

IDEA PART B ENTITLEMENT AND EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

(Regular Part B, ECSE 611, & ECSE 619 FUNDING)

ePeGS

FY19 PAYMENT REQUEST GUIDE



Division of Financial and Administrative Services
Special Education Finance

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INTRODUCTION

The Missouri Department of Elementary and Secondary Education (DESE) has a web-based electronic Planning and electronic Grants System (ePeGS) for applications and reporting requirements of IDEA Part B Entitlement (Regular Part B), ECSE 611, and ECSE 619 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: <https://dese.mo.gov/financial-admin-services/special-education-finance/special-education-finance-due-dates>.

TECHNICAL ASSISTANCE CONTACT

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

Betty Lohmann

Betty.Lohmann@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 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 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. 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 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:

ePeGS: Homepage

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

Welcome to ePeGS

Funding Application Menu

Step 4: Select Special Education



District/LEA:

Funding Application: Menu

| | |
|---|--|
| <ul style="list-style-type: none">▶ ePeGS Homepage▼ Funding Application Menu<ul style="list-style-type: none">▶ Current Funds Available▶ College and Career Readiness▶ Quality Schools▶ Special Education▶ DESE Supervisor Approval▶ Awaiting Approval▶ ESEA MOE▶ Report Menu▶ Core Assurances▶ Maintenance▶ DESE Web Application Menu▶ Logon/Logoff | <ul style="list-style-type: none">College and Career Readiness ShowQuality Schools ShowSpecial Education Show |
|---|--|

Step 5: Select Special Education Part B Entitlement



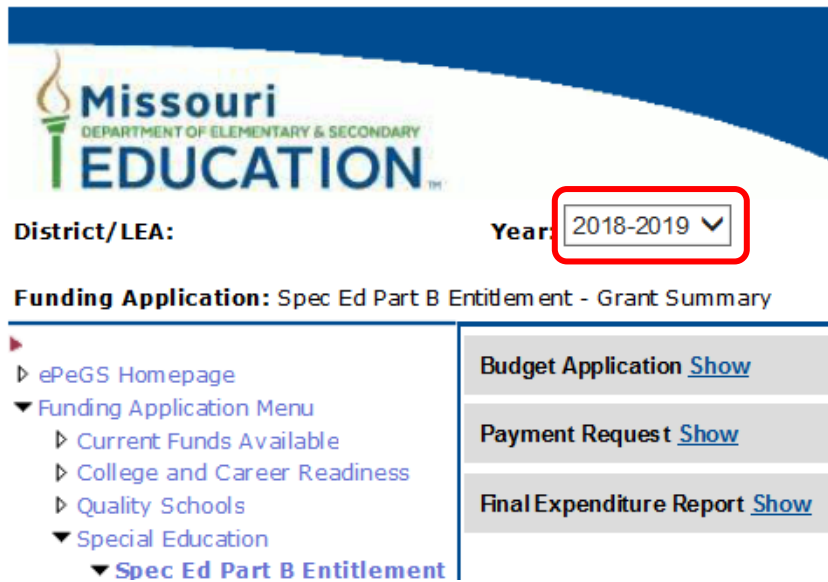
District/LEA:

Funding Application:

| | |
|---|--|
| <ul style="list-style-type: none">▶ ePeGS Homepage▼ Funding Application Menu<ul style="list-style-type: none">▶ Current Funds Available▶ College and Career Readiness▶ Quality Schools▶ Special Education▶ DESE Supervisor Approval▶ Awaiting Approval▶ ESEA MOE▶ Report Menu▶ Core Assurances▶ Maintenance▶ DESE Web Application Menu▶ Logon/Logoff | <ul style="list-style-type: none">College and Career Readiness ShowQuality Schools ShowSpecial Education Hide<ul style="list-style-type: none">• Early Childhood Special Education• Spec Ed Part B Entitlement |
|---|--|

Step 6: Select Year from Dropdown Box

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



The screenshot displays the Missouri Department of Elementary & Secondary Education logo at the top left. Below the logo, there are two input fields: "District/LEA:" and "Year:". The "Year:" dropdown menu is highlighted with a red box and shows "2018-2019" with a downward arrow. Below these fields, the text "Funding Application: Spec Ed Part B Entitlement - Grant Summary" is displayed. On the left side, there is a navigation menu with the following items: "ePeGS Homepage", "Funding Application Menu" (expanded), "Current Funds Available", "College and Career Readiness", "Quality Schools", "Special Education" (expanded), and "Spec Ed Part B Entitlement" (expanded). On the right side, there are three buttons: "Budget Application Show", "Payment Request Show", and "Final Expenditure Report Show".

SECTION II
CREATING AND
SUBMITTING A
PAYMENT REQUEST

PAYMENT REQUEST INFORMATION

GUIDANCE:

Completing Payment Requests

- Payment requests cannot be completed until an initial budget application for the corresponding fiscal year has been approved.
- To comply with 2 CFR Part 200.305, the department will no longer allow LEAs to include amounts on their payment requests for costs that will be paid by the time the payment is received. Instead, payments may only be requested on a reimbursement basis for the purpose and condition of the grant and include actual expenditures **up to the payment request submission date**.

Example: Payment request submitted on 10-1-18 can only include costs from last payment until 10-1-18 when the payment was submitted.

- Federal funds may be requested up to the maximum percentage of the approved budget identified in the payment schedule at <https://dese.mo.gov/financial-admin-services/special-education-finance/special-education-finance-due-dates>.
- 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 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. 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 of expenditures can be increased from the original budgeted column total. If any object code (column) expenditure totals exceed the calculated 10% variance, a budget revision must be created and approved prior to submitting 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. More information regarding proportionate share can be found at <http://dese.mo.gov/financial-admin-services/special-education-finance/part-b-proportionate-share>.

Regular Part B

- The Regular Part B amount spent must be reported in the top portion of the grid under the appropriate function code, or function code range, and object code. All K-12 special education expenditures with source code 4, project code 44100 should be reported in this portion of the payment request grid.

ECSE

- LEAs that have a prior year December 1 3-5PK child count will have an ECSE 611 amount. These are Federal funds that LEAs can spend to serve 3-5 year-old students with disabilities in the ECSE program. All ECSE expenditures with source code 4, project code 44200 should be reported in the ECSE 611 row of the payment request grid.
- LEAs that have a Kindergarten grade level will have an ECSE 619 amount. These are funds that LEAs can spend to serve 3-5 year-old students with disabilities in the ECSE program. If LEAs do not have any ECSE costs, these funds may be spent on serving 5-year-old students with disabilities in Kindergarten, professional development for staff providing services to 5-year-old students with disabilities in Kindergarten, or on child find costs. All ECSE expenditures with source code 4, project code 44201 should be reported in the ECSE 619 row of the payment request grid.
- Information regarding ECSE Federal Funding can be found in the ECSE Federal Funding FAQ at <https://dese.mo.gov/financial-admin-services/special-education-finance/early-childhood-special-education-ecse-finance>.

Submitting Payment Requests

- Payments may be requested twice a month. Payment requests are due on the first day and/or 20th of each month by 11:59 regardless of the day of the week. Payment request deadlines can be found at <https://dese.mo.gov/financial-admin-services/special-education-finance/special-education-finance-due-dates>.
- If the LEA is notified they have been placed on the Cash Management Plan (<http://dese.mo.gov/financial-admin-services/cash-management-plan>), the LEA must submit the ePeGS Part B payment request and Cash Management Payment Request Supporting Documentation Form a couple weeks prior to the payment request due date to allow for review of documentation.
- 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 suspended from processing if:
 - The prior year Part B Final Expenditure Report (FER) has not been submitted and is past the due date.
 - The self-assessment for applicable LEAs has not been submitted and is past the due date.

INSTRUCTIONS AND SCREEN SHOTS

Step 1: Select Payment Request -

| |
|--|
| Budget Application Show |
| Payment Request Show |
| Proportionate Share Carryover Release Request Show |
| Final Expenditure Report Show |

Step 2: Click Create Payment Request

| |
|--|
| Payment Request Hide |
| There are no Payment Requests at this time. Create Payment Request |

| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|---|----------------------------------|-------------------------------------|------------------------------|-------------------------------|---------------------------------|---------------------------|---------------|--------|
| ECSE 611 | | | | | | \$0.00 | | \$0.00 |
| ECSE 619 | | | | | | \$0.00 | | \$0.00 |
| ECSE Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Part B and ECSE Total Program Cost | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Step 4: Click Save to Calculate Payment Amount

Step 5: Check Certification Box and Save

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

District/LEA Comments:

DESE Comments:

By submitting this payment request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. In addition, I certify that the Federal or State funds requested have been spent and are being requested on a reimbursement basis. I am also aware that Federal funds requested are in accordance with the Cash Management Improvement Act (2 CFR Part 200.305) for the purpose and condition of the grant or agreement.

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

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.

District/LEA Comments:

DESE Comments:

By submitting this payment request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. In addition, I certify that the Federal or State funds requested have been spent and are being requested on a reimbursement basis. I am also aware that Federal funds requested are in accordance with the Cash Management Improvement Act (2 CFR Part 200.305) for the purpose and condition of the grant or agreement.

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

Step 7: Receive Approval/Disapproval Notification

The LEA will receive an automated email from DESE Special Education Finance 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 DESE Special Education Finance cannot change to whom this information is sent. **The 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

GUIDANCE

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

INSTRUCTIONS AND SCREEN SHOTS

Step 1: Revise the Payment Request

Once the LEA contacts their DESE technical assistant contact, the DESE contact will open the submitted/approved payment request. This will show the payment request in Created status and will allow the LEA to revise the payment request grid where needed using the steps in Section II of this guide.

| Version | Status | Activity Log |
|---------------------------|---|----------------------|
| Request 3 | CREATED on 6/27/2018 7:49:39 AM by lohmag | view |
| Request 2 | PAYMENT PROCESSED on 5/22/2018 4:30:03 PM by FTPPROCESS | view |
| Request 1 | PAYMENT PROCESSED on 11/8/2017 4:30:14 PM by FTPPROCESS | view |

Step 2: Submit Payment Request

After all hard errors have been corrected, click Save for the Submit button to appear.

SECTION IV
REQUESTING
ADDITIONAL PAYMENTS

Step 1: Select Payment Request

Budget Application [Show](#)

Payment Request [Show](#)

Proportionate Share Carryover Release Request [Show](#)

Final Expenditure Report [Show](#)

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](#)

| Version | Status | Create Payment Request | Activity Log |
|---------------------------|---|--|----------------------|
| Request 2 | PAYMENT PROCESSED on 3/9/2018 4:30:22 PM by FTPPROCESS | | view |
| Request 1 | PAYMENT PROCESSED on 2/13/2018 4:30:19 PM by FTPPROCESS | | view |

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.