

VIRGINIA DEPARTMENT OF EDUCATION

Individuals with Disabilities Education Act (IDEA)

Maintenance of Effort (MOE)

IDEA MOE Application User's Manual

This user's manual is provided to help divisions with entering information into the Virginia Department of Education's (VDOE) Individuals with Disabilities Education Act maintenance of effort (IDEA MOE) Web-based application. Information entered into the application will be used to assist the VDOE with determining whether the division has met its IDEA maintenance of effort requirement. This requirement is for school divisions to spend at least the same amount of local or local plus state dollars for the current school year on the delivery of special education and related services, as were spent the previous year.

The MOE tests and a review of any possible allowable exceptions will be conducted using the new IDEA MOE Web-based application. Please refer to Attachment A for regulatory guidance and the process which the VDOE will use to determine whether a division has met its IDEA MOE requirement. The information below is intended to assist the user with navigating through and entering information into the IDEA MOE Web-based application.

Accessing and Using the Application

The IDEA MOE application can be accessed through the VDOE Single Sign-on for Web Systems (SSWS) portal. If the IDEA MOE application is not available within the user's menu, the school division's local SSWS administrator should be contacted to obtain access rights. Additionally, the local SSWS administrator should also be contacted to assist the user with obtaining an SSWS log-in ID and password. The following URL address can be used to access the VDOE home page: <http://www.doe.virginia.gov/>.

- Figure 1 displays the VDOE home page. The IDEA MOE application can be accessed by clicking the SSWS link on the right side of the VDOE home page.



Figure -1-

- Figure 2 displays the SSWS login screen. The person responsible for entering and submitting the IDEA MOE information must have a log-in ID and password. The division's local SSWS administrator should be contacted to obtain an SSWS log-in ID and password.

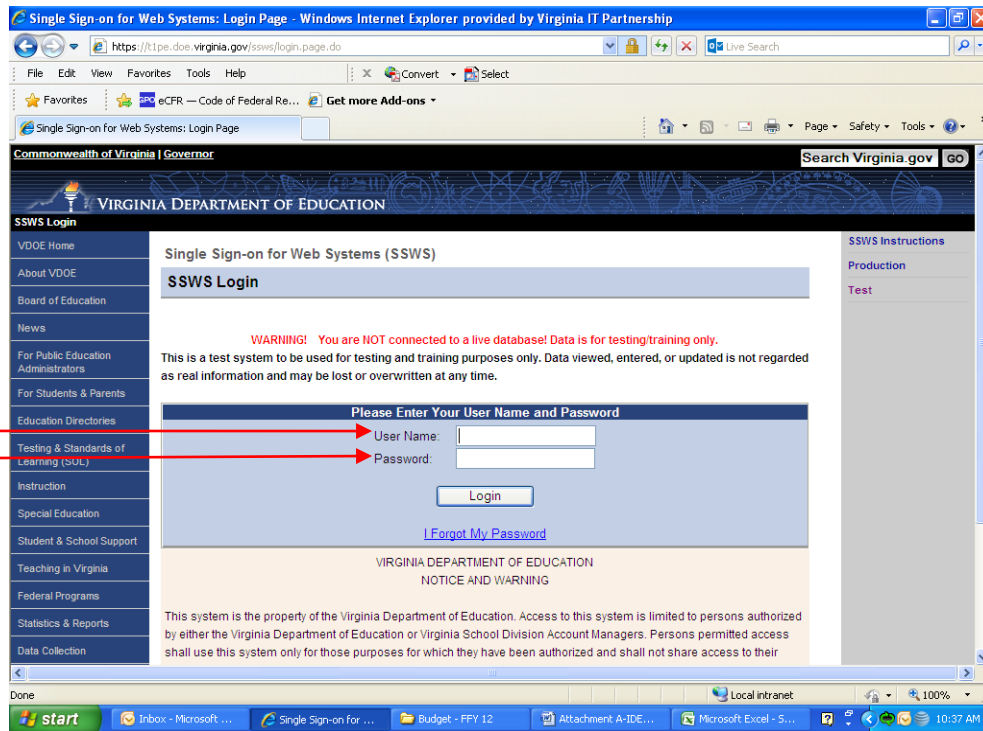


Figure -2-

- After successfully logging into SSWS, the screen displayed in Figure 3 will appear. Select **“Individuals with Disabilities Education Act Maint of Effort (IDEAMOE)”** from the list of applications displayed. If the application is not listed, please contact the division's local SSWS administrator to assign access rights.

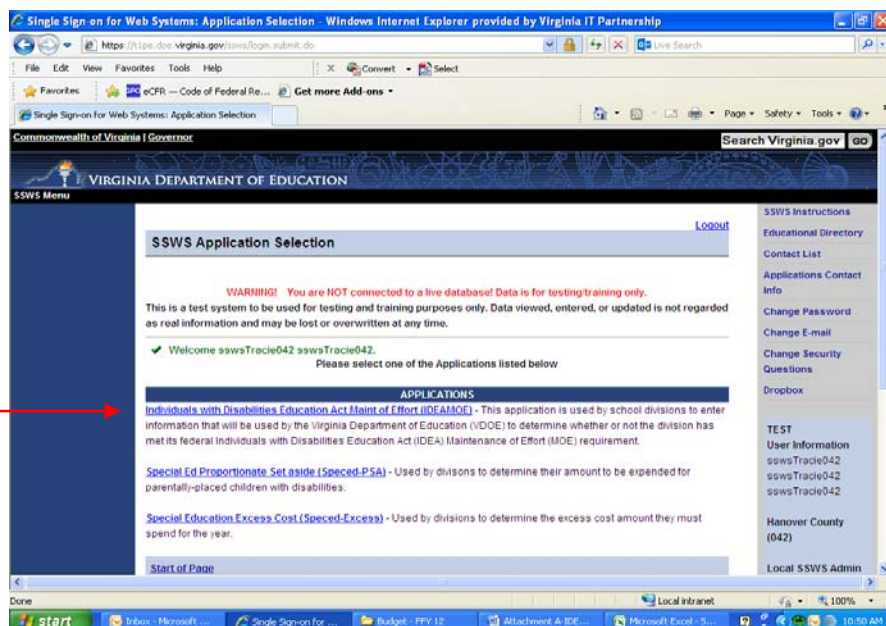


Figure -3-

- Figure 4 illustrates the screen that will display after selecting the IDEA MOE option. The screen will indicate whether the collection window has been opened. When the collection window is closed, the application is available for the division to use as a calculator.

The user will have three options available in the menu area on the right side of the application. To return to the previous screen, the user should select the options available at the top of the screen and refrain from using the 'back' button. The information below will help the user with determining which option to select to navigate through the application:

- **Instructions** – Selecting this option will display the link to the “**IDEA MOE Guidance Document.**” The link, when clicked open, will download the PDF file of the guidance documents available.
- **Enter Expenditures** – Selecting this option will display the window where the user will enter state expenditures and local expenditures. Please refer to Attachment A for guidance concerning which expenditures should be included or excluded.
- **Reports** – Selecting this option will display the window where the Verification Report is generated after submission of the IDEA MOE expenditures to the VDOE. The Verification Report can be viewed, but **should not** be signed and returned until data submitted to the VDOE has been approved. Approval will be received via e-mail.

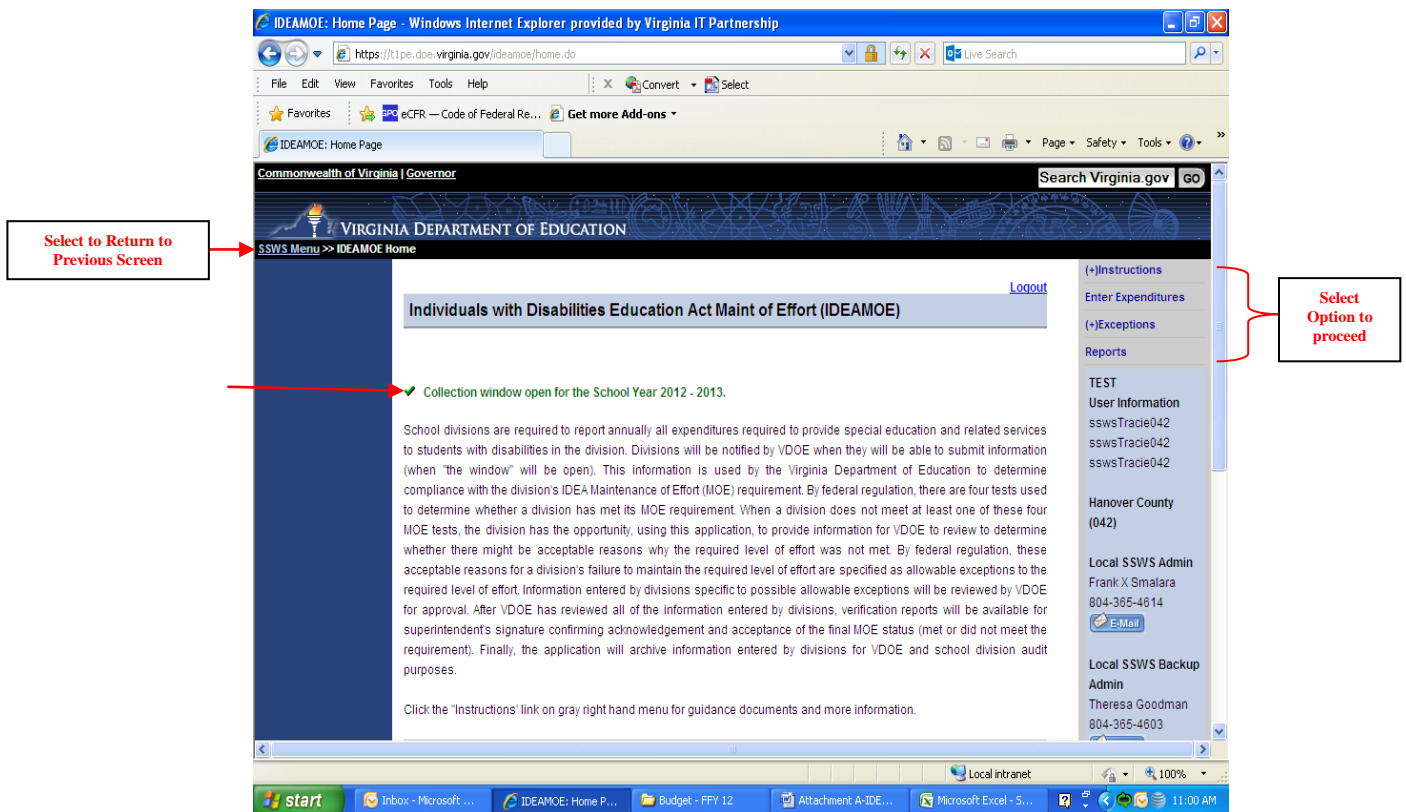


Figure -4-

- Figure 5 illustrates the screen that is displayed when the user selects the “Enter Expenditures” option from the menu.

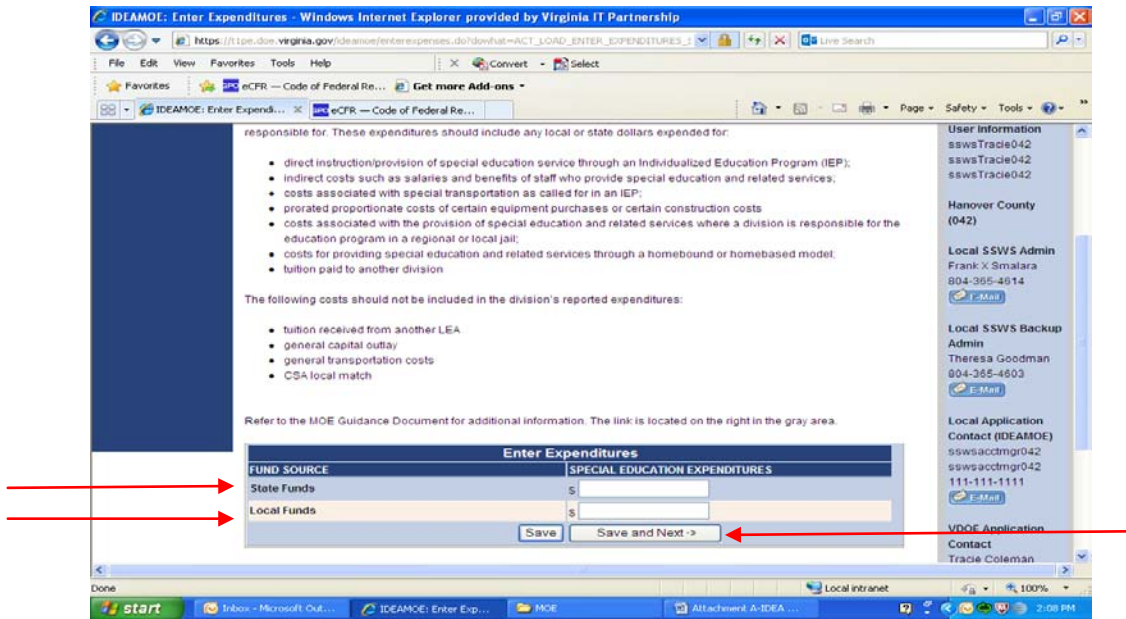


Figure -5-

- Enter the state and local expenditures for special education and related services for the preceding year in the application window shown in Figure 6. Each entry must represent actual expenditures and must be consistent with federal and state regulations and guidance as outlined in Attachment A. Once the division's state expenditures and local expenditures are entered, the user can click the “Save” button to save the information or click the “Save and Next” button at the bottom of the screen to navigate to the next screen in the application.

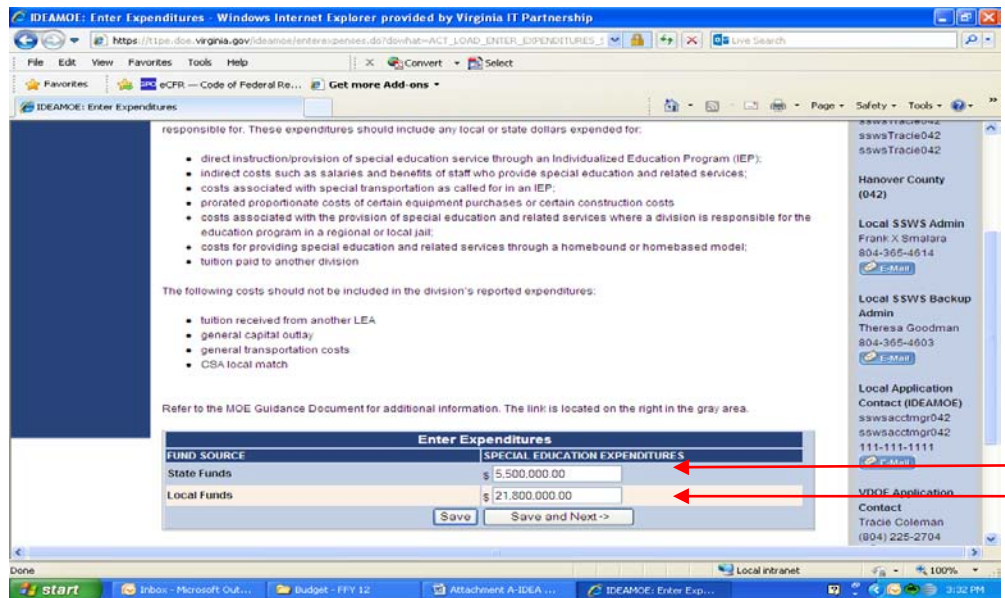


Figure -6-

- Figure 7 displays after the user selects the “**Save and Next**” button in the previous screen. The IDEA MOE application will automatically display whether the division has met its IDEA MOE requirement based on the state and local expenditures entered.

In this illustration, the division has met at least one of the four tests available under §300.203 of the IDEA regulations (refer to Attachment A for additional information concerning the four tests available). Since the division has met its IDEA MOE requirement, the user will not need to enter any additional information.

Once the user has confirmed the accuracy of the local and state expenditures entered, the user should click “**Submit to DOE**” button at the bottom of the screen.

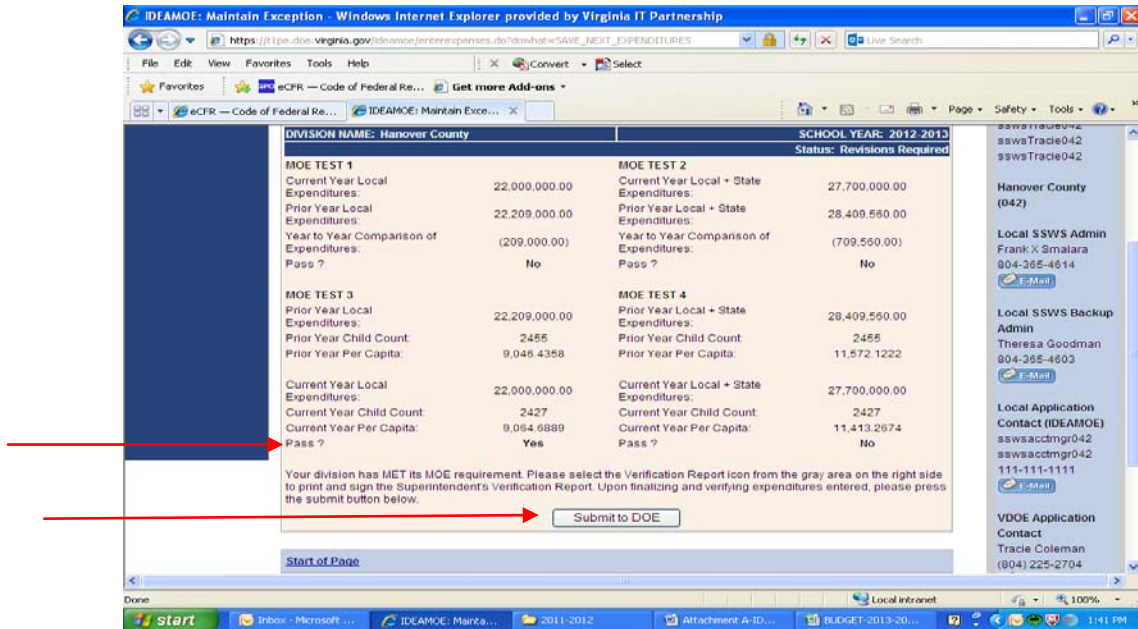


Figure -7-

- Figure 8 illustrates the screen that displays when the user selects the “**Submit to DOE**” option from the menu.

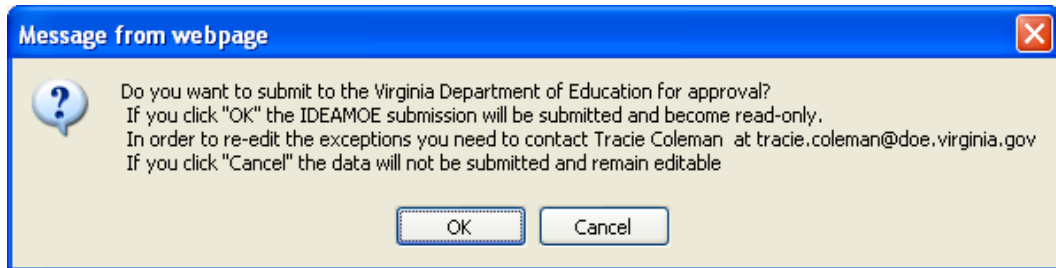


Figure -8-

- Figure 9 illustrates the screen that displays when the user clicks the “OK” option from the menu above. Once submitted, the collection window closes and the division cannot make changes. However, the division can view information submitted.

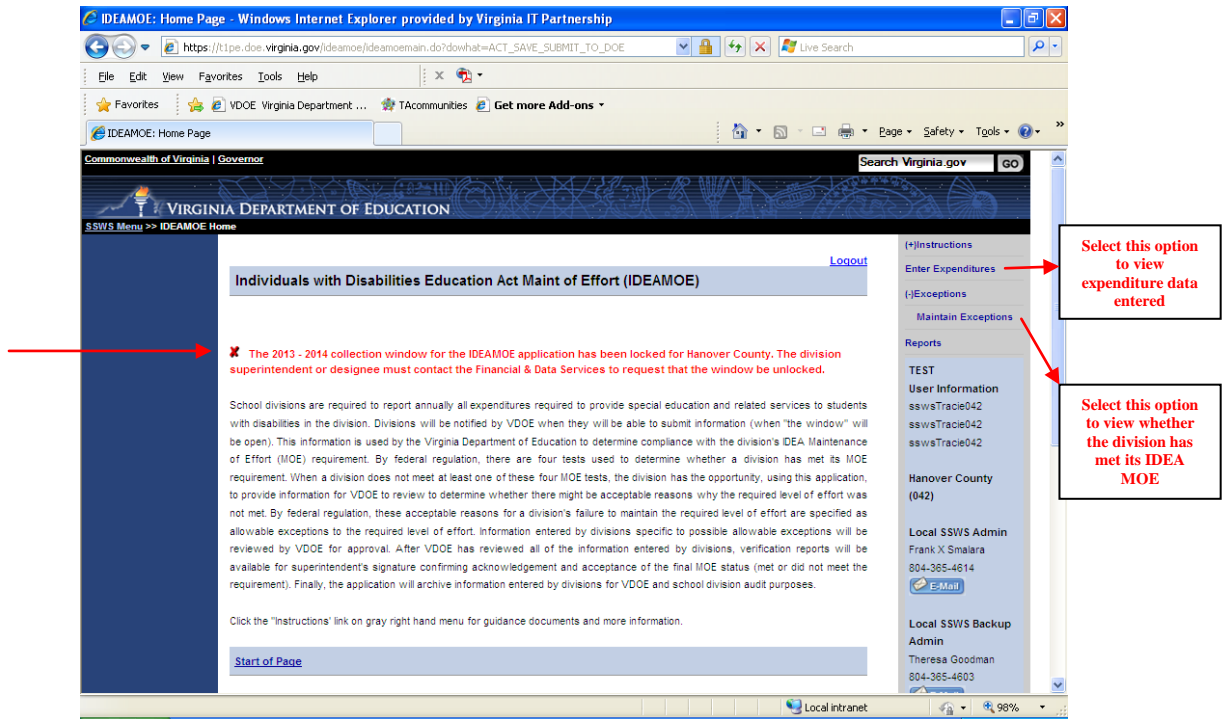


Figure -9-

- Figure 10 illustrates the screen that displays when the user clicks the “Maintain Exceptions” option from the menu. Note that the window displays the status as “Pending Approval.”

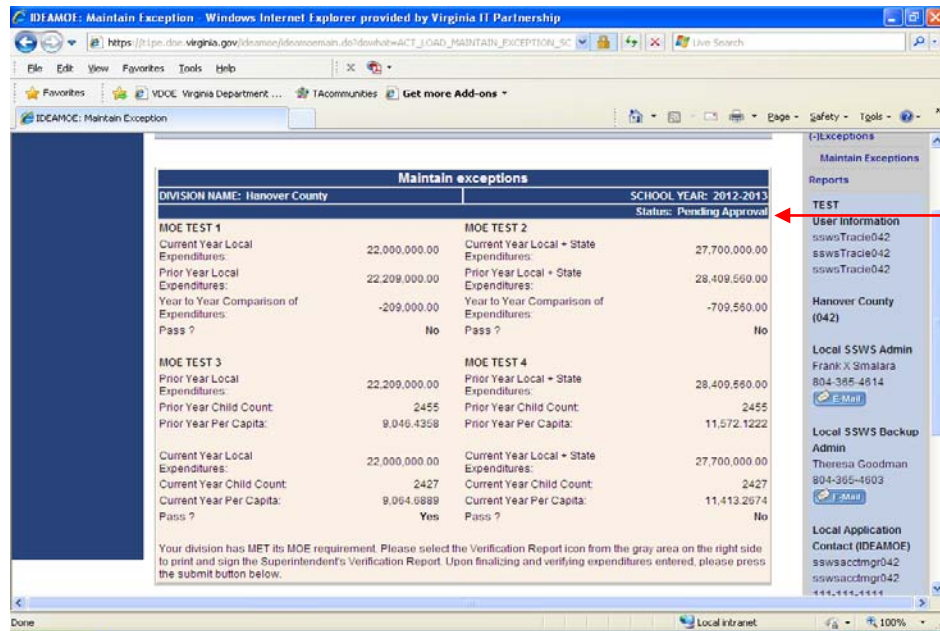


Figure -10-

- The submitter of the IDEA MOE information will receive an e-mail notification when the division's data have been approved or if revisions are required.
- If the division has met its IDEA MOE requirement and the data submission has been **“Approved,”** the division will receive an e-mail notification advising the submitter to print and fax VDOE a copy of the Verification Report signed by the Division Superintendent.
- If revisions are required, the submitter will receive an e-mail indicating **“Revisions Required.”** The submitter will need to make revisions within the IDEA MOE application and re-submit the data.
 - If the division has met its IDEA MOE requirement after revising and re-submitting, and the data submission has been **“Approved,”** the division will receive an e-mail notification advising the submitter to print and fax VDOE a copy of the Verification Report signed by the Division Superintendent.
 - If the division has **not** met its IDEA MOE requirement after revising and re-submitting, the division will need to follow the steps starting at page 8 to identify possible allowable exceptions.
- The division should not submit the Verification Report until a notice of approval is received.
- Figure 11 illustrates the screen that displays after the user selects the **“Reports”** option from the menu located on the right side of the screen. The user should select the **“Verification Report”** option as illustrated on the screen below.

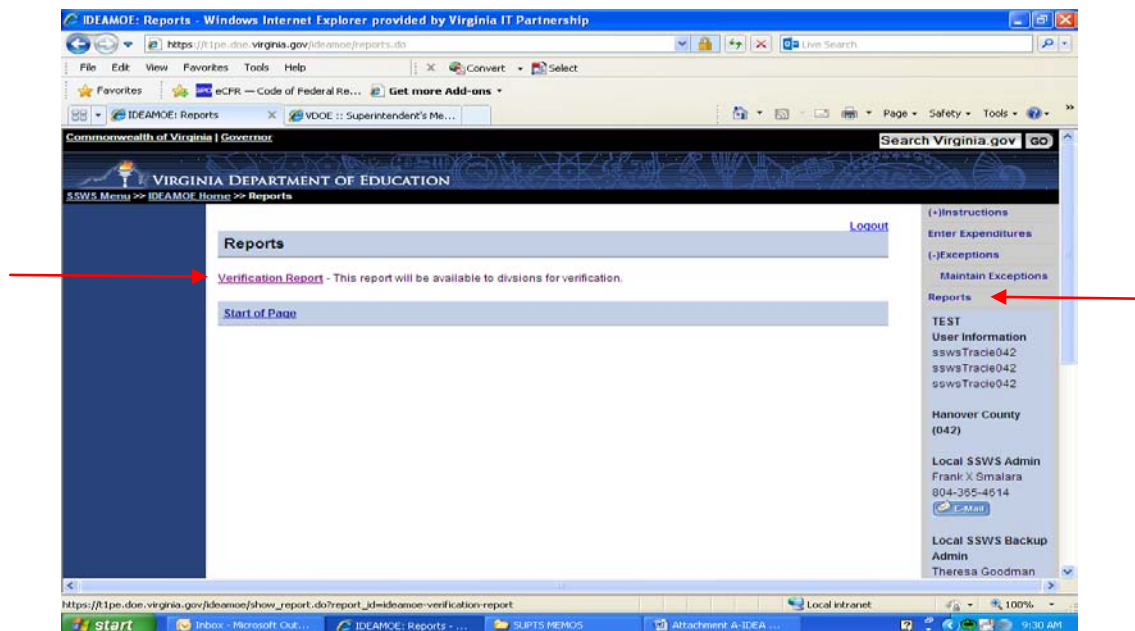


Figure -11-

- Figure 12 illustrates the screen that will display after selecting the “**Verification Report**” option. Select the appropriate “**School Year**” from the dropdown menu as illustrated below. Once the applicable school year is selected, the user should select the “**View Report**” button at the bottom of the screen.

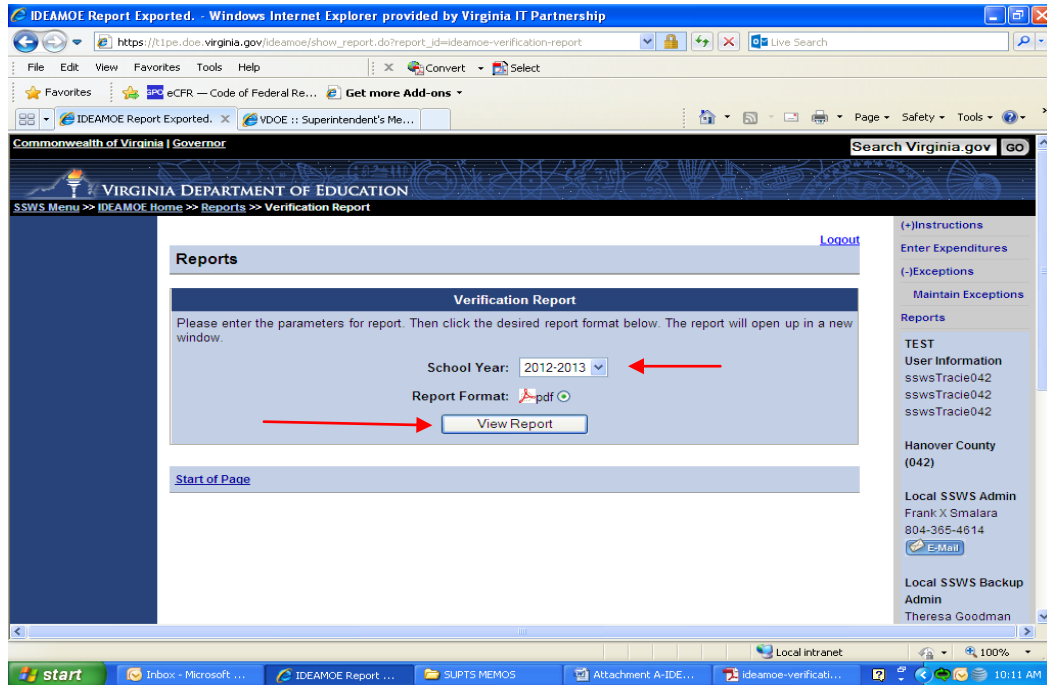


Figure -12-

- Once the “**View Report**” button is selected as illustrated in Figure 12, a pop-up window will prompt you to save or open the file. Click the “**Open**” option to display a PDF version of the verification report. Figure 13 illustrates a replica of the Verification Report when the division has met the IDEA MOE requirements using one or more of the tests available (see Attachment A concerning the four initial “tests”).

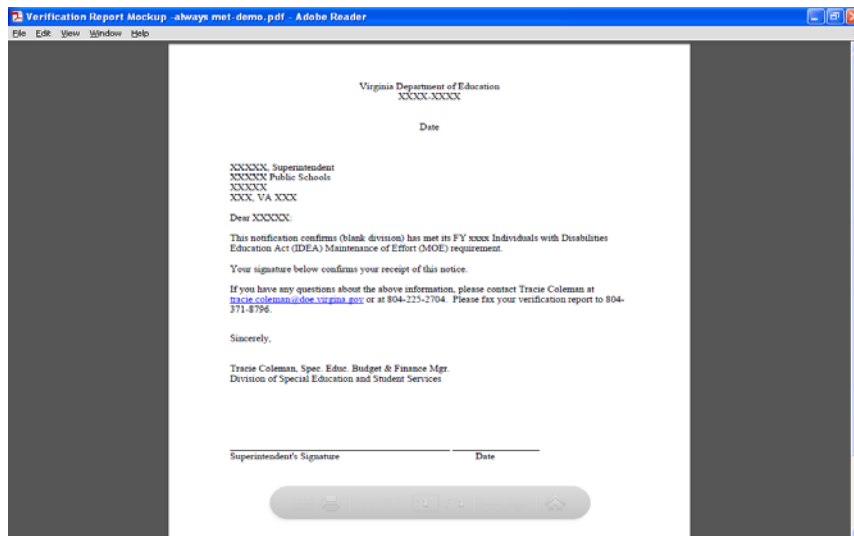


Figure -13-

If the division has met its IDEA MOE requirement based on one or more of the four “tests” outlined in Attachment A, the division does not need to perform any of the steps on page 10.



If the division has **not** met its IDEA MOE requirement based on one or more of the four “tests” outlined in Attachment A, the division needs to perform the following steps.



The following instructions and illustrations are to be used if the division has **not** met its IDEA MOE requirement based on the four initial “tests” available under §300.203 of the IDEA regulations.

- Figure 14 illustrates a division that has **not** met its IDEA MOE requirement based on the four “tests”. This illustration also demonstrates the allowable exception available under §300.204 (b) – *decrease in the enrollment of children with disabilities*. This allowable exception is auto calculated when applicable to the division; thus adjusting the amount of the division’s required MOE amount. The §300.204 (b) allowable exception will not display if the §300.204 (b) allowable exception is not applicable.
- The application has two options available that the user will need to select prior to proceeding. “**Option 1**” displays the local funds expenditure shortfall and “**Option 2**” displays the state plus local funds expenditure shortfall. If a selection is not made, the system will default to the option with the highest expenditure amount. After selecting the radio button next to “**Option 1**” or “**Option 2**”, click “**Save and Next**” to proceed.

IDEAMOE: Maintain Exception - Windows Internet Explorer provided by Virginia IT Partnership

https://t1pe.doe.virginia.gov/ideamoe/enterexpenses.do?dowhat=SAVE_NEXT_EXPENDITURES

File Edit View Favorites Tools Help

IDEAMOE: Maintain Exception

Individuals with Disabilities Education Act Maintenance of Effort (IDEAMOE)

✓ Data Saved successfully.

Maintain exceptions

DIVISION NAME: Hanover County SCHOOL YEAR: 2012-2013
 Status: Revisions Required

MOE TEST 1		MOE TEST 2	
Current Year Local Expenditures:	21,800,000.00	Current Year Local + State Expenditures:	27,300,000.00
Prior Year Local Expenditures:	22,209,000.00	Prior Year Local + State Expenditures:	28,409,990.00
Year to Year Comparison of Expenditures:	(409,000.00)	Year to Year Comparison of Expenditures:	(1,109,990.00)
Pass ?	No	Pass ?	No

MOE TEST 3		MOE TEST 4	
Prior Year Local Expenditures:	22,209,000.00	Prior Year Local + State Expenditures:	28,409,990.00
Prior Year Child Count:	2455	Prior Year Child Count:	2455
Prior Year Per Capita:	9,048.4358	Prior Year Per Capita:	11,572.1222
Current Year Local Expenditures:	21,800,000.00	Current Year Local + State Expenditures:	27,300,000.00
Current Year Child Count:	2427	Current Year Child Count:	2427
Current Year Per Capita:	9,992.2327	Current Year Per Capita:	11,248.4549
Pass ?	No	Pass ?	No

Section 300.204(b)
 ... A decrease in the enrollment of children with disabilities ...
 If this allowable exception is applicable, the IDEA MOE application will calculate the Section 300.204(b) amount for the division. Refer to the MOE Guidance Document for further information.

Decrease in Enrollment (300.204b) Calculation:
 Year to Year Comparison of Expenditures = (Year to Year Comparison of Child Count * Current Year Per Capita)

Local Funds Decrease in Enrollment (300.204b)		Local + State Funds Decrease in Enrollment (300.204b)	
Year to Year Comparison of Expenditures:	(409,000.00)	Year to Year Comparison of Expenditures:	(1,109,990.00)
Year to Year Comparison of Child Count:	(28)	Year to Year Comparison of Child Count:	(28)
Current Year Per Capita:	9,992.2327	Current Year Per Capita:	11,248.4549
(300.204b) Option1	281,503.92	(300.204b) Option2	314,956.74
Expenditure Less (300.204b) Option1	(167,496.08)	Expenditure Less (300.204b) Option2	(794,803.26)

You must choose a starting amount before entering possible exceptions. Please choose either Option 1 or Option 2 below. Option 1 represents expenditures paid using local funds and Option 2 represents expenditures paid using local plus state funds. The option selected should be based on whether any of your exceptions were paid with local or local plus state funds.

* Select a shortage that still needs to be explained (Starting Amount): Option 1 : (167,496.08) Option 2 : (794,803.26)

Save and Next ->

Start of Page

Done

start | Inbox - Microsoft ... | Budget - FFY 13-... | Attachment A-ID-... | IDEAMOE: Maint

Figure -14-

- Figure 15 displays after the user selects the “**Save and Next**” button as illustrated in Figure 14. The user can choose to begin considering allowable exception 300.204a or choose one of the other allowable exceptions listed on the right side of the screen. Refer to Attachment A for guidance concerning each allowable exception.
- §300.204 (a) is used when the school division has identified personnel, over the course of the previous school year that have left school division employment through their own choice. Figure 15 displays the initial screen for entering 300.204a allowable exceptions. If this is an applicable allowable exception for the division, click “**Add New Personnel**” to enter personnel expenditures. If it is not an applicable option, the user should either click “**Next**” at the bottom of the screen or select one of the options from the menu of allowable exceptions located on the right side of the screen (i.e., 300.204c or 300.204d).

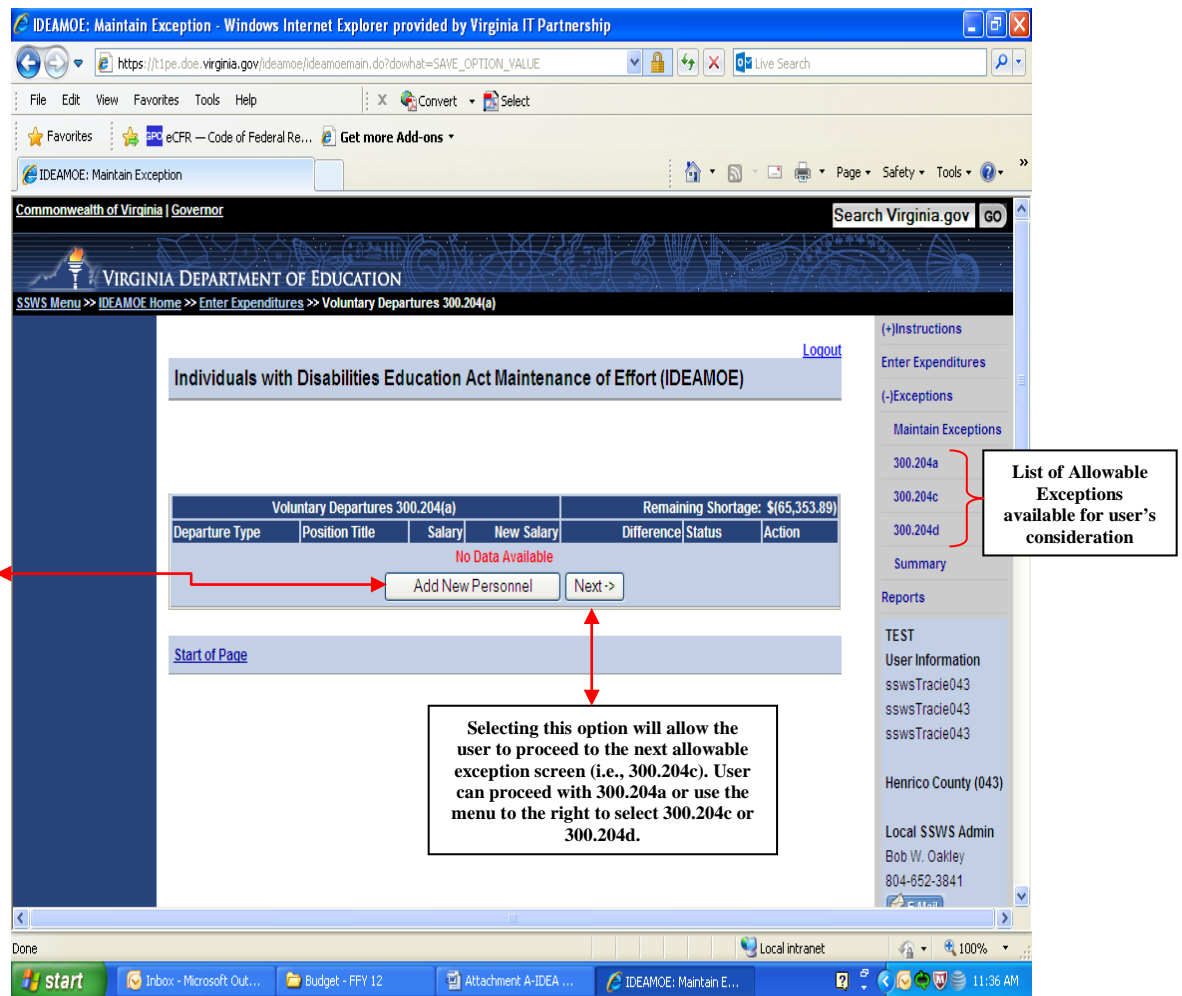


Figure -15-

- Figure 16 displays when the user clicks the “Add New Personnel” button. The user should enter personnel information in all fields marked by an asterisk (*).

The screenshot shows a web browser window titled "IDEAMOE: Maintain Exception" with a URL pointing to a personnel maintenance page. The main content area is a form titled "Personnel" with the following fields and options:

- Departure Type: Retired (dropdown menu)
- Position Title: Teacher (text input)
- School Type: Elementary (dropdown menu)
- Position Number: 12345 (text input)
- Employment Type: Full Time (radio button selected), Part Time (radio button)
- Was it the staff member's own decision to leave the division?: Yes (radio button selected), No (radio button)
- Was the position paid with federal funds?: Yes (radio button selected), No (radio button)
- Was the position filled during the current school year?: Yes (radio button selected), No (radio button)
- Original Salary: 60,000.00 (text input)
- Effective Date: 06/30/2012 (calendar icon)
- Employee ID#: 23456 (text input)
- New Salary: 40,000.00 (text input)
- Effective Date: 07/01/2012 (calendar icon)
- Employee ID#: 23456 (text input)
- Explanation: (text input)
- Buttons: Add New Salary, Save
- Comments: (text area)

On the right side, there is a sidebar with contact information for Admin (Theresa Goodman), Local Application Contact (IDEAMOE), and VDOE Application Contact (Tracie Coleman). The Windows taskbar at the bottom shows the Start button and several open applications including Microsoft Excel and a printer tray.

Figure -16-

- The following information provides a brief explanation about the fields that will be populated or considered when the user is at the screen displayed under Figure 16.
 - **Departure Type** – Three options are available for the user to select; retired, resigned, moved/left.
 - **Position Type** – User will need to provide a title (i.e., teacher, paraprofessional, etc.).
 - **School Type** – Four options are available for the user to select; elementary, middle, secondary, combined.
 - **Position Number** – User should provide this information.
 - **Employment Type** – User should select the radio button next to the “**Full Time**” option or “**Part Time**” option.
 - **Was it the staff member's own decision to leave the division?** – User should select the radio button next to “**Yes**” or “**No.**” If “**No**” is selected, the division **cannot** use this position under allowable exception 300.204a.
 - **Was the position paid with federal funds?** – User should select the radio button next to “**Yes**” or “**No.**” If “**Yes**” is selected, the division **cannot** use this position under allowable exception 300.204a.
 - **Was the position filled during the current school year?** – User should select the radio button next to “**Yes**” or “**No.**”
 - **If the staff member resigned or moved are they still working in the division?** – User should select the radio button next to “**Yes**” or “**No.**”
 - **Original Salary** – User should provide the amount the employee was earning when the employee left the division or position.
 - **Effective Date** – User should provide the date the employee left the division or position.
 - **Employee ID#** – User should provide a unique identifier for this employee. This number should **not** be the employee’s social security number.

- **New Salary** – User should provide the amount the new employee earned during the reporting period. If a new employee was not hired, the cost of the substitute employee should be entered or if a new employee was not hired, an amount is not entered.
 - **Effective Date** – User should provide the date the new employee was hired or placed in the position.
 - **Employee ID#** – User should provide a unique identifier for new employee. This number should **not** be the employee's social security number.
 - **Explanation** – This field is optional.
 - **Add New Salary** – The user will select this option to add additional employees that may have filled the same position during the school year (i.e., employee left, new employee hired and also left, and substitute was also hired for the remainder of the school year).
- Once the user has completed entering information as outlined in Figure 16, the user should select the “**Save**” button.
- To add additional positions due to multiple voluntary departures, select the “**Add New Personnel**” button. A new screen that is identical to Figure 16 will display.
 - If no additional positions will be entered, select the “**Save**” button. Once saved the screen shown in Figure 17 will display.
- Figure 17 displays a summary of each personnel related item entered under allowable exception 300.204a. This screen also displays the “**Remaining Shortage**” amount.
- If the “**Remaining Shortage**” amount is a negative number, the user will need to adjust the information entered since the division cannot report differences that are greater than the amount of the shortage.
 - If a “**Remaining Shortage**” amount is a positive number, the user can continue to enter personnel information under allowable exception 300.204a by selecting the “**Add New Personnel**” button or proceed to either allowable exceptions 300.204c or 300.204d.
 - If the remaining shortage is ‘\$0’ no additional information is needed and the user can click the “**Summary**” option from the menu on the right side of the screen.
- Selecting the “**Next**” button will take the user to the next allowable exception available, (i.e., 300.204c) or the user can select the “**300.204d**” option from the menu on the right side of the screen. If the “**Remaining Shortage**” field shows a “\$0” after clicking the “**Save**” button, the application will proceed to the summary page which will show the division meeting the MOE after allowable exceptions are entered as illustrated in Figure 23, page 18 of this document.

Departure Type	Position Title	Salary	New Salary	Difference	Status	Action
Resigned	Teacher	\$0,000.00	\$0,000.00	\$0,000.00	Approved	Save
Resigned	Teacher	\$0,000.00	\$0.00	\$0,000.00	Approved	Save
PENDING TOTAL		\$0.00	\$0.00	\$0.00		
APPROVED TOTAL		\$110,000.00	\$40,000.00	\$70,000.00		

Remaining Shortage: \$75,288.43

Buttons: Add New Personnel, Next

Start of Page

Summary screen for allowable exception 300.204a

Figure -17-

- Figure 18 displays the screen for allowable exception 300.204c. §300.204 (c) is used when the school division has a termination of services to students. See Attachment A for guidance concerning this allowable exception. Once the guidance is reviewed, the division will need to determine if 300.204c is applicable.
- If 300.204c is applicable, the user will click the “**Add New Student**” button to enter expenditures.
- If 300.204c is not applicable, the user will select the “**Next**” button at the bottom of the menu or select one of the allowable exceptions listed on the right side of the screen.

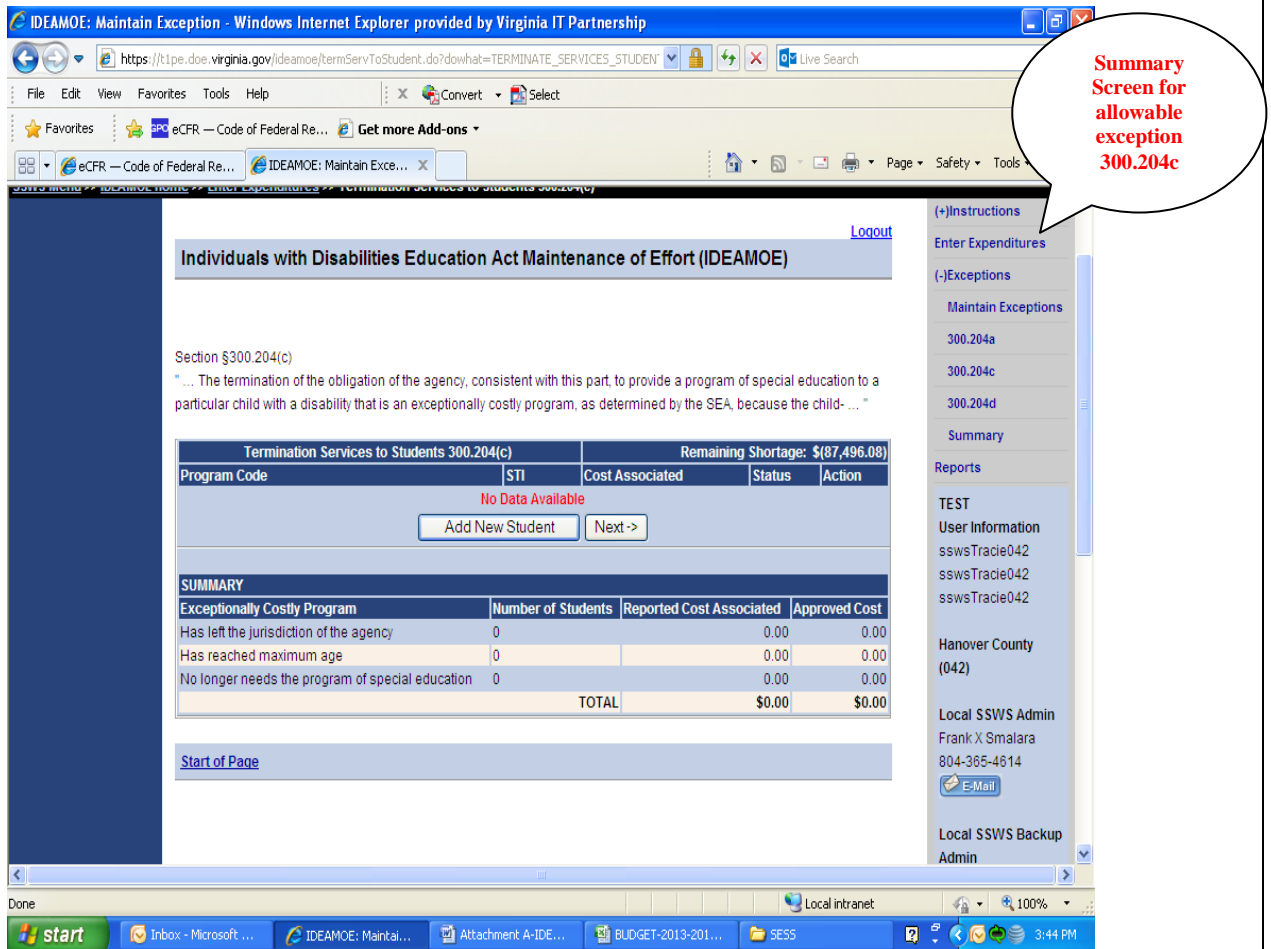


Figure -18-

- Figure 19 displays when the “**Add New Student**” button is selected within the 300.204c screen. The user will need to enter data specific to the student or students that no longer requires a costly service or program. Information entered will include:
 - **Program Code** – The user will need to select the reason for the termination of services:
 - The student has left the jurisdiction or agency,
 - The student has reached the maximum age, or
 - The student no longer needs the program of special education.
 - **State Testing ID** – The ID number will represent the student’s state identification number.
 - **Cost Associated** – The amount will be the costs associated with providing this program or service during the previous school reporting year that were not included as an expense during the current school reporting year.

- Once information is entered, the user will click the “**Save**” button to return to the 300.204c summary page (i.e., Figure 20).

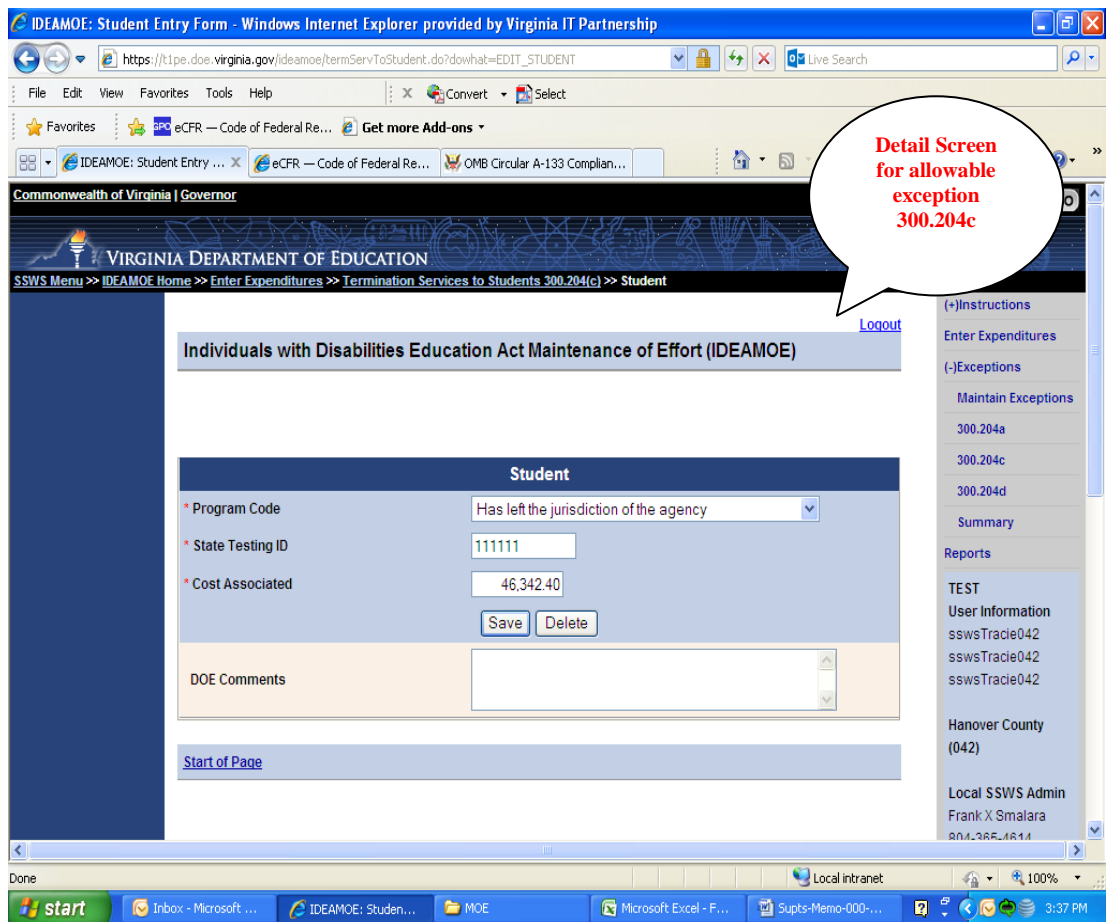


Figure -19-

Note: Numbers entered are for demonstrative purposes only.

- Figure 20 displays the summary screen for 300.204c entries.
 - If the **“Remaining Shortage”** amount is a negative number, the user will need to adjust the information entered since the division cannot report differences that are greater than the amount of the shortage.
 - If the **“Remaining Shortage”** amount is a positive number, the user can continue to enter information under allowable exception 300.204c or select the **“Next”** button or proceed to allowable exceptions 300.204d or select a different allowable exception using the menu on the right side of the screen (i.e., 300.204a).
 - If the remaining shortage is ‘\$0’ no additional information is needed and the user can click the **“Summary”** option from the menu on the right side of the screen.

- Refer to the instructions in Figure 23, page 18 of this document if this is the last allowable exception to be entered and the remaining shortage field shows a **“\$0”**.

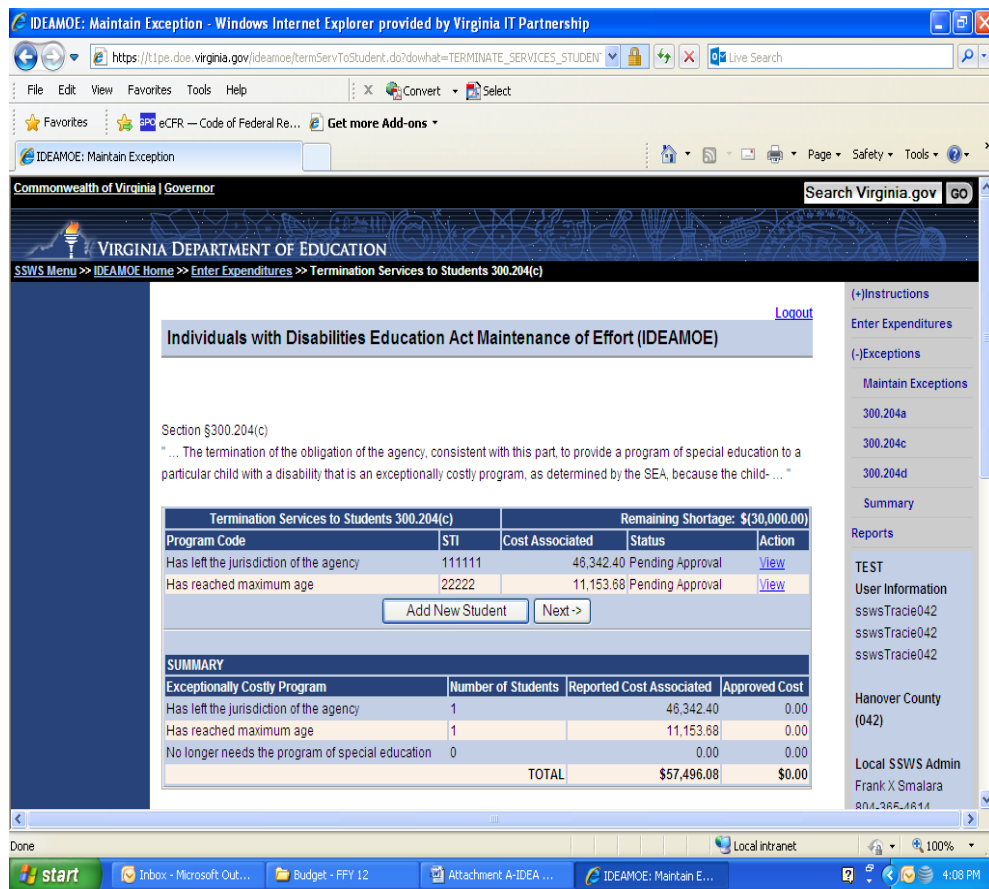


Figure -20-

Note: Numbers entered are for demonstrative purposes only.

- Figure 21 displays the screen for allowable exception 300.204d, the termination of costly expenditures. If this is an applicable exception for the division, click “Add New Program” to enter expenditures; otherwise click “Next.”

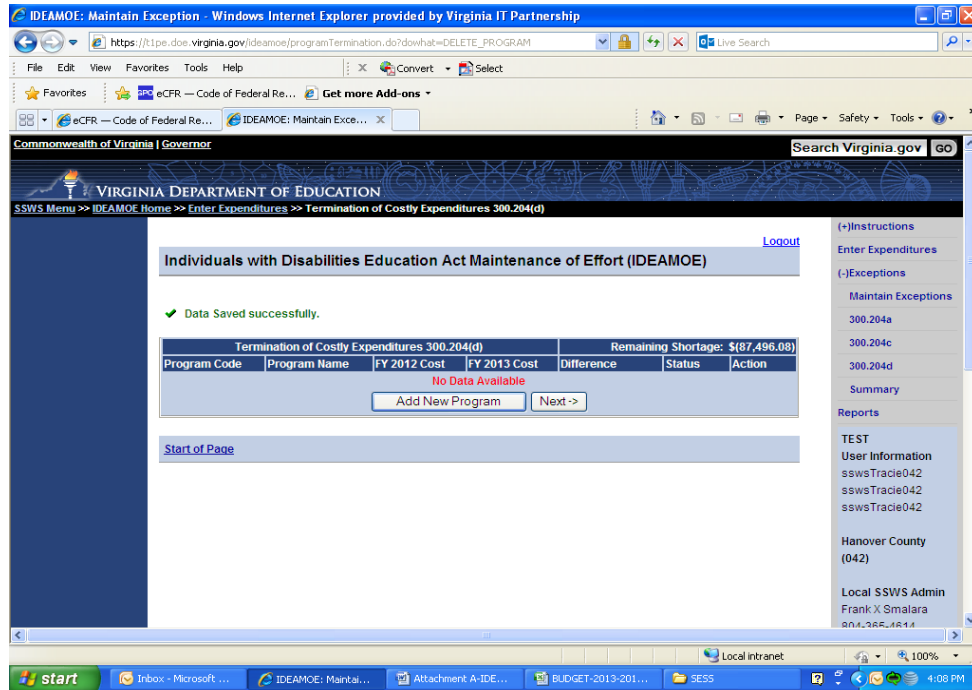


Figure -21-

- Figure 22 displays the screen when 300.204d is an applicable allowable exception for the division. To enter expenditures, first select the reason for the termination of such costs under the “Program Type” drop down box. After selecting the program type, enter all information as required in the fields marked by an asterisk (*). Click the “Save” button when finished. Click the “Add New Program” for each additional entry; otherwise click “Next.”

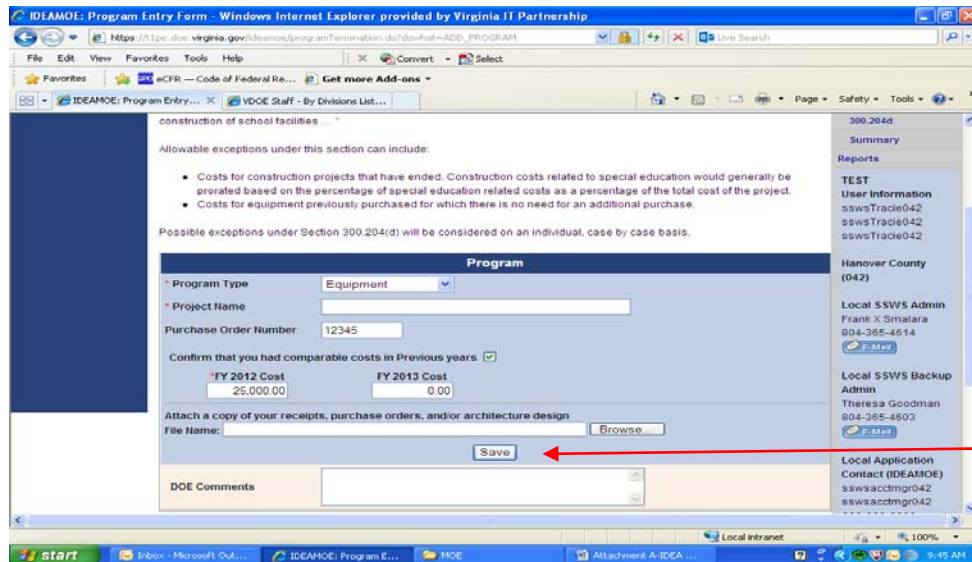


Figure -22-

- Allowable exception §300.205 has not been fully incorporated into the IDEA MOE application. Any division that may qualify for an allowable exception under this section will be contacted by the VDOE to discuss whether the exception might be utilized.
- Figure 23 displays the screen for the summary of allowable exceptions entered. The summary would show that the division **meets MOE but pending VDOE approval**. The difference between the starting amount and the allowable exceptions entered should show a “0”; otherwise the division will need to make an adjustment to zero out the difference before submitting the Web application. If the division is ready to submit, click the “**Submit to DOE**” button. If the division is **not** ready to submit, **do not click submit**. Once the data is submitted, the application window closes and the division cannot make changes. If revisions are needed, the division will have to contact the VDOE to open the collection window.

IDEAMOE: Maintain Exception - Windows Internet Explorer provided by Virginia IT Partnership

https://t1pe.doe.virginia.gov/ideamoe/ideamoemain.do?dowhat=ACT_LOAD_SUMMARY_SCREEN

IDEAMOE: Maintain Exception

Summary		SCHOOL YEAR: 2012-2013	
MOE TEST 1			
Current Year Local Expenditures:	21,300,000.00	Current Year Local - State Expenditures:	27,300,000.00
Prior Year Local Expenditures:	22,209,000.00	Prior Year Local - State Expenditures:	28,409,560.00
Year to Year Comparison of Expenditures:	(409,000.00)	Year to Year Comparison of Expenditures:	(1,109,560.00)
Pass ?	No	Pass ?	No
MOE TEST 3			
Prior Year Local Expenditures:	22,209,000.00	Prior Year Local - State Expenditures:	28,409,560.00
Prior Year Child Count:	2455	Prior Year Child Count:	2455
Prior Year Per Capita:	9,048.4358	Prior Year Per Capita:	11,572.1222
Current Year Local Expenditures:	21,300,000.00	Current Year Local - State Expenditures:	27,300,000.00
Current Year Child Count:	2427	Current Year Child Count:	2427
Current Year Per Capita:	8,822.2527	Current Year Per Capita:	11,248.4549
Pass ?	No	Pass ?	No
MOE TEST 4			
Prior Year Local - State Expenditures:	28,409,560.00	Prior Year Local - State Expenditures:	28,409,560.00
Prior Year Child Count:	2455	Prior Year Child Count:	2455
Prior Year Per Capita:	11,572.1222	Prior Year Per Capita:	11,572.1222
Current Year Local - State Expenditures:	27,300,000.00	Current Year Local - State Expenditures:	27,300,000.00
Current Year Child Count:	2427	Current Year Child Count:	2427
Current Year Per Capita:	11,248.4549	Current Year Per Capita:	11,248.4549
Pass ?	No	Pass ?	No
Section 300.204(b) "... A decrease in the enrollment of children with disabilities ..."			
If this allowable exception is applicable, the IDEA MOE application will calculate the Section 300.204(b) amount for the division. Refer to the MOE Guidance Document for further information.			
Decrease in Enrollment (300.204b) Calculation: Year to Year Comparison of Expenditures - (Year to Year Comparison of Child Count - Current Year Per Capita)			
Local Funds Decrease in Enrollment (300.204b)	Local - State Funds Decrease in Enrollment (300.204b)		
Year to Year Comparison of Expenditures:	Year to Year Comparison of Expenditures:		
(409,000.00)	(1,109,560.00)		
Year to Year Comparison of Child Count:	Year to Year Comparison of Child Count:		
(28)	(28)		
Current Year Per Capita:	Current Year Per Capita:		
8,822.2527	11,248.4549		
(300.204b) Option1	(300.204b) Option2		
251,503.92	314,956.74		
Expenditure Less (300.204b) Option1	Expenditure Less (300.204b) Option2		
(167,498.08)	(794,605.28)		
Possible Reductions Summary		Starting Amount = \$(167,498.03)	
Voluntary Departures 300.204(a)			\$70,000.00
Termination Services to Students 300.204(c)			\$57,498.08
Termination of Costs/ Expenditures 300.204(d)			\$30,000.00
Increase in Allocated Awards 300.205			\$0.00
Total Possible Reductions			\$167,498.08
Difference (Starting Amount - Total Possible Reductions)			\$0.00
Pending DOE Approval Expenditures: MEET			
Section 300.205 "... Adjustment to local fiscal efforts in certain fiscal years..."			
Any division that may qualify for an allowable exception under this section will be contacted by VDOE to discuss whether the exception might be utilized. Refer to the MOE Guidance Document Section 300.205 located in the gray area on the right side for additional information about this exception. If the final status for a division is failure to meet their MOE requirement, VDOE would have to pay the amount of the division shortfall to the U.S. Department of Education. VDOE would then establish a payment plan for the division to reimburse VDOE. Federal funds cannot be used to make this payment.			
<input type="button" value="Submit to DOE"/>			

Start of Page

start | Inbox - Microsoft Out... | Budget - FFY 12 | Attachment A-IDEA ... | IDE

Figure -23-

- Figure 24 illustrates the screen that displays when the user selects the “Submit to DOE” option from the menu.

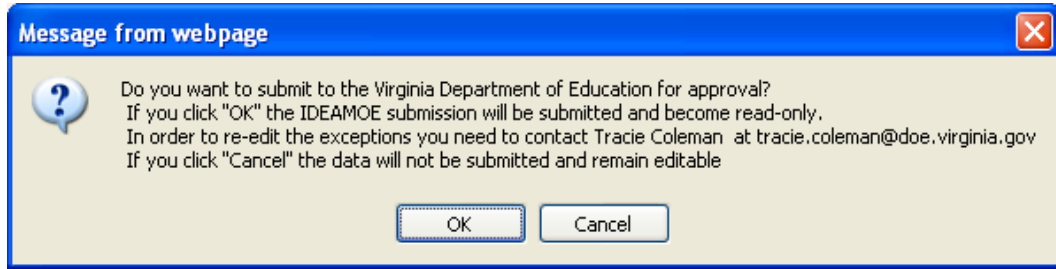


Figure -24-

- Figure 25 illustrates the screen that displays when the user clicks the “OK” option from the menu above. Once submitted, the collection window closes and the division cannot make changes. However, the division can view information submitted.

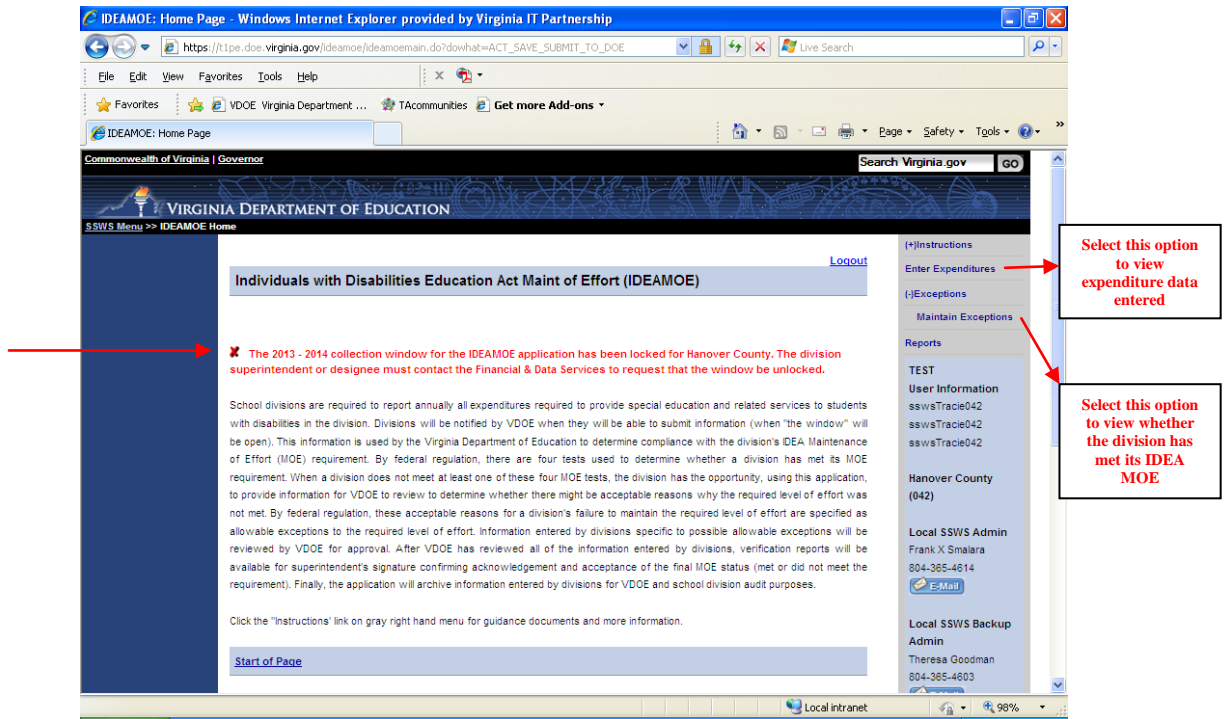


Figure -25-

The user will receive an e-mail notification when the IDEA MOE information submitted has been approved by the VDOE. The user should not proceed to generate the verification report until an approval notification has been received.



Once an approval e-mail has been received by the submitter, the user should proceed to the "Reports" section of the application. Instructions and illustrations are below.



- Figure 26 displays when the “**Reports**” button is selected from the menu on the right side of the application.
- Divisions will be notified by e-mail about the status of submission.
 - If the e-mail indicates the data submission has been “**Approved**,” the division will be advised to print and send the VDOE a copy of the Verification Report signed by the Superintendent.
 - If the e-mail indicates the data submission requires revisions (i.e., “**Revisions Required**”), the division will be contacted by a member of the Budget and Finance staff to discuss which revisions are needed.
- Once the data submission has been approved, the user should proceed with submitting the Verification Report. The Verification Report should not be submitted until a notice of approval is received.
- To access the Verification Report, the user should select the “**Reports**” option on the right side of the menu and click “**Verification Report**.”

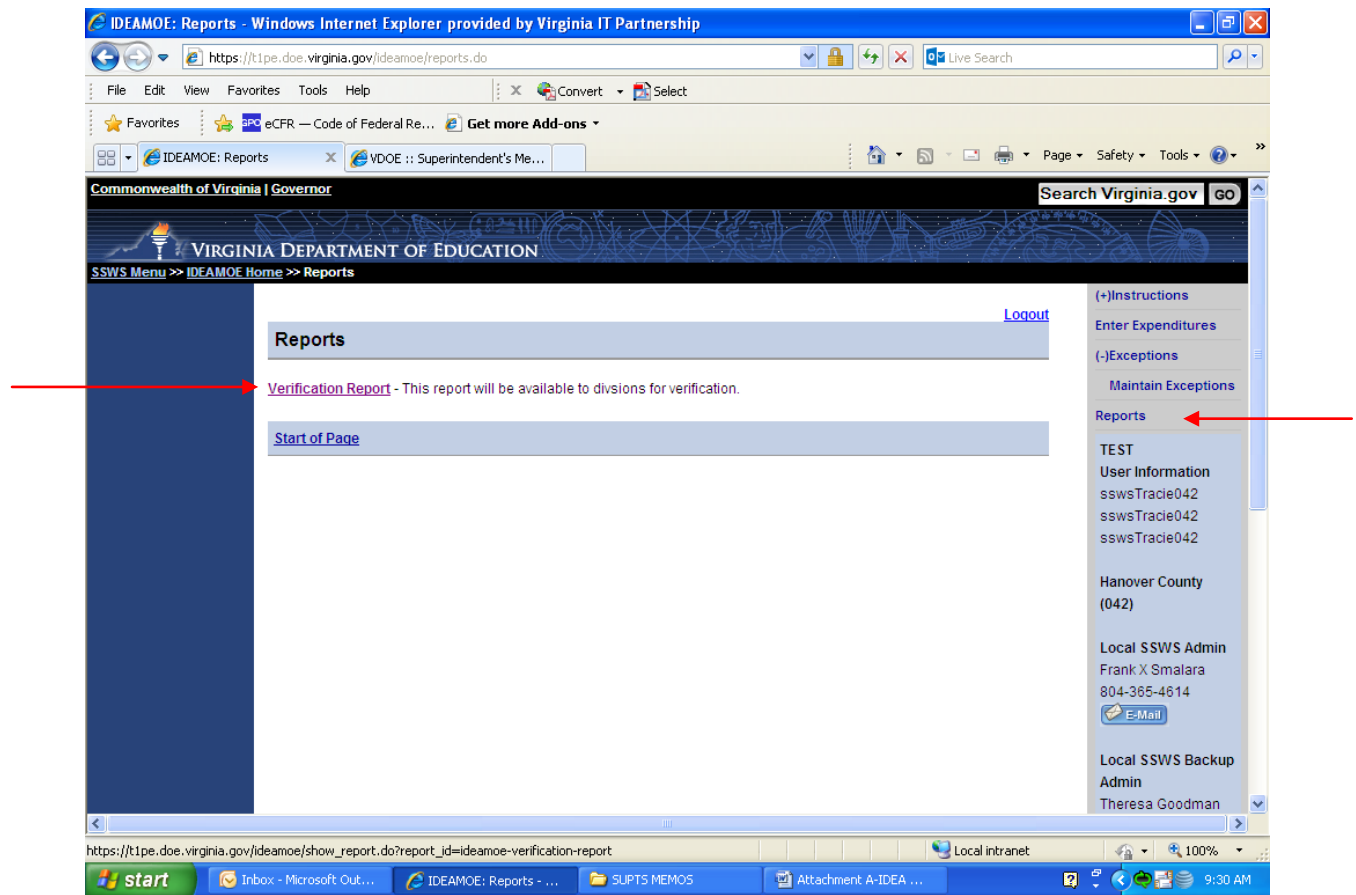


Figure -26-

- Figure 27 displays after the “**Verification Report**” option is selected. The user should select the applicable school year from the drop down menu (i.e., 2012-2013) and click the “**View Report**” button at the bottom of the screen. A pop-up window will prompt the user to save or open the file. Click “**Open**” to download a PDF copy of the Verification Report.

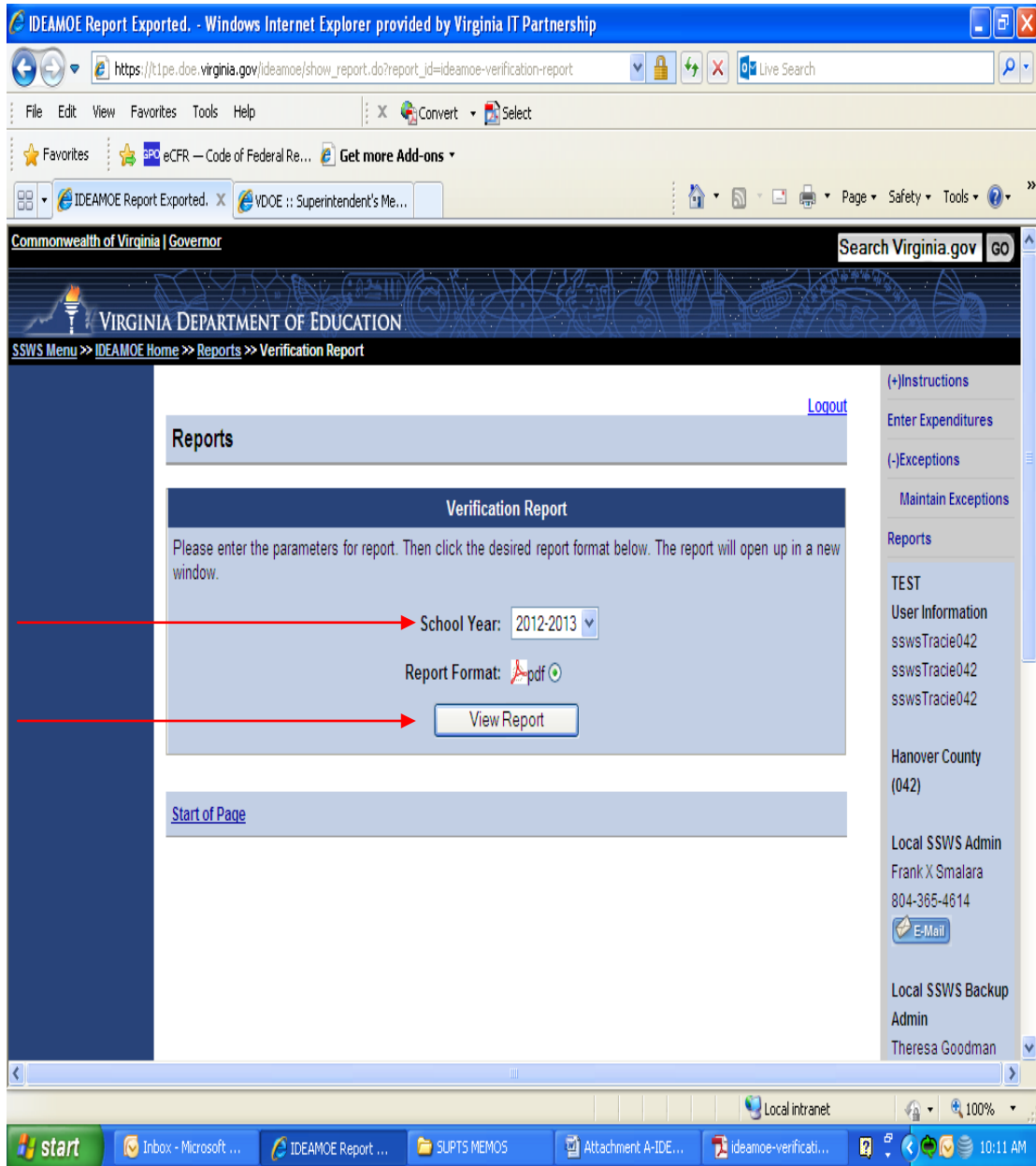


Figure -27-

- Figure 28 displays a PDF copy of the Verification Report. The report indicates whether the division has met or has not met its MOE requirement and indicates the required level of effort for local or local plus state expenditures needed to meet the IDEA MOE requirement for the next school year.
- The Verification Report should not be submitted until a notice of approval e-mail has been received by the submitter.

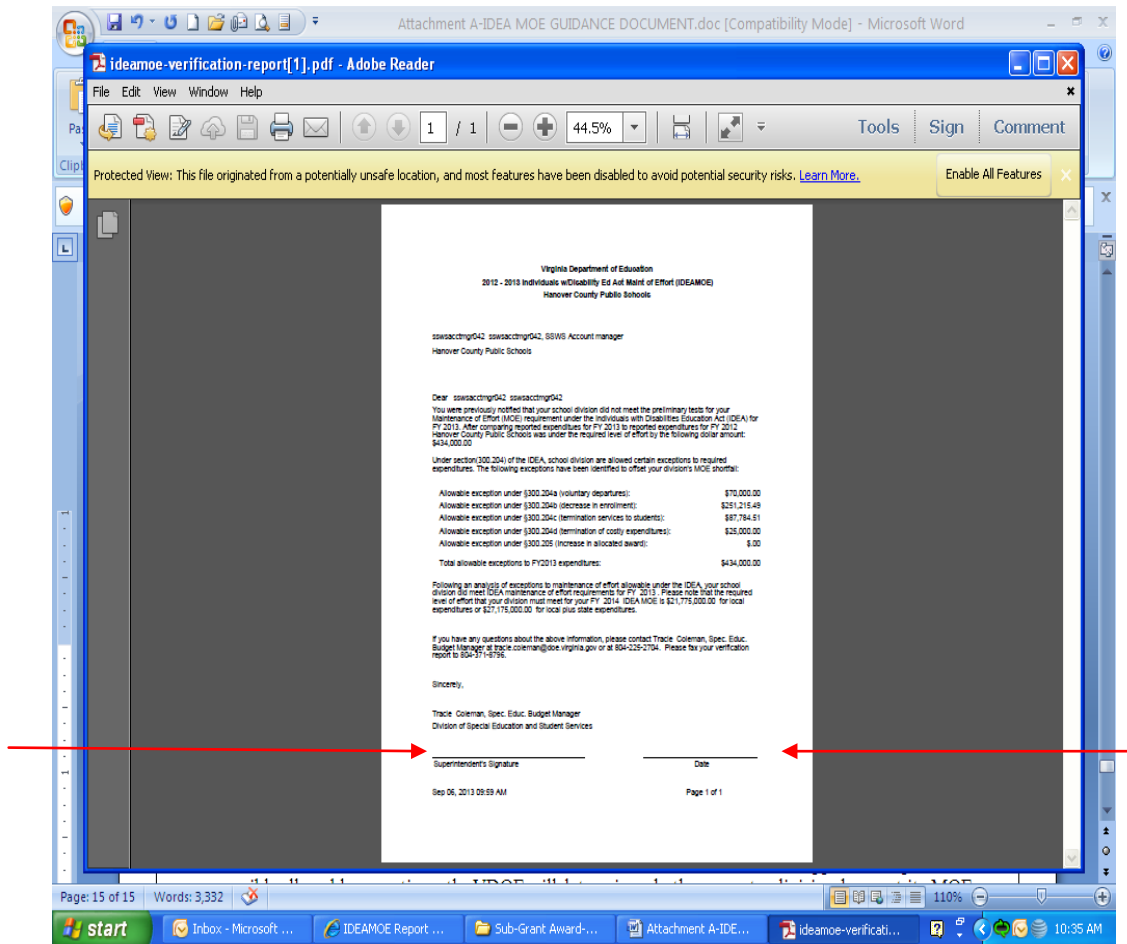


Figure -28-

- This Verification report should be signed and dated by the Division Superintendent and sent to the VDOE either by fax at (804)-371-8796 or e-mail at emilia.booth@doe.virginia.gov or tracie.coleman@doe.virginia.gov.