



# Office Hours

## ESS Program Management

September 20, 2022



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# Agenda

- Completion Report Tips and Tricks
- Submission Deadlines for High-Cost Child and Extraordinary Special Education Needs Fund
- MOE Compliance Standards and the 2022 AFR





# #1 – Completion Report Tips and Tricks



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# FY22 Completion Reports

	IDEA Consolidated-Entitlement	ARP-IDEA
Grants	IDEA Basic, IDEA Preschool	ARP-IDEA Basic, ARP-IDEA Preschool
FY22 Project Period	7/1/2021-9/30/2022	
Period of Funds Availability	7/1/2021-9/30/2023	
How much carryover is allowed?	100% of non-expiring funds	
Sections	CR Program Details, CR Detailed Expenditure Reporting, CR Related Documents, and CR Capital Outlay Worksheet (if applicable)	
All Districts must complete	Proportionate Share questions from CR Program Details	



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# What Are Expiring Funds?

## Completion Report Adjustments

- FY 2022 - Medium Risk - IDEA Consolidated - Entitlement - Rev 4 - Completion

Report

Go To ▶

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned	Carryover Source
							\$43,071.83			
IDEA - Basic	\$81,321.77	\$23,895.77	\$20,251.81	\$57,426.00	\$57,426.00	\$3,643.96	57,426.00	<input type="checkbox"/>	0.00	<a href="#">Details</a>
IDEA - Preschool Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>	0.00	<a href="#">Details</a>

## IDEA - Basic Allocation Details

- FY 2022 - Medium Risk - IDEA Consolidated - Entitlement - Rev 4 -

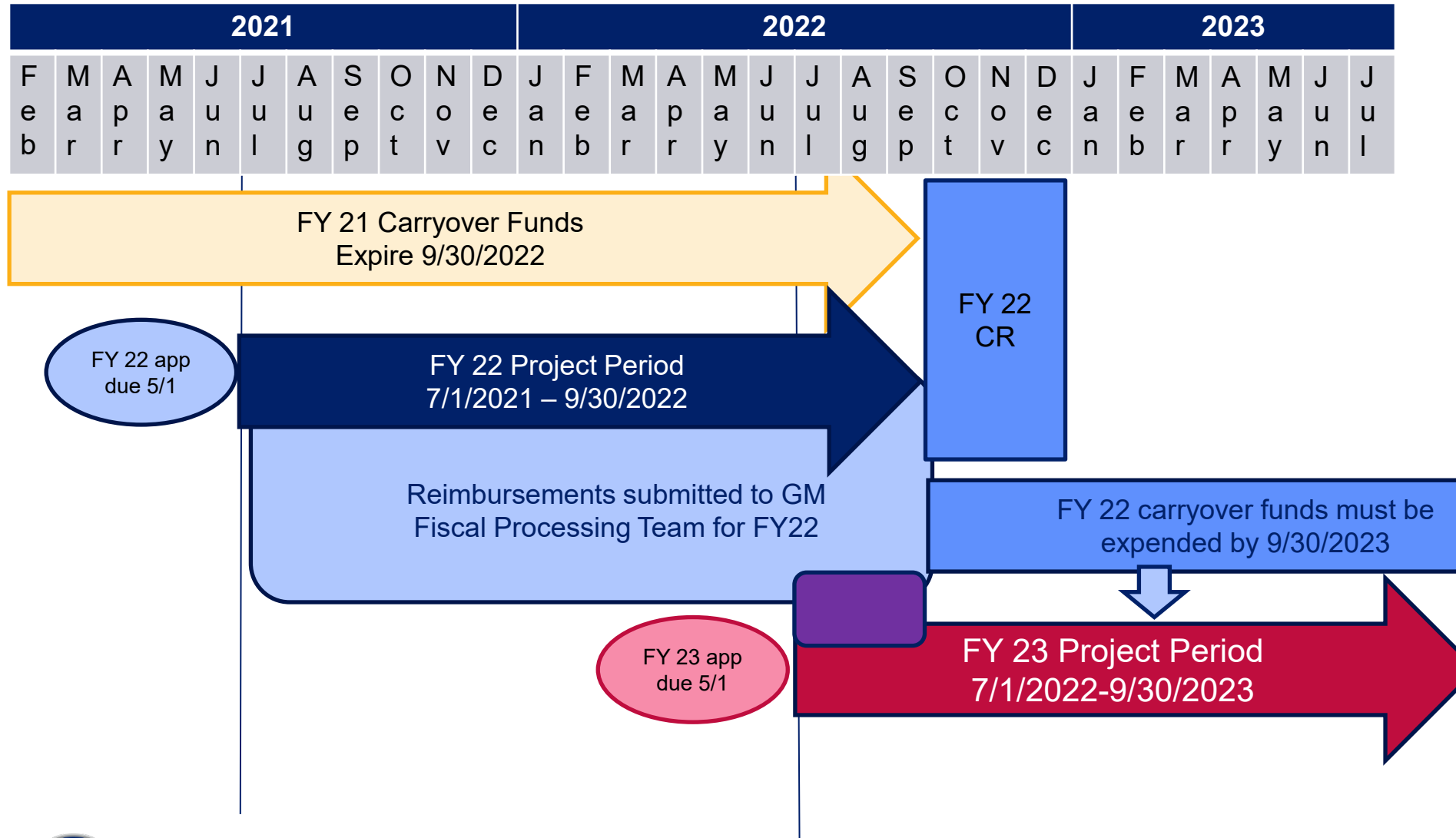
Allocations

Go To ▶

	IDEA Basic - 2022 H027A210007(Function Code:IDEA300) (Award Date:07/01/2021 - 09/30/2023) 100.00% Funded	IDEA Basic - 2021 H027A200007(Function Code:IDEA300) (Award Date:07/01/2020 - 09/30/2022) 100.00% Funded	IDEA Basic - 2019 H027A180007(Function Code:IDEA300) (Award Date:07/01/2018 - 09/30/2021) 100.00% Funded	IDEA Basic - 2020 H027A190007(Function Code:IDEA300) (Award Date:07/01/2019 - 09/30/2021) 100.00% Funded	Total
Original	\$37,038.46	\$0.00	\$0.00	\$0.00	\$37,038.46
Incoming Carryover	\$0.00	\$38,249.94	\$0.00	\$0.00	\$38,249.94
Outgoing Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional	\$6,033.37	\$0.00	\$0.00	\$0.00	\$6,033.37
Incoming Interest Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CR Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Allocation	\$43,071.83	\$38,249.94	\$0.00	\$0.00	\$81,321.77
Total Paid	\$0.00	\$20,251.81	\$0.00	\$0.00	\$20,251.81



# Life-Cycle of an IDEA Grant



# Reasons CRs Are Returned

- PEA Expenditure Summary Report doesn't have correct dates for project period
- Incomplete or Incorrect CR Detailed Expenditure Reporting Section
- CR Program Details Section has blank responses
- Grants Management found discrepancies between CR data and Expenditure Reports



# Work Backwards from GM Deadline

10/31/2022  
Submit Completion  
Report

November 2022  
County Business  
Manager and ESS  
Programmatic  
Approval

12/30/2022  
CR Grants  
Management Final  
Approval



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## #2 – Submission Deadlines for ESS Claims



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# HCC and ESEN Claims

- A school district or charter school is eligible to apply for a claim if it demonstrates that a student receiving special education services has incurred costs in the current year that are equal to or greater than three times the per-pupil funding average.
- A student whose costs exceed \$27,294 per year would meet the minimum threshold to be considered for HCC or ESEN funding.
- \$151.63 per day for 180-day calendar, approximately \$2,729 per month



# High-Cost Child Approval Process

Round for Funding Approval	Submission Deadline
1 <sup>st</sup>	October 28, 2022
2 <sup>nd</sup>	January 27, 2023
3 <sup>rd</sup>	March 31, 2023
4 <sup>th</sup>	May 26, 2023

- The HCC Claims are competitive funding applications.
- PEAs shall not exceed \$100,000 for claims approved using IDEA Set-Aside funds.



# ESEN Fund Approval Process

Round for funding approval	Submission Deadline
1 <sup>st</sup>	August 26, 2022
2 <sup>nd</sup>	November 25, 2022
3 <sup>rd</sup>	February 24, 2023
4 <sup>th</sup>	May 26, 2023

- The ESEN Funds are competitive funding applications.
- PEAs may be approved for up to four claims in each of the rounds of funding approval
- PEAs shall not exceed \$250,000 for total claims approved using State ESEN funds



# Examples of Approved High-Cost Child Claims

- Tuition and fees to approved-private day schools (tuition, related services, transportation)
- Interpreters for HI students
- Contracted nursing
- Additional instructional personnel (1:1 aides, new SC classroom teacher)
- Related Service Providers

- HCC and ESEN webinar 10/11/2022
  - [ESS Claims Summary Template](#)
  - Quick Reference Guide coming soon



# HCC vs ESEN

	HCC	ESEN
Available funds in FY23	\$3 Million	\$5 Million, \$3.3 Million Remaining
Max approved for each PEA	\$100,000	\$250,000
Approval periods	4 rounds in 2022-2023	
MOE Exception E applies	Yes	No
PEA can reimburse total cost of student	Yes	No (PEA must deduct state aid generated by student from claim request)
ADE Reporting Requirements to Legislature	N/A	Annually on 12/15 <ul style="list-style-type: none"> <li>• # of claims funded in prior year</li> <li>• How PEAs spent money</li> <li>• # of claims requested in prior year</li> </ul>
Eligible PEAs	IDEA Eligible PEAs (districts, secure care, and non-profit charters)	Districts and Charters, including for-profit charters



## #3 – MOE Compliance Standards and the 2022 AFR



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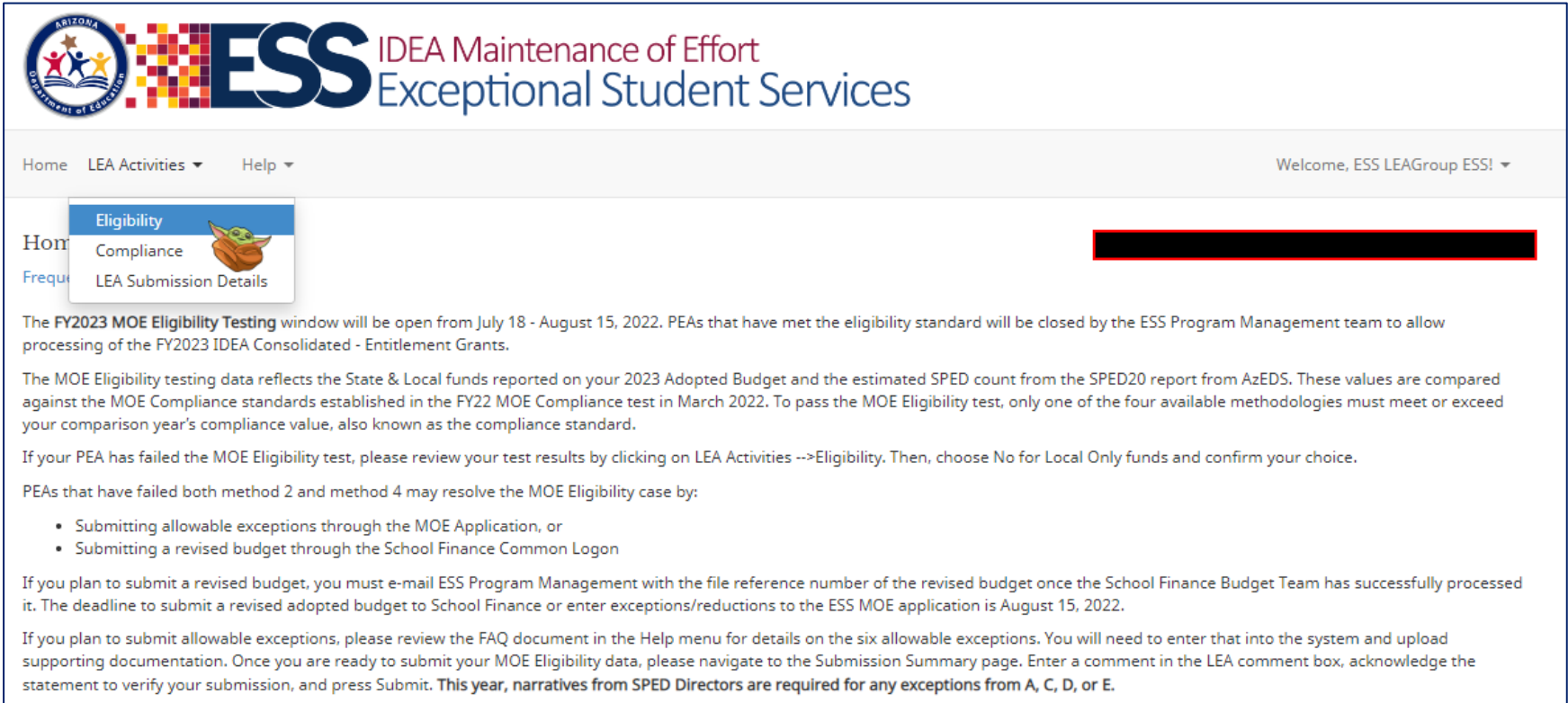
# What Is Local Education Agency Maintenance of Effort?

The local Maintenance of Effort (MOE) requirement obligates any local education agency (LEA, or PEA in Arizona) receiving IDEA Part B funds to budget and spend at least the same amount of local (or state and local) funds for the education of children with disabilities on a year-to-year basis. The required MOE levels for budgeting and spending are referred to, respectively, as the “eligibility standard” and the “compliance standard.”





# Finding the MOE Compliance Standards in the ESS MOE Application



Home LEA Activities ▾ Help ▾ Welcome, ESS LEAGroup ESS! ▾

Eligibility  
Compliance  
LEA Submission Details

The **FY2023 MOE Eligibility Testing** window will be open from July 18 - August 15, 2022. PEAs that have met the eligibility standard will be closed by the ESS Program Management team to allow processing of the FY2023 IDEA Consolidated - Entitlement Grants.

The MOE Eligibility testing data reflects the State & Local funds reported on your 2023 Adopted Budget and the estimated SPED count from the SPED20 report from AzEDS. These values are compared against the MOE Compliance standards established in the FY22 MOE Compliance test in March 2022. To pass the MOE Eligibility test, only one of the four available methodologies must meet or exceed your comparison year's compliance value, also known as the compliance standard.

If your PEA has failed the MOE Eligibility test, please review your test results by clicking on LEA Activities --> Eligibility. Then, choose No for Local Only funds and confirm your choice.

PEAs that have failed both method 2 and method 4 may resolve the MOE Eligibility case by:

- Submitting allowable exceptions through the MOE Application, or
- Submitting a revised budget through the School Finance Common Logon

If you plan to submit a revised budget, you must e-mail ESS Program Management with the file reference number of the revised budget once the School Finance Budget Team has successfully processed it. The deadline to submit a revised adopted budget to School Finance or enter exceptions/reductions to the ESS MOE application is August 15, 2022.

If you plan to submit allowable exceptions, please review the FAQ document in the Help menu for details on the six allowable exceptions. You will need to enter that into the system and upload supporting documentation. Once you are ready to submit your MOE Eligibility data, please navigate to the Submission Summary page. Enter a comment in the LEA comment box, acknowledge the statement to verify your submission, and press Submit. **This year, narratives from SPED Directors are required for any exceptions from A, C, D, or E.**

Log into ESS Maintenance of Effort application in ESS Portal of ADE Connect. Choose LEA Activities Eligibility to view test results



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# MOE Eligibility Test Results

Eligibility Test Results

Closed (Met)

In order to meet the MOE eligibility requirement in this fiscal year the district/charter must budget, 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 Local Cost	Method 2 2021 State and Local Cost	Method 3 Local Per Capita Cost	Method 4 2021 State and Local Per Capita Cost
2023 Amount		N/A	\$108,000.00	N/A	\$3,535.19
Comparison Year Amount		N/A	\$103,244.00	N/A	\$3,310.33
Difference		N/A	\$4,756.00	N/A	\$224.85
2023 SPED Count				N/A	x 30.5500
Total Difference		N/A	\$4,756.00	N/A	\$6,869.32
Status	Met	N/A	Met	N/A	Met

Continue

The highlighted portion will tell you which AFR year was used to establish the Comparison Year Amount (Compliance Standard). Method 2 and Method 4 may have different years. Click on Blue text to see full calculation of each method.



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# 2022 AFR Packages Available

## Districts

B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE (A.R.S. § 15-761)		
	PROGRAM 200 & 300 BUDGET	PROGRAM 200 & 300 ACTUAL
1. Total All Disability Classifications		
2. Gifted Education	0	
3. Remedial Education	0	
4. ELL Incremental Costs	0	
5. ELL Compensatory Instruction	0	
6. Vocational and Technological Education (non-CTED)	0	
7. Career Education	0	
8. Career Technical Education (CTED programs in 300 range)	0	
9. Total (lines 1-8)	0	0
10. IEP required pupil transportation costs coded within Program 400	0	

## Charters

C. Special education programs by type		
	Program 200 budget	Program 200 actual
1. Total all disability classifications	0	
2. Gifted education	0	
3. ELL incremental costs	0	
4. ELL compensatory instruction	0	
5. Remedial education	0	
6. Vocational and technical education	0	
7. Career education	0	
8. Total (lines 1-7)	0	0
9. Expenses incurred for transporting students with disabilities (as defined in A.R.S. §15-761) unique to the	0	

The MOE Compliance Test will use the data from Page 8 of the Districts' AFR and page 7 from the Charters' AFR. Your PEA's All Disability Classifications and IEP-Required Transportation costs must be equal to or greater than your FY22 MOE Compliance Standards.



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# MOE Compliance Standards and the Budget Planning Tool

The MOE Compliance test results can be plugged into the 2022–2023 Budget Planning tool.

<https://bit.ly/23BudgetPlanning>

You'll need the MOE test results and your 2022 SPED20 - Special Education Program Summary ADM Report (SPED ADM Count) from AzEDS.

FY22 MOE Method 2 Value:	\$ 103,244.00			
FY22 MOE Method 4 Value:	\$ 3,310.33	x SPED20 Count for FY22	30.55 =	\$ 101,130.58
MOE Compliance Standard	\$ 101,130.58			

# What Are the Allowable MOE Exceptions?

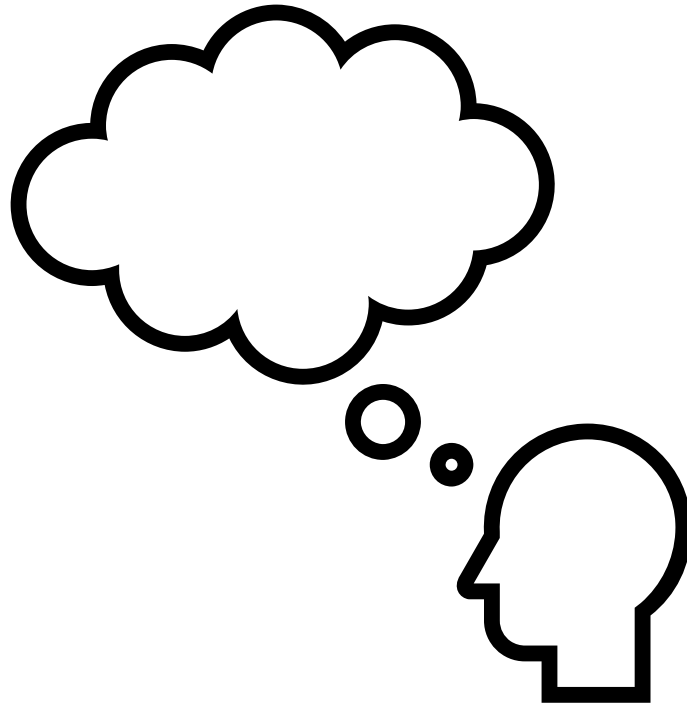
- A. SPED Staff Departure
- B. Decrease in SPED Enrollment
- C. Termination of Student Obligations
- D. Termination of Costly Long-Term Purchases
- E. The Assumption of Cost by the High-Cost Fund Operated by the SEA
- F. Allowable Adjustment to Local Fiscal Efforts

Contact [ESS Program Management](#) for questions.



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# Questions



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# FY23 ESS Program Management Webinar Series

## Training

### FY23 Webinar Series

Join the ESS Program Management team at the FY22 webinar series. Webinars will take place via Zoom from 11:00 a.m. to 12:00 p.m. on the 2nd Tuesday of each month (unless indicated otherwise). Click on the webinar title to register for the webinar. Please register 72 hours in advance if you require ADA Accommodations for the virtual webinar event.

- October 11 - [ESEN and High-Cost Child Claims](#)
  - Join the ESS Program Management team to learn about additional state and federal funding opportunities for high-cost students in your public education agency. The Extraordinary Special Education Needs Fund and IDEA High-Cost Child Claims can be accessed through the ESS Portal of ADEConnect.
- November 1 - [Proportionate Share and the October Data Collection](#)
  - Public school districts are required to count and report the number of parentally placed private school students attending non-profit elementary and secondary schools within their district boundaries. Districts are also required to count the number of eligible special education students attending these schools and homeschool programs. This session will focus on how those counts are used to calculate the district's proportionate share obligation and how federal funds must be used toward the provision of equitable services under the IDEA.  
(Charter schools are not responsible for Proportionate Share or the private school count.)

The FY23 webinar series has been posted to the [ESS Program Management website.](#)

[Sign up for our listserv.](#)



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# Contact Us

Web: <http://www.azed.gov/specialeducation/operations>

Phone: 602-542-3398

Email: [essprogmgmt@azed.gov](mailto:essprogmgmt@azed.gov)

## Contact Program Management

[ESS Program Management Inbox](#)

PEA NAME STARTS WITH	PROGRAM SPECIALIST	NUMBER
A-C	TBD - <a href="mailto:essprogmgmt@azed.gov">essprogmgmt@azed.gov</a>	
D-K	<a href="#">Tanya Rodriguez</a>	602-542-4610
L-Q	<a href="#">Carol Bush</a>	602-542-4615
R-Z	<a href="#">Candice Trainor</a>	602-542-3398

Director of Operations [Chris Brown](#)



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