## What is Maintenance of Effort (MOE)?

- Requirement under IDEA that all LEAs that access IDEA funding maintain their level of spending for the special education population/program from year to year using their state, local or state/local combined funding sources prior to using Federal IDEA funds. Federal IDEA funds must not be used to reduction the level of spending. The spending level must be maintained in total or per special education student. There are allowable exceptions to MOE for the following situations:

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## Allowable Exceptions for MOE

(a) The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
(b) A decrease in the enrollment of children with disabilities.
(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--
  (1) Has left the jurisdiction of the agency;
  (2) Has reached the age at which the obligation of the agency to provide FAPE to the child has terminated; or
  (3) No longer needs the program of special education.
(d) The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
(e) The assumption of cost by the high cost fund operated by the SEA under Sec. 300.704(c).

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## Special Rule

(f) For any fiscal year for which the allocation received by the LEA exceeds the amount the LEA received for the previous year, the LEA may reduce the level of expenditures by not more than 50% of the amount of that excess.
- The amount of funds expended by an LEA for early intervening services under Sec. 300.226 shall count toward the maximum amount of expenditures that the LEA may reduce.
- The LEA must use the state/local funds, equal to the reduction, to carry out activities that could be supported with funds under the ESEA/ESSA regardless of whether the LEA is using funds under ESEA/ESSA for those activities.

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## Procedures for Testing LEA MOE

- The ESS Funding Unit extracts budget (Adopted LEA Budget) and expenditure (Annual Financial Reports – AFR) information from annual reports submitted by the LEAs to the ADE School Finance division. The testing is in two phases:
  1. ***Eligibility –*** The test looks at their current year budget for their special education program and compares that amount to their expenditures reported within their AFR for two years ago. (the testing period is July 1 through October 14)
  2. ***Compliance –*** The test looks at their expenditures (AFR) for the prior year and compares that amount to their expenditures two years ago. (the testing period is October 15 – June 30)
- Using the ESS Funding and Maintenance of Effort database to extract, compare and determine compliance, the ESS Funding unit staff review each LEA's data to determine whether there may be a potential problem due to decreases in "effort" or "spending" from year to year.
- Using the database, the ESS Funding Unit schedules e-mails to be sent to the LEA regarding the potential non-compliance with the requirements and the decrease amount is identified. Each LEA accesses the MOE database, through ADEConnect, in order to provide their assigned ESS Funding Unit Program Specialist with information regarding their allowable exception amounts and types of exceptions to be considered.

4

## Specialist Reviews Responses

- The Specialist reviews the LEA responses to verify the allowability of the exception related to the decrease and indicates within the database their approval.
- If the decrease is not related to an allowable exception and the LEA accessed IDEA funds for the year of the decrease, the LEA must return the shortage to the ADE for reversion to the US Department of Education.
- For future years, the LEA must maintain the level of effort/spending that was required absent the failure.
- This database is new to ESS and the LEAs, therefore, the following slides will be used to guide LEAs in accessing the MOE database and responding to letters sent via e-mail through the database.

5

## ADECONNECT
## Entity Administrators Guide

Presented by:
Exceptional Students Funding Unit
Connie Hill, Funding Director

Education Program Specialists:
Denise Pawlak
Evelyn Benavidez
Ingrid Rope
Tanya Rodriguez

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# To Add A Role Or Program To A User's Account

**Adding A Role To A User's Account**

In ADEConnect, permissions are granted through roles. Only users with entity administrator access can add roles to a user's profile. The user's account must have a relationship with an Entity before a role can be added. Most of the roles provide the user with access to the applications, and to specific functions within the applications. Some roles only grant access to the application, but do not provide access to any of the functions, requiring a user with application administrator level access to enter the application and add the additional permissions. After adding a role it can take up to 30 minutes for the changes to appear. The user will need to refresh the webpage or logout and log back in to view the changes.

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## LEA's ADEConnect Homepage

1) Access ADEConnect through your student information system or log into ADEConnect directly at https://home.azed.gov/Portal/. Locate the Entity you want to add for a user and click on the Entity Administrator link under the Entity name

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*NOTE: If you receive an error message, 'WARNING! Unsupported Browser Detected' please log in using Internet Explorer 9 or higher to access the entity administrator section of the site. If you are using Internet Explorer 11 please put the browser in IE9 mode. (F12 / Emulation / Document Mode/ 9).*

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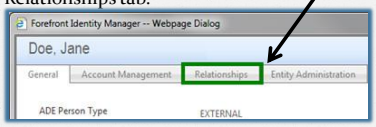
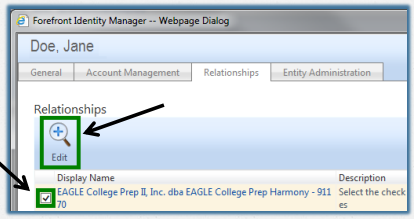
2) At the top right, in the Search For field, type the user's last name or email address, and then click on the search button.

3) Click on the user's name to open the user's account

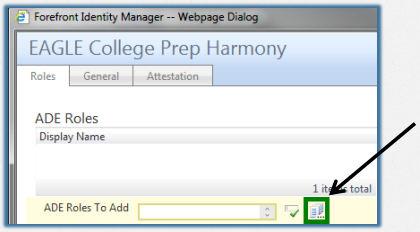
4) At the top of the user's profile, click on the Relationships tab.




5) Check the box next to the Entity, then click Edit.

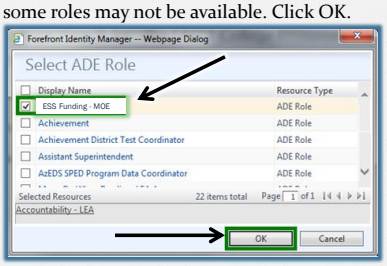


6. Click on the browse button.

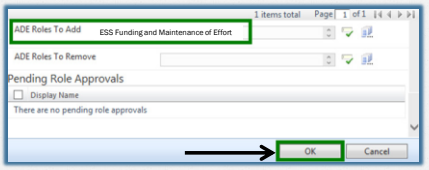



*Note: If you know name of the roles, you can also type in the role name in the 'ADE Roles' "To Add field" and click on the 'Validate and Resolve' checkmark then Click OK to save the new role.*

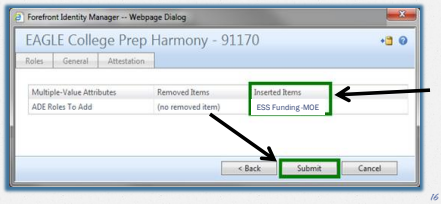
7) Check the box for the role to add and then click ok. The role will be added under 'ADE Roles To Add.' The roles for each entity will be different; some roles may not be available. Click OK.




8) Click OK again.



9) Confirm the role is correct under 'Inserted Items' and click submit to apply the new role. You must add a role at each Entity the user needs. Advise the user that it can take up to 30 minutes for the changes to appear. The user will need to refresh the webpage or logout then back in to view the changes.

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- When adding entity administrators, please take the time to train the user or make sure that the user signs up for a training class so that he or she knows how to properly administer accounts. The training video can be located at: http://www.azed.gov/aelas/adeconnect/

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## Password Reset Requests

- Entity administrators do not have the ability to set a new password in ADEConnect. By default, a user's password is generated by ADEConnect and emailed to the user's email address. If a user did not receive a password, please direct the user to ADE Support for assistance. Users who have registered for password resets also have the ability to reset the password themselves at https://home.azed.gov/Portal/ and click on the Forgot Password link provided. If a user is unable to reset his or her password, please have the user contact ADE Support at 602-542-7378 or 1-866-577-9636 or by email at support@azed.gov

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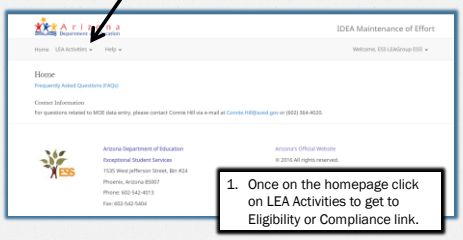
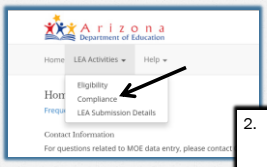
# Maintenance Of Effort(MOE) Database and Expenditure Worksheets

## Homepage for Maintenance of Effort

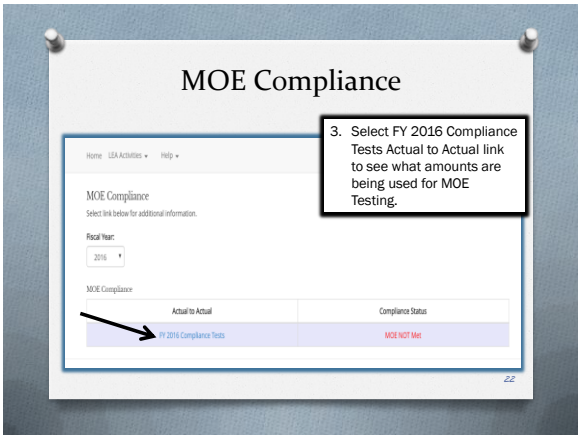


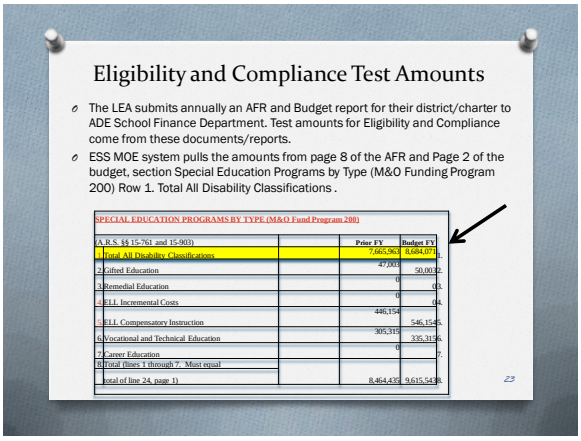

1. Once on the homepage click on LEA Activities to get to Eligibility or Compliance link.

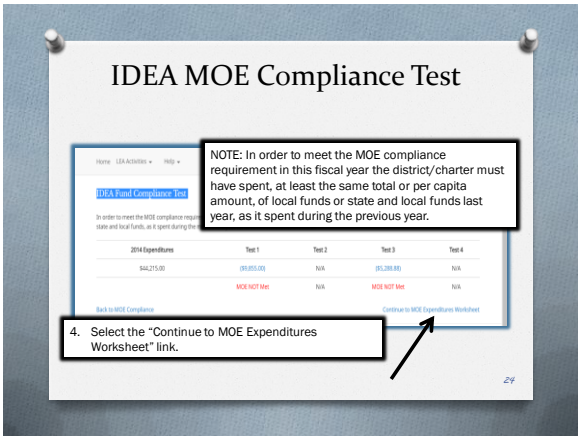
## LEA Activities Drop Down




2. Once you have clicked the drop down for LEA Activities it will show you 3 links you can access. Select the test your needing to reply to by clicking on it.


MOE Compliance
3. Select FY 2016 Compliance Tests Actual to Actual link to see what amounts are being used for MOE Testing.
Home LEA Activities Help
MOE Compliance
Select link below for additional information.
Fiscal Year:
2016
MOE Compliance
Actual to Actual
Compliance Status
FY 2016 Compliance Tests
MOE NOT Met
22


Eligibility and Compliance Test Amounts
The LEA submits annually an AFR and Budget report for their district/charter to ADE School Finance Department. Test amounts for Eligibility and Compliance come from these documents/reports.
ESS MOE system pulls the amounts from page 8 of the AFR and Page 2 of the budget, section Special Education Programs by Type (M&O Funding Program 200) Row 1. Total All Disability Classifications .
SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Program 200)
(A.R.S. §§ 15-761 and 15-903)
Prior FY
Budget FY
1 Total All Disability Classifications
7,665,963
8,684,077
2 Gifted Education
47,003
50,003
2.
3 Remedial Education
0
0
3.
4 ELL Incremental Costs
0
0
4.
5 ELL Compensatory Instruction
446,154
546,154
5.
6 Vocational and Technical Education
305,315
335,315
6.
7 Career Education
0
7.
8 Total (lines 1 through 7. Must equal
total of line 24, page 1)
8,464,435
9,615,543
8.
23


IDEA MOE Compliance Test
NOTE: In order to meet the MOE compliance requirement in this fiscal year the district/charter must have spent, at least the same total or per capita amount, of local funds or state and local funds last year, as it spent during the previous year.
Home LEA Activities Help
IDEA Fund Compliance Test
2014 Expenditures
Test 1
Test 2
Test 3
Test 4
$44,215.00
($9,855.00)
N/A
($5,288.88)
N/A
MOE NOT Met
N/A
MOE NOT Met
N/A
Back to MOE Compliance
Continue to MOE Expenditures Worksheet
4. Select the "Continue to MOE Expenditures Worksheet" link.
24

## Expenditure Worksheets

5. The LEA can use the worksheet to help identify decreases in their expenditures by line item. Completing the worksheet is mandatory.

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## Expenditure Worksheet (Continued)

6. LEA has the ability to input data into the worksheet. The "LEA Input Total" must match the "ADE Extracted Amount", unless a revision is in process. The LEA must click save before clicking Continue. Select Continue to advance to the Exceptions screen.

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## Allowable Exceptions

7. The LEA can select "Continue" to proceed through the different types of exceptions (a-f) or select the hyperlinked letter to jump to a specific exception.

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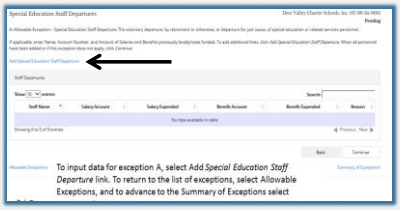
## A) Special Education Staff Departure

The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.



To input data for exception A, select Add *Special Education Staff Departure* link. To return to the list of exceptions, select Allowable Exceptions, and to advance to the Summary of Exceptions select

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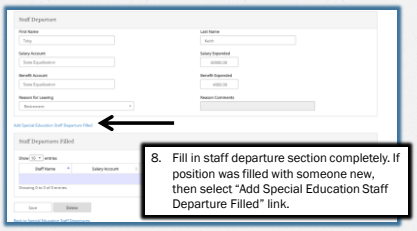
## Staff Departure



8. Fill in staff departure section completely. If position was filled with someone new, then select "Add Special Education Staff Departure Filled" link.

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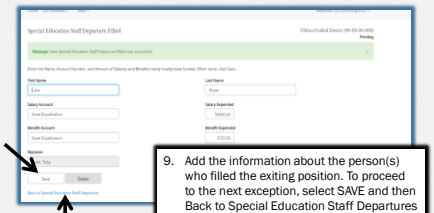
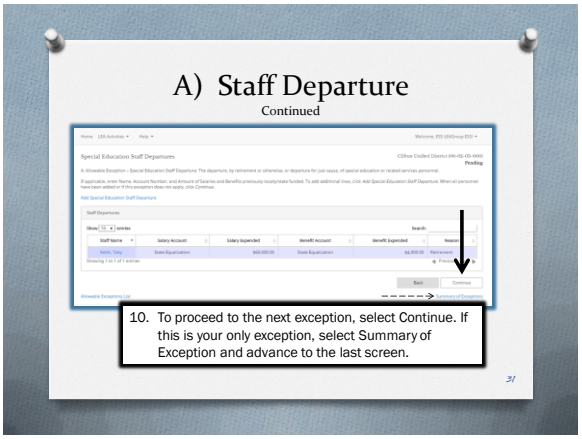
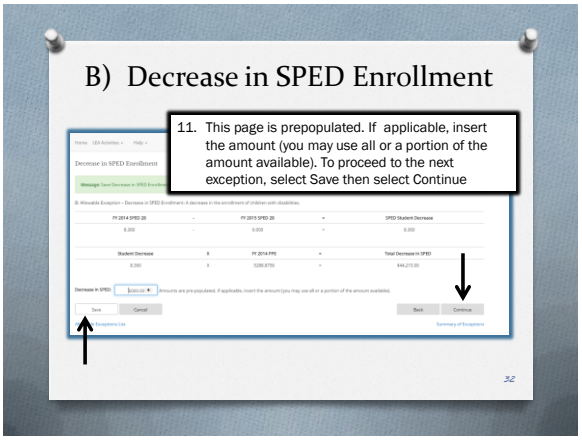
## Special Education Staff Departure Filled

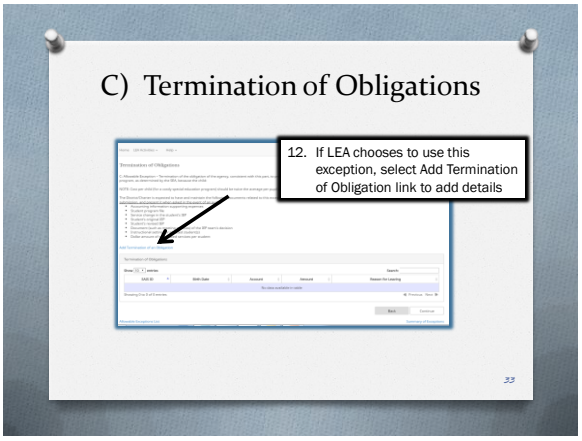


9. Add the information about the person(s) who filled the exiting position. To proceed to the next exception, select SAVE and then Back to Special Education Staff Departures link.

30


A) Staff Departure
Continued
10. To proceed to the next exception, select Continue. If this is your only exception, select Summary of Exception and advance to the last screen.
31


B) Decrease in SPED Enrollment
11. This page is prepopulated. If applicable, insert the amount (you may use all or a portion of the amount available). To proceed to the next exception, select Save then select Continue
32


C) Termination of Obligations
12. If LEA chooses to use this exception, select Add Termination of Obligation link to add details
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## Add Termination of a Obligation

13. Complete each box with the departing student information, select Save, then select the "Back to Termination of Obligation" link and then select Continue

## D) Termination of Costly Long-Term Purchase

14. Select Add Termination of Costly Long-Term Purchases link to add details. Once your done entering the details select save, then back to Termination link. Then select Continue to the next Exception.

## E) The Assumption of Cost by the High Cost Fund Operated by the SEA

Currently not being used by ADE.

## F) The 50% Rule

15. Exception F is pre-populated with the amount allowable. If LEA chooses to use the 50% rule, LEA will select "Add 50% Rule Details" link.

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## Add 50% Rule Detail

16. The details screen will be filled in completely, Save and select back to 50% Rule screen. If the LEA choses to use a portion of their IDEA funds for CEIS, this amount must be reduced by the CEIS amount spent.

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## 50% Rule

17. Once LEA is back to the 50% Rule main screen, check to make sure the information is correct and select Save, then select Continue.

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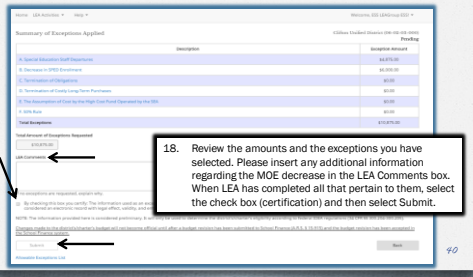
# Summary of Exceptions Applied




18. Review the amounts and the exceptions you have selected. Please insert any additional information regarding the MOE decrease in the LEA Comments box. When LEA has completed all that pertain to them, select the check box (certification) and then select Submit.

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# Funding Unit

Connie Hill, Funding Director
(602)364-4020

- Alice Nunes, Program Project Specialist – (602)542-3851
  Main ESS Funding Contact Line
- Denise Pawlak, Education Program Specialist – (602)542-3398
  A – Coconino County Regional Accommodations
- Tanya Rodriguez, Education Program Specialist – (602)542-4022
  Collaborative Pathways – Kaizen, Liberty Arts Academy
- Ingrid Rope, Education Program Specialist – (602)542-4064
  Kaizen, Maya Public Charter – Pine Strawberry Elementary
- Evelyn Benavidez, Education Program Specialist – (602)542-3850
  Pinon Unified – Yuma Union High School

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