

Guidance to Complete the LEA MOE Calculator for the 2018-19 Eligibility Standard

LEAs **MUST NOT** submit their LEA MOE Calculator for 2018-19 Eligibility Standard until their 2013-16 LEA MOE Compliance Calculator, 2017-18 Eligibility Standard Calculator, and 2016-17 Compliance Calculator have 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 2018-19 Eligibility Standard is based on previous year information.

To complete the LEA MOE Calculator for the **2018-19 Eligibility Standard** please complete/review the following TABS.

- 1) **TAB 12. 17-18 MOE** – Cell B1 is a drop-down box. Please make it states Eligibility.
- 2) **TAB 15. 18-19 MOE** – Cell B1 is a drop-down box. Please make sure to select Eligibility.
- 3) **TAB 14. 18-19 Amounts** - Please make sure to complete the information for Eligibility.
 - Cell B1 -LEA inputs their Projected Child Count. This is the number of students with disabilities your LEA plans to provide special education and relates services according to an IEP or service plan in place.
 - Cells A5-E5 thru A29-E29 is where a LEA includes a description and a budgeted amount for the 2018-19 period.

Important Guidance: For LEA's that need assistance to complete the expenditure information please contact Questar III BOCES – State Aid and Financial Planning. Questar III has an Excel worksheet and guidance information that will help LEAs complete the expenditure information.

To contact Questar III please click link below:

<https://www.questar.org/services/financial/state-aid-financial-planning/contact-us/>

Information that MAY be Completed

- 1) **TAB 16. 18-19 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 in Columns A-F. Do not complete any information for the Compliance Standard located in columns H-M.

After you have completed all the information for your LEA please review tabs **TAB 15. 18-19 MOE** and **TAB 4. Multi-Year MOE Summary** to make sure your LEA has met MOE.

NYSED strongly recommends that an 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 idea@nysed.gov. In the subject line please write **2018-19 MOE Eligibility** and your **“LEA NAME”**.