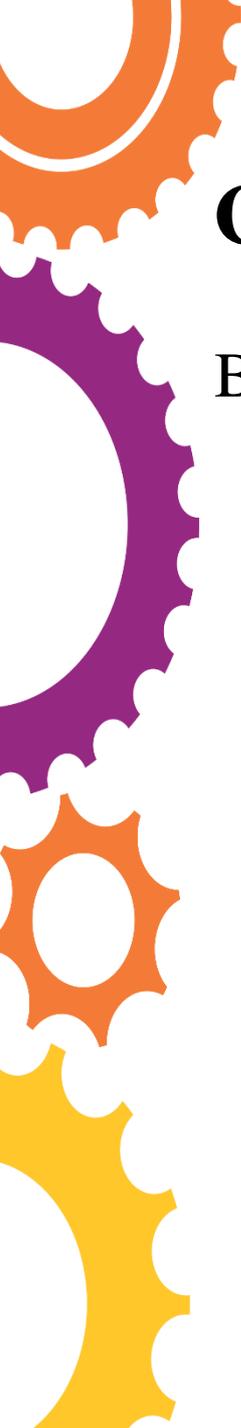


**Special Education**  
**FY16 Hands on Budget Workshop**



# Accessing the Grants Management System (GMS)

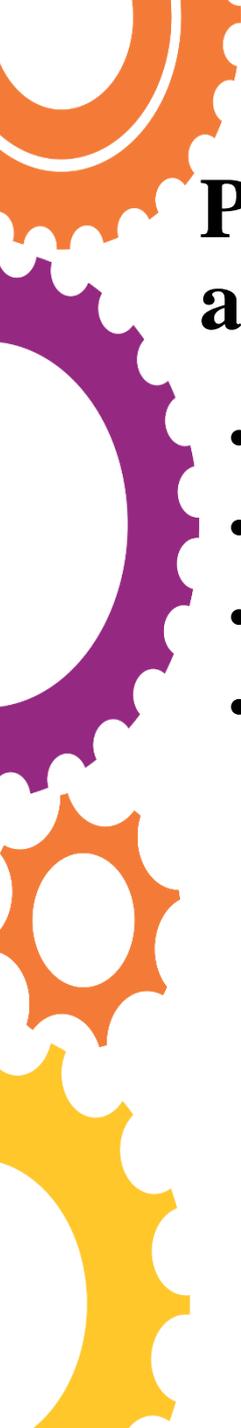
- Go to the OSDE Single Sign-On and log in.
- On the Home/Application page, find “Grant Management and Expenditure Reporting”.
- On the Menu List, find IDEA / IDEA Consolidated Application.
- You can now create and submit budgets, amendments, or claims.



# CHECKLIST

Before submitting a claim:

- Are items claimed coded in alignment with OCAS guidelines?
- Are expenditures based on the final approved application?
- Is the Date Range an acceptable time period?
- All budgets, amendments and claims must be submitted through the online GMS.
- No Faxes, Emails or Mailed claims will be accepted.

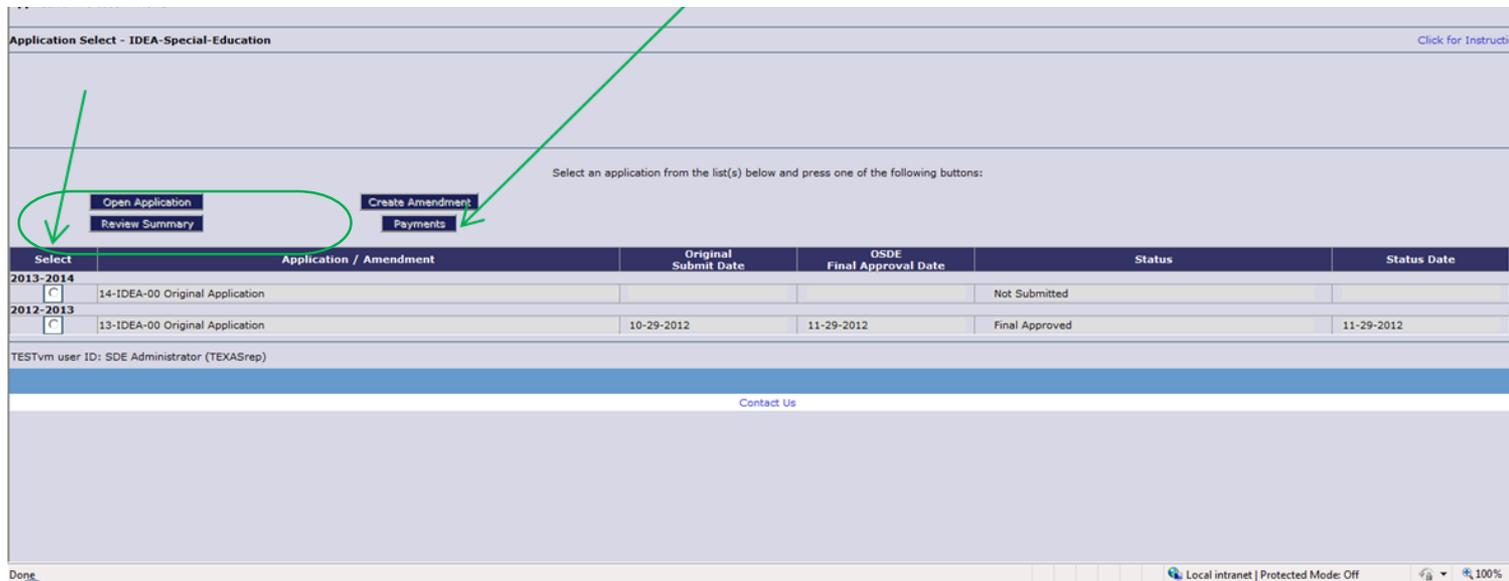


## **Please note before completing your budget application:**

- 25% variance not 100%;
- 0% variance in function code 2330;
- Do Not use object codes 114 or 124; and
- Unused sick leave claims will be rejected.

# To begin a claim, you must:

- Go to the Application Select page; and
- Select appropriate year **THEN** click the payments button.



Application Select - IDEA-Special-Education [Click for Instructions](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Review Summary](#) [Create Amendment](#) [Payments](#)

Select	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status Date
2013-2014 <input type="checkbox"/>	14-IDEA-00 Original Application			Not Submitted	
2012-2013 <input type="checkbox"/>	13-IDEA-00 Original Application	10-29-2012	11-29-2012	Final Approved	11-29-2012

TESTvm user ID: SDE Administrator (TEXASrep)

[Contact Us](#)

Done Local intranet | Protected Mode: Off 100%

# Advance from your Payment Summary page

Click the view summary expenditure bar.

Application: 2012-2013 IDEA-Special-Education - 00 Printer-F  
Click to Return to Application  
Click to Return to Menu List / SI

Expenditure / Payment Summary [Click for Instr](#)

[View Summary Expenditure / Closeout Reports](#)

FY2013 Expenditure/Payment Summary as of 4/9/2014

	Flowthrough	Flowthrough-Private	Preschool	Preschool-Private	EarlyInte
<b>Current Grant Year Allocation</b>	\$48,853.13	\$0.00	\$2,098.55	\$0.00	
(+/-) Adjustments	\$0.01	\$0.00	\$0.00	\$0.00	
(+/-) Consortiums	\$0.00	\$0.00	\$0.00	\$0.00	
(+/-) Transfers	\$0.00	\$0.00	\$0.00	\$0.00	
Total Funds to be Budgeted at Beginning of FY2013	\$48,853.14	\$0.00	\$2,098.55	\$0.00	
<b>Approved Budget</b>	\$48,853.14	\$0.00	\$2,098.55	\$0.00	
<b>Pending Expenditure Reports</b>					
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	
Approved Summary Expenditure Reports	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Completed Expenditure Reports</b>					
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	
Summary Expenditure Reports	\$48,853.13	\$0.00	\$2,098.55	\$0.00	
Total	\$48,853.13	\$0.00	\$2,098.55	\$0.00	
<b>Remaining Balance of Expenditure Reports / Claims</b>					
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	
Summary Expenditure Reports	\$0.01	\$0.00	\$0.00	\$0.00	
Released or Carried Over to next year	\$0.01	\$0.00	\$0.00	\$0.00	

Done Local intranet | Protected Mode: Off

# Select the appropriate program

Applicant:

Application:

Summary Expenditure Report Menu [Click for Instructions](#)

Program **Select program...**

- Select program...
- Flowthrough
- Flowthrough-Private
- Preschool
- Preschool-Private
- EarlyIntervening

TESTvm  (TEXASrep)

[Click to Return to Application Select](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Menu List / Sign Out](#)

[Click for Instructions](#)

[Contact Us](#)

Done Local intranet | Protected Mode: Off 100%

# Click: Create New Request

eGMS Payments - Windows Internet Explorer provided by State of Oklahoma  
 https://egrantstest.sde.ok.gov/osdegmsweb02/Payments/FinancialSelect.aspx

File Edit View Favorites Tools Help

Convert Select

MTW GMS - Grants Mana... Home Oklahoma State D... Suggested Sites http-apps.sde.state.ok.us... MTW GMS - Grants Mana... Web Slice Gallery

eGMS Payments

**Applicant:**

**Application:**

Printer-Friendly  
 Click to Return to Application Select  
 Click to Return to Payment Summary  
 Click to Return to Menu List / Sign Out

**Summary Expenditure Report Menu** [Click for Instructions](#)

Program Flowthrough 2013

**Summary Expenditure Reports:**

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#) [Create New Request](#) [Delete Request](#) [Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Summary Expenditure Report 12	5/24/2013	6/1/2013 - 6/30/2013	6/2/2013	6/13/2013	Approved	6/13/2013
<input type="checkbox"/>	Summary Expenditure Report 11	5/24/2013	5/1/2013 - 5/31/2013	5/28/2013	6/10/2013	Approved	6/10/2013
<input type="checkbox"/>	Summary Expenditure Report 10	4/18/2013	4/1/2013 - 4/30/2013	4/18/2013	4/29/2013	Approved	4/29/2013
<input type="checkbox"/>	Summary Expenditure Report 9	3/22/2013	3/1/2013 - 3/31/2013	3/22/2013	3/22/2013	Approved	3/22/2013
<input type="checkbox"/>	Summary Expenditure Report 8	2/18/2013	2/1/2013 - 2/28/2013	3/11/2013	3/15/2013	Approved	3/15/2013
<input type="checkbox"/>	Summary Expenditure Report 7	1/14/2013	1/1/2013 - 1/31/2013	1/14/2013	1/22/2013	Approved	1/22/2013
<input type="checkbox"/>	Summary Expenditure Report 6	12/14/2012	12/1/2012 - 12/28/2012	12/14/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 5	12/14/2012	11/1/2012 - 11/30/2012	12/14/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 4	12/13/2012	10/1/2012 - 10/31/2012	12/14/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 3	12/13/2012	9/1/2012 - 9/30/2012	12/13/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 2	12/13/2012	8/1/2012 - 8/31/2012	12/19/2012	12/20/2012	Approved	12/20/2012
<input type="checkbox"/>	Summary Expenditure Report 1	12/10/2012	7/1/2012 - 7/31/2012	12/13/2012	12/14/2012	Approved	12/14/2012

**Closeout Report:**

Select the closeout report from the list(s) below and press one of the following buttons:

[Open Closeout Rep](#) [Create Closeout Rep](#) [Delete Closeout Rep](#) [Review Summary](#)

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Expenditure Report 1	Y	9/12/2013	9/12/2013	9/26/2013	Approved	9/26/2013

TESTvm user ID: SDE Administrator (TEXASRep)

[Contact Us](#)

Local intranet | Protected Mode: Off

# Submitting Claims

- View of your budget, at the top of the screen.
- This is for for reference only.

Summary Expenditure Report - Windows Internet Explorer provided by State of Oklahoma

https://egrantsweb.sde.ok.gov/OSDEGMSWebv02/Payments/FinancialSelect.aspx

Summary Expenditure Report

**Applicant:** [Redacted]  
**Application:** [Redacted]  
**Cycle:** [Redacted]

Printer-Friendly  
 Click to Return to Application Select  
 Click to Return to Payment Summary  
 Click to Return to Reimb/Expend Menu  
 Click to Return to Organization Select  
 Click to Return to Menu List / Sign Out

**Summary Expenditure Report 9** Instructions

This request has been approved. No more updates will be saved.

**Program: Flowthrough**  
 Click on the "Create Additional Entries" button to enter additional information.

Description of Object Codes and Function Codes

Show Budget Summary:  Yes  No

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Summary Expenditure Report is submitted to the SEA.

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Professional Services	400 - Property Services	500 - Other Services	600 - Supplemental Instruction Materials	700 - Property	800 - Other Objects	900 - Other Lines of Funds	TOTAL
1000	Instruction	33,450.00	3,000.00				1,876.29				38,326.29
2110	Attendance and Social Work Services										
2120	Guidance Services										
2130	Health Services										
2140	Psychological Services										
2150	Speech Pathology and Audiology Services			11,015.74							11,015.74
2190	Other Support Services - Student										
2210	Improvement of Instruction Services										
2240	Academic Student Assessment										
2310	Board of Education Services										
2330	State and Federal Relations Services										
2410	Office of the Principal Services										
2490	Other Support Services-School Administration										
2510	Fiscal Services										
2530	Printing, Publishing, and Duplicating Services										
2540	Planning, Research, Development, and Eval Services										

Done

Local intranet | Protected Mode: Off | 100%

# Submitting Claims

Complete the following:

- function code;
- object code;
- description;
- Amount; and, if needed, Indirect cost.

Summary Expenditure Report - Windows Internet Explorer provided by State of Oklahoma

https://egrantstest.sde.ok.gov/onlinegrantsweb/02/Payments/FinancialSelect.aspx

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant: [Redacted]  
Application: [Redacted]  
Cycle: [Redacted]

Printer-Friendly  
Click to Return to Application Summary  
Click to Return to Payment Summary  
Click to Return to Reimb/Expend Menu  
Click to Return to Menu List / Sign Out

Summary Expenditure Report 12

This request has been approved. No more updates will be saved.

Program: Flowthrough

Click on the "Create Additional Entries" button to enter additional information.  
[Description of Object Codes and Function Codes](#)

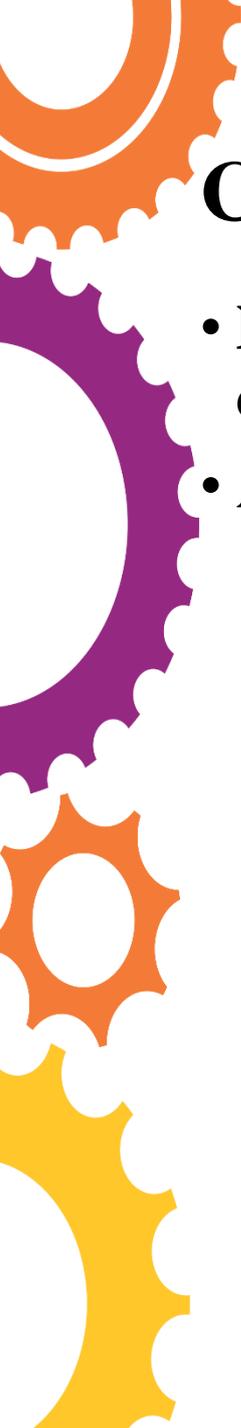
Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Summary Expenditure Report is submitted to the SEA.

Agency: 001  
Document #: YR111001531  
Check/EFT #: 490209972  
Check/EFT Date: 6/20/2013

Function Code	Object Code	Activity Description	Expenditure Description	Total Approved Budget	Previously Requested	Expenditure Amount	Delete Row
1000	100	Instruction / Salaries	Teacher's Aide salaries	\$35,675.50	\$26,566.63	\$5,372.28	<input type="checkbox"/>
1000	200	Instruction / Benefits	Teacher's Aide benefits	\$3,000.00	\$1,702.51	\$997.89	<input type="checkbox"/>
Indirect Cost: Approved Rate 1.9500 % Derived Rate 0.0 %				\$0.00	\$0.00	\$0.00	
Total						\$5,970.17	
Total						\$5,970.17	

NOTE: Data displayed on this page was effective as of 6/2/2013

Local intranet | Protected Mode: Off | 100%



# Claims Processes

- **NO** claim will be paid without a valid DUNs number and current expiration date.
- Attach supporting documents which must include
  - Summary Expenditure Report;
  - Detailed Expenditure Report; and
  - **All** invoices and receipts.
- **Do not** use the # sign in your PDF title.



# Claims Processes

- **No** claim will be paid without a valid Dun's number and current expiration date.
- Attach supporting documents which must include
  - Summary Expenditure Report
  - Detailed Expenditure Report; and
  - **All** invoices and receipts.
- **Do not** use the # sign in your PDF title.

# Complete all information

- Click the Save Page button.
- The superintendent must submit the claim to OSDE.

Summary Expenditure Report - Windows Internet Explorer provided by State of Oklahoma  
https://egrantsweb.sde.ok.gov/OSDEGMSWebV02/Payments/FinancialSelect.aspx

NOTE: Data displayed on this page was effective as of 3/14/2014

Payment Tracking Number: 14-10021403006  
Expenditures from: 2/1/2014 to 2/28/2014 Enter as MM/DD/YYYY

At the outset of the 2014 year, your LEA provided the following information:  
DUNS #: 020707881  
CCR Expiration Date: 12/26/2013  
New SAM Expiration Date (if required): 7/31/2014 [Click here to access SAM for Expiration Date Information](#)

**Note:** OSDE is **prohibited** from making payments to LEAs whose CCR Expiration Date (which has now been replaced by the SAM Expiration Date) has passed.

**RECAP**

	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$4,940,896.42		
Approved Budget	\$4,940,896.42	Flowthrough	\$1,846,896.56
Amount Paid To Date	\$1,846,896.56	Total	\$1,846,896.56
Expenses To Date	\$0.00		
Balance Due LEA	\$0.00		
Funds on Hand	\$1,846,896.56		

Attach supporting PDF    
(Summary and Detailed Expenditure Reports are required)

Hard Copy Received via Fax or Mail By:  on

Previously Attached Documents:  
13-14 621 FEB. EXPENDITURE REPORT PART 1. pdf.pdf  
13-14 621 PART 2 EXP. REPORT.pdf  
13-14 621 PART 3 EXPEND. REPORT.pdf

**Payment Funding Details**

Payment Type	Amount	Fund Stream Program	Reporting Category		
			Year	Code	Federal Aid #
PAYMENT	\$401,325.24	Flowthrough	2014	14621	130014621YR1
Total	\$401,325.24				

PRODvm user ID: Karen Howard (15476)

Contact Us

Local intranet | Protected Mode: Off

# Check your status

**Application:** 2012-2013 IDEA-Special-Education - 00

[Click to Return to Application Select](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Menu List / Sign Out](#)

---

**Summary Expenditure Report Menu** [Click for Instructions](#)

Program Flowthrough 2013

**Summary Expenditure Reports:**

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

Open Request Create New Request Delete Request Review Summary

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Summary Expenditure Report 12	5/24/2013	6/1/2013 - 6/30/2013	6/2/2013	6/13/2013	Approved	6/13/2013
<input type="checkbox"/>	Summary Expenditure Report 11	5/24/2013	5/1/2013 - 5/31/2013	5/28/2013	6/10/2013	Approved	6/10/2013
<input type="checkbox"/>	Summary Expenditure Report 10	4/18/2013	4/1/2013 - 4/30/2013	4/18/2013	4/29/2013	Approved	4/29/2013
<input type="checkbox"/>	Summary Expenditure Report 9	3/22/2013	3/1/2013 - 3/31/2013	3/22/2013	3/22/2013	Approved	3/22/2013
<input type="checkbox"/>	Summary Expenditure Report 8	2/18/2013	2/1/2013 - 2/28/2013	3/11/2013	3/15/2013	Approved	3/15/2013
<input type="checkbox"/>	Summary Expenditure Report 7	1/14/2013	1/1/2013 - 1/31/2013	1/14/2013	1/22/2013	Approved	1/22/2013
<input type="checkbox"/>	Summary Expenditure Report 6	12/14/2012	12/1/2012 - 12/28/2012	12/14/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 5	12/14/2012	11/1/2012 - 11/30/2012	12/14/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 4	12/13/2012	10/1/2012 - 10/31/2012	12/14/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 3	12/13/2012	9/1/2012 - 9/30/2012	12/13/2012	12/17/2012	Approved	12/17/2012
<input type="checkbox"/>	Summary Expenditure Report 2	12/13/2012	8/1/2012 - 8/31/2012	12/19/2012	12/20/2012	Approved	12/20/2012
<input type="checkbox"/>	Summary Expenditure Report 1	12/10/2012	7/1/2012 - 7/31/2012	12/13/2012	12/14/2012	Approved	12/14/2012

**Closeout Report:**

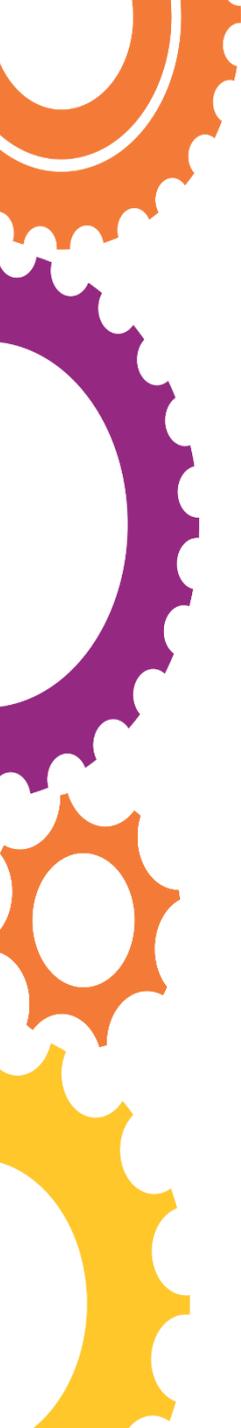
Select the closeout report from the list(s) below and press one of the following buttons:

Open Closeout Rep Create Closeout Rep Delete Closeout Rep Review Summary

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Expenditure Report 1	Y	9/12/2013	9/12/2013	9/26/2013	Approved	9/26/2013

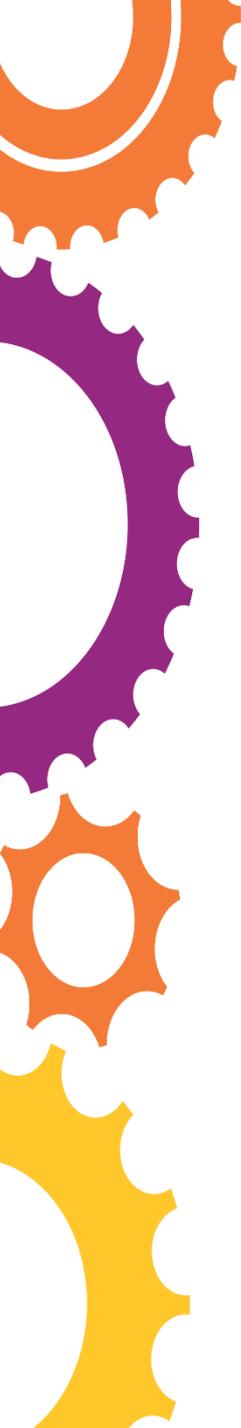
TESTvm user ID: SDE Administrator (TEXASRep)

[Contact Us](#)



# Claim Status

- Not Submitted
- Submitted to the OSDE
- Returned for Changes
- Approved



# **Correction of Rejected Claims**

# Select the returned report from the expenditure Report menu.

- Click review summary.

Application: 2013-2014 IDEA-Special-Education - 00 Printer-Friendly  
Click to Return to Application Selected  
Click to Return to Organization Selected  
Click to Return to Menu List / Sign Out

Summary Expenditure Report Menu [Click for Instructions](#)

Program: Flowthrough 2014

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#) [Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input checked="" type="checkbox"/>	Summary Expenditure Report 3	3/27/2014	2/1/2014 - 3/1/2014	3/27/2014		Returned for Changes	4/4/2014
<input type="checkbox"/>	Summary Expenditure Report 2	2/18/2014	11/1/2013 - 1/31/2014	2/18/2014	2/20/2014	Approved	2/20/2014
<input type="checkbox"/>	Summary Expenditure Report 1	11/18/2013	7/1/2013 - 10/31/2013	2/25/2014		Returned for Changes	2/25/2014

Closeout Report:

Select the closeout report from the list(s) below and press one of the following buttons:

[Open Closeout Rep](#) [Review Summary](#) [Reverse](#)

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
--------	-----------------	-------	--------------	----------------	---------------------	--------	-------------

PRODvm user ID: Karen Howard (15476)

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Local intranet | Protected Mode: Off 100%

- Select rejected claim; and
- Click on review checklist.

**Application:** 2013-2014 IDEA-Special-Education - 00  
**Cycle:** Summary Expenditure Report 3

[Printer-Friendly](#)  
[Click to Return to Application Select](#)  
[Click to Return to Expend Rpt Menu](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Organization Select](#)  
[Click to Return to Menu List / Sign Out](#)

---

**Review Summary** [Instructions](#)  
Latest submission to OSDE occurred on: 9/26/2013

Round 1						
Select	Stop	Group	Staff	Status	Status Date	
<input type="checkbox"/>	1	District Superintendent	Diana Jackson	Submitted	3/27/2014	
<input checked="" type="checkbox"/>	2	Program Review 1	Karen Howard	Rejected	4/4/2014	

[Review Checklist](#)

---

PRODvm user ID: Karen Howard (15476)

[Contact Us](#)

# Review checklist message.

- This will inform you of the needed correction.
- Remove your pop-up blockers, if this message appears.

**Application:** 2013-2014 IDEA-Special-Education - 00  
**Cycle:** Summary Expenditure Report 1

[Printer-Friendly](#)  
[Close Browser](#)

[Review Checklist](#)

**Reimbursement Request - Review Checklist** [Instructions](#)

1. Is the Reimbursement Request acceptable to OSDE?  
 Yes  No

Check to add comments that detail reason(s) for the Reimbursement Request Report being returned for changes. (2000 Character Maximum)

PRODvm user ID: Karen Howard (15476) [Spell Check](#)

[Contact Us](#)

Local intranet | Protected Mode: Off 100%



# **Performing District Close Out**

# District Close Out

## Create closeout Report

**Applicant:**

**Application:**

[Printer-Friendly](#)  
[Click to Return to Application Select](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Menu List / Sign Out](#)

**Summary Expenditure Report Menu** [Click for Instructions](#)

Program:  2014

**Summary Expenditure Reports:**

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#) [Create New Request](#) [Delete Request](#) [Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Summary Expenditure Report 2	7/22/2014	5/1/2014 - 6/30/2014	7/22/2014	7/28/2014	Approved	7/28/2014
<input type="checkbox"/>	Summary Expenditure Report 1	4/21/2014	7/1/2013 - 4/30/2014	4/21/2014	4/21/2014	Approved	4/21/2014

**Closeout Report:**

Select the closeout report from the list(s) below and press one of the following buttons:

[Open Closeout Rep](#) [Create Closeout Rep](#) [Delete Closeout Rep](#) [Review Summary](#)

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
--------	-----------------	-------	--------------	----------------	---------------------	--------	-------------

PRODvm user ID: SDE Administrator (LINCOLNrep)

[Contact Us](#)

# District Close Out

- Check for correct expenditure end date; and
- Review your Allocation Recap information

https://egrantsweb.sde.ok.gov/OSDEGMSWebV02/payments/FinancialToDoList.aspx?appsysid=9572696535 - Windows Internet Explorer pro

https://egrantsweb.sde.ok.gov/OSDEGMSWebV02/payments/FinancialToDoList.aspx?appsysid=9572696535564288

File Edit View Favorites Tools Help

Convert Select

Favorites MTW GMS - Grants Mana... Home Oklahoma State D... Suggested Sites http--apps.sde.state.ok.us... MTW GMS - Grants Mana... Web Slice Gallery

https://egrantsweb.sde.ok.gov/OSDEGMSWebV0...

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
2150	300	Speech pathology and Audiology Services / Professional Services	\$986.35	\$986.35	\$0.00	\$986.35	
<b>Sub-Totals:</b>			\$986.35	\$986.35	\$0.00	\$986.35	
5400 / 900 Indirect Costs Approved Rate 2.1800 % Derived Rate 0 %			\$0.00	\$0.00	\$0.00	\$0.00	
<b>Totals:</b>			\$986.35	\$986.35	\$0.00	\$986.35	

Expenditure Period End Date 6/30/2014

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

Save Comment

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$986.35		
Approved Budget	\$986.35	Preschool	\$986.35
Amount Paid To Date	\$986.35	Total	\$986.35
Expenses To Date	\$986.35		
Balance Due LEA	\$0.00		
Funds on Hand	\$0.00		
Carryover Amount	\$0.00		

Final Expenditure

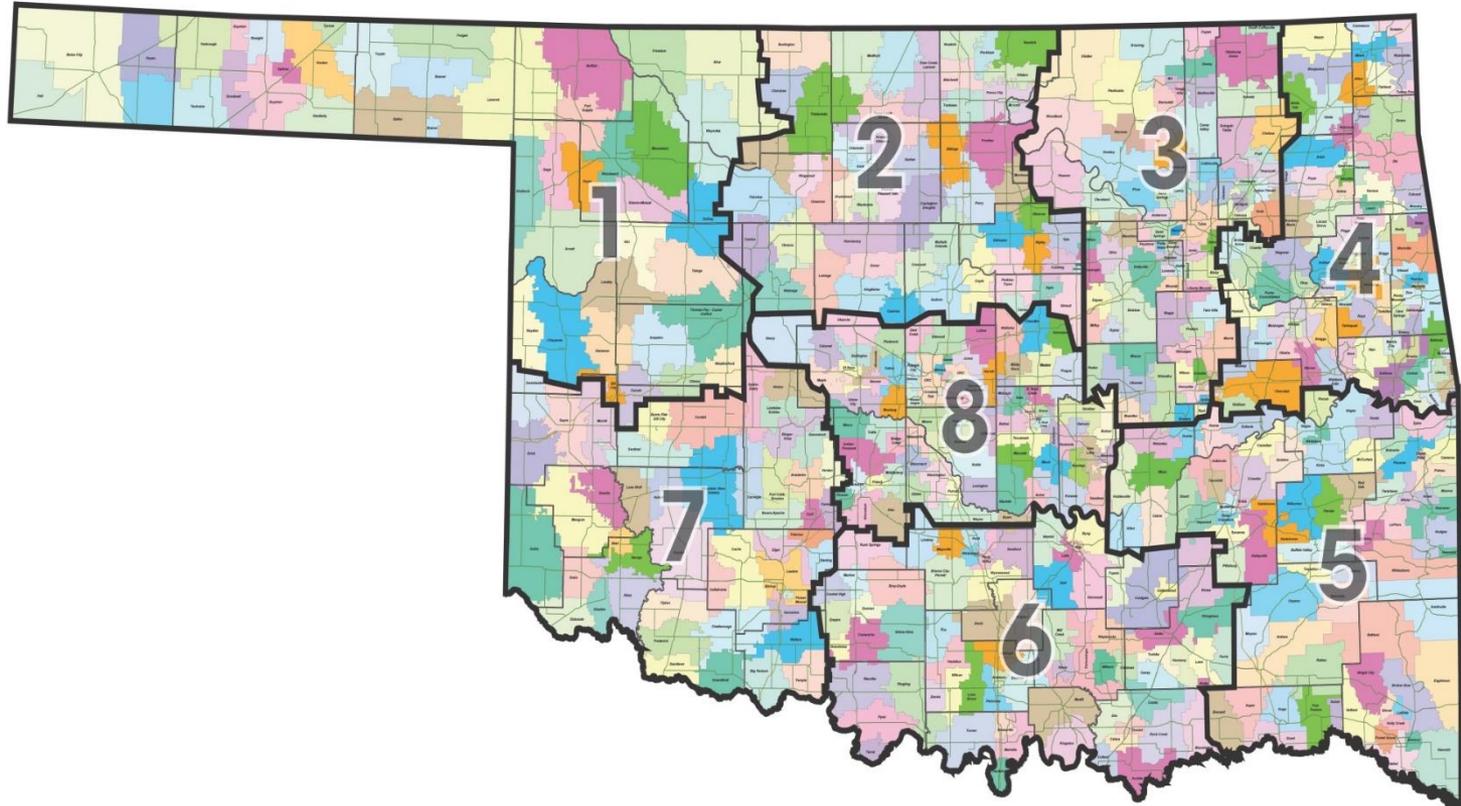
Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) in size and the file name should not include special characters (i.e., #, \$, %, etc). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

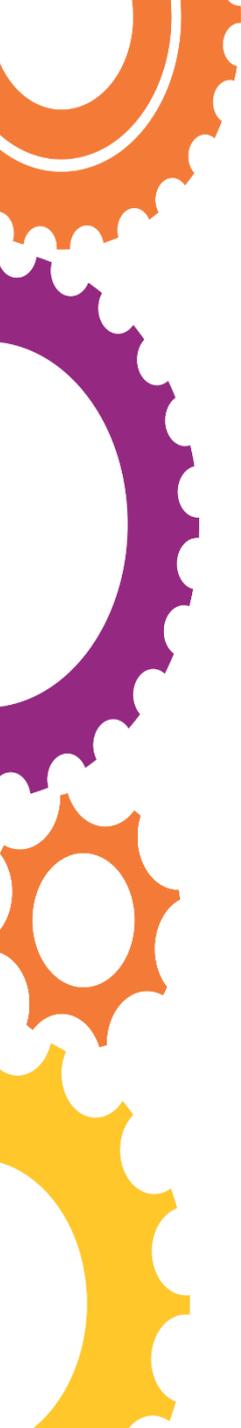
Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by OSDE that this is required.

Done Local intranet | Protected Mode: Off 100%

# Compliance, Data and Finance (CDF) regions





# **Maintenance of Effort (MOE)**



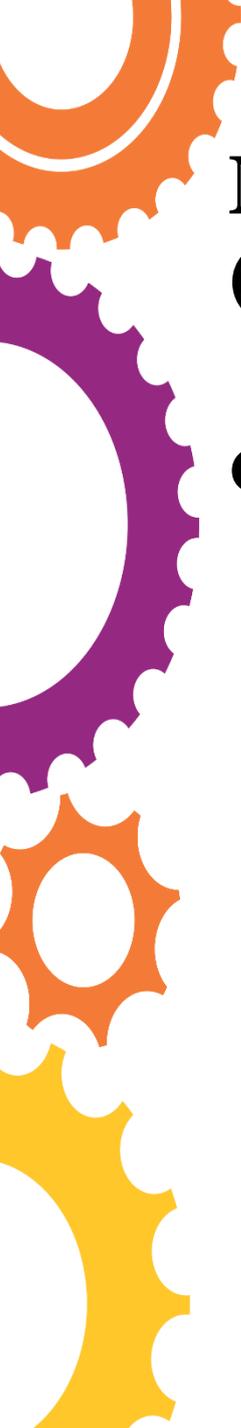
# Maintenance of Effort (MOE) (34 CFR § 300.202)

Must maintain **100%** of the level of expenditures from state or local funds spent on special education and related services.

## **Example:**

If a district expended \$10,000.00 last year, the district must expend an amount  $\geq$  \$10,000.00 this year in order to meet MOE.

$$2015 \geq 2014$$



# **Maintenance of Effort (MOE)** **(34 CFR § 300.204)**

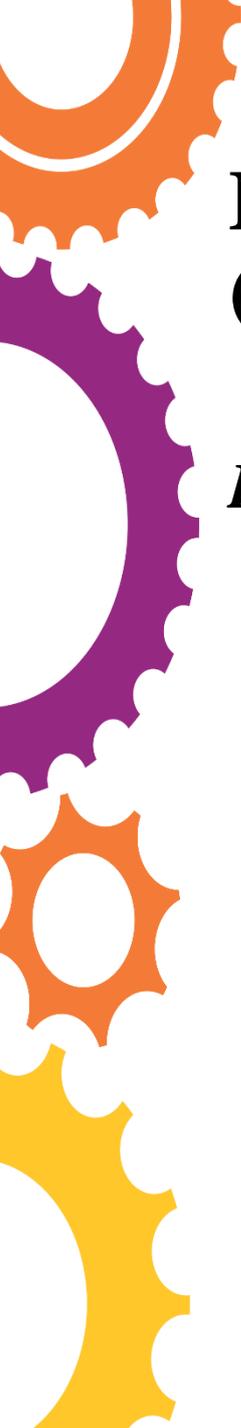
## **Calculation is based on:**

- The total expenditures of the LEA for special education and related services;
- The per capita amount spent on children receiving special education services; or
- If both total amount and per capita amount decreased in the second (i.e., subsequent) year, the LEA has failed to meet the MOE requirement.



## **Maintenance of Effort (MOE) (34 CFR § 300.204)**

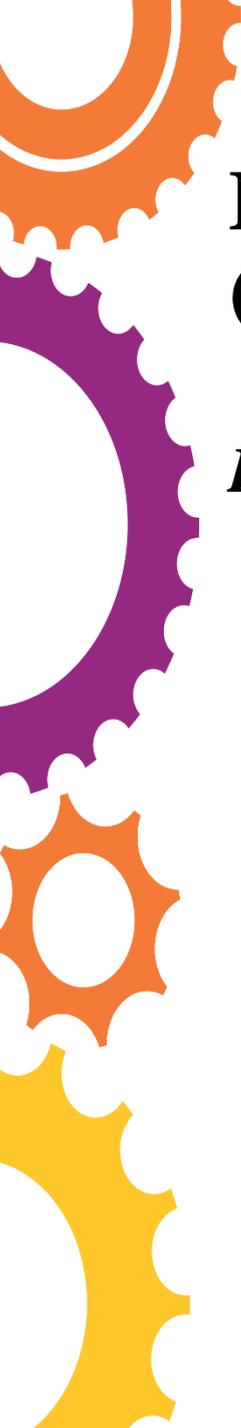
If an LEA receives notification that the MOE requirement has not been met, an opportunity will be provided for the LEA to submit documentation of allowable exceptions under 34 CFR § 300.204.



# Maintenance of Effort (MOE) (34 CFR § 300.204)

## *Exceptions:*

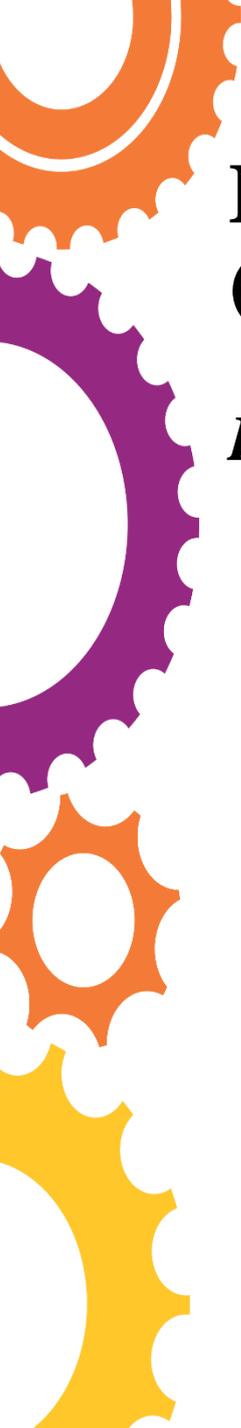
- Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel;
- A decrease in the enrollment of children with disabilities;



# Maintenance of Effort (MOE) (34 CFR § 300.204)

## *Exceptions (cont.)*

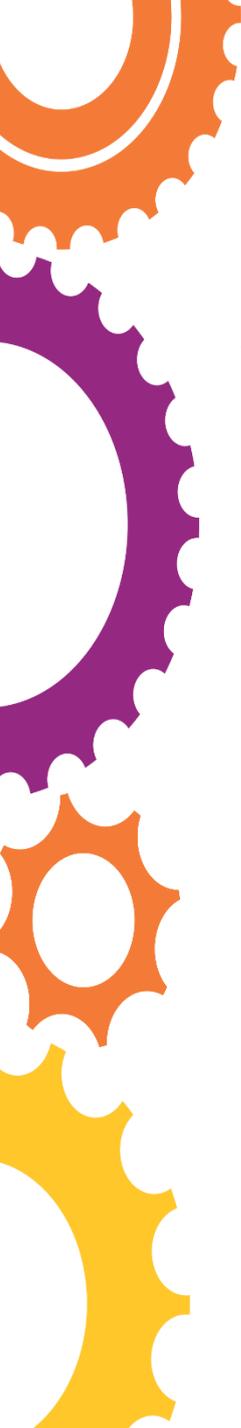
- Termination of obligation to an agency providing a special education program for children with disabilities for an exceptionally costly program; as determined by SEA, because:
  - Child has left the jurisdiction of the agency;
  - Child has reached the age at which the obligation of the agency to provide Free Appropriate Public Education has terminated; or
  - No longer needs the program of special education



# Maintenance of Effort (MOE) (34 CFR § 300.204)

## *Exceptions (cont.)*

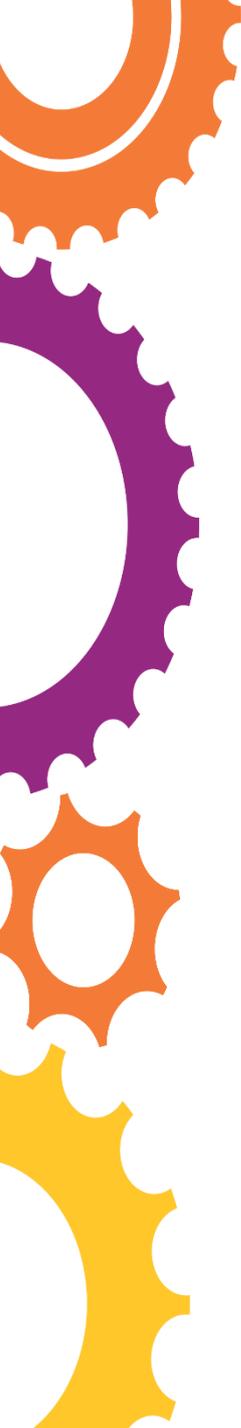
- The termination of costly expenditures for the long-term purchases, such as the acquisition of equipment or the construction of school facilities; or
- The assumption of cost by the high cost fund operated by the SEA under § 300.704 (c).
- ***NO EXCEPTIONS FOR MISCODING***



# Maintenance of Effort

## *Procedure for tracking MOE (subsequent year)*

- OSDE-SES will:
  - ***Receive*** list of LEA's failing to meet MOE;
  - ***Contact*** LEA's failing to meet MOE and request documentation; and
  - ***Inform*** LEA's of MOE status
- For Local Education Agency (LEA) failing to meet MOE status:
  - Issue citations
  - Reduce State Aid Funding

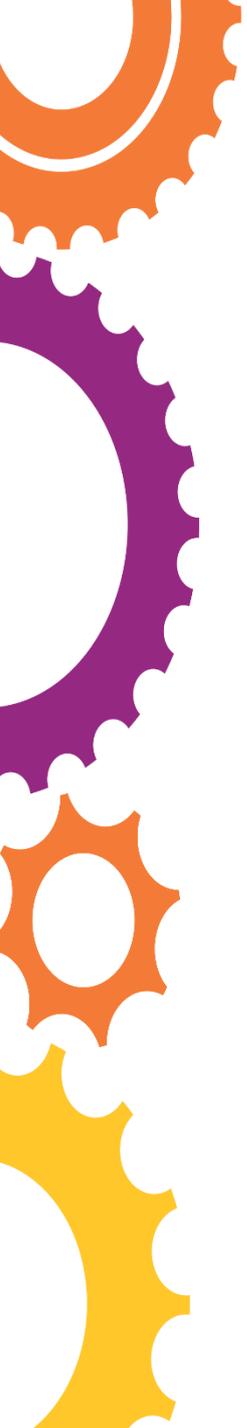


# **Interlocal Cooperatives**



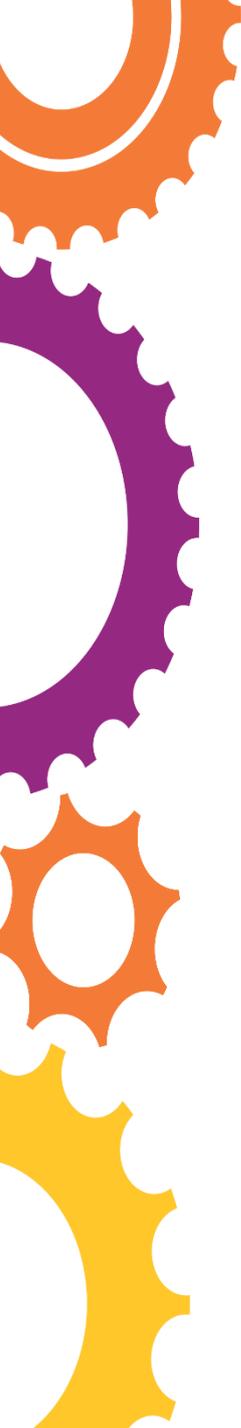
# Interlocal Cooperatives

- An **interlocal cooperative** is an agreement entered into by the boards of education of two or more LEA's authorized under Section 5-117.
- Districts enter into **interlocal cooperative** agreements to:
  - Join services for (duties, activities, obligations or other responsibilities) required by law; or
  - Join services for buying pools and purchasing cooperatives.



# **Time and Effort**

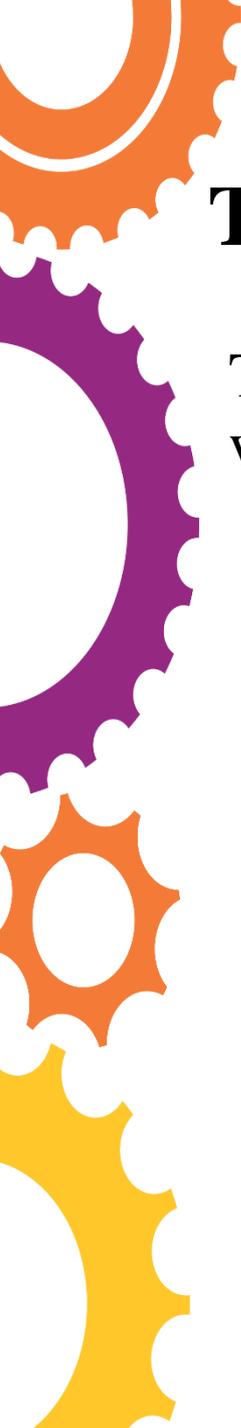




# Time and Effort

Federal regulation requires that any salaries and benefits charged to a federal award(s) must be documented in *writing*.

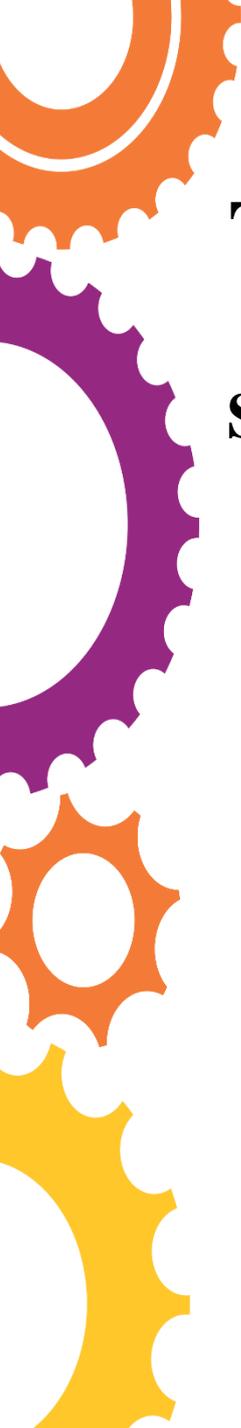
- Reflect *actual time spent on activities; and*
- Documentation is *signed by the employee and the employee's supervisor.*



## **Time and Effort (cont.)**

Time and effort reports should be prepared for any staff with salary and benefits that are charged:

- Directly to a federal award;
- Directly to multiple federal awards; and
- Directly to any combination of a federal award, and other federal, State, or local fund sources.



# Time and Effort

## Single Cost Objectives:

- A single work activity that may be funded by one or more fund sources:
  - Semi-annual time and effort documentation is made in arrears.

Semiannual Certification

Date: \_\_\_\_\_ **Federal Staff Certification**

This is to certify that the following individuals have worked **100%** of their time during the last six months under the cost objective identified below.

First Name	Last Name	Grant	Position	School	Signature
Ima	Worker	IDEA	Co-Teacher	Kimery M.S.	_____
Happy	Camper	IDEA	Resource Teacher	Benton High	_____
Ura	Tutor	Title I	Paraprofessional	Eccard Junior High	_____

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE**



# Time and Effort

## Multiple Cost Objectives:

- Employees with more than one responsibility or are paid with different funds
- Must reflect an after-the-fact distribution of the actual activity of each employee
- Must account for the total activity for which each employee is compensated
- Must be prepared at least monthly and coincide with one or more pay period
- Must be signed by the supervisor and employee



# Multiple Cost Objective Employee Personnel Activity Report

## Marilynville School District Personnel Activity Report

Employee: Chris Eccard

Title: Psychologist

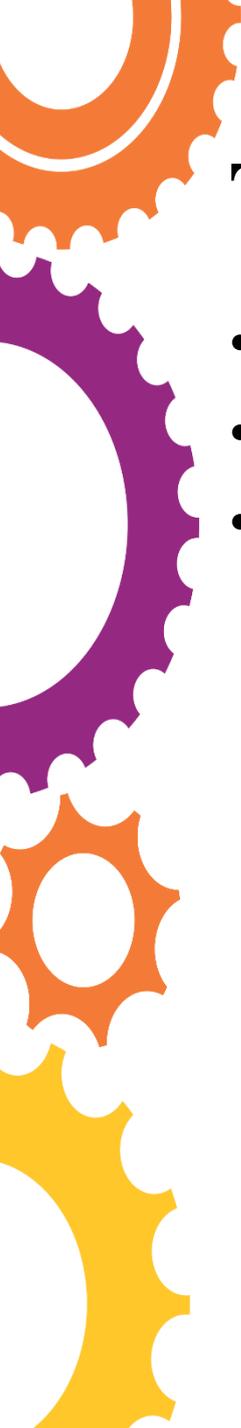
Reporting Period: April 1-30, 2014

Fiscal Year: 2014

Cost Objective	Program	Distribution of Time	Number of Hours of Time
Special Education	IDEA Flow-Through	15%	26.5
Special Education	Non-Federal Activities	70%	123
Regular Education	Non-Federal Activities	15%	26.5
Indirect Time	Vacation/Sick Leave	<u>0%</u>	<u>0</u>
	Totals:	100%	176

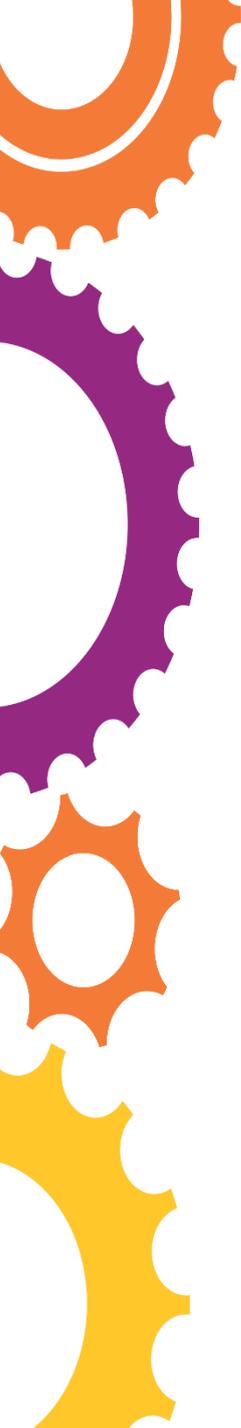
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sample**



# Time and Effort

- Guidance
- OMB Circular A-87. Attachment B, Section 11h
- <http://ok.gov/sde/finance>



# **High Need Children**

Tier I and Tier II





# High Need Children

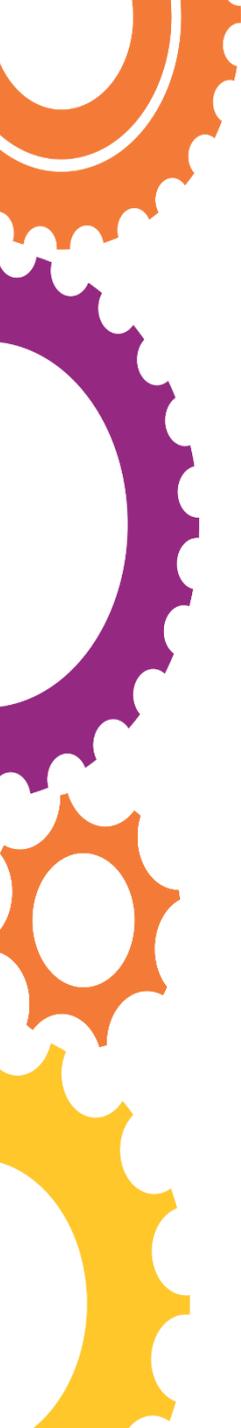
## Tier I (Project 626)

- Out-of-state residential placements
- Prior OSDE approval required

## Tier II (Project 627)

Applicants must meet the following qualifications:

- At least 3 times the average per pupil expenditure in Oklahoma;
- At least 10% of the LEA'S FY2014 flowthrough allocation (for all high need children); and
- OSDE will award based on available funds.

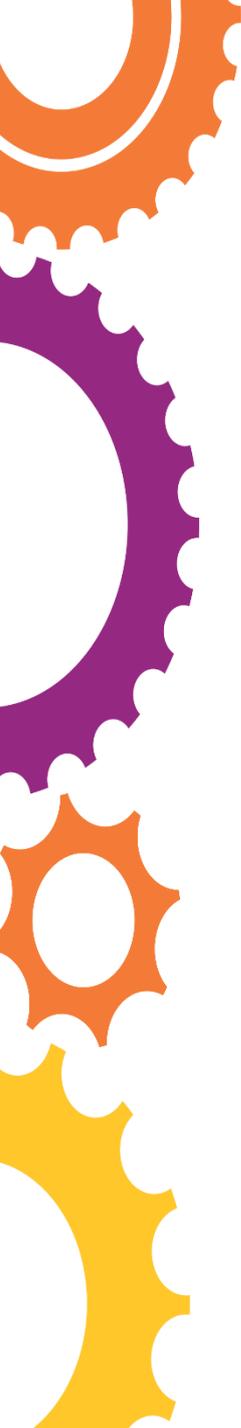


**Lindsey Nicole Henry  
Scholarship (LNHS) for  
Students with Disabilities**



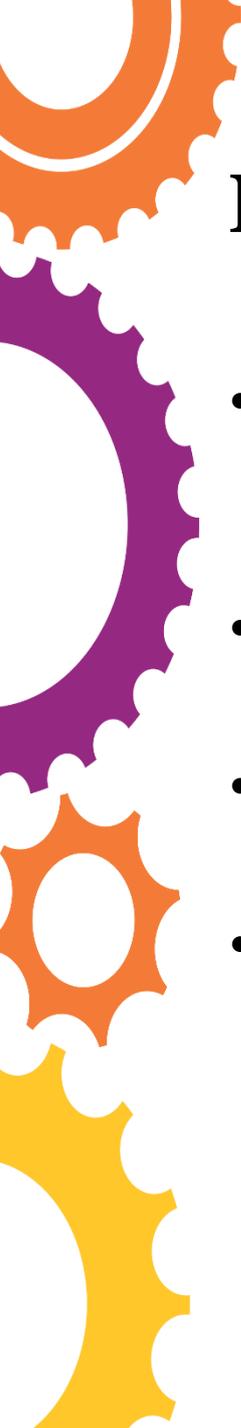
# Lindsey Nicole Henry Scholarship

- The Lindsey Nicole Henry (LNH) Scholarship Act (70 O.S. § 13-102.2) law became effective August 26, 2011.
- The Act created a scholarship for students with IEP's to use at private schools accredited by the State Board of Education or another accrediting association approved by the State Board of Education.



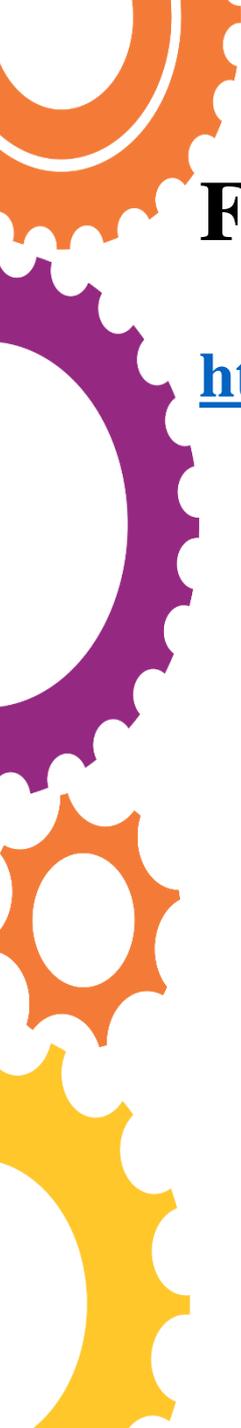
# **Lindsey Nicole Henry Scholarship**

This gives the parent/guardian of a public school student with a disability the option to have the LNH scholarship awarded for the child to attend a private school if specific conditions are met.



# Lindsey Nicole Henry Scholarship

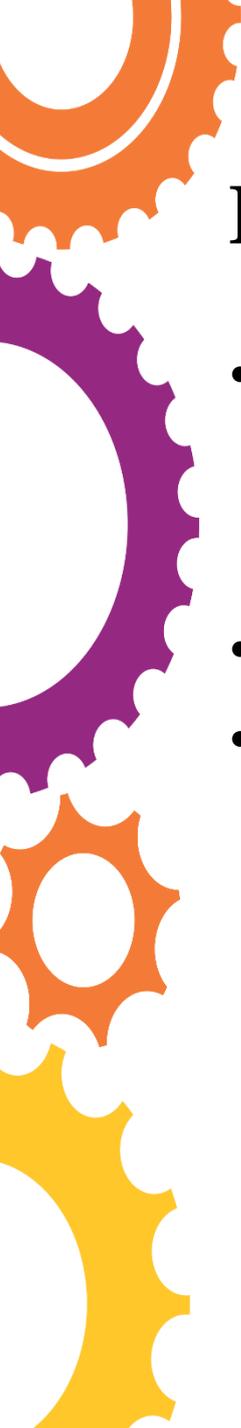
- Students who were enrolled in a public school the preceding year with an IEP and were counted at the public school for funding purposes are eligible;
- Private schools must be accredited by the State Board of Education;
- Parents must complete the application process with the OSDE by December 1 of the school year considered; and
- Public schools must notify parent annually of this option.



# Finance Resources

<http://ok.gov/sde/finance>

- Due Dates for Financial Activities
- Special Education Funding Manual
- Maintenance of Effort
- Time and Effort
- High Need Student Application
- Memorandums and Presentations



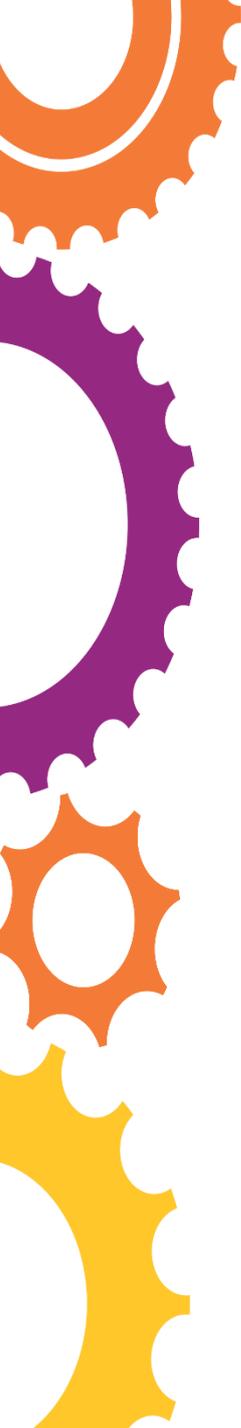
# Finance Due Dates

- Assurances and the *LEA Implementation Agreement*
  - Opens First Friday of May (5/5/16)
  - Due by the last Friday in June (6/24/16)
- Tier I-Out-of state Residential Applications
- Tier II-High Needs Application
  - Due Fourth Friday of July (7/22/16)



## **Finance Due Dates (cont.)**

- Expenditure Reports
  - Due August 1, 2016 (Monday)
- District Close Out to prepare for FY2016 IDEA Part B budget
  - Due August 26, 2016 (Friday)
- Submission of completed Lindsey Nicole Henry Scholarship Application
  - Due December 1, 2015 (Tuesday)



# **Data Compliance**

**Child Count  
October 1, 2015**





# Data Collection

## *Child Count*

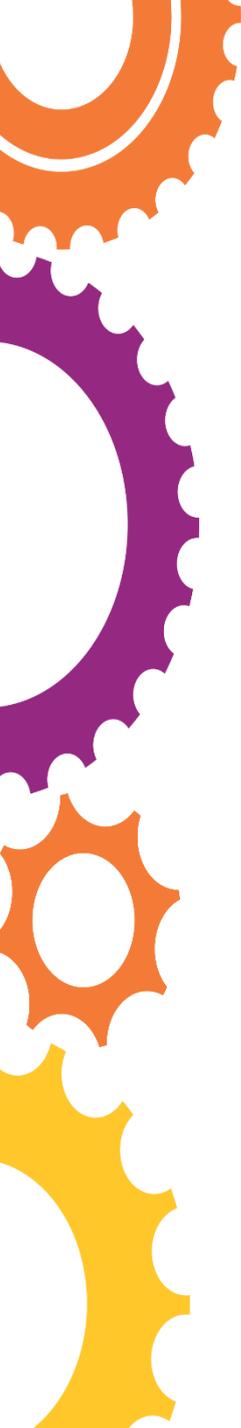
- Point in time
- October 1<sup>st</sup>
- Snapshot of a school day
- Collected in October by the districts
- Must be entered into OK EdPlan

## *End of the Year*

- Period of time
- Events and activities throughout the school year
- Collected at end of school year by the districts

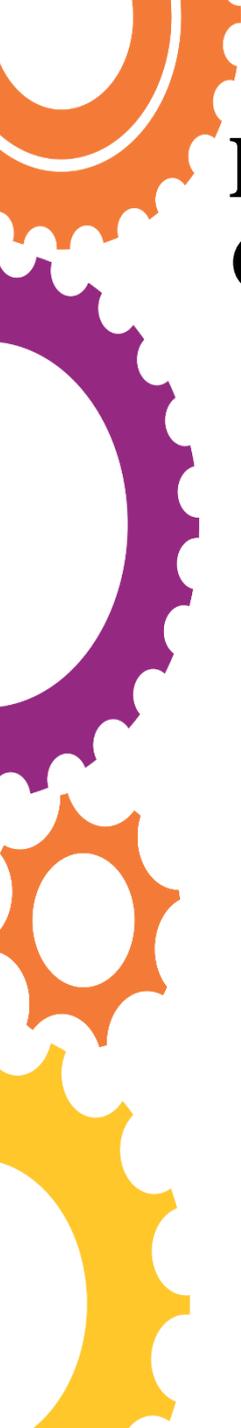


**Child Count will be submitted  
through the OK EdPlan System**



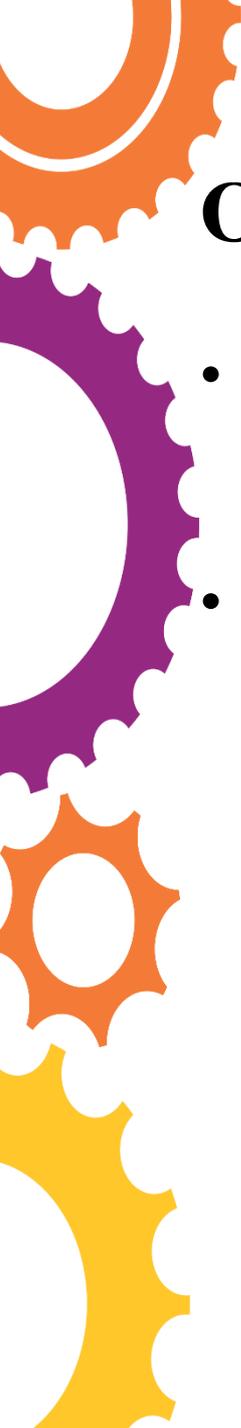
# Districts that Uploaded the Compliance Data

- All the student eligibility information has been captured.
- Any new eligibility or IEPs created after July, 1 2015, will need to be entered into OK EdPlan.



# Districts that did not Upload the Compliance Data

All eligibility information must be entered into OK EdPlan so we know the student is eligible for special education services.



# Oklahoma's General Supervision System

- States have a responsibility to monitor the implementation of the Individuals with Disabilities Education Improvement Act (IDEA).
- This system is designed to:
  - Ensure compliance with federal and state regulations; and
  - Improve services and results for students with disabilities.



# Integrated Monitoring System

- The OSDE-SES will monitor every LEA in the State each year using the data available for each of the indicators identified in the State Performance Plan. (i.e., Child Count and Data/End of Year Report); and
- The OSDE-SES must account for all instances of noncompliance.



# Tiered Compliance Activities

## 1. District Determinations

The OSDE-SES will determine if each LEA:

- Meets Requirements;
- Needs Assistance; or
- Needs Intervention.

## 2. Engage and Development (ED) Review

- Collaborative activity between the OSDE-SES and LEAs supporting Oklahoma's State Systemic Improvement Plan (SSIP).

## 3. Selective Review

- Information provided to the OSDE-SES regarding LEAs implementation of the IDEA. May include a comprehensive on-site monitoring, technical assistance, referral to available resources, etc.

# Levels of Determination

- Engage and Development Review

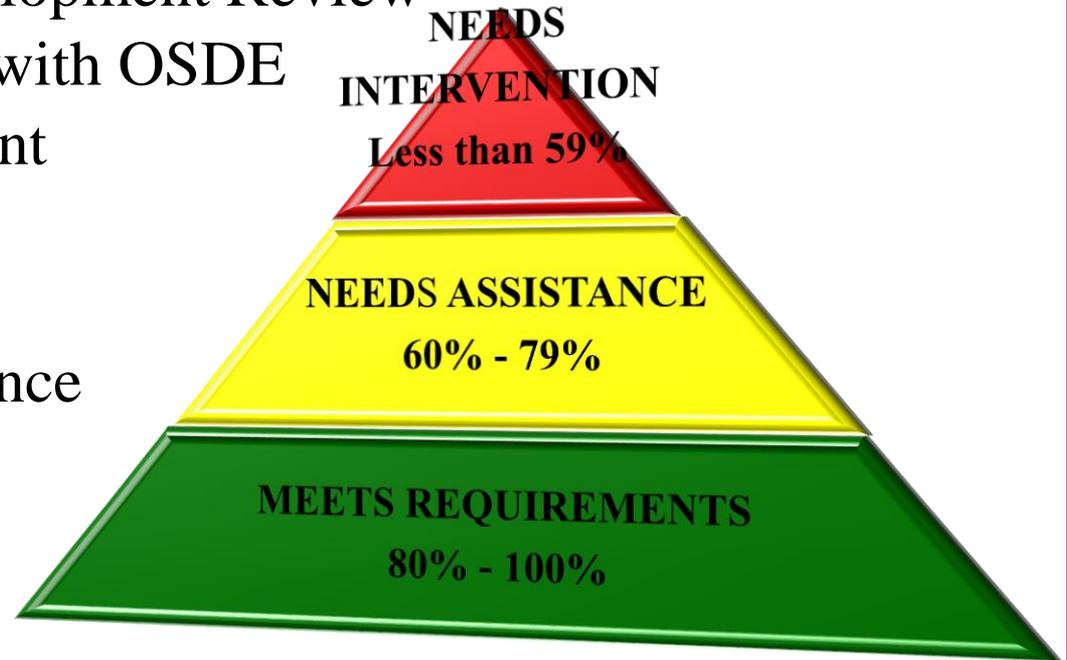
- Collaboration with OSDE
- Self-Assessment
- On-site Visit
- CAP

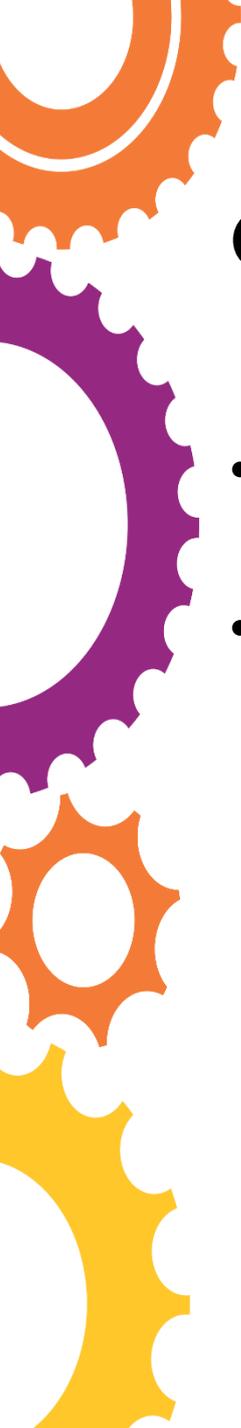
- Technical Assistance

- Resources
- PD

- Conditional Activities\*

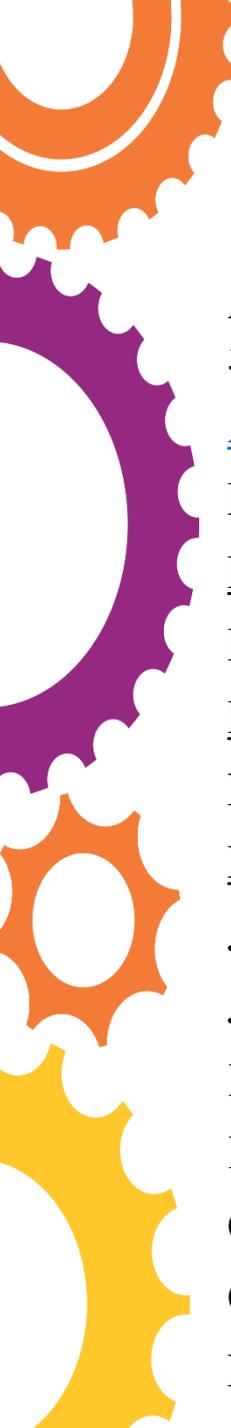
\*Targets set by OSEP for Compliance Indicators 9, 10, 11, 12 and 13 will be reviewed annually by the OSDE-SES, and LEAs not meeting those targets will be notified in writing. Self-assessment and Improvement Plan activities may be required.





# **Compliance, Data, Finance (CDF) Team**

- CDF team members are assigned to districts by region so team members can personally assist you.
- Please contact team members directly with any questions or concerns and we will be glad to assist you.



# Contact Information

## *Compliance, Data, & Finance (CDF)*

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