Quick Reference Guide (QRG)

Maintenance of Effort

LEAs/External Users

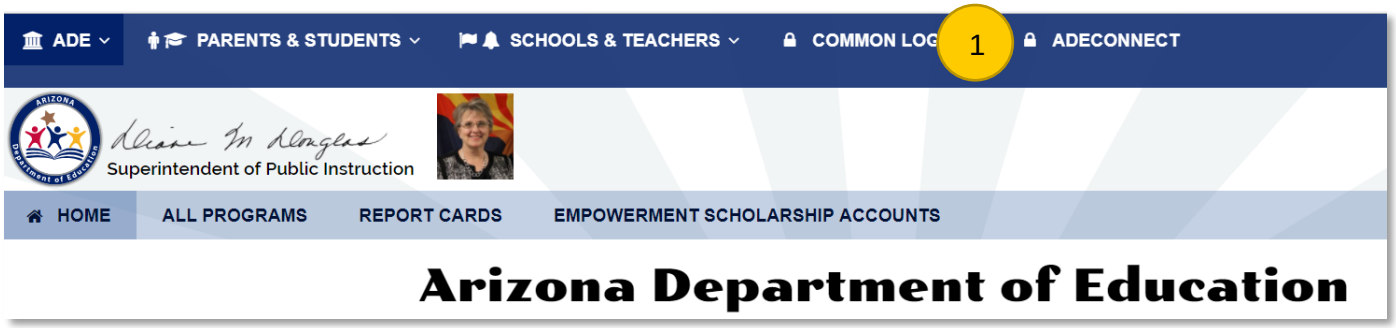
Arizona Department of Education
Grants Management Division

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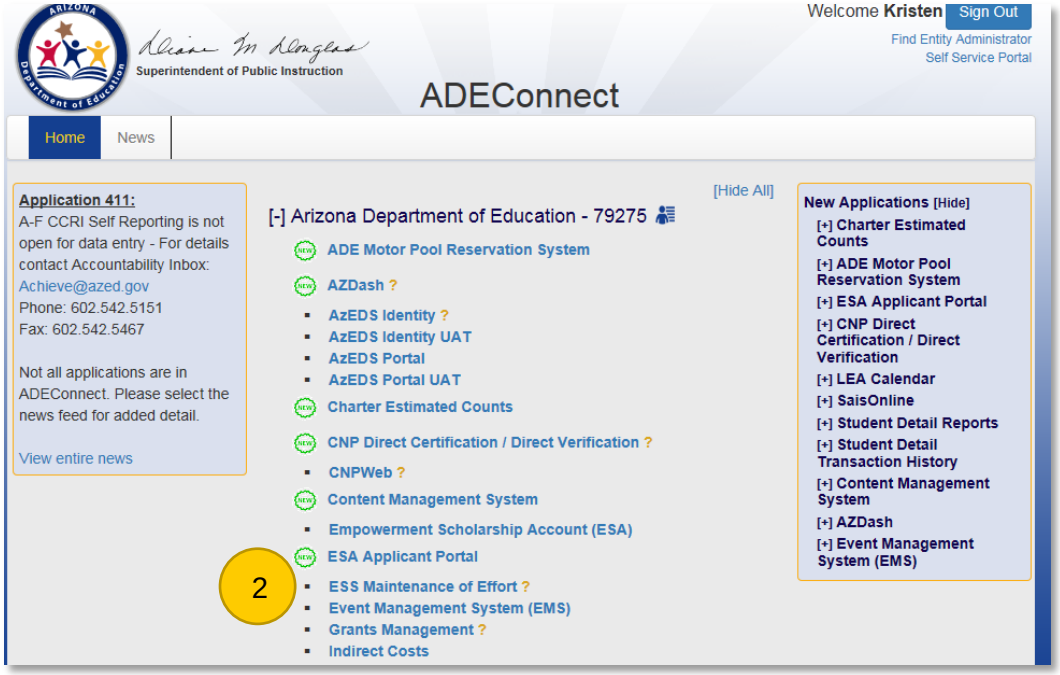
Accessing the Maintenance of Effort (MOE) Application

To access the MOE Application:

1. Log into ADEConnect on the Arizona Department of Education (www.azed.gov).

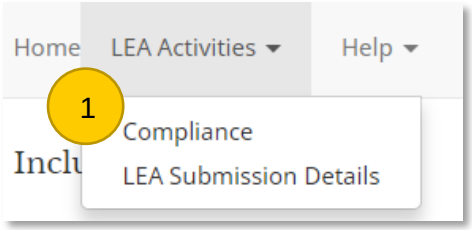


2. Select the ESS Maintenance of Effort under your parent organization.

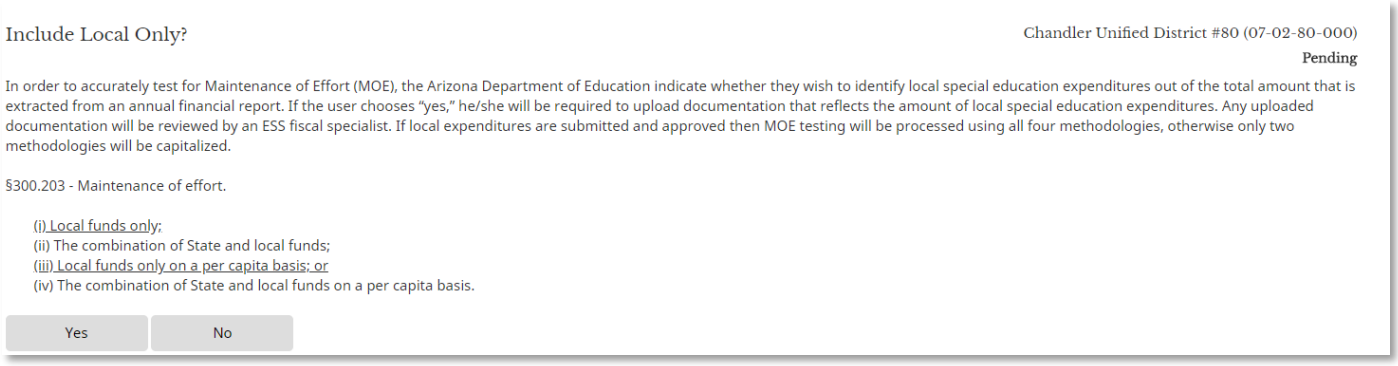


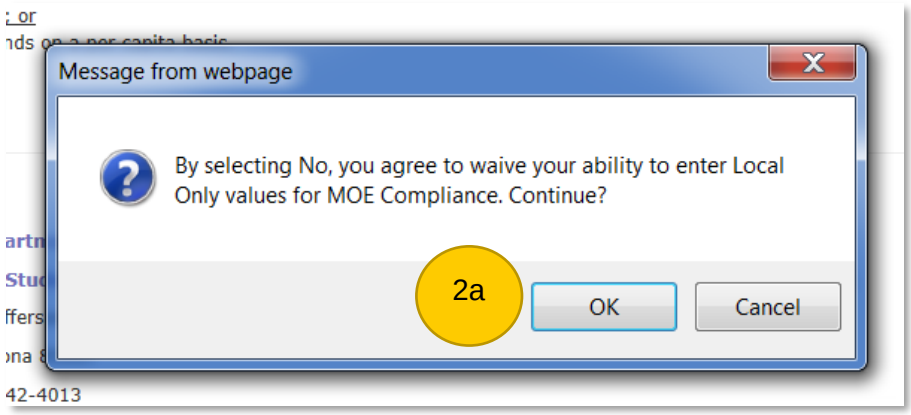
Initiating the MOE Application

1. On the Menu, select LEA Activities > Compliance.



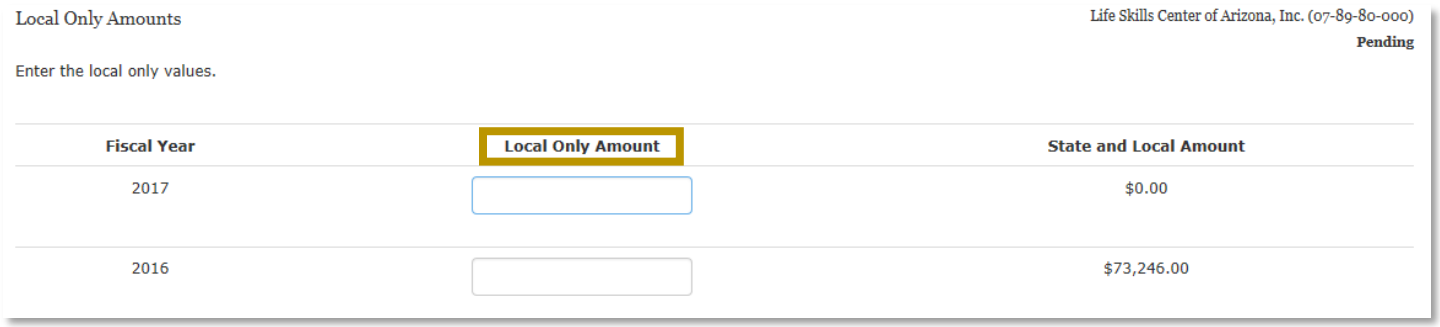
2. Determine whether you wish to identify local special education expenditures out of the total amount that is extracted from an annual financial report.





a. If your answer is **No**, you'll get a Message about waiving the ability to enter Local Only values, that you'll have to confirm by clicking OK. Then continue with Step #3.

b. If your answer is **Yes**, enter the Local Only Amount and be sure to upload documentation that reflects the amount of local special education.

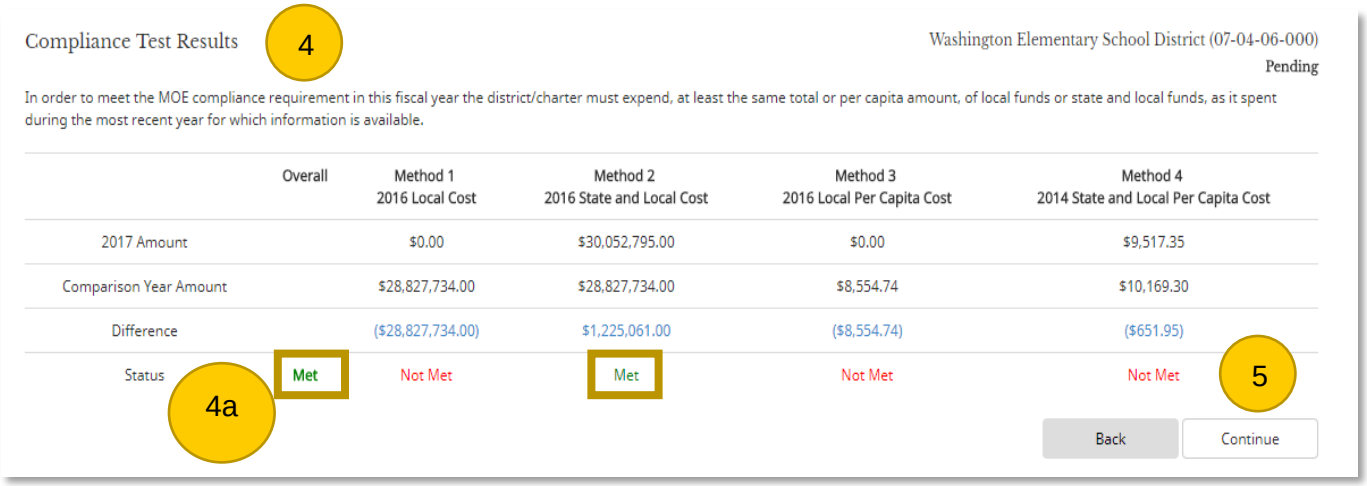


3. Select Continue at the bottom of the page.

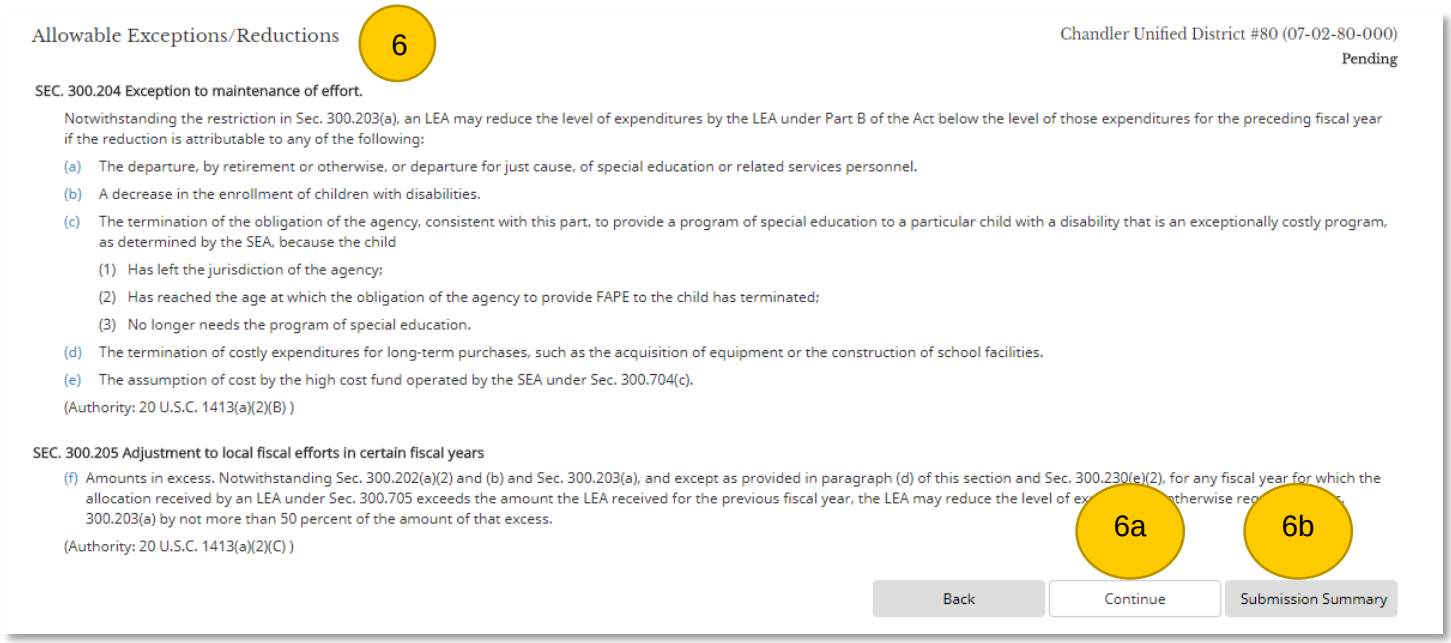


4. Review the status of Compliance Test Results.

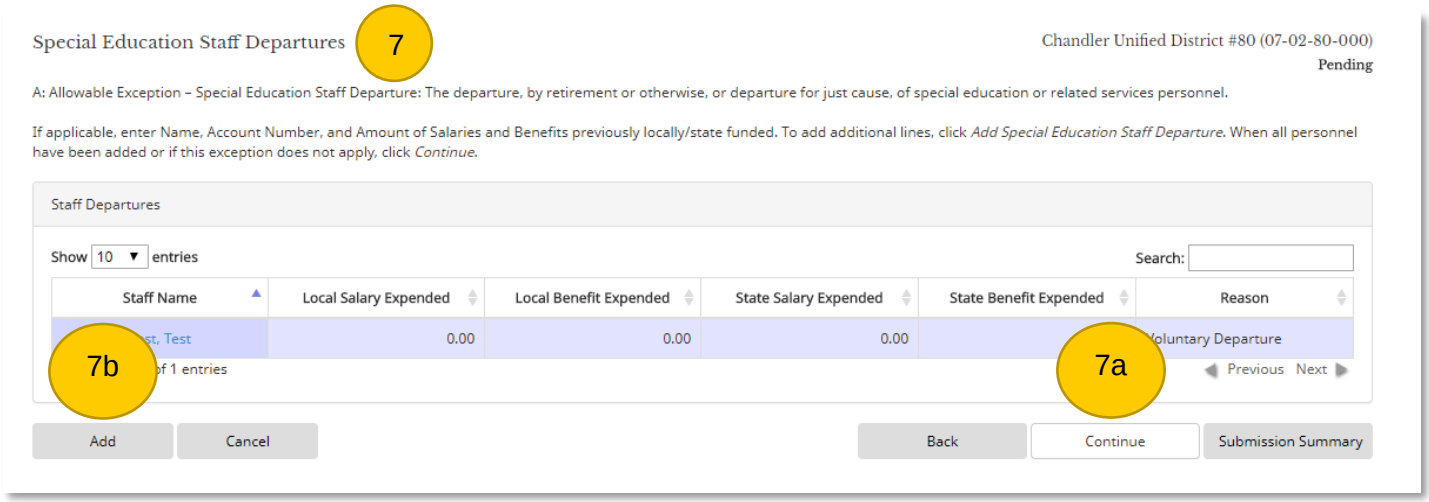
a. If at least one method is in Met status, you have passed the Compliance Test.
b. You are given the option to submit exceptions when there is a Not Met status for at least one of the methods.



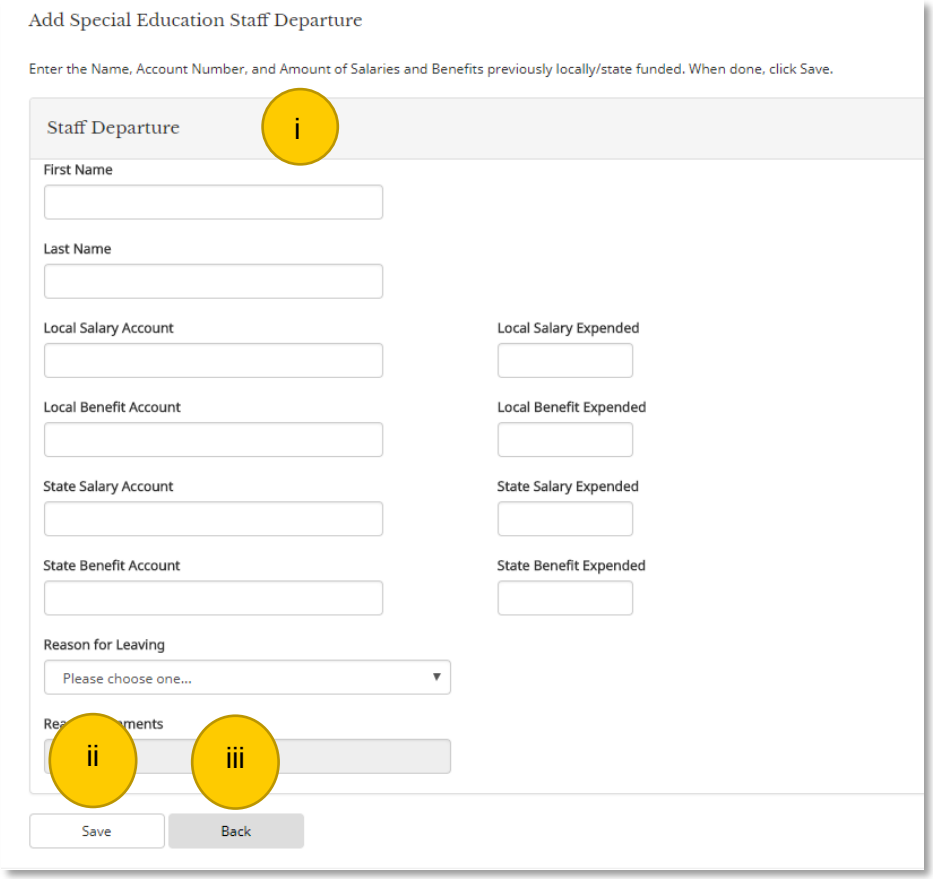
5. Select Continue.
6. Review the Allowable Exceptions/Reductions (there are 5 exceptions).
    a. If you are adding exceptions, select Continue.
        Keep in mind that <u>each exception has its own page</u>; the following are the allowable exceptions: Special Education Staff Departures, Decrease SPED Enrollment, Termination of Obligations, Termination of Costly Long-Term Purchases, and Assumption of Cost
    b. If you are **not** adding exceptions, select Submission Summary and go to Step #9.



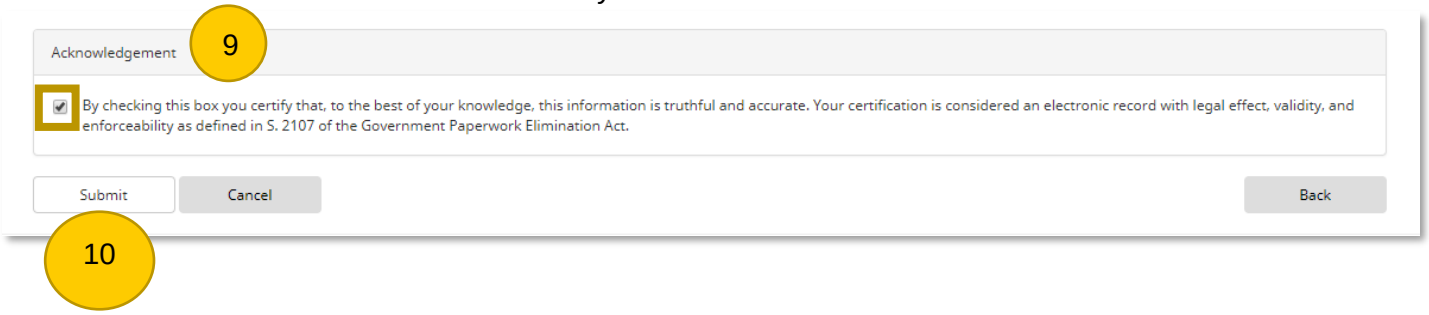
7. Review the Special Education Staff Departures exception.
    a. If you are **not adding** allowable exceptions for the Special Education Staff Departures, select Continue to go to the next exception.
    b. If you are adding allowable exceptions for the Special Education Staff Departures, select Add.

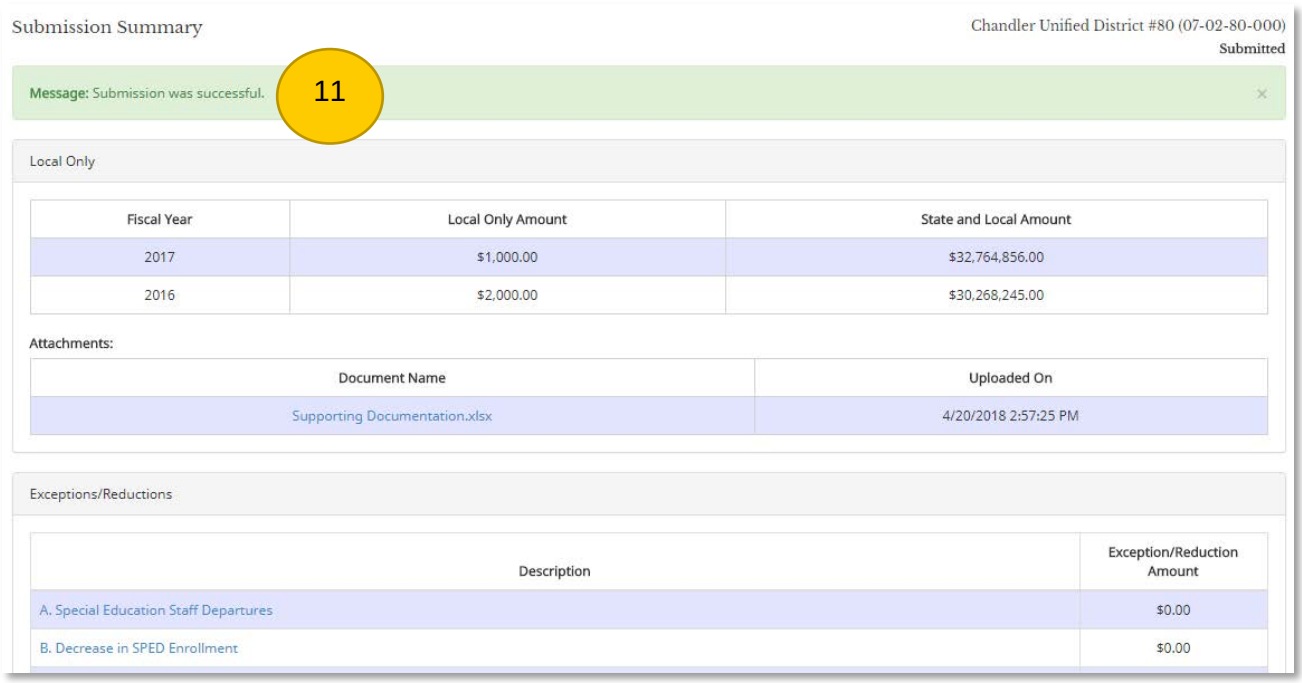


i. Complete the information.
ii. Select Save.
iii. Select Back.
iv. Select Continue to go to the next exception.



8. Repeat Step #7 if any other exceptions are needed. If no additional exceptions are needed, select Submission Summary.
9. Once you are in the Submission Summary page, review the information and check the Acknowledgement box.
10. Select Submit.
11. You should receive a confirmation that your submission is successful.





Need Assistance?

Grants Management System (GME)	**Passwords/ADEConnect Support**
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov