



State of New Jersey

DEPARTMENT OF EDUCATION

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CHRIS CHRISTIE

Governor

KIM GUADAGNO

Lt. Governor

CHRISTOPHER D. CERF

Commissioner

September 20, 2012

Dr. Melody Musgrove, Director
United States Department of Education
Office of Special Education Programs
Potomac Center Plaza
Mailstop 2600, Room 4129
550 12th Street, SW
Washington, DC 20202

Dear Dr. Musgrove:

Re: Continuous Improvement Visit Response

As a result of discussions that took place during the United States Department of Education, Office of Special Education Programs' (USDE OSEP) Continuous Improvement Visit in October 2011, the New Jersey Office of Special Education (NJOSSE) has made changes to its electronic grant administration system to ensure compliance with 34 CFR §300.203. Although noncompliance with this provision was not identified in the USDE OSEP's March verification letter, the NJOSSE took preemptive steps to ensure compliance with the regulation.

Federal regulation 34 CFR §300.203 requires that funds provided to an LEA must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year. The state must ensure LEA compliance with this requirement. The LEA may use local funds only or a combination of state and local funds. The state must permit the LEA to demonstrate compliance with 34 CFR §300.203 by comparing the total or per capita amount of local funds the LEA budgeted for the education of children with disabilities in the grant year with the total or per capita amount of local funds that the LEA spent for the education of children with disabilities in the most recent preceding fiscal year for which data are available.

While the NJOSSE always allowed states this flexibility, the electronic grant administration system did not include the per capita option in its maintenance of effort worksheet. The state is in the process of moving to a new electronic grant system, the System for Administering Grants Electronically (SAGE). This system, which will be utilized by LEAs for the 2013 IDEA grant application process, includes the per capita method for calculating maintenance of effort. A screenshot from the grant application is included with this letter.

Dr. Melody Musgrove, Director
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I trust this addresses the concerns raised in the Continuous Improvement Visit. Thank you for your attention to this matter.

Sincerely,



Peggy McDonald, Director
Office of Special Education

PM/JW/KE

Enclosure

c: Commissioner Christopher D. Cerf
Barbara Gantwerk
John Worthington
Pat Gray
Kathy Ehling



STATE OF
NEW JERSEY
SAGE
System for Administering Grants Electronically

Application - Entitlement: IDEA-2013-GLASSBORO SCHOOL DISTRICT-15-

1730-013

Status: Application in Process

User: Glassboro AO

Role: Authorized Official
Logout

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You are here: > Application Forms

MAINTENANCE OF FISCAL EFFORT

Instructions:

- Fields with an * next to them must be completed.
- Description of what is expected in this section can be found by clicking "[Instructions.](#)"
- After entering all information click the **SAVE** button.
- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page
- To return to the Application menu click the **Application Menu** link above.

Districts are required to provide the same fiscal effort from either local funds or state and local funds as provided in the previous year for special education. There are four ways to calculate this. Districts are encouraged to develop the best method for their situation by completing the items below:

Method 1: Total Expenditures

Choose one:

☐

Only Local Funds

☐

State and Local Funds

The numbers below may be pulled from the District's Budget Statement for 2012-2013

Budget Line #	Category	2010-2011	2011-2012	2012-2013
4800	Total Special Education Instruction			
6280	Tuition to other LEAS withing the state in a special education program			
6300	Tuition to County Vocational School District Special			
6310	Tuition to County SSD and Regional Day Schools			
6320	Tuition to Private School for the Disabled Within State			
6330	Tuition to Private School for the Disabled Out of State			
6340	Tuition State Facilities			
7220	Transportation Salaries for Between home and school pupil transportation			
7290	Contracted Services - Special Education Students Vendors			
7300	Contracted Services - Special Education Students Jointures			
7302	Contracted Services - Special Education Students ESCs, CTSA			
6680	Total Undistributed Expense Other Support Service Student Special Education (CST)			
6485	Related Services			
6705	Extraordinary Services			
Total Expenses				

Method 2: Per Capita Expenditures

Chose one:

☐

Local Funds Only

☐

State and Local Funds

Total Expenditures 2011-2012:

Number of Special Education students in the same year:

Per capita:

Total Expenditures 2012-2013:

Number of Special Education students in the same year:

Per capita:

In accordance with 34 CFR Part 300 - APPENDIX A districts are also required to spend the same amount of local or state local funds on special education students as they do for general education students before the federal IDEA funds are used. To meet this requirement please complete and upload the excess cost calculation as described in this document.

Browse... *

VIEW ONLY CHART SHOWING REQUIRED AMOUNT TO BE BUDGETED FOR SPECIAL EDUCATION

1	Increase from 2012 to 2013.	-23028
2	Funds budgeted on special education and related services for students with disabilities in the 2011-2012 school year.	
3	Amount of IDEA funds that may be treated as local funds for the purpose of meeting the maintenance of fiscal effort and non supplanting requirements for the FY 2013 school year (50% of line 1).	
4	Minimum amount of funds required to be budgeted for special education and related services in the 2012-2013 school year.	
5	Amount of funds budgeted for special education and related services in the 2012-2013 school year.	

Reasons for MOE Reduction

- ☐ a. Decrease in enrollment of children with disabilities
- ☐ b. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment and the construction of school facilities
- ☐ c. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education personnel
- ☐ d. Termination of an exceptionally costly program for a particular child due to aging out, left jurisdiction or no longer in need of such program of special education
- ☐ e. The LEA is exercising its authority under Section 613(a)(2)(C)(I-ii) to reduce the local expenditures for special education and apply those funds to authorized activities under the Elementary and Secondary Education Act of 1965

Maximum amount available under this choice:

Enter the amount used from the Federal increase to reduce the local expenditures -this amount can not exceed 50% of the increase in the district's IDEA allocation minus the amounts used for the provision of early intervening services above, if applicable.

List the authorized ESEA activities that the funds are to be used for.

0 of 2000

Complete the Use of Funds Chart

Function/ Object Code	Expenditure Category	Local Special Ed. Expenditures Transferred to Federal	Use of Freed Up Local funds for General Ed. As described above
100	Instruction		
100-100	Instruction - Salaries		
100-300	Instruction - Purchased Services		
100-500	Instruction - Other Purchased Services		
100-600	Instruction - Supplies		
100-800	Instruction - Other Objects		
200	Support Services		

200-100	Support - Salaries		
200-200	Benefits		
200-300	Support - Professional and Technical Services		
200-400	Support - Purchased Property		
200-500	Support - Other Purchased Services		
200-600	Support - Supplies		
400	Building/Equipment		
400-720	Building/Renovation		
400-731	Instructional Equipment		
400-732	Non-Instructional Equipment		
Totals			

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