

A background image showing a female teacher with short dark hair and glasses, wearing a white t-shirt, sitting on the floor and reading a book to two young students. The students are also sitting on the floor, looking at the book. They are in a library or classroom setting with bookshelves filled with books and blue storage bins in the background.

IDEA-B LEA MOE Exceptions Workbook

**Federal Fiscal Compliance
and Reporting Division
February 2023**

Disclaimer

This presentation is intended solely to provide general information and guidance to Texas local educational agencies (LEAs) and reflects the Texas Education Agency's (TEA's) current understanding of processes, requirements, and applicable federal guidance. The content of this presentation is subject to change as a result of further potential information and guidance provided by federal agencies with regulatory oversight of the topics covered. This presentation does not constitute legal advice, and LEAs are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting on such information and guidance.

Agenda



- IDEA-B LEA MOE Process
- Exceptions Workbook
- Upload to TEAL, GFFC Reports and Data Collections Application
- Process and Timeline

IDEA-B LEA MOE Process

Preliminary Compliance Reviews

- Gather data sources used
- Complete calculation tool to pre-determine status
- Preliminary non-compliant LEAs then submit allowable exceptions

Exceptions Review Process

- Exceptions Workbook
- Certification
- Supporting documentation

Final Compliance Reviews

- Factors in allowable/documented/approved exceptions
- Final reports determine compliance with IDEA-B LEA MOE posted in GFFC

Exceptions Workbook: Tabs



- Instructions
- Certification
- Voluntary Departure
- Decrease in Enrollment
- Exceptionally Costly Program
- Long-Term Purchase
- High-Cost Grant
- MOE Voluntary Reduction

Exceptions Workbook: Instructions

Submit the following 3 documents to GFFC Reports and Data Collections:

- IDEA-B LEA MOE Certification Form (Signed by the Superintendent)
- IDEA-B LEA MOE Exceptions Workbook
- Supporting Documentation to validate requested Exception amounts

All Exceptions follow the same concept:

What happened in the previous year that didn't happen in the current year that caused a decrease in total state/local expenditures for special education services???

Exceptions Workbook: Certification

I declare that the amounts for exceptions and/or adjustment to fiscal effort claimed within the IDEA-B LEA MOE Exceptions Workbook are complete and accurate and supported by documentation. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.

LEA Name:

CDN:

Name of
Authorized Official:

Title:

Signature:

Date Signed:

Contact Information

Preparer's Name:

Title:

Phone:

E-mail:

- This worksheet certifies that the exceptions submitted are complete, accurate, and supported by documentation.
- Fill out the entire form within the workbook, print, sign, scan, and upload into GFFC Reports and Data Collections (IDEA-B LEA MOE Certification folder)

Exceptions Workbook: Voluntary Departure

Who should claim this exception?

- LEAs that had employees working for the district in the previous year (PY), who left the district voluntarily or were terminated for just cause, and who were not replaced in the current year (CY) or were replaced with an employee at a lesser salary, causing a decrease in total payroll for the LEA
- All employees listed must be paid from Fund 199/420/437 and PIC 23/33/43
- The employees' departure must be voluntary (i.e. resignation or retirement) or for just cause (documented misconduct)
- If an employee's contract was non-renewed or the employee was reassigned within the LEA, that employee cannot be claimed on this exception

Exceptions Workbook: Voluntary Departure

Supporting Documentation Required:

- Year-to-date payroll distribution journal for all employees listed showing the employee(s) were paid from Fund 199/420/437 and PIC 23/33/43 in the appropriate school year
- Documentation to support departure (i.e. resignation letter, retirement letter, personnel action form, etc.)
- Note: Teacher certification documents are not required to be submitted

Exceptions Workbook: Voluntary Departure

34 CFR 300.204(a) - Voluntary Departure or Departure for Just Cause of Special Education or Related Services Personnel						
Voluntary departure, by retirement or otherwise, or departure for just cause of special education or related services personnel does not include contract non-renewal, reassignment, or staff lay-off due to reduction-in-force (RIF). "Departure for just cause" refers to the labor language regarding misconduct of an employee, or some other event relevant to the employee, which justifies the immediate termination of the employment contract.						
Supporting Documentation Requirement: LEA must submit supporting documentation for validation purposes which includes both of the following: 1) Year-to-date payroll journal of listed employees, and 2) Human Resources personnel record supporting basis of departure (resignation letter, retirement letter, personnel action form, etc.).						
Employee Name - Departure	Reason for Departure [choose from drop-down menu]	Employment END DATE (MM/DD/YYYY)	2019-2020 State and Local Salary and Benefits \$\$ (Fund 199, 420, 437; PIC 23, 220)	Employee Name - Replacement (if applicable)	Employment BEGIN DATE (MM/DD/YYYY)	2020-2021 State and Local Salary and Benefits \$\$ (Fund 199, 420, 437; PIC 23, 33)
Employee 1	Resignation	5/31/2020	\$ 33,735.25	Employee 2	9/1/2020	\$ 16,056.56
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Employee Name		Emp Nbr	Pay Date	Expense Pay	Contract	Unemploy	Employer	Federal	Federal	TEA Hhhs	Emplr
Job Cd / Acct Cd / Acct FY / ED Cd	Chk Nbr	TRF YR	Adj Nbr	Ret Pen Surch	Balance	Tax	Contrib	Deposit	Care	Ins Contrib	457
					Emple Care	FICA/Med	New TRS Co	HSA Emplr	Emplr Misc		
						Care Surch					
000210											
199-11-6129-00-001-823000											
	Total			12,998.63	-486.72	193.19	.00	2,764.82	.00	.00	.00
				.00	99.92	.00	.00	.00	.00		
199-11-6129-00-001-830000											
	Total			5,185.73	-486.72	70.48	.00	1,140.94	.00	.00	.00
				.00	36.44	.00	.00	.00	.00		
199-34-6129-00-999-899000											
	Total			1,067.50	.00	15.49	.00	.00	.00	.00	.00
				.00	8.02	.00	.00	.00	.00		
199-34-6129-00-999-899000											
	Total			19,251.66	-973.44	279.16	.00	3,905.76	.00	.00	.00
				.00	144.38	.00	.00	.00	.00		
District Totals		Expense Pay:		19,251.66	Unemployment Tax:	.00	Federal Care:	.00	Emplr 457:		
		Accrued Pay:		-973.44	Employer Contrib:	3,905.76	TEA Hhhs Ins Contrib:	.00			
		FICA/Medicare Tax:		279.16	Federal Deposit:	.00	Ret Emplr Pen Surch:	.00			
		Emplr TRS Care Contrib:		144.38	Emplr TRS Care Surchage:	.00	New TRS Mem Contrib:	.00			
		HSA Employer Contribution:		.00	Emplr Misc Ded Contrib:	.00					

Employee Name Account Code Job Cd / Accr Cd / Accr FY / ED Cd	Emp Hlth Chk Nbr TRS YR	Pay Date Adj Nbr	Gross Pay Ret Pen Surch	Contract Balance Empir Care	Accrued Pay Care Surch	FICA/Med New TRS Co	Workers Comp HSA Emplr	Employer Contrib Emplr Misc	Unemploy Tax	TEA Hlth Ins Contrib	Federal Dep/Care
199-11-6119-00-001-823000	000438										
0400 / A / B /	* 114963	09-15-2017	2,930.83	27,826.80	934.01	34.87	21.03	225.78	.00	.00	.00
	N	0	.00	21.98	.00	.00	.00	5.00			
0400 / A / B /	115052	10-13-2017	2,930.83	23,575.48	1,320.49	34.87	21.03	225.78	.00	.00	.00
	0	0	.00	21.98	.00	.00	.00	5.00			
0400 / A / B /	115113	11-15-2017	2,930.83	19,903.88	740.77	34.87	21.03	225.78	.00	.00	.00
	0	0	.00	21.98	.00	.00	.00	5.00			
0400 / A / B /	115335	12-14-2017	304.41	.00	.00	4.41	1.82	.00	.00	.00	.00
	0	0	.00	.00	.00	.00	.00	.00			
0400 / A / B /	* 115173	12-15-2017	2,930.83	17,005.25	-32.20	34.87	21.03	225.78	.00	.00	.00
	0	0	.00	21.98	.00	.00	.00	5.00			
0400 / A / B /	115232	01-16-2018	2,930.83	13,720.14	354.28	34.87	21.03	225.78	.00	.00	.00
	0	0	.00	21.98	.00	.00	.00	5.00			
0400 / A / B /	115293	02-15-2018	2,737.59	9,855.30	934.01	31.87	19.88	225.78	.00	.00	.00
	0	0	.00	20.53	.00	.00	.00	5.00			
0400 / A / B /	115354	03-08-2018	2,544.36	8,956.67	-32.20	29.07	18.72	225.78	.00	.00	.00
	0	0	.00	19.08	.00	.00	.00	5.00			
0400 / A / B /	115416	04-13-2018	2,737.59	3,091.83	934.01	31.87	19.88	225.78	.00	.00	.00
	0	0	.00	20.53	.00	.00	.00	5.00			
0400 / A / B /	115475	05-15-2018	2,737.59	-.04	161.04	31.87	19.88	225.78	.00	.00	.00
	0	0	.00	20.53	.00	.00	.00	5.00			
0400 / A / B /	115535	06-15-2018	2,157.87	-.04	-2,930.83	23.48	16.41	225.78	.00	.00	.00
	0	0	.00	16.18	.00	.00	.00	5.00			
0400 / A / B /	115598	07-13-2018	2,930.83	-.04	-2,930.83	34.87	.00	225.78	.00	.00	.00
	0	0	.00	21.98	.00	.00	.00	5.00			
0400 / A / B /	115656	08-15-2018	2,930.87	.00	-2,930.91	34.87	.00	225.78	.00	.00	.00
	0	0	.00	21.98	.00	.00	.00	5.00			
199-11-6119-00-001-823000	Total		33,735.25	-3,478.36	385.24	201.74	2,709.36	.00	.00	.00	.00
			.00	250.71	.00	.00	.00	60.00			
CAMP, KIMBERLY LOUISE	Total		33,735.25	-3,478.36	385.24	201.74	2,709.36	.00	.00	.00	.00
			.00	250.71	.00	.00	.00	60.00			
District Totals	Gross Pay:		33,735.25	Workers' Comp Tax:	201.74	TEA Hlth Ins Contrib:		.00			
	Accrued Pay:		-3,478.36	Employer Contrib:	2,709.36	Federal Deposit/Care:		.00			

Exceptions Workbook: Decrease in Enrollment

Who should claim this exception?

- LEAs with a decrease in the special education population from the previous year, resulting in a decrease in total expenditures
- Decrease can be either at the LEA level, the campus level, classroom level, or in a particular disability/instructional arrangement
- We already have the data to confirm the total decrease in enrollment at the LEA level, but will need documentation of decreases at the subset levels
- Examples of possible decrease in expenditures due to decrease in enrollment
 - Special Education staff reassignment to general education
 - Special Education teacher or administrator layoff
 - Closure of a self-contained classroom or unit
- Provide in the workbook a description of the expenditures reduced due to decrease in enrollment
- Consider what was expended from Fund 199/420/437 and PIC 23/33 in the PY that was not expended in the CY

Exceptions Workbook: Decrease in Enrollment



- Supporting documentation required (must show what was paid from Fund 199/420/437 and PIC 23/33/43 in the PY):
 - Student enrollment numbers at campus/classroom level (or other subset)
 - General Ledger excerpts
 - Payroll Distribution Journal, and/or
 - Any other support documentation to justify the requested amount

Exceptions Workbook: Decrease in Enrollment

34 CFR 300.204(b) - Decrease in the Enrollment of Children with Disabilities	
<i>The decrease in enrollment of children with disabilities must have occurred from the 2019-2020 to 2020-2021 school year. The LEA must provide a description of the expenditures reduced that the LEA wishes to claim based on a decrease in enrollment of children with disabilities and provide supporting documentation. Examples of expenditures reduced due to a decrease in enrollment of children with disabilities may include, but are not limited to, special education staff reassignment to general education; special education teacher or administrator layoff; and/or closure of a self-contained classroom/unit (combining/merger with another).</i>	
Supporting Documentation Requirement: LEA must submit supporting documentation for validation purposes which may include general ledger, year-to-date payroll journal/report, etc., or any other support documents that justify the amount attributed to decrease in enrollment.	
Description of Reduction in Special Education Expenditures Attributable to a Decrease in the Enrollment of Children with Disabilities	2019-2020 Expenditures (Fund 199, 420, 437; PIC 23, 33)

Exceptions Workbook: Exceptionally Costly Program

Who should claim this exception?

- LEAs with a particular high-cost student in the PY, who left the LEA, resulting in a decrease in total state/local expenditures for special education in the CY
- To qualify as an exceptionally costly program, the aggregate cost of services for that student must be greater than \$11,462 (for the 21-22 compliance year)
- Qualifying amounts are only those in excess of \$11,462
- Consider what was expended from Fund 199/420/437 and PIC 23/33/43 in the PY that was not expended in the CY
- Reasons for Termination of Obligation
 - Student has aged-out
 - Student no longer needs the program
 - Student left the district (moved or graduated)

Exceptions Workbook: Exceptionally Costly Program

Examples of costs to document

- One-on-one paraprofessional or attendant care aide
- Specialized transportation
- Private or public placement (by the IEP team) tuition (residential placement or day school placement)
- Educational interpreter

Supporting documentation required (must show what was paid from Fund 199/420/437 and PIC 23/33/43 in the PY)

- General Ledger excerpts
- Payroll Distribution Journal, and/or
- Any other support documentation to justify the requested amount

Exceptions Workbook: Exceptionally Costly Program

34 CFR 300.204(c) - Termination of Obligation for Exceptionally Costly Program to a Particular Student

Termination of an exceptionally costly obligation to a particular child with a disability because the child has left the jurisdiction; has reached the age at which the obligation to provide a free appropriate public education (FAPE) to the child is terminated; or no longer needs the program of special education. For the student's cost to qualify as an exceptionally costly program, the aggregate cost of expenditures the LEA may claim are those greater than \$10,830 (2019-2020 school year). Examples of costs to document are state and local fund expenditures in excess of \$10,830 (2019-2020 school year) which may include, but are not limited to, one-on-one paraprofessional or attendant care aide; specialized transportation; private or public placement (by the IEP team) tuition; educational interpreter; and/or hearing impaired or visually impaired teacher.

Supporting Documentation Requirement: LEA must submit supporting documentation for validation purposes which may include general ledger, payroll report, etc., or any other document supporting the amount attributed to termination of an exceptionally costly program to a particular student.

Student Name (First, Middle, Last Name)	Date of Birth (MM/DD/YYYY)	Student Identification Number	Reason for Termination of Obligation (choose from drop-down menu)	2019-2020 State and Local Expenditures for this Student in excess of \$10,830 (Fund 199, 420, 437; PIC 23, 33)
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Exceptions Workbook: Long Term Purchase

Who should claim this exception?

- LEAs that had a capital outlay expenditure coded to class object code 6600 in the PY which was not repeated in the CY, resulting in a decrease in total state/local expenditures for special education in the CY.
- Must have a capital outlay expenditure such as acquisition of equipment or construction of school facilities
- Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000
- Consider what was expended from Fund 199/420/437 and PIC 23/33/43 in the PY that was not expended in the CY

Exceptions Workbook: Long Term Purchase

[illegible]

- Supporting documentation required (must show what was paid from Fund 199/420/437 and PIC 23/33/43 in the PY)
 - General Ledger excerpts
 - Any other support documentation to justify the requested amount

Exceptions Workbook: High-Cost Grant

[illegible]

- Who should claim this exception?
 - LEAs that received a High-Cost Grant (Fund 226) in the CY that covered expenses previously paid from Fund 199/420/437 in the PY
- Provide in the workbook a description of state/local expenditures assumed by the High-Cost Grant in the CY
- Supporting documentation required (must show what was paid from Fund 199/420/437 and PIC 23/33/43 in the PY)
- General Ledger excerpts
- Payroll Distribution Journal
- Any other support documentation to justify the requested amount

Exceptions Workbook: MOE Voluntary Reducation

34 CFR 300.205 - Adjustment to Fiscal Effort (MOE Voluntary Reduction)									
<p>IDEA allows an LEA to reduce the MOE threshold when the IDEA Part B (611) formula allocation (does not include 619, preschool allocation) increases from the prior year to the current year. If the LEA takes advantage of the adjustment, any state and/or local funds that are no longer dedicated to special education must be spent on activities authorized under the Elementary and Secondary Education Act (ESEA) as required by 34 CFR §300.205(b).</p> <p>Supporting Documentation Requirement: None.</p>									
<p>Eligibility Criteria: To be eligible to voluntarily reduce fiscal effort, an LEA must meet all 3 of the following criteria:</p> <p>(1) In the 2018-2019 Texas Academic Performance Report (TAPR), the LEA received a Special Education Determination Status of "Meets Requirements";</p> <p>(2) At the end of school year 2019-2020, the LEA was NOT identified as having significant disproportionality; and</p> <p>(3) For school year 2020-2021, the LEA had an increase in its IDEA-B 611 maximum entitlement from the prior year.</p>									
<p>Instructions for Lines 1-3 below:</p> <p>1. Enter amount of the maximum MOE voluntary reduction allowed, calculated by subtracting the 2019-2020 611 allocation from the 2020-2021 611 allocation and dividing the difference by 2.</p> <p>2. Enter amount of the maximum CEIS set-aside allowed for 2020-2021, calculated by adding the 2020-2021 611 and 619 allocations together and multiplying by .15 (15%).</p> <p>3. No data entry required -- lesser of the two max amounts is auto-populated.</p>									
<p>Determination of Maximum Amounts Allowed</p> <table border="1"> <thead> <tr> <th></th> <th>2020-2021</th> </tr> </thead> <tbody> <tr> <td>1. MOE voluntary reduction max allowed (50% of increase in 611 IDEA-B formula allocation)</td> <td>\$ -</td> </tr> <tr> <td>2. Coordinated Early Intervening Services (CEIS) set-aside max allowed (up to 15% of combined 611 IDEA-B formula and 619 IDEA-B preschool allocations)</td> <td>\$ -</td> </tr> <tr> <td>3. Lesser of two max amounts indicated on lines 1 and 2 (auto-populated)</td> <td>\$ -</td> </tr> </tbody> </table>			2020-2021	1. MOE voluntary reduction max allowed (50% of increase in 611 IDEA-B formula allocation)	\$ -	2. Coordinated Early Intervening Services (CEIS) set-aside max allowed (up to 15% of combined 611 IDEA-B formula and 619 IDEA-B preschool allocations)	\$ -	3. Lesser of two max amounts indicated on lines 1 and 2 (auto-populated)	\$ -
	2020-2021								
1. MOE voluntary reduction max allowed (50% of increase in 611 IDEA-B formula allocation)	\$ -								
2. Coordinated Early Intervening Services (CEIS) set-aside max allowed (up to 15% of combined 611 IDEA-B formula and 619 IDEA-B preschool allocations)	\$ -								
3. Lesser of two max amounts indicated on lines 1 and 2 (auto-populated)	\$ -								
<p>Instructions for Lines 4-5 below:</p> <p>4. Select Yes or No in the dropdown box as to whether or not the LEA set-aside 2020-2021 IDEA-B allocation for CEIS. If Yes is selected, indicate amount.</p> <p>5. Enter the actual amount of the LEA's MOE voluntary reduction.</p>									
<p>Actual Amounts for MOE Voluntary Reduction and CEIS Set-aside</p> <table border="1"> <thead> <tr> <th></th> <th>2020-2021</th> </tr> </thead> <tbody> <tr> <td>4. Did the LEA set-aside 2020-2021 IDEA-B allocation for CEIS?</td> <td>Select Yes or No</td> </tr> <tr> <td>5. Actual amount of 2020-2021 MOE voluntary reduction:</td> <td>\$ -</td> </tr> </tbody> </table>			2020-2021	4. Did the LEA set-aside 2020-2021 IDEA-B allocation for CEIS?	Select Yes or No	5. Actual amount of 2020-2021 MOE voluntary reduction:	\$ -		
	2020-2021								
4. Did the LEA set-aside 2020-2021 IDEA-B allocation for CEIS?	Select Yes or No								
5. Actual amount of 2020-2021 MOE voluntary reduction:	\$ -								

- **Eligibility Criteria:** To be eligible to voluntarily reduce fiscal effort, an LEA must meet all 3 of the following criteria:
- In the 2019-2020 Texas Academic Performance Report (TAPR), the LEA received a Special Education Determination Status of "Meets Requirements";
- At the end of school year 2020-2021, the LEA was NOT identified as having significant disproportionality; and
- For school year 2021-2022, the LEA had an increase in its IDEA-B 611 maximum entitlement from the prior year.
- **Note: if the LEA reserved 2021-2022 CEIS funds, the amount of the voluntary reduction plus CEIS amount cannot exceed the lesser of the 2 maximum amounts. (No supporting documentation required)**

Upload to GFFC Reports and Data Collections

Complete the following steps to submit your LEA's completed IDEA-B MOE documents:

- Log on to the [TEA Login, \(TEAL\)](#)
- Select GFFC Reports and Data Collections
- Select Upload Response Documents
- Select IDEA-B LEA MOE Certification/IDEA-B LEA MOE Exceptions Workbook/IDEA-B LEA MOE Support Documents from the "Response Template Title" pulldown menu
- Select Response Document from the "Response Doc Type" pulldown menu
- Select the compliance year from the "School Year" pulldown menu
- Select Upload Document

Timeline

Date	Action
Early March	To the Administrator Addressed (TAA) “Heads Up” letter posted to TEA Correspondence webpage.
Mid/Late March	IDEA-B LEA MOE preliminary compliance determinations available in GFFC Reports & Data Collections (GFFC).
Early April (10 Business days after Preliminary Reports	Deadline for LEAs to submit IDEA-B LEA MOE exception requests and/or PEIMS errors.
April and May	TEA reviews LEA exception requests & PEIMS errors.
June	Final compliance reviews posted in GFFC.

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