

Guidance to Complete the LEA MOE Calculator for the 2017-18 Eligibility Standard

With the recent release of the LEA MOE Calculator, all LEA's are now required to submit their LEA MOE Calculator to meet the Eligibility Standard.

LEAs **MUST NOT** submit their LEA MOE Calculator for 2017-18 Eligibility Standard until their 2013-16 LEA MOE Compliance Calculator has been approved by NYSED. LEAs are notified by e-mail once their LEA MOE Calculator submission is approved. The reason for this requirement is that the determination if a LEA meets the 2017-18 Eligibility Standard is based on their 2013-16 Compliance Standard information.

To complete the LEA MOE Calculator for the 2017-18 Eligibility Standard please complete the following information.

Information that **MUST** be Completed

- 1) **TAB 9. 16-17 MOE** – Cell B1 is a drop-down box. Please make sure to select Eligibility.
- 2) **TAB 12. 17-18 MOE** – Cell B1 is a drop-down box. Please make sure to select Eligibility.
- 3) **TAB 8. 16-17 Amounts - Cell B1** – LEAs must include a 2016-17 Projected Child Count in Cell B1. LEAs report their Student with Disabilities count as part of their BEDS Day submission. The 2016-17 Projected Child Count information is needed to determine if a LEA has met MOE for the 2017-18 year, so if this information is not provided then on **TAB 4-Multi-Year MOE Summary** the MOE Result will state #Value!, which is an error.
- 4) **TAB 11. 17-18 Amounts** - Please make sure to complete the information for Eligibility.
 - Cell B1 -LEA inputs their Projected Child Count.
 - Cells A5-E5 thru A29-E29 is where a LEA includes a description and a budgeted amount for the 2017-18 period.
- 5) **TAB 13. 17-18 Exc & Adj.** - If a LEA has any allowable Exception(s) and/or Adjustment please complete the information as applicable. Please note the Eligibility Standard is located in Columns A-F. Do not complete any information for the Compliance Standard located in columns H-M.

Information that MAY be Completed

Although 2016-17 Eligibility was not determined for LEAs using the Calculator, there is 2016-17 information that a LEA would need to complete for the following reasons.

- 1) If a LEA inputs information for Exception (b) on **TAB 13. 17-18 Exc. & Adj.** – for a decrease in the enrollment of children with disabilities then for that calculation to work the LEA must complete the following information:
 - **Tab 8 16-17 Amounts – Starting with Cell A5.** LEA must complete their projected 2016-17 expenditures for both Local and State. The level of detail of these numbers is at the LEA’s discretion. A one line summary total in Cells D5 & E5 is sufficient for this purpose or a LEA can provide more detail by Object Description for Lines 5-29.
- 2) If a LEA projected any Exceptions or Adjustments for the 2016-17 year then the LEA must complete the following information:
 - **Tab 10. 16-17 Exc & Adj.** Please make sure to complete the information in Columns A-F because that is the portion of the worksheet for the Eligibility Standard.



If a LEA does input information in **Tab 8. 16-17 Amounts** then this information is reflected on **Tab 4. Multi-Year MOE Summary** of the Calculator will determine if the LEA Met MOE for the Eligibility Standard for 2016-17 for any of the methods that data were provided. Please note that NYSED will not review or approve the 2016-17 Eligibility Standard information submitted since it has already been determined that all LEAs met 2016-17 Eligibility from our 2016-17 grant application process. If any or all the method(s) say **Did Not Meet** that is acceptable.



Eligibility for MOE is determined by comparing the numbers to the last year for each method that **Met MOE** or **Met MOE with Exceptions or Adjustments** using the Compliance Standard (Expenditures). If a LEA includes information in **Tab 8. 16-17 Amounts** then this information is reflected on **Tab 4. Multi-Year MOE Summary** of the Calculator. The numbers in the 2016-17 Eligibility Standard have no effect on the determining 2017-18 Eligibility Standard.

After you have completed all the information for your LEA please review tabs **TAB 12. 17-18 MOE** and **TAB 4. Multi-Year MOE Summary** to make sure your LEA has met MOE.

NYSED strongly recommends that a LEA completes all the information for each four methods to meet MOE, but a LEA only needs to meet MOE for one method to comply with the requirement.

Once completed, please submit your LEA MOE Calculator to idea@nysed.gov. In the subject line please write **2017-18 MOE Eligibility** and your “**LEA NAME**”.

For guidance on the LEA MOE Calculator and other MOE Guidance, please visit the [IDEA grant application guidance](#), Memorandum on [MOE regulations](#), and the [Electronic Code of Federal Regulations](#).