

# SELDA

## Understanding Excess Cost

**Department of Special Education  
Services and Supports**

*Malissa Roberts, Program Specialist*

# Georgia's Systems of Continuous Improvement

GaDOE has adopted the Georgia Systems of Continuous Improvement as a methodology for supporting districts and schools. This methodology focuses on improving districts/schools' systems.




# Learning Targets



Understand Excess Cost requirements



Have a general understanding of the Excess Cost calculation



*Let's take  
a little quiz!*

1) What is supplanting?

- a. It is a budgeting tool.
- b. Replacing state and local funds with federal funds
- c. Both A and B

2) What are the IDEA supplanting test(s)?

- a. Excess Cost
- b. MOE
- c. Both A and B

### 3) How is Excess Cost determined?

- a. By ensuring the average per pupil expenditure for students with disabilities is in excess of the average per pupil expenditure for all students
- b. By actually expending at least as much as the LEA expended in the previous year (comparison year)
- c. By actually expending less in state expenditures than the LEA expended in previous year (comparison year)

4) If a district does not meet Excess Cost, what must they do?

- a. Submit documentation for a waiver of the Excess Cost requirement
- b. Submit a request for exceptions and/or adjustments
- c. District's must meet or repay funds

## Federal Requirement to Supplement, Not Supplant

34 CFR §300.202 Use of amounts explains the appropriate use of IDEA, Part B funds for students with disabilities.

It states:

(a) General. Amounts provided to the LEA under Part B of the Act—

(1) Must be expended in accordance with the applicable provisions of this part;

(2) Must be used only to pay the excess costs of providing special education and related services to children with disabilities, consistent with paragraph (b) of this section; and

(3) Must be used to **supplement** State, local, and other Federal funds **and not to supplant** those funds.



# Federal Requirement to Supplement, Not Supplant

**In other words:**

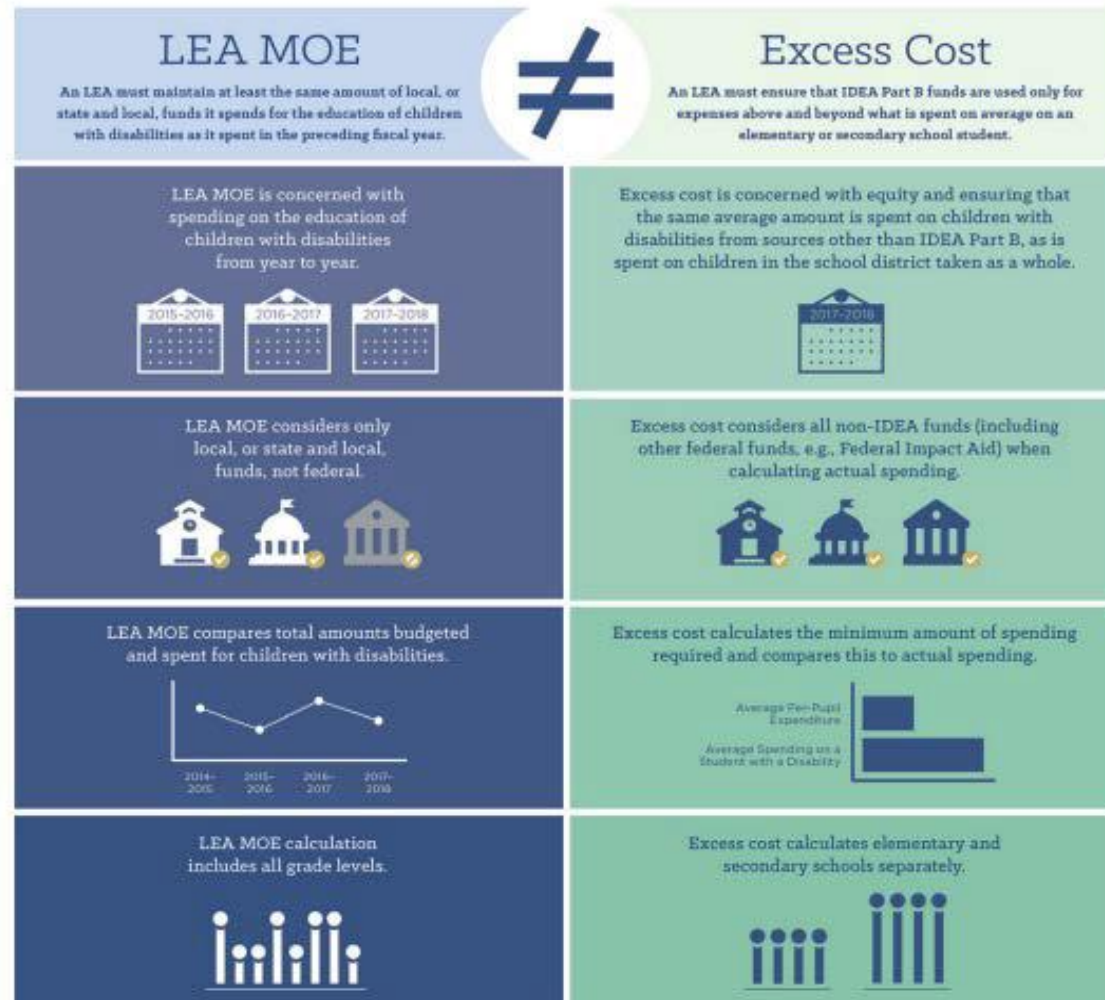
LEAs may not use IDEA,  
Part B funds as the  
**primary source**  
for educating  
students with disabilities.



# Key Differences between IDEA LEA MOE and Excess Cost Requirements

IDEA contains two separate requirements for LEAs to ensure sufficient funding for special education programs: LEA MOE and excess cost. While these requirements have some similarities, **they are separate requirements requiring separate calculations.**

✪ This graphic, intended to be used together with the following question and answer table, illustrates key differences.



## MOE

- Compares year to year state and local expenditures

## Excess Cost

- Compares the average per pupil expenditure (APPE) of special education students to the APPE of all students.

Chart from CIFR – Center for IDEA Fiscal Reporting

# Excess Cost

An LEA must ensure that IDEA Part B funds are used only for expenses above and beyond what is spent on average on an elementary or secondary student.

Excess cost is concerned with equity and ensuring that the same average amount is spent on children with disabilities from sources other than IDEA Part B, as is spent on children in the school district taken as a whole.



Excess cost considers all non-IDEA funds (including other federal funds, e.g., Federal Impact Aid) when calculating actual spending.



Excess cost calculates the minimum amount of spending required and compares this to actual spending.



Excess cost calculates elementary and secondary schools separately.



## Determining Excess Costs

- When determining whether a cost is an excess cost, ask the following guiding questions:
  - ✓ *In the absence of special education needs, would this cost exist?*
  - ✓ *Is this cost also generated by students without disabilities?*
  - ✓ *If it is a child specific service, is the service documented in the student's IEP?*

# Excess Cost Definition

(IDEA funds) must be used only to pay the excess costs of providing special education and related services for children with disabilities

Must be used to supplement state, local, and other Federal funds and not to supplant those funds.

# Excess Cost Calculation

- Excess costs are those costs for the education of an elementary school or secondary school student with a disability that are in excess of the average annual per student expenditure in an LEA during the preceding school year for an elementary school or secondary school student, as may be appropriate.
- An **LEA must spend at least the average annual per student expenditure on the education of an elementary school or secondary school child** with a disability before funds under Part B of the Act are used to pay the excess costs of providing special education and related services.

# Excess Cost Due Date

- January 31st

# Excess Cost Calculation Overview

- To accurately determine that an LEA is spending the average annual per pupil expenditure (APPE), we must obtain an annual count from the local level.
- The LEA must first determine elementary and secondary expenditures separately.
- Central Office costs must be attributed to elementary and secondary costs – this is not something we can do.

12/10/2019



# Excess Cost Calculation Overview

- Then the LEA must subtract the amount of capital outlay and debt expenditures.
- The LEA must subtract from the total expenditures, the amount spent in the preceding year.
- Special education costs should be added to determine if the LEA met or did not meet
- Once Results have been established the LEA should submit and complete the student enrollment information for the Base Tab to complete the projections for the next fiscal year.
- Is there a supplanting concern? This calculation will help determine that along with Maintenance of Effort.

12/10/2019

# Simple Calculation

	Elementary	Secondary	
Total:	\$3,000	\$2,000	
Total Enrollment:	25	20	
Average Annual Per Pupil:	\$120	\$100	
Students with Disabilities Count:	12	10	
Minimum Target:	\$1,440	\$1,000	
School Level Special Education Expenditures:	\$1,000	\$800	
Other Special Education:	\$500	\$300	
Total Special Education Expenditures:	\$1,500	\$1,100	
Less Minimum Target:	\$60	\$100	
Met or DNM?	Met	Met	

# Let's Practice

	Elementary	Secondary
Total:	\$1,000	\$2,000
Total Enrollment:	10	20
<b>Average Annual Per Pupil:</b>	<input type="text"/>	<input type="text"/>
Students with Disabilities Count:	5	10
<b>Minimum Target:</b>	<input type="text"/>	<input type="text"/>
School Level Special Education Expenditures:	\$1,000	\$600
Other Special Education:	\$500	\$300
<b>Total Special Education Expenditures:</b>	<input type="text"/>	<input type="text"/>
<b>Less Minimum Target:</b>	<input type="text"/>	<input type="text"/>
<b>Met or DNM?</b>	<input type="text"/>	<input type="text"/>

## Directions:

- Complete the empty red boxes.
- Determine if the LEA meets or does not meet (DNM) for elementary and secondary.
- Does the district meet overall? \_\_\_\_\_

# Let's Practice

	Elementary	Secondary
Total:	\$1,000	\$2,000
Total Enrollment:	10	20
<b>Average Annual Per Pupil:</b>	\$100	\$100
Students with Disabilities Count:	5	10
<b>Minimum Target:</b>	\$500	\$1,000
School Level Special Education Expenditures:	\$1,000	\$600
Other Special Education:	\$500	\$300
<b>Total Special Education Expenditures:</b>	\$1,500	\$900
<b>Less Minimum Target:</b>	\$1,000	-\$100
<b>Met or DNM?</b>	Met	DNM

## Directions:

- Complete the empty red boxes.
- Determine if the LEA meets or does not meet for elementary and secondary.
- Does the district meet overall? NO

# Portal Review

## Two Step Process:

- Excess Cost Result
  - District
  - School
  - Calculations
  - Audit Trail
- Excess Cost Base
  - District
  - School
  - Calculations
  - Audit Trail

# Accessing Excess Cost Portal



Click Consolidated  
Application

Scroll to Special Education  
Excess Cost

Welcome to the Georgia Department of Education

portal.doe.k12.ga.us/index.aspx?oid=46041&p\_UserCode=40BA3687-8313-4802-9049-D741C10E4C55

Search Districts 0-9 A B C D E F G H I J K L

You have (0) new messages.

**Site Navigation**

- Home
- Logout

**Exceptional Students**

- SLDS Support with NO PII
- Consolidated Application
- Special Education Annual Reports
- Data Collection
- View Documents
- GAORS
- GDOE User Admin
- Monitoring
- Message Center
- Grants Application
- MSIX Administration
- EOPA Reports
- FLP Student Data Collection
- SE Applications Dashboard
- Coordinated Early Intervening Services (CEIS)
- CLIP State Administration
- Professional Learning Opportunities (PLO)
- Request Services Administration

**Surveys**

New (0)	Saved (0)	Submitted (10)	Approved (10)	Reports
No new surveys available				

More

**Special Ed Excess Cost**

Malissa Roberts

- Account Information
- Add to Favorites
- Help - Dticket

# Accessing Excess Cost Portal



Your finance director is responsible for completing the financial portion of the calculation. They will need enrollment information from the Special Education Director.

Georgia Department of Education

You have (0) new messages.

Site Navigation

- Home
- Logout

Exceptional Students

- Consolidated Application

Malissa Roberts

Account Information

- Add to Favorites
- Help - Dticket

Hide Navigation

Special Education Excess Cost : 2018 - 2019 District-Wide Level Expenditures

Fiscal Year: 2019

District Name: Barlow County - 608

Excess Cost Result | Excess Cost Base

District | School | Calculations | Audit Trail

Excess Cost FY 2019 Results

Account	Description	Amount
---------	-------------	--------

Description	Amount
-------------	--------

## What to Expect

- LEAs will access resources and enter expenditures
- This is a two step process: Results and Base
- All FY19 expenditures should be entered into the Results tab first and then sign off.
- The Base tab will automatically populate for all expenditures. However, the FY20 Student Counts should be entered on the Calculations tab then signed off.
- The Excess Cost Calculation is due January 31<sup>st</sup>

12/10/2019



# Tools Available to Assist



## Financial Review Division IDEA Excess Cost Calculations Guidance and Instructions

### RESOURCES FOR COMPLETING THE EXCESS COST CALCULATION:

The *Financial Review Division*, and the *Division for Special Education Services and Supports* provide several resources to assist LUAs with the calculation and submission of the Excess Cost report. Below are the resources and tools available for the calculations:

- ☐ **Excess Cost Webinar** (*Details the changes and updates for FY 18*).  
<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Budget-and-Grant-Applications.aspx>
- ☐ **Excess Cost Template** (*Excel version of the GADOE portal for tabulation purposes, if desired*). Emailed to districts on 10/12/2018 from Amy Rowell and included on GaDOE Special Education Services website.
- ☐ **Excess Cost Data File by District\*** (*FY18 DE046 Expenditure Data in total, and by funds needed for the calculation*).  
<https://portal.doe.k12.ga.us/Finance.aspx?page=FinReview&acl=1159&oid=46046>  
\*Please see the GaDOE Portal sign-on instructions on the following page to access the **Data File by District**.
- ☐ **Excess Cost Handbook** (*Detailed step-by-step instructions on the completion process*).



# Excess Cost Handbook



## **FINANCIAL REVIEW DIVISION** **Georgia Department of Education**

### **Guidance and Instructions Handbook** **EXCESS COSTS CALCULATIONS** **INDIVIDUALS WITH DISABILITIES ACT** **(IDEA), PART B**

# Documents Needed



## Financial Review Division IDEA Excess Cost Calculations Guidance and Instructions

This entry is explained in more detail on page 17 in this guidance and instructions handbook.

### DOCUMENTS NEEDED FOR THE EXCESS COST CALCULATION:

The following documents are needed prior to completing the report:

1. **DE046 Financial Analysis Report** - Actual. (*The majority of the IDEA excess cost calculation is based on the data transmitted on the DE046 actual report.*)
2. **FTE reports:**
  - **FT002** - Student Enrollment by Grade Level
  - **FT017** - Special Education Child Count
3. **School-Level State and Local Amounts Expended for Special Education**
4. **Other State and Local Expenditures Expended for Special Education**

Special Education  
Director Provides

# Most of the Work is done!

Your Financial Director has access to this excel workbook. They should start here.

A notification from Financial Review will be sent when it is available.

**Financial Review Division**  
**IDEA Excess Cost Calculations Guidance and Instructions**

**RESOURCES FOR COMPLETING EXCESS COST - Excess Cost Data File by District**

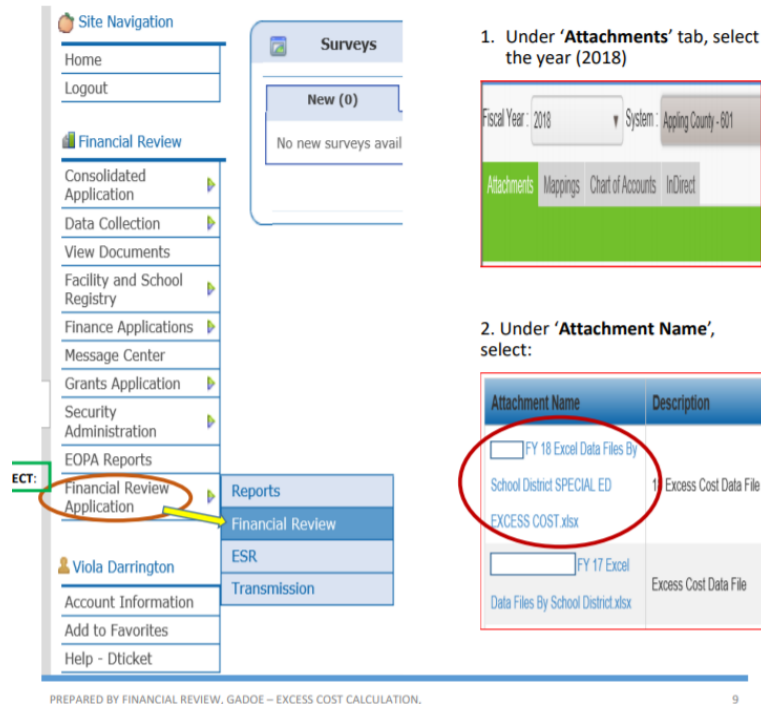
**MY GADOE PORTAL** – Signing-on to Access Date File by District:

**I. STEP ONE** – Log on to the GaDOE portal.

**II. STEP TWO**

1. Under 'Attachments' tab, select the year (2018)

2. Under 'Attachment Name', select:



The screenshot shows the GaDOE portal interface. On the left is a 'Site Navigation' menu with options like Home, Logout, Financial Review, Consolidated Application, Data Collection, View Documents, Facility and School Registry, Finance Applications, Message Center, Grants Application, Security Administration, EOPA Reports, Financial Review Application (highlighted with a red circle and a yellow arrow), Reports, Financial Review, ESR, and Transmission. Below this is a user profile for Viola Darrington with links for Account Information, Add to Favorites, and Help - Dticket. On the right, there's a 'Surveys' section showing 'New (0)' and 'No new surveys avail'. Below that, there's a 'Fiscal Year' dropdown set to 2018 and a 'System' dropdown set to Appling County - 601. The 'Attachments' tab is selected, showing a table of attachments. The first attachment is 'FY 18 Excel Data Files By School District SPECIAL ED EXCESS COST.xlsx' with a description of 'Excess Cost Data File'. The second attachment is 'FY 17 Excel Data Files By School District.xlsx' with a description of 'Excess Cost Data File'. A red circle highlights the first attachment.

Attachment Name	Description
<input type="checkbox"/> FY 18 Excel Data Files By School District SPECIAL ED EXCESS COST.xlsx	Excess Cost Data File
<input type="checkbox"/> FY 17 Excel Data Files By School District.xlsx	Excess Cost Data File

PREPARED BY FINANCIAL REVIEW, GADOE – EXCESS COST CALCULATION.

# Resources

Specific Learning Disability

Speech Language Impairment

Traumatic Brain Injury

Visual Impairment & Blindness

## Budgets, Grants, Data Collection and Reporting

### Budget & Grant Applications

LEA Consolidated Application

Data Collection Conference

Annual Reports

State Performance Plan (SPP), Annual Performance Reports (APR) and Annual Determinations

## Continuous Improvement

Georgia's Continuous Improvement Monitoring Process (GCIMP)

Disproportionality

Strategic Plan and Federal Indicators

Approved Private Schools

## Dispute Resolution

Overview

Formal Complaints

Mediation

## Maintenance of Effort

- 2018 MOE Eligibility Worksheet
- LEA Maintenance of Effort Training Webinar
  - LEA Maintenance of Effort Training PowerPoint
- FY14 MOE Audit or Compliance Correction Worksheet
- FY15 MOE Audit or Compliance Correction Worksheet
- Exceptions to MOE Compliance Requirement Form
- MOE Adjustment Form
- New Charter MOE Requirement Form

## LEA Excess Cost Calculation



- LEA Excess Cost Calculation Webinar
- LEA Excess Cost Calculation Webinar Presentation
- LEA Excess Costs Excel Template
- IDEA Excess Cost Handbook

## Resources for Guidance

- FY 17 IDEA Supplanting Tests
- FY 17 IDEA Year In Perspective
- Cross-Functional Monitoring Webinar
  - Cross-Functional Monitoring Webinar PowerPoint
- Proportionate Share Process Powerpoint
- Time and Effort Reporting Powerpoint
- Financial Management Complaints
- Equitable Services for Private and Home School Students Webinar

## Tips for Submission



Enter School Level Expenditures first since that drives the District Level Expenditures



Make sure all cells have data



Make sure to enter the student enrollment counts



The portal times out every 15 minutes, so save often



Review tools posted



SWD count is the FT017 report

# Meeting Excess Cost

- The Special Education Budget Unit will review annually the Excess Cost Calculations entered
- All LEA's must keep supporting evidence on file for expenditures entered
- The Excess Cost Calculation will be a monitoring indicator and will be reviewed during Cross Functional Monitoring visits.

12/10/2019

# Test Your Knowledge - True or False

- LEA's must input Base Projections and Results into the portal annually.
- You do not need to keep evidence of Excess Cost Expenditures since the GaDOE portal is secure and the expenditures have been signed off and approved.
- You must enter student count information in the results and base tabs.
- Excess cost data submitted in January will be housed in the FY19 tab.



1) What is supplanting?

a. It is a budgeting tool.

☒ b. Replacing state and local funds with federal funds

c. Both A and B

2) What are the IDEA supplanting test(s)?

a. Excess Cost

b. MOE

☒ c. Both A and B

### 3) How is Excess Cost determined?

- a. By ensuring the average per pupil expenditure for students with disabilities is in excess of the average per pupil expenditure for all students
- b. By actually expending at least as much as the LEA expended in the previous year (comparison year)
- c. By actually expending less in state expenditures than the LEA expended in previous year (comparison year)

4) If a district does not meet Excess Cost, what must they do?

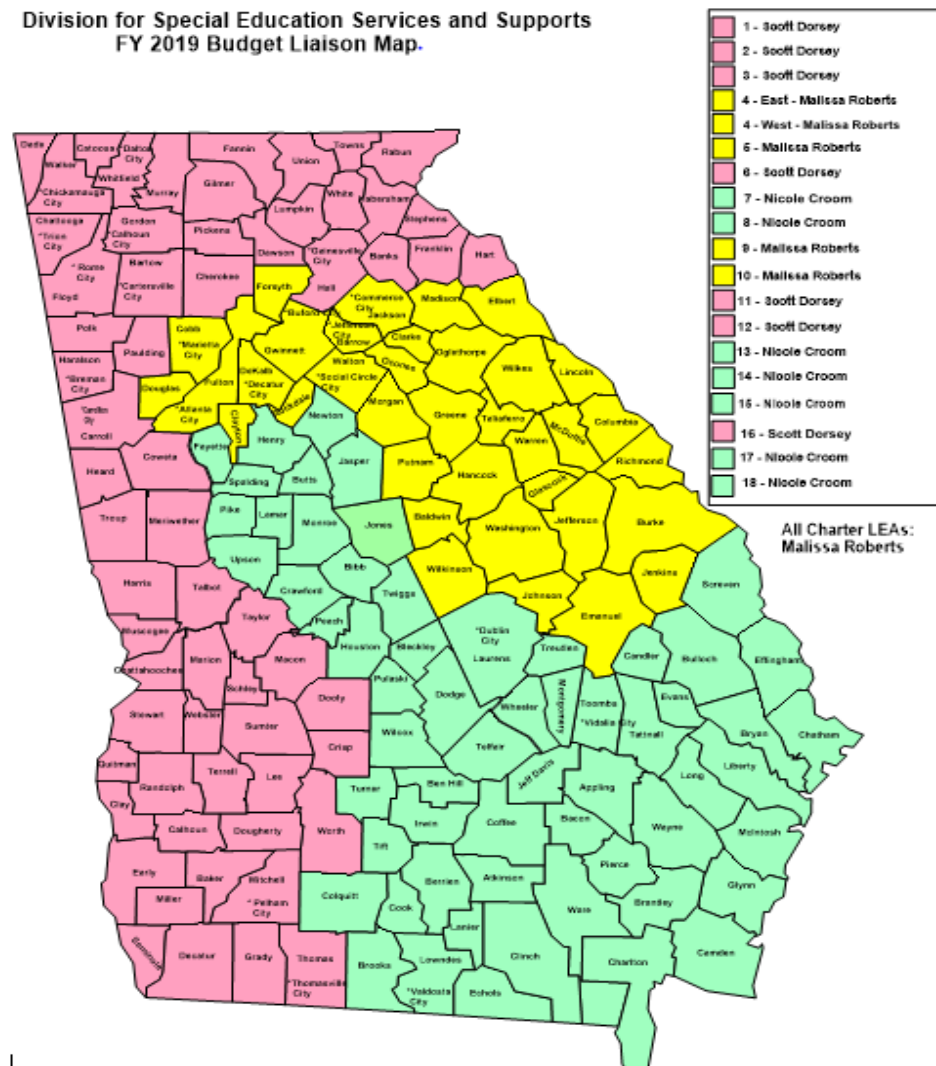
a. Submit documentation for a waiver of the Excess Cost requirement

b. Submit a request for exceptions and/or adjustments

c. District's must meet or repay funds

# Budget Liaison Map

Division for Special Education Services and Supports  
FY 2019 Budget Liaison Map.



# Questions?



# Contact Us

*We're Here to Help!*

**Nicole Croom**

*Program Specialist*

**404.463.3553**

***ncroom@doe.k12.ga.us***

**Scott Dorsey**

*Program Specialist*

**404.656.2847**

***sdorsey@doe.k12.ga.us***

**Malissa Roberts**

*Program Specialist*

**404.656.3067**

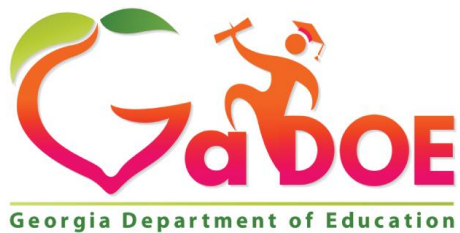
***mroberts@doe.k12.ga.us***



[www.gadoe.org](http://www.gadoe.org)

   @georgiadeptofed

 [youtube.com/georgiadeptofed](https://youtube.com/georgiadeptofed)



**EDUCATING  
GEORGIA'S FUTURE**