

# IDEA SECTION 611 PART B ENTITLEMENT

## ePeGS FY16 PAYMENT REQUEST Guide



Division of Financial and Administrative Services  
Special Education Finance

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# TABLE OF CONTENTS

**INTRODUCTION**

**TECHNICAL ASSISTANCE CONTACTS**

**SECTION I: ACCESSING THE PAYMENT REQUEST**

**SECTION II: CREATING AND SUBMITTING A PAYMENT REQUEST**

**SECTION III: REVISING A PAYMENT REQUEST**

**SECTION IV: REQUESTING ADDITIONAL PAYMENTS**

# 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 document is intended to provide guidance and step-by-step instructions for completing the Part B payment request. While each section of the guide includes information to consider when completing a payment request, more detailed information regarding Federal funding requirements can be found in the Special Education Fiscal Monitoring Guide and the General Federal Guidance found at <http://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring>.

The payment request schedule may be found at: <http://dese.mo.gov/sites/default/files/sef-paymentscheduleFY16.pdf>.

The additional Part B guides are listed below.

**ePeGS Budget Application Guide**

**ePeGS Proportionate Share Carryover Release Request Guide**

**ePeGS Final Expenditure Report (FER) Guide**

These guides may be found at:

<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 Special Education Finance Technical Assistance Contacts at:

All Districts Beginning with 039, 048, 092, 096, 115 & Charter Schools

Cathy Ellingsworth

[Cathy.Ellingsworth@dese.mo.gov](mailto:Cathy.Ellingsworth@dese.mo.gov)

Phone: (573) 751-0623

Fax: (573) 526-6898

All Districts **NOT** Beginning with 039, 048, 092, 096 & 115

Jim Hatfield

[Jim.Hatfield@dese.mo.gov](mailto:Jim.Hatfield@dese.mo.gov)

Phone: (573) 751-6904

Fax: (573) 526-6898

**SECTION I**  
**ACCESSING THE**  
**PAYMENT REQUEST**

## Step 1: Log into the DESE Web Applications

DESE Web Applications URL: <https://k12apps.dese.mo.gov/webapps/logon.asp>

Enter User Name and Password, and then click Login.

**Note: ePeGS Security Form must be completed for district/LEA user to access the system.** The request form will explain the various user access levels. The user must have ePeGS Special Education Part B Authorized Representative permission to be able to submit on behalf of the district/LEA. Click on the Login Request Forms link in the left navigation.



### DESE Secured Web Application Logon

**IMPORTANT NOTICE:**  
**Inactive Account** - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password :

To view information available to the general public, Click  [View Public Applications]

If you do not have a user name and password, Click  [Register]

If you forgot your Username/Password, or to reset your password, Click  [Forgot Username/Password?]

To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to [webappsloginassistance@dese.mo.gov](mailto:webappsloginassistance@dese.mo.gov). Staff will respond to your email between the hours of 7:30 - 4:00 p.m. M-F not including holidays.

Still have questions about logging in to Web Applications? You may also send a message to [webapphelp@dese.mo.gov](mailto:webapphelp@dese.mo.gov) providing your name, user id, school district name, phone number, and county-district code with your request or call 573-522-3207. Please speak slowly and distinctly, and spell your first and last name.

[Privacy Statement](#)

**"Missouri public schools: the best choice...the best results!"**

## Step 2: Select ePeGS



### ▼ User Applications

#### ▼ DESE Web Applications

- ▷ Annual Secretary of the Board Report (ASBR)
- ▷ ARRA
- ▷ Compliance Plans (Federal and State)
- ▷ Data Collection
- ▷ Data Collection Maintenance Menu
- ▷ DESE Payment Management (Rewrite)
- ▷ DESE Payment Management Application
- ▷ ePeGS
- ▷ School Finance
- ▷ Sheltered Workshops Application

## Step 3: Select Funding Application Menu



District/LEA: XXXXXXXXXX

ePeGS: Homepage

- ▷ [ePeGS Homepage](#)
- ▷ [Planning Tool](#)
- ▷ [Funding Application Menu](#)
- ▷ [Report Menu](#)
- ▷ [Core Assurances](#)
- ▷ [Maintenance](#)
- ▷ [Help Documents](#)
- ▷ [DESE Web Application Menu](#)
- ▷ [Logon/Logoff](#)

Welcome to ePeGS

Planning Tool

Funding Application Menu

## Step 4: Select Special Education



District/LEA: [REDACTED]

**Funding Application:** Menu

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ **Funding Application Menu**
  - ▶ Current Funds Available
  - ▶ Career Education
  - ▶ School Improvement
  - ▶ Special Education
  - ▶ Teacher Quality & Urban Education
  - ▶ DESE Supervisor Approval
  - ▶ Awaiting Approval
  - ▶ NCLB MOE

Career Education <a href="#">Show</a>
School Improvement <a href="#">Show</a>
<b>Special Education <a href="#">Show</a></b>
Teacher Quality & Urban Education <a href="#">Show</a>

## Step 5: Select Special Education Part B Entitlement



District/LEA: [REDACTED]

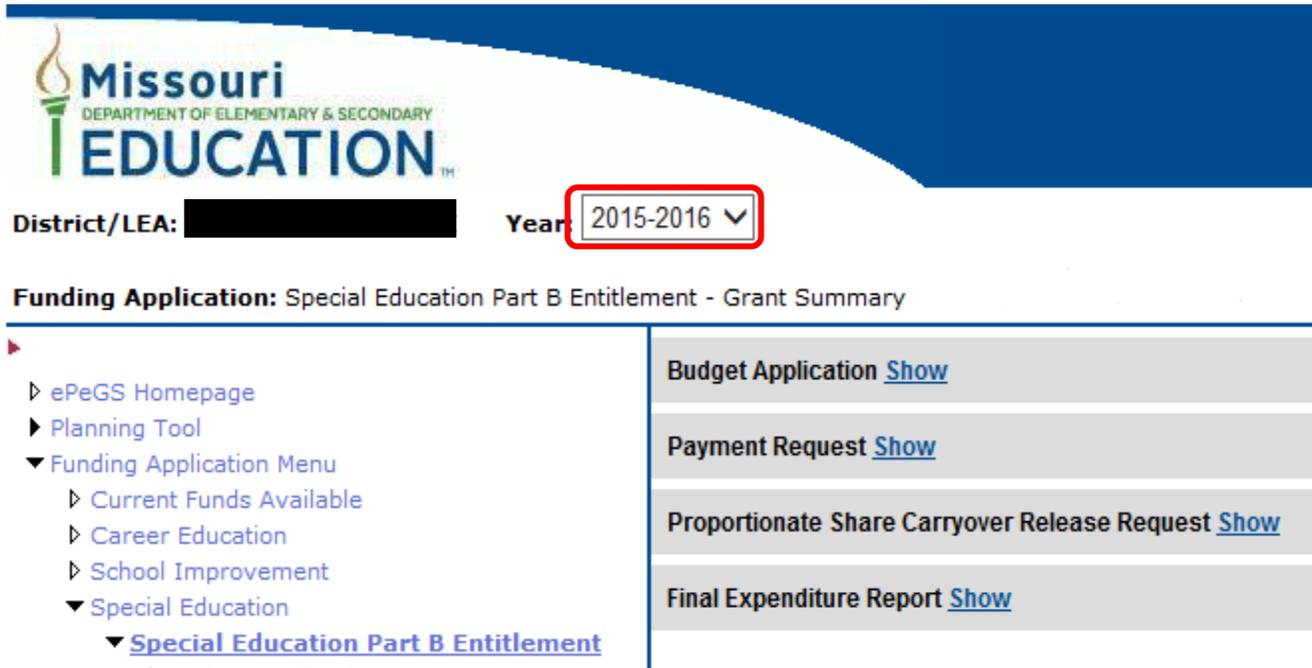
**Funding Application:** Menu

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ **Funding Application Menu**
  - ▶ Current Funds Available
  - ▶ Career Education
  - ▶ School Improvement
  - ▶ Special Education
  - ▶ Teacher Quality & Urban Education
  - ▶ DESE Supervisor Approval

Career Education <a href="#">Show</a>
School Improvement <a href="#">Show</a>
Special Education <a href="#">Hide</a>
• <a href="#">Special Education Part B Entitlement</a>
Teacher Quality & Urban Education <a href="#">Show</a>

## Step 6: Select Year from Dropdown Box

The district/LEA may access the Budget Application, Payment Request, Proportionate Share Carryover Release Request, or Final Expenditure Report (FER) from the Grant Summary screen.



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DEPARTMENT OF ELEMENTARY & SECONDARY  
**EDUCATION**™

District/LEA: [REDACTED] Year: **2015-2016** ▼

**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 [Show](#)

Payment Request [Show](#)

Proportionate Share Carryover Release Request [Show](#)

Final Expenditure Report [Show](#)

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

# Payment Request Information

## Completing Payment Requests

- Payment requests cannot be completed until an initial budget application for the corresponding fiscal year has been approved.
- Federal funds may be requested each month up to the maximum percentage of the approved budget.
- Expenditures in the payment request can only be requested where funds have been budgeted and expended for that fiscal year, based on the last approved budget application. For information regarding spending obligated funds in the correct grant cycle, see the Obligation of Funds and Period of Availability sections in the Special Education Fiscal Monitoring Guide found at <http://dese.mo.gov/financial-admin-services/special-education-finance/fiscal-monitoring>.
- Actual cumulative year-to-date expenditures must be entered in the payment request grid. Requesting payments based on year-to-date expenditures will assure the district/LEA is in compliance with the required standards set forth in the Cash Management Improvement Act (CMIA), which indicates that the total amount of Part B IDEA expenditures requested in the payment request either must have already been expended or will be expended within three business days of receiving the payment.
- The ePeGS system will automatically calculate the payment request amount based on the actual cumulative year-to-date expenditures minus the amount paid to date.
- A 10% variance in the payment request amount compared to the budgeted amount is allowed for each object code (column) total. To calculate the 10% variance, take the total amount budgeted in the budget grid and multiply by 10%. This is the calculated amount that each object code (column) total on the payment request can be increased from the original budgeted column total. If any object code (column) totals being requested exceed the calculated 10% variance, a budget revision must be created and approved prior to the payment request.
- Any current year proportionate share funds not expended must be carried over to the next fiscal year and cannot be included in the payment request amount.

## Submitting Payment Requests

- Payments may be requested once a month, and are due by 11:59 p.m. on the first day of each month.
- If the district/LEA is notified they have been placed on the Cash Management Plan (<http://dese.mo.gov/financial-admin-services/cash-management-plan>), the district/LEA must submit the ePeGs payment request and Cash Management Payment Request Supporting Documentation Form by the 20<sup>th</sup> of the prior month.
- Payment requests cannot be submitted if a corresponding fiscal year budget application is in submitted status.
- Payment requests cannot be submitted if the corresponding fiscal year FER is in a closed status (submitted, approved, or processed).

## General Information

- Payments may be held from processing if the prior year Part B FER has not been submitted and is past the due date.
- Payment request deadlines and maximum expenditure percentages can be found at <http://dese.mo.gov/sites/default/files/sef-paymentscheduleFY16.pdf>.

## Step 1: Select Payment Request

Budget Application <a href="#">Show</a>	Opens: 6/8/2015 Closes: 5/1/2016
<b>Payment Request <a href="#">Show</a></b>	Opens: 7/1/2015 Closes: 9/2/2016
Proportionate Share Carryover Release Request <a href="#">Show</a>	Opens: 12/1/2015 Closes: 3/1/2016
Final Expenditure Report <a href="#">Show</a>	TBD

## Step 2: Click Create Payment Request

Payment Request <a href="#">Hide</a>
There are no Payment Requests at this time. <a href="#">Create Payment Request</a>

### Step 3: Enter Year-to-Date Part B Expenditures

Expenditures can only be entered in the payment grid where funds have been budgeted in the last approved budget application.

#### Payment Grid - Special Education Part B Entitlement

This Payment Request must be submitted by July 1st, 2015 to receive a July 2015 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:** \$ 34,562.30

**Amount Budgeted (INITIAL):** \$ 22,159.00

**Amount Paid To Date:** \$ 0.00

**Balance Available:** \$ 22,159.00

**Monthly Payment Amount:** \$ 0.00

**Administration Costs Rate:** 0.00 % **Restricted Costs Rate:** 0.31 %

<u>Accounting Manual</u>	<b>6100</b> Certificated Salaries	<b>6150</b> Noncertificated Salaries	<b>6200</b> Employee Benefits	<b>6300</b> Purchased Services	<b>6400</b> Materials & Supplies	<b>6500</b> Capital Outlay	<b>6600</b> Other	<b>Total</b>
<b>1221</b> Special Education and Related Services	13617.00 0.00	5643.00 0.00	1447.00 0.00	1202.00 0.00	250.00 0.00	0.00 0.00	0.00 0.00	22159.00 0.00
<b>1223</b> 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
<b>1224</b> 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
<b>1931</b> Tuition, Special Ed Services to District in 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
<b>2200</b> 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
<b>2500</b> 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
<b>2553</b>						0.00	0.00	

#### Administration Costs

<b>Indirect Costs</b>	Calculate Indirect Costs							0.00 0.00
<b>Administration Costs Subtotal</b>								0.00 0.00
<b>Grand Total</b>	13617.00 0.00	5643.00 0.00	1447.00 0.00	1202.00 0.00	250.00 0.00	0.00 0.00	0.00 0.00	22159.00 0.00
	<b>6100</b> Certificated Salaries	<b>6150</b> Noncertificated Salaries	<b>6200</b> Employee Benefits	<b>6300</b> Purchased Services	<b>6400</b> Materials & Supplies	<b>6500</b> Capital Outlay	<b>6600</b> Other	<b>Total</b>

### Step 4: Click Save to Calculate Payment Amount

<a href="#">Accounting Manual</a>	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
<a href="#">1221</a> Special Education and Related Services	13617.00 3573.18	5643.00 1737.11	1447.00 500	1202.00 0.00	250.00 0.00	0.00 0.00	0.00 0.00	22159.00 5810.29
<a href="#">1223</a> 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
<a href="#">1224</a> 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
<a href="#">1931</a> Tuition, Special Ed Services to District in 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
<a href="#">2200</a> 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
<a href="#">2500</a> 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
<a href="#">2553</a>						0.00	0.00	

Administration Costs									
Indirect Costs	Calculate Indirect Costs							0.00	0.00
Administration Costs Subtotal								0.00	0.00
Grand Total	13617.00 3573.18	5643.00 1737.11	1447.00 500.00	1202.00 0.00	250.00 0.00	0.00 0.00	0.00 0.00	22159.00 5810.29	
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total	

**Payment Request Amount**

### Step 5: Check Certification Box and Save

Enter any comments in the District/LEA Comment box, check the assurance box and click Save for the Submit button to appear.

District/LEA Comment:

DESE Comment:

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.

**Before the submit button will appear, you must save and resolve all errors.**

Save

Payment History

Payment Grid Print

## Step 6: Submit Payment Request

If the Edit button appears, view the edits by clicking the button and fix all hard errors (hard errors will be indicated with an (E)) before resaving and submitting.

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.

**Before the submit button will appear, you must save and resolve all errors.**

Save

Payment History

Submit

Payment Grid Print

## Step 7: Receive Approval/Disapproval Notification

The district/LEA will receive an automated email from the Department indicating if the payment was approved or disapproved. The email will be sent to the special education contact listed on Core Data Screen 3. Please note that the Department cannot change to whom this information is sent. **The district/LEA must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.** If the payment request is disapproved, log back in to make necessary corrections and resubmit.

**SECTION III**  
**REVISING A**  
**PAYMENT REQUEST**

# Payment Revision Information

- If a payment request is in a submitted status, the district/LEA may revise the payment request if needed.
- Revising a payment request will put the payment back in created status and it will not be processed until it is resubmitted and approved.
- If the district/LEA needs to revise a payment request while it is in approved status, the district/LEA will need to contact their DESE technical assistant contact for assistance.

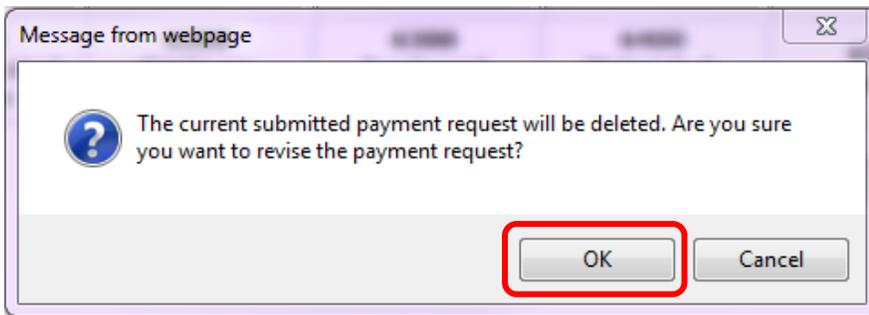
## Step 1: Select Revise Payment Request

On the Grant Summary page under Payment Request, click Revise Payment Request.

Payment Request <a href="#">Hide</a>		Opens: 6/1/2015 Closes: 9/2/2016
		<a href="#">Revise Payment Request</a>
Version	Status	Activity Log
<a href="#">Request 1</a>	SUBMITTED on 6/9/2015 9:12:14 AM by SETEST30	<a href="#">view</a>

## Step 2: Click OK to Delete the Current Payment Request

This will pull the payment out of the monthly payment. The payment will need to be resubmitted by the payment deadline in order for the payment to be processed in the monthly school payment.



The payment request will be in created status once the OK button has been selected.

Payment Request <a href="#">Hide</a>		Opens: 6/1/2015 Closes: 9/2/2016
		<a href="#">Revise Payment Request</a>
Version	Status	Activity Log
<a href="#">Request 1</a>	CREATED on 6/9/2015 9:18:15 AM by SETEST30	<a href="#">view</a>

**Step 3: Revise the Payment Request**

Update the payment request where needed using the steps in Section II of this guide.

**Step 4: Submit Payment Request**

After all hard errors have been corrected click the Submit button.

**SECTION IV**  
**REQUESTING**  
**ADDITIONAL PAYMENTS**

## Step 1: Select Payment Request

Budget Application <a href="#">Show</a>	Opens: 6/8/2015 Closes: 5/1/2016
<b>Payment Request <a href="#">Show</a></b>	Opens: 7/1/2015 Closes: 9/2/2016
Proportionate Share Carryover Release Request <a href="#">Show</a>	Opens: 12/1/2015 Closes: 3/1/2016
Final Expenditure Report <a href="#">Show</a>	TBD

## Step 2: Create Payment Request

Click Create Payment Request to open a new request. This can only be done after the last payment has been processed.

Payment Request [Hide](#)

[Create Payment Request](#)

Version	Status	Activity Log
<a href="#">Request 6</a>	PAYMENT PROCESSED on 5/12/2015 4:30:28 PM by FTPPROCESS	<a href="#">view</a>
<a href="#">Request 5</a>	PAYMENT PROCESSED on 4/14/2015 1:00:43 PM by RBUKCHAR	<a href="#">view</a>
<a href="#">Request 4</a>	PAYMENT PROCESSED on 3/9/2015 2:41:58 PM by RBUKCHAR	<a href="#">view</a>
<a href="#">Request 3</a>	PAYMENT PROCESSED on 2/11/2015 8:00:31 AM by RBUKCHAR	<a href="#">view</a>
<a href="#">Request 2</a>	PAYMENT PROCESSED on 1/13/2015 2:02:05 PM by RBUKCHAR	<a href="#">view</a>
<a href="#">Request 1</a>	PAYMENT PROCESSED on 12/11/2014 10:38:35 AM by RBUKCHAR	<a href="#">view</a>

## Step 3: Complete Payment Request

Complete the payment request using the steps in Section II of this guide.

## Step 4: Submit Payment Request

After all hard errors have been corrected click the Submit button.