount of Part B IDEA expenditures incurred as of the date of the payment request.


ePeGS

District/LEA: Year: 2012-2013

Select a District

Funding Application: Special Education Part B Entitlement - Payment Request
Version: Request 1

Number
 Name

Select District

Status: Created

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
 - ▼ Special Education Part B Entitlement
 - ▼ Budget Application
 - ▼ Initial
 - ▶ Budget Grid
 - ▶ Supporting Data
 - ▶ Submittal and Approval
 - ▶ **Payment Request**
 - ▶ FER
 - ▶ Teacher Quality & Urban Education
 - ▶ Awaiting Approval
 - ▶ NCLB MOE
- ▶ Report Menu
- ▶ Core Assurances
- ▶ Maintenance
- ▶ Help Documents
- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

This Payment Request must be submitted by August 1st, 2012 to receive a August 2012 payment.

Payment Request Amounts will be automatically calculated based on actual cumulative and anticipated expenditure data. The formula used to calculate the payment request amount is:
Actual Cumulative Program Year Expenditures to Date + Additional Anticipated Expenditure by Receipt of Funds - Amount Paid to Date

	Regular Funds	ARRA Funds
Total Funds Available	\$730,874.00	\$0.00
Amount Budgeted (Initial)	\$730,786.68	\$0.00
Amount Paid To Date	\$0.00	\$0.00
Balance Available	\$730,786.68	\$0.00
Actual Cumulative Program Year Expenditures to Date	\$ <input type="text" value="45237"/>	\$ <input type="text" value="0"/>
Additional Anticipated Expenditures by Receipt of Funds	\$ <input type="text" value="10056"/>	\$ <input type="text" value="0"/>
Payment Request Amount	\$ <input type="text" value="55293.00"/>	\$ <input type="text" value="0.00"/>

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

STEP 4: Enter Additional Anticipated Expenditures by Receipt of Funds

This is the amount of Part B funds that the district/LEA anticipates spending by the time the current payment request is processed and deposited in their account (generally the 21st of the month, or the next working day thereafter).

ePeGS

District/LEA: Year: 2012-2013 Select a District

Funding Application: Special Education Part B Entitlement - Payment Request **Version:** Request 1 Number Name Select District

Status: Created

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
 - ▼ Special Education Part B Entitlement
 - ▼ Budget Application
 - ▼ Initial
 - ▶ Budget Grid
 - ▶ Supporting Data
 - ▶ Submittal and Approval
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- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

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Actual Cumulative Program Year Expenditures to Date + Additional Anticipated Expenditure by Receipt of Funds - Amount Paid to Date

	Regular Funds	ARRA Funds
Total Funds Available	\$730,874.00	\$0.00
Amount Budgeted (Initial)	\$730,786.68	\$0.00
Amount Paid To Date	\$0.00	\$0.00
Balance Available	\$730,786.68	\$0.00
Actual Cumulative Program Year Expenditures to Date	\$ <input type="text" value="45237"/>	\$ <input type="text" value="0"/>
Additional Anticipated Expenditures by Receipt of Funds	\$ <input type="text" value="10056"/>	\$ <input type="text" value="0"/>
Payment Request Amount	\$ <input type="text" value="55293.00"/>	\$ <input type="text" value="0.00"/>

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

STEP 5: Calculation of Payment Request Amount

As described in Section I of this manual, the Payment Request Amount will be automatically calculated based on the expenditure data entered by the district/LEA. The district/LEA does not enter an amount into the Funds Requested cell. By calculating payment requests based on expenditures, the district/LEA will be in compliance with CMIA.


ePeGS

District/LEA: **Year: 2012-2013**

Select a District

Funding Application: Special Education Part B Entitlement - Payment Request Version: Request 1

Number Name

Select District

Status: Created

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
 - ▼ Special Education Part B Entitlement
 - ▼ Budget Application
 - ▼ Initial
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 - ▶ Supporting Data
 - ▶ Submittal and Approval
 - ▶ **Payment Request**
 - ▶ FER
 - ▶ Teacher Quality & Urban Education
 - ▶ Awaiting Approval
 - ▶ NCLB MOE
 - ▶ Report Menu
 - ▶ Core Assurances
 - ▶ Maintenance
 - ▶ Help Documents
 - ▶ DESE Web Application Menu
 - ▶ Logon/Logoff

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Actual Cumulative Program Year Expenditures to Date + Additional Anticipated Expenditure by Receipt of Funds - Amount Paid to Date

	Regular Funds	ARRA Funds
Total Funds Available	\$730,874.00	\$0.00
Amount Budgeted (Initial)	\$730,786.68	\$0.00
Amount Paid To Date	\$0.00	\$0.00
Balance Available	\$730,786.68	\$0.00
Actual Cumulative Program Year Expenditures to Date	\$ <input type="text" value="45237"/>	\$ <input type="text" value="0"/>
Additional Anticipated Expenditures by Receipt of Funds	\$ <input type="text" value="10056"/>	\$ <input type="text" value="0"/>
Payment Request Amount	\$ <input type="text" value="55293.00"/>	\$ <input type="text" value="0.00"/>

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

STEP 6: Enter District/LEA Comment

Enter a district/LEA Comment if desired.

ePeGS

District/LEA: _____ **Year:** 2012-2013 Select a District

Funding Application: Special Education Part B Entitlement - Payment Request **Version:** Request 1
 Number Name

Status: Created

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
 - ▼ Special Education Part B Entitlement
 - ▼ Budget Application
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- ▶ Report Menu
- ▶ Core Assurances
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- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

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Actual Cumulative Program Year Expenditures to Date + Additional Anticipated Expenditure by Receipt of Funds - Amount Paid to Date

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Actual Cumulative Program Year Expenditures to Date	\$ <input type="text" value="45237"/>	\$ <input type="text" value="0"/>
Additional Anticipated Expenditures by Receipt of Funds	\$ <input type="text" value="10056"/>	\$ <input type="text" value="0"/>
Payment Request Amount	\$ <input type="text" value="55293.00"/>	\$ <input type="text" value="0.00"/>

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

STEP 7: Check District Assurance Box

Districts/LEAs MUST check the Assurance check box located immediately below the DESE Comment area.

ePeGS

District/LEA: _____ **Year:** 2012-2013 Select a District

Funding Application: Special Education Part B Entitlement - Payment Request **Version:** Request 1
 Number Name Select District

Status: Created

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
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 - ▶ Awaiting Approval
 - ▶ NCLB MOE
- ▶ Report Menu
- ▶ Core Assurances
- ▶ Maintenance
- ▶ Help Documents
- ▶ DESE Web Application Menu
- ▶ Logon/Logoff

This Payment Request must be submitted by August 1st, 2012 to receive a August 2012 payment.

Payment Request Amounts will be automatically calculated based on actual cumulative and anticipated expenditure data. The formula used to calculate the payment request amount is:
Actual Cumulative Program Year Expenditures to Date + Additional Anticipated Expenditure by Receipt of Funds - Amount Paid to Date

	Regular Funds	ARRA Funds
Total Funds Available	\$730,874.00	\$0.00
Amount Budgeted (Initial)	\$730,786.68	\$0.00
Amount Paid To Date	\$0.00	\$0.00
Balance Available	\$730,786.68	\$0.00
Actual Cumulative Program Year Expenditures to Date	\$ <input type="text" value="45237"/>	\$ <input type="text" value="0"/>
Additional Anticipated Expenditures by Receipt of Funds	\$ <input type="text" value="10056"/>	\$ <input type="text" value="0"/>
Payment Request Amount	\$ <input type="text" value="55293.00"/>	\$ <input type="text" value="0.00"/>

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

STEP 8: Submit Payment Request

Click  button. The system will calculate the total payment request and enter the result in the Funds Requested cell.

If the  button is visible, view the Edits by clicking the button. Hard Errors (E) must be fixed before the District/LEA is allowed to submit.

Click  button. This submits a Payment Request to DESE for review.

Note: An email will be generated from the system with an approval/disapproval notice after DESE staff has reviewed the Payment Request. Check DESE Comment section on this page after approval/disapproval.

SECTION IV
REVISING A PAYMENT REQUEST

If a Payment Request has been submitted, depending on the processing status, the district/LEA may be able to revise the Payment Request if needed.

Payment Requests in the following status may be revised:

- Submitted
- Approved
- Disapproved/Open

STEP 1: Select Payment Request on the Grant Summary Page

The screenshot shows the ePeGS interface for the Missouri Department of Elementary and Secondary Education. The page title is 'Funding Application: Special Education Part B Entitlement - Grant Summary'. It features a navigation menu with links for 'Budget Application', 'Payment Request History', and 'Final Expenditure Report'. The 'Payment Request History' section is expanded, showing a table with one entry: 'APPROVED on 0/10/2011 10:08:20 AM by'. To the right of this entry are two links: 'Revise Payment Request' and 'Activity Log'. An arrow points from the 'Payment Request History' link in the navigation menu to the 'Payment Request History' section.

STEP 2: Select “Revise Payment Request”

This screenshot is identical to the one above, showing the 'Payment Request History' section. An arrow points from the 'Revise Payment Request' link in the table to the text 'STEP 2: Select “Revise Payment Request”’.

Or the district/LEA may open the payment request and click on the REVISE button at the bottom of the page.

Funding Application: Special Education Part B Entitlement - Payment Request Version: Request 1 Status: Approved

	Regular Funds
Total Funds Available	\$4,631,005.00
Amount Budgeted (Initial)	\$4,631,005.00
Amount Paid To Date	\$0.00
Balance Available	\$4,631,005.00
Expenditures to Date	\$ 50000
Anticipated Expenditures by receipt of funds	\$ 10000
Funds Requested	\$ 60000.00

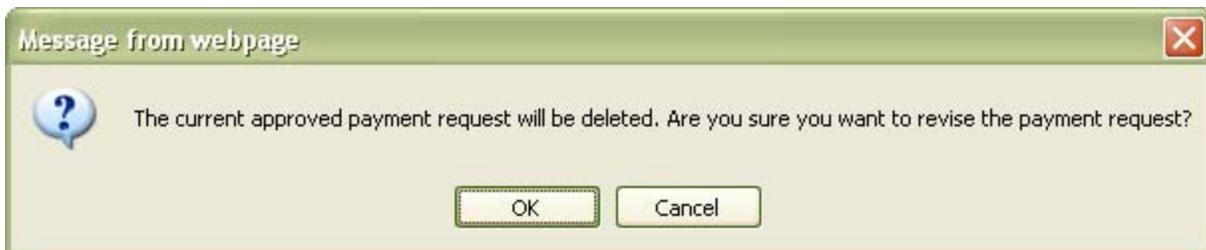
District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Save Revise

The district/LEA will receive an automated prompt asking to delete the current payment request. Click OK.



STEP 4: Enter the New Payment Request Information

Enter new Payment Request information. Repeat the steps for creating and submitting an initial Payment Request.

SECTION V
REQUESTING ADDITIONAL PAYMENTS

After the first initial Payment Request, districts/LEAs may request funds on a monthly basis. The payment request is due by 11:59 p.m. on the 1st day of each month. To request additional funds, follow the steps below.

STEP 1: Select Payment Request (use either link)

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

ePeGS

District/LEA: Year: 2012-2013 Select a District

Funding Application: Special Education Part B Entitlement - Grant Summary Number Name

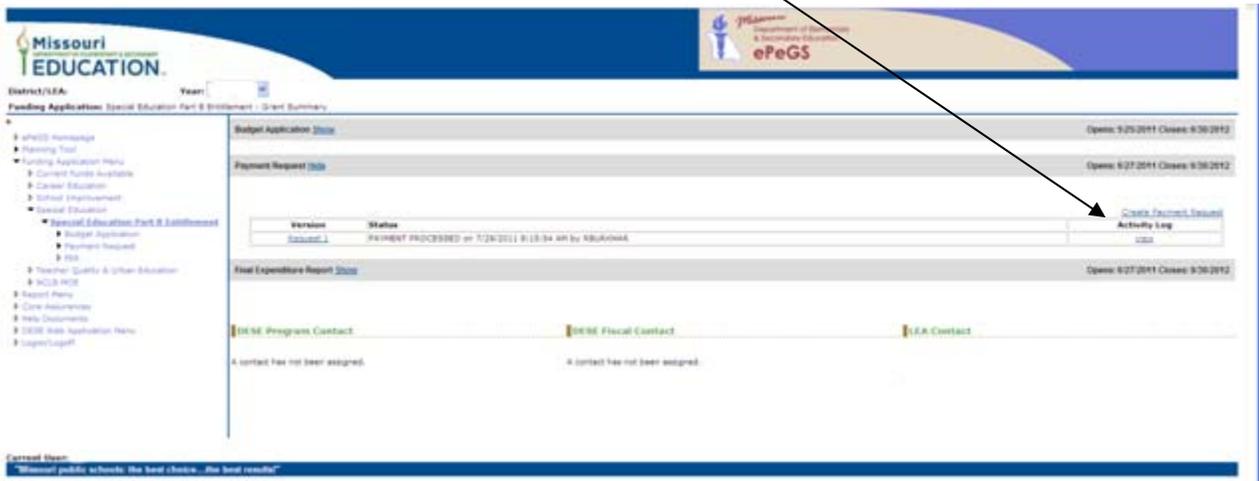
- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▶ School Improvement
 - ▼ Special Education
 - ▼ **Special Education Part B Entitlement**
 - ▼ Budget Application
 - ▼ Initial
 - ▶ Budget Grid
 - ▶ Supporting Data
 - ▶ Submit and Approval
 - ▶ Payment Request
 - ▶ FER
 - ▶ Teacher Quality & Urban Education
 - ▶ Awaiting Approval
 - ▶ NCLB MOE
 - ▶ Report Menu
 - ▶ Core Assurances
 - ▶ Maintenance
 - ▶ Help Documents
 - ▶ DESE Web Application Menu
 - ▶ Logon/Logoff

Budget Application Show	Opens: 6/2/2012 Closes: 5/1/2013
Payment Request Show	Opens: 7/1/2012 Closes: 9/2/2013
Final Expenditure Report Show	TBD

DESE Program Contact DESE Fiscal Contact LEA Contact

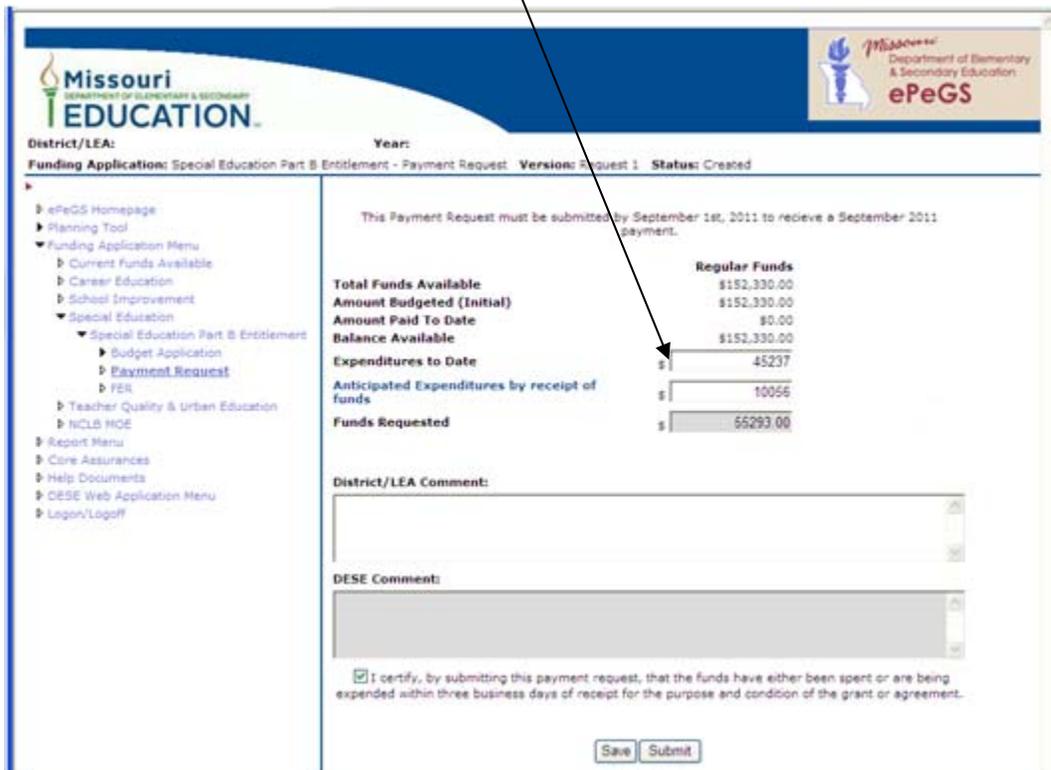
Current User: "Missouri public schools: the best choice...the best results!" Ver. 3.84.1802

STEP 2: Select “Create Payment Request”



STEP 3: Enter Actual Cumulative Program Year Expenditures to Date

This is the total amount of Part B IDEA expenditures incurred as of the date of the payment request.



STEP 4: Enter Additional Anticipated Expenditures by Receipt of Funds

This is the amount of Part B funds that the district/LEA anticipates spending by the time the current payment request is processed and deposited in their account (generally the 21st of the month, or the next working day thereafter).

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION ePeGS

District/LEA: Year: Funding Application: Special Education Part B Entitlement - Payment Request Version: Request 1 Status: Created

This Payment Request must be submitted by September 1st, 2011 to receive a September 2011 payment.

	Regular Funds
Total Funds Available	\$152,330.00
Amount Budgeted (Initial)	\$152,330.00
Amount Paid To Date	\$0.00
Balance Available	\$152,330.00
Expenditures to Date	\$ 45237
Anticipated Expenditures by receipt of funds	\$ 10056
Funds Requested	\$ 55293.00

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Save Submit

STEP 5: Calculation of Payment Request Amount

As described in Section I of this manual, the Payment Request amount will be automatically calculated based on the expenditure data entered by the district. By calculating payment requests based on expenditures, the district/LEA will be in compliance with CMIA.

Missouri Department of Elementary & Secondary Education
ePeGS

District/LEA: _____ Year: _____
Funding Application: Special Education Part B Entitlement - Payment Request Version: Request 1 Status: Created

This Payment Request must be submitted by September 1st, 2011 to receive a September 2011 payment.

	Regular Funds
Total Funds Available	\$152,330.00
Amount Budgeted (Initial)	\$152,330.00
Amount Paid To Date	\$0.00
Balance Available	\$152,330.00
Expenditures to Date	45237
Anticipated Expenditures by receipt of funds	10056
Funds Requested	55293.00

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Save Submit

STEP 6: Enter District/LEA Comment

Enter a district/LEA Comment if desired.

The screenshot shows the Missouri Department of Elementary & Secondary Education ePeGS interface. The top header includes the Missouri Department of Elementary & Secondary Education logo and the ePeGS logo. Below the header, the page displays the following information:

District/LEA: Year:
Funding Application: Special Education Part B Entitlement - Payment Request **Version:** Request 1 **Status:** Created

A navigation menu on the left includes: ePeGS Homepage, Planning Tool, Funding Application Menu (Current Funds Available, Career Education, School Improvement, Special Education), Special Education Part B Entitlement (Budget Application, Payment Request, FER), Teacher Quality & Urban Education, NCLB HOE, Report Menu, Core Assurances, Help Documents, CESE Web Application Menu, and Logon/Logoff.

The main content area features a warning: "This Payment Request must be submitted by September 1st, 2011 to receive a September 2011 payment." Below this is a table of financial data:

	Regular Funds
Total Funds Available	\$152,330.00
Amount Budgeted (Initial)	\$152,330.00
Amount Paid To Date	\$0.00
Balance Available	\$152,330.00
Expenditures to Date	\$ 45297
Anticipated Expenditures by receipt of funds	\$ 10056
Funds Requested	\$ 55293.00

Below the table are two text input fields: "District/LEA Comment:" and "DESE Comment:". An arrow points to the "District/LEA Comment:" field. At the bottom, there is a checkbox with the text: "I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement." Below the checkbox are "Save" and "Submit" buttons.

STEP 7: Check the District Assurance Box

Districts/LEAs MUST check the Assurance check box located immediately below the DESE Comment area.

Missouri
Department of Elementary & Secondary Education
ePeGS

District/LEA: Year: Funding Application: Special Education Part B Entitlement - Payment Request Version: Request 1 Status: Created

This Payment Request must be submitted by September 1st, 2011 to receive a September 2011 payment.

	Regular Funds
Total Funds Available	\$152,330.00
Amount Budgeted (Initial)	\$152,330.00
Amount Paid To Date	\$0.00
Balance Available	\$152,330.00
Expenditures to Date	\$ 45237
Anticipated Expenditures by receipt of funds	\$ 10056
Funds Requested	\$ 55293.00

District/LEA Comment:

DESE Comment:

I certify, by submitting this payment request, that the funds have either been spent or are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Save Submit

STEP 8: Submit Payment Request

Click  button.

If the  button is visible, view the Edits by clicking the button. Hard Errors (E) must be fixed before the district/LEA is allowed to submit.

Click  button. This submits a Payment Request to DESE for review.

Note: An email will be generated from the system with an approval/disapproval notice after DESE staff has reviewed the Payment Request. Check the DESE Comment section on this page after approval/disapproval.

The Final Expenditure Report (FER) will be used as the final payment if 100% of funds have not yet been requested.

SECTION VI
RECEIVING A PAYMENT

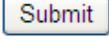
The Payment Request amount, if submitted by the 1st, typically is deposited into the district/LEA's bank account around the 21st. The payment will be recorded in the monthly payment transmittal.

Part B IDEA Entitlement funds will be coded under Special Education Part B Entitlement, 5441, with a CFDA of 84.027A.

Revenue Code	Revenue Name	CFDA Number	Organization Making Payment	Monthly Payment	Minus Bond Payment Direct Deposit	Payment to Date*
5113	Prop C		FISCAL AND ADMIN SERVICES	\$1,316,518.92		\$1,316,518.92
5311	Basic Formula - State Monies		FISCAL AND ADMIN SERVICES	\$3,581,642.00	\$1,060,074.00	\$3,581,642.00
5312	Transportation		FISCAL AND ADMIN SERVICES	\$129,865.00		\$129,865.00
5314	ECSE - Prior Year		IDEA	\$4.91		\$4.91
5319	Basic Formula - Classroom Trust Fund		FISCAL AND ADMIN SERVICES	\$3,710.00		\$3,710.00
5441	Special Education Part B Entitlement	84027A	IDEA	\$622,301.36		\$622,301.36
5445	School Food Services Lunch Payment	10555	SCHOOL FOOD SERVICES	\$559,838.12		\$559,838.12
5446	School Food Services Breakfast Payment	10553	SCHOOL FOOD SERVICES	\$191,539.82		\$191,539.82
5448	School Food Services Snack Payment	10555	SCHOOL FOOD SERVICES	\$861.36		\$861.36
5449	School Food Services Fruits & Vegetables	10582	SCHOOL FOOD SERVICES	\$3,840.12		\$3,840.12
5493	Special Education Part B IDEA - ARRA	84391A	SPEC ED-DIV OF SPECIAL EDUCATI	\$153,780.26		\$153,780.26
5494	Special Education Early Childhood - ARRA	84392A	SPEC ED-DIV OF SPECIAL EDUCATI	\$10,591.48		\$10,591.48
TOTALS				\$6,574,493.35	\$1,060,074.00	\$6,574,493.35

* The Payment to Date column total is the sum of the Payment to Date amount of revenues paid in the month selected and may not be the total of all state and federal payments to the district.

SECTION VII:
TERMINOLOGY

- **Buttons (commands or links to other pages)**
 -  —display errors and warnings
 -  —saves changes without moving to a different page. Changes will be saved even if there is an error in the data that will not let the final version be submitted. One exception would be if a non-numeric value is put in a numeric field, or something similar.
 -  —submits Payment Request

- **Cash Management and Improvement Act (CMIA)** requires that funds be spent within three business days of receipt or interest on funds must be repaid to the federal government.

- **District/LEA Comment**—allows District/LEA to enter comments up to 1,000 characters. This can be done any time prior to submission of the Budget. DESE will be able to view, but not change, these comments.

- **DESE Comment**—allows DESE staff to enter comments. District/LEA should check both the approved or disapproved Budget Applications/Payment Requests/Final Expenditure Reports for DESE Comments.

- **Edits**—the errors and warnings will be displayed via a red EDITS button on the page. When the EDITS button is clicked, a separate page will pop up showing a description of the errors and warnings. If Hard Errors exist (messages coded “E”), the Payment Request cannot be submitted and no submit button will appear. If Warning Errors appear (messages coded “W”) the Budget Application, Payment Request or Final Expenditure Report can be submitted.

- **Funds Available**—maximum amount available for the grant including carryover funds (if applicable) from prior year.

- **Payment Request**—used to request a payment for a grant based on the most current approved budget and the amount paid to date.

- **Web Log In**—DESE internet page where users enter User ID and Password in order to gain access to the Part B Funding Application. Unauthorized Users may view Part B by logging in as a Public User (leave USER ID and Password cell blank).