

**VIRGINIA DEPARTMENT OF EDUCATION**  
**Individuals with Disabilities Education Act (IDEA)**  
**Guidance Document**  
**Web-based Excess Cost Application**

**Overview**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure that all local education agencies (LEAs) are in compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) Part B concerning Excess Costs. Regulation §300.16 of the IDEA defines Excess Costs as those costs 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, and that must be computed after deducting specific expenditure amounts.

In past years, school divisions were required to manually calculate the excess costs amount, and would submit this information with the IDEA Part B Annual Plan/Application. Beginning with the current fiscal year, each school division will submit their Excess Costs calculation using the new Special Education Excess Cost (Speced-Excess) application available through the Single Sign-on for Web Systems (SSWS) portal. This new Web-based application will assist an LEA with determining the amount of local and state funds it must spend for costs that are attributable to students with disabilities before it is eligible to spend its IDEA Part B funds.

Typically, the LEA should use information available in its unaudited general ledger, at the end of the fiscal year prior to the start or conclusion of the annual audit to determine if the LEA is compliant. The purpose of this data collection is to determine if the LEA complied with the 2012-2013 Excess Costs requirement. The LEA should enter actual expenditures into the new Speced-Excess application for the fiscal year ending on June 30, 2013. The collection window for Excess Costs data submission will open on April 4, 2014, and will close on May 30, 2014. Information concerning future webinars will be sent to Special Education Directors via e-mail and will be posted at the following Web-page.

[http://www.doe.virginia.gov/special\\_ed/grants\\_funding/index.shtml](http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml)

Guidance concerning the calculation and expenditure types is included within this document. An LEA meets the excess cost requirement if it has spent at least a minimum amount for the education of its children with disabilities before funds under Part B of the Act are used. The excess cost requirement does not prevent an LEA from using Part B funds to pay for all of the costs directly attributable to the education of a child with a disability in any of the ages 3, 4, 5, 18, 19, 20, or 21, if no local or state funds are available for nondisabled children of these ages. However, the LEA must comply with the non-supplanting and other requirements of this part in providing the education and services for these children as stated in §300.202, paragraph (ii).

## Appendix A, Part 300 of the IDEA

Except as otherwise provided, amounts provided to an LEA under Part B of the IDEA (Act) may be used only to pay the excess costs of providing special education and related services to children with disabilities. 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.

Section 602(8) of the Act and § 300.16 require the LEA to compute the minimum average amount separately for children with disabilities in its elementary schools and for children with disabilities in its secondary schools. LEAs may not compute the minimum average amount it must spend on the education of children with disabilities based on a combination of the enrollments in its elementary schools and secondary schools.

The following example shows how to compute the minimum average amount an LEA must spend for the education of each of its elementary school children with disabilities under section 602(3) of the Act before it may use funds under Part B of the Act.

a. First the LEA must determine the total amount of its expenditures for elementary school students from all sources—local, state, and federal (including Part B)—in the preceding school year. Only capital outlay and debt services are excluded.

*Example:* The following is an example of a computation for children with disabilities enrolled in an LEA's elementary schools. In this example, the LEA had an average elementary school enrollment for the preceding school year of 800 (including 100 children with disabilities). The LEA spent the following amounts last year for elementary school students (including its elementary school children with disabilities):

(1) From state and local tax funds	\$ 6,500,000
(2) From Federal funds	<u>600,000</u>
<b>Total expenditures</b>	<b><u>7,100,000</u></b>
Of this total, \$60,000 was for capital outlay and debt service relating to the education of elementary school students. This must be subtracted from total expenditures.	-\$60,000

(1) Total Expenditures	\$ 7,100,000
(2) Less capital outlay and debt service	<u>60,000</u>
<b>Total expenditures for elementary school students less capital outlay and debt service</b>	<b><u>\$7,040,000</u></b>

b. Next, the LEA must subtract from the total expenditures amounts spent for:

- (1) IDEA, Part B allocation,
- (2) ESEA, Title I, Part A allocation,
- (3) ESEA, Title III, Parts A and B allocation,
- (4) State and local funds for children with disabilities, and
- (5) State or local funds for programs under ESEA, Title I, Part A, and Title III, Parts A and B.

*These are funds that the LEA actually spent, not funds received last year but carried over for the current school year.*

**Example: The LEA spent the following amounts for elementary school students last year:**

(1) From funds under IDEA, Part B allocation	\$ 200,000
(2) From funds under ESEA, Title I, Part A allocation	250,000
(3) From funds under ESEA, Title III, Parts A and B allocation	50,000
(4) From state funds and local funds for children with disabilities	500,000
(5) From state and local funds for programs under ESEA, Title I, Part A, and Title III, Parts A and B	<u>150,000</u>
<b>Total</b>	<b><u>1,150,000</u></b>
(1) Total expenditures less capital outlay and debt service	7,040,000
(2) Other deductions	<u>1,150,000</u>
<b>Total</b>	<b><u>5,890,000</u></b>

c. Except as otherwise provided, the LEA next must determine the average annual per student expenditure for its elementary schools dividing the average number of students enrolled in the elementary schools of the agency during the preceding year (including its children with disabilities) into the amount computed under the above paragraph. The amount obtained through this computation is the minimum amount the LEA must spend (on the average) for the education of each of its elementary school children with disabilities.

**Funds under Part B of the Act may be used only for costs over and above this minimum.**

(1) Amount from Step b	\$5,890,000
(2) Average number of students enrolled	<u>800</u>
(3) Average annual per student expenditure. $\$5,890,000/800$	<u>\$ 7,362</u>

d. Except as otherwise provided, to determine the total minimum amount of funds the LEA must spend for the education of its elementary school children with disabilities in the LEA (not including capital outlay and debt service), the LEA must multiply the number of elementary school children with disabilities in the LEA times the average annual per student expenditure obtained in paragraph c above. Funds under Part B of the Act can only be used for excess costs over and above this minimum.

(1) Number of children with disabilities in the LEA's elementary schools.	100
(2) Average annual per student expenditure.	<u>\$ 7,362</u>
(3) Minimum amount of funds the LEA must spend for the education of children with disabilities enrolled in the LEA's elementary schools before using Part B funds.                      \$7,362 x 100	
<b>Total</b>	<b><u>\$736,200</u></b>

### **Instructions Concerning the IDEA Speced-Excess Cost application**

The person responsible for submitting the excess cost calculations to the VDOE will need to have an SSWS log-in ID and password to gain access to the new Speced-Excess Cost application. If access is not available, contact the division's SSWS administrator to gain access rights. IDEA regulations require each LEA to compute the average expenditures per elementary or secondary school. Kindergarten through grade 7 is considered "elementary" and grade 8 through grade 12 is considered "secondary."

There are four components in determining excess costs.

1. Calculate for the total expenditures,
2. Subtract certain expenditures,
3. Compute for the average annual per pupil amount, and
4. Determine the minimum amount of funds to spend for students with disabilities.

## Guidance for completing the Spiced-Excess Cost application is outlined below:

- To access the login page, click on SSWS login located at the lower right side of the VDOE's home page or click this link <https://p1pe.doe.virginia.gov/ssws/login.page.do>.



Figure -1-

- Log in to SSWS using your assigned SSWS log-in ID and password as illustrated in Figure 2. If you do not have an SSWS login ID and password, contact your local SSWS administrator to grant you access.

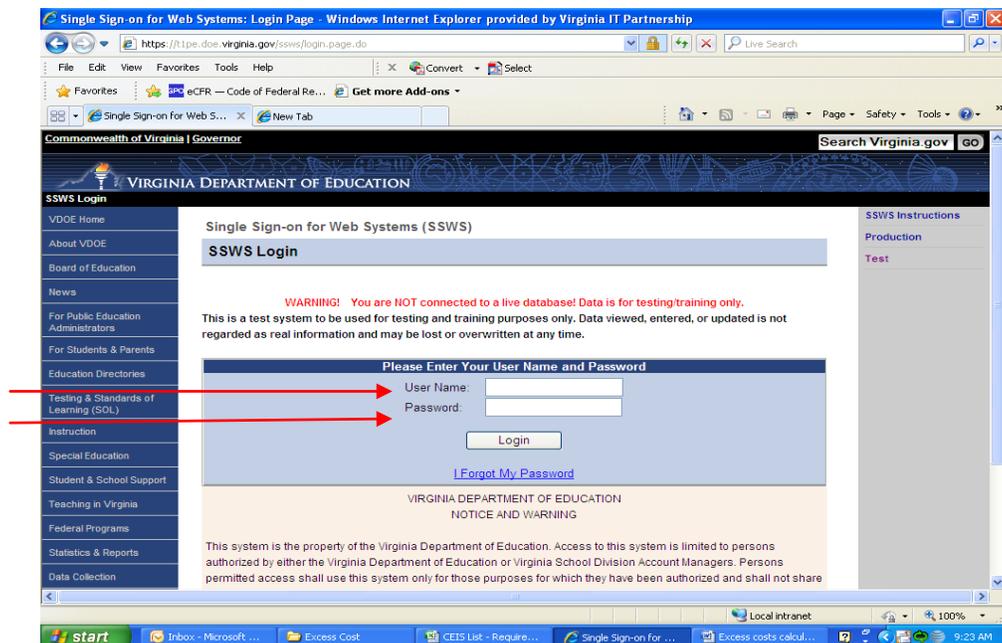


Figure -2-

- Figure 3 displays the screen after logging in to SSWS application. Select “**Special Education Excess Cost (Speced-Excess)**” from the list of applications displayed. If the application is not listed, contact your local SSWS administrator to secure access rights.

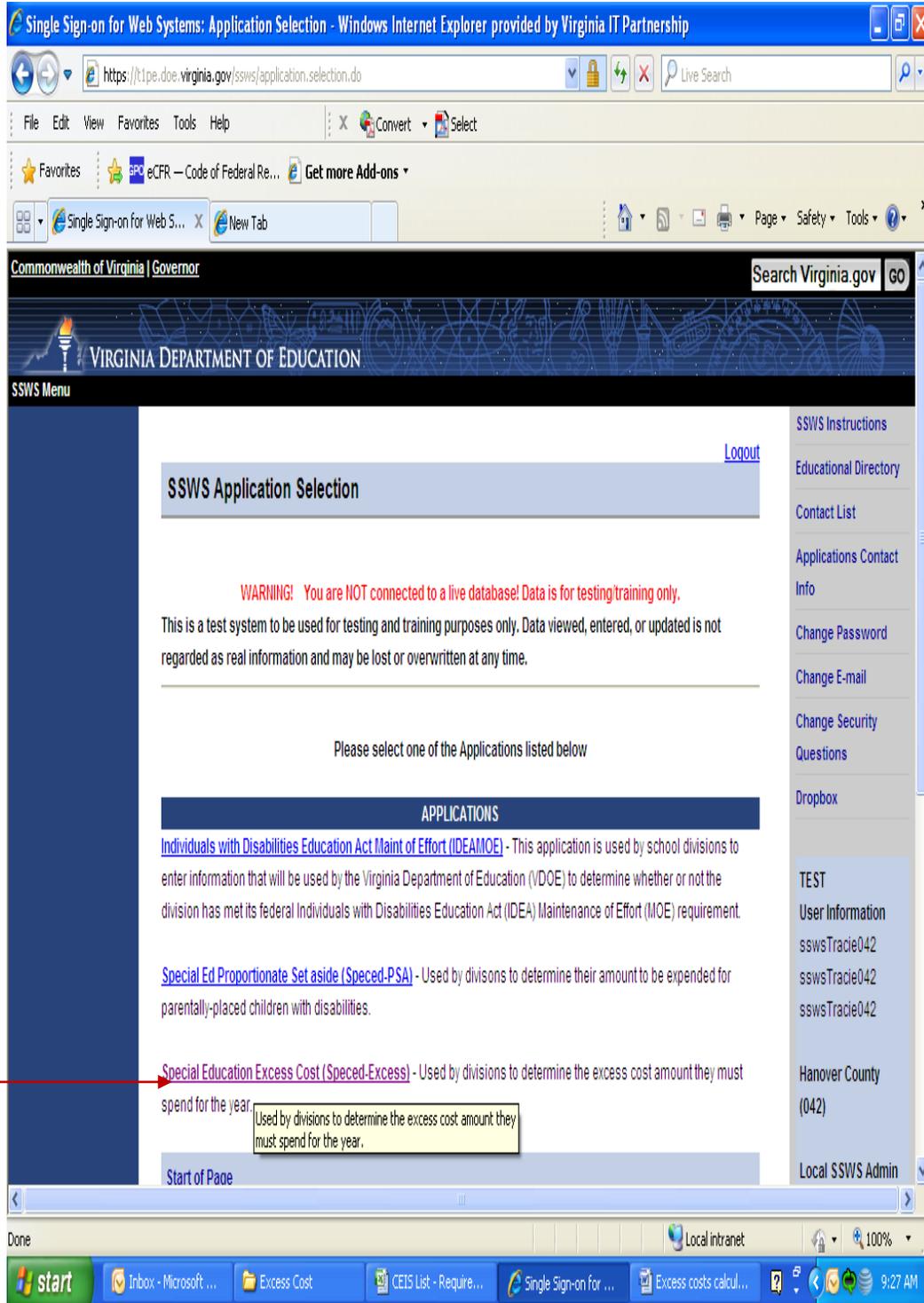


Figure -3-

- Figure 4 displays the screen after selecting the “**Special Education Excess Cost (Speced-Excess)**” application. The screen should show that the collection window is open. If the collection window is closed, the application can be used as a calculator and data entered cannot be saved.

There are two options located on the right side of the screen that are available for the user to select.

- **Worksheet** - Selecting this menu will show the screen displayed in Figure 5. The worksheet was created to have a column each for “**Elementary School Students**” and “**Secondary School Students**” to comply with the federal requirement that LEAs must calculate the excess cost separately. School divisions must enter data under “**Elementary School Students**” for those expenditures that are applicable to elementary school students only and under “**Secondary School Students**” for those expenditures that are applicable to secondary school students only. Figure 6, page 9 shows an illustration of the worksheet with information entered for elementary and secondary school students.
- **Reports** – Selecting this menu will display the screen in Figure 8 where the Verification Report is generated. After the worksheet is completed and submitted to VDOE, the division can generate the Verification Report. This report must be signed and dated by the Superintendent or the Superintendent designee and sent to VDOE either by fax or e-mail.

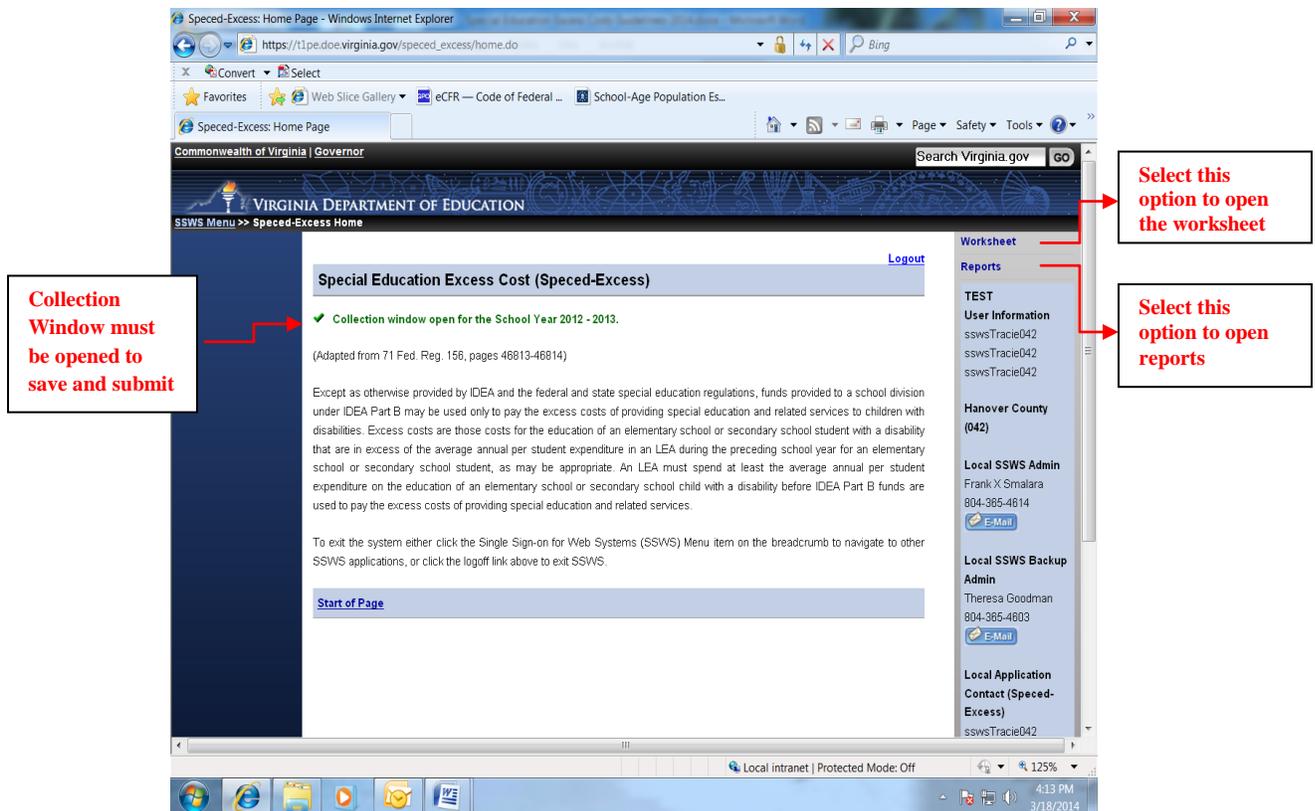


Figure -4-

- Figure 5 displays the screen when the “Worksheet” option is selected. All fields that are indicated by an asterisk (\*) are required to be filled. Use the “tab key” after each entry to proceed to the next field. Do not use the “enter key” as it will erase all the data entered and will not allow the user to proceed to the next field. Also, refrain from using the “back” button when returning to the previous page; instead select the option on the left side of the screen.

**Do not use the back arrow when navigating the system.**

**Select this option to return to previous screens and to navigate the application.**

**Select these options to navigate between the screens available within the application.**

Question Index	Question	Elementary School Students	Secondary School Students
1	* Total amount of LEA expenditures in the preceding year for students (including students with disabilities) from all sources - local, state, and federal funds (including IDEA Part B)	0.00	0.00
2	* Total expenditures for capital outlay and debt services relating to the education of students	0.00	0.00
3	Total expenditures less capital outlay & debt services	0.00	0.00
4	Identify the amount spent for students from each of the following funding streams during the preceding year. (Note: These are funds that the LEA actually spent, not funds received last year but carried over for the current school year.)		
	* a. Funds from IDEA, Part B allocation	0.00	0.00
	* b. Funds under ESEA, Title I, Part A allocation	0.00	0.00
	* c. Funds under ESEA, Title III Part A and B allocation	0.00	0.00
	* d. State and local funds for children with disabilities (total should agree with amount reported in IDEAMOE Application)	0.00	0.00
	* e. State and local funds for programs under ESEA Title I, Part A, and Title III Parts A and B	0.00	0.00
5	Total of other deductions	0.00	0.00
6	Total expenditures less capital outlay, debt services, and other deductions (Step 3 less Step 5)	0.00	0.00
7	* Average number of students enrolled in the LEA during the preceding year (including students with disabilities).	0	0
8	Average annual per student expenditures (Step 6 divided by Step 7) NOTE: This is the minimum amount the LEA must spend (on the average) for the education of each of its children with disabilities. IDEA Part B funds may be used only for costs over and above this minimum.		
9	* Number of students with disabilities in the LEA	0	0
10	Total minimum amount of funds the LEA must spend for the education of children with disabilities enrolled in the LEA before using Part B funds. (step 8 multiplied by Step 9)		

Figure -5-

- Figure 6 illustrates the screen showing the worksheet with numbers entered. These numbers are for information purposes and to guide the user in keying in the expenditures for elementary school students and secondary school students separately. The user should be reminded that data entered under elementary school students are those that are applicable to students from K through grades 7 and data entered under secondary school students are those that are applicable to grades 8 through 12. **Prior to entering information, refer to the guidance and line item instructions starting on page 10.**

**Speced-Excess: Worksheet - Windows Internet Explorer provided by Virginia IT Partnership**

https://t1pe.doe.virginia.gov/speced\_excess/main.do?dowhat=worksheet

File Edit View Favorites Tools Help

Spaced-Excess: Worksheet x http://www.doe.virginia.gov...

**Worksheet** [Logout](#)

Note: Fields marked with asterisk \* are required.  
 Determine the excess cost amount using this worksheet.

When completing Step 1 through Step 10 for the column entitled "Elementary School Students" below, use data applicable only to elementary school students. When completing Step 1 through Step 10 for the column entitled "Secondary School Students" below, use data applicable only to secondary school students. Step 10 will identify the total minimum amount of funds the LEA must spend for the education of children with disabilities enrolled in the LEA before using Part B funds.

Question Index	Question	Elementary School Students	Secondary School Students
1	* Total amount of LEA expenditures (in the preceding year) for students (including students with disabilities) from all sources - local, state, and federal funds (including IDEA Part B)	30,854,183.00	21,701,654.00
2	* Total expenditures for capital outlay and debt services relating to the education of students	2,663,474.00	1,873,386.00
3	Total expenditures less capital outlay & debt services	28,190,709.00	19,828,268.00
4	Identify the amount spent for students from each of the following funding streams during the preceding year. (Note: These are funds that the LEA actually spent, not funds received last year but carried over for the current school year.)		
	* a. Funds from IDEA, Part B allocation	1,156,048.00	821,306.00
	* b. Funds under ESEA, Title I, Part A allocation	2,174,420.00	857,745.00
	* c. Funds under ESEA, Title III Part A and B allocation	8,990.00	8,990.00
	* d. State and local funds for children with disabilities (total should agree with amount reported in IDEA/DOE Application) (\$27,200,000.00)	783,931.00	1,383,162.00
	* e. State and local funds for programs under ESEA Title I, Part A, and Title III Parts A and B	12,382.00	12,382.00
5	Total of other deductions	4,135,772.00	3,183,595.00
6	Total expenditures less capital outlay, debt services, and other deductions (Step 3 less Step 5)	24,054,937.00	16,644,673.00
7	* Average number of students enrolled in the LEA during the preceding year (including students with disabilities)	10,779	7,434
8	Average annual per student expenditures (Step 6 divided by Step 7) NOTE: This is the minimum amount the LEA must spend (on the average) for the education of each of its children with disabilities. (IDEA Part B funds may be used only for costs over and above this minimum.)	2,231.8483	2,238.9942
9	* Number of students with disabilities in the LEA	1,300	1,005
10	Total minimum amount of funds the LEA must spend for the education of children with disabilities enrolled in the LEA before using Part B funds. (step 8 multiplied by Step 9)	2,901,142.79	2,250,189.17

[Save](#) [Submit to DOE](#)

[Start of Page](#)

Worksheet Reports

TEST

User Information  
 sswsTracie042  
 sswsTracie042  
 sswsTracie042

Hanover County (042)

Local 88W8 Admin  
 Frank X Smolare  
 804-368-4814  
[E-Mail](#)

Local 88W8 Backup Admin  
 Theresa Goodman  
 804-368-4803  
[E-Mail](#)

Local Application Contact (Speced-Excess)  
 sswsTracie042  
 sswsTracie042  
 804-222-2222  
[E-Mail](#)

VDOE Application Contact  
 Tracie Coleman  
 (804) 225-2704  
[E-Mail](#)

VDOE 88W8 Admin  
 Vickie McOrary  
 (804) 225-2827  
[E-Mail](#)

Adobe Acrobat Reader

Microsoft Excel Reader

start | Inbox - Microsoft Out... | Spaced-Excess: Work... | Excess Costs

Figure -6-

## General Guidance for Expenditures

The process for computing excess cost has been established in Appendix A to 34 CFR Part 300 and it requires the LEA to determine the total amount of its expenditures for elementary and secondary school students from all sources – local, state and federal (including Part B) in the preceding school year and only capital outlay and debt services can be excluded. The LEA must include all expenditures for elementary and secondary school students. However, the LEA should not include expenditures that it did not make or that are made for purposes other than for elementary or secondary school students (i.e., adult education).

When computing costs for children with disabilities in elementary schools and secondary schools, it is important to remember that there are distinct and separate costs associated with these levels. For example, school programs at the secondary level typically include things such as career and technical education programs, athletic programs, music programs, including marching bands, and typically these programs do not apply to elementary schools. The costs of the separate programs are generally not comparable and therefore, the costs must be computed separately.

In cases where there is not a distinct and separate cost associated with elementary or secondary school students, but the funds are expended for elementary and secondary school students, it is recommended that those costs be allocated in accordance with work assignments. In any case, the LEA shall not exclude these costs from the excess cost calculation. The methodology for calculating the costs that are not distinctly identified as elementary or secondary school expenditures should be retained by the LEA for audit purposes.

**Line 1** – After considering the guidance provided in the section above, enter the total amount of expenditures from all sources - local, state and federal funds including IDEA Part B for elementary school students and secondary school students separately in the preceding year. When computing costs associated with elementary school students and secondary school students, please be reminded that the LEAs may **NOT** base it on a combination of enrollment of students. There are distinct and separate costs associated with these levels that may potentially make the calculations inaccurate and misleading.

**Line 2** – Enter the total capital outlay and debt services expenditures relating to the education of elementary school students and secondary school students. This amount is subtracted from the total expenditures entered on line 1 because these expenditures are considered non-operational costs and are therefore excluded in the calculation of the average cost per student.

**Line 3** – This line is auto calculated and shows the total expenditures minus capital outlay and debt services (**Line 1** less **Line 2**).

**Line 4** – Enter the amount spent for elementary school students or secondary school students from each of the following funding streams during the 2012-2013 school year. **Please note that these are funds that the LEA actually spent and not funds received in the prior year but carried over for the current school year:**

- a. Funds spent from IDEA, Part B allocation for elementary and secondary school students should be entered in line 4.a.
- b. Funds spent from ESEA, Title I, Part A allocation for elementary and secondary school students should be entered in line 4.b.
- c. Funds spent from ESEA, Title III, Part A & B allocation for elementary and secondary school students should be entered in line 4.c.
- d. Funds spent from state or local funds for children with disabilities for elementary and secondary school students should be entered in line 4.d.
- e. Funds spent from state or local funds for programs under ESEA Title I, Part A, and Title III, Parts A and B for elementary and secondary school students should be entered in line 4.e.

**Line 5** – This line is auto calculated and shows the total of other deductions reported under lines 4a, 4b, 4c, 4d and 4e.

**Line 6** – This line is auto calculated and shows the total expenditures less capital outlay, debt services and other deductions (line 3 minus line 5).

**Line 7** – This line is populated from the spring 2013 Student Record Collection (SRC) report the school division submitted to VDOE. This number **cannot be changed or edited**. However, when the collection window is closed, the school division can use the worksheet as a calculator, the average number of students enrolled in the school division during the preceding year will need to be entered manually.

**Line 8** – This line is auto calculated and shows the average annual per student expenditures (line 6 divided by line 7). The amount obtained through the calculation is the minimum amount the LEA must spend for the education of each of its elementary school students and secondary school students with disabilities. Funds under Part B of the Act may be used only for costs over and above this minimum.

**Line 9** – This line is populated from LEA's December 1, 2013 child count submission, which has been duly certified by the division's Superintendent. This line **cannot be changed or edited**. If the collection window is closed, the school division can use the worksheet as a calculator, and the LEA can manually enter the average number of students enrolled in the school division during the applicable year.

**Line 10** – This line represents the total minimum amount of funds the LEA must spend for the education of children with disabilities enrolled in the LEA's elementary schools and secondary schools before using the IDEA Part B funds (**Line 8** multiplied by **Line 9**).

- If the user is ready to submit the worksheet after verifying the accuracy of the information entered, click the “**Submit to DOE**” button. Figure 7 displays the screen once the submit button is clicked, and a message will display prompting the user if the worksheet is ready to submit. If ready to submit, click the “**OK**” button and the worksheet is submitted and the collection window is locked from any changes. If changes are necessary after the report is submitted, the school division will have to contact the VDOE to reopen the collection window.
- If the user is not ready to submit the worksheet, click the “**SAVE**” button and the worksheet will be saved and will remain open for revision.

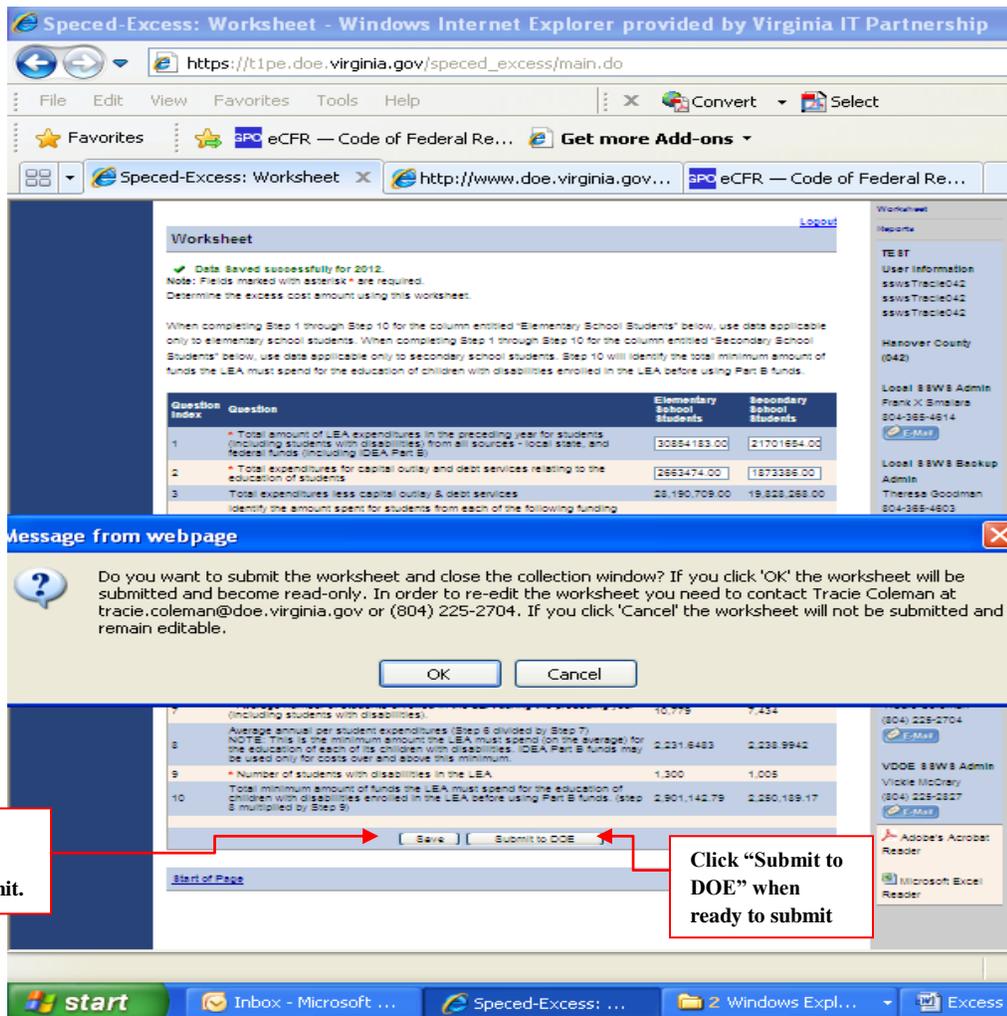


Figure -7-

- The school division can generate the verification report after the worksheet is submitted. Figure 8 displays the screen to generate the verification report. Select “**Report**” from the menu on the right side of the screen and click the “*Excess Cost Verification Report*” option.

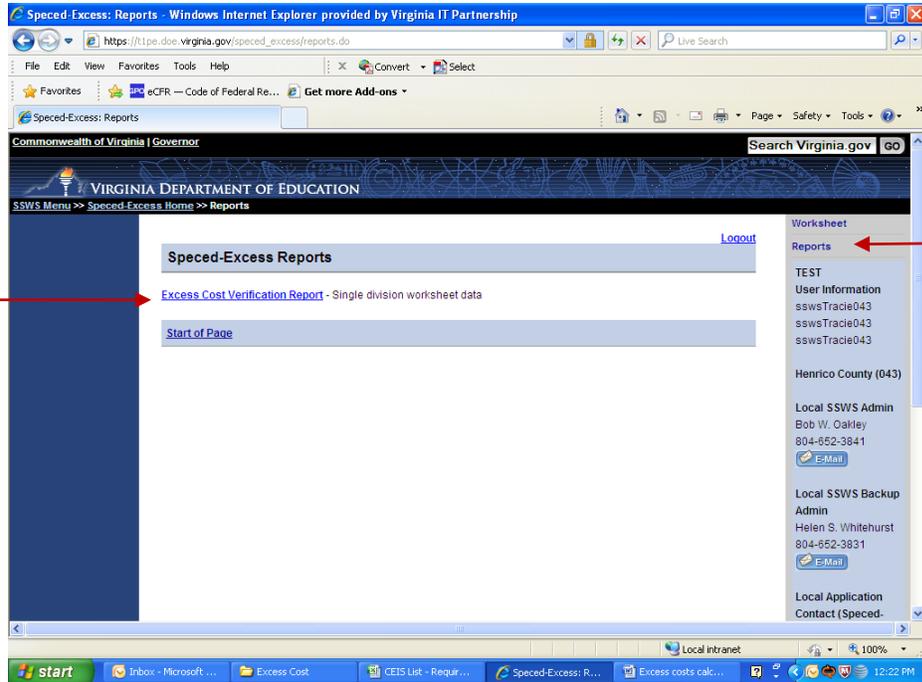
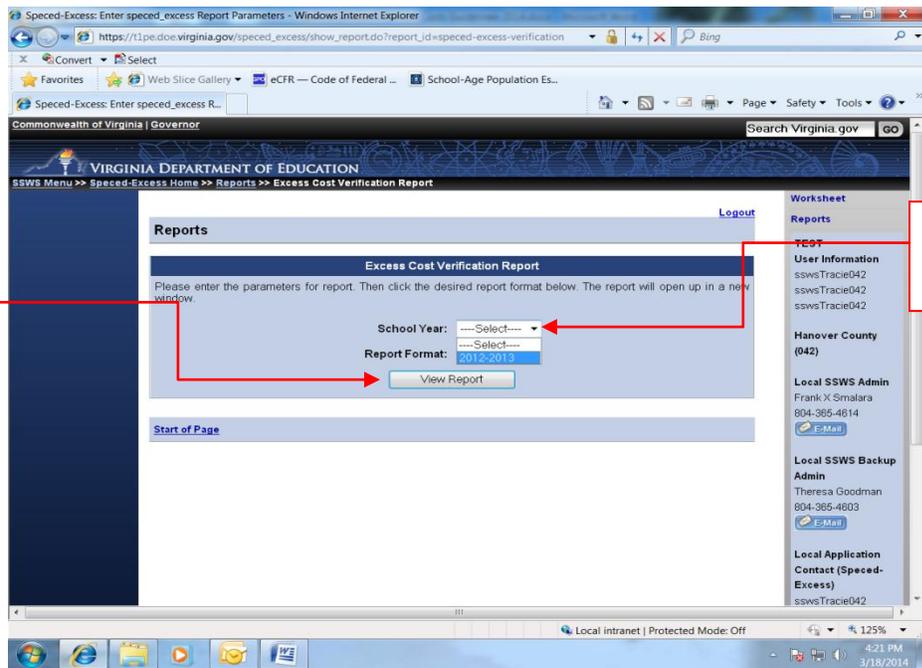


Figure -8-

- Figure 9 displays the window after selecting the Excess Cost Verification Report. To generate the report, select the applicable year on the drop down menu for School Year and click the **“View Report”** button. A pop-up message will prompt the user to open, save or cancel the file. Click **“Open”** to download the PDF version of the verification report.



Click button to view & print verification report.

Click drop down menu to select school year.

Figure -9-

- Figures 10 & 11 display the PDF version of the verification report. This report can be printed by the user after the worksheet is submitted and a copy must be signed and dated by the Division's Superintendent or the Superintendent's designee and submitted to VDOE by fax at 804-371-8796 or by e-mail to [Tracie.Coleman@doe.virginia.gov](mailto:Tracie.Coleman@doe.virginia.gov) or [Emilia.Boothe@doe.virginia.gov](mailto:Emilia.Boothe@doe.virginia.gov). The original copy of the verification report should be retained by the LEA for audit purposes.

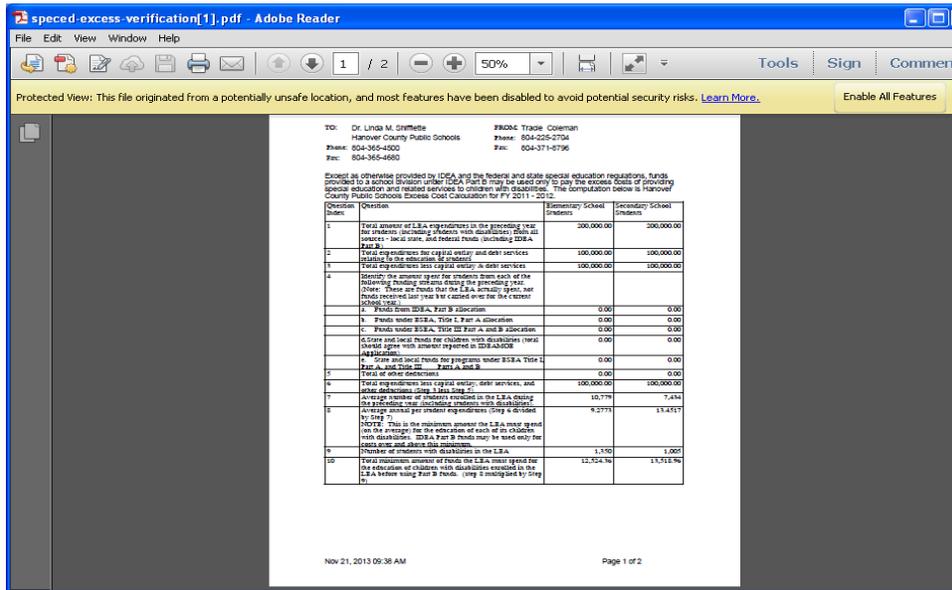


Figure -10-

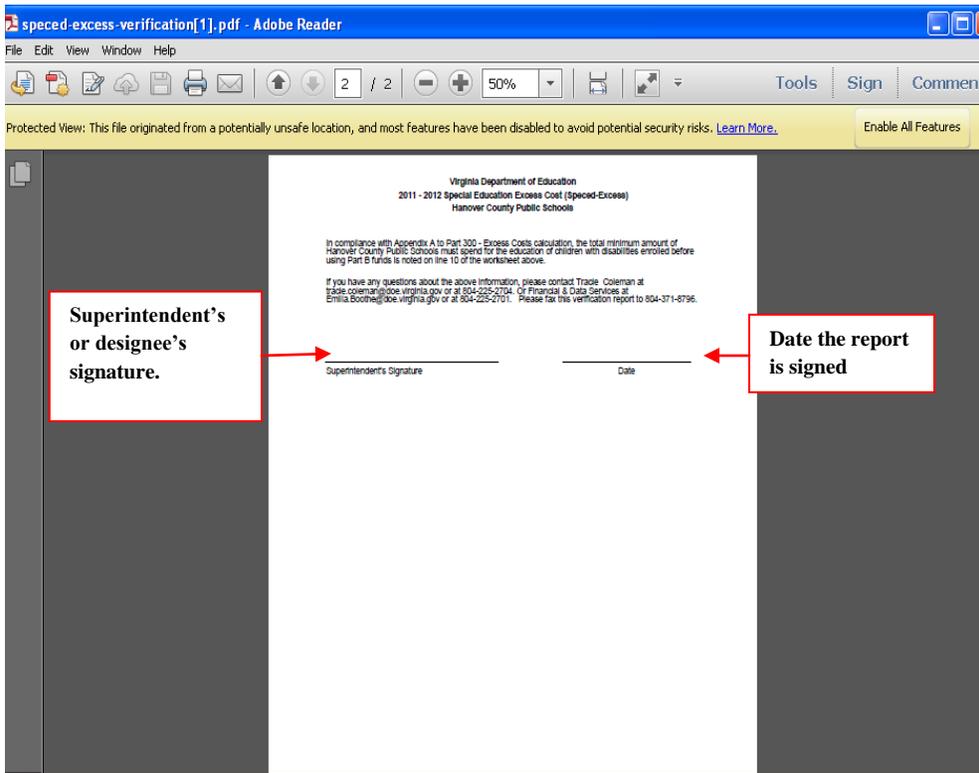


Figure -11-