Date: October 10, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route to: Directors of Special Education
From: Carolyn J. Marano, Assistant Commissioner, Division of Student Services via Kathleen Ehling, Acting Director, Office of Fiscal and Data Services
Deadline: November 2, 2018

IDEA-B State Fiscal Year 2018 Final Report – Timelines and Information

The State Fiscal Year (SFY) 2018 IDEA Final Report is now available in the New Jersey Department of Education’s (NJDOE) 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 2018 obligations must have been liquidated prior to Monday, October 1, 2018.
- The IDEA SFY 2018 final report **must** be submitted no later than Friday, November 2, 2018.
- It is important that all Local Education Agencies (LEAs) that have completed a SFY 2018 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 2018 IDEA funds.
- A new Excess Cost worksheet was added to the report. Please follow the instructions provided.

The SFY 2018 IDEA Final Report contains financial information including, but not limited to, total expenditures, funds paid to date, unexpended funds, overpayments, and refunds to the NJDOE. This information will allow the EWEG system to close out the SFY 2018 grant period by providing LEAs with an exact accounting of the SFY 2018 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 2019.

Key reminders:
- If required, amendments to the budget for carryover/overpayments should be completed within 30 days of the approval of the SFY 2018 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 2019 application is created. LEAs that do not see the correct amounts should contact 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 2019 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. Districts should have received notification from NJ SMART regarding submission information. Data entered on October 15 into NJ SMART will be used in the calculation of the SFY 2020 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 in the NJDOE’s 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 of Education
   NJDOE Staff
   Statewide Parent Advocacy Network
   Garden State Coalition of Schools
   NJ LEE Group