

IDEA SECTION 611 PART B ENTITLEMENT

ePeGS FY15 PAYMENT REQUEST Training Guide Part II



Division of Financial and Administrative Services
Special Education Finance

P.O. Box 480

Jefferson City, MO 65102-0480

Phone: 573-751-0622 • Fax: 573-526-6898

Email: spedfunding@dese.mo.gov

Website: <http://dese.mo.gov/financial-admin-services/special-education-finance>

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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) Special Education Federal Funds. This guide is Part II of an ePeGS overview series that is intended to provide guidance and step-by-step instructions for completing Part B Payment Requests. The other parts of the guide are listed below.

Part I - ePeGS Budget Application Training Guide
Part III - ePeGS Final Expenditure Report (FER) Guide

These guides may be found at the following link:

<http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations>

TECHNICAL ASSISTANCE CONTACTS

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

Cathy Ellingsworth
cathy.ellingsworth@dese.mo.gov
Phone: (573) 751-0623
General Section Phone: (573) 751-0622
Fax: (573) 526-6898

SECTION I

**PAYMENT REQUEST
REQUIREMENTS**

FUNDAMENTAL REQUIREMENTS

Districts/LEAs must have an approved current year Budget Application prior to requesting payments. Budget Applications are due on or before July 1st of each year. The district/LEA will not have the option to submit Payment Requests in ePeGS until an application is submitted and approved.

The district/LEA does not have to submit a prior year Part B Final Expenditure Report (FER) to start requesting payments in July. However, if the district/LEA fails to submit the prior year FER by the required due date; any future current year Payment Requests will be held until the prior year FER is submitted in an approvable format.

OBLIGATION AND GRANT CYCLE PERIODS

The date the district/LEA may begin obligating expenditures in the current grant year is the “substantially approved date” which appears on the Part B Budget Application Submittal and Approval page as shown highlighted below. For more information about obligations, see the ePeGS Budget Application Training Guide Part I at: <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations>.

| | |
|---|---------------------------------|
| Core Assurances | Agreed to 5/28/2014 by ANICKELL |
| Grant Specific Assurances | Agreed to 5/28/2014 by ANICKELL |
| Substantially Approved | Approved on 7/1/2014 |

Submitted on 5/28/2014 by ANICKELL.

Substantially Approved Date: 07/01/2014

For obligations that occur from the substantially approved date to June 30 of the current grant cycle, districts/LEAs can expend funds to September 30. This means districts/LEAs may continue to submit Payment Requests after the grant cycle ends on June 30 if the expenditure was obligated during the grant cycle. See the chart below for more information regarding the grant cycle, obligation period, and FER reporting and Payment Request period.

| Grant Cycle | Obligation Period | FER Reporting & Payment Request Period |
|--|--|--|
| July 1, 2014 to June 30, 2015 | Date of Substantially Approved Application to June 30, 2015 | July 1, 2014 (or date of substantially approved application if after July 1) to September 30, 2015 |
| Period in which funds may be obligated and expended. | Obligations occur during the grant cycle, but <u>only after a substantially approved Budget Application has been submitted</u> | Expenditures for obligations made <u>during the obligation period</u> may be reported up until September 30. |

PAYMENT REQUEST DUE DATES

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, districts/LEAs should plan to submit the Payment Request early, prior to the weekend or holiday as the deadline remains the same. The Part B Payment Request Deadlines are posted on the Special Education Finance web page at: <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations>.

CASH MANAGEMENT IMPROVEMENT ACT (CMIA)

The Cash Management Improvement Act (CMIA) requires districts/LEA's to demonstrate when receiving federal funds that they have either already expended the federal funds or will spend the federal funds within three business days of receipt.

The CMIA was placed in operation to prevent interest earnings on federal funds. Section 34 CFR 80.20-21 states that methods and procedures for payment shall minimize the time elapsing between the transfer of funds and disbursement by the grantee and subgrantee/recipient. Based on the agreement with the United States Treasury, the established timeframe is three days. Therefore, the district/LEA must ensure Payment Requests only include amounts already expended and/or amounts that will be expended within three business days of receipt of funds. The Expenditure Period End Dates listed on the Part B Payment Request Deadlines document at <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations> indicates the date each month by which amounts included on payment requests must be expended. If the district/LEA will receive a payment from the FER, the funds received from this payment must also comply with CMIA requirements. The Department must monitor payments to assure that they conform to these federal regulations.

Requesting Expended Amounts:

For amounts already expended, districts/LEAs should code the expenditure in the general ledger as a federal account expenditure and then request the funds for that expenditure on a reimbursement basis. It is important to ensure more funds are not requested than have been expended.

GL Example (project code "41" designates the expenditure as being paid for with federal funds):

Step 1:

Incur and Code to Federal Account

| | | |
|--------------|-------------|----------|
| 1221-6311-41 | \$15,000.00 | 10/10/13 |
|--------------|-------------|----------|

Step 2:

Request and Receive Funds

| | | |
|-----------------|-------------|----------|
| Payment Request | \$15,000.00 | 11/21/13 |
|-----------------|-------------|----------|

Requesting Amounts to be Expended within Three Days:

For amounts that will be expended within three business days of receipt of funds, the district/LEA should request the funds first based on an obligated amount, receive the funds, and then code to the general

ledger under a federal account expenditure to an upcoming expenditure within 3 days of receipt. This option is not recommended unless the expenditure is a certainty or reoccurring on a regular basis, such as payroll or monthly membership dues. Please note for payroll transactions, to consider the funds “spent” the payroll transactions should be recorded on the books **and** the funds delivered to the employees.

GL Example (project code “41” designates the expenditure as being paid for with federal funds):

Step 1:

Request and Receive Funds (Based on Obligations)

| | | |
|-----------------|------------|----------|
| Payment Request | \$5,000.00 | 11/21/13 |
|-----------------|------------|----------|

Step 2:

Incur and Code to Federal Account within 3 Days

| | | |
|--------------|------------|----------|
| 1221-6111-41 | \$5,000.00 | 11/24/13 |
|--------------|------------|----------|

Violating CMIA requires a return of funds with interest. 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 CMIA. Funds used to pay the interest must come from the districts/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/interest-12.html>. Please note that interest is owed even if it was not actually accrued because the standard is "could have accrued."

In addition, districts/LEAs should compare all payment transmittals to the Payment Requests to ensure that the system has not overpaid the district/LEA 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.

More information about CMIA can be found at: <http://fms.treas.gov/cmia/statute.html>.

MAXIMUM PERCENTAGE ALLOWED

Due to grant award funds availability from the U.S. Department of Education and State Budget Allotments, districts/LEAs are restricted to the total amount of funds that may be requested throughout the year. The maximum drawdown percentages may be found with the Payment Request Deadlines at <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-funding-and-allocations>.

Districts/LEAs may request 100% of the approved budgeted amount of IDEA Part B funds beginning with the June school payment.

The Part B FER will be used as the final payment if 100% of funds have not yet been requested.

PAYMENT REQUEST VARIANCE

According to EDGAR 80.30 (c) (ii), expenditures may not exceed 10% of the grand total amount budgeted. This rule has been applied to the Program Costs Subtotal by object code (6100, 6150, 6200, 6300, 6400, 6500). If the Program Costs Subtotal amount exceeds 10% of the grand total amount budgeted, the district/LEA must revise the Budget Application in order to be able to submit the Payment Request; or must revise the Payment Request to amounts within 10% of the current total amount budgeted.

For example, the district/LEA has a total budget of \$500,000. This means the total amount of variance can be up to \$50,000 (10% * \$500,000). If the district/LEA budgets \$100,000 total (Program Costs Subtotal) under the object code 6100, then the most the district/LEA can claim within the Payment Request under object code 6100 (without having to do a Budget Revision) is \$150,000.

The variance applies to each category with a subtotal greater than \$0.

PROPORTIONATE SHARE OBLIGATIONS

Districts with proportionate share obligations must ensure there are sufficient funds left to cover any unexpended proportionate share obligation amounts. These funds must carry over into the next fiscal year. Therefore, districts should not request 100% of their funds in their final Payment Request or their FER if the district has unexpended proportionate share funds. If sufficient funds are not left, a Part B refund may be necessary.

SECTION II

PAYMENT REQUEST COMPONENTS

PAYMENT REQUEST COMPONENTS

The Payment Request screen contains the basic payment information, the payment grid, the Payment Request amount (formula calculation), the comments section, and the certification statement.

BASIC PAYMENT INFORMATION

The basic payment information includes the following components:

Total Funds Available: This is the total amount of the district/LEA's available Part B IDEA funding allocation. In order to ensure any prior year carryover funds are included in the total funds available, the district/LEA should submit a current year Budget Revision after the district/LEA has a prior year approved FER.

Amount Budgeted: This is 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: This is 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: This is the amount of Part B IDEA funds the district/LEA has available to spend for the current year, taking into consideration all previous payments.

Monthly Payment Amount: This is the payment amount the district/LEA will receive of Part B IDEA funds based on the information entered in the budget grid. This is based on expenditures and amounts paid to date. This will be the Payment Request amount calculated after the district/LEA enters the data into the payment grid.

The following screen shot shows these components as they appear on the Payment Request Page.

| | |
|---|------------------------|
| Payment Grid - Special Education Part B Entitlement | |
| This Payment Request must be submitted by June 1st, 2014 to receive a June 2014 payment. Payment Request Amounts will be automatically calculated based on actual cumulative expenditure data. The formula used to calculate the payment request amount is: | |
| Actual Cumulative Program Year Expenditure to Date - Amount Paid to Date | |
| Expenditure cells will be grayed out where \$0.00 has been budgeted. | |
| Current Funds Available: | \$ <u>2,012,017.00</u> |
| Amount Budgeted (INITIAL): | \$ 2,000,000.00 |
| Amount Paid To Date: | \$ 0.00 |
| Balance Available: | \$ 2,000,000.00 |
| Monthly Payment Amount: | \$ 0.00 |
| Administration Costs Rate: 0.00 % Restricted Costs Rate: 0.15 % | |

PAYMENT REQUEST GRID

The next section of the Payment Request Page is the payment grid. The Payment Request grid displays exactly like the Budget Application grid, and includes the approved budget amounts per each function and object code above the data entry cell. Districts/LEAs are required to submit cumulative program year-to-date expenditure amounts (or amounts to be expended within three days) by function and object code. The system will not allow an expenditure to be placed in a cell where funds have not been budgeted, nor will it allow total expenditures by object code to exceed the 10% variance.

Expenditure cells will be grayed out in Payment Requests when \$0.00 has been budgeted. If the district/LEA needs to request funds in cells that are grayed out, a Budget Revision will need to be completed.

The following screen shot shows the payment grid as it appears on the Payment Request Page

| Accounting Manual | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|--|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------|------------------------|---------------|---------------------|
| 1221 Special Education and Related Services | 13375.00 1234.00 | 0.00 0.00 | 338.00 75.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 13713.00 1309.00 |
| 1223 Coordinated Early Intervening Services | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| 1224 Proportionate Share Services | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| 1931 Tuition, Severely Disabled Program Within State | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| 2100 Professional Development | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| 2500 Transportation and Maintenance | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| 4000 Facilities Acquisition and Construction | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Program Costs Subtotal | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |

| Administration Costs | | | | | | | | |
|-------------------------------|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------|------------------------|---------------|---------------------|
| Administration Pool | | | | | | | | 0.00 |
| Indirect Costs | Calculate Indirect Costs | | | | | | | 0.00 |
| Administration Costs Subtotal | | | | | | | | 0.00 |
| Grand Total | 13375.00 1234.00 | 0.00 0.00 | 338.00 75.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 13713.00 1309.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |

Payment Request Amount

PAYMENT REQUEST AMOUNT

The ePeGS system will automatically determine the Payment Request amount based on taking the Actual Cumulative Program Year Expenditures to Date entered into the payment grid minus and the Amount Paid to Date. Therefore, it is very important that the district/LEA enter the cumulative year-to-date expenditure amounts in the payment grid.

The Payment Request Formula is:

$$\begin{aligned} & \text{Actual Cumulative Program Year Expenditure to Date} \\ & - \text{Amount Paid to Date} \\ & = \text{Payment Request Amount} \end{aligned}$$

The Payment Request amount is calculated and shown in the cell highlighted in the screen shot below.

| | | | | | | | | |
|-------------------------------|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------|------------------------|---------------|----------|
| Administration Pool | | | | | | | | 0.00 |
| Indirect Costs | Calculate Indirect Costs | | | | | | | 0.00 |
| Administration Costs Subtotal | | | | | | | | 0.00 |
| Grand Total | 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 |
| | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
| | Payment Request Amount | | | | | | | 1309.0 |

COMMENTS SECTION

The next section allows the district/LEA to enter any comments related to the Payment Request. This section is also used by Department staff to communicate to the district/LEA any issues/problems with the Payment Request.

CERTIFICATION STATEMENT

The last section of the Payment Request Page is the certification statement. This box must be checked in order to save and submit the Payment Request. The Payment Request must be saved prior to being submitted. Please note: The “Submit” button shown below the Certification Statement will remain “grayed-out” if the Payment Request has not been saved by clicking on the “Save” button. A Payment Request can’t be submitted unless it has first been saved.

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 Payment History Submit Calculate Total

If there are errors in the Payment Request, a red “Edit” button will appear at the bottom of the page after the “Save” button is clicked. If this “Edit” button is present, click on it and resolve the edits noted. The web browser must be set to allow pop-ups from the DESE Web Applications in order to see the edit messages.

Save Payment History Submit Calculate Total

Edit

SECTION III

**PAYMENT REQUEST
STATUS**

PAYMENT REQUEST STATUS DESCRIPTIONS

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.

Created: The Payment Request has been created but not submitted by the district/LEA for Department approval.

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

Approved: The 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 status of the request changing to “Payment in Process” or “Payment Processed”.

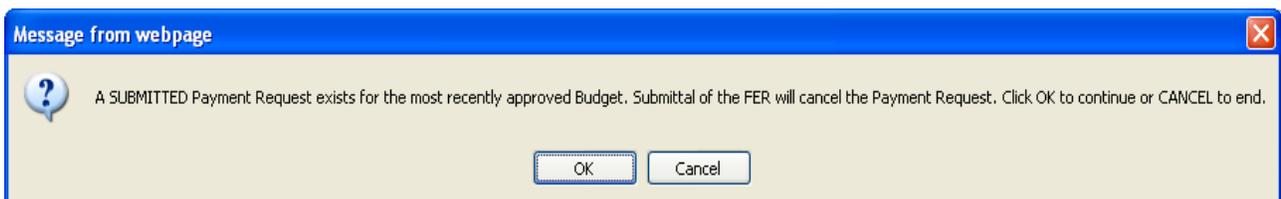
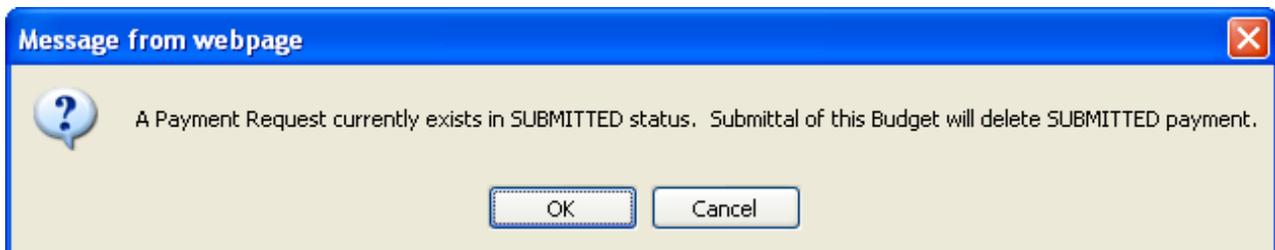
Disapproved/Open: The Payment Request has been disapproved and is open for district/LEA revision.

Payment in Process: The Payment Request 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 in this status.

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

OVERRIDING PAYMENT REQUEST STATUS

If a district/LEA has a Payment Request in “Submitted” status, and the district/LEA attempts to submit either a Budget Revision or FER, the district/LEA will receive a “pop-up” message indicating that submitting the Budget Revision or FER will delete the submitted payment.



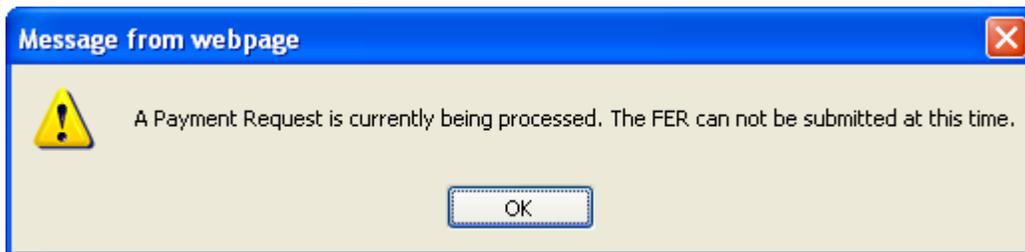
If the district/LEA chooses to submit either the Budget Revision or the FER by clicking on the “OK” button, the submitted Payment Request will be deleted from the system and a payment will NOT occur.

If the district/LEA wishes to leave the Payment Request in place, the district/LEA should choose the “Cancel” button.

If a district/LEA has a Payment Request in “Approved” status, and attempts to submit a Budget Revision, the district/LEA will receive a “pop-up” message indicating that the district/LEA must contact DESE to have the Payment Request disapproved in order to be able to submit the Budget Revision.



If a district/LEA has a Payment Request in “Approved” or “In Process” status, and attempts to submit an FER, the district/LEA will receive a “pop-up” message indicating that a Payment Request is currently being processed and that the FER cannot be submitted at this time.



SECTION IV

CREATING AND SUBMITTING A PAYMENT REQUEST

In order to create a Payment Request, log into the ePeGS system and follow the steps outlined below.

STEP 1: Select Payment Request (use either highlighted link)

Select Payment Request either by clicking the “Show” link or the “Payment Request” link in the left hand navigational panel.

The screenshot displays the ePeGS system interface for the Missouri Department of Elementary & Secondary Education. The top navigation bar includes the logo and the text "Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION" and "ePeGS". Below the header, there are fields for "District/LEA:", "Year: 2014-2015", and "Select a District". The main content area is titled "Funding Application: Special Education Part B Entitlement - Grant Summary". On the left, a navigation menu lists various options, with "Special Education Part B Entitlement" expanded to show "Payment Request" highlighted in red. The main content area lists several application types with "Show" links, with the "Payment Request Show" link highlighted in red. Below the application list, there are contact information sections for "DESE Program Contact", "DESE Fiscal Contact", and "LEA Contact".

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION ePeGS

District/LEA: Year: 2014-2015 Select a District

Funding Application: Special Education Part B Entitlement - Grant Summary

Number Name Select District

Navigation Menu:

- 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**
 - Proportionate Share Carryover Release
 - FER
 - Teacher Quality & Urban Education
 - DESE Supervisor Approval
 - Awaiting Approval
 - NCLB MOE
 - Report Menu
 - Core Assurances
 - Maintenance
 - Help Documents
 - DESE Web Application Menu
 - Logon/Logoff

Main Content Area:

| Application Type | Link | Opens | Closes |
|---|------|-----------|----------|
| Budget Application | Show | 5/13/2014 | 5/1/2015 |
| Payment Request | Show | 7/1/2014 | 9/2/2015 |
| Proportionate Share Carryover Release Request | Show | 1/1/2015 | 3/2/2015 |
| Final Expenditure Report | Show | | TBD |

DESE Program Contact | **DESE Fiscal Contact** | **LEA Contact**

DESE Program Contact: Sandy Kliethermes, 205 Jefferson, Jefferson City, MO 65102, Phone: (573) 751-0623, Fax: (573) 526-6898, Email: sandy.kliethermes@dese.mo.gov

DESE Fiscal Contact: Special Education Funds Management, 205 Jefferson, Jefferson City, MO 65102, Phone: (573) 751-0622, Fax: (573) 526-6898, Email: spedfunding@dese.mo.gov

STEP 2: Select “Create Payment Request”

Select Create Payment Request. If the district/LEA does not have the Create Payment Request link, then:

- The district/LEA does not have an approved Budget Application
- The district/LEA user may not have the proper security in the DESE web systems
- It may be before or after the allowable time frame to create a Payment Request

The screenshot displays the ePeGS web application interface. At the top, the Missouri Department of Elementary & Secondary Education logo is visible on the left, and the 'ePeGS' logo is on the right. Below the logo, there are fields for 'District/LEA', 'Year: 2014-2015', and a 'Select a District' dropdown menu. The main content area is titled 'Funding Application: Special Education Part B Entitlement - Grant Summary'. It features a navigation menu on the left with options like 'ePeGS Homepage', 'Planning Tool', and 'Funding Application Menu'. The 'Special Education Part B Entitlement' menu is expanded, showing 'Budget Application' and 'Payment Request'. The 'Payment Request' link is highlighted with a red box. Below the navigation menu, there are several links for 'Budget Application Show', 'Payment Request Hide', 'Proportionate Share Carryover Release Request Show', and 'Final Expenditure Report Show'. At the bottom, there are contact information sections for 'DESE Program Contact', 'DESE Fiscal Contact', and 'LEA Contact'.

STEP 3: Enter Payment Data

The district/LEA must enter the total amount of Part B IDEA expenditures that have been or will be expended within three days of receiving the payment by function and object code. These are the actual cumulative program year expenditure totals, not the payment amount to be requested. The ePeGS program will calculate the payment based upon the actual expenditures year to date as reported in the payment grid when compared to the amount that has already been paid. Amounts requested per object code total may not exceed more than 10% of the total budgeted amount.

Payment Grid - Special Education Part B Entitlement

This Payment Request must be submitted by June 1st, 2014 to receive a June 2014 payment.

Payment Request Amounts will be automatically calculated based on actual **cumulative** expenditure data. The formula used to calculate the payment request amount is:

Actual Cumulative Program Year Expenditure to Date - Amount Paid to Date

Expenditure cells will be grayed out where \$0.00 has been budgeted.

Current Funds Available: \$ 2,012,017.00

Amount Budgeted (INITIAL): \$ 2,000,000.00

Amount Paid To Date: \$ 0.00

Balance Available: \$ 2,000,000.00

Monthly Payment Amount: \$ 0.00

Administration Costs Rate: 0.00 % **Restricted Costs Rate:** 0.15 %

| Accounting Manual | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|--|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------|------------------------|---------------|--------------------|
| 1221 Special Education and Related Services | 1000000.00 2523 | 300000.00 700 | 200000.00 250 | 500000.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 2000000.00 0.00 |
| 1223 Coordinated Early Intervening Services | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| 1224 Proportionate Share Services | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| 1931 Tuition, Severely Disabled | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |

STEP 4: Calculation of Payment Request Amount

The Payment Request amount will automatically be calculated based on the expenditure data entered by the district/LEA. The district/LEA does not enter an amount into the Payment Request Amount cell. By requesting payments based on actual expenditures, the district/LEA will be in compliance with CMIA.

| | | | | | | | | |
|--|---------|------|-------|------|------|------|------|---------|
| 2200 Professional Development | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2500 Transportation and Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4000 Facilities Acquisition and Construction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Program Costs Subtotal | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |

| | | | | | | | | |
|--------------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|-------------------------------------|-------------------------------|----------------------|--------------|
| Administration Costs | | | | | | | | |
| Administration Pool | | | | | | | | 0.00 |
| Indirect Costs | Calculate Indirect Costs | | | | | | | 0.00 |
| Administration Costs Subtotal | | | | | | | | 0.00 |
| Grand Total | 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 |
| | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |

Payment Request Amount 1309.00

STEP 5: Enter District/LEA Comment

Enter a district/LEA Comment if desired.

| | | | | | | | | | |
|---|----------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Facilities Acquisition and Construction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Program Costs Subtotal | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |

| | | | | | | | | |
|-------------------------------|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------|------------------------|---------------|--------------|
| Administration Costs | | | | | | | | |
| Administration Pool | | | | | | | | 0.00 |
| Indirect Costs | Calculate Indirect Costs | | | | | | | 0.00 |
| Administration Costs Subtotal | | | | | | | | 0.00 |
| Grand Total | 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 |
| | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |

Payment Request Amount 1309.00

District/LEA 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: Check District/LEA Certification Box

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

| | | | | | | | | |
|---|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| 4000 Facilities Acquisition and Construction | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Program Costs Subtotal | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |

| | | | | | | | | |
|----------------------------------|----------------------------------|-------------------------------------|------------------------------|-------------------------------|---------------------------------|------------------------|---------------|--------------|
| Administration Costs | | | | | | | | |
| Administration Pool | | | | | | | 0.00 | |
| Indirect Costs | Calculate Indirect Costs | | | | | | 0.00 | |
| Administration Costs Subtotal | | | | | | | 0.00 | |
| Grand Total | 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 |
| | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |

Payment Request Amount 1309.00

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: Save and Submit Payment Request

Click button. The save button must be clicked to calculate the Payment Request amount.

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 V

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

If attempting to revise the payment request while it is in “Approved” status and the “Revise Payment Request” link does not appear, it is possible that the payment request has just been processed but the status has not been updated yet in the system. If this is the case, a payment revision will not be possible.

STEP 1: Select Payment Request on the Grant Summary Page

Select the applicable Payment Request on the Grant Summary Page.

The screenshot displays the ePeGS interface for a Special Education Part B Entitlement Grant Summary. The header includes the Missouri Department of Elementary & Secondary Education logo and the text 'ePeGS'. Below the header, there are filters for 'District/LEA' and 'Year: 2014-2015'. The main content area is titled 'Funding Application: Special Education Part B Entitlement - Grant Summary'. On the left, a navigation menu lists various options, with 'Special Education Part B Entitlement' expanded to show 'Payment Request' and 'Request 1'. The main table lists funding applications with columns for 'Version', 'Status', and 'Activity Log'. The 'Payment Request' row is highlighted, and a table below it shows a payment request with status 'APPROVED' and a 'Revise Payment Request' link. At the bottom, there are contact information sections for 'DESE Program Contact', 'DESE Fiscal Contact', and 'LEA Contact'.

STEP 2: Select “Revise Payment Request”

Select the Revise Payment Request link. If the district/LEA does not have the Revise Payment Request link, then:

- Payment Request may be in an “In Process” or “Payment Processed” status
- The district/LEA user may not have the proper security in the DESE web systems
- It may be before or after the allowable time frame to create a Payment Request

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION™

ePeGS

District/LEA: Year: 2014-2015 Select a District

Funding Application: Special Education Part B Entitlement - Grant Summary

Number Name Select District

Budget Application [Show](#) Opens: 5/13/2014 Closes: 5/1/2015

Payment Request [Hide](#) Opens: 7/1/2014 Closes: 9/2/2015

| Version | Status | Activity Log |
|---------------------------|--|----------------------|
| Request 1 | APPROVED on 5/28/2014 2:17:51 PM by ANICKELL | view |

Proportionate Share Carryover Release Request [Show](#) Opens: 1/1/2015 Closes: 3/2/2015

Final Expenditure Report [Show](#) TBD

DESE Program Contact DESE Fiscal Contact LEA Contact

Sandy Kliethermes
205 Jefferson
Jefferson City, MO 65102
Phone: (573) 751-0623
Fax: (573) 526-6898
Email: sandy.kliethermes@desemo.gov

Special Education Funds Management
205 Jefferson
Jefferson City, MO 65102
Phone: (573) 751-0622
Fax: (573) 526-6898
Email: spedfunding@desemo.gov

Or the district/LEA may open the Payment Request and click on the REVISE PAYMENT button at the bottom of the page.

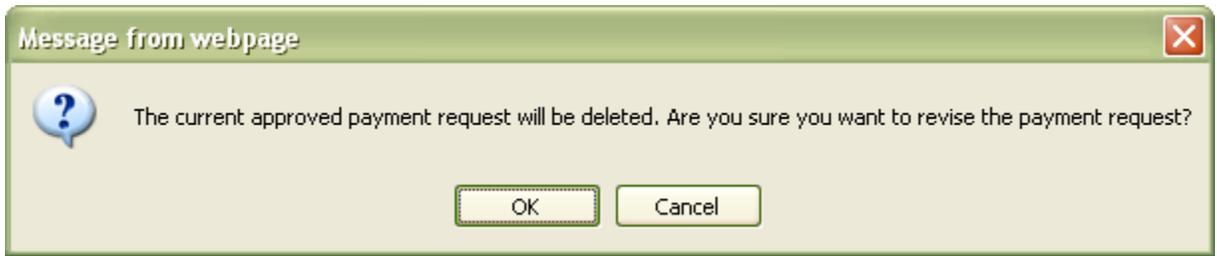
District/LEA Comment:

DESE Comment:

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

Save Payment History **Revise Payment**

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



STEP 3: Enter the New Payment Request Data

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

SECTION VI

**REQUESTING ADDITIONAL
PAYMENTS**

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

STEP 1: Select Payment Request (use either highlighted link)

Select Payment Request either by clicking the “Show” link or the “Payment Request” link in the left hand navigational panel.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION™

ePeGS

District/LEA: Year: 2014-2015 Select a District

Funding Application: Special Education Part B Entitlement - Grant Summary

- ▶ 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**
 - ▶ Proportionate Share Carryover Release
 - ▶ FER
 - ▶ Teacher Quality & Urban Education
 - ▶ DESE Supervisor Approval
 - ▶ Awaiting Approval
 - ▶ NCLB MOE
 - ▶ Report Menu
 - ▶ Core Assurances
 - ▶ Maintenance
 - ▶ Help Documents
 - ▶ DESE Web Application Menu
 - ▶ Logon/Logout

| | |
|--|-----------------------------------|
| Budget Application Show | Opens: 5/13/2014 Closes: 5/1/2015 |
| Payment Request Show | Opens: 7/1/2014 Closes: 9/2/2015 |
| Proportionate Share Carryover Release Request Show | Opens: 1/1/2015 Closes: 3/2/2015 |
| Final Expenditure Report Show | TBD |

DESE Program Contact
 Sandy Kliethermes
 205 Jefferson
 Jefferson City, MO 65102
Phone: (573) 751-0623
Fax: (573) 526-6898
Email: sandy.kliethermes@dese.mo.gov

DESE Fiscal Contact
 Special Education Funds Management
 205 Jefferson
 Jefferson City, MO 65102
Phone: (573) 751-0622
Fax: (573) 526-6898
Email: spedfunding@dese.mo.gov

LEA Contact

STEP 2: Select “Create Payment Request”

Select the Create Payment Request link located on the right hand side of the page.

| | |
|---|-----------------------------------|
| Budget Application Show | Opens: 6/12/2012 Closes: 5/1/2013 |
| Payment Request Hide | Opens: 8/2/2012 Closes: 9/2/2013 |

[Create Payment Request](#)

| Version | Status | Activity Log |
|---------------------------|---|----------------------|
| Request 1 | PAYMENT PROCESSED on 1/10/2013 2:13:41 PM by RBURKHAR | view |

| | |
|---|-----|
| Final Expenditure Report Show | TBD |
|---|-----|

STEP 3: Enter Payment Request Data

The district/LEA must enter the total amount of Part B IDEA expenditures that have been or will be expended within three days of receiving the payment by function and object code. These are the actual cumulative program year expenditure totals, not the payment amount to be requested. The ePeGS program will calculate the payment based upon the actual expenditures year to date as reported in the payment grid when compared to the amount that has already been paid. Amounts requested per object code total may not exceed more than 10% of the total budgeted amount.


ePeGS

District/LEA: _____ Year: _____

Select a District ▼

Funding Application: Special Education Part B Entitlement - PAYMENT Grid Version: Request 1 Status: _____

Number
 Name

Select District

Payment Grid - Special Education Part B Entitlement
This Payment Request must be submitted by May 1st, 2013 to receive a May 2013 payment. Payment Request Amounts will be automatically calculated based on actual cumulative and expenditure data. The formula used to calculate the payment request amount is:

Actual cumulative Program Year Expenditure to Date - Amount Paid to Date
Expenditure cells will be grayed out where \$0.00 has been budgeted.

| | |
|--|--------------|
| Total Funds Available | \$ 15,966.26 |
| Amount Budgeted (INITIAL) | \$ 13,713.00 |
| Amount Paid To Date | \$ 0.00 |
| Balance Available | \$ 13,713.00 |
| Monthly Payment Amount: | \$ 1,309.00 |
| Administration Costs Rate: 0.00 % Restricted Costs Rate: 1.03 % | |

| Accounting Manual | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|--|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------|------------------------|---------------|----------|
| 1221 Special Education and Related Services | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 |
| 1223 Coordinated Early Intervening Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1224 Proportionate Share Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1931 Tuition, Severely Disabled Program Within State | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

STEP 4: Calculation of Payment Request Amount

The Payment Request amount will automatically be calculated based on the expenditure data entered by the district/LEA. By requesting payments based on actual expenditures, the district/LEA will be in compliance with CMIA.

| | | | | | | | | | |
|--|---------|------|-------|------|------|------|------|------|---------|
| 2200 Professional Development | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2500 Transportation and Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4000 Facilities Acquisition and Construction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Program Costs Subtotal | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------------------|-----------------------------------|-------------------------------------|-------------------------------|----------------------|----------------|------|--------|------|------|------|------|----------|---------|------|-------|------|------|------|------|---------|------|
| Administration Costs | | | | | | | | | | | | | | | | | | | | | | | |
| Administration Pool | | | | | | | 0.00 | | | | | | | | | | | | | | | | |
| Indirect Costs | | | | | | | 0.00 | | | | | | | | | | | | | | | | |
| <input type="button" value="Calculate Indirect Costs"/> | | | | | | | 0.00 | | | | | | | | | | | | | | | | |
| Administration Costs Subtotal | | | | | | | 0.00 | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>13375.00</td> <td>0.00</td> <td>338.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>13713.00</td> </tr> <tr> <td>1234.00</td> <td>0.00</td> <td>75.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>1309.00</td> </tr> </table> | | | | | | | 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 | 0.00 |
| 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 | | | | | | | | | | | | | | | | |
| 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 | | | | | | | | | | | | | | | | |
| Grand Total | | | | | | | 1309.00 | | | | | | | | | | | | | | | | |
| 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total | | | | | | | | | | | | | | | | |

Payment Request Amount 1309.00

District/LEA Comment:

DESE Comment:

STEP 5: Enter District/LEA Comment

Enter a district/LEA Comment if desired.

| | | | | | | | | | |
|---|---------|------|-------|------|------|------|------|------|---------|
| Professional Development | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2500 Transportation and Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4000 Facilities Acquisition and Construction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Program Costs Subtotal | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |

| | | | | | | | | |
|-------------------------------|-----------------------------------|--------------------------------------|-------------------------------|--------------------------------|----------------------------------|----------------------------|-------------------|--------------|
| Administration Costs | | | | | | | | |
| Administration Pool | | | | | | | | 0.00 |
| Indirect Costs | Calculate Indirect Costs | | | | | | | 0.00 |
| Administration Costs Subtotal | | | | | | | | 0.00 |
| Grand Total | 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 |
| | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |

Payment Request Amount **1309.00**

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.

mail:

STEP 6: Check the District/LEA Certification Box

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

| | | | | | | | | | |
|--|---------|------|-------|------|------|------|------|------|---------|
| Professional Development | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2500 Transportation and Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4000 Facilities Acquisition and Construction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Program Costs Subtotal | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |

| | | | | | | | | | |
|-------------------------------|-------------------------------|----------------------------------|---------------------------|----------------------------|------------------------------|------------------------|---------------|--------------|----------|
| Administration Costs | | | | | | | | | |
| Administration Pool | | | | | | | | | 0.00 |
| Indirect Costs | Calculate Indirect Costs | | | | | | | | 0.00 |
| Administration Costs Subtotal | | | | | | | | | 0.00 |
| Grand Total | 13375.00 | 0.00 | 338.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13713.00 |
| | 1234.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1309.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total | |

Payment Request Amount 1309.00

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: Save and Submit Payment Request

Click button. The save button must be clicked to calculate the Payment Request amount.

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.

SECTION VII

RECEIVING A PAYMENT

MONTHLY PAYMENT TRANSMITTAL

The Payment Request amount, if submitted by the 1st, typically is deposited into the district/LEA’s bank account around the 21st of the month. 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.

Finding Payment Transmittals:

1. Go to DESE Web Applications
2. Click on School Finance
3. Select District/LEA from Drop-down List
4. Click on Payment Transmittal
5. Select Year
6. Select Month

AUDIT CONFIRMATION REPORT

At the end of each school year, districts/LEAs should also check the Audit Confirmation Report in order to confirm the total amount of Special Education Part B Entitlement Funds paid during the year.

When the “Audit Confirmation Report” link is clicked, a “pop-up” report will open. Districts/LEAs should ALWAYS allow pop-ups from the DESE Web Applications. Please speak with the district/LEA’s IT section if assistance is needed configuring the web browser to accept pop-ups from the DESE Web Applications.

The Audit Confirmation Report will show the Project or Grant, the Revenue Code and CFDA number (if applicable) for each Project or Grant payment, the Grant Total Amount, and the Total Paid for the year. See the screen shot below for an example of an Audit Confirmation Report.

Audit_Confirmation_SAR0020

| Project or Grant | Revenue Code | CFDA | Amount | Totals |
|--|--------------|--------|--------------------|---------------------|
| Prop C | 5113 | | 216,857.09 | |
| | | | Grant Total | 216,857.09 |
| Basic Formula - State Monies Bond Payment Direct Deposit 2005 | 5311 | | 1,067,928.00 | -56,000.00 |
| | | | Grant Total | 1,011,928.00 |
| Transportation | 5312 | | 46,549.00 | |
| | | | Grant Total | 46,549.00 |
| Basic Formula - Classroom Trust Fund | 5319 | | 97,240.00 | |
| | | | Grant Total | 97,240.00 |
| Early Child Parents as Teachers | 5324 | | 6,330.00 | |
| | | | Grant Total | 6,330.00 |
| Small Schools Grant | 5325 | | 116,788.00 | |
| | | | Grant Total | 116,788.00 |
| 50/50 Equipment Grant | 5332 | | 1,216.00 | |
| | | | Grant Total | 1,216.00 |
| Effectiveness Index Formula | 5332 | | 203.00 | |
| | | | Grant Total | 203.00 |
| School Food Services State Payment | 5333 | | 985.76 | |
| | | | Grant Total | 985.76 |
| MO Preschool Project | 5382 | | 72,250.00 | |
| | | | Grant Total | 72,250.00 |
| Basic Formula - Stabilization Funds | 5422 | 84.394 | 26,865.00 | |
| | | | Grant Total | 26,865.00 |
| Basic Formula - Stabilization Funds | 5424 | 84.397 | 1,492.00 | |
| | | | Grant Total | 1,492.00 |
| Federal Education Jobs Fund - Classroom Trust Fund | 5426 | 84410A | 1,125.00 | |
| | | | Grant Total | 1,125.00 |
| Special Education Part B Entitlement | 5441 | 84027A | 56,016.00 | |
| | | | Grant Total | 56,016.00 |
| School Food Services Lunch Payment | 5445 | 10553 | 69,691.49 | |
| | | | Grant Total | 69,691.49 |
| School Food Services Breakfast Payment | 5446 | 10553 | 28,777.62 | |

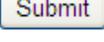
Finding Audit Confirmation Reports:

1. Go to DESE Web Applications
2. Click on School Finance
3. Select District/LEA from Drop-down List
4. Click on Reports
5. Select Year for the year just concluded
6. Select Month of June
7. Click on Audit Confirmation Report

SECTION VIII

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 Improvement Act (CMIA)** - requires districts/LEAs to demonstrate when receiving federal funds that the funds have already been spent or that the funds will be spent within three business days of receipt. .

- **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 Application. 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 Application 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).