

How to Use the Maintenance of Effort Eligibility Calculator

For District Business Officials



This document is intended for districts business officials (DBOs). DBOs will be responsible for completing and submitting their district's Maintenance of Effort (MOE) eligibility data to the ISD business official for review.

WHAT IS MAINTENANCE OF EFFORT?

The essence of the Maintenance of Effort Eligibility Tests is for ISDs to provide the Michigan Department of Education (MDE) anticipated expenditures, exceptions, and other adjustments (if necessary) to demonstrate that the district will maintain the appropriate level of fiscal expenditure (effort) in the upcoming school year. For the ISD to have accurate information, the districts need to submit their data first.

ACCESS THE MOE ELIGIBILITY CALCULATOR

- 1) Log into [CIMS](#) using your district business official username and password.



Note: If you do not have a username and password yet, please read the [How to Request CIMS Access](#) training document on the CIMS Training Website. You will be requesting the **District Business Official** role to submit MOE information to the ISD on behalf of your district.

- 2) Your district's MOE Eligibility activity will appear on your task list on the home page. Click on the **name link** in the Item column (e.g. B-MOE-Eligibility-2017-DistrictName-81-81010).

Tasks
You have 1 total tasks.
You have 0 tasks that are critical.
To narrow the view of your tasks, you may use any of the filter options below.

Release: [] Type: [] Status: [] Organization: [] Export Results to: [Screen] [GO]

Info	Organization	Release	Item	Status	Date Received	Date Due
	Ann Arbor Public Schools	2017	B-MOE-Eligibility-2017-AnnArborPS-81-81010	District Eligibility In Progress	4/25/2017 3:43:31 PM	

- 2) On the MOE Eligibility Tests Menu, click on the **Eligibility Tests for 2016-2017** link.

Status	Page Name	Note	Created By	Last Modified By
▼	District Eligibility			
🔔	Eligibility Tests for 2016-2017		CIMS System	6/6/2017 9:54:01 AM

- 3) On the Eligibility Tests page, enter the anticipated budget for the upcoming year (e.g. 2017-2018) for the fields in the rows labeled SE-4096 and SE-4094. Click on the blue question mark icon for information on exactly which data from these forms to provide. These fields are required.
- 4) When your work is complete and the numbers are final, click the **Save and Submit to ISD** button at the top of the page to send it to the ISD for review.

Continuous Improvement & Monitoring System (CIMS)
CIMS Workbook

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SAVE **SAVE & SUBMIT TO ISD** ADD NOTE CHECK GLOBAL ERRORS

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Document Information: [B-MOE-Eligibility-2017-Mayville-79-79090](#)

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ELIGIBILITY TESTS FOR 2017-2018

The Maintenance of Effort Test (MOE) for the State of Michigan is conducted on an aggregate analysis based on aggregated dollars and a headcount from all member districts of an Intermediate School District (ISD) that received Federal IDEA Part B funds. The essence of the eligibility test is for districts to provide the Michigan Department of Education (MDE) budget figures, exceptions, and other adjustments (if necessary) to demonstrate that the district has maintained the appropriate level of fiscal expenditure (effort). For additional information about MOE, please refer to the [MDE website](#).

1. Enter the projected budget for the upcoming year (for example 2017-2018) for the fields in the rows titled SE-4096 and SE-4094. These numbers should match the numbers submitted for the corresponding financial forms. These fields are required.
2. When your work is complete and the numbers are final, click **Save and Submit to ISD** to send it to the ISD for review.

	2015-2016	2017-18 Anticipated*
SE-4096 ?	\$124,205.00	<input type="text"/> *
SE-4094 ?	\$0	<input type="text"/> *

WHAT HAPPENS NEXT?

Next, the ISD business official will review this information. If your ISD business official sees the need for any changes, they will return the Eligibility Test to you for additional modifications. The district business official will be responsible for modifying this Eligibility Test and resubmitting it to the ISD business official.

WHO CAN I GO TO FOR HELP?

If you need assistance understanding how to navigate CIMS, please contact the CIMS Help Desk at 877-474-9023 or help@cismichigan.org.