



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

Updated – August, 2025

*Welcome to the Special Education Reporting System (SPEDFRS) NDE #28-3654. This system combines reporting of ALLOWABLE/REIMBURSABLE Special Education Costs per Rule 51.*

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. For comments regarding this document contact [nde.guidance@nebraska.gov](mailto:nde.guidance@nebraska.gov).

Welcome to the 2024-25 School Year SPEDFRS Data Collection. We are excited to introduce improvements within the financial reporting system that will improve data accuracy. Please carefully review the SPEDFRS User Manual especially the sections for contracted service providers and supplementary report of staff salaries. A summary of the major changes:

1. On the contact page, we need two separate points of contact. These two individuals can be the same for both program and transportation. We need two separate points of contact in case NDE needs to contact the District for additional information/corrections/clarifications.
2. Supporting documentation for contracted service providers must be uploaded directly on the record creating the contracted service provider data. This will make it easier for the LEA and NDE to verify accuracy of the account coding and financials when viewing the record.
3. The “9999999999” code on the staff page is no longer available.
4. The “8888888888” code cannot be used on the staff upload. For bus drivers, if this code must be used, it is only available via manual data entry.
5. The NDE ID used to report staff must be accurate. SPEDFRS is connected to ADVISER. If the NDE ID for the person being reported is inaccurate and belongs to a different person, SPEDFRS will overwrite the data to match the data for the person assigned the NDE ID. **Very important that NDE ID is accurate!**

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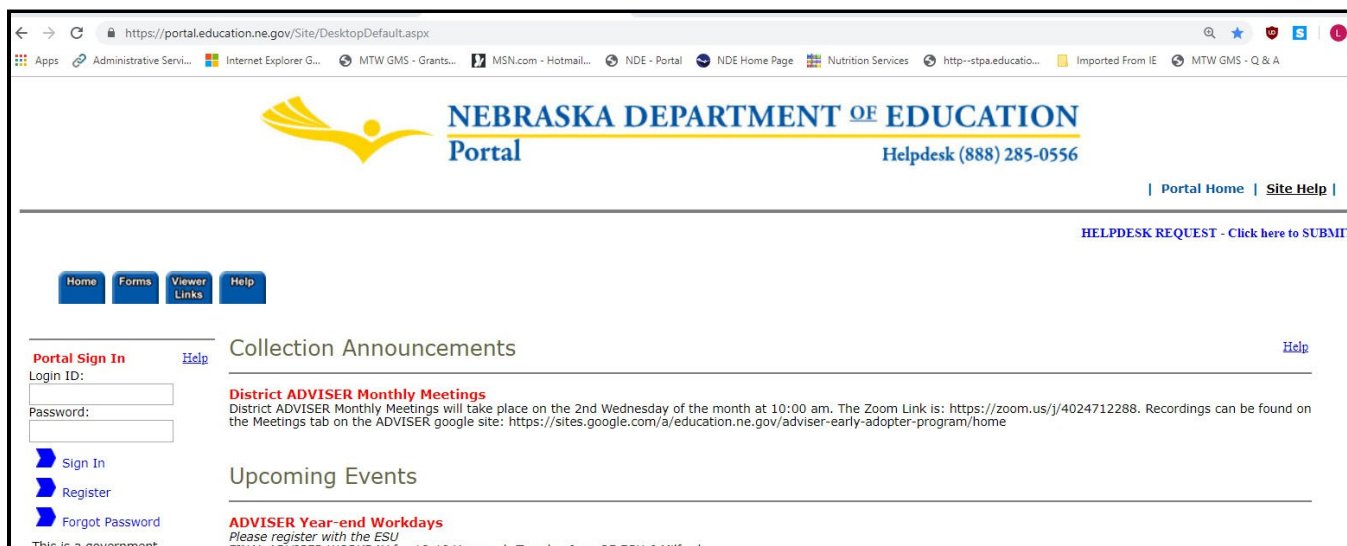
## DATA ENTRY FUNCTIONALITY

- 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 LEGACY 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	User Type	
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.



**Special Education Financial Reporting System**



**SELECT A DISTRICT TO PROCEED**

District:

 **NEBRASKA**  
DEPARTMENT OF EDUCATION

[Contact Us](#) | [Instructions](#)

It is the policy of the Nebraska Department of Education not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, national origin, or genetic information in its



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, the NEBRASKA Department of Education logo is visible. The user is logged in as Lori Adams (ladamsl@ed.net) for AINSWORTH COMMUNITY SCHOOLS (09-0019-000). The status bar shows the following progress: Opened (checked), Data Input Completed (circle), District Admin Reviewed (circle), AFR Validations Completed (circle), GMS Validations Completed (circle), NDE Reviewed (circle), and NDE Approved (circle). Below the status bar, the 'Main Menu' is active, showing 'Program Reimbursement' and 'Transportation Reimbursement' tabs. The 'Agency Claims Information' section is displayed, with a message: 'Please complete Contact Information section to proceed'. The table below shows the status of various sections:

Section	Status	Has costs	Does not have costs
Contact Information	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
Allowable/Reimbursable AFR Account Information (Ages 0-2)	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
Allowable/Reimbursable AFR Account Information (Ages 3-5)	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
Allowable/Reimbursable AFR Account Information (Ages 5-21)	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
InState/OutState Tuition Received	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
SPED Staff Information	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
Contracted Service Providers	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Information	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
Deductions	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documentation Upload	Incomplete (Red X)	<input type="checkbox"/>	<input type="checkbox"/>

Legend:   
 Incomplete: Red X   
 Completed: Green check mark   
 Reviewed by NDE: Green check mark   
 Has costs: Blue box ☒   
 Does not have costs: No fill box ☐   
 Export Data Collection: Green button   
 Show Summary: Blue button   
 Complete Data Input: Grey button

**DATA YEAR** – represents the reporting period

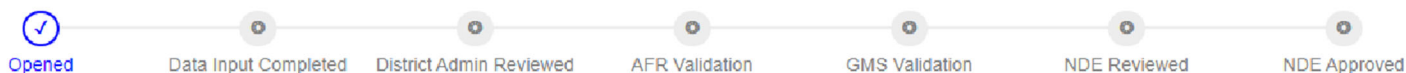
**AGENCY** – Name of district reporting information

**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
- AFR Validation and GMS Validation are steps performed by NDE. If validations fail, the District will be notified concerning required corrections.
- NDE Review – November - June
- NDE Approval – April - June

## Main Menu - Contact Information

The person(s) NDE should contact, if necessary. Please provide two different points of contact for program and transportation. 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
Edit

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

Back to Home Page
Save Record






## 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

		Allowable/Reimbursable AFR Account Information (Ages 0-2)	<a href="#">View Costs</a>
		Allowable/Reimbursable AFR Account Information (Ages 3-5)	<a href="#">View Costs</a>
		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 and ESU service provider costs if ESU costs were coded to the 300's (**required for 2025-26**)
  - 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 **This functionality is newly improved for 24-25 and works much better than in years past. Be aware of the NDE ID and ensure accuracy.***
  - 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 SPED Staff (state and federal funded). 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*
- ***Staff must be reported individually, not grouped together. Substitutes must have an NDE ID.***
- *Bus Drivers should be reported using their NDE ID.*
- *Do not include Flex Funding staff names in this section*
- ***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

### Supplementary Report of Staff Salaries

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





<p style="text-align: center; color: #0070C0;">Option #1</p> <hr style="border: 0.5px solid #0070C0;"/> <p>Select a district owned SPED qualified or licensed staff at your district from the drop down list below.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 2px 5px; display: flex; align-items: center;"> <span>Select a district owned Qualified Staff</span> <span style="font-size: 0.8em;">▼</span> </div> </div>	<p style="text-align: center; color: #0070C0;">Option #2</p> <hr style="border: 0.5px solid #0070C0;"/> <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> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px; text-align: center;"> <div style="background-color: #0070C0; color: white; padding: 5px 10px; display: inline-block;">Add Staff Not Listed in Dropdown</div> </div>	<p style="text-align: center; color: #0070C0;">Option #3</p> <hr style="border: 0.5px solid #0070C0;"/> <p>Upload a file containing your Supplementary Report of Staff Salaries by clicking here.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px; text-align: center;"> <div style="background-color: #0070C0; color: white; padding: 5px 10px; display: inline-block;">Upload Supplementary Report</div> </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 8/15/2025) – 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 & (XXXX)-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: Sara Peterson, 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

First Name

MI

Last Name

---

SPI Code

Supervision

Staff Type

Position Code

Age Group

FTE

FTE so far in other positions: 0

---

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

---

Is Licensed?

Is Staff Endorsed?

License Num (if applicable)

Is Admin Endorsed?

Is non-sped position?

8/14/2024

SPEDFRS\_UserManual

## 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. <i>Numbers used <b>must exist</b> in the NDE Staff ID system.</i>
*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 = <b>Paraprofessional Substitute</b> 5 = Certified Sign Language Interpreter ( <i>requires valid SPI-Code, Position Assignment</i> ) 6 = Bus Driver 7 = <b>Teacher Substitute (requires SPI-Code=0, Position Assignment-5190)</b>
*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) 2 = Non-Supervisory (Professional, Paraprofessional, Clerical, Substitute, Certified Sign Language, Bus Driver, Paraprofessional Substitute 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.

*Please note, the functionality on the supplementary staff page has been enhanced.*

The uploaded file has the following error(s). Please correct the errors in the source file and try to upload again.

Error Message	NDE Staff ID	Last Name	First Name	MI	Staff Type	Age Group	FTE	SPICode	PositionCode	Salary	Benefits	Supervision
* FTE exceeds the maximum permissible value of 1.0. If you have multiple records for the staff, the summation of FTE field of all records of the staff should not be more than 1.0	4486813928	Bishop		W	1	3	1	I	2327	20500	5135	1
* Invalid SPICode.	9999999999	Rodriguez		D	2	3	0.94	S	5190	604	91	2
* Invalid SPICode.	8888888888	Chupp		A	2	3	0.94	S	5190	18812	3294	2
* Invalid PositionCode.	1085582425	Hrischman		R	1	3	1	S	5190	95461	26014	1
* Invalid PositionCode.	1186869842	Kuck		K	2	3	0.94	S	5190	21865	4023	2
* This staff does not have allowable SPED positions to claim. * Incorrect Staff Type. No Professional SPED positions found in NSSRS for this Staff at the Agency for the StaffType, SPICode and PositionCode. * No SPED Position found in NSSRS for this Staff for the given Age Group, SPICode and PositionCode.	1360068576	Bishop		W	1	3	1	I	2327	68603	20810	1

The above are examples of the error messages that may appear when attempting to upload the staff file.

- If NSSRS records say that the staff person is SPED for 0.25 FTE, SPEDFRS will require that the FTE be 0.25 or lower.
- SPEDFRS will check against NSSRS to match SPI and Position codes. Error message will result if the data does not match.
- Error message will always be returned when using "9999999999" or "8888888888". Actual NDE ID must be reported.

## 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 the applicable record to support the costs being claimed directly on the record not via submitted documentation tab.
- Reporting by Age Groups (0-2, 3-5 and 5-21)
- Reorder rows by selecting ↑↓ in the column headings

Contracted Services

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.

---

**Summary of Contracted Services and Accounts**

	Contracted Services		Account Information		
Age Group	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

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 and Rate" - Only the services in the dropdown list are eligible for reimbursement
6. Upload PDF, Zip, Word or Excel file containing the supporting documentation pertaining to the applicable contracted service provider. Select "Choose File" to select the document to be upload. And then select "Upload File".



# Add Contracted Service (include IDEA)

Rate Year

2023-2024

Cancel

Contracted Service Agency or Individual Provider

ADVANCE SERVICES INC. (956420)

ADVANCE SERVICES INC. (956420)

205 S Lincoln Ave. Suite 202  
York, NE 68467

Miranda Rodriguez  
(402) 362-7638  
miranda.rodriguez@asinc.net

Service Code and Rate

8001 Agency Supplier - Paraprofessic

## Upload Contracted Service Provider Actual Bills



### Instructions

**Please Note:** You can upload only PDF, ZIP, Word or Excel format files.

Maximum file size allowed for upload is 28 MB

Mailed or emailed documents will not be accepted by NDE. All Supporting Documentation must be uploaded.

Cancel

Choose File No file chosen

Upload File

## Edit Contracted Service (include IDEA)

Rate Year

2023

Service Provider

ADVANCE SERVICES INC.

205 S Lincoln Ave. Suite 202

York, NE 68467


Contact Information:

Name: Miranda Rodriguez

Phone: (402) 362-7638

Email: miranda.rodriguez@asinc.net

## Contracted Service Provider Actual Bills

Section	File Name	Size	File Type	Uploaded By	Uploaded Date
Contracted Service Provider Actual Bills	YTD Invoices EBU.pdf	391 KB		Camelia Rogers (crogers@district)	8/22/2025 9:22:02 AM

NOTE: if you leave this page to upload a file without saving, any changes you have made to the data below will be lost.

Upload File

## Expenditures

Service Code	Approved Rate	Actual Rate	Quantity	Amount	Supervision
8001	\$ 25.0000(H)	\$ 0.00	0.00	\$ 0.00	Non-supervisory
AFR Account					
	Amount (300s)		Amount (500s)		
Birth to Ages Five (Ages 0-2)	Select an AFR Account	\$ 0.00	\$ 0.00		Add Row
Birth to Ages Five (Ages 3-5)	Select an AFR Account	\$ 0.00	\$ 0.00		Add Row
School Age (Ages 5-21)	Select an AFR Account	\$ 0.00	\$ 0.00		Add Row
					Cancel Save Changes

If you need to upload more than one file, on this screen click on "upload file" button again and SPEDFRS will allow for additional documents to be upload. If you enter information under the Expenditures section, be sure to "Save Changes" so the data is not zeroed out.

## 7. 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.

## 8. Enter "Quantity"

## 9. "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

## 10. "Supervision" field

- Defaults to "non-supervisory" services, except for service code 0001-Supervision which defaults to "supervisory"

## 11. 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

## 12. "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

## 13. Enter "Comments", if applicable, and "Save Comments"

## 14. 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

## 15. 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 (includes IDEX)

Rate Year  
2019-2020 Cancel

Contracted Service Agency or Individual Provider  
ADVANCE SERVICES INC (952380)

Service Code and Rate  
8001 Para Professional Hourly 16.000

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	Approved Rate	Actual Rate	Quantity	Amount	Supervision
8001	\$ 16.0000(H)	\$	0	\$ 0.00	Non-supervisory
AFR Account			Amount (300s)	Amount (500s)	
Birth to Ages Five (Ages 0-2)	Select an AFR Account		\$ 0	\$ 0	
Birth to Ages Five (Ages 3-5)	Select an AFR Account		\$ 0	\$ 0	
School Age (Ages 5-21)	Select an AFR Account		\$ 0	\$ 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).

**NEBRASKA**  
DEPARTMENT OF EDUCATION

Home Reports **Transportation Admin** Questions & Answers User Manual Sign out

Special Education Financial Report **2018-2019**

Data Year: 2018-2019 Agency: [Redacted]

Progress: Opened [✓] Data Input Completed [✓] District Admin Reviewed [✓] AFR Validation [✓] GMS Validation [✓] NDE Reviewed [✓] NDE Approved [✓]

Status	Has costs	Item	Action
✓	■	Contact Information	<a href="#">View</a>
✓	■	Allowable/Reimbursable AFR Account Information (Ages 0-2)	<a href="#">View Costs</a>
✓	■	Allowable/Reimbursable AFR Account Information (Ages 3-5)	<a href="#">View Costs</a>
✓	■	Allowable/Reimbursable AFR Account Information (Ages 6-21)	<a href="#">View Costs</a>
✓	■	InState/OutState Tuition Received	<a href="#">View Costs</a>
✓	■	SPED Staff Information	<a href="#">View Costs</a>
✓	■	Contracted Service Providers	<a href="#">View Costs</a>
✓	■	<b>Transportation Information</b>	<a href="#">View Costs</a>
✓	■	Deductions	<a href="#">View Costs</a>
✓	■	Supporting Documentation Upload	<a href="#">View</a>

Incomplete (red circle with X)  
 Completed (green circle with checkmark)  
 Reviewed by NDE (green circle with checkmark)

Has costs (blue square)  
 Does not have costs (white square)

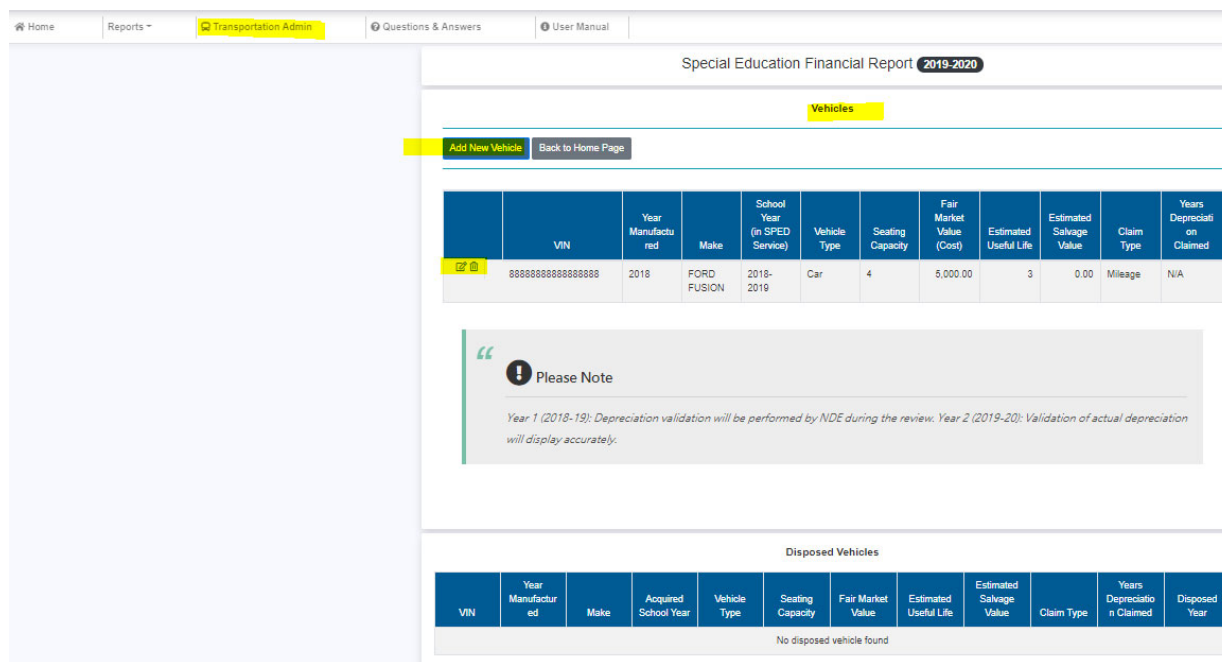
[Export Data Collection](#)

## 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
	8888888888888888	2018	FORD	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.

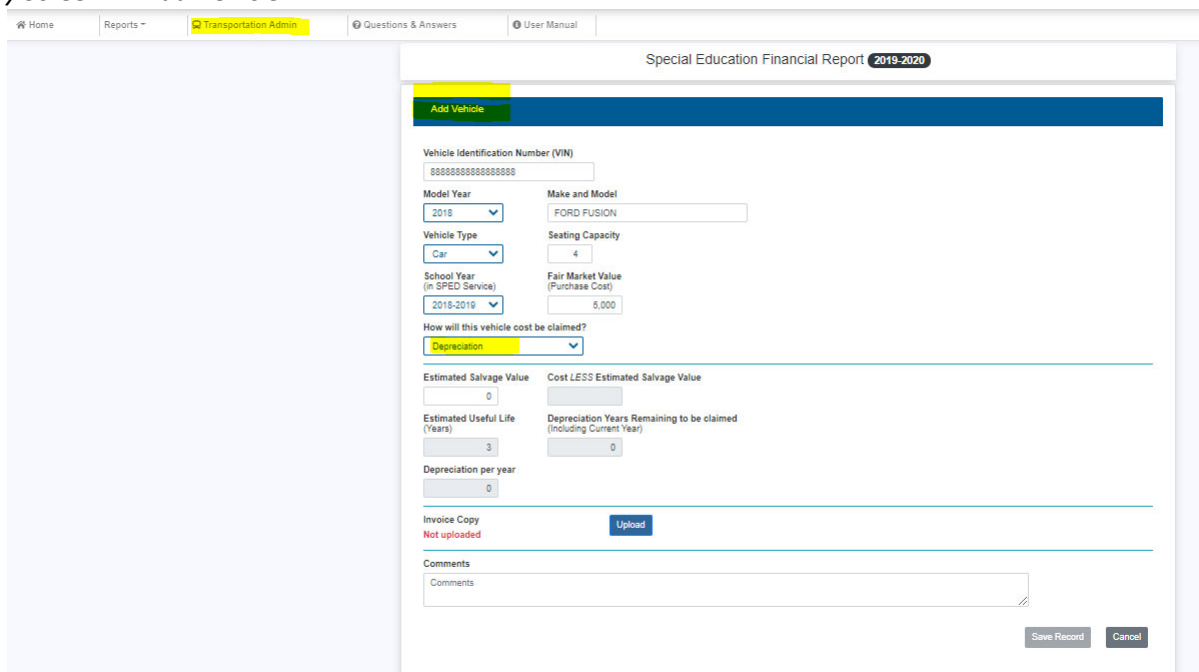
**Disposed Vehicles**

VIN	Year Manufactured	Make	Acquired School Year	Vehicle Type	Seating Capacity	Fair Market Value	Estimated Useful Life	Estimated Salvage Value	Claim Type	Years Depreciated	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: 2018  
Make and Model: FORD FUSION

Vehicle Type: Car  
Seating Capacity: 4


School Year (in SPED Service): 2018-2019  
Fair Market Value (Purchase Cost): 5,000

How will this vehicle cost be claimed?  
Depreciation

Estimated Salvage Value: 0  
Cost LESS Estimated Salvage Value: 5,000

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


Depreciation per year: 0

Invoice Copy  
Not uploaded 

Comments  
Comments

Save Record Cancel

## Transportation Information – Mileage

	<input type="checkbox"/>	Transportation Information	<input type="button" value="Enter Costs"/>
---	--------------------------	----------------------------	--

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.




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: 98098080980980808)

Year Manufactured  
2018

Fair Market Value (Cost)  
5,000

Mile Rate  
(September to December)  
0.5450

School Year (in SPED Service)  
2018-2019

Estimated Useful Life  
3

Mile Rate  
(January to August)  
0.5800

Vehicle Type  
Car

Estimated Salvage Value  
0

Seating Capacity  
4

Claim Type  
Mileage

Odometer Year Start

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  
0

Amount  
0

SPED Miles  
0

Amount  
0

SPED Miles  
0

Amount  
0

SPED Miles  
0

Amount  
0

TOTAL SPED MILEAGE  
0

TOTAL AMOUNT  
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: 8888888888888888)	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		
<a href="#">Export Data to Spreadsheet</a>																	




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	TOTAL	
TOTAL		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 State 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>	<b>21,237</b>	


---

**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>	<b>\$ 44</b>	<b>\$ 0</b>	<b>\$ 21,259</b>

## 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

Show Summary

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

Hide Summary

### 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

	Contracted Services		Account Information		
Age Group	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
TOTAL	0.00	0.00	0.00	0.00	0.00

### 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	TOTAL
TOTAL	0.00		0.00		0.00		0.00		\$ 0

\* 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

Supporting Documentation Upload

☒ Incomplete  
☒ Completed  
☒ Reviewed by NDE

☒ Has costs  
☐ Does not have costs

District Submitted  
 Latest / After NDE Review  
[Export Data Collection](#)

## 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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[Program Reimbursement](#)
[Transportation Reimbursement](#)

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### Program Reimbursement Information

Total Special Education and Support Services (Flex) Ages 5-21

SPED Staff Review Adjustment *plus*

Contracted Services Review Adjustment *plus*

Flex Funding Ages 5-21

Total Supervision from Contracted Services and Staff Information

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 - 0] (positive number difference only)

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*   
 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*   
 (Student FTE \* Total AAPC Deduction) + (Tuition Received Ages 5-21 + Wards of the State Receipt Ages 5-21 + Other Deductions)

**Total Available for Reimbursement (Program)** \$

### Program Payment History

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

## 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

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Transportation Reimbursement Information

Actual Cost Ages 5-21

Depreciation Ages 5-21

Mileage Cost Ages 5-21

Applicable for Year 1 - 1st Semester Claim

Total Available for Reimbursement (Transportation)
\$

Transportation Payment History

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						
Amount Paid (Year to Date)					\$ 0	

## SPEDFRS AFR Account Code Validations

- 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
- 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”
- 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))
- 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](#)