Tips for Preparing the 2018-19 Compliance MOE Calculator

Data to gather:

1. Actual 18-19 Students with Disabilities (SWD) Counts
   a. Information provided for BEDS Day in October 2018 and verified in August through SIRS.
2. 2018-19 General Fund Expenditures from ST-3
   a. All .1 salary codes
   b. Total of fringe benefits
   c. All A2250 expenditure codes
3. 2018-19 General Fund Revenues from ST-3
   a. A3101-Excess Cost Aid (not all A3101, just Excess Cost portion)
   b. A3104 Tuition for Students with Disabilities, if any
   c. A3104 Transportation for Students with Disabilities, if any
4. 2018-19 Special Aid Fund Expenditures for Section 4408 Summer Program from ST-3
   a. F2253 codes and F5511-5582 codes
5. 2018-19 Special Aid Revenues from ST-3
   a. F3289-State Aid – only the portion of this account related to Summer §4408 program
   b. Compare expenditures gathered in 4. against revenues noted in 5.a.

Note: Summer §4408 program is State funded 80% of eligible costs, thus result of 5.a. should be approximately 80% of result of 4.a. If this isn’t the case, please review details in general ledger to ensure that you are picking up the correct amounts and only those related to this program. **This is 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 18/19 from Grants Finance website

Steps to Prepare the MOE Calculator:

1. Complete the excel template we provided (Tab Titled “Template for 18-19 Actual”).
2. Starting with the approved MOE Calculator version 1.3 that was submitted with the 19-20 grant application, add the following information:
   a. **Tab 15. – 18-19 MOE** – Make sure that Cell B1 says “Compliance” (Tab 4 Cell B10 should say “Compliance (Expenditures)” vs. “Eligibility (Budget)”)
   b. **Tab 14. 18-19 Amounts** – Enter Actual 18-19 Child Count in Cell I1
   c. **Tab 14. 18-19 Amounts** – Enter information for 2018-19 in Cells H5-L29
   d. **Tab 4. Multi-Year MOE Summary** – Enter 18-19 grant allocations in Cells L11 and M11.
3. Review Tab 4. Multi-Year MOE Summary
   a. If the spreadsheet shows that the district has met MOE in the four categories for 18-19 then you are done and the Calculator can be submitted by email to: idea@nysed.gov and write 2018-19 MOE Compliance 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 17-18 and 18-19, e.g. a student graduated at the end of the 2017-18 school year thus there was not a similar expenditure in 18-19, then complete the exceptions section of Tab 16. 18-19 Exc & Adj in Columns H – M.
      ii. If additional space is needed to explain the exclusions, use Tab 24.
      iii. Review Tab 15. 18-19 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 2018-19 Compliance, then submit the Calculator by email to the address noted in 5.a.