

Quick Reference Guide (QRG)



Maintenance of Effort


LEAs/External Users

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Accessing the Maintenance of Effort (MOE) Application

To access the MOE Application:

1. Log into ADEConnect on the Arizona Department of Education (www.azed.gov).



The screenshot shows the Arizona Department of Education website. The top navigation bar includes links for ADE, PARENTS & STUDENTS, SCHOOLS & TEACHERS, COMMON LC, and ADECONNECT. A yellow circle with the number '1' is placed over the ADECONNECT link. Below the navigation bar is the Arizona Department of Education logo and a secondary navigation bar with links for HOME, ALL PROGRAMS, and SCHOOL REPORT CARDS. The main heading reads 'Arizona Department of Education'.

2. Select the [ESS Maintenance of Effort](#) under your parent organization.



The screenshot shows the ADEConnect user interface. The top right corner has a 'Welcome' message and a 'Sign Out' button. Below the navigation bar, there are tabs for Home, News, and Reports. The main content area displays a list of applications under the heading 'Arizona Department of Education - 79275'. A yellow circle with the number '2' highlights the 'ESS Maintenance of Effort' link. Other links include 'ADE Motor Pool Reservation System', 'Event Management System (EMS)', 'Grants Management', and 'HR Administration'. A 'New Applications' sidebar on the right lists 'HR Administration', 'Certification Portal', and 'ADE Motor Pool Reservation System'.

Initiating the MOE Application

1. On the Menu, select LEA Activities > Compliance.



The screenshot shows the ADEConnect menu. The 'LEA Activities' dropdown menu is open, showing options for 'Compliance' and 'LEA Submission Details'. A yellow circle with the number '1' is placed over the 'Compliance' option.

- Determine whether you wish to identify local special education expenditures out of the total amount that is extracted from an annual financial report.

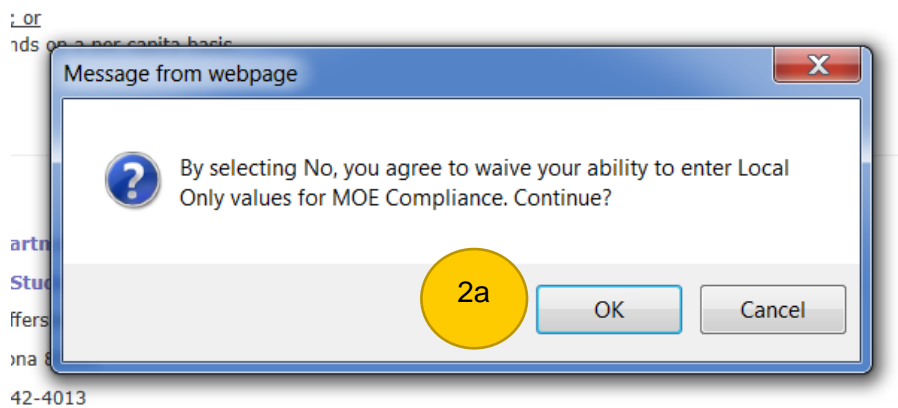
Include Local Only? Chandler Unified District #80 (07-02-80-000)
Pending

In order to accurately test for Maintenance of Effort (MOE), the Arizona Department of Education indicate whether they wish to identify local special education expenditures out of the total amount that is extracted from an annual financial report. If the user chooses "yes," he/she will be required to upload documentation that reflects the amount of local special education expenditures. Any uploaded documentation will be reviewed by an ESS fiscal specialist. If local expenditures are submitted and approved then MOE testing will be processed using all four methodologies, otherwise only two methodologies will be capitalized.

5300.203 - Maintenance of effort.

(i) Local funds only;
 (ii) The combination of State and local funds;
 (iii) Local funds only on a per capita basis; or
 (iv) The combination of State and local funds on a per capita basis.

Yes No



- If your answer is **No**, you'll get a Message about waiving the ability to enter Local Only values, that you'll have to confirm by clicking OK. Then continue with Step #3.

- If your answer is **Yes**, enter the Local Only Amount and be sure to upload documentation that reflects the amount of local special education.

Local Only Amounts Life Skills Center of Arizona, Inc. (07-89-80-000)
Pending

Enter the local only values.

Fiscal Year	Local Only Amount	State and Local Amount
2017	<input type="text"/>	\$0.00
2016	<input type="text"/>	\$73,246.00

- Select Continue at the bottom of the page.



- Review the status of Compliance Test Results.

- a. If at least one method is in **Met** status, you have passed the Compliance Test.
- b. You are given the option to submit exceptions when there is a **Not Met** status for at least one of the methods.

Compliance Test Results 4 Washington Elementary School District (07-04-06-000)
Pending

In order to meet the MOE compliance requirement in this fiscal year the district/charter must expend, at least the same total or per capita amount, of local funds or state and local funds, as it spent during the most recent year for which information is available.

	Overall	Method 1 2016 Local Cost	Method 2 2016 State and Local Cost	Method 3 2016 Local Per Capita Cost	Method 4 2014 State and Local Per Capita Cost
2017 Amount		\$0.00	\$30,052,795.00	\$0.00	\$9,517.35
Comparison Year Amount		\$28,827,734.00	\$28,827,734.00	\$8,554.74	\$10,169.30
Difference		(\$28,827,734.00)	\$1,225,061.00	(\$8,554.74)	(\$651.95)
Status		Met	Met	Not Met	Not Met

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5
Back
Continue

5. Select Continue.
6. Review the Allowable Exceptions/Reductions (there are 5 exceptions).
 - a. If you are adding exceptions, select Continue.

Keep in mind that each exception has its own page; the following are the allowable exceptions: Special Education Staff Departures, Decrease SPED Enrollment, Termination of Obligations, Termination of Costly Long-Term Purchases, and Assumption of Cost

- b. If you are **not** adding exceptions, select Submission Summary and go to Step #9.

Allowable Exceptions/Reductions 6 Chandler Unified District #80 (07-02-80-000)
Pending

SEC. 300.204 Exception to maintenance of effort.
Notwithstanding the restriction in Sec. 300.203(a), an LEA may reduce the level of expenditures by the LEA under Part B of the Act below the level of those expenditures for the preceding fiscal year if the reduction is attributable to any of the following:

- (a) The 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;
 - (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).

(Authority: 20 U.S.C. 1413(a)(2)(B))

SEC. 300.205 Adjustment to local fiscal efforts in certain fiscal years

- (f) Amounts in excess. Notwithstanding Sec. 300.202(a)(2) and (b) and Sec. 300.203(a), and except as provided in paragraph (d) of this section and Sec. 300.230(e)(2), for any fiscal year for which the allocation received by an LEA under Sec. 300.705 exceeds the amount the LEA received for the previous fiscal year, the LEA may reduce the level of expenditures for the current fiscal year under Sec. 300.203(a) by not more than 50 percent of the amount of that excess.

(Authority: 20 U.S.C. 1413(a)(2)(C))

6a
6b
Back
Continue
Submission Summary

7. Review the Special Education Staff Departures exception.
 - a. If you are **not adding** allowable exceptions for the Special Education Staff Departures, select Continue to go to the next exception.
 - b. If you are adding allowable exceptions for the Special Education Staff Departures, select Add.

Special Education Staff Departures 7 Chandler Unified District #80 (07-02-80-000)
Pending

A: Allowable Exception - Special Education Staff Departure: The departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

If applicable, enter Name, Account Number, and Amount of Salaries and Benefits previously locally/state funded. To add additional lines, click *Add Special Education Staff Departure*. When all personnel have been added or if this exception does not apply, click *Continue*.

Staff Name	Local Salary Expended	Local Benefit Expended	State Salary Expended	State Benefit Expended	Reason
Test, Test	0.00	0.00	0.00		Voluntary Departure

7b 7a

- i. Complete the information.
- ii. Select Save.
- iii. Select Back.
- iv. Select Continue to go to the next exception.

Add Special Education Staff Departure

Enter the Name, Account Number, and Amount of Salaries and Benefits previously locally/state funded. When done, click Save.

Staff Departure i

First Name

Last Name

Local Salary Account Local Salary Expended

Local Benefit Account Local Benefit Expended

State Salary Account State Salary Expended

State Benefit Account State Benefit Expended

Reason for Leaving

Requirements ii iii

8. Repeat Step #7 if any other exceptions are needed. If no additional exceptions are needed, select Submission Summary.
9. Once you are in the Submission Summary page, review the information and check the Acknowledgement box.
10. Select Submit.
11. You should receive a confirmation that your submission is successful.

Acknowledgement 9

By checking this box you certify that, to the best of your knowledge, this information is truthful and accurate. Your certification is considered an electronic record with legal effect, validity, and enforceability as defined in S. 2107 of the Government Paperwork Elimination Act.

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Submission Summary Chandler Unified District #80 (07-02-80-000)
Submitted

Message: Submission was successful. 11 ×

Local Only

Fiscal Year	Local Only Amount	State and Local Amount
2017	\$1,000.00	\$32,764,856.00
2016	\$2,000.00	\$30,268,245.00

Attachments:

Document Name	Uploaded On
Supporting Documentation.xlsx	4/20/2018 2:57:25 PM

Exceptions/Reductions

Description	Exception/Reduction Amount
A. Special Education Staff Departures	\$0.00
B. Decrease in SPED Enrollment	\$0.00

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov