



# USER MANUAL: SPECIAL EDUCATION FINANCIAL REPORTING SYSTEM (SPEDFRS)

Updated – November, 2022

*Welcome to the Special Education Reporting System (SPEDFRS) NDE #28-3654. This system combines reporting of ALLOWABLE/REIMBURSABLE Special Education Costs (Birth to Age Five, School Age and Transportation) per Rule 51. – New September 2019*

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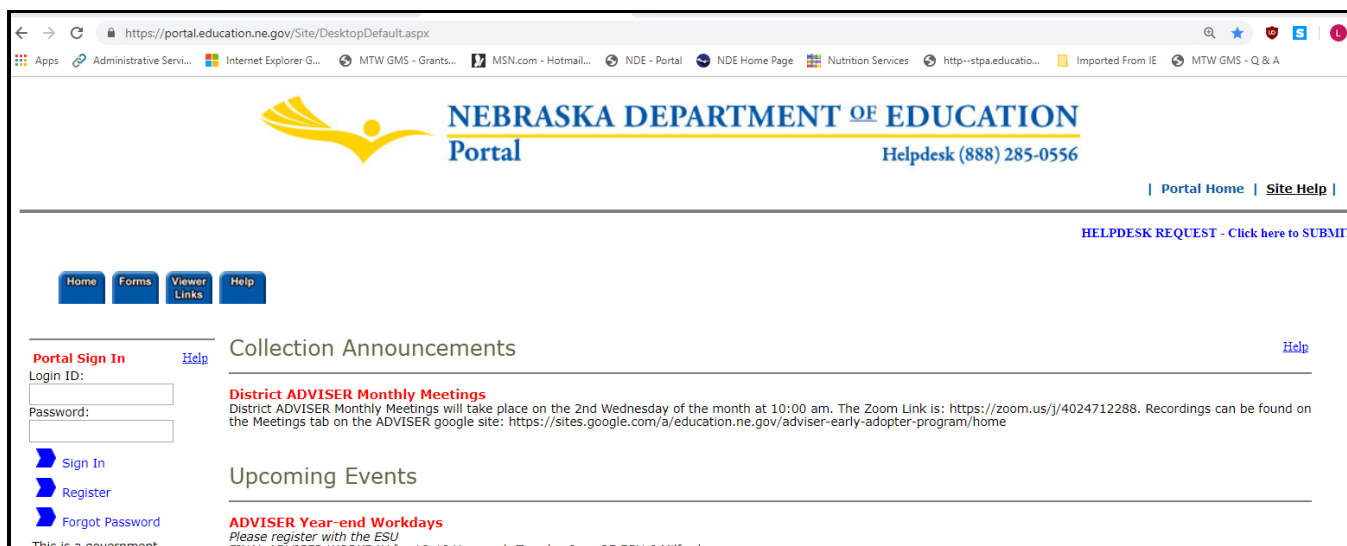
## DATA ENTRY FUNCTIONALITY

- CHROME is the preferred browser
- For best results use a PC
- Copy/Paste disabled
- Tabbing for data entry is preferred
- Session Timeout after two hours of idle time in the system

## ACCESS - NDE PORTAL


Sign or Register – For help with Portal Access contact the NDE Helpdesk ([ADVISERHelp@NebraskaCloud.org](mailto:ADVISERHelp@NebraskaCloud.org))

1. URL - <https://portal.education.ne.gov/Site/DesktopDefault.aspx>



## ACCESS - SPEDFRS

From the “Data Collection tab” ->Select “Add” Activation Codes for SPEDFRS - Enter appropriate UserType Activation Code available from your District Administrator

- District Viewer**
  - Look for the  to view data entry detail from the table view
  - No data entry
  - No submit
- District Financial** – a district can have multiple users in this role
  - ESU UserType for assisting districts
  - LEA Data entry
  - Submits to District Approver
  - No changes after submitting to District Approver
- District Approver**
  - Must be the District Administrator
  - Ability to make changes or “Return Collection” to District Financial for changes before submitting to NDE
  - Submit to NDE
  - Submission Deadline: October 31, midnight
  - Must contact NDE for changes after submitting to NDE User Type(s), if necessary, could have access to multiple districts (i.e., ESU=DistrictFinancial and DistrictViewer)

## Special Education Financial Reporting System (SPEDFRS)

**Collection System Information**

**Activation Code**

This Activation Code is available from your District Administrator.

[What are the different UserTypes?](#)

Agency ID	Name	UserType	
21-0044-000	ANSLEY PUBLIC SCHOOLS   ANSLEY	District APPROVER	<a href="#">Remove</a>
28-0066-000	WESTSIDE COMMUNITY SCHOOLS   OMAHA	District APPROVER	<a href="#">Remove</a>
34-0015-000	BEATRICE PUBLIC SCHOOLS   BEATRICE	District APPROVER	<a href="#">Remove</a>
42-0002-000	ALMA PUBLIC SCHOOLS   ALMA	District APPROVER	<a href="#">Remove</a>
59-0005-000	BATTLE CREEK PUBLIC SCHOOLS   BATTLE CREEK	District APPROVER	<a href="#">Remove</a>
66-0501-000	PALMYRA DISTRICT O R 1   PALMYRA	District APPROVER	<a href="#">Remove</a>

[Return to previous page](#)      If you have successfully entered a code, the district will show up in the above table. Click on 'Return to previous page' and click on the name in Collection Name/Link column to enter the system.

This Activation Code is available to the District Administrator on the Portal Website. The District Administrator then distributes them to the appropriate people.

These codes are 10 characters long, and are Case Sensitive. **They are made up of Numerals and Lower Case Characters.** Codes will not contain any Upper Case letter I's, Upper Case letter O's, or Upper Case letter L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

**After you have successfully entered a code,** it will show up in the above table. Click on 'Return to previous page' below and click on the name in Collection Name/Link column to enter the system.

d. Select from the "District" listing to proceed. If you have access to multiple districts, they will display in the dropdown list.

District User access information - displays upper right of the screen

- Portal Username
- District Name and County-District Number

**NEBRASKA**  
DEPARTMENT OF EDUCATION

**Lori Adas (AdamsFinance)**  
ALMA PUBLIC SCHOOL (42-0002-000)

## FEATURES – STATUS BAR

- Allows easy visibility of the status of the SPEDFRS data submission
- SPEDFRS Home reorganized
  - Main Menu – Data Entry
  - Program Reimbursement - View
  - Transportation Reimbursement – View

## SPEDFRS Home

The screenshot displays the SPEDFRS Home interface. At the top, there is a navigation bar with the Nebraska Department of Education logo and user information for Lori Adams (AdamsLEA) at AINSWORTH COMMUNITY SCHOOLS (09-0010-000). Below the navigation bar, there are tabs for Home, Reports, Transportation Admin, Questions & Answers, and User Manual. The main content area shows a progress bar with steps: Opened (checked), Data Input Completed, District Admin Reviewed, AFR Validations Completed, GMS Validations Completed, NDE Reviewed, and NDE Approved. Below the progress bar, there are three main menu options: Main Menu, Program Reimbursement, and Transportation Reimbursement. The selected 'Main Menu' option displays a table titled 'Agency Claims Information' with a warning message: 'Please complete Contact Information section to proceed'. The table lists various claim categories, each with a status indicator (red 'x' for incomplete, blue box for 'Has costs', and white box for 'Does not have costs'). A legend at the bottom left explains the status indicators. A 'Show Summary' button and a 'Complete Data Input' button are located at the bottom of the table.

Agency Claims Information		
<b>Please complete Contact Information section to proceed</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact Information <a href="#">Edit</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable/Reimbursable AFR Account Information (Ages 0-2)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable/Reimbursable AFR Account Information (Ages 3-5)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable/Reimbursable AFR Account Information (Ages 5-21)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	InState/OutState Tuition Received
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPED Staff Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted Service Providers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transportation Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deductions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting Documentation Upload

Legend:

- Incomplete
- Completed
- Reviewed by NDE
- Has costs
- Does not have costs

Buttons: [Export Data Collection](#), [Show Summary](#), [Complete Data Input](#)

**DATA YEAR** – represents the reporting period

**AGENCY** – Name of district reporting information

**MAIN MENU** – Access for data input

- “Completed” – Green check mark  indicates- done with costs
- “Has Costs” – Blue box  - indicates costs reported
- “Does not have costs” – No fill box  – indicates no costs reported
- “Incomplete” – Red x  indicates – not done with costs

**PROGRAM REIMBURSEMENT** – View of School Age Payments – State Reimbursement

**TRANSPORTATION REIMBURSEMENT** – View of Transportation Payments - State Reimbursement



**STATUS BAR**

- Open– September 01
- Data Input Complete– September 01 – October 31, midnight
- District Administrator Review – September 01 – October 31, midnight
- Automated AFR Validation – October 31 – January 31
  - District Administrator Review – January 1 - January 31
    - If the validation fails, this status will display
    - A system generated email will be sent
- Automated GMS Validation - October 31 – January 31
  - District Administrator Review – January 1 - January 31
    - If the validation fails, this status will display
    - A system generated email will be sent
- NDE Review – January 31 – June 20
- NDE Approval – January 31 – June 20

**Main Menu - Contact Information**

The person(s) NDE should contact, if necessary. System requires this to be completed first.

1. Select “Edit”
2. Select “fill in my details” this populates the information from the NDE Portal Login, or
3. Complete the required fields for both Program & SPED Transportation Contacts (this can be different than the NDE Portal Login), and
4. “Save Record”

Main Menu

Program Reimbursement

Transportation Reimbursement

Agency Claims Information

Please complete Contact Information section to proceed

✖

Contact Information

Special Education Financial Report 2020-2021

Program Contact [Fill in my details](#)

First Name	Last Name	Phone	Email
Required	Required	Required	Required

SPED Transportation Contact  Same as Program Contact

First Name	Last Name	Phone	Email
Required	Required	Required	Required

## Allowable/Reimbursable AFR Account Information

### FEATURES:

- No longer collecting between elementary and secondary costs
- Reporting by Age Groups (0-2, 3-5 and 5-21)
- Reporting by Disbursement Function Codes and Major Object Codes from District's Accounting Records
- Validations against the Annual Financial Report (AFR) and Grants Management System (GMS)
  - Report IDEA Costs paid in GMS
- Accuracy of the accounting of expenditures by function code(s) impacts your district's Maintenance of Effort (MOE)
- Reorder rows by selecting ↑↓ in the column headings

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable/Reimbursable AFR Account Information (Ages 0-2)	<a href="#">View Costs</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable/Reimbursable AFR Account Information (Ages 3-5)	<a href="#">View Costs</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable/Reimbursable AFR Account Information (Ages 5-21)	<a href="#">View Costs</a>

**Allowable/Reimbursable SPED Costs per Rule 51** – supported by the District's Accounting Records. Correct accounting of expenditures is important as it affects your district's Maintenance of Effort (MOE).

1. Select "Enter Costs" for the appropriate SPED Account Information by Age Group (0-2), (3-5) and (5-21), detailed accounting reports are required by SPED Account and Object Code
2. Select "Add Costs" – to report costs
3. "Select an Account" – AFR Disbursement Function Codes from the drop-down list, **include IDEA Expenditures paid through GMS**
4. Enter the applicable information by Major Object Code
  - Personnel Services – Object Code 100s (salaries)
  - Benefits – Object Code 200s
  - Professional and Technical Services Only – Object Code 300s, include allowable/reimbursable service provider costs
  - Purchased Property Services – Object Code 400s
  - Other Purchased Services – Object Code 500s, include allowable/reimbursable ESU service provider costs
  - General Supplies – Object Code 600s
  - Capital Assets – Object Code 700s
  - Other Dues/Fees – Object Code 800s
5. Select "Save Record"
6. Enter "Comments", if applicable, and "Save Comments"
7. "Done with Account Information Ages X-XX"
  - Green check mark  indicates - done with costs
  - Blue box  – indicates costs reported
  - No fill box  - indicates no costs reported
  - Red x  indicates – not done with account information
  - Select "No Costs Reported"
  - Marks the section complete -  indicates- done with costs
8. Returns to the Home Page




## InState/OutState Tuition Received

### FEATURES:

- *Tuition Received*
  - *InState*
  - *OutState*
- *Reporting by Age Groups (0-2, 3-5 and 5-21)*

		InState/OutState Tuition Received	<input type="button" value="Enter Costs"/>
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### *Tuition Received for contracted services provided to another district*

1. *Select "Enter Costs" for InState/OutState Tuition Received –actual billings to support these costs are required upon submission*
2. *Select "Add Costs" – to report costs, or*
3. *Select either "InState/OutState" or "No Costs Reported"*
  - "InState"*
    - a. *Select "Agency Name" from the drop-down list*
    - b. *Enter "FTE"*
    - c. *Enter amount received by "Ages" 0-2, 3-5 and 5-21*
    - d. *Select "Save Record"*
  - "OutState"*
    - a. *Enter "Agency ID" and "Agency Name"*
    - b. *Enter "FTE"*
    - c. *Enter amount received by "Ages" 0-2, 3-5 and 5-21*
    - d. *Select "Save Record"*
4. *Enter "Comments", if applicable, and "Save Comments"*
5. *"Done with Tuition Received"*
  - *Green check mark  indicates- done with costs*
  - *Red x  indicates – not done with tuition received*
  - *Blue box  – indicates costs reported*
  - *No fill box  – indicates no costs reported*
6. *Select "No Costs Reported"*
  - *Marks the section complete*
  - *Returns to the Home Page*



## SPED Staff Information

### FEATURES:

- *Validations against NSSRS SPI Code(s) and Position Assignment(s) performed upon data entry or upload for staff type=professional, paraprofessional and sign language interpreter*
  - *Errors prevent “save record(s)” and/or upload.*
- *Option #3-Staff Upload Record Layout –includes: SPI Code (X) and Position Assignment (XXXX) (NSSRS Data) required for (XXXX)-professional, (5162)-sped paraprofessional and (XXXX)-sign language interpreter*
- *Claiming salaries and benefits – **Report Staff claimed in GMS for IDEA – Do not include IDEA CEIS (6411) staff or Flex Funding staff (1195 0-5 & 1125 5-21)***
- *Warnings – for NDE Review purpose only – should not prevent a “save record”*
- *Staff Reporting Information for Professional qualified (SPED Endorsed)/licensed (HHS)) staff, SPI Code and Position Assignment*
- *Reporting by Age Groups (0-2, 3-5 and 5-21)*
- *Reorder rows by selecting ↑↓ in the column headings*
- *An **option** is available to group staff type for Substitutes using NDE Staff ID= “999999999” and Bus Drivers using NDE Staff ID= “888888888”.*
- *Do not include Flex Funding staff names in this section*

### NEW

- ***Teacher Substitute** must be in NSSRS as **0-5190** and include a Teacher Certificate to be eligible for reimbursement and claimed as **Staff Type=7 Teacher Substitute in SPEDFRS***

*Staff reporting for employees of the district (owned staff), professional and/or instructional paraprofessionals. For services provided by the ESU, these staff are owned by the ESU and the ESU should be reporting them in Staff Reporting. Individual Staff Reporting is available in SPEDFRS. If you contract for services to students those would be claimed on the contracted services section and need an approved provider rate and number.*

✖
SPED Staff Information
Enter Costs

### Supplementary Report of Staff Salaries

The followings are the options for submitting the Supplementary Report of Staff Salaries





<p><b>Option #1</b></p> <hr/> <p>Select a district owned SPED qualified or licensed staff at your district from the drop down list below.</p> <hr/> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">       Select a district owned Qualified Staff ▼     </div>	<p><b>Option #2</b></p> <hr/> <p>Add staff not in the district owned SPED qualified or licensed staff list by clicking on <b>Add Staff Not Listed In Dropdown</b>.</p> <hr/> <div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block; border-radius: 5px;">       Add Staff Not Listed in Dropdown     </div>	<p><b>Option #3</b></p> <hr/> <p>Upload a file containing your Supplementary Report of Staff Salaries by clicking here.</p> <hr/> <div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block; border-radius: 5px;">       Upload Supplementary Report     </div>
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*Reporting of Staff Salaries and Benefits - employees of the district*

*Do not include Flex Funding staff (1195 0-5 & 1125 5-21) or IDEA CEIS (6411) staff; only report the costs in the Account Information.*

1. *Select “Enter Costs” for Supplementary Report of Staff Salaries and Benefits*
2. *Select “Add Costs” – to report costs, or*  
*-there are three options for submitting staff salaries and benefits*

- a. **Option #1 - Drop Down – Prepopulated for qualified (SPED Endorsed/Licensed) professional staff**  
Staff will appear only once in the dropdown – for staff with split positions will need to use Option #2-Manual Input to enter additional records
    - First Name – populates
    - MI – populates, if applicable
    - Last Name – populates
  - b. **Option #2 - Manual Input – professional staff other than qualified (SPED Endorsed/Licensed)**
    - First Name – populates
    - MI – populates, if applicable
    - Last Name – populates
  - c. **Option #3 - Data Upload –Record Layout (revised 9/23/2021) – see page 11 & 12 for record layout**  
Use Option #2-manual input for staff not included in the staff upload
3. **Select - SPED “SPI Code” and “Position Assignment” – Required for (XXXX)-Professional, 5162-Paraprofessional & (XXX)-Sign Language Interpreter Staff – must be correctly coded in Staff Reporting to be eligible for reimbursement, record will not save/upload with incorrect data.** Deadline to submit Staff Reporting Data for the current school year is June 15, audit window – June 30.
- “S” SPED School Age-State/Local Funds,
  - “I” SPED School Age Federal-IDEA and/or
  - “7” SPED Early Childhood Federal-IDEA/State/Local
- If a SPED staff is split coded in Staff Reporting, separate entries are required in SPEDFRS  
Cannot be a “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.](#)
4. **Select “Supervision” – select a supervision type (supervision or non-supervisory) from the dropdown, required.**
- a. **Supervisory – (Professional, Clerical and Substitute) (required for specific position assignments listed below**  
Requires **both** SPED Endorsement and Administrative Endorsement – to be eligible for reimbursement
    - ❖ 0/S/7/I -2320: Superintendent (**prior NDE approval needed**)
    - ❖ 0/S/7/I 2321: Assistant Superintendent (**prior NDE approval needed**)
    - ❖ 0/S/7/I 2410: Principal (**prior NDE approval needed**)
    - ❖ 0/S/7/I 2415: Assistant Principal (**prior NDE approval needed**)
    - S/7/I -2323: Special Education Administrator/Director
    - S/7/I-2325: Supervisor/Director
    - 7-2327: Coordinator - Early Childhood Special Education
    - I-2327: Coordinator - School Age SPED Staff Funded by IDEA Grants
    - S-2327: Coordinator - Special Education
    - S-2324: Staff Development Director - Special Education
    - S/7/I-2329: Administrative Assistant - Special Education
    - S/7/I-2322: Chief Administrator - Special Education
  - b. **Supervisory or Non-Supervisory – (Professional, Clerical and Substitute)**  
Requires – Professional- **“Non-Supervisory”** - SPED Endorsement **or “Supervisory”** - Administrative Endorsement if supervision or evaluation of **certificated staff** - to be eligible for reimbursement
    - S-1110: Program Supervisor/Director
    - 7-1110: Program Supervisor/Director
    - I-1110: Program Supervisor/Director
  - c. **Non-supervisory – (Professional, Paraprofessional, Clerical, Substitute, Certified Sign Language and Bus Driver) - other positions not listed above**

5. Select "Ages" 0-2, 3-5 or 5-21 – required, for split coded staff enter separate records  
Appropriate SPI Code required
  - 0-2 & 3-5 = "7"
  - 5-21 = "1" & "5"
6. Select "Type of SPED Staff", required
  - 1=Professional (requires valid SPED SPI-Code and position Assignment) – requires appropriate SPED Endorsements, per Rule 51
  - 2=Paraprofessional (requires valid SPI-Code, Position Assignment-5162 SPED)
  - 3=Clerical – provide name of supervisor in comments section
  - 4=Substitutes (not to include Teacher Substitute, paraprofessional only)
  - 5=Certified Sign Language Interpreters – (requires valid SPED SPI-Code and position Assignment) **must be certified to determine eligible reimbursement (complete the SLI certification program – contact: Rhonda Fleischer, State Liaison for Programs for Children who are Deaf or Hard of Hearing)**
  - 6=Bus Driver
  - **7=Teacher Substitute (0-5190 required in NSSRS)**
7. Enter "FTE"- if split coded, requires separate entries, combined age groups cannot exceed 1.0 FTE
8. Enter "Salary" amount for specific "Age Group" and position assignment, required
9. Enter "Benefit" amount for specific "Age Group" and position assignment, required
10. Enter "license num (if applicable – not certificated)"
11. Select "Save Record"
  - Table displays with all staff entered
  - Summary of staff information totals entered from the staff and accounting data sections
12. Select "Done with Staff Salaries"
  - Green check mark  indicates - done with costs
  - Red x  indicates – not done with staff
  - Blue box  – indicates costs reported
  - No fill box  – indicates no costs reported
13. Select "No Costs Reported"
  - Marks the section complete -  indicates- done with costs
  - Returns to the Home Page

Data Entry Screen

Add Supplementary Staff Salary

NDE Staff ID

[Cancel](#)

First Name

MI

Last Name

---

SPI Code

Position Code

Supervision

Age Group

Staff Type

FTE

FTE so far in other positions: 0

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Salary (Max possible per year: \$ 250,000)

\$

Salary claimed so far in other positions: \$ 0.00

Benefits (Max possible per year: \$ 100,000)

\$

Benefits claimed so far in other positions: \$ 0.00

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Is Licensed?

License Num (if applicable)

Is Staff Endorsed?

Is Admin Endorsed?

Is non-sped position?

[Save Record](#)

## OPTION #3 – Upload Supplementary Report

Please note: *If you choose to upload staff into the Supplementary Report of Expenditures in the Special Education Financial Reporting System (SPEDFRS), any data previously uploaded for the current year will be deleted.*

Required Field	Column Name in Table	Data Type	Length	NOTES
*NDE Staff ID	NDE_STAFF_ID	Text	10	10 digits (xxxxxxxxxx) NDE Staff ID assigned through the NDE Staff ID system. All staff uploaded into the Supplementary Report must have an NDE STAFF ID number. An option is available to group staff type for “Para Substitutes” using “9999999999” and “Bus Drivers” using “8888888888”.
*Last Name	LASTNAME	Text	30	Staff last name
*First Name	FIRSTNAME	Text	30	Staff first name
Middle Initial	MI	Text	1	Staff middle initial
*Staff Type	STAFFTYPE	Text	1	1 digit code (refer to the following codes, split coded would require separate records by Age Group): 1 = Professional ( <i>requires valid SPI-Code, Position Assignment</i> ) 2 = Paraprofessional ( <i>requires, valid SPI-Code, Position Assignment 5162</i> ) 3 = Clerical 4 = Substitute ( <b>not to include Teacher Substitute</b> ) 5 = Certified Sign Language Interpreter ( <i>requires valid SPI-Code, Position Assignment</i> ) 6 = Bus Driver 7 = Teacher Substitute ( <i>requires SPI-Code=0, Position Assignment-5190</i> )
*Age Group		Text	1	1 digit code (refer to the following codes): (refer to the following codes): (if split coded, enter separate records, allows for multiple age group) 1 = Ages 0-2 2 = Ages 3-5 3 = Ages 5-21
*FTE	FTE	Text	4	FTE example (1, 0.5) (if multiple SPI Codes-Position Assignment would have separate FTE, combined not to exceed 1.0)
*SPI Code	SPI_CODE	Text	1	1 digit code (refer to the following NSSRS SPI Code) for Professional, Paraprofessional & Sign language interpreter 7 - SPED Early Childhood Federal-IDEA/State/Local S - SPED School Age-State/Local Funds I - SPED School Age Federal-IDEA
*Position Assignment	Position Assignment	Text	4	Four-digit code (refer to NSSRS Position Assignment (e.g., 1160)
*Salary	AMOUNT	Text	8	Dollar amount of claim. <b>Salary only</b> - DO NOT include benefits (No decimals or comma's - whole dollars only) (Salary Amount would be by Age Group, if multiple age groups, you will have separate records with the salary disaggregated by age group).
*Benefits	AMOUNT	Text	8	Dollar amount of claim. <b>Benefits only</b> - DO NOT include salary (No decimals or comma's - whole dollars only) (Benefit Amount would be by Age Group if multiple age groups, you will have separate records with the benefits disaggregated by age group).
*Supervision	SUPERVISION	Text	1	1 digit code (refer to the following codes): 1 = Supervisory (Professional, Clerical and <b>Substitute</b> ) 2 = Non-Supervisory (Professional, Paraprofessional, Clerical, Substitute, Certified Sign Language, Bus Driver, and <b>Teacher Substitute</b> )
License Number	LICNUM	Text	30	License number (if required) - optional
*Required fields for data submission. If a field is not required, it may be left blank.				

Files may be prepared in Excel and saved as a .csv file for the upload. To do this, please refer to the following instructions:

Create or open your data file in Excel following the format above. Do not include columns titles or blank records. Each record should contain the following fields (cells) formatted appropriately. Make sure you format the cells, or you may have trouble with your exported .csv file.

NDE\_STAFF\_ID = text  
 LASTNAME = text  
 FIRSTNAME = text  
 MI = text  
 STAFFTYPE = text  
 AGE GROUP = text  
 FTE = text  
 SPI CODE = text  
 POSITION ASSIGNMENT = text  
 SALARY = text  
 BENEFITS = text  
 SUPERVISION = text  
 LICNUM = text

**DO NOT include a header row on the .csv file**

- |    |  |
|----|--|
| 1) | After your file is prepared.                           |
| 2) | Select "FILE" on the top toolbar.                      |
| 3) | Click "SAVE AS" from the "FILE" dropdown menu.         |
| 4) | Change the path where you would like to save the file. |
| 5) | Change the name of the file.                           |
| 6) | Change the "Save as type:" to: CSV (*.csv)             |
| 7) | Click "SAVE"   |

You may get a message that says "your file name" may contain features that are not compatible with .csv, etc. Just click "Yes". Close the file – do not save. (The file name cannot include space. It can be any name supported by Windows. The file extension should be ".csv")

To see if your file saved in the correct format. Import the file into Excel. Here is the document link for importing into Excel - <https://cdn.education.ne.gov/wp-content/uploads/2017/07/StepsForImportingFilesIntoExcel.pdf>

- For SPI CODE and Position Assignment see Student & Staff (NSSRS)
- Follow the upload instructions in the Special Education Financial Reporting System (SPEDFRS)

**Note:** This information is provided for your convenience. NDE does not support the method you choose to export data from your data system to a .csv format. For further technical information and support, please contact your data support at your school district or Educational Service Unit.

## Contracted Service Providers

### FEATURES

- AFR Account identification for each NDE Approved Contracted Service Provider being claimed, this should correlate to the SPEDFRS Accounting Section and the District’s Accounting Records by object code 300 and/or 500
- Documentation must be uploaded to support the costs being claimed
- Reporting by Age Groups (0-2, 3-5 and 5-21)
- Reorder rows by selecting ↑↓ in the column headings



Requires NDE Service Agency Approved Rate(s) for Non-District Individuals or Agencies that provide special education instruction or related services where appropriate certification, qualification, and/or licensure is required. Costs entered must be documented by actual billings and included in the Account Information 0-2, 3-5 and 5-21 Sections with detailed accounting records.

#### 1. Select “Enter Costs” for Contracted Service Agencies and Individual Providers

**Contracted Service Agencies and Individual Providers**  
(Including IDEA)

---

Click **No Costs Reported** button if you did not have expenditures for Contracted Services. To add costs, click **Add Costs** button below.

Add Costs
Back to Home Page

No Costs Reported

---

**Summary of Contracted Services and Accounts**





Age Group	Contracted Services		Account Information		
	Amount (300s)	Amount (500s)	Professional And Technical Services (300s)	Purchased Services (500s)	TOTAL (Accounting)
Ages 0-2	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

---

Comments

Save Comments

2. Select “Add Costs” – to report costs, or
3. Select a “Rate Year”
4. Select a Provider - “Contracted Service Agency of Individual Provider” from the dropdown list obtained from the SPED Service Agency System- NDE Approved Provider
5. Select “Service Code” - Only the services in the dropdown list are eligible for reimbursement
6. Enter “Actual Rate”
  - Reimbursement cannot exceed actual rate, claimed rate must be equal to or less than the actual rate and supported by accounting records and copies of invoices/billings that includes date of service, type of service, rate, #hours, and age breakdown.
7. Enter “Quantity”

8. "Amount" is calculated (actual rate \* quantity)
  - Total for "Ages" 0-2, 3-5; and 5-21 should equal this field
  - The system automatically performs rounding in the calculation
9. "Supervision" field
  - Defaults to "non-supervisory" services, except for service code 0001-Supervision which defaults to "supervisory"
10. AFR Account Information – Object Code 300 and/or 500 – required field
  - a. By Age Group "Select an AFR Account"
    - 0-2, 3-5 and 5-21
  - b. By Age Group Enter Amounts by
    - Object Code 300 and/or
    - Object Code 500
  - Eligible/Reimbursable Costs must be also reported in the Account Information 0-2, 3-5 and 5-21 Sections in SPEDFRS
  - Cost must be coded in the Districts Accounting System and documentation (invoices, accounting reports, etc.) must be upload in the Supporting Information Section in SPEDFRS
11. "Save Record"
  - The system automatically performs rounding in the calculation
  - Cannot exceed the "Amount" calculation, system edit
  - Table displays with all entered contracted data
  - Summary of Contracted Services and Account(s) displays that includes totals entered from contracted and accounting data
  - The system automatically performs rounding in the calculation
12. Enter "Comments", if applicable, and "Save Comments"
13. Select "Done with Contracted Services"
  - Green check mark  indicates - done with costs
  - Red x  indicates – not done with contracted services
  - Blue box  – indicates costs reported
  - No fill box  – indicates no costs reported
14. Select "No Costs Reported"
  - Marks the section complete -  indicates- done with costs
  - Returns to the Home Page

Data Entry Screen – "Contracted Services"

Add Contracted Service (Include ICA)

Rate Year  
 Cancel

---

Contracted Service Agency or Individual Provider

**ADVANCE SERVICES INC (952380)**

205 S Lincoln Ave Ste 202  
 York, NE 68467

**MIRANDA J RODRIGUEZ**  
 402-362-7638  
 miranda.rodriguez@asinc.net

Service Code and Rate

---

Service Code	Approved Rate	Actual Rate	Quantity	Amount	Supervision
8001	\$ 16.0000(H)	\$ <input type="text"/>	0	\$ 0.00	Non-supervisory
		AFR Account		Amount (300s)	Amount (500s)
Birth to Ages Five (Ages 0-2)	<input type="text" value="Select an AFR Account"/>		\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	
Birth to Ages Five (Ages 3-5)	<input type="text" value="Select an AFR Account"/>		\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	
School Age (Ages 5-21)	<input type="text" value="Select an AFR Account"/>		\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	

# Transportation Information

**FEATURES:**

- Vehicle repository – will eliminate the need to reenter vehicles by VIN #, if previously reported in SPEDFRS
- Update VIN of a given vehicle
- Copy and paste VIN and other details of a vehicle
- Invoice upload for new vehicle
- Disposal of a vehicle
- Depreciation tracking by vehicle
- Odometer Readings – beginning of school year – September 1 and ending of school year – August 31
- Validations built to ensure better data submission

To report vehicles and transportation expenditures for Students with Disabilities – Special Education (SPED) Age 3-21 within Portal, Data Collections, Special Education Finance Reporting System (SPEDFRS).

The screenshot displays the 'Special Education Financial Report' for the 2018-2019 school year. The interface shows a progress bar with seven steps: Opened, Data Input Completed, District Admin Reviewed, AFR Validation, GMS Validation, NDE Reviewed, and NDE Approved. Below the progress bar, a table lists various data collection items. The 'Transportation Information' row is highlighted in yellow. The table includes columns for status (green checkmark for completed, blue square for 'Has costs', red circle for 'Incomplete') and a 'View Costs' button for each item. A legend at the bottom explains the status icons and includes an 'Export Data Collection' button.

Item	Status	Costs	Action
Contact Information	Completed	Has costs	View
Allowable/Reimbursable AFR Account Information (Ages 0-2)	Completed	Has costs	View Costs
Allowable/Reimbursable AFR Account Information (Ages 3-5)	Completed	Has costs	View Costs
Allowable/Reimbursable AFR Account Information (Ages 5-21)	Completed	Has costs	View Costs
InState/OutState Tuition Received	Completed	Has costs	View Costs
SPED Staff Information	Completed	Has costs	View Costs
Contracted Service Providers	Completed	Has costs	View Costs
Transportation Information	Completed	Has costs	View Costs
Deductions	Completed	Has costs	View Costs
Supporting Documentation Upload	Completed	Has costs	View

Legend:

- Incomplete (Red circle)
- Completed (Green checkmark)
- Reviewed by NDE (Green checkmark)
- Has costs (Blue square)
- Does not have costs (White square)

Export Data Collection -

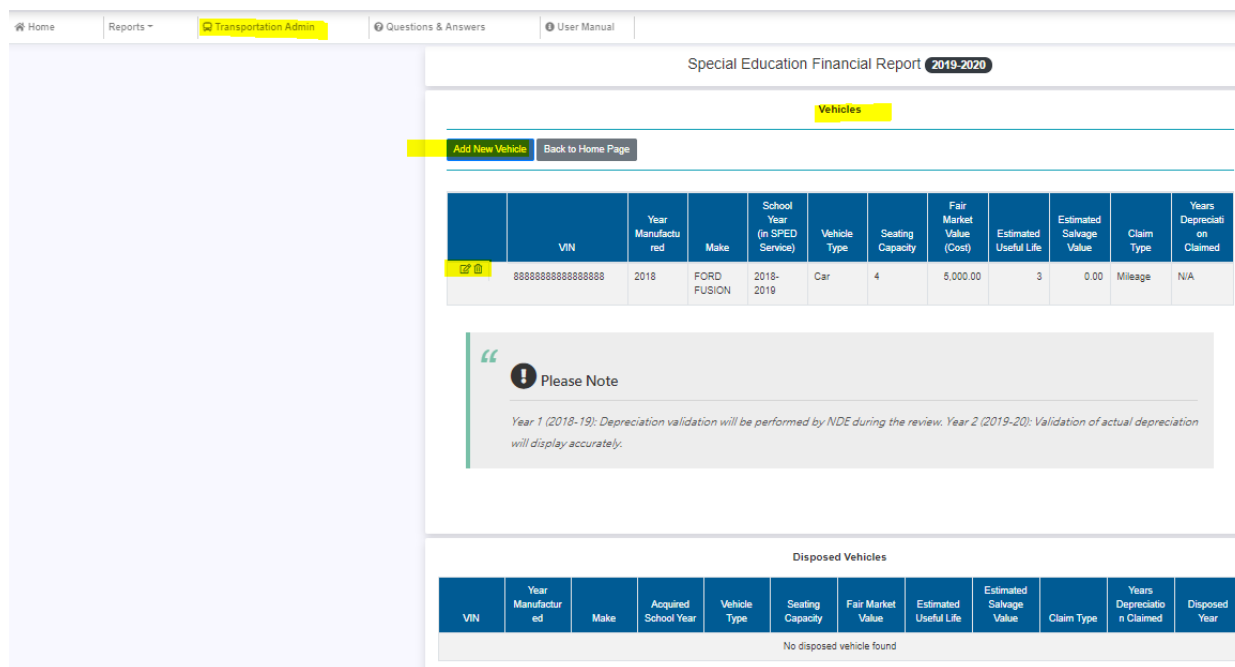


## Transportation Admin – Vehicle(s)

Maintains list of vehicles used for SPED, allows a district to add new vehicle and dispose of vehicle for SPED use.

### 1. Edit/Delete –


- Edit is available to modify a saved record
- Cannot delete a vehicle if previous years costs were reported in SPEDFRS
- Dispose Vehicle – required if vehicle is removed from the district fleet



Special Education Financial Report 2019-2020

Vehicles

[Add New Vehicle](#) [Back to Home Page](#)

	VIN	Year Manufactured	Make	School Year (in SPED Service)	Vehicle Type	Seating Capacity	Fair Market Value (Cost)	Estimated Useful Life	Estimated Salvage Value	Claim Type	Years Depreciated on Claimed
	888888888888888888	2018	FORD FUSION	2018-2019	Car	4	5,000.00	3	0.00	Mileage	N/A




**Please Note**

Year 1 (2018-19): Depreciation validation will be performed by NDE during the review. Year 2 (2019-20): Validation of actual depreciation will display accurately.

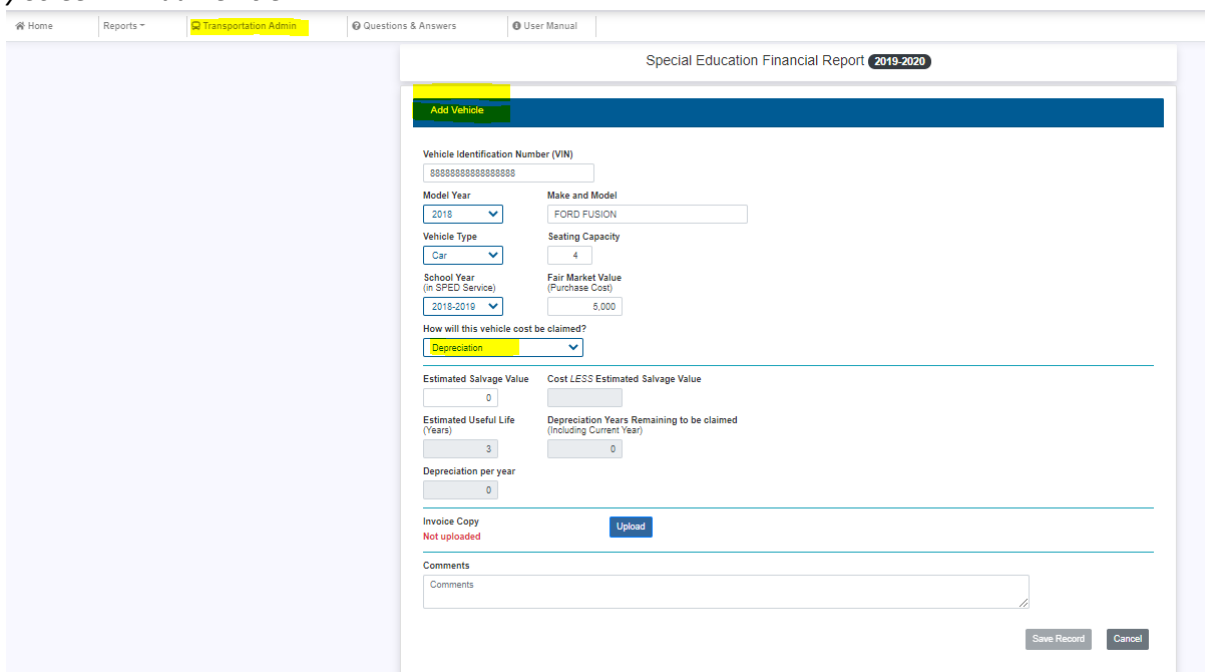
Disposed Vehicles

VIN	Year Manufactured	Make	Acquired School Year	Vehicle Type	Seating Capacity	Fair Market Value	Estimated Useful Life	Estimated Salvage Value	Claim Type	Years Depreciated on Claimed	Disposed Year
No disposed vehicle found											

2. Select “Add New Vehicle” – required for all vehicles used for SPED - Provide the required information (Only for new vehicles. Vehicles added previous year will be there, will need to select them and modified usage for the current year.)
3. Enter “Vehicles Identification Number (VIN)” – required must be 17 characters
4. Purchase documentation is required for “new” vehicles acquired (put in SPED Service) during the reporting school year
5. Select “Model Year” – select year from the drop down
6. Enter the “Make and Model” – (i.e., make=brand (Toyota) and model=name of the product (Camry)
7. Select “Vehicle Type” – select type from the drop down
  - Car
  - Van
  - SUV
  - Bus
8. Select “Seating Capacity” - select from the dropdown
9. Select “School Year (in SPED use)” – select from the dropdown (September 1 through August 31, fiscal school year)
10. Enter the “Fair Market Value/Cost (Purchase Cost)”
  - Newly purchased district fleet vehicle used for Special Education Service
  - Enter purchase price (i.e., Purchased 2018, enter purchase cost)
  - District fleet vehicle moved into Special Education Service - price the vehicle would sell for on the open market (i.e., previous district owned vehicle -moved to SPED 2018, enter fair market value)
  - Previously purchased vehicles with IDEA funds, if original cost is not readily available, enter \$1, claim type would be “Actual Cost”

11. Claim Type - How will the vehicle cost be claimed? – select claim type from the dropdown menu
  - There are three options for “Claim Type”
  - Depreciation
  - Mileage
  - Actual Cost
12. “Depreciation” selected
13. Enter “Estimated Salvage Value” – estimated value of vehicle when it will be disposed of by the school district or no longer used for SPED Transportation
14. “Estimated Useful Life” – length of the period the vehicle will be used for transporting students
15. Calculated field, defaults to:
  - Car = 3 years
  - Van = 3 years
  - SUV = 3 years
  - Bus = 7 years
16. “Depreciation Years Remaining to be claimed” – calculated field
17. “Depreciation per year” - calculated field
18. “Mileage” selected – no action needed, in this section
19. “Actual Cost” selected – no action needed, in this section
20. Invoice Upload – Required
21. Adding a new vehicle, the invoice is required and must support the amount “Fair Market Value (Purchase Cost)” field
22. Select “Save Record”
23. List of “Active Vehicles” display
  - a. Edit vehicle record by selecting  - Must “Save Record” to save changes
  - b. Delete vehicle record by selecting  - Removes the record from the system
    - Edit is available to modify a saved record
    - Cannot delete a vehicle if previous years costs were reported in SPEDFRS
    - Dispose Vehicle – required if vehicle is removed from the district fleet
24. Return to “Home”  Home

### Data Entry Screen – “Add Vehicle”



Special Education Financial Report 2019-2020

**Add Vehicle**

Vehicle Identification Number (VIN)  
8888888888888888

Model Year: 2019  
Make and Model: FORD FUSION

Vehicle Type: Car  
Seating Capacity: 4

School Year (in SPED Service): 2019-2019  
Fair Market Value (Purchase Cost): 5,000

How will this vehicle cost be claimed?  
Depreciation

Estimated Salvage Value: 0  
Cost LESS Estimated Salvage Value: 0


Estimated Useful Life (Years): 3  
Depreciation Years Remaining to be claimed (Including Current Year): 0

Depreciation per year: 0

Invoice Copy: Not uploaded

Comments:

## Transportation Information – Mileage

	<input type="checkbox"/>	Transportation Information	<a href="#">Enter Costs</a>
---	--------------------------	----------------------------	-----------------------------

Special Education Financial Report **2019-2020**

## Transportation Services

Click [Done with Transportation](#) button if you did not have anymore expenditures for Transportation. To add mileage, click [Add Mileage](#) button below.

[Add Mileage](#)[Back to Home Page](#)[Done with Transportation](#)

1. Select "Enter Costs"
2. Select "Add Mileage"
3. Select a "Vehicle" from the drop down, if not found go to "Transportation Admin" to add a vehicle used for SPED Services
  - Vehicle Information displays
  - IRS Mileage Rate Display
    - September 1 – December 31
    - January 1 – August 31
4. Enter "Odometer Year Start" – required
5. Enter "Odometer Year End" - required
6. Enter "SPED Mileage"- required  
 Number of miles used for SPED only, determines SPED use. (If claiming SPED mileage, the costs of this vehicle cannot include SPED "mileage" costs in the account information section cannot include SPED "mileage".)
  - Ages 3-5
    - September 1 – December 31
    - January 1 – August 31
  - Ages 5-21
    - September 1 – December 31
    - January 1 – August 31
7. "Amount" - calculated field based on the total SPED miles multiplied by the IRS standard mileage rate (mileage "amount")
  - Claim Type=" Depreciation" and Claim Type= "Actual Costs" – include costs in the Accounting Information under the Transportation AFR Accounts which includes (i.e., gas, oil, tires, salaries, etc.)
  - Purchased price of vehicles should not be include in the Accounting Information
  - Claim Type = "Mileage" – do not include any costs of this vehicle in the Accounting Information.
8. "Total Sped Mileage" – calculated field with percentage of SPED Mileage display - SPED Percentages display
9. Select "Save Record"
  - List of SPED Vehicle Costs displays
  - Costs of Vehicles with \* must be claimed in the accounting information - (i.e., gas, oil, tires, salaries, etc.)

Data Entry Screen – “Add Mileage”

Add Mileage

**Vehicle**

2018 FORD FUSION (VIN: 9809808098080808)
Cancel

**Year Manufactured**  
2018

**Fair Market Value (Cost)**  
5,000

**Mile Rate (September to December)**

**School Year (in SPED Service)**  
2018-2019

**Estimated Useful Life**  
3

**Mile Rate (January to August)**

**Vehicle Type**  
Car

**Estimated Salvage Value**  
0

**Seating Capacity**  
4

**Claim Type**  
Mileage

---

**Odometer Year Start**

Required.

**Odometer Year End**

**Total Mileage**

---

Ages 3-5				Ages 5-21			
September to December		January to August		September to December		January to August	
SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL SPED MILEAGE			<input type="text" value="0"/>	TOTAL AMOUNT			<input type="text" value="0"/>

Save Record

10. Vehicle Summary Information

- Displays all vehicles being claimed
- Allows for export to excel
- Summary of Vehicle Mileage claimed

							Ages 3-5				Ages 5-21						
							September - December		January - August		September - December		January - August				
Vehicle	Vehicle Type	Claim Type	Odometer (Year Start)	Odometer (Year End)	Total Miles	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	Review Comments	Other Comments	TOTAL	
2018 FORD FUSION (VIN: 9809808098080808)	Car	Mileage	0	0	0	0	0.00	0	0.00	0	0.00	0	0.00			0.00	
TOTAL							0.00	0.00	0.00	0.00			\$ 0				




Export Data to Spreadsheet

The cost of any vehicle indicated with \* in amount fields should be claimed separately in Account Information. Report only SPED mileage of those vehicles here.

Summary of Vehicle Mileage

					Ages 3-5				Ages 5-21				
					September - December		January - August		September - December		January - August		
Claim Type	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	TOTAL		
TOTAL		0.00		0.00		0.00		0.00		0.00	\$ 0		

11. Select “Done with Transportation Costs”

- Green check mark  indicates - done with costs
- Red x  indicates – not done with staff
- Blue box  – indicates costs reported
- No fill box  – indicates no costs reported



12. Select “No Costs Reported”

- Marks the section complete -  indicates- done with costs
- Returns to the Home Page

## Deductions

### FEATURES:

- Student FTE comparison from previous year
- Reporting by Age Groups (0-2, 3-5 and 5-21)

		Deductions	<a href="#">Enter Costs</a>
---	---	------------	-----------------------------

1. Select “Enter Costs”

2. Enter “Student FTE” - “Ages 5-21”

- Provide an explanation if the Student FTE decreased by more than 3 or 25% from the prior year
- Requires minimum of 5 character and maximum of 250 characters

3. “Deductions Calculation”

Prepopulated “Tuition Received” for Ages 0-2, 3-5 and 5-21




4. Enter “Wards of the Sate Receipt” for Ages 0-2, 3-5 and 5-21

- do not enter cents, whole dollars only

5. Enter “Other Deductions” for Ages 5-21

- Provide an explanation of this deduction, requires minimum of 5 character and maximum of 250 characters, this is a required field

6. Select “Save Deductions”

- Green check mark  indicates- done with costs
- Red x  indicates – not done with contracted services
- Blue box  – indicates costs reported
- No fill box  – indicates no costs reported

Data Entry Screen – “Deductions”

Special Education Financial Report **2018-2019**

Deductions

**Ages 5-21**

	2018-2019	2017-2018
Student FTE (Cumulative of SPED FTE for students with an aggregate of more than three hours per week of all SPED services.)	<input type="text" value="3.00"/>	3.9800
Total AAPC deduction	<input type="text" value="7079"/>	
<b>TOTAL</b>	<input type="text" value="21,237"/>	

**Deductions Calculation**

	Ages 0-2	Ages 3-5	Ages 5-21
Tuition Received (Please note: Once you complete Tuition Received, the total will automatically be inserted on this line)	\$ <input type="text" value="44"/>	\$ <input type="text" value="Not reported"/>	\$ <input type="text" value="22"/>
Wards of the State Receipt	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Other Deductions			\$ <input type="text" value="0"/>
<b>TOTAL DEDUCTIONS</b>	\$ <input type="text" value="44"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="21,259"/>

## Supporting Documentation Upload

FEATURES:

- System requirement for supporting document required for costs claimed in Account Information, Contracted Services, Tuition Received and Staff Information for Ages 5-21
- Required – must be marked  to submit
- Records Retention Schedule includes 5 years of retention



Supporting Documentation Upload

1. Select “Edit”

Required for costs claimed in the following sections:

Select the section you are uploading documentation for

Select a section ▼

- Select a section
- Contracted Service Provider Actual Bills
- Tuition Received bill(s) and/or receipt(s)
- Account Information – oc 100-800 YTD detailed transaction by AFR Account Totals
- Payroll Report-including names

2. Contracted Service Provider Actual Billings/Invoices – to include:

- Vendor Name
- Date of services provided
- Type of services
- Billed rate
- Quantity
- Breakdown of ages served (Ages 0-2, 3-5 and 5-21)

3. Tuition Received –Actual billings/invoices

4. *Account Information – Object Code 100-800 YTD detailed transaction by AFR Account Totals*
  - *Detailed Accounting Records – 12XX’s and 2XXX’s; save with AFR Account in the file name.*
  - *Year to Date - district’s accounting records (i.e., Expenditure Audit Report, Transaction Detail Report, etc.) for SPED Function Codes (Detailed Expenditure Audit Report)*
  - *Original transaction information for Journal Entries*
5. *Payroll Report – including names*
  - *Staff Information and Account Information 100/200’s*
  - *Year to Date Payroll records is needed if the district’s accounting records do not provide staff names for salaries and benefits*
6. *Requires file format of .pdf, excel and zip*
  - *PDF format - be sure all column widths are readable, and data is formatted to size of page*
7. *No space or special characters in file name*
8. *Maximum file size of 28 MB*
9. *Allows for multiple files within a section*

## Submit

### FEATURES:

- *System generated email prior to the Due Date – October 31 for non-submission of entered data*
- *Due date counts down, # days prior to submit*
- *System generated emails to LEAs upon NDE Submit*
- *Collection History Status*
- *Submit validations*
- *Two steps submit process*

The following point(s) must be addressed before the data collection can be submitted.

- All reports in the collection must be marked  Completed, even if you have no costs to report.

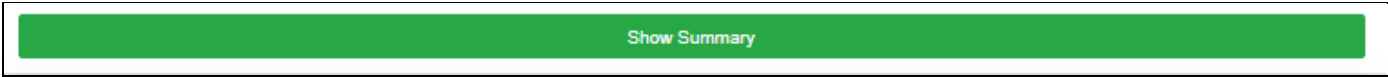
Submit to District Admin

1. *All sections must be marked  to submit*
2. *Edit’s check must be successful for submit to activate*
3. *Two types of submit - “Submit” activates with appropriate portal access and if the above criteria are met*
  - a. *“Submit to district administrator” – District Financial User Type*
    - *Upon completion of data entry must submit to district administrator*
    - *Emails will be automatically generated prior to the Due Date of October 31 for non-submission*
  - b. *“Submit to NDE” - District Approver/District Administrator User Type*
    - *Only the District Approver/District Administrator can submit to NDE*
    - *Due Date – October 31 – system closes at midnight*
    - *Emails will be automatically generated prior to the Due Date of October 31 for non-submission*
    - *Must contact NDE for changes after submitting to NDE*

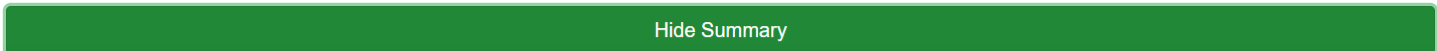
# Summary

**FEATURES:**

- Provides total summary information by section for Age Groups 0-2, 3-5 and 5-21
- Show/Hide summary section



1. Select "Show Summary"
  - Displays by section – Age Group Totals
  - Displays by section – Totals
2. Select "Hide Summary" – collapse screen



## Summary of Accounts

Age Group	Personnel Services (100s)	Benefits (200s)	Professional And Technical Services Only (300s)	Purchased Property Services (400s)	Other Purchased Services (500s)	General Supplies (600s)	Capital Assets (700s)	Other Dues/Fees (800s)	NDE Adjusted Amount	TOTAL
Ages 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Summary of InState/OutState Tuition Received and Others

Tuition Received	Ages 0-2	Ages 3-5	Ages 5-21	TOTAL
InState	0.00	0.00	0.00	0.00
OutState	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Summary of Supplementary Staff Salaries

Age Group	Staff Salaries		Account Information			
	Salaries (100s)	Benefits (200s)	Personnel Services (100s) (Flex Funding Excluded)	Benefits (200s) (Flex Funding Excluded)	Personnel Services (100s) (FLEX Funding)	Benefits (200s) (FLEX Funding)
Ages 0-2	0.00	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



Summary of Contracted Services and Accounts

Age Group	Contracted Services		Account Information		
	Amount (300s)	Amount (500s)	Professional And Technical Services (300s)	Purchased Services (500s)	TOTAL (Accounting)
Ages 0-2	0.00	0.00	0.00	0.00	0.00
Ages 3-5	0.00	0.00	0.00	0.00	0.00
Ages 5-21	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Summary of Vehicle Mileage

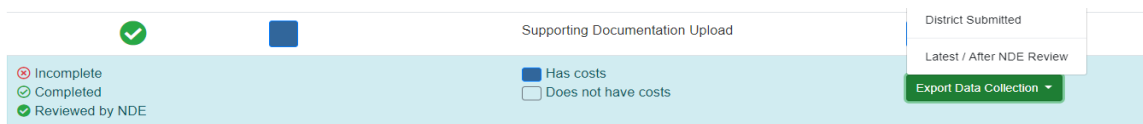
Claim Type	Ages 3-5				Ages 5-21				TOTAL
	September - December		January - August		September - December		January - August		
	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	SPED Miles	Amount	
<b>TOTAL</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$ 0</b>

\* The cost of vehicles with claim type Actual Cost is claimed separately in Account Information.

## Export/Print Feature

### FEATURES:

- Data collection export to excel, save and print
- Creates a worksheet for each section in the excel workbook
- Program Reimbursement Information



### Print Feature

1. Select "Export Data Collection" - provides summary view of data by section
  - a. "District Submitted"
    - Populates saved data upon userType=DistrictAdministrator submit
    - No changes updated after the original submit in this view
  - b. "Latest/After NDE Review"
    - Populates data changes from the original data submission
    - Includes NDE Review Approval and comments

## Collection Status History

- Status
- Date
- Username

### Collection Status History

Date	Status	User	Comments
10/16/2019 1:49:16 PM	Data Input Completed	[REDACTED]	
10/25/2019 8:17:42 AM	District Admin Reviewed	[REDACTED]	
6/18/2020 12:28:49 PM	AFR Validation		Year 1 Review
6/18/2020 12:30:44 PM	GMS Validation		Year 1 Review
6/18/2020 12:30:52 PM	NDE Reviewed		Year 1 Review
6/18/2020 12:30:58 PM	NDE Approved		Year 1 Review

## Program Reimbursement Information

### Total Available for Reimbursement (Program)

- Ages 5-21
- Seven Payments, 1<sup>st</sup> payment December

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Transportation Reimbursement

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**Program Reimbursement Information**

Total Special Education and Support Services (Flex) Ages 5-21	plus	0
SPEd Staff Review Adjustment	plus	0
Contracted Services Review Adjustment	plus	0
Flex Funding Ages 5-21 0		
Total Supervision from Contracted Services and Staff Information 0		
8.00 % of (Total Special Education less Support Services + IDEA Ages 5-21) + (SPEd Staff Review Adjustment) + (Contracted Services Review Adjustment) - (Total Supervision) $[0 + (0) + (0) - 0] \times 8.00 / 100 = 0$		
Excess Supervision	less	0
5.00 % of (Total Special Education and Support Services (Flex) Ages 5-21) + (SPEd Staff Review Adjustment) + (Contracted Services Review Adjustment) $[0 + (0) + (0)] \times 5.00 / 100 = 0$		
Excess Support Services	less	0
Flex Funding Ages 5-21 - 5.00 % of [(Total Special Education and Support Services (Flex) Ages 5-21) + (SPEd Staff Review Adjustment) + (Contracted Services Review Adjustment)] [0 - 0] (positive number difference only)		
Total Deductions	less	0
(Student FTE * Total AAPC Deduction) + (Tuition Received Ages 5-21 + Wards of the State Receipt Ages 5-21 + Other Deductions)		
<b>Total Available for Reimbursement (Program)</b>		<b>\$ 0</b>

### Program Payment History

Month	Claimed Amount <small>(at the time of making payment)</small>	Reimbursement Rate <small>(rates by month)</small>	MIPS Adjustment	MoE Adjustment	Reconciliation Adjustment	Amount Paid	Payment Posted Date
Program payment records not found							
<b>Amount Paid (Year to Date)</b>						<b>\$ 0</b>	

## Transportation Reimbursement Information

### 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

Main Menu		Program Reimbursement	Transportation Reimbursement			
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<b>Transportation Reimbursement Information</b>						
Actual Cost Ages 5-21			0			
Depreciation Ages 5-21			0			
Mileage Cost Ages 5-21			0			
Applicable for Year 1 - 1st Semester Claim	less		0			
<b>Total Available for Reimbursement (Transportation)</b>			<b>\$ 0</b>			
<b>Transportation Payment History</b>						
Month	Claimed Amount (at the time of making payment)	Reimbursement Rate (varies by month)	Transportation Adjustment	Reconciliation Adjustment	Amount Paid	Payment Posted Date
Transportation payment records not found						
<b>Amount Paid (Year to Date)</b>					<b>\$ 0</b>	

## SPEDFRS AFR Account Code Validations

1. Performed by NDE – the following January of the October 31 deadline  
*Using data from SPEDFRS*
  - SPED AFR Accounts from submitted data*Against*
  - SPED AFR Account Codes – Annual Financial Report
  - GMS IDEA Payments - Grants Management System
2. Failed Validations result in the following:
  - System generated emails sent to user(s) and contact(s) in SPEDFRS
  - SPEDFRS Data Collection returns to an “open” status, reimbursement placed on “hold”
3. District must resolve the failed validations, either
  - Adjust the SPEDFRS data collection and resubmit to nde, and/or
  - Amend the Annual Financial Report through School Finance, visit the links below
    - <https://cdn.education.ne.gov/wp-content/uploads/2021/02/Steps-to-amend-AFR.pdf>
    - <https://cdn.education.ne.gov/wp-content/uploads/2021/02/Copy-of-Amendment-Template.xlsx>
    - Amend AFR – Video ([https://youtu.be/XL\\_1jp7\\_4v4](https://youtu.be/XL_1jp7_4v4))
4. Upon completion of #3, SPEDFRS payments will resume.

## NDE Contacts

*For questions regarding the Portal or Special Education Financial Report access, please contact the NDE Service Desk at: [NDE.ServiceDesk@Nebraska.gov](mailto:NDE.ServiceDesk@Nebraska.gov)*

*For Financial Assistance with SPEDFRS or Transportation Assistance with SPEDFRS. Please contact the NDE Budget and Grants Management help desk by email at [nde.bgmhelp@nebraska.gov](mailto:nde.bgmhelp@nebraska.gov)*

## LINKS

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