



# **NEW SUPERINTENDENT WINTER-SPRING MEETING**

**FEBRUARY 29, 2016**

**Division of Financial and Administrative Services  
Special Education Finance**

**Missouri Department  
of Elementary and Secondary Education**

# TOPICS

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- Allowable Use of Funds
- Other Program Requirements
- Upcoming Due Dates



# ALLOWABLE USE OF FUNDS



# ALLOWABLE COSTS/USE OF FUNDS

- Special Education & Related Services
  - Salaries and Benefits
  - Contracted Services
  - Equipment/Appropriate Technology
  - Supplies
  - Facilities/Construction
- Coordinated Early Intervening Services
  - 15% of funds can be spent on non-special education students identified as high-risk.
- Proportionate Share
  - Funds used to provide services to private, parochial, and homeschool students.
- Schoolwide Pool
  - Funds can be combined with other federal programs.



# ALLOWABLE COSTS/USE OF FUNDS

- IDEA Part B federal funds must be budgeted in ePeGS and submitted prior to obligating.
- Intended to SUPPLEMENT state and/or local funding.
- Must have an allowability procedure that ensures:
  - Expenditures are permissible under grant
  - Determination of direct/indirect costs
  - Federal revenue is treated consistently across all programs
  - Policies apply uniformly to both federal and non-federal programs
  - Determination of cost sharing requirements
- IDEA Part B federal funds must be prorated if not directed 100% towards special education program.



# PRORATING EXPENDITURES

IDEA Part B federal funds that are not directed 100% towards Special Education must be prorated.

## PRORATING EXPENDITURES

Spec Ed Students	÷ Total Population	× Total Cost	= Prorated Sped Cost
Spec Ed Teachers	÷ Total Teachers	× Total Cost	= Prorated Sped Cost
Spec Ed Classrooms	÷ Total Classrooms	× Total Cost	= Prorated Sped Cost
Sped Ed Square Feet	÷ Total Square Feet	× Total Cost	= Prorated Sped Cost
Spec Ed Caseload Minutes	÷ Total Caseload Minutes	× Total Cost	= Prorated Sped Cost



# OTHER IMPORTANT REQUIREMENTS



# MAINTENANCE OF EFFORT (MOE)

- Maintenance of Effort (MOE) is the amount of state and/or local funds spent towards special education that must be maintained at the same level or more from year to year.
- Meet by the local level of spending, or the combination of state and local level spending.
- If MOE is not maintained, the district must pay the amount for which MOE was not met by.
- District is not permitted to make program cuts to state and/or local funds without having an allowable exception (reduction) to MOE.



# ALLOWABLE MOE EXCEPTIONS

- Voluntary Departure of Special Education Staff  
Retirement: \$50,000, Replacement: \$35,000, Exception = \$15,000
- Decrease in Enrollment of Children with Disabilities  
2 students moved, 1 graduated, reduce SLP from 1.0 to .80 FTE, Exception = \$10,000
- Termination of a Costly Obligation for a Specific Child  
Student Graduated that Tuition & Transportation = \$45,000, Exception = \$45,000
- Termination of a Costly Long-Term Purchase  
Sped bus payoff = \$95,000, Exception = \$95,000
- Assumption of the Cost by the High Need Fund  
Received \$6,000 in federal revenue, Exception \$6,000

These are the ONLY allowable exceptions to MOE



# MAINTENANCE OF EFFORT

- Look at MOE levels from last year - on target to meet MOE? See handout for amounts.
- If not on target, are there any allowable exceptions (reductions)?
- If no allowable reductions, then may need to change the course of spending for the remaining school year.



# CODING EXPENDITURES

- Need to be able to determine expenditures paid with federal funds, state funds, and local funds within the general ledger.

FD	FUNC	OBJ	BLD	PC	DESCRIPTION	BUDGET	CURRENT MONTH	YTD
***FUNCTION CODE 1221: SPECIAL EDUCATION SERVICES***								
01	1221	6111	105	41	SE CERTIFIED SALARY	176,229	19,581	117,486
01	1221	6151	105	53	SE SALARY NONCERT	148,835	16,537	99,223
01	1221	6211	300	41	SE TEACHER RETIREMENT	110,946	12,327	73,964
01	1221	6221	300	53	SE NON TEACHER RETIREMENT	12,467	1,385	8,311
01	1221	6231	105	41	SE SOCIAL SECURITY	11,576	1,286	7,717
01	1221	6241	300	53	SE MEDICARE	11,474	1,275	7,649
01	1221	6251	105	41	SE MEDICAL INSURANCE	121,177	10,098	60,589
01	1221	6311	105	51	SE PROFESSIONAL DEVELOPMENT	10,539	25	6,897

**41 = IDEA Federal Funds    51 = Local Funds    53 = State Funds**

# UPCOMING DUE DATES



# FINANCE DUE DATES

Title	Due Date
Request to Release Proportionate Share Carryover Funds	March 1, 2016
FY16 Part B Budget Application Amendments	April 30, 2016
FY17 Part B Budget Application	July 1, 2016
FY16 Part B Final Expenditure Report (FER)	Sept 30, 2016
Payment Requests	First Day of the Month

