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
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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