

How to Complete the MOE Eligibility Budget Form Training Video Transcript

For District Business Officials

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This training video explains how to complete the maintenance of effort or MOE Eligibility budget form activity in Catamaran for district business officials. Member districts of ISDs including school districts and public-school academies play an important role in MOE Eligibility by providing special education spending estimates for the upcoming school year in Catamaran. Catamaran then aggregates these estimates to the ISD level and calculates MOE eligibility on behalf of the ISD. This video covers the following topics: accessing the activity, completing the MOE Eligibility budget form, what to expect after completing the activity and additional resources.

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Accessing the activity. District business officials will receive an email notification when the activity is available. To begin, log in to Catamaran (<https://catamaran.partners>) and open the activity from the tasks overview [Select the Activity - MOE Eligibility Budget Form on the Tasks Overview located toward the middle bottom of the screen]. If you don't see it, try clearing the filter [Mouse up to above the Tasks Overview and Select Clear on the right side of the screen].

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Completing the MOE Eligibility Budget Form. After opening the activity, locate and select the MOE Eligibility Budget Form on the activity menu [Select the MOE Eligibility Budget Form link on the middle left of the screen]. The MOE Eligibility Budget Form asks district business officials to estimate amounts that will be submitted on the SE 4096 and SE 4094 cost reports for the upcoming school year. These estimates are the basis for calculating fiscal effort for MOE at the ISD aggregate level. Complete the form using the fields provided, referencing the most recently submitted SE 4096 and SE 4094 where appropriate [Fill in Fields A and B on the bottom-left of the screen]. The SE 4096 and SE 4094 amounts will automatically calculate as the fields are completed [Calculated Anticipated 2022-23 SE-4096 Amount field on the bottom-left of the screen]. The amounts from the comparison year are provided as an additional reference point [Amount on the bottom-right of the screen].

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When finished, submit the form to the ISD for review [select the Submit to ISD button at the top-right of the screen]. An ISD business official will review the form and either accept it or return it for modifications. District business officials with receive an email notification when the ISD has completed their review.

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What to expect after completing the activity. Once the submission has been accepted by the ISD, no further action is needed from the District business official in Catamaran. However, District business officials may be contacted by the ISD outside of Catamaran to gather additional information for completing the ISD activity if needed.

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For additional help, contact your ISD business official or contact the Catamaran Help Desk. The help desk can be reached toll free at 877-474-9023 or by emailing [help@catamaran.partners](mailto:help@catamaran.partners). Additional resources can be found on the Catamaran technical assistance website located at <https://training.catamaran.partners>