SPECIAL EDUCATION PART B PAYMENT REQUEST GUIDE
FISCAL YEAR 2021

For Requesting
Part B 611, ECSE 611, and ECSE 619 Funds

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 Special Education Part B payment request. While each section of the guide includes information to consider when completing the payment request, 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:

Betty Lohmann, Program Specialist
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County District Codes 050-001 to 115-930

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Charter LEAs, Kansas City, St. Louis City, Special School District St. Louis Co., and SSD Component Districts

Section Email: spedfunding@dese.mo.gov
Website: http://dese.mo.gov/financial-admin-services/special-education-finance

SECTION I: ACCESSING THE PAYMENT REQUEST 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 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 Payment Request on the Grant Summary page

Step 8: Select Create Payment Request

SECTION II: CREATING AND SUBMITTING A PAYMENT REQUEST

Requesting reimbursement for Federal K-12 Special Education and Early Childhood Special Education (ECSE) Expenditures Guidance

- The amounts entered in a payment request should NOT be based on budgeted amounts. Instead, expenditure amounts entered in the Part B 611 and ECSE payment request grids MUST be **actual cumulative year-to-date expenditures** as payment requests must be on a reimbursement basis for expenditures already paid by the LEA. ***Requesting more funds than have been expended will cause the LEA to have an overpayment that must be returned to the department.***
- Payment requests cannot be completed until an initial budget application for the corresponding fiscal year has been approved.
- Expenditures can only be entered where funds have been budgeted, based on the last approved budget application.
- The ePeGS system will automatically calculate the payment request amounts based on the actual cumulative year-to-date expenditures minus the amount paid to date.
- A 10% variance in the payment request amounts compared to the budgeted amounts is allowed for each object code (column) total.
- If the LEA has a proportionate share obligation, the LEA must ensure that any unspent current year proportionate share funds are not spent under Part B 611 as they must be carried over to the next fiscal year. The Proportionate Share Release and Carryover Calculator can be used for assistance in determine the amount of Part B 611 funds to reserve.
- Payments may be requested twice a month. Payment requests are due on the 1st and/or the 20th of each month by 11:59 p.m. regardless of the day of the week. More information can be found in the Payment Request Deadlines document.
- If funds are not budgeted for indirect costs, funds cannot be requested on a payment request for indirect costs.
- Payment requests cannot be submitted if a corresponding fiscal year budget application is in submitted status.
- See the Budget Application Guide for information on available IDEA federal funds.
- See the Special Education Expenditure Coding document for information on coding ECSE and K-12 Special Education expenditures.

Instructions

Step 1: Part B 611 Payment Grid
- Enter Actual Cumulative Program Year Expenditure to Date Amounts for Part B 611 Expenditures
- Expenditures can only be entered in the payment grid where funds have been budgeted in the last approved budget application.

Step 2: ECSE Payment Grid
- Enter Actual Cumulative ECSE and K-12 Special Education Expenditures to date amounts paid with ECSE 611 Funds

- The LEA must enter year-to-date expenditures for ECSE 611 federal funds on each payment request, regardless if the LEA is only requesting payment from one source of federal funds on the current payment request.
- Enter Actual Cumulative ECSE and 5 year-old K Special Education Expenditures to date amounts paid with ECSE 619 Funds
- The LEA must enter year-to-date expenditures for ECSE 619 federal funds on each payment request, regardless if the LEA is only requesting payment from one source of federal funds on the current payment request.
- Expenditures can only be entered in the payment grid where funds have been budgeted in the last approved budget application.

Step 3: Select Save to Calculate Payment Amount

Step 4: Check Certification Box and Save
- If needed, enter comments in the District/LEA Comment box, check the certification box, and then select Save for the Submit button to appear.

Step 5: Submit Payment Request
- If the red Edit button appears, view the edits by selecting the Edit button. Edits (E) must be fixed before the LEA is allowed to submit. The Payment Request can be submitted if only Warnings (W) exist. Select the Submit button to submit the Payment Request.

Step 6: Receive Approval/Disapproval Notification
- The LEA will receive an automated email from DESE 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 cannot change to whom this information is sent. LEAs must ensure that contact information reported in August Cycle Core Data Screen 3 is accurate and up-to-date. If the payment request is disapproved, DESE will send an explanation email. The LEA will need to make the necessary corrections and resubmit.

SECTION III: REVISING A PAYMENT REQUEST

Guidance
- If a payment request is in Submitted or Approved status, the LEA may revise the payment request by contacting the DESE fiscal 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.

SECTION IV: REQUESTING ADDITIONAL PAYMENTS

Instructions

Step 1: Select Payment Request Show on the Grant Summary page

Step 2: Create Payment Request
- Select Create Payment Request link above the Activity Log on the right side of the screen on the Grant Summary Page under Payment Request Show. Additional payment requests can only be created and submitted after the last payment has been processed.

Step 3: Complete Payment Request
- Complete the payment request using the steps in Section II of this guide.

Step 4: Submit Payment Request
- If the red Edit button appears, view the edits by selecting the Edit button. Edits (E) must be fixed before the LEA is allowed to submit. The Payment Request can be submitted if only Warnings (W) exist. Select the Submit button to submit the Payment Request.

Step 5: Receive Approval/Disapproval Notification
- The LEA will receive an automated email from DESE 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 cannot change to whom this information is sent. LEAs must ensure that contact information reported in August Cycle Core Data – line up correctly. If the payment request is disapproved, DESE will send an explanation email. The LEA will need to make the necessary corrections and resubmit.