



Tips for Preparing the 2019-20 Eligibility MOE Calculator

Data to gather:

1. Estimated 19-20 Students with Disabilities (SWD) Counts
 - a. Information provided for BEDS Day in October 2018 can be used as guidance in this estimate.
2. 2019-20 General Fund Expenditure Budget
 - a. Run a Budget Status report of all .1 General Fund salary codes
 - b. Separate the budget for the A2250 salary codes
 - c. Total of fringe benefits
 - d. All A2250 expenditure codes
3. 2019-20 General Fund Budgeted Revenues for:
 - a. A3101-Excess Cost Aid (not all A3101, just Excess Cost portion but do include budgeted amounts for Set-aside EC, Public EC and Private EC)
 - b. A3104 Tuition for Students with Disabilities, if any
 - c. A3104 Transportation for Students with Disabilities, if any
4. 2019-20 Special Aid Fund Budgeted Expenditures for Section 4408 Summer Handicapped Program
 - a. If no formal budget for this program, consider using 18-19 actual expenditures in codes in F2253 and F5511-5582 as basis for estimated budget for 19-20 (or if that year hasn't been completed yet, consider using the 2017-18 actual)
5. 2019-20 Special Aid Revenue Budget for Section 4408 program
 - a. F3289-State Aid – only the portion of this account related to Summer 4408 program
 - b. If no formal budget for Summer 4408 program, consider using 80% of estimated expenditures (program is funded 80% of eligible expenditures)
 - c. Compare budgeted expenditures gathered in 4. against estimated revenues noted in 5.a. or 5.b.

Note: Summer 4408 program is State funded 80% of eligible costs, thus result of 5.a./b. should be approximately 80% of result of 4.a. If this isn't the case, please review. **This has been one of the most common error identified by SED in recent MOE Calculator submissions.** If ratio is greater than 100% than MOE Calculator will generally be returned for revision. If you need assistance when reviewing this, please contact us.

6. Section 611/619 original grant allocations for 19/20 from Grants Finance website. If not posted yet, allocations are also available at: <http://www.p12.nysed.gov/sedcar/federal.htm>

State Aid & Financial Planning Service – Questar III BOCES

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Steps to Prepare the MOE Calculator:

1. Complete the excel template we provided (Tab Titled "Template for 19-20 Budget").
2. **Starting with the MOE Calculator that you recently had approved by NYSED**, add the following information:
 - a. **Tab 18. 19-20 MOE** – Make sure that Cell B1 says "Eligibility" (**Tab 4 Cell B12 should say "Eligibility (Budget)" vs. "Compliance (Expenditures)"**)
 - b. **Tab 17. 19-20 Amounts** – Enter Estimated 19-20 Child Count in Cell B1
 - c. **Tab 17. 19-20 Amounts** – Enter information for 2019-20 in Cells A5-E29
 - i. *Tip – you can copy and paste the Object Descriptions and Codes from Tab 14*
 - d. **Tab 4. Multi-Year MOE Summary** – Enter 19-20 grant allocations in Cells L12 and M12
3. Review **Tab 4. Multi-Year MOE Summary**
 - a. if the spreadsheet shows that the district has met MOE in the four categories for 19-20 then you are done, and the Calculator can be submitted by email to: idea@nysed.gov and write 2019-20 MOE Eligibility and your LEA Name in the subject line
 - b. If the spreadsheet shows "Did Not Meet" in any of the four categories:
 - i. If the cause is due to one of the eligible exclusions that occurred between the 2018-19 and the 2019-20 budget, then complete the exceptions section of **Tab 19. 19-20 Exc & Adj in Columns A-F**.
 - ii. If additional space is needed to explain the exclusions, use **Tab 24**.
 - iii. Review **Tab 18. 19-20 MOE** - This will show you what exclusions have been applied for each of the four categories.
 - c. Once the district meets compliance in at least one of the four categories for 2019-20 Eligibility, then submit the Calculator by email to the address noted in 3.a. It is due by **July 19, 2019**.

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