

# Special Education Reporting System (SPEDFRS)

Opens – September 1  
Due – October 31

Updates for 2020-2021  
(08/31/2021)

# Reporting of Special Education (SPED) Allowable/Reimbursable Costs

- Per Rule 51
  - IEP for students – identify services being provided
  - Reimburse for costs related to services provided by the IEP
  - Professional Staff must be SPED qualified/licensed
  - Contracted Services Providers must be approved by NDE – reimburse at the allowable rate

# Reporting of Special Education (SPED) Allowable/Reimbursable Costs

- Report Costs by Age Group
  - Birth to Ages 0-2
  - Ages 3-5
  - School Age 5-21

# Reporting of Special Education (SPED) Allowable/Reimbursable Costs

- System validations performed against:
  - Annual Financial Report (AFR) - SPED Function Codes
  - IDEA – Expenditures paid through GMS
- Failed validations
  - Returned SPEDFRS Collection, payments on hold.
    - Amend SPEDFRS, resubmission required, and/or
    - Amend AFR

# Reporting of Special Education (SPED) Allowable/Reimbursable Costs


- Expenditures *must* be correctly coded in the District's Accounting System to the appropriate Function Code
- *SPED Only* Function Codes for Ages 0-2, 3-5 and 5-21 as defined by NDE – School Finance
- Report IDEA (6406, 6408, and 6412) expenditures paid through the Grants Management System (GMS) in SPEDFRS

# New Features 2021

## Contact Information

- Program Contact
- *SPED Transportation Contact*

## Reorganized SPEDFRS Home

- Main Menu
  - Program Reimbursement
  - Transportation Reimbursement
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# New Features 2021

## Staff Validations

Districts entering data will know upfront the staff being considered for reimbursement. Staff *not* eligible will *not* successfully save and/or upload.

- *Performed upon data entry and/or staff upload*
- *Against NSSRS SPI Code(s) and Position Assignment(s)*
- *Required for Staff Type=professional (1), paraprofessionals(2) & sign language interpreter(5)*
- *Errors prevent “save record(s)” and/or upload*

# New Features 2021

## Option #3-Staff Upload Record Layout

### **New – Record Layout Format**

#### **Includes:**

- *SPI Code - 1-digit code*
- *Position Assignment (NSSRS Data) - four-digit code (i.e., 1160)*

\*Required for professional and paraprofessional staff





# New Features 2021

## System Generated Emails

- Upon submit by District Administrator, confirmation to LEA of a successful submission to NDE

Due Date Count Down - # Days remaining prior to submit



# SPEDFRS - Features



- Contracted Services
  - Requires SPED AFR Account to be selected when reporting costs by age group
  - Should correlate to the SPED Function Codes in the district's accounting records

# SPEDFRS - Features

- Transportation
  - Upload vehicle invoice when adding a “New” Vehicle
  - Disposal of vehicle – removing from the district fleet with previous costs reported for SPED



# SPEDFRS - Features

- Export/Print Feature
  - Export Excel workbook, save & print
  - Creates an excel worksheet for each section
  - Provides NDE review comments



# SPEDFRS - Features

- Program Reimbursement Information

- Total Available for Reimbursement (Program) Ages 5-21

- Seven Payments, 1<sup>st</sup> payment December

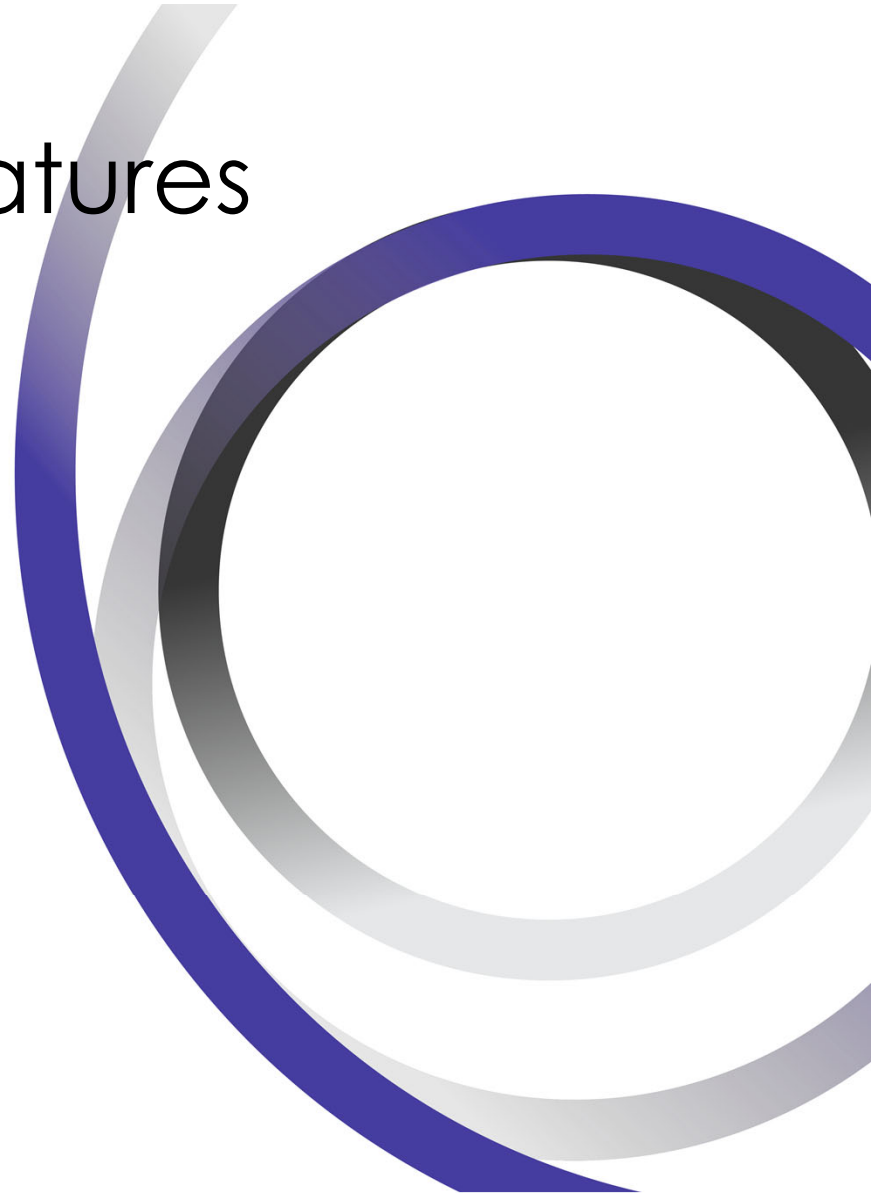
- Total Available for Reimbursement (Transportation)

- Ages 0-2, 3-5 and 5-21
- Spring of the current school year payment for prior year will processed by NDE



# SPEDFRS - Features

- Collection Status History
  - Status
  - Date & Time Stamp
  - User Name
- System Generated Email Notifications
  - NDE Portal Login
  - SPEDFRS Contact Information



# SPEDFRS - Features

- Supporting Documentation - Upload
  - Allows for multiple file types
    - .PDF
    - Excel
    - Zip
- Be sure *all* column widths are *readable* and data is formatted to size of page



# SPEDFRS Reporting – Common Issues

- Coding expenditure in District's Accounting System to Non-SPED Function Codes
- Reporting non-allowable/reimbursable SPED costs
  - Supplies – district wide purchases
  - Service Provider Cost– above the approved rate
  - Equipment – must be per Rule 51
  - Facility Costs
  - Costs not supported by the IEP



# SPEDFRS Reporting – Common Issues

- Inaccurate SPED position assignments in NDE Staff Reporting – Due Date of June of the current school year
  - “S” SPED School Age-State/Local Funds,
  - “I” SPED School Age Federal-IDEA and/or
  - “7” SPED Early Childhood Federal-IDEA/State/Local

# SPEDFRS Reporting – Common Issues

- Cannot be a SPI CODE of “0”  
General Education (see  
exception below)

An exception for Rule 51- Section 011.02C2 – regarding reimbursement of administrator(s) “...superintendent, assistant superintendent, principal and assistant principal...” is made for SPI Code “0” and Position Assignment for “Superintendent or Principal” and requires prior approval to be considered for reimbursement – see guidance: [Clarification of Rule 51 – Section 011.02C2 – Administrator\(s\) – Split Funding.](#)

# SPEDFRS Reporting – Common Issues

- Staff Upload
  - Use correct column formatting – see staff NEW upload layout
  - Do not include column titles in the upload file
- Supporting Documentation – not sufficient
  - Required for each section
  - Account Information – Object Code 100-800 YTD detailed transaction by AFR Account Totals
  - Copies of Service Provider invoices/bills

# RESOURCES

- [RULE 51](#)
- [Special Education Reporting Information](#)
- [Annual Financial Report – School District Information](#)
- [SPEDFRS Questions & Answers](#)
- [SPEDFRS User Manual](#)
- [NDE Portal](#)

# For Assistance Contact:

*NDE Helpdesk toll free at (888-285-0556) or by email  
[ADVISERHelp@NebraskaCloud.org](mailto:ADVISERHelp@NebraskaCloud.org)*

## *Financial Assistance with SPEDFRS:*

*Lori Adams (402-937-3943) or [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov)*

*Nancy Lorenz (402-937-2789) or [nancy.lorenz@nebraska.gov](mailto:nancy.lorenz@nebraska.gov)*

*Jennifer Mai (402-890-9115) or [jennifer.mai@nebraska.gov](mailto:jennifer.mai@nebraska.gov)*

*Robin Deevy (402-499-5528) or [robin.deevy@nebraska.gov](mailto:robin.deevy@nebraska.gov)*

## *Transportation Assistance with SPEDFRS:*

*Tom Goeschel (402-890-8912) or [tom.goeschel@nebraska.gov](mailto:tom.goeschel@nebraska.gov)*

*Merci Suarez (402-937-3241) or [merci.suarez@nebraska.gov](mailto:merci.suarez@nebraska.gov)*

*Greg Prochazka (513-530-9096) or [greg.prochazka@nebraska.gov](mailto:greg.prochazka@nebraska.gov)*



Budget & Grants Management Team