

Special Education Finance Calendar

Month	Item	Action	Services Year	Submittal	Mandatory?	Guidance	Due Date
June	Part B Budget Application	Submit new year Part B Budget Application to budget IDEA Part B Section 611 and 619 funds as well as State, local, and county funds in support of the Special Education Program. LEA may not obligate IDEA Part B Section 611 and 619 funds until after substantial approval of the budget application (date the budget is submitted or July 1st, whichever is later).	2018-2019	ePeGS	Yes	Budget Application Guide	July 1
	LEA Accounting System	Ensure LEA's accounting system is set up with proper coding for the new fiscal year.	2018-2019	N/A	Yes	Missouri Financial Accounting Manual	July 1
	Federal Award Identification Information	Enter Federal Award Identification information in accounting records and/or complete the Federal Award Identification spreadsheet for the new fiscal year IDEA Part B Section 611 and 619 allocations.	2018-2019	Keep in accounting records at LEA	Yes	Federal Award Identification Spreadsheet	July 1
	LEA Written Procedures	Update LEA Written Procedures	2018-2019	Keep on file at LEA	Yes	General Federal Guidance Manual	July 1
July	Semi-Annual Certifications	Complete Semi-Annual Certifications for staff paid with Federal funds (IDEA Part B, HNF Federal, and ECSE Federal) for prior year, second semester. Certifications must be signed after the funding period by employee or supervisor.	2017-2018	Keep on file at LEA	Yes, if Federal funds are used for staff salaries/ benefits.	Time and Effort Guidance	July 1 (or after)
	Part B Payment Request	Part B Payment Request opens for current year Federal payments. May begin requesting Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	ePeGs Payment Request Deadlines	July 20
	Early Childhood Special Education (ECSE) Core Data Personnel	Ensure all ECSE staff are coded correctly in Core Data, as information will be pulled into the ECSE Final Expenditure Report (FER).	2017-2018	MOSIS	Yes	ECSE Core Data Personnel Detail	July

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August	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	August 1 & 20
	K-12 Special Education Core Data Personnel	Ensure K-12 special education staff paid with IDEA Part B Section 611 funds are coded correctly in Core Data.	2018-2019	MOSIS	Yes	K-12 Core Data Personnel Coding	October
	Annual Secretary of the Board Report (ASBR)	Submit ASBR for prior year with all special education expenditures reported under correct function and project codes.	2017-2018	ASBR	Yes		August 15
September	Part B Payment Request	Last month to submit a Part B Payment Request for the prior year.	2017-2018	ePeGS	No	NOTE: If a September Payment Request is not submitted, any remaining Federal funds due to the LEA will be paid upon approval of the prior year Part B FER.	September 1
	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	September 1 & 20
	High Need Fund (HNF) Application	Complete HNF application, if applicable. Report high need students with disabilities whose prior year educational costs exceed three times the Current Expenditure per Average Daily Attendance (ADA).	2017-2018	Email excel application to spedfunding@dese.mo.gov	No	High Need Fund Information	September 30
	Part B Final Expenditure Report (FER)	Submit Part B FER.	2017-2018	ePeGS	Yes	Final Expenditure Report Guide NOTE: Current year Part B budget application revision is needed once the Part B FER is approved if the LEA has: 1. A current year Proportionate Share calculation amount that is greater than the estimated Proportionate Share calculation amount. 2. Part B and/or Proportionate Share carryover. The 2017-18 ASBR must be submitted before the Part B FER can be submitted.	September 30

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September	MOSIS Data for Private/Parochial/Home Schooled Students	Report all private/parochial/home schooled students with disabilities aged 5-21 determined eligible and served by the LEA in the prior year in MOSIS December Student Core/Core Data Screen 11 using the educational environment of "2100-Parentally Placed Private".	2017-2018	MOSIS	Yes		September 30
October	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	October 1 & 20
	Early Childhood Special Education (ECSE) Final Expenditure Report (FER)	Submit ECSE FER.	2017-2018	ePeGS	No, but necessary for reimbursement of prior year ECSE expenditures.	ECSE Expenditure Guide NOTE: The 2017-18 ASBR must be submitted before the ECSE FER can be created.	October 15
	Public Placement Fund (PPF) Application	Complete PPF application, if applicable. Report prior year excess costs associated with educating non-domicile students, both IEP and non-IEP, placed by DFS, DMH, DYS, or a court of competent jurisdiction.	2017-2018	Email excel application to spedfunding@dese.mo.gov	No	Public Placement Fund Information	October 31
November	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	November 1 & 20
	Readers for the Blind Program (RBP) Application	Complete RBP application, if applicable. Report readers in current year for students who are legally blind.	2018-2019	Email excel application to spedfunding@dese.mo.gov	No	Readers for the Blind Program Information	November 30
	Special Education Finance Self-Assessments	Special Education Finance Self-Assessments open for LEAs in Cohort 2 to report on prior year compliance with IDEA Part B Federal finance regulations.	2017-2018	Tiered Monitoring System	Yes, for LEAs in Cohort 2.	Special Education Fiscal Monitoring Guide	January 31

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December	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	December 1 & 20
January	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	January 1 & 20
	Semi-Annual Certifications	Complete Semi-Annual Certifications for staff paid with Federal funds (IDEA Part B, HNF Federal, and ECSE Federal) for current year, first semester. Certifications must be signed after the funding period by employee or supervisor.	2018-2019	Keep on file at LEA	Yes, if Federal funds are used for staff salaries/ benefits.	Time and Effort Guidance	January 1 (or after)
	Special Education Finance Self-Assessment	LEAs in Cohort 2 submit Special Education Finance Self-Assessments.	2017-2018	Tiered Monitoring System	Yes, for LEAs in Cohort 2.	Special Education Fiscal Monitoring Guide	January 31
	Proportionate Share Carryover Release Request	Proportionate Share Carryover Release Request opens and should be submitted to release unexpended proportionate share carryover funds.	2018-2019	ePeGS	Yes, for LEAs releasing unexpended proportionate share carryover funds.	Proportionate Share Information NOTE: Current year Part B budget revision is needed once the Proportionate Share Carryover Release Request is approved.	March 1
February	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	February 1 & 20

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March	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	March 1 & 20
	Verify Data	Verify data to be used in new FY IDEA Part B Section 611 and 619 allocation calculations.	2018-2019	See SELs message	Yes	IDEA Part B Section 611 and 619 Data	See Date in SELs message
April	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to two payments each month.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	April 1 & 20
	Part B Budget Application Revision	Review current year Part B Budget Application and complete a revision if Federal funds need to be adjusted. Changes to budgeted MOE are not needed after initial budget application approval.	2018-2019	ePeGS	Yes, for LEAs that need to revise budgeted Federal amounts or with carryover funds that have not been budgeted.	Budget Application Guide NOTE: Current year Part B budget application revision is needed once the prior year Part B FER is approved if the LEA has: 1. A current year Proportionate Share calculation amount that is greater than the estimated Proportionate Share calculation amount. 2. Part B and/or Proportionate Share carryover. 3. Unspent proportionate share carryover funds to release once the Proportionate Share Carryover Release Request has been approved.	April 30
May	Part B Payment Request	May request Federal funds as soon as Part B Budget Application is approved and expenditures exist. Payment requests should include actual cumulative year-to-date expenditures up to the payment request submission date. LEAs are able to request up to 100% of total approved budgeted amount.	2018-2019	ePeGS	No, submit payment requests as needed.	Payment Request Guide	May 1 & 20
	Readers for the Blind Program Application Documentation	LEAs that submitted RBP applications must submit documentation to verify reading serviced provided during the school year.	2018-2019	Email documentation to: spedfunding@dese.mo.gov	Yes, for LEAs that submitted RBP applications.	Readers for the Blind Program Information	May 15