



District of Columbia
Office of the State Superintendent of Education

IDEA PART B PHASE I APPLICATION

Maintenance of Effort Eligibility Guide

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Purpose

The purpose of this guide is to assist local education agencies (LEAs) in accurately completing the MOE eligibility section of the **Individuals with Disabilities Education Act (IDEA) Part B Phase I** grant application. It provides step-by-step instructions to ensure that LEAs understand the requirements and can demonstrate their eligibility to receive federal funding under IDEA Part B.

Maintenance of Effort Overview

MOE eligibility is determined based on either total local funds or per capita spending on special education. An LEA must budget at least the same amount from local funds for the education of children with disabilities as it spent from the same source in the most recent fiscal year for which it met the MOE compliance requirements. To be eligible for an IDEA Part B grant, an LEA must meet MOE eligibility.

Steps to Determine MOE Eligibility

In the IDEA Part B Phase I Application, under the “Maintenance of Effort Eligibility” tab, complete the steps under the “Maintenance of Effort (MOE) Eligibility Standard” section.

Maintenance of Effort Eligibility Standard Tab

LEAs must complete the following section for the two methods used to determine MOE eligibility: total local funds and per capita amount of local funds.

An LEA must meet the MOE eligibility standard by either method to receive IDEA Part B funds for the upcoming fiscal year.

1. Total Local Funds Method

LEAs must complete the section below for the two methods used to determine MOE eligibility, total local funds and per capita amount of local funds.

1. Total amount of local funds:

Current Year Local Budget (FY25)	<input type="text"/>	←	Enter your local budget or projected local budget for FY25.
Local Expenditures for the most recent year in which the LEA met MOE compliance	<input type="text"/>	←	Enter your total expenditures from your MOE compliance year; Refer to your MOE compliance reporting, if needed.
MOE met	<input type="checkbox"/>		

2. Per Capita Amount of Local Funds Method

Per capita amount of local funds (amount per child identified for special education under IDEA Part B):

For the per capita method, divide the total amount of local funds budgeted for the education of children with disabilities by the official child count that was submitted to OSSE for FY24 (SY 2023-24).

Current Year Local Budget Per Capita (FY25)

Enter your total or projected local budget for FY25 divided by the official child count for FY24.

Local Expenditures Per Capita for the most recent year in which the LEA met MOE compliance

Enter the per capita amount from your MOE compliance year; Refer to your MOE compliance reporting, if needed.

MOE met

3. Eligibility Verification

Upon clicking “save” at the bottom of the tab, the EGMS system will automatically verify if your LEA has met the MOE eligibility standard for each method. Your LEA must meet eligibility using at least one of the two methods to continue receiving IDEA Part B funds.

If your LEA is determined to not have met MOE eligibility using either method, your LEA may be eligible for an MOE obligation reduction using the allowable exceptions and allowable adjustments tabs.

Examples of Determining MOE Eligibility

See examples below of how the system determines MOE eligibility:

- If the amount budgeted for the current fiscal year meets or exceeds the amount expended in the last MOE compliant year, the system will mark that MOE was met.

LEAs must complete the section below for the two methods used to determine MOE eligibility, total local funds and per capita amount of local funds.

1. Total amount of local funds:

Current Year Local Budget (FY25)

Enter your local budget or projected local budget.

Local Expenditures for the most recent year in which the LEA met MOE compliance

Enter your total expenditures from MOE compliance year; Refer to your MOE compliance reporting, if needed.

MOE met

The LEA has demonstrated MOE eligibility using the Total local funds method.

- If the amount budgeted for the current fiscal year is less than the amount expended in the last compliant year, the system will mark that MOE was not met.

Guidance for Submitting MOE Eligibility Requirement

2. Per capita amount of local funds (amount per child identified for special education under IDEA Part B):

For the per capita method, divide the total amount of local funds budgeted for the education of children with disabilities by the official child count that was submitted to OSSE for FY24 (SY 2023-24).

Current Year Local Budget Per Capita (FY25) ← Enter your local budget or projected local budget.

Local Expenditures Per Capita for the most recent year in which the LEA met MOE compliance ← Enter your total expenditures from MOE compliance year; Refer to your MOE compliance reporting, if needed.

MOE met No Yes

The LEA has **not** demonstrated MOE eligibility using the per capita method.

Exceptions and Adjustments

If after the LEA performs the above calculations, the system states that the LEA is not in accordance with the MOE Eligibility standard either by using Total Local Funds or Per Capita, the LEA can review to see if it meets certain exceptions or is eligible to make certain adjustments. These exceptions and adjustment would potentially allow the LEA to still meet the MOE Eligibility standard.

Allowable Exceptions Tab

Your LEA may reduce its MOE obligation if any of the following four allowable exceptions apply. To request an MOE reduction under an allowable exception, please follow these steps:

1. **Select an Option:** Choose an applicable exception from the list below.

- Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel. (This does not refer to a reduction in workforce or downsizing).
- Decrease in the enrollment of children with disabilities.
- The termination of the obligation of the agency, consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child
 - o Has left the LEA;
 - o Has reached the age at which the obligation of the agency to provide FAPE to the child has terminated; or
 - o No longer needs the program of special education.
- The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

Check the box next to the exception applicable to your LEA.

2. **Upload Documentation:** Provide documentation supporting the chosen exception(s) and describe the support evidence.

Guidance for Submitting MOE Eligibility Requirement

Please provide documentation to support any applicable allowable exceptions for your LEA and describe the supporting evidence in the text box below. OSSE will review your documentation and contact you directly.

(0 of 5000 maximum characters used)

Choose File No file chosen

UPLOAD

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3. [Complete the MOE Reduction Calculator Tool](#): Complete the tab(s) that correspond to your LEA's allowable exception. For instance, if your LEA is applying for an exception due to the departure of special education staff, fill out the "Voluntary Departure" tab.

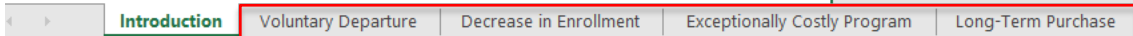


Maintenance of Effort (MOE) Reduction Calculator Workbook

For the purposes of establishing a local education agency's (LEA's) eligibility for an IDEA Part B award for a fiscal year, the Office of the State Superintendent of Education (OSSE) must determine that the LEA budgets, for the education of children with disabilities, at least the same amount from local funds as the LEA spent from the same source for the most recent fiscal year for which the LEA met maintenance of effort (MOE) compliance.

If an LEA fails to meet MOE eligibility by either the total expenditure standard or the per capita standard, the LEA can apply for allowable exceptions and/or an allowable adjustment. To apply for an allowable exception, the LEA must complete the following steps:

1. Complete the "Allowable Exceptions" tab under the "Maintenance of Effort Eligibility" tab in the IDEA Phase I Assurances application located in the Enterprise Grants Management System (EGMS).
2. Complete the MOE Calculator workbook.



4. **Submit**: Upload a copy of the completed MOE Reduction Calculator tool.

Choose File No file chosen

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SAVE PAGE

5. Click "save page."

OSSE will review the submitted documentation and will contact your LEA directly with the approval decision for the MOE reduction.

Examples of Allowable Exceptions

Example A:

A veteran teacher with a salary of \$125,000 has retired and is replaced by a first-year educator with a salary of \$75,000. In this instance, the LEA can reduce its required level of effort by \$50,000, noting the transition of staff as an exception.

Supporting documentation may include a resignation letter from the departed teacher.

Example B:

An LEA has a one-time cost of purchasing equipment **for** a student with a disability amounting to \$100,000. If the equipment is no longer needed or the student is no longer enrolled, the LEA can reduce its MOE obligation by the cost of the equipment. Supporting documentation could include purchase receipts or proof of the student's departure.

By following these guidelines and providing the necessary documentation, your LEA can properly request an MOE reduction.

Allowable Adjustments Tab

If an LEA's IDEA 611 award in the current year is higher than in the prior year, it may reduce its MOE obligation by up to 50 percent of the amount of the increase, provided the LEA has met the following requirements:

- Has provided a Free Appropriate Public Education (FAPE) for children with disabilities;
- Has a Determination Level of "Meets Requirements" (determination levels can be found in the LEA's [Special Education Performance Report \(SEPR\)](#); and
- Has not been identified as having [significant disproportionality](#).

To request an MOE reduction under an allowable adjustment, please select the check box in this tab and click "save page."

An LEA may request an MOE reduction if it received an increase in IDEA 611 allocations from the previous year, meets requirements, maintains FAPE, and was not identified with significant disproportionality.

If your LEA would like to request an MOE reduction under allowable adjustments, please check the box below., OSSE will review your submission and contact you directly.

SAVE PAGE

OSSE will review the LEA's IDEA 611 awards for the current and prior year and determine the amount in which the LEA can reduce its LEA MOE obligation.

Guidance for Submitting MOE Eligibility Requirement

Example of allowable adjustment:

In the previous fiscal year an LEA received \$500,000 in 611 funds and in the current fiscal year the LEA received \$600,000 in 611 funds. If the LEA meets the requirements for an allowable adjustment, it can reduce its level of effort by 50 percent of the increase.

$$\$600,000 - \$500,000 = \$100,000$$

$$\$100,000 \times .50 = \$50,000$$

Considering the above adjustment, the LEA may reduce its MOE by \$50,000.

Failure to Meet Compliance

If an LEA does not meet MOE compliance and cannot qualify for any allowable exceptions, it will not be eligible to receive IDEA funds for the upcoming fiscal year.

Contact Information

For questions or assistance regarding MOE eligibility and exceptions, please contact Megan Williams at Megan.Williams@dc.gov.