

MOE Expenditure Quick Reference

Where to find the MOE Spreadsheet

- In CCIP, change the Fiscal Year to 2022
- Open the IDEA grant
- Go to the Maintenance of Effort Expenditure page
- Click on the Document Link for the spreadsheet uploaded last year
- Save the downloaded form
- Contact your Fiscal Consultant if you have any problems or questions

How to Complete the MOE Spreadsheet

Do not change any information entered on Tabs 3a, 3b, 5, and 6. Last year's MOE has been verified and submitted to OSEP.

- Tab 8 Year 2 Amounts
 - Right hand side "Compliance Standard-State Fiscal Year 2022- LEA Effort-Final Expenditures"
 - Enter the December Child Count number for the MOE Expenditure tab in the 2023 IDEA grant
 - Enter the PRC Code if the PRC is an EC PRC (example PRC 032, PRC 063, PRC 029) and the amount of local and / or state expenditures
 - For all other expenditures enter the Purpose Code (example 5210, 5240, 6200) and the amount of local and / or state expenditures
- Tab 9 Year 2 Exc & Adj
 - If you have exceptions, enter the information on the right hand side "Compliance Standard-Exceptions to MOE ..."
 - For Exception a: voluntary departure do not enter the name of the staff member
 - Exception b: A decrease in the enrollment of children with disabilities will automatically populate if there was a decrease
 - The form will automatically calculate the exceptions to determine if the PSU met MOE utilizes the exceptions. The final MOE expenditures with exceptions can be found on **Tab 4 Multi-Year MOE Summary**
- Tab 4 Multi-Year MOE Summary
 - The information automatically populates from the completed expenditure and exceptions tabs
 - If a least one of the four methods is green the PSU has met MOE in the green methods
 - The exception to this is if the PSU does not have any local expenditures, the box will be green but does not mean that MOE was met
 - If all boxes are red, the PSU has not met MOE and should contact the Fiscal Consultant

How to enter the MOE Data in CCIP

- Open the 2023 IDEA grant
- Go to the Maintenance of Effort – Expenditures page
- Enter the Total State & Local Expenditures and the Total Local Expenditures into the table
- The Per Child will automatically calculate

- If the PSU utilized Exceptions to meet MOE, enter the information from Tab 9 into the corresponding boxes
- If the PSU utilized Adjustment, enter the from Tab 9 into the corresponding boxes
- Use the Upload New link to upload the completed MOE spreadsheet
- If the PSU used Exceptions and/or Adjustments, the letter from the Superintendent to Sherry Thomas can be uploaded using the Upload New link