INSTRUCTIONS FOR COMPLETING THE EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) FINAL EXPENDITURE REPORT (FER)

For Reporting of 2019-20 ECSE Expenditures

The purpose of this document is to provide step-by-step instructions for the web-based electronic Planning and electronic Grants System (ePeGS). Each section in this document will include information to assist districts/LEAs in completing the Early Childhood Special Education (ECSE) Final Expenditure Report (FER).

TECHNICAL ASSISTANCE CONTACTS

Additional assistance is available by contacting the Special Education Finance Technical Assistance Contacts:

Betty Lohmann, Program Specialist
Betty.Lohmann@dese.mo.gov
Phone: (573) 751-6904

Lindsay Thomas, Supervisor
Lindsay.Thomas@dese.mo.gov
Phone: (573)-751-0622

Data Specialist (Vacant)
Phone: (573) 751-0623

Address: P.O. Box 480, Jefferson City, MO 65102-0480
Section Email: spedfunding@dese.mo.gov
Website: http://dese.mo.gov/financial-admin-services/special-education-finance

ACCESSING THE ECSE FER IN EPEGS

Step 1: Log into DESE Web Applications
- DESE Web Applications URL: https://apps.dese.mo.gov/webLogin/login.aspx
- Enter User Name and Password, then click Login button.

Step 2: Select ePeGS

Step 3: Select Funding Application Menu

Step 4: Select Special Education

Step 5: Select Early Childhood Special Education

Step 6: Select Prior Year from Dropdown Box
- The district/LEA may access any prior year ECSE FER from the Grant Summary screen.

Step 7: Select Show link (next to the Final Expenditure Report) on the Grant Summary page

Step 8: Select Create FER

FER GRID

Step 1: Review FER Grid
- Review all ECSE expenditures pulled from the most recently submitted ASBR. Any changes must be made in the ASBR and the FER grid page resaved to allow the changes to show on the FER grid. Any negative amounts listed must be corrected in the ASBR.

Step 2: Enter Positive Adjustment Amount of ECSE 611 and/or ECSE 619 Funds, if applicable
- For 2019-20 ECSE 611 and/or ECSE 619 funds obligated by June 30, 2020 but expended in July, August, or September 2020, the LEA will need to enter a positive adjustment to include the amount as part of the total expenditures in the current year as this amount is not included on the current year ASBR and therefore will not pull from the ASBR onto the FER grid. Positive adjustments do not need to include any sign (200.00). The district/LEA must submit general ledger documentation for any positive adjustment amounts. If there are no positive adjustments, leave this cell as $0.00.

Step 3: Select Save and Continue
- Comments - Enter comments (if necessary) in the District/LEA Comments box.

PROGRAM INFORMATION

Step 1: Student Information
- Enter MOSIS number for each IEP student not captured in the December or June Cumulative ECSE Child Count (if necessary).

Step 2: Program Information
- Select one or more checkboxes (District, Cooperative, or Partnership with Other District) that best describes how the district/LEA provides ECSE services.
- If *District* is selected, go to Step 3 to complete Session Information section.
- If *Cooperative* is selected:
    - Select Fiscal Agent or Member District
- If *Fiscal Agent* is selected, enter the name of the cooperative and select all member districts/LEAs in the cooperative.
- If *Member District* is selected, enter the name of the cooperative and select the fiscal agent district/LEA of the cooperative.
- If *Partnership* is selected:
    - Select Yes or No to indicate if the district/LEA is providing services within the partnership agreement or not.
    - Select the district/LEA(s) providing services in the partnership agreement.

Step 3: Session Information
- If *District* is selected in the Program Information section:
    - Select the best option for the type of ECSE sessions provided. If multiple options apply, select the option that best fits the majority of the program.
    - If Half Day or Full Day or Both is selected, the district/LEA must select the number of days in session and enter the number of classrooms by type and location.
    - If Itinerant Only, None, Contracted Only, or Speech Only is selected, the session and classroom information will not display and the district/LEA does not have to complete those fields.

Step 4: Select Save and Continue
- Comments - Enter comments (if necessary) in the District/LEA Comments box. If any Edits display, enter a comment to justify the edit or correct the error and resave the page.

Step 1: ECSE FTE
- Ensure ECSE FTE displaying is correctly. Any changes must be made in MOSIS/Core Data and the ECSE FER resaved while the FER is in created status.

Step 2: Number of IEP Students
- Enter the number of IEP ECSE students served where FTEs display.
- Enter the number of IEP ECSE students for which the ECSE FTE displaying in the Teachers section provided case management, testing, and consultation (if applicable).

Step 3: Number of non-IEP Students
- Enter the number of non-IEP ECSE students served in Integrated classrooms where FTEs display.

Step 4: Number of Direct Service IEP Students
- For related service positions where FTEs display, enter the number of ECSE students with IEPs that received direct services (therapy) during the year by FTE in those positions.

Step 5: Direct Service FTE
- For related service positions where FTEs display, enter the number of FTEs that provided direct services (therapy) to ECSE students with IEPs. The Direct Service FTE plus the Evaluated FTE must equal the FTE that is pre-populated from Core Data.

Step 6: Number of Evaluated Students
- For diagnostic positions where FTEs display, enter the number of ECSE students evaluated by the diagnostician during the year. This number should include both ECSE students found eligible for special education and related services as well as ECSE students found ineligible for special education and related services.

Step 7: Evaluated FTE
- For diagnostic positions where FTEs display, enter the number of FTEs that provided diagnostic services to ECSE students. The Direct Service FTE plus the Evaluated FTE must equal the FTE that is pre-populated from Core Data.

Step 8: Select Save and Continue
- Comments - Enter comments (if necessary) in the District/LEA Comments box. If any Edits display, enter a comment to justify the edit or correct the error and resave the page.

ECSE PERSONNEL

Step 1: ECSE Educator Information
- Ensure ECSE Educator Last Name, First Name, Position, FTE and Core Data Salary information displaying is correct. Any changes must be made in MOSIS/Core Data and the ECSE FER resaved while the FER is in created status.

Step 2: Position Salary
- Enter the salary amount paid (with all non-federal and federal revenue sources) per each ECSE FTE displayed. Regular school year and extended school year salary amounts must be combined.

Step 3: Position Benefits
- Enter the benefits amount paid (with all non-federal and federal revenue sources) per each ECSE FTE displayed. Regular school year and extended school year benefit amounts must be combined.

Step 4: Extended School Year (ESY)
- For personnel that provided ESY for ECSE students in July or August, 2019 or June, 2020, check the ESY box. ECSE personnel not displayed on page will need to be entered in the ESY row at the bottom of the page (FTE, Core Data Salary, Position Salary, and Position Benefits).

Step 5: Secretaries
- Enter FTE, Core Data Salary, Position Salary, and Position Benefits for ECSE secretaries.

Step 6: Custodians
- Enter FTE, Core Data Salary, Position Salary, and Position Benefits for ECSE custodians. If the custodial staff provides services in building other than the building(s) where ECSE services are provided, the district/LEA will need to explain the proration method for custodial staff salaries, benefits, and FTE in the comment box below the ECSE Personnel table.

Step 7: Comments
- DESE will allow a $5000 difference between the Core Data Salary amount and the Position Salary amount entered per row. If the Position Salary amount exceeds the Core Data Salary amount in a row by more than $5000, a comment must be entered in the Comment box in that row to justify the Position Salary amount being greater than Core Data Salary amount. If no comment is entered in the row, a negative DESE adjustment for the difference will be entered and the amount deducted from the total amount due to district.
- Enter any other comments regarding personnel displaying, as needed.

Step 8: Select Save and Continue
- Comments - Enter additional comments (if necessary) in the District/LEA Comments box. If any Edits display, enter a comment to justify the edit or correct the error and resave the page.

PURCHASED SERVICES

The itemized purchased services listed on this page should total the ASBR 6300 Purchased Services amount. If there is a discrepancy, a negative adjustment may be applied.

Step 1: Contracted Services for ECSE Children
- Private Agency Contracted Costs - Select Yes or No. If Yes, enter amount.
- Contracted Therapy/Ancillary Costs - Select Yes or No. If Yes, enter amount.
- Professional Development Costs - Select Yes or No. If Yes, enter amount.
- Staff Mileage Costs - Select Yes or No. If Yes, enter amount.

Step 2: Operation of Plant Services
- Enter the purchased service amount for each row as applicable under the column(s) where ECSE classrooms reported on the Program Information page display.
- Enter comments to explain any proration methods, if required.

Step 3: Facility Lease
- Select Add Item to enter a facility lease.
- Enter the full facility lease amount, the number of IEP students utilizing the leased facility, and the number of nondisabled integrated peers utilizing the leased facility, the number of Itinerant FTE housed in the leased facility, and the ECSE Director and Coordinator FTE housed in the leased facility.
- Select Save.

Step 4: Other Purchased Services
- Select Add Item to report additional purchased service costs not reported in the above fields. Enter a description of the item and amount.
- Select Save.

Step 5: Select Save and Continue
- Comments - Enter comments (if necessary) in the District/LEA Comments box. If any Edits display, enter a comment to justify the edit or correct the error and resave the page.

SUPPLIES

If the ASBR 6400 Materials & Supplies amount is greater than the Program Maintenance Allowed Amount, the district/LEA must complete this page. The itemized supplies listed on this page should total the ASBR 6400 Materials & Supplies amount. If there is a discrepancy, a negative adjustment may be applied.

Step 1: Other Program Costs

If the ASBR 6400 Materials & Supplies amount is greater than the Program Maintenance Allowed Amount, the district/LEA must complete the Other Program Costs section.

- IEP Required Supplies - Select Yes or No. If Yes, enter amount.
- Assessment Materials - Select Yes or No. If Yes, enter amount.
- New Classroom Supplies - Select Yes or No. If Yes, enter the number of new classrooms and amount expended on new classroom supplies for each type of new classroom added. In the text box below, enter a justification for adding new classrooms.

Step 2: Operation of Plant Supplies

If the ASBR 6400 Materials & Supplies amount is greater than the Program Maintenance Allowed Amount, the district/LEA must complete the Operation of Plant Supplies section.

- Operation of Plant (maintenance and operation) Supplies - Select Yes or No. If Yes, enter amount.
- Utilities - Select Yes or No. If Yes, enter amount.

Step 3: Select Save and Continue

- Comments - Enter comments (if necessary) in the District/LEA Comments box. If any Edits display, enter a comment to justify the edit or correct the error and resave the page.

EQUIPMENT

The itemized equipment listed on this page should total the ASBR 6500 Equipment amount. If there is a discrepancy, a negative adjustment may be applied.

Step 1: Instructional Equipment

- Select Yes or No. If Yes, enter amount.

Step 2: IEP Related Equipment

- Select Yes or No. If Yes, enter amount.

Step 3: Other Equipment

- Report additional equipment costs not reported in the above fields by entering a description of the item and amount.
- Select Save.
- Select Add More Lines (if necessary).

Step 4: Select Save and Continue
- Comments - Enter comments (if necessary) in the District/LEA Comments box. If any Edits display, enter a comment to justify the edit or correct the error and resave the page.

TRANSPORTATION

The itemized transportation listed on this page should total the ASBR transportation amounts. If there is a discrepancy, a negative adjustment may be applied.

Step 1: Personnel
- Enter Transportation Personnel position, FTE, salary and benefits. Select Add More Lines for each additional transportation personnel position.
- Enter the number of ECSE students and Integrated nondisabled peers transported on District Buses.
- Enter the number of Dedicated ECSE Routes Operated by the District.

Step 2: Purchased Services
- Contracted Transportation - Select Yes or No. If Yes, enter amount.
- Parent/Guardian Transportation - Select Yes or No. If Yes, enter amount.
- Bus Lease - Select Yes or No. If Yes, enter amount.
- Vehicle Insurance - Select Yes or No. If Yes, enter amount.
- Other - Report additional purchased service transportation costs not reported in the above fields. Enter a description of the item and amount. Select Add More Lines for each additional transportation purchased service item.

Step 3: Supplies
- Fuel, Tires, Oil - Select Yes or No. If Yes, enter amount.
- Safety Harnesses - Select Yes or No. If Yes, enter amount.
- Other - Report additional supply transportation costs not reported in the above fields. Enter a description of the item and amount. Select Add More Lines for each additional transportation supplies item.

Step 4: Equipment
- Enter Transportation Equipment description and amount. Select Add More Lines for each additional transportation equipment item.

Step 5: Bus Purchase
- Amount is uploaded by DESE.

Step 6: Select Save and Continue
- Comments - Enter comments (if necessary) in the District/LEA Comments box. If any Edits display, enter a comment to justify the edit or correct the error and resave the page.

FACILITY PURCHASE

Only ECSE facility purchase or lease purchases approved by DESE in the past will be entered by DESE Special Education Finance and displayed on this page.

SUBMITTAL AND APPROVAL

Step 1: Edits
- If any Edits (E) display, the LEA must make the necessary corrections before the FER can be submitted.

Step 2: Enter any comments in the District/LEA Comment Box and select Save

Step 3: Submit
- Submit the ECSE FER to DESE for approval.