

## Instructions

### IDEA-B Maintenance of Effort (MOE) Determination Calculation Tool for Local Educational Agencies (LEAs) for Fiscal Year 2014 and Later

The IDEA-B LEA Maintenance of Effort (MOE) Determination Calculation Tool can be used by LEAs to test their compliance with federal MOE requirements. The tool can provide *estimated* results for four separate tests that show if an LEA is in compliance. The four tests use calculations based upon four different types of expenditures:

- Total state and local expenditures
- Per capita state and local expenditures
- Total local expenditures
- Per capita local expenditures

LEAs only need to pass one of the four tests in order to be found in compliance.

Please note that only the Texas Education Agency (TEA) can make *official* determinations of compliance. The calculation tool is intended to provide estimates only.

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The IDEA-B LEA MOE Determination Calculation Tool consists of several tabs in an Excel workbook. You only need to complete the IDEA-B MOE tab and the Local Ratio tab in order to get estimated results for your LEA. The yellow Local Calculations tab performs the Total Local Expenditures calculation, and the three blue tabs provide examples that you can use as a guide.

Before you enter any data into the workbook, please note:

- Cells that require data entry are highlighted in orange.
- As you enter data, calculations will automatically be performed and certain cells will be populated with calculated amounts.
- Estimated results for all four tests will not be calculated until you have completed both the IDEA-B MOE tab and the Local Ratio tab.

#### IDEA-B MOE Tab

1. On Page 1, Row 24, enter your LEA's special education student population for the prior year and for the current year. Use the amount given in your LEA's PEIMS Record 163 (Child-Count-Funding-Type-Code 3) for the appropriate year.
2. On Pages 2 and 3, enter your LEA's special education expenditures for each function code for the prior year (Page 2) and the current year (Page 3). Use the amounts given for Program Intent Code (PIC) 23 and 33 in your LEA's PEIMS Record 032 (Fund Code 199 and/or 420). If you expended any federal funds, such as Fund Code 266, to supplant state and local special education funds, be sure to include those amounts in the PIC 23 and PIC 33 amounts that you enter.

Please note, based upon guidance from the US Department of Education (April 2012), the level of effort an LEA must meet in the year after it fails to maintain effort is the level of effort that it *should have met* in the prior year, and not the LEA's actual expenditures. For example, if your LEA was Non-Compliant in FY2013, then enter FY2012 data in the prior year column.

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3. The last two items on Pages 2 and 3, which do not have function codes, will not apply to every LEA. If your LEA is in a shared services arrangement, then you should contact your fiscal agent for the amount of special education expenditures paid on your LEA's behalf, which can be found in PEIMS Fund Code 437, Type 11. Be sure to enter the appropriate amounts for PIC 23 and 33 for both the prior year and the current year.

If your LEA received SHARS payment during the year, you must calculate the Medicaid Cost Share Amount. To calculate the total Medicaid Cost Share Amount begin with the total amount in PEIMS Fund Code 199, 420 and/or 437 with the R5931 SHARS class object code, then multiply the amount by .667. This amount is deducted from the total Special Education Expenditures for the year and is entered on Row 21.

If your LEA had no SHARS payments, then enter zero on Row 21.

#### Local Ratio Tab

1. On this tab, enter the amounts related to your LEA's special education adjusted allotment, which can be found on your LEA's Summary of Finance (SOF).
2. The special education allotment amount can be found on Line 29 of the SOF; the total Tier I amount can be found on Line 38 of the SOF; and the Tier I Local Share/Local Fund Assignment can be found on Line 39 of the SOF (labeled as "Less Local Fund Assignment"). Enter the "Tier I Local Share/Local Fund Assignment" amount as a positive number.
3. Enter the amounts for both the prior year and the current year.

#### Test Results

The estimated results for the four tests will appear on Page 1 of the IDEA-B MOE tab and are highlighted in purple. If any of the estimated test results show an amount other than zero, your LEA has failed that test. If your LEA fails all of the four tests, your LEA is not compliant with MOE requirements. Page 1 will also display an estimate of the amount that you may owe to TEA.

Because official determinations for fiscal year 2013 have not yet been made by TEA, you must test your LEA's compliance for fiscal year 2013 before you test your LEA's compliance for fiscal year 2014. To do this, simply run the test twice. The first time, enter fiscal year 2012 data in the prior year cells, and fiscal year 2013 data in the current year cells. The determination tool will give you estimated test results for fiscal year 2013.

The second time you run the test, enter fiscal year 2013 data in the prior year cells, and fiscal year 2014 data in the current year cells. The determination tool will then give you estimated test results for fiscal year 2014.

Therefore, the estimated test results will be most accurate for LEAs that are compliant for both fiscal years 2013 and 2014.

Once TEA releases official determinations for the fiscal years prior to 2014, you can run the test again using data that will be provided by TEA instead of your LEA's actual expenditures. This will make the estimated test results more accurate.

**The Compliance Status is located on the IDEA-B MOE tab in Row 4.**