

## Step by Ste

**MUST NOT** submit their 2016-17 LEA MOE Compliance Standard Calculator until their 2013-16 LEA MOE Compliance Calculator and 2017-18 Eligibility Standard Calculator have been approved by NYSED. School Districts/State Agencies are notified by email once their LEA MOE Calculator submission is approved. The reason for this is that the determination if a School District/State Agency meets the 2016-17 Compliance Standard is based on previous years data.

2. School Districts/State Agencies must use the latest approved Calculator for the 2016 Compliance Standard submission. Your district/agency's 2015-18 Eligibility Standard Calculator that was approved by NYSED via email is the document that must be completed for this requirement if a district/agency

DO NOT complete any information on the left side of the worksheet because that is for Eligibility Standard School Districts/State Agencies not required to complete the Eligibility Standard for the 2016-2017 school year.

- 4) **TAB 4. Multi -Year MOE Summary** Please complete Cell L9 and Cell M9. Cell L9 is the 611 grant award amount that your district/agency received for 2016-17. Cell M9 is the 619 grant award amount that your district/agency received for 2016-17

#### Two Items of Note:

The State Aid Planning Unit at Questar III BOCES is available to provide technical assistance and guidance on the information needed to complete the Compliance (Expenditure) portion. They have created a w

\*Tab 2. Instructions - For Cell B7 please make sure the drop-downbox states YES. This allows the calculator to calculate Exception(b) decrease in child count automatically.

## Review Items

Compliance for MOE is determined by comparing the number of the last year for each method that **Met MOE with Exceptions or Adjustments** using the Compliance Standard (Expenditures) Tab 9. 1617 MOE details the Comparison Year for each of the four Methods.

After you have completed all the information for your district/agency please review tab TAB 12. 17-18 MOE and TAB 4. Multi -Year MOE Summary to make sure your LEA has met MOE.

NYSED strongly recommends that district/agency completes all the information for each four methods to meet MOE, but district/agency only needs to meet MOE for one method to comply with the requirement.

## How to Submit Completed Calculator

Once completed, please submit your LEA MOE Calculator to [lea@nysed.gov](mailto:lea@nysed.gov) in the subject line please write 2016-17 MOE Compliance and your School District/State Agency Name

Please submit your Calculator by 4/9/18.