



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: October 4, 2019  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route to: Directors of Special Education  
From: Peggy McDonald, Ed.D., Assistant Commissioner  
Division of Student Services  
Deadline: October 31, 2019

### **IDEA-B State Fiscal Year 2019 Final Report – Timelines and Information**

The State Fiscal Year (SFY) 2019 IDEA Final Report is now available in the Electronic Web-Enabled Grant system ([EWEG](#)). Each district, charter school, renaissance school project and state agency that obligated and expended IDEA-B funds is required to complete a final report of actual expenditures. The final report may be accessed by logging into the EWEG system. [Attachment B](#) contains directions for completing the final report, in addition to the report itself.

#### Important entry details:

- All IDEA SFY 2019 obligations must have been liquidated prior to Tuesday, October 1, 2019.
- The IDEA SFY 2019 final report **must** be submitted no later than Thursday, October 31, 2019 to ensure timely year end close out.
- It is important that all Local Education Agencies (LEAs) that have completed a SFY 2019 IDEA Application file their final report by the due date. Delays will impact the application of carryover funds/overpayments and the LEA's ability to use unexpended SFY 2019 IDEA funds.
- An updated Excess Cost worksheet was added to the report. Please follow the instructions provided.

The SFY 2019 IDEA Final Report contains financial information including, but not limited to, total expenditures, funds paid to date, unexpended funds, overpayments, and refunds to the New Jersey Department of Education (NJDOE). This information will allow the EWEG system to close out the SFY 2019 grant period by providing LEAs with an exact accounting of the SFY 2019 funds as they relate to: 1) the amount of funds that remain to be paid; 2) the amount of funds that were overpaid and will need to be subtracted (offset) from unexpended balances; and 3) the amount of unexpended funds that can be carried into SFY 2020.

#### Key reminders:

- If required, amendments to the current budget to include carryover/overpayments should be completed within 30 days of the approval of the SFY 2019 IDEA Final Report. Any funds identified as carryover and/or overpayment on the "Expenditure Summary" tab within the final report will not be visible until an amendment to the approved SFY 2020 application is created. LEAs that do not see the correct amounts should contact [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov) for assistance.
- LEAs may now spend carryover funds on allowable costs. However, if an LEA funds programs, services or activities that are not approved in the SFY 2020 IDEA application or amendment, the LEA will be responsible for the incurred costs. Please review [Attachment A](#) for further details on carryover and overpayment funds.

We would also like to take this opportunity to remind districts of the importance of accurate data reporting. Data entered on October 15<sup>th</sup> into NJ SMART will be used in the calculation of the SFY 2021 IDEA grant formula.

Should you have any questions concerning the information contained in this memo, please contact your county supervisor of child study or Barbara Haake, Office of Fiscal and Data Services, at (609) 376-3753.

Your prompt attention to this matter is appreciated.

c: Members, State Board of Education  
Lamont O. Repollet, Ed.D., Commissioner  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group