

VIRGINIA DEPARTMENT OF EDUCATION

Individuals with Disabilities Education Act (IDEA)

Maintenance of Effort (MOE)

IDEA MOE Application User's Manual

This user's manual is provided to help divisions with entering information into the Virginia Department of Education's (VDOE's) Individuals with Disabilities Education Act maintenance of effort (IDEA MOE) Web-based application. Information entered into the application will be used to assist the VDOE with determining whether the division has met its IDEA maintenance of effort requirement. This requirement is for school divisions to spend at least the same amount of local or local plus state dollars for the current school year on the delivery of special education and related services, as were spent the previous year.

The MOE Tests and a review of any possible allowable exceptions will be conducted using the IDEA MOE Web-based application. Please refer to Attachment A for regulatory guidance and the process which the VDOE will use to determine whether a division has met its IDEA MOE requirement. The information below is intended to assist the user with navigating through and entering information into the IDEA MOE Web-based application.

Accessing and Using the Application

The IDEA MOE application can be accessed through the VDOE Single Sign-on for Web Systems (SSWS) portal. Contact the division's SSWS administrator to obtain an SSWS log-in ID and password and to be granted access rights to this application. If the IDEA MOE application is not available within the user's menu, the local SSWS administrator should also be contacted to assist the user with obtaining an SSWS log-in ID and password.

- Figure 1 displays the VDOE home page. The IDEA MOE application can be accessed by clicking the SSWS link on the right side of the VDOE home page.

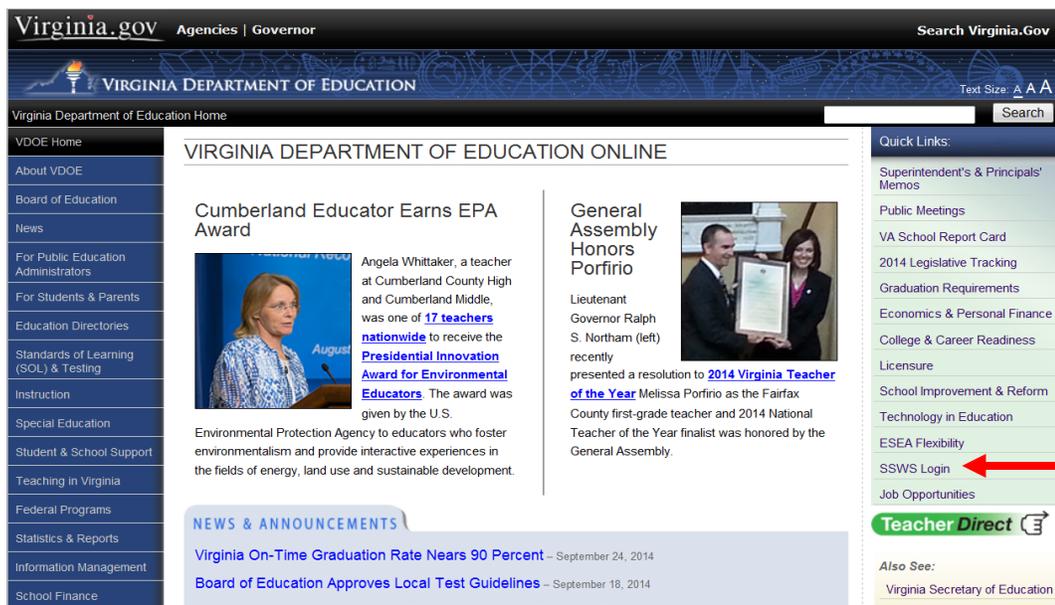


Figure -1-

- Figure 2 displays the SSWS log-in screen. The person responsible for entering and submitting the IDEA MOE information must have a log-in ID and password. The division's local SSWS administrator should be contacted to obtain an SSWS log-in ID and password.

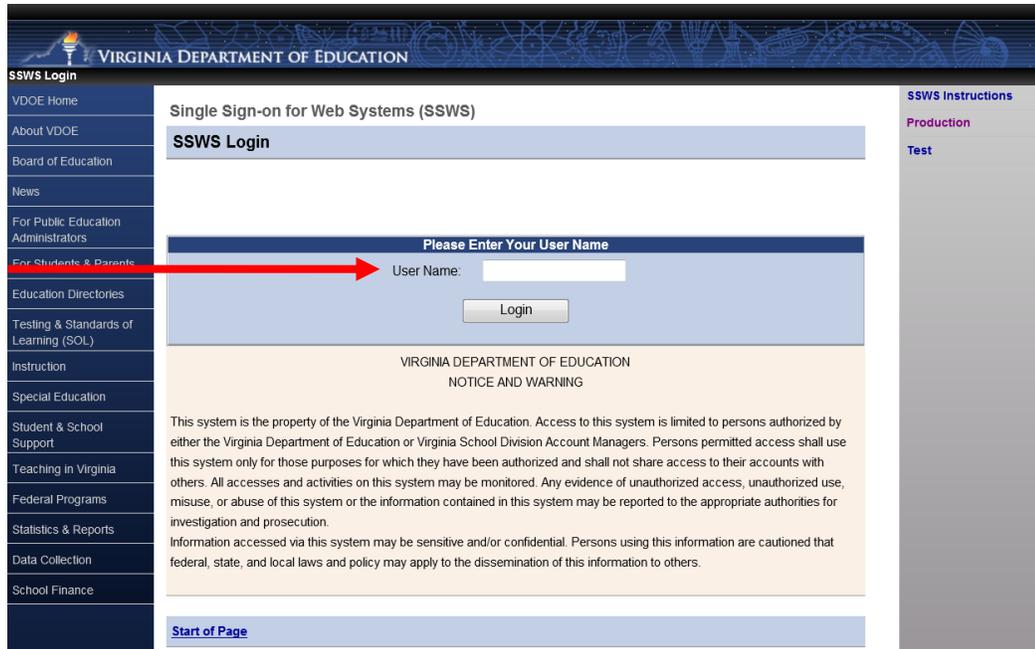


Figure -2-

- Figure 3 displays the password screen after the log-in ID is entered.

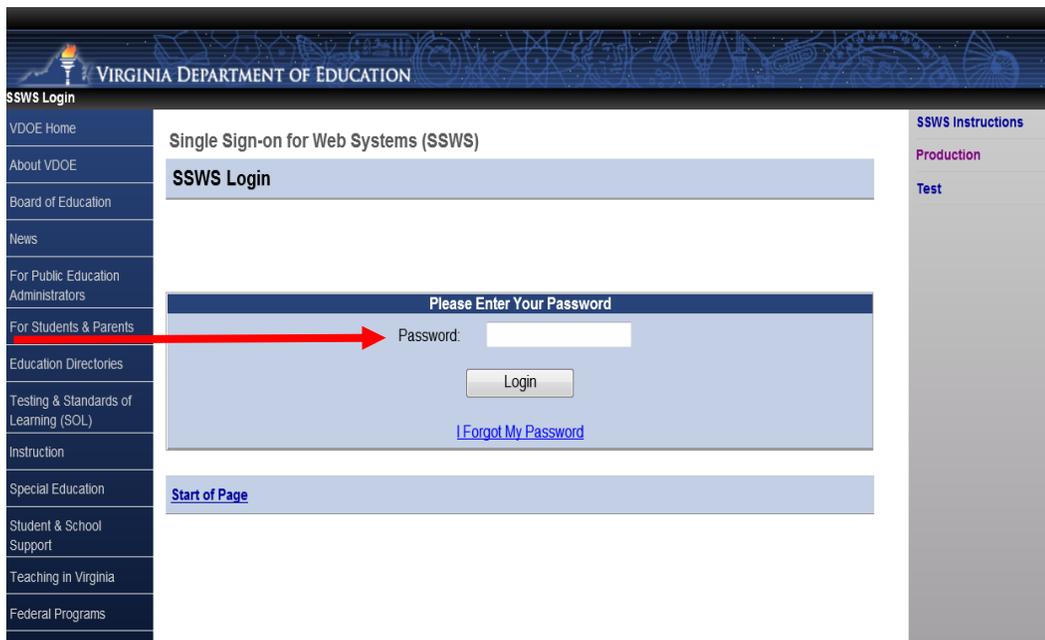


Figure -3-

- Figure 4 displays the application menu after a successful log-in into SSWS. Select “**Individuals with Disabilities Education Act Maint of Effort (IDEAMOE)**” from the list of applications displayed. If the application is not listed, please contact the division’s local SSWS administrator to receive access rights.

The screenshot shows the 'SSWS Menu' interface. At the top, there is a header for the 'VIRGINIA DEPARTMENT OF EDUCATION'. Below the header, the page title is 'SSWS Application Selection'. A 'Logout' link is visible in the top right corner. A search bar is present, followed by the instruction 'Please select one of the Applications listed below'. A section titled 'APPLICATIONS' lists several options:

- [Individuals with Disabilities Education Act Maint of Effort \(IDEAMOE\)](#) - This application is used by school divisions to enter information that will be used by the Virginia Department of Education (VDOE) to determine whether or not the division has met its federal Individuals with Disabilities Education Act (IDEA) Maintenance of Effort (MOE) requirement.
- [Online Management of Education Grant Awards \(OMEGA\)](#) - Online Management of Education Grant Awards for application submission, approvals, award, and financial tracking.
- [Special Ed December 1 Membership \(12/1 Count\)](#) - Special Education 12/1 Membership Data Collection tracks, records, and submits student-level membership and demographic information for all students identified in any special education program.
- [Special Education Excess Cost \(Speced-Excess\)](#) - Used by divisions to determine the excess cost amount they must spend for the year.
- [Special Education Proportionate Set Aside \(Speced-PSA\)](#) - Used by divisions to determine their amount to be expended for parentally-placed children with disabilities.

A red arrow points to the 'Individuals with Disabilities Education Act Maint of Effort (IDEAMOE)' application. On the right side, there is a vertical menu with various links: SSWS Instructions, Educational Directory, Contact List, Applications Contact Info, Change Password, Change E-mail, Change Security Questions, Maintain Contacts, Dropbox, EIM Service Request, Oracle Financial Reports, Time & Leave, Certification, and a 'PRODUCTION' section containing 'User Information'.

Figure -4-

- Figure 5 illustrates the screen that will display after selecting the IDEA MOE option. The screen will indicate that the collection window is open. When the collection window is closed, the application is available for the division to use as a calculator.

The user will have three options available in the menu area on the right side of the application. To return to the previous screen, the user should select the options available at the top of the screen and refrain from using the 'back' button. The information below will help the user with determining which option to select to navigate through the application:

- **Instructions** – Selecting this option will display the link to the “**IDEA MOE Guidance Document.**” The link, when clicked open, will download the PDF file of the guidance documents available.
- **Enter Expenditures** – Selecting this option will display the window where the user will enter state expenditures and local expenditures (SFY 2014). It also displays the previous year's (SFY 2013) submitted MOE data (see Figures 6 & 7). Refer to Attachment A for guidance concerning which expenditures should be included or excluded.
- **Reports** – Selecting this option will display the window where two types of reports are available for the user.
 - Maintain Exception Report (Figures 34 & 35) – This type of report is for the division's use only and need not be submitted to the VDOE. The report can be generated after submission of the IDEA MOE expenditures to the VDOE.
 - Verification Report (Figures 15 & 36) – This is a type of report that the division's superintendent or a designee has to certify that data submitted have been verified for accuracy. The report can be viewed, but **should not** be signed and returned until data submitted to the VDOE has been approved. Approval will be received via e-mail.

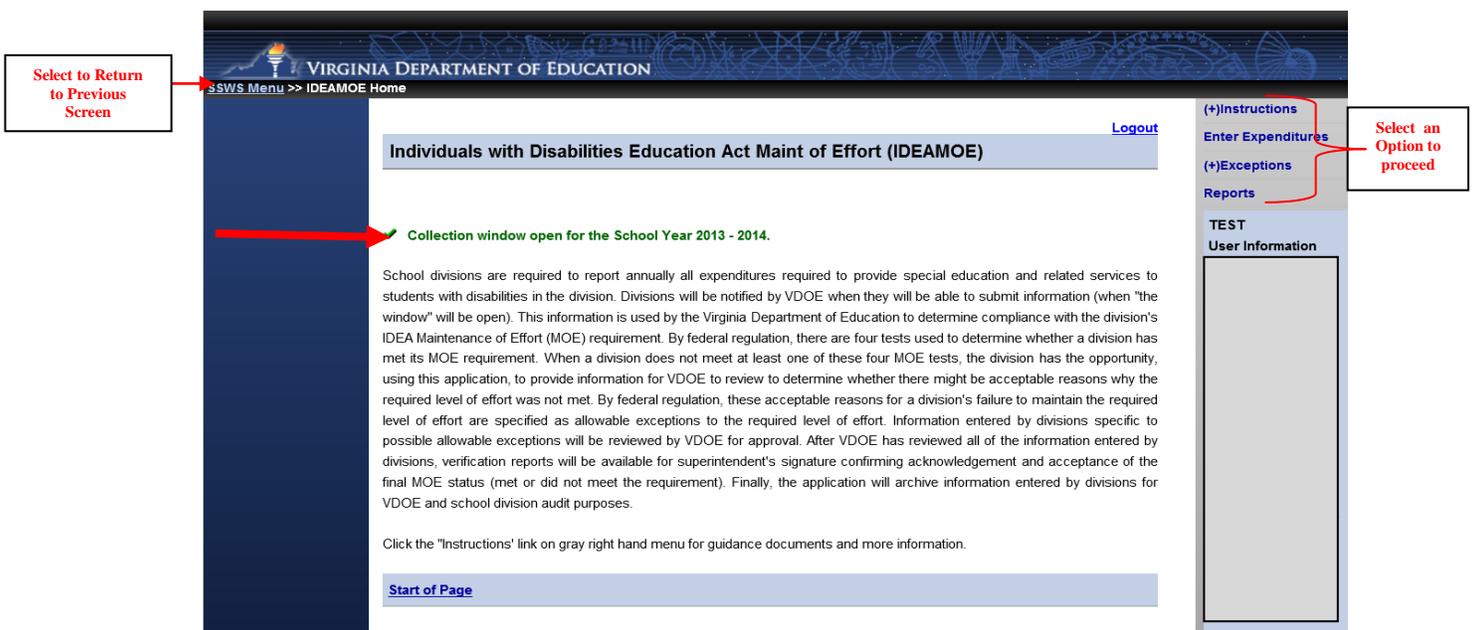


Figure -5-

- Figure 6 displays the screen when the user selects the “**Enter Expenditures**” option from the menu. The screen shows the auto-generated prior year’s (i.e., SFY 2013) reported state and local expenditures and the current year (i.e., SFY 2014) that are open for entries.

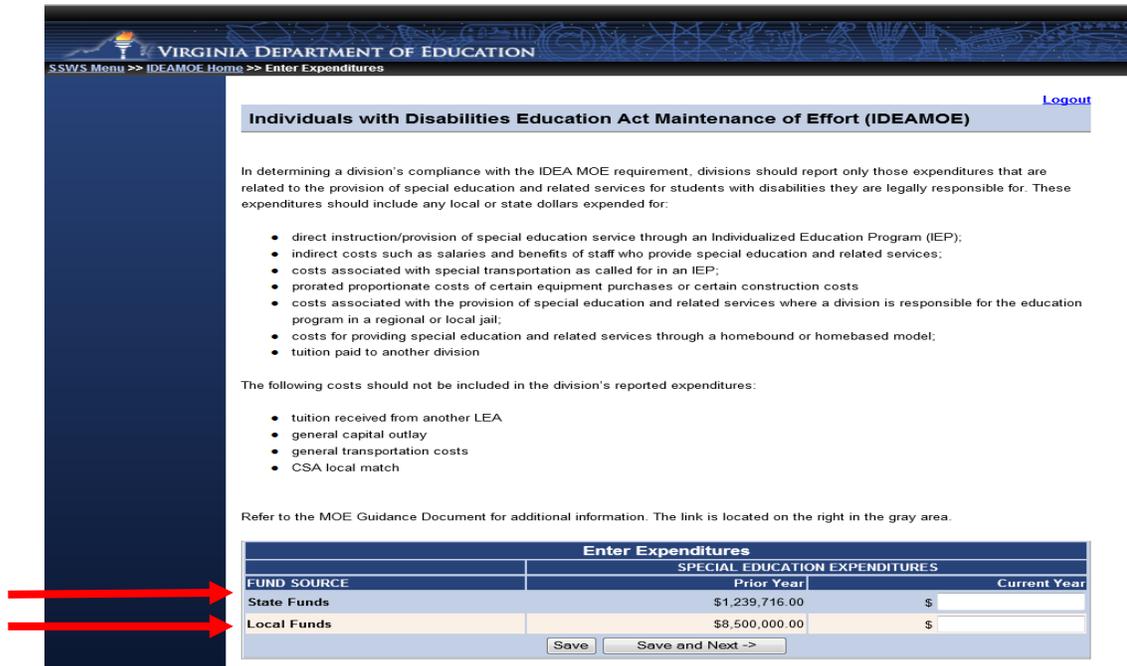


Figure -6-

- Figure 7 displays the screen after the state and local expenditures for special education and related services for the current year (i.e., SFY 2014) are entered. Each entry must represent actual expenditures and must be consistent with federal and state regulations and guidance as outlined in Attachment A. Once the division’s state expenditures and local expenditures are entered, the user can click the “**Save**” button to save the information or click the “**Save and Next**” button at the bottom of the screen to navigate to the next screen of the application.

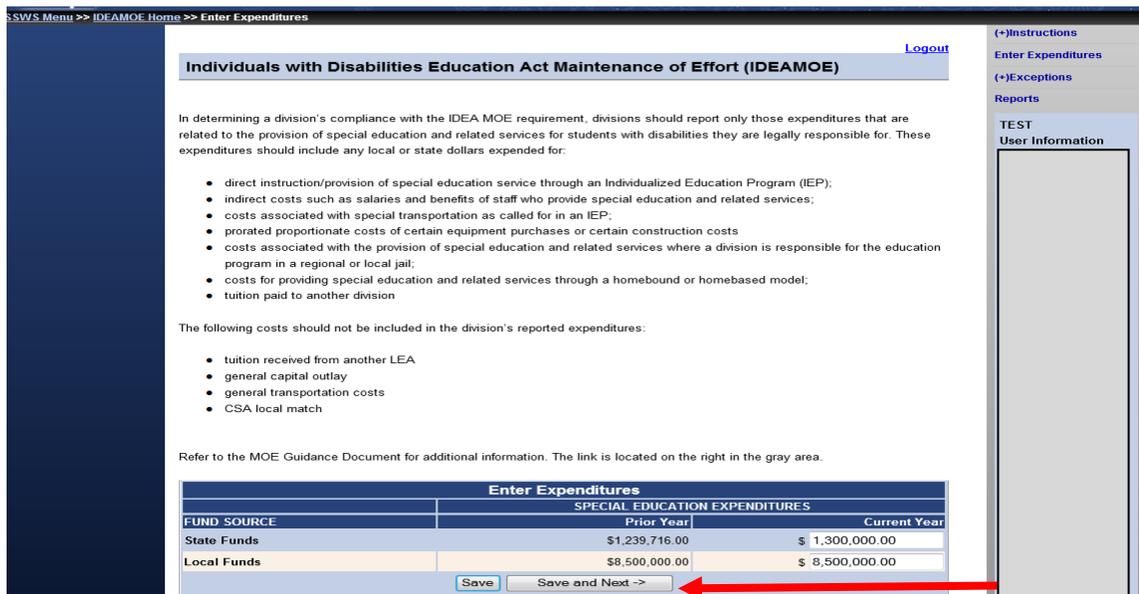


Figure -7-

- Figure 8 displays after the user selects the “**Save and Next**” button in the previous screen. The IDEA MOE application will automatically display whether the division has met its IDEA MOE requirement based on the state and local expenditures entered.

In this illustration, the division has met all of the four tests available under §300.203 of the IDEA regulations (refer to Attachment A for additional information concerning the four tests available). Since the division has met its IDEA MOE requirement, the user will not need to enter any additional information.

Once the user has confirmed the accuracy of the local and state expenditures entered, the user should click the “**Submit to DOE**” button at the bottom of the screen.

Virginia Department of Education
 SWS Menu >> IDEAMOEO Home >> Maintain Exceptions

Logout

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOEO)

➤ Data Saved successfully.

Maintain exceptions			
DIVISION NAME:		SCHOOL YEAR: 2013-2014	
Status: Not Submitted			
MOE TEST 1		MOE TEST 2	
Current Year Local Expenditures:	8,500,000.00	Current Year Local + State Expenditures:	9,800,000.00
Prior Year Local Expenditures:	8,500,000.00	Prior Year Local + State Expenditures:	9,739,716.00
Year to Year Comparison of Expenditures:	0.00	Year to Year Comparison of Expenditures:	60,284.00
Pass ?	Yes	Pass ?	Yes
MOE TEST 3		MOE TEST 4	
Prior Year Local Expenditures:	8,500,000.00	Prior Year Local + State Expenditures:	9,739,716.00
Prior Year Child Count:	575	Prior Year Child Count:	575
Prior Year Per Capita:	14,782.6087	Prior Year Per Capita:	16,938.6365
Current Year Local Expenditures:	8,500,000.00	Current Year Local + State Expenditures:	9,800,000.00
Current Year Child Count:	570	Current Year Child Count:	570
Current Year Per Capita:	14,912.2807	Current Year Per Capita:	17,192.9825
Pass ?	Yes	Pass ?	Yes

Your division has MET its MOE requirement. Please select the Verification Report icon from the gray area on the right side to print and sign the Superintendent's Verification Report. Upon finalizing and verifying expenditures entered, please press the submit button below.

Submit to DOE

Start of Page

Figure -8-

- Figure 9 illustrates the screen that displays when the user selects the “**Submit to DOE**” button.

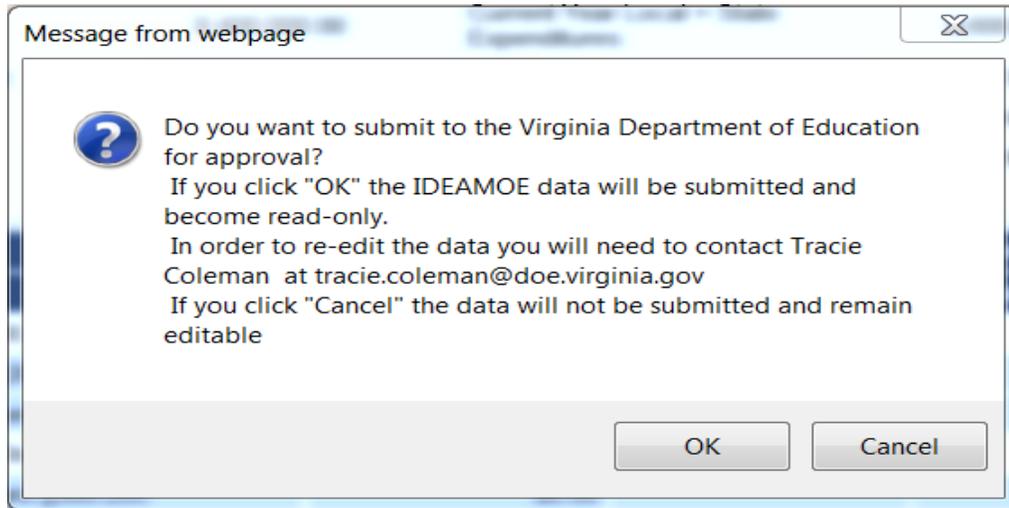


Figure -9-

- Figure 10 illustrates the screen that displays when the user clicks the “**OK**” option in Figure 9. Once submitted, the collection window closes and the division cannot make changes. However, the division can view information submitted.

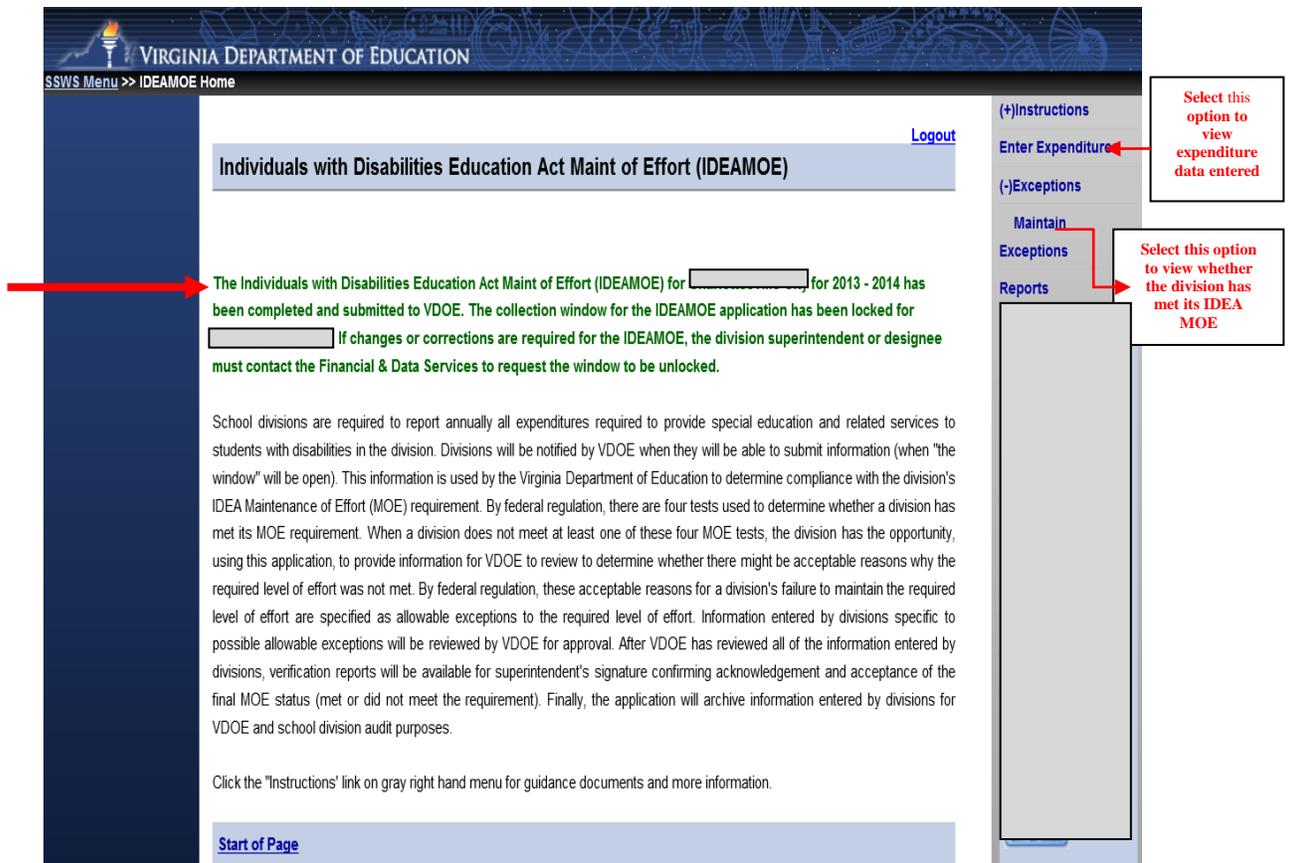


Figure -10-

- Figure 11 illustrates the screen that displays when the user clicks the “Maintain Exceptions” option from the menu. Note that the window displays the status as “Pending Approval.” The status will change either to “Approved” or “Revisions Required.”

VIRGINIA DEPARTMENT OF EDUCATION
 SWS Menu >> IDEAMOE Home >> Maintain Exceptions

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE) [Logout](#)

Maintain exceptions

DIVISION NAME: [REDACTED] SCHOOL YEAR: 2013-2014
 Status: Pending Approval

MOE TEST 1	MOE TEST 2	MOE TEST 3	MOE TEST 4
Current Year Local Expenditures: 8,500,000.00	Current Year Local + State Expenditures: 9,800,000.00	Prior Year Local Expenditures: 8,500,000.00	Prior Year Local + State Expenditures: 9,739,716.00
Year to Year Comparison of Expenditures: 0.00	Year to Year Comparison of Expenditures: 60,284.00	Prior Year Child Count: 575	Prior Year Child Count: 575
Pass ? Yes	Pass ? Yes	Prior Year Per Capita: 14,782.6087	Prior Year Per Capita: 16,938.6365
Current Year Local Expenditures: 8,500,000.00	Current Year Local + State Expenditures: 9,800,000.00	Current Year Child Count: 570	Current Year Child Count: 570
Current Year Per Capita: 14,912.2807	Current Year Per Capita: 17,192.9825	Pass ? Yes	Pass ? Yes

Your division has MET its MOE requirement. Please select the Verification Report icon from the gray area on the right side to print and sign the Superintendent's Verification Report. Upon finalizing and verifying expenditures entered, please press the submit button below.

[Start of Page](#)

Right-hand menu items: (+)Instructions, Enter Expenditures, (-)Exceptions, Maintain, Exceptions, Reports, TEST (highlighted with red arrow)

Figure -11-

- The submitter of the IDEA MOE information will receive an e-mail notification when the division’s data have been approved or if revisions are required.
- If the division has met its IDEA MOE requirement and the data submission has been “Approved,” the division will receive an e-mail notification advising the submitter to print and fax VDOE a copy of the Verification Report signed by the Division Superintendent.
- If revisions are required, the submitter will receive an e-mail indicating “Revisions Required.” The submitter will need to make revisions within the IDEA MOE application and re-submit the data.
 - If the division has met its IDEA MOE requirement after revising and re-submitting, and the data submission has been “Approved,” the division will receive an e-mail notification advising the submitter to print and fax VDOE a copy of the Verification Report signed by the Division Superintendent.
 - If the division has **not** met its IDEA MOE requirement after revising and re-submitting, the division will need to follow the steps starting at page 12 of this document to identify possible allowable exceptions.
- The division should not submit the Verification Report until a notice of approval is received.

- Figure 12 displays the screen after the user selects the “**Reports**” option from the menu located on the right side of the screen. There are two types of reports the user can select.
 - Maintain Exception Report (Figures 34 & 35) – This type of report shows the four MOE tests and the division’s MOE status for the particular year selected. The report can be generated anytime after submission and need not be submitted to the VDOE.
 - Verification Report (Figures 15 & 36) – This is a type of report that the division’s superintendent or a designee has to certify that data submitted have been verified for accuracy. The report can be viewed, but **should not** be signed and returned until data submitted to the VDOE has been approved. Approval will be received via e-mail.

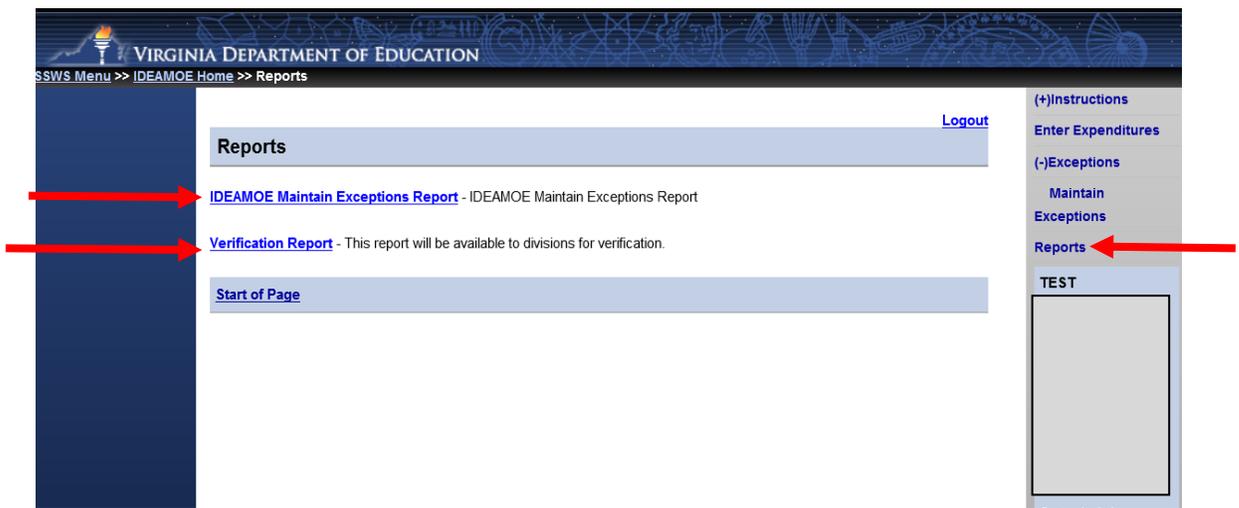


Figure -12-

- Figure 13 illustrates the screen that will display after selecting the “**Verification Report**” option. Select the appropriate “**School Year**” from the drop down menu as illustrated below. Once the applicable school year is selected, the user should select the “**View Report**” button at the bottom of the screen.

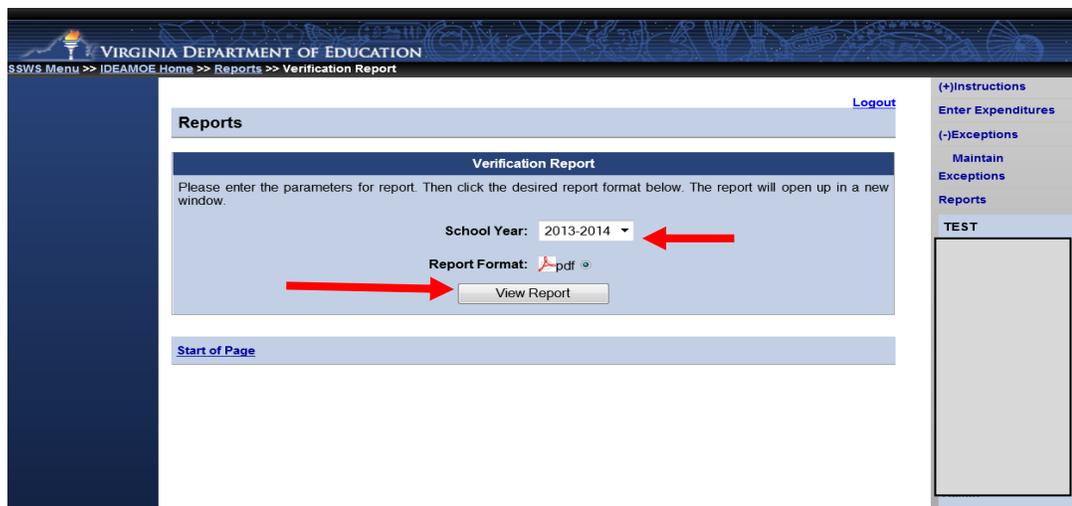


Figure -13-

- Once the “**View Report**” button is selected, a pop-up window will prompt the user to save or open the file as illustrated in Figure 14. Click the “**Open**” option to display a PDF version of the verification report.

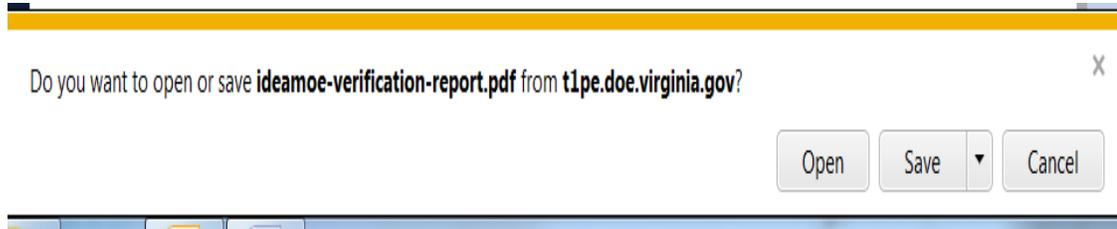


Figure -14-

- Figure 15 illustrates a replica of the Verification Report when the division has met the IDEA MOE requirement using one or more of the tests available (see Attachment A concerning the four initial “tests”).

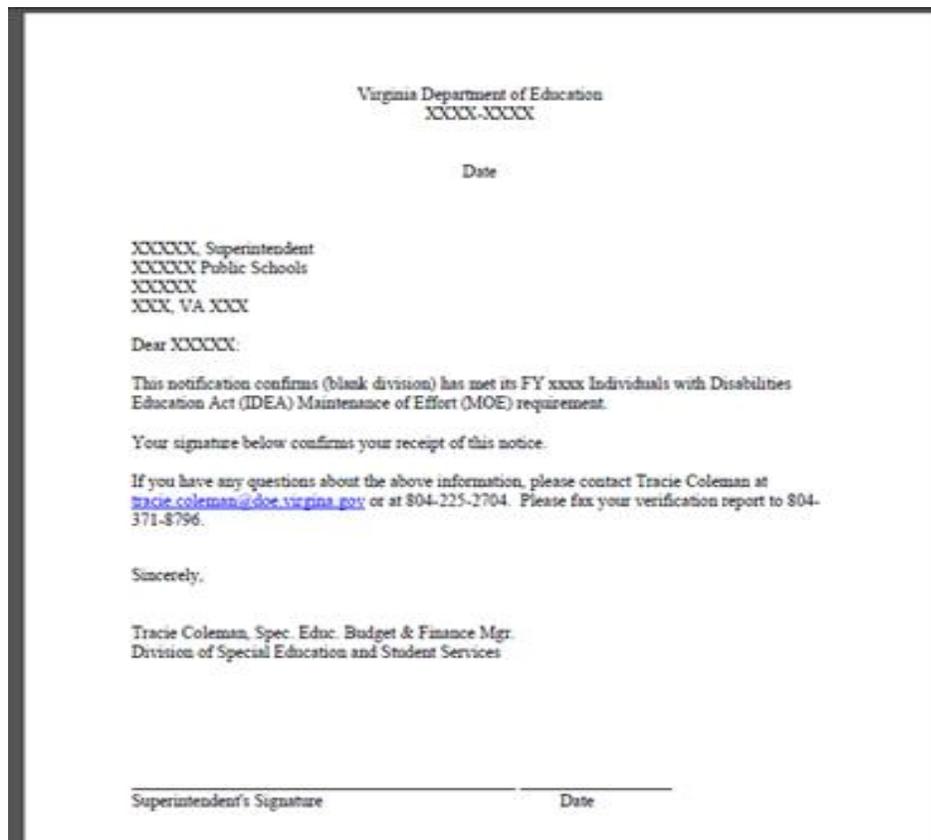


Figure -15-

If the division has met its IDEA MOE requirement based on one or more of the four “tests” outlined in Attachment A, the division does not need to perform any of the steps on page 12.



If the division has **not** met its IDEA MOE requirement based on one or more of the four “tests” outlined in Attachment A, the division needs to perform the following steps.



The following instructions and illustrations are to be used if the division has **not** met its IDEA MOE requirement based on the four initial “tests” available under §300.203 of the IDEA regulations.

- Figure 16 illustrates a division that has **not** met its IDEA MOE requirement based on the four “tests.” Click the “Next” button to navigate to allowable exceptions §300.204(b) – *decrease in the enrollment of children with disabilities*.

The screenshot shows the 'Maintain Exceptions' page in the IDEAMOE system. The page title is 'Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE)'. The user is logged in as 'SSWS Menu >> IDEAMOE Home >> Maintain Exceptions'. The page displays a table of 'Maintain exceptions' for the school year 2013-2014, with a status of 'Approved'. The table is divided into four sections: MOE TEST 1, MOE TEST 2, MOE TEST 3, and MOE TEST 4. Each section lists various expenditure and count metrics for the current and prior years, along with a 'Pass?' status. Red arrows point to the 'Pass?' status for MOE TEST 1 and MOE TEST 3, both of which are marked as 'No'. Below the table is a 'Possible Starting Amounts' section and a 'Next ->' button. On the right side, there is a sidebar with navigation options: (+)Instructions, Enter Expenditures, (-)Exceptions, Maintain Exceptions, 300.204b, 300.204a, 300.204c, 300.205, 300.204d, Summary, Reports, and TEST. A red box highlights the 300.204b, 300.204a, 300.204c, and 300.205 options, with a note: 'User can also navigate to the any of the allowable exceptions available. See Attachment A for guidance.'

Maintain exceptions			
DIVISION NAME:		SCHOOL YEAR: 2013-2014	
Status: Approved			
MOE TEST 1		MOE TEST 2	
Current Year Local Expenditures:	8,400,000.00	Current Year Local + State Expenditures:	9,600,000.00
Prior Year Local Expenditures:	8,500,000.00	Prior Year Local + State Expenditures:	9,739,716.00
Year to Year Comparison of Expenditures:	-100,000.00	Year to Year Comparison of Expenditures:	-139,716.00
Pass ?	No	Pass ?	No
MOE TEST 3		MOE TEST 4	
Prior Year Local Expenditures:	8,500,000.00	Prior Year Local + State Expenditures:	9,739,716.00
Prior Year Child Count:	575	Prior Year Child Count:	575
Prior Year Per Capita:	14,782.6087	Prior Year Per Capita:	16,938.6365
Current Year Local Expenditures:	8,400,000.00	Current Year Local + State Expenditures:	9,600,000.00
Current Year Child Count:	570	Current Year Child Count:	570
Current Year Per Capita:	14,736.8421	Current Year Per Capita:	16,842.1053
Pass ?	No	Pass ?	No
Possible Starting Amounts			
Year to Year Comparison of Local Expenditures:	(100,000.00)		
Year to Year Comparison of Local + State Expenditures:	(139,716.00)		

Figure -16-

- Figure 17 displays the allowable exception available under §300.204(b) – *decrease in the enrollment of children with disabilities*. This allowable exception is auto calculated when applicable to the division; thus adjusting the amount of the division's required MOE amount.
- Figure 18 displays the screen if §300.204(b) allowable exception is not applicable.
- The application has two options available that the user will need to select prior to proceeding. “**Option 1**” displays the local funds expenditure shortfall and “**Option 2**” displays the state plus local funds expenditure shortfall. If a selection is not made, the system will default to the option with the highest expenditure amount. After selecting the radio button next to “**Option 1**” or “**Option 2**” click “**Next**” to proceed to the next allowable exception screen (300.204a).

Decrease in Enrollment §300.204(b)

Section §300.204(b)
 "... A decrease in the enrollment of children with disabilities ... "

If this allowable exception is applicable, the IDEA MOE application will calculate the amount for the division as displayed below. You must choose a starting amount before entering possible exceptions. Please choose either Option 1 or Option 2 below. Option 1 represents expenditures paid using local funds and Option 2 represents expenditures paid using local plus state funds. The option selected should be based on whether any of your exceptions were paid with local or local plus state funds.

Possible Starting Amounts

Option 1 Local Expenditures:	(100,000.00)	<input checked="" type="radio"/>
Option 2 Local + State Expenditures:	(139,716.00)	<input type="radio"/>

Decrease in Enrollment (§300.204b) Calculation:
 Year to Year Comparison of Expenditures = (Year to Year Comparison of Child Count * Current Year Per Capita)

Option 1: Local Funds:	Option 2: Local + State Funds:
Year to Year Comparison of Child Count: 5.0	Year to Year Comparison of Child Count: 5.0
Current Year Per Capital: 14,736.8421	Current Year Per Capital: 16,842.1053
Decrease in Enrollment: (73,684.21)	Decrease in Enrollment: (84,210.53)
Remaining Shortage: (26,315.79)	Remaining Shortage: (55,505.47)

Figure -17-

Decrease in Enrollment §300.204(b)

Section §300.204(b)
 "... A decrease in the enrollment of children with disabilities ... "

If this allowable exception is applicable, the IDEA MOE application will calculate the amount for the division as displayed below. You must choose a starting amount before entering possible exceptions. Please choose either Option 1 or Option 2 below. Option 1 represents expenditures paid using local funds and Option 2 represents expenditures paid using local plus state funds. The option selected should be based on whether any of your exceptions were paid with local or local plus state funds.

You do not qualify for the decrease in enrollment 300.204(b) calculation since there is no reduction in child count. Please choose one of the two starting amount below to continue.

Possible Starting Amounts

Year to Year Comparison of Local Expenditures:	(100,000.00)	<input checked="" type="radio"/>
Year to Year Comparison of Local + State Expenditures:	(139,716.00)	<input type="radio"/>

Figure -18-

- Figure 19 displays after the user selects the “Next” button as illustrated in Figures 17 and 18. The user can choose to begin considering allowable exception 300.204(a) or choose one of the other allowable exceptions listed on the right side of the screen. Refer to Attachment A for guidance concerning each allowable exception.
- §300.204(a) is used when the school division has identified personnel, over the course of the previous school year that have left the school division employment through their own choice. Figure 17 displays the initial screen for entering §300.204(a) allowable exceptions. If this is an applicable allowable exception for the division, click “Add New Personnel” to enter personnel expenditures. If it is not an applicable option, the user should either click “Next” at the bottom of the screen or select one of the options from the menu of allowable exceptions located on the right side of the screen (i.e., 300.204c or 300.204d).

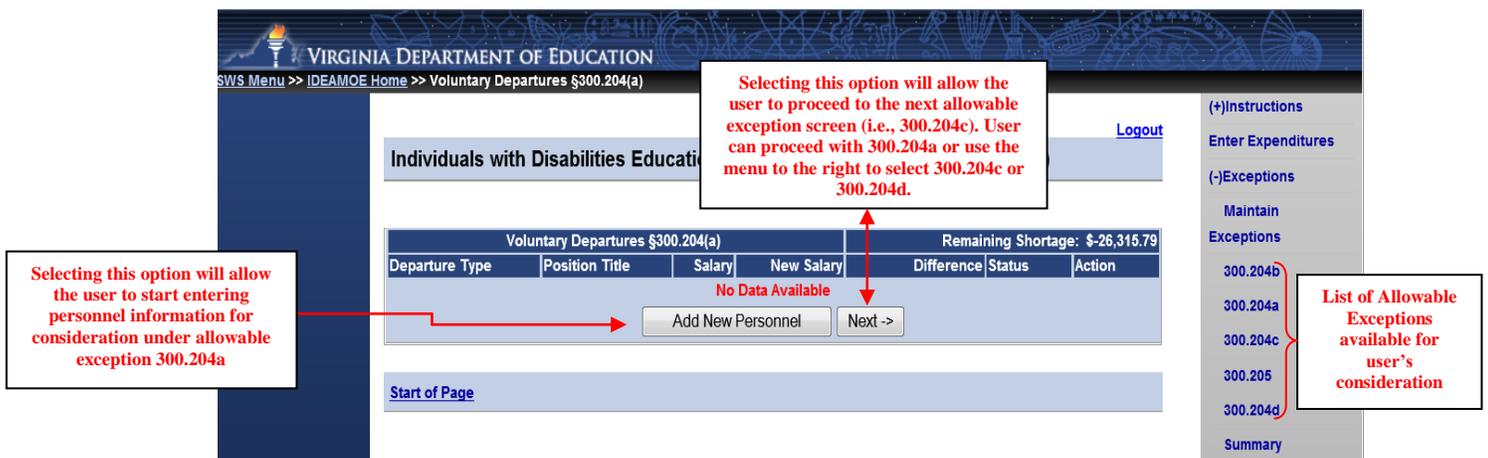


Figure -19-

- Figure 20 displays when the user clicks the “Add New Personnel” button. The user should enter personnel information in all fields marked by an asterisk (*). See instructions starting on page 15 defining each of the fields below.

Personnel

* Departure Type: Retired

* Position Title: Teacher

* School Type: Elementary

* Position Number: 456789

* Employment Type: Full Time Part Time

* Was it the staff member's own decision to leave the division? Yes No

* Was the position paid with federal funds? Yes No

* Was the position filled during the current school year? Yes No

* Original Salary: 50,000.00 * Effective Date: 06/30/2013 * Employee Id#: 12345

New Salary: 40,000.00 Effective Date: 08/01/2013 Employee Id#: 3456 Explanation: _____

Add New Salary

Difference : \$10,000.00

* Division Comments

Save Delete

* DOE Comments

Figure -20-

- The following information provides a brief explanation about the fields that will be populated or considered when the user is at the screen displayed in Figure 20.
- **Departure Type** – Three options are available for the user to select; retired, resigned, moved/left. Note: **The departure should be voluntary.**
 - **Position Type** – User will need to provide a title (i.e., teacher, paraprofessional).
 - **School Type** – Four options are available for the user to select; elementary, middle, secondary, combined.
 - **Position Number** – User should provide this information.
 - **Employment Type** – User should select the radio button next to the “**Full-Time**” option or “**Part-Time**” option.
 - **Was it the staff member's own decision to leave the division?** – User should select the radio button next to “**Yes**” or “**No.**” If “**No**” is selected, the division **cannot** use this position under allowable exception 300.204a.
 - **Was the position paid with federal funds?** – User should select the radio button next to “**Yes**” or “**No.**” If “**Yes**” is selected, the division **cannot** use this position under allowable exception 300.204a.
 - **Was the position filled during the current school year?** – User should select the radio button next to “**Yes**” or “**No.**”
 - **If the staff member resigned or moved are they still working in the division?** – User should select the radio button next to “**Yes**” or “**No.**”
 - **Original Salary** – User should provide the amount the employee was earning when the employee left the division or position.
 - **Effective Date** – User should provide the date the employee left the division or position. Note: The effective date field is validated to be within the school year range (i.e., between 7/01/12 and 6/30/13) to prevent data entry errors. If the date entered is not within the school year range, the system will prompt the user for the correct permissible dates.
 - **Employee ID#** – User should provide a unique identifier for this employee. This number should **not** be the employee's social security number.
 - **New Salary** – User should provide the amount the new employee earned during the reporting period. If a new employee was not hired, the cost of the substitute employee should be entered or a “0” if no costs were incurred for this position.
 - **Effective Date** – User should provide the date the new employee was hired or placed in the position. Note: The effective date field is validated to be within the school year range (i.e., between 7/01/13 and 6/30/14) to prevent data entry errors. If the date entered is not within the school year range, the system will prompt the user of the correct permissible dates.
 - **Employee ID#** – User should provide a unique identifier for new employee. This number should **not** be the employee's social security number.
 - **Explanation** – This field is optional.
 - **Add New Salary** – The user will select this option to add additional employees that may have filled the same position during the school year (i.e., employee left, new employee hired and also left, and substitute was also hired for the remainder of the school year).

- Once the user has completed entering information as outlined in Figure 20, the user should select the **“Save”** button.
 - To add additional positions due to multiple voluntary departures, select the **“Add New Personnel”** button. A new screen that is identical to Figure 20 will display.
 - If no additional positions will be entered, select the **“Save”** button. Once saved the screen shown in Figure 21 will display.

- Figure 21 displays a summary of each personnel related item entered under allowable exception 300.204(a). This screen also displays the **“Remaining Shortage”** amount.
 - If the **“Remaining Shortage”** amount is a positive number, the user will need to adjust the information entered since the division cannot report differences that are greater than the amount of the shortage.
 - If a **“Remaining Shortage”** amount is a negative number, the user can continue to enter personnel information under allowable exception 300.204(a) by selecting the **“Add New Personnel”** button or proceed to either allowable exceptions 300.204(c) or 300.204(d).
 - If the remaining shortage is ‘\$0’ no additional information is needed and the user can click the **“Summary”** option from the menu on the right side of the screen.

- Selecting the **“Next”** button will take the user to the next allowable exception available, (i.e., 300.204c) or the user can select the **“300.204(d)”** option from the menu on the right side of the screen. If the **“Remaining Shortage”** field shows a **“\$0”** the application will proceed to the summary page which will show the division meeting the MOE after allowable exceptions are entered as illustrated in Figure 28, page 22 of this document.

SWS Menu >> IDEAMOE Home >> Voluntary Departures §300.204(a)

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE)

Remaining Shortage: \$-16,315.79

Voluntary Departures §300.204(a)				Remaining Shortage: \$-16,315.79		
Departure Type	Position Title	Salary	New Salary	Difference	Status	Action
Retired	Teacher	50,000.00	40,000.00	10,000.00	Pending Approval	View
PENDING TOTAL		\$50,000.00	\$40,000.00	\$10,000.00		
APPROVED TOTAL		\$0.00	\$0.00	\$0.00		

Buttons: Add New Personnel, Next ->

Start of Page

Exceptions

- 300.204b
- 300.204a
- 300.204c
- 300.205
- 300.204d
- Summary
- Reports

Summary screen for allowable exception 300.204a

Figure -21-

- Figure 22 displays the screen for allowable exception 300.204(c). §300.204(c) is used when the school division has a termination of services to students. See Attachment A for guidance concerning this allowable exception. Once the guidance is reviewed, the division will need to determine if 300.204(c) is applicable.
- If 300.204(c) is applicable, the user will click the “**Add New Student**” button to enter expenditures.
- If 300.204(c) is not applicable, the user will select the “**Next**” button at the bottom of the menu or select one of the allowable exceptions listed on the right side of the screen.

SSWS Menu >> IDEAMOE Home >> Termination Services to Students §300.204(c)

[Logout](#)

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE)

✔ Data Saved successfully.
 Section §300.204(c)
 "... The termination of the obligation of the agency, consistent with this part, to provide a program of special education... particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child-..."

Remaining Shortage: \$-16,315.79

Termination Services to Students §300.204(c)	STI	Cost Associated	Status	Action
No Data Available				
<input type="button" value="Add New Student"/>		<input type="button" value="Next ->"/>		

SUMMARY			
Exceptionally Costly Program	Number of Students	Reported Cost Associated	Approved Cost
Has left the jurisdiction of the agency	0	0.00	0.00
Has reached maximum age	0	0.00	0.00
No longer needs the program of special education	0	0.00	0.00
TOTAL		\$0.00	\$0.00

(+)Instructions
 Enter Expenditures
 (-)Exceptions
 Maintain

300.204c
 300.205
 300.204d
 Summary
 Reports

TEST
 User Information

Summary Screen for allowable exception 300.204c

Figure -22-

- Figure 23 displays when the “**Add New Student**” button is selected within the 300.204(c) screen. The user will need to enter data specific to the student or students that no longer requires a costly service or program. Information entered will include:
 - **Program Code** – The user will need to select the reason for the termination of services:
 - The student has left the jurisdiction or agency,
 - The student has reached the maximum age, or
 - The student no longer needs the program of special education.
 - **State Testing ID** – The ID number will represent the student’s state identification number.
 - **Cost Associated** – The amount will be the costs associated with providing this program or service during the previous school reporting year that were not included as an expense during the current school reporting year.
- Once information is entered, the user will click the “**Save**” button to return to the 300.204(c) summary page (i.e., Figure 22). Note: Numbers entered are for illustration purposes only.

SSWS Menu >> IDEAMOE Home >> Termination Services to Students §300.204(c) >> Student

Individuals with Disabilities Education Act Maintenance of Effort (IDEA)

Student

* Program Code: Has left the jurisdiction of the agency

* State Testing ID: 32478

* Cost Associated: 10,000.00

* Division Comments

Save

DOE Comments

(+)Instructions
Expenditures
Exceptions
Maintain
Exceptions
300.204b
300.204a
300.204c
300.204d
Summary
Reports
TEST
User Information
ideamoe div 104

Detail Screen for allowable exception 300.204c

Figure -23-

- Figure 24 displays the summary screen for 300.204(c) entries.
 - If the “**Remaining Shortage**” amount is a positive number, the user will need to adjust the information entered since the division cannot report differences that are greater than the amount of the shortage.
 - If the “**Remaining Shortage**” amount is a negative number, the user can continue to enter information under allowable exception 300.204(c) or select the “**Next**” button or proceed to allowable exceptions 300.204(d) or select a different allowable exception using the menu on the right side of the screen (i.e., 300.204a).
 - If the remaining shortage is “0” no additional information is needed and the user can click the “**Summary**” option from the menu on the right side of the screen.
- Refer to the instructions in Figure 28, page 22 of this document if this is the last allowable exception to be entered and the remaining shortage field shows a “\$0.” Note: Information entered is for illustration purposes only.

SSWS Menu >> IDEAMOE Home >> Termination Services to Students §300.204(c)

[Logout](#)

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE)

✔ Data Saved successfully.
 Section §300.204(c)
 "... The termination of the obligation of the agency, consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child- ... "

Termination Services to Students §300.204(c)		Remaining Shortage: -\$6,315.79		
Program Code	STI	Cost Associated	Status	Action
Has left the jurisdiction of the agency	32478	10,000.00	Pending Approval	View

SUMMARY			
Exceptionally Costly Program	Number of Students	Reported Cost Associated	Approved Cost
Has left the jurisdiction of the agency	1	10,000.00	0.00
Has reached maximum age	0	0.00	0.00
No longer needs the program of special education	0	0.00	0.00
TOTAL		\$10,000.00	\$0.00

Figure -24-

- Figure 25 displays the screen for allowable exception 300.204(d), the termination of costly expenditures. If this is an applicable exception for the division, click “**Add New Program**” to enter expenditures; otherwise click “**Next**.”

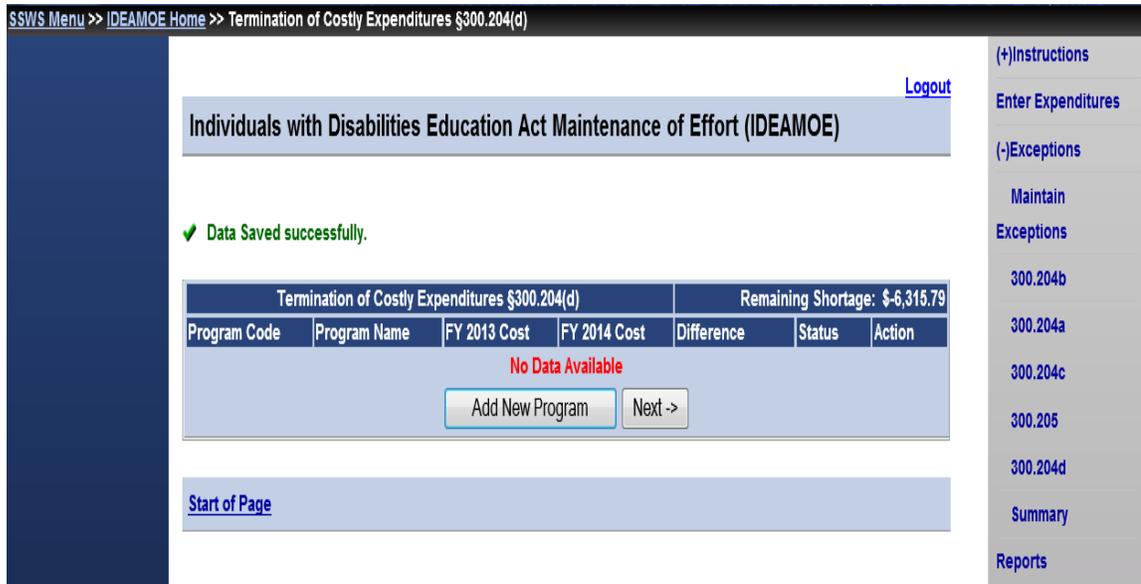


Figure -25-

- Figure 26 displays the screen when 300.204(d) is an applicable allowable exception for the division. To enter expenditures, first select the reason for the termination of such costs under the “**Program Type**” drop down box. After selecting the program type, enter all information as required in the fields marked by an asterisk (*) and the box checked. Click the “**Save**” button when finished. Click the “**Add New Program**” for each additional entry; otherwise click “**Next**.”

Program

* **Program Type**

* **Project Name**

Purchase Order Number

Confirm that you had comparable costs in Previous years

* FY 2013 Cost	FY 2014 Cost
<input type="text" value="6,315.79"/>	<input type="text" value="0.00"/>

Attach a copy of your receipts, purchase orders, and/or architecture design

File Name:

* **Division Comments**

DOE Comments

Figure -26-

- Figure 27 displays the MOE flexibility provision §300.205 – adjustment to local fiscal efforts in certain fiscal years. The screen will show the auto-generated current year (i.e., SFY 2013-14) and previous year (i.e., SFY 2012-13) total award amount and the auto-calculated maximum amount for MOE reduction if applicable (50% of excess allocation). **For divisions required to set aside 15% of its part B federal fund for CEIS, this exception is not allowed.** For divisions choosing to voluntarily set aside its part B federal funds for CEIS, the set aside amount may be reduced by the amount of the reduction taken.
- This section does not require entries from users since all the information are pre-populated and the system will calculate and determine if this provision is applicable or not.

[Logout](#)

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE)

Allowable Exception §300.205:
"...Adjustment to local fiscal efforts in certain fiscal years..."

The allowable exception under this section specifies that for any fiscal year for which the federal allocation received by a school division exceeds the amount the division received the previous fiscal year, the division may reduce the level of expenditures otherwise required by not more than 50 percent of the amount of that excess.

This exception is limited if any division that has been identified as having significant disproportionality and therefore is required to reserve 15 percent of their federal Part B award for Coordinated Early Intervening Services (CEIS). Also, if a division voluntarily chooses to set aside up to, but not to exceed, 15 percent of its federal Part B grant award, the amount the division chooses to set aside is reduced by the amount taken for the allowable exception under this section.

Current Year's Award Amount:	\$0.00
Previous Year's Award Amount:	\$0.00
Increase:	\$0.00
Maximum Available for MOE Reduction:	\$0.00
CEIS Set Aside:	\$90,000.00
Allowable Exception Amount:	\$0.00

[Next ->](#)

[Start of Page](#)

Figure -27-

- Figure 28 displays the screen for the MOE four tests and the summary of the allowable exceptions entered. The illustration shows that the division **meets MOE pending VDOE approval**. The difference between the starting amount and the allowable exceptions entered should show a “0”; otherwise the division will need to make an adjustment to zero out the difference before submitting the Web application. If the division is ready to submit, click the “**Submit to DOE**” button. If the division is **not** ready to submit, **do not click submit**. Once the data are submitted, the application window closes and the division cannot make changes. If revisions are needed, the division will have to contact the VDOE to re-open the collection window.

SSWS Menu >> IDEAMOE Home >> Summary [Logout](#)

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE)

Summary			
DIVISION NAME: Charlottesville City		SCHOOL YEAR: 2013-2014	
MOE TEST 1		MOE TEST 2	
Current Year Local Expenditures:	8,400,000.00	Current Year Local + State Expenditures:	9,600,000.00
Prior Year Local Expenditures:	8,500,000.00	Prior Year Local + State Expenditures:	9,739,716.00
Year to Year Comparison of Expenditures:	-100,000.00	Year to Year Comparison of Expenditures:	-139,716.00
Pass ?	No	Pass ?	No
MOE TEST 3		MOE TEST 4	
Prior Year Local Expenditures:	8,500,000.00	Prior Year Local + State Expenditures:	9,739,716.00
Prior Year Child Count:	575	Prior Year Child Count:	575
Prior Year Per Capita:	14,782.6087	Prior Year Per Capita:	16,938.6365
Current Year Local Expenditures:	8,400,000.00	Current Year Local + State Expenditures:	9,600,000.00
Current Year Child Count:	570	Current Year Child Count:	570
Current Year Per Capita:	14,736.8421	Current Year Per Capita:	16,842.1053
Pass ?	No	Pass ?	No

Reductions Summary		Starting Amount = \$-100,000.00		
	Approved Totals	Pending Totals	Not Approved Totals	
Voluntary Departures §300.204(a)	\$0.00	\$10,000.00		
Decrease in Enrollment §300.204(b)	\$73,684.21			
Termination of Costly Expenditures §300.204(d)	\$0.00	\$6,315.79	\$0.00	
Termination Services to Students §300.204(c)	\$0.00	\$10,000.00	\$0.00	
Increase in Allocated Award §300.205	\$0.00			
Total Approved Reductions	\$73,684.21			
Difference (Starting Amount + Total Possible Reductions)	\$-26,315.79			

Pending DOE Approval Expenditures: MEET

If the final status for a division is failure to meet their MOE requirement, VDOE would have to pay the amount of the division shortfall to the U.S. Department of Education. VDOE would then establish a payment plan for the division to reimbursement VDOE. Federal funds cannot be used to make this payment.

Submit to DOE

(+)Instructions

Enter Expenditures

(-)Exceptions

Maintain Exceptions

300.204b

300.204a

300.204c

300.205

300.204d

Summary

Reports

TEST

User Information

ideamoe_div_104

ideamoe_div_104

ideamoe_div_104

Charlottesville City (104)

Local SSWS Admin

Gertrude A. Ivory

434-245-2939

[E-Mail](#)

Local SSWS Backup Admin

David A. Uhlig

434-245-2955

[E-Mail](#)

Local Application Contact (IDEAMOE)

Edward C. Gillaspie

434-245-2941

[E-Mail](#)

Figure -28-

- Figure 29 illustrates the screen when the user selects the “Submit to DOE” button.

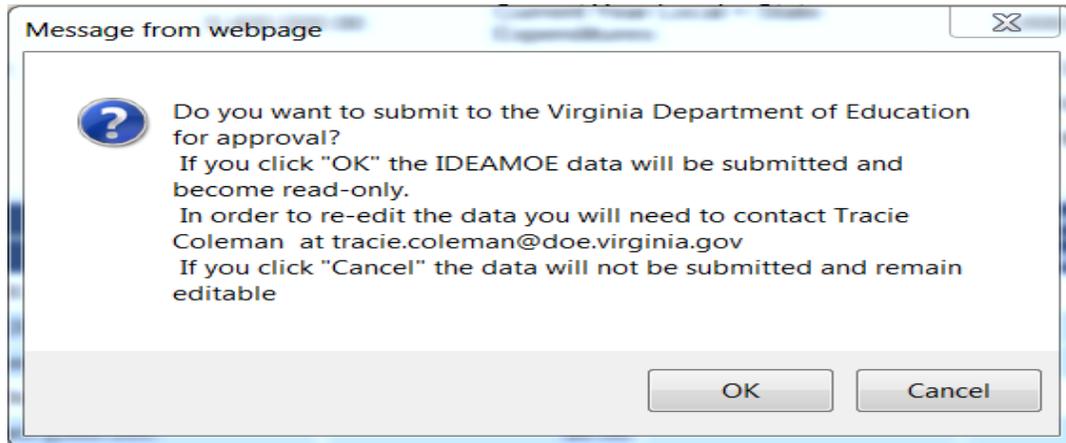


Figure -29-

- Figure 30 displays the screen when the user clicks the “OK” option from the menu above. Once submitted, the collection window closes and the division cannot make changes. However, the division can view the information submitted.

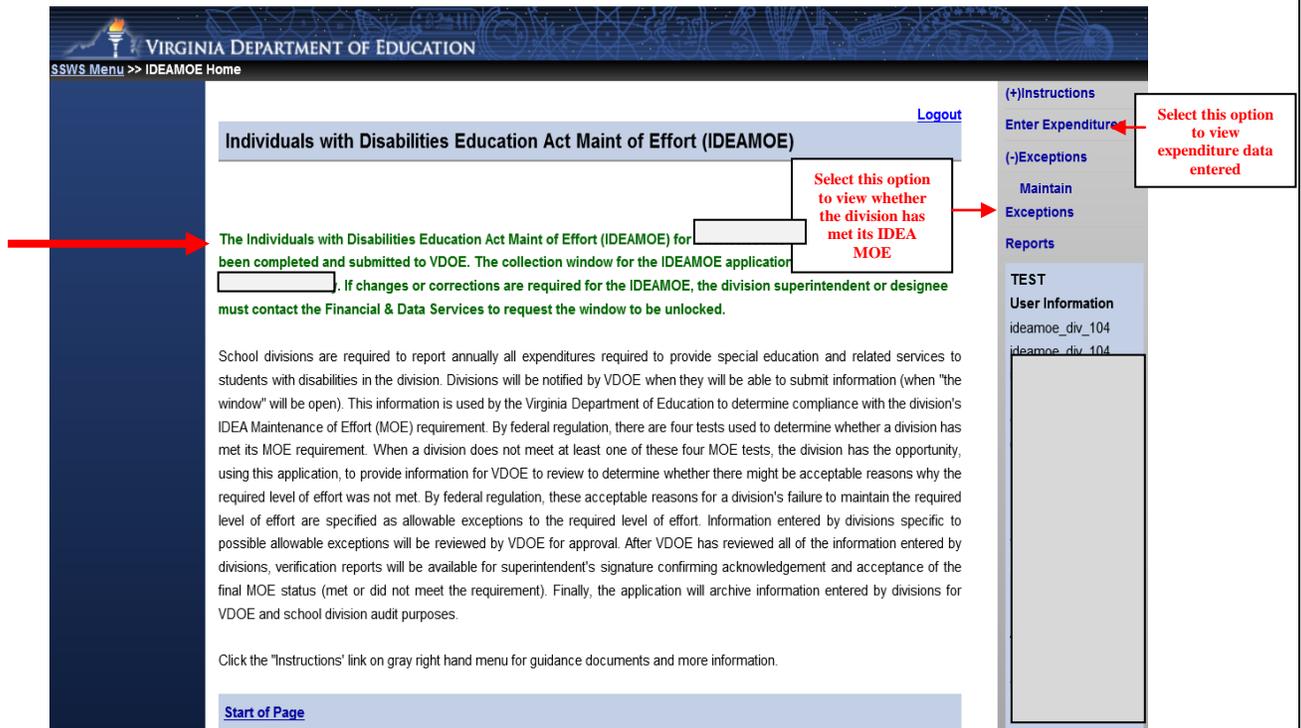


Figure -30-

The user will receive an e-mail notification when the IDEA MOE information submitted has been approved by the VDOE. The user should not proceed to generate the verification report until an approval notification has been received.



Once an approval e-mail has been received by the submitter, the user should proceed to the “Reports” section of the application. Instructions and illustrations are on the next page.



- Figure 31 displays when the “**Reports**” button is selected from the menu on the right side of the application. There are two types of reports the user can select.
 - Maintain Exception Report (Figures 34 & 35) – This type of report shows the four (4) MOE tests and the division’s MOE status for the particular year selected. The report can be generated anytime after submission and need not be submitted to the VDOE.
 - Verification Report (Figures 15 & 36) – This is a type of report that the division’s superintendent or a designee has to certify that data submitted have been verified for accuracy. The report can be viewed, but **should not** be signed and returned until data submitted to the VDOE has been approved. Approval will be received via e-mail.
- Divisions will be notified by e-mail about the status of submission.
 - If the e-mail indicates the data submission has been “**Approved**,” the division will be advised to print and send to the VDOE a copy of the Verification Report signed by the Superintendent.
 - If the e-mail indicates the data submission requires revisions (i.e., “**Revisions Required**”), the division will be contacted by a member of the SESS Budget and Finance staff to discuss which revisions are needed.
- Once the data submission has been approved, the user should proceed with submitting the Verification Report. The Verification Report should not be submitted until a notice of approval is received.
- To access the Verification Report, the user should select the “**Reports**” option on the right side of the menu and click “**Verification Report**” shown in Figure 31.

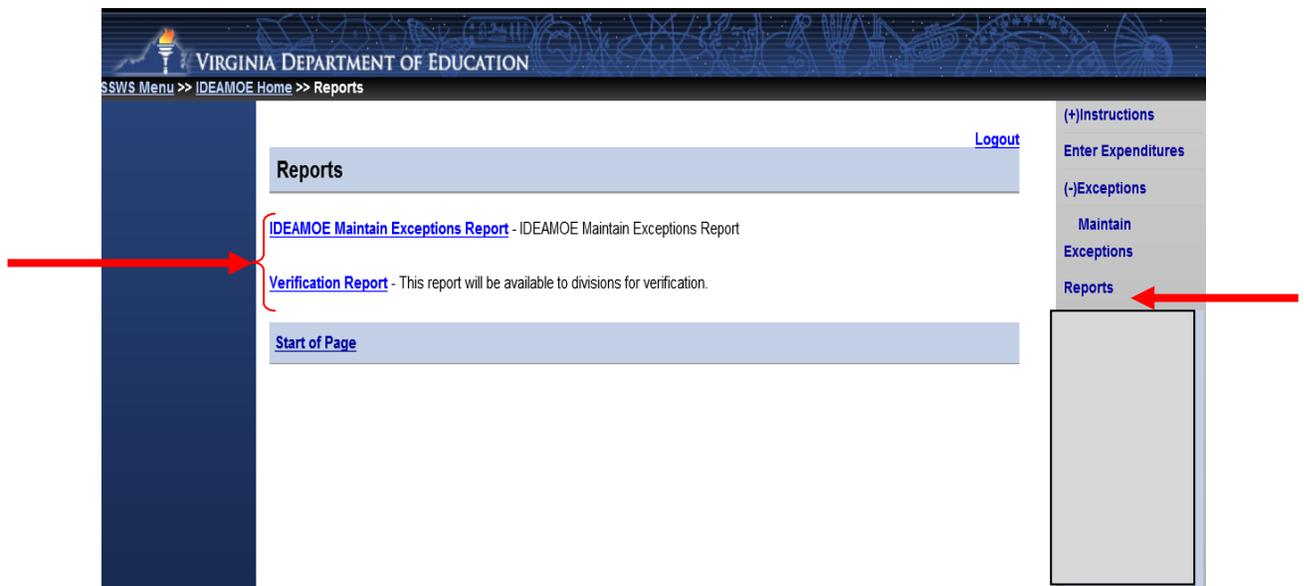


Figure -31-

- Figure 32 displays after the “**Verification Report**” option is selected. The user should select the applicable school year from the drop down menu (i.e., 2013-2014) and click the “**View Report**” button at the bottom of the screen.

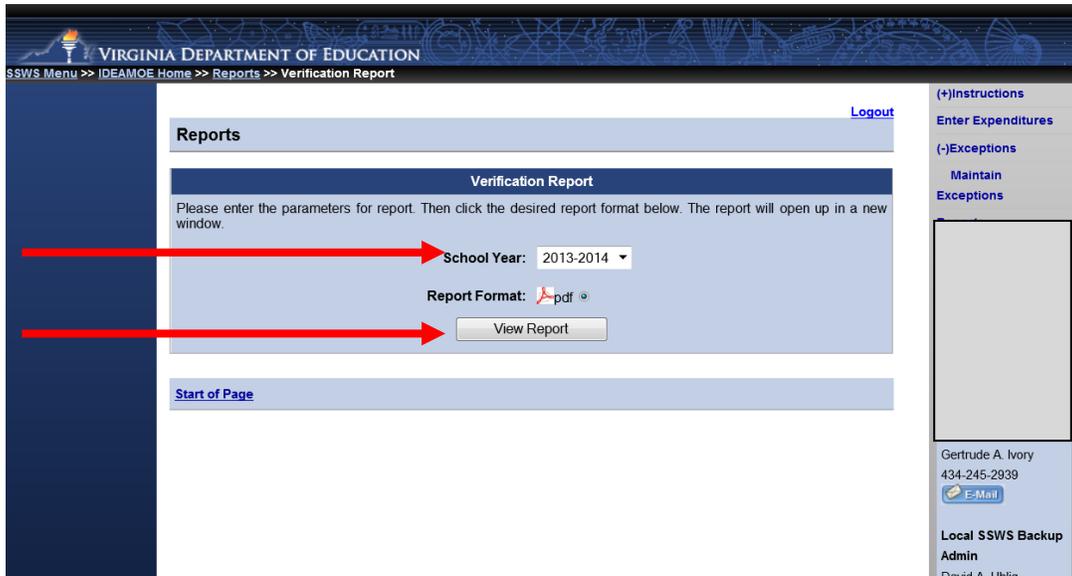


Figure -32-

- Figure 33 displays the pop-up window once the “View Report” button is clicked. User should select “**Open**” to download a PDF copy of the Verification Report.

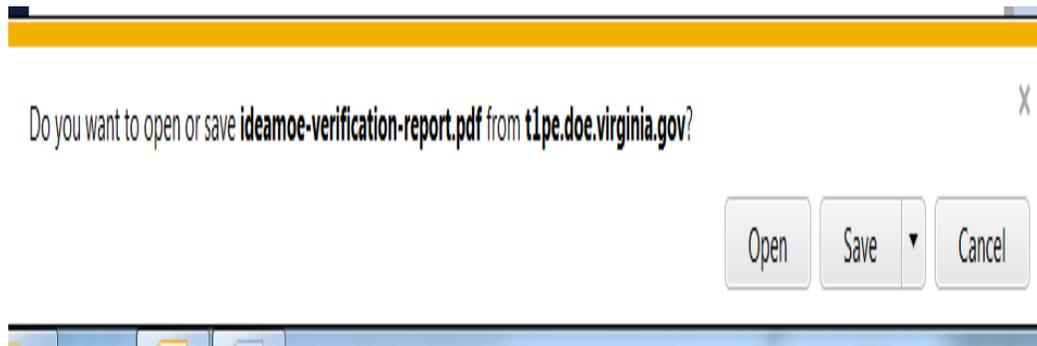


Figure -33-

- Figures 34 and 35 illustrate the PDF IDEA MOE Maintain Exceptions Report. This type of report shows the four MOE Tests, summary of allowable exceptions and the division's status for the selected year. The report can be generated anytime after the expenditures are submitted and approved by the VDOE. Note: The report is for the division's use only and need not be submitted to the VDOE.

Virginia Department of Education			
2013 - 2014 Individuals w/Disability Ed Act Maint of Effort (IDEAMOE)			
MAINTAIN EXCEPTIONS			
Status: Pending Approval			
MOE TEST 1		MOE TEST 2	
Current Year Local Expenditures:	\$8,400,000.00	Current Year Local + State Expenditures:	\$9,600,000.00
Prior Year Local Expenditures:	\$8,500,000.00	Prior Year Local + State Expenditures:	\$9,739,716.00
Year to Year Comparison of Expenditures:	-\$100,000.00	Year to Year Comparison of Expenditures:	-\$139,716.00
Pass ?	No	Pass ?	No
MOE TEST 3		MOE TEST 4	
Prior Year Local Expenditures:	\$8,500,000.00	Prior Year Local + State Expenditures:	\$9,739,716.00
Prior Year Child Count:	575	Prior Year Child Count:	575
Prior Year Per Capita:	\$14,782.61	Prior Year Per Capita:	\$16,938.64
Current Year Local Expenditures:	\$8,400,000.00	Current Year Local + State Expenditures:	\$9,600,000.00
Current Year Child Count:	570	Current Year Child Count:	570
Current Year Per Capita:	\$14,736.84	Current Year Per Capita:	\$16,842.11
Pass ?	No	Pass ?	No

Oct 21, 2014 03:08 PM Page 1 of 2

Figure -34-

Virginia Department of Education			
2013 - 2014 Individuals w/Disability Ed Act Maint of Effort (IDEAMOE)			
Starting Amount = -\$100,000.00			
Reductions Summary	Approved Totals	Pending Totals	Not Approved Totals
Voluntary Departures §300.204(a)	\$10,000.00	\$0.00	\$0.00
Decrease in Enrollment §300.204(b)	\$73,684.21		
Termination of Costly Expenditures §300.204(d)	\$6,315.79	\$0.00	\$0.00
Termination Services to Students §300.204(c)	\$10,000.00	\$0.00	\$0.00
Increase in Allocated Award §300.205	\$0.00		
Total Approved Reductions	\$100,000.00		
Difference (Starting Amount + Total Possible Reductions)	\$0.00		
Pending DOE Approval Expenditures:		MET	

If the final status for a division is failure to meet their MOE requirement, VDOE would have to pay the amount of the division shortfall to the U.S. Department of Education. VDOE would then establish a payment plan for the division to reimbursement VDOE. Federal funds cannot be used to make this payment.

Oct 21, 2014 03:08 PM Page 2 of 2

Figure -35-

- Figure 36 displays a PDF copy of the Verification Report. The report indicates whether the division has met or has not met its MOE requirement and indicates the required level of effort for local or local plus state expenditures needed to meet the IDEA MOE requirement for the next school year.
- The Verification Report should not be submitted until a notice of approval e-mail has been received by the submitter.

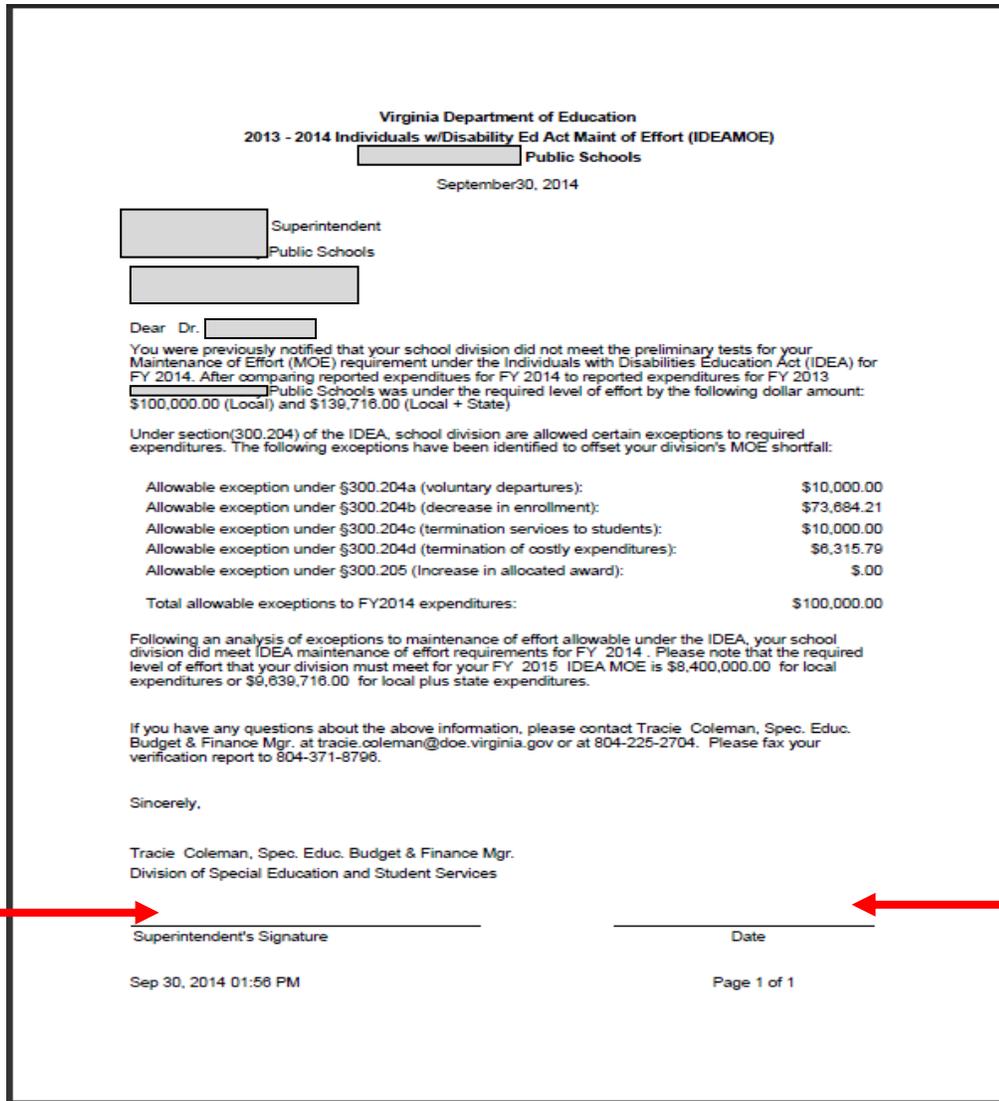


Figure -36-

- This Verification report should be signed and dated by the Division Superintendent or the Superintendent's designee and sent to the VDOE either by fax at (804) 371-8796 or through SSWS Drop-box to [Emilia Boothe](#) or [Tracie L. Coleman](#).