

SPECIAL EDUCATION PART B FINAL EXPENDITURE REPORT GUIDE

FISCAL YEAR 2020

For Reporting Special Education Expenditures

The purpose of this document is to provide guidance and step-by-step instructions for the web-based electronic Planning and electronic Grants System (ePeGS). Each section in this document will include information to assist Local Education Agencies (LEAs), including Charter Schools and Public School Districts, in completing the required Special Education application. While each section of the guide includes information to consider when completing the budget application, more detailed information regarding Federal funding requirements can be found in the [Special Education Fiscal Monitoring Guide](#) and the [General Federal Guidance](#).

TECHNICAL ASSISTANCE CONTACTS

Additional assistance is available by contacting the Special Education Finance Staff:

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SECTION I: ACCESSING THE PART B FER IN EPEGS

Guidance:

Access to ePeGS is provided by the User Manager (UM) of the LEA. The designated UM can add/delete/modify users or user access levels (View Only, Data Entry, or Authorized Representative). The user must have Authorized Representative permission to be able to submit the FER on behalf of the LEA.

Instructions:

Step 1: Log into DESE Web Applications

- DESE Web Applications URL: <https://apps.dese.mo.gov/webLogin/login.aspx>
- Enter User Name and Password, then select Login button.

Step 2: Select ePeGS

Step 3: Select Funding Application Menu

Step 4: Select Special Education

Step 5: Select Spec Ed Part B Entitlement

Step 6: Select Year from Dropdown Box

- The LEA may access prior year and current year Budget Applications, Payment Requests, and Final Expenditure Reports (FER) from the Grant Summary screen.

Step 7: Select Show on the Final Expenditure Report (FER) line

Step 8: Select Create FER

SECTION II: COMPLETING THE PART B FER

- The FER is due September 30 each year and is a report of special education expenditures from the prior year grant award as well as non-federal special education expenditures from July 1 to June 30 of the prior fiscal year.
 - LEAs may not create the FER unless they have a submitted Annual Secretary of the Board Report (ASBR) and have an approved budget application for the same fiscal year.
 - The FER can be used to request final payment of grant funds that have not already been requested by the LEA. The final payment will be paid in the next monthly school payment after DESE approval of the FER.
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FER Grid Guidance:

Reporting Federal K-12 Special Education and ECSE Expenditures

- LEAs must verify that all K-12 special education and ECSE expenditures paid with IDEA Part B 611, ECSE 611, and ECSE 619 funds are displaying correctly on the FER grid. Any changes must be made in the ASBR and the FER grid page resaved to allow the changes to show on the FER grid.
 - K-12 special education expenditures coded with source code 4 and project code 44100 will pull from the most recently submitted ASBR into the top FER grid. Expenditures will display by function, project, and object code.
 - Early Childhood Special Education (ECSE) expenditures coded with source code 4 and project code 44200 and 44203 will pull from the most recently submitted ASBR into the ECSE 611 row. Expenditures will display by project and object code. Function code amounts will be added together and displayed as a sum by object code.
 - ECSE expenditures coded with source code 4 and project code 44201 and 44204 will pull from the most recently submitted ASBR into the ECSE 619 row. Expenditures will display by project and object code. Function code amounts will be added together and displayed as a sum by object code.
- Once the FER is approved, any carryover/proportionate share funds the LEA might have will display in the next fiscal year on the Current Funds Available page. A budget application revision in the next fiscal year must be created in order for the carryover/proportionate share funds to display on the budget application.
- LEAs that have budgeted funds in the Schoolwide Pool and have an approved budget will need to complete their IDEA Part B FER before completing their Elementary and Secondary Education Act (ESEA) Consolidated FER.
- A 10% variance in the FER grid amount compared to the budgeted amount is allowed for each object code (column) total. A 10% variance in the ECSE 611 row amount compared to the ECSE 611 budgeted amount is allowed for each object code (column) total. A 10% variance in the ECSE 619 row amount compared to the ECSE 619 budgeted amount is allowed for each object code (column) total. If the amount expended is greater than the 10% variance allowed by object code total, the LEA must contact the Special Education Finance contact for assistance in the completion of a Part B budget revision for that fiscal year.
- Any current year proportionate share funds not expended must be carried over to the next fiscal year and cannot be included on the FER grid.

- Any ECSE 611 funds not expended will be included in the Part B 611 carryover amount in the next fiscal year.
- Any ECSE 619 funds not expended will become ECSE 619 carryover funds in the next fiscal year.
- The salaries of administrative and clerical staff should normally be treated as indirect costs. However, direct charging of these costs may be appropriate only if all of the following conditions are met:
 - Administrative or clerical services are integral to a project or activity
 - Individuals involved can be specifically identified with the project or activity
 - Such costs are explicitly included in the budget
 - The costs are not also recovered as indirect costs

FER Grid Instructions:

Step 1: Enter Amount of Federal Funds Spent on Indirect Costs

- Enter the amount of IDEA Part B funds spent on indirect costs. The amount entered cannot exceed the budgeted amount for indirect costs.

Step 2: Review Top FER Grid

- Review all K-12 special education expenditures with source code 4 and project code 44100 pulled into the top FER Grid from the most recently submitted ASBR. Any changes must be made in the ASBR and the FER grid page resaved to allow the changes to show on the FER grid.

Step 3: Review Bottom ECSE FER Grid

- Review all ECSE expenditures with source code 4 and project code 44200 and 44203 (ECSE 611 rows) pulled into the bottom FER Grid (ECSE 611 & ECSE 619 rows) from the most recently submitted ASBR. Any changes must be made in the ASBR and the FER grid page resaved to allow the changes to show on the ECSE 611 and ECSE 619 rows.
- Review all ECSE expenditures with source code 4 and project code 44201 and 44204 (ECSE 619 rows) pulled into the bottom FER Grid (ECSE 611 & ECSE 619 rows) from the most recently submitted ASBR. Any changes must be made in the ASBR and the FER grid page resaved to allow the changes to show on the ECSE 611 and ECSE 619 rows.
- Agree to the Assurance statement at the bottom of the page.

Step 4: Select Save and Continue

ASBR Federal Adjustment Instructions:

Step 1: Enter Adjustments, if required

- All function codes where IDEA Part B 611 funds were budgeted on the budget application for that fiscal year will display.
 - For prior year (2018-19) grant funds obligated by June 30, 2019 but expended in July, August, or September 2019, the LEA will need to enter a negative adjustment to remove the amount that is pulling over from the ASBR. Negative adjustments need to include a negative sign (-200.00).
 - For current year (2019-20) grant funds obligated by June 30, 2020 but expended in July, August, or September 2020, the LEA will need to enter a

positive adjustment to include the amount as part of the total expenditures in the current year as this amount is not included on the current year ASBR and therefore will not pull from the ASBR onto the FER grid. Positive adjustments do not need to include any sign (200.00).

- Enter adjustments in the function and object code cell as needed.
- Enter adjustments the ECSE 611 and ECSE 619 rows as needed.

Step 2: Select Save on the ASBR Federal Adjustments Page

Step 3: Save the FER Grid Page

- The LEA will need to navigate back to the FER grid page and select Save to allow the federal adjustment(s) entered to pull onto the FER grid page. The total adjustment amount(s) for Part B, ECSE 611, and ECSE 619 expenditures will be displayed at the bottom of the FER Grid page in the Federal Adjustments column after the FER Grid page has been saved. The adjustment amount(s) will be added or subtracted to the FER Total amount(s) and displayed in the Calculated Total column, as applicable.

Supporting Data Page Guidance:

Coordinated Early Intervening Services (CEIS)/Comprehensive Coordinated Early Intervening Services (CCEIS)

- Up to 15% of IDEA Part B (611 and 619) funds may be used to provide Coordinated Early Intervening Services (CEIS) to students who do not have an IEP, but need support to succeed in the general education classroom. It is the LEA's decision as to whether or not to spend IDEA Part B (611 and 619) for CEIS, as long as the LEA does not have a finding of significant disproportionality from the Office of Special Education. If the LEA has a finding of significant disproportionality, 15% of IDEA Part B (611 and 619) must be spent on providing Comprehensive Coordinated Early Intervening Services (CCEIS).
- The amount of CEIS/CCEIS is a portion of the current year IDEA Part B 611 amount, not in addition to the current year IDEA Part B 611 amount.
- Information about CEIS can be found on the [Coordinated Early Intervening Services](#) webpage.

Proportionate Share

- Proportionate share funds are federal IDEA Part B 611 funds that must be reserved and spent on special education services to identified parentally-placed private, parochial, and/or home schooled children with disabilities. The district where the private, parochial, or home school is located is responsible for services.
- Proportionate share carryover funds must be spent before current year proportionate share funds are spent. Any proportionate share carryover funds not spent can be released and spent on K-12 public school students with disabilities.
- Information about proportionate share can be found on the [Part B Proportionate Share](#) webpage.

Supporting Data Page Instructions:

Step 1: Coordinated Early Intervening Services (CEIS) Section

- Select the YES or NO radio button to indicate if the LEA used IDEA Part B (611 and/or 619) funds for CEIS/CCEIS expenditures in the current fiscal year.
 - If NO is selected, enter:
 - The unduplicated number of students who received Coordinated Early Intervening Services using IDEA Part B Funds at any point during this school year.
 - The number of students who had IEPs this year that received CEIS using IDEA funds anything in the past two years.
 - Save the section.
 - If YES is selected, enter:
 - The unduplicated number of students who received Coordinated Early Intervening Services using IDEA Part B Funds at any point during this school year.
 - The number of students who had IEPs this year that received CEIS using IDEA funds anything in the past two years.
 - Select the CEIS Reporting Verification form link and complete the required information in the form, as applicable. Expenditures coded to function code 1223 will pull in from the ASBR.
 - Select Save All, then select Support Data Page to return to the Supporting Data page.

Step 2: Proportionate Share Expended Section

(Calculates Proportionate Share Carryover into Next Fiscal Year Amount)

- Verify all Proportionate Share expenditures coded to function codes 1224 and/or 2557 have pulled in from the ASBR.
- If a Proportionate Share Carryover Release Request was completed and approved, enter the amount of released proportionate share carryover funds that were released and spent for special education costs for K-12 public school students with disabilities.
- If a Proportionate Share Carryover Release Request was not completed and approved and the total amount of carryover funds were not spent, enter the amount the LEA will forfeit in the Amount of Proportionate Share Carryover Funds LEA is Forfeiting cell. If proportionate share carryover funds are forfeited, the LEA must check the “The LEA agrees to forfeit Proportionate Share carryover funds” checkbox. If the LEA would like to complete a Proportionate Share Carryover Release Request instead of forfeiting unspent proportionate share carryover funds, the LEA must contact the Special Education Fiscal Contact at DESE.
- Save the section.

Step 3: Proportionate Share Calculation Section

(Calculates Total Proportionate Share Amount to be Budgeted Next Fiscal Year)

- Enter the number of private schooled children eligible but not served (ages 5-21) as of December 1, if applicable.

- Enter the number of home schooled children eligible but not served (ages 5-21) as of December 1, if applicable.
- Enter the number of public school children eligible but not served (ages 5-21) as of December 1, if applicable.
- Save the section. The total proportionate share amount to be budgeted next fiscal year will then calculate. If the total proportionate share amount to be budgeted next fiscal year is different than the amount currently budgeted in the next fiscal year's Part B budget application, a budget revision must be completed with the total proportionate share amount to be budgeted next fiscal year budgeted in function code(s) 1224 and/or 2557.

Step 4: Select Save and Continue

MOE Pages Guidance:

Reporting Non-Federal K-12 Special Education and ECSE Expenditures

- Maintenance of Effort (MOE) is the amount of state, local, and county funds spent on special education that must be maintained at the same amount or more each year. Local funds and county funds are combined and considered "local" funds for MOE. The MOE compliance standard indicates a LEA must not reduce the level of expenditures for special education below the level of expenditures from the previous fiscal year, unless allowable exceptions or adjustments apply.
- LEAs must meet the MOE compliance standard in at least one of the following four areas:
 - Local Total Expenditures – includes county expenditures
 - State & Local Expenditures – includes county expenditures
 - Local Per Child Expenditures – includes county expenditures
 - State & Local Per Child Expenditures - includes county expenditures
- The LEA is not required to spend county funds as long as the LEA meets MOE in one of the four areas.
- The LEA can change the method it uses to meet the MOE compliance standard from year to year.
- The LEA is allowed to meet MOE for compliance on a different method than it met MOE for eligibility in the budget application.
- MOE must include all K-12 special education and ECSE expenditures paid with state, local, and county funds from July 1 to June 30.
- Special education expenditures that were paid with Federal funds (IDEA Part B 611, ECSE 611, ECSE 619, Federal High Need Fund, Assistive Technology, or Medicaid) must not be included in MOE. In addition, any local tax effort payments must not be included in MOE.
- More information regarding MOE can be found on the [Special Education Maintenance of Fiscal Effort](#) webpage.

MOE Adjustment and Exceptions

- Eligible LEAs may take an adjustment to MOE to reduce the level of non-federal expenditures needed to meet MOE compliance. In addition, there are five allowable exceptions to MOE that LEAs may take to reduce the level of non-federal expenditures needed to meet MOE compliance.

- In the event that a LEA has an increase in the IDEA Part B allocation from the prior year to the current year, the LEA has the opportunity to reduce the MOE amount by up to 50% of the increase. The amount of the MOE adjustment to take is at the discretion of the LEA.
- If a MOE adjustment is taken, any state, local, and/or county funds that were no longer dedicated to special education must have been spent on activities authorized under the Elementary and Secondary Education Act (ESEA). The LEA must have tracked the amount of “freed up” state, local, and/or county funds that were spent on ESEA activities in the general ledger.
- LEAs must compare the expenditures paid with state, local, and/or county funds in the previous year to those expenditures paid with state, local, and/or county funds in the current year to determine if an allowable exception can be taken.
- If local and/or county funds were used to pay the expenditure in the prior year, then the reduction will apply to both the Local Only MOE amount and State and Local MOE amount. If state funds were used to pay the expenditure in the prior year, then the reduction will only apply to the State and Local MOE amount. Reductions to expenditures in the prior year paid with IDEA Part B 611, ECSE 611, and/or ECSE 619 funds cannot be claimed as an exception to MOE.
- The total amount of adjustment and exceptions reduces the MOE requirement amount that the LEA must meet for the current year and future years until the LEA decides to voluntarily increase the MOE amount.
- LEAs may take the MOE adjustment and MOE exceptions in the same year.
- MOE Adjustment and Exceptions guidance can be found on the [Special Education Maintenance of Fiscal Effort](#) webpage.

Reporting MOE

- Special education expenditures must be coded in accordance with the [Missouri Financial Accounting Manual](#) and [Special Education Expenditure Coding Structure](#).
- K-12 special education and ECSE expenditures coded with source code 3 and project codes 12210 and 12810 will pull from the most recently submitted ASBR into the MOE State grid.
- K-12 special education and ECSE expenditures coded with source code 2 and project codes 12210 and 12810 will pull from the most recently submitted ASBR into the MOE County grid.
- K-12 special education and ECSE expenditures coded with source code 1 and project codes 12210 and 12810 will pull from the most recently submitted ASBR into the MOE Local grid.
- LEAs must verify that all K-12 special education and ECSE expenditures paid with state, local, and/or county funds are displaying correctly on the MOE grids. Expenditures will display by function, project, and object code.
- Any changes must be made in the ASBR and the MOE pages resaved in order to allow the changes to show.

MOE December Child Count Instructions:

Step 1: Review December 1 Child Count

Step 2: Select Save and Continue

MOE State Only Grid Instructions:

Step 1: Review all expenditures

- Review K-12 special education and ECSE expenditures with source code 3 and project codes 12210 and 12810 pulled into the MOE State Only grid from the most recently submitted ASBR.
- LEAs with ECSE state funds included in Early Learning Blended Funding must verify that the amount of ECSE state funds calculated on the Early Learning Blended Funding FER is displaying in function code 3512 on the MOE State Only grid.
- Any changes must be made in the ASBR and the MOE pages resaved in order to allow the changes to show.

Step 2: Select Save and Continue

MOE County Only Grid Instructions:

Step 1: Review all expenditures

- Review K-12 special education and ECSE expenditures with source code 2 and project codes 12210 and 12810 pulled into the MOE County Only grid from the most recently submitted ASBR.
- The LEA is not required to spend county funds for MOE as long as the LEA meets the MOE compliance requirement in at least one of the four areas.
- Any changes must be made in the ASBR and the MOE pages resaved in order to allow the changes to show.

Step 2: Select Save and Continue

MOE Local Only Grid Instructions:

Step 1: Review all expenditures

- Review ECSE and K-12 special education expenditures with source code 1 and project codes 12210 and 12810 pulled into the MOE Local Only grid from the most recently submitted ASBR.
- Any changes must be made in the ASBR and the MOE pages resaved in order to allow the changes to show.

Step 2: Select Save and Continue

MOE Adjustment and Exceptions Instructions:

Step 1: Adjustment

- This section can only be completed if the Maximum Amount Allowed for Adjustment to MOE is greater than zero. Enter the amount of state, local, and/or county funds that were expended for each applicable ESEA activity.
- Save the section.

Step 2: Exceptions

- Enter required information for any allowable exceptions to MOE.

- Select Save after each entry to calculate and save the exception.
- If there are multiple exceptions to report, select Add New Line. If the expenditure was paid with multiple non-federal funding sources, select Add New Line to enter amounts for each non-federal funding source separately.
- For Exception 5, if the LEA received HNF Federal revenue during the year an amount greater than zero will display next to HNF Federal Amount. If the LEA used the HNF Federal revenue to pay for special education costs instead of non-federal funds, enter the amount of non-federal funds reduced. An amount up to the HNF Federal amount that is shown may be entered.

Step 3: Select Save and Continue

MOE Calculations Page:

Step 1: Meeting Maintenance of Effort (MOE) Compliance

- Verify the LEA is meeting MOE compliance in at least one of the 4 following areas:
 - Local Only Total Expenditures – includes County
 - State & Local Total Expenditures – includes County
 - Local Only Per Child Expenditures – includes County
 - State & Local Per Child Expenditures – includes County

Step 2: Select Next

Submittal and Approval Instructions:

While the FER can be submitted with Warnings, it cannot be submitted with Edits.

Step 1: Edits

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

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

Step 3: Submit

- Submit the Part B FER to DESE for approval.

NOTE:

- MOE pages must be saved in order before the Submit button will appear.
- If ASBR Federal Adjustments are entered, the FER Grid page must be saved after the ASBR Federal Adjustments page is saved in order for the FER payment to calculate correctly.

Grant Summary Tables

The amounts of expenditures, payment, and carryover into the next fiscal year will display in a grant summary table on the Submittal and Approval page of the FER once all pages have been saved. The amounts will not be final until the FER is approved.

K-12 Special Education Summary
Part B 611 Funds Available
Released Prop Share Carryover Funds
Total Part B 611 Funds Available
Part B 611 Funds Paid To Date
Total Part B 611 Funds Expended
Part B 611 FER Payment/Overpayment
Part B 611 Carryover into the Next Fiscal Year
Total Proportionate Share Funds Available
Proportionate Share Funds Paid To Date
Total Proportionate Share Funds Expended
Proportionate Share FER Payment/Overpayment
Proportionate Share Funds Carryover into the Next Fiscal Year
Total CEIS Funds Available
CEIS Funds Paid To Date
Total CEIS Share Funds Expended
CEIS Funds Carryover into the Next Fiscal Year
Early Childhood Special Education (ECSE) Summary
Total ECSE 611 Funds Available
ECSE 611 Funds Paid To Date
Total ECSE 611 Funds Expended
ECSE 611 FER Payment/Overpayment
ECSE 611 Carryover into the Next Fiscal Year
Total ECSE 619 Funds Available
ECSE 619 Funds Paid To Date
Total ECSE 619 Funds Expended
ECSE 619 FER Payment/Overpayment
ECSE 619 Carryover into the Next Fiscal Year

MOE Amounts Needed for MOE Compliance Next Fiscal Year Table

The FER will calculate the amounts needed to meet MOE on each method in the next fiscal year and will display the amounts in the MOE Amounts Needed for MOE Compliance table on the Submittal and Approval page of the FER. The amounts will not be final until the FER is approved.

Local Only	State and Local	Local Only Per Child	State and Local Per Child
\$	\$	\$	\$

Approval/Disapproval:

Approval

- The LEA will receive an automated email from DESE indicating that the FER was approved. The email will be sent to the grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **LEAs must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.**

Disapproval

- The LEA will receive an email from DESE indicating that the FER was disapproved including the information that needs to be corrected. The email will be sent to the grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. The LEA must log into ePeGs, make the necessary corrections and resubmit the FER. **LEAs must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.**

FER Submitted Status Definitions:

- Submitted Zero Payment – LEA has received the amount of IDEA Part B 611, ECSE 611, and/or ECSE 619 funds expended through payment requests and will not receive a payment from the FER.
- Submitted – LEA has not requested all of their IDEA Part B 611, ECSE 611, and/or ECSE 619 funds and will receive a final payment once the FER is approved. The Proportionate Share FER Payment amount will be added to the Part B 611 FER Payment amount to calculate the Special Education Part B Entitlement payment amount.
- Submitted Overpayment – LEA has requested more IDEA Part B 611, ECSE 611, and/or ECSE 619 funds than was actually expended or allowed. LEA will be required to submit a refund check for the overpayment.

FER Revisions:

- FER Revisions may be necessary if the ASBR is revised after the IDEA Part B FER has been approved.
- If a FER Revision is needed, the LEA must contact the DESE fiscal contact for assistance as FER Revisions can only be created by DESE.
- FER revisions will not be allowed unless there is a documented audit or DESE finding(s). Other reasons (self-monitoring) may be considered at the discretion of the Special Education Finance staff. If the LEA needs to revise the FER, they must submit, in writing to the Special Education Finance Section, an explanation of why a FER revision is necessary.
- The LEA may be required to provide general ledger documentation to DESE prior to the creation and/or completion of the revision.